# Parent & Student Handbook 2026-2027

San Francisco de Asís
Catholic School

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# I. Mission, Philosophy, and Catholic Identity (Who We Are)

**A. School Mission Statement**

San Francisco de Asis Catholic School provides a culture where all can encounter the living Christ. Through the example of our patron, Saint Francis, and all the saints, we become faithful disciples. We live this by Following Christ and His Church, Acquiring Knowledge, Inspiring Daily Conversion, Taking Responsibility, and Helping Others. Through lifelong learning, we grow closer to Jesus and are guided toward Heaven.

**B. School Philosophy**

The Catholic community of San Francisco de Asis believes children are created in God's image and therefore have great dignity. Christ is our hope and our children are the future of the Church. In the spirit of St. Francis, we embrace each child's diversity and God-given gifts. Parents, as the primary educators, have the responsibility of the Christian faith formation and education of their children. Living Catholic teachings and traditions, both parents and parish school are dedicated to providing an environment rich in faith and excellence in education

while affording opportunities to serve others. As a result, our students are inspired to a faith-filled life, in the pursuit of life-long learning, and stewardship.

**C. School Motto**

"To Learn, Lead, and Live Like Christ" is the San Francisco de Asis Catholic School motto. It is our hope that students, as a result of attending our school, will learn to be leaders and F.A.I.T.H.ful Disciples of Christ.

**D. Schoolwide Learning Expectations (SLEs)**

The Schoolwide Learning Expectations (SLEs) identify the knowledge, skills, values, and behaviors that San Francisco de Asís Catholic School seeks to develop in every student. Rooted in our Catholic mission, the SLEs guide our academic program, faith formation, and school culture.

Our SLEs are represented by the acronym **F.A.I.T.H.**:

- **F** - Following Christ and His Church
- **A** - Acquiring Knowledge
- **I** - Inspiring Daily Conversion
- **T** - Taking Responsibility
- **H** - Helping Others

Student growth toward the Schoolwide Learning Expectations is reported on report cards during the second, third, and fourth quarters.

Throughout the school year, students are encouraged and recognized for living out **F.A.I.T.H.** Students may receive F.A.I.T.H. Cards for demonstrating these expectations in their daily actions. Each month, one student from each class is recognized as the Saint of the Month for exemplifying the virtue emphasized by the school that month.

**E. General Student Expectations**

Students share responsibility with faculty and staff for creating a safe, respectful, faith-filled environment where everyone can learn and grow. Students are expected to conduct themselves in a manner consistent with the mission of San Francisco de Asís Catholic School, our **F.A.I.T.H.** Schoolwide Learning Expectations, and the Discipline with Purpose skills.

Students are expected to:

1. Follow Christ's example by treating others with kindness, dignity, compassion, and respect.
2. Follow school and classroom expectations and accept responsibility for their choices and actions.
3. Respect the learning of others by behaving in a manner that allows everyone to learn without unnecessary disruption.
4. Use respectful words and actions and refrain from teasing, taunting, criticizing, excluding, or intentionally hurting others.

5. Be honest and seek the assistance of a trusted adult when help is needed or when there is a concern for the safety or well-being of another person.
6. Practice the Discipline with Purpose skills throughout the school day.
7. Be prepared, responsible, and on time for classes, activities, and school events.
8. Keep hands, feet, and objects to oneself and respect the personal space and property of others.
9. Demonstrate courtesy and hospitality by greeting and responding respectfully to students, faculty, staff, families, and visitors.
10. Strive to grow in faith and virtue, using one's God-given gifts to become the person God calls each student to be.

## F. School Responsibilities

The administration, faculty, and staff of San Francisco de Asís Catholic School share responsibility for providing a faith-filled, safe, and academically challenging environment in which students can grow spiritually, academically, socially, and personally.

The school is committed to:

1. Fostering Catholic identity through prayer, faith formation, Catholic teaching, and opportunities to encounter Christ.
2. Treating students and families with dignity, respect, and Christian charity.
3. Providing quality instruction through an appropriate and academically sound curriculum.
4. Supporting student growth and providing assistance when students experience academic, behavioral, or social challenges.
5. Monitoring and communicating student progress through FACTS, report cards, conferences, and other appropriate means.
6. Maintaining open and professional communication with parents/guardians regarding their child's education and important school information.
7. Partnering with parents/guardians, recognizing them as the primary educators of their children.

## G. Parent/Guardian Communications and Responsibilities

San Francisco de Asís Catholic School is a community of faith built upon partnership among families, faculty, staff, administration, and parish. As members of this Catholic community, parents and guardians are expected to model Christian charity, respect, and dignity in their interactions with others. Questions or concerns should be addressed directly and respectfully with the staff member most closely involved. If additional assistance is needed, parents/guardians are encouraged to contact the principal. Parents/guardians are expected to use appropriate discretion when discussing school matters in person, electronically, or through social media. Communications should respect the dignity and privacy of students, families, faculty, and staff. Social media or other public forums should not be used to engage in gossip, personal attacks, harassment, or the inappropriate disclosure of confidential or private school

matters.
The school values constructive feedback and encourages families to bring concerns directly to the appropriate school personnel so that they may be addressed respectfully and productively.

***Spiritual***

Families are encouraged to foster a home life that supports the Catholic faith and complements the faith formation provided at school. Parents/guardians are expected to:

- Model Christian values and behavior.
- Support their child's participation in prayer, Mass, the sacraments, and other faith formation opportunities.
- Participate in the life of their parish and the faith community.
- Support the Catholic identity, mission, policies, and practices of the school.
- Encourage their child to grow in relationship with Christ and live as a faithful disciple.

Catholic families are encouraged to participate faithfully in Sunday Mass and the sacramental life of the Church.

***Academics***

In their role as primary educators, parents/guardians partner with teachers to support their child's academic growth. Parents/guardians are expected to:

- Encourage good study habits, responsibility, and independent learning.
- Monitor academic progress and schoolwork through FACTS and other school communications.
- Provide appropriate support while allowing students to complete their own work.
- Communicate respectfully and directly with teachers regarding questions or concerns.
- Support school and classroom expectations and work collaboratively with faculty and administration when concerns arise.

***Financial***

Families share responsibility for supporting the financial stability of the school and are expected to:

- Pay tuition, fees, and other financial obligations according to established agreements.
- Support school fundraising and development efforts as applicable.
- Fulfill applicable parish financial commitments when required for parishioner tuition or other benefits.

***Stewardship and Participation***

As members of the SFdA community, families are called to share their time, talent, and resources in support of the school's mission. Parents/guardians are expected to:

- Fulfill applicable family service (Spirit Hour) requirements.
- Support school and classroom activities through volunteer service when possible.
- Participate in required parent meetings, retreats, or school programs.
- Ensure students arrive at school on time and are picked up promptly following school and

extracurricular activities.
- Support school fundraising, community events, and other opportunities that strengthen the SFdA community.

Through this partnership of faith, family, and school, we work together to help our students grow as faithful disciples, lifelong learners, and responsible members of the community.

**H. Religious Education**

Religious education is an essential part of the academic and spiritual formation of every student at San Francisco de Asís Catholic School. Students receive regular instruction in the teachings, traditions, Scripture, prayer, and sacramental life of the Catholic Church.

Through religious instruction and the integration of faith throughout the school day, students are encouraged to deepen their relationship with Jesus Christ, grow in their understanding of the Catholic faith, and learn to live as faithful disciples through prayer, service, and daily life.

Religion instruction is provided by teachers who meet the faith formation and certification requirements established by the Diocese of Phoenix. Our pastor and clergy also support the spiritual formation of students through classroom visits, liturgical celebrations, the sacraments, and other opportunities for faith formation.

**I. Eucharistic Celebration (Mass attendance varies by grade level)**

The celebration of the Eucharist is central to the Catholic identity and faith formation of San Francisco de Asís Catholic School. Students and faculty participate regularly in Mass together as a school community, growing in their understanding of and love for Jesus Christ in the Eucharist.

Students participate in the preparation of school liturgies in age-appropriate ways through readings, music, altar serving, and other liturgical ministries. Parents, grandparents, and other members of our school community are invited to join us for school Masses.

Participation in school Mass does not replace the Sunday Mass obligation. Catholic families are encouraged to make Sunday Mass and participation in the sacramental life of the Church a priority in their family life.

**J. Sacrament Programs**

Preparation for the Sacraments of **Reconciliation, Confirmation, and First Eucharist** is provided in partnership with San Francisco de Asís Parish and is integrated into the school's religious education program.

- **Grade 2:** Students prepare for and celebrate First Reconciliation.
- **Grade 3:** Students prepare for and celebrate Confirmation and First Eucharist.

Parents/guardians are the primary educators of their children in the faith and play an essential role in sacramental preparation. Families are expected to support their child's formation through regular participation in Sunday Mass, the sacramental life of the Church, and required parish formation opportunities, including **Renew Our Faith** classes. Parents/guardians are also encouraged to participate in additional preparation opportunities offered through the school and parish.

Families are responsible for completing all parish sacramental requirements and submitting required documentation by established deadlines. Required documents may include, but are not limited to, Baptismal certificates, sponsor forms, and registration forms. Failure to complete required formation or provide necessary documentation by the established deadlines may affect a student's eligibility to receive the sacrament during that school year.

Sacramental preparation and reception are completed in accordance with the requirements of San Francisco de Asís Parish and the Diocese of Phoenix. The school and parish work together with families to help students approach the sacraments with understanding, reverence, and a growing relationship with Christ.

**K. Prayer**

Instruction in and practice of various forms of prayer is seen as an important and essential part of the training at San Francisco de Asis. Students begin and end each day with a prayer and each class prays before lunch. They are also encouraged to develop a life of prayer, meditation, and personal devotion to support them in the future.

**L. Students of Other Faith Traditions**

San Francisco de Asís Catholic School welcomes students and families of other faith traditions who value and support the mission and Catholic identity of our school.

As a Catholic school, faith is integrated throughout the educational experience. All students participate in religion classes, prayer, school liturgies, retreats, service opportunities, and other faith-based activities appropriate to their grade level. Students who are not Catholic are expected to participate respectfully while observing the practices of their own faith tradition regarding reception of the sacraments.

Families who choose San Francisco de Asís Catholic School are expected to understand, respect, and support the Catholic teachings, traditions, values, and practices that are central to the mission and life of the school.

We value the presence of students from other faith traditions and the contributions they make to our school community.

**M. Spiritual Retreats**

Spiritual retreats are an important part of the faith formation program at San Francisco de Asís Catholic School. Retreats provide students with opportunities for prayer, reflection, fellowship, and growth in their relationship with Christ.

Students in Preschool through Grade 5 participate in age-appropriate retreat experiences during the school year. Students in Grades 6–8 participate in a multi-day, overnight retreat experience at a designated retreat site.

Parents/guardians are encouraged to support student retreats through volunteer service and other opportunities communicated by the school.

# II. Policies and Procedures

## A. Admission Policy and Enrollment

Admission Policy-Diocese of Phoenix 4.01 Admission-All schools are open to students who sincerely seek a Catholic education. Every Catholic child has a right to religious instruction and formation in the Catholic faith and preference is given to Catholic students. Students will not be refused admission to a school because of race, color, national origin, or based on gender in schools that are co-educational.

Admission to San Francisco de Asís Catholic School is based on available space, student readiness, and the school's ability to meet the student's educational needs.
To be considered for enrollment, families must:

- Complete the school's application and registration process.
- Submit all required enrollment forms and documentation.
- Provide complete academic, disciplinary, and health records from previous schools, when applicable.
- Complete grade-level academic screening or placement assessments, when requested.
- Enroll in the school's tuition management program (FACTS).
- Pay the required registration fee.

As part of the admissions process, applicants may be asked to complete grade-level assessments in reading, writing, and/or mathematics. Previous school records, academic performance, attendance, and disciplinary history will also be reviewed to determine appropriate grade placement and whether San Francisco de Asís Catholic School is able to provide an educational program that supports the student's success.

Final admission decisions are made by the school administration.

To promote academic continuity and a successful transition, students are generally not admitted to eighth grade after the first four weeks of the school year. Exceptions may be granted by the principal, including for transfers from another Catholic school.

Class size is limited to 24 students in grades K-8. Once a class reaches capacity, qualified applicants will be placed on a waiting list.

1. Siblings of enrolled students.
2. Active Catholic-attend Mass regularly, supports parish, and is a registered Parishioner.
3. Active Catholic transfer from a Catholic School, out of parish, or non-active Catholic family living in the Flagstaff area.
4. Non-Catholic

**B. Non-Discrimination Policy**

San Francisco de Asis Catholic School does not discriminate on the basis of race, color, national or ethnic origin in admissions or in the administration of its educational policies or other school-administered programs

**C. Daily Schedule, Inclement Weather and Calendar**

| School Hours |
| --- |
| **Elementary Level (K-8) Monday-Thursday**<br><br>**7:30 a.m.** - School doors open and gym supervision begins.<br>**8:00 a.m. -** Students arrive in their classrooms. Students are marked tardy after 8:01 A.M.<br>**3:00 p.m. -** School dismissal. Students report to extracurricular activities or extended care.<br>**3:15 p.m. -** Students not picked up by 3:15 report to the office.<br><br>**Every Friday school dismissal is 12:00 p.m.** to accommodate faculty meetings.<br><br>Preschool and Pre-Kindergarten - See Preschool Handbook. |

**D. Early Dismissal**

On early dismissal days students are dismissed at 12:00 p.m. and must be picked up by 12:15 p.m.

**E. Inclement Weather/Snow Delays and Cancellations**

<u>Snow Schedule Delays and Cancellations:</u>

<u>Monday-Friday</u>

San Francisco de Asís Catholic School generally follows Flagstaff Unified School District (FUSD) regarding snow delays and school closures.

- If FUSD announces a two-hour delay, SFdA will also operate on a two-hour delay.
- If FUSD closes schools due to weather, SFdA will also be closed.

Parents will be notified of delays and closures through a text message via our school information system, the school's official social media channels and local social media posts. Whenever possible, weather-related decisions are made by 6:00 a.m.

<u>Friday Snow Delay Schedule</u>

If a two-hour delay occurs on a Friday, the normal early dismissal schedule will be adjusted as follows:

- School doors open**:** 9:30 a.m.
- Classes begin**:** 10:00 a.m.
- Dismissal**:** 3:00 p.m.

Students should bring a lunch from home or purchase a hot lunch through the school cafeteria.

*In rare circumstances, school administration may modify the schedule or make weather-related decisions independent of FUSD when conditions warrant.*

**F. School Office Hours**

The school secretary will handle all general information and messages.

| | |
|---|---|
| Monday-Thursday | 7:30 a.m.-3:30 p.m. |
| Friday | 7:30 a.m.-12:30 p.m. |

**G. School Calendar**

San Francisco de Asís Catholic School maintains online calendars to help families stay informed throughout the school year.

**Annual School Calendar**-Is available on our school website https://sfdaschool.org/calendar; this calendar provides an overview of major dates, including holidays, school breaks, early dismissal days, and other significant school events.

**Online School Calendar**-this calendar https://sfdaschool.org/index is updated throughout the year and includes daily events, activities, meetings, athletic events, and any schedule changes.

Families are encouraged to check the online school calendar regularly, as it is the official calendar of record. While every effort is made to avoid changes, dates and events may be revised as necessary throughout the school year. Calendar reminders and updates may also be communicated through the weekly school newsletter and, when applicable, the parish bulletin.

**H. Drop Off and Pick Up**

**Only vehicles displaying a valid disability parking placard or disability license plate may park in designated accessible parking spaces.**

**North Side**

- Vehicles using the drop-off/pick-up lane should enter from the north side, take an immediate right, and proceed to the roundabout.
- Students may be dropped off or picked up in the designated roundabout area.
- Vehicles may **not park or be left unattended in the roundabout**.
- Parents/guardians who wish to park and accompany their child should use the designated parking lot.
- Students may not cross traffic areas without a parent/guardian or school supervision.

**South Side**

- Parents/guardians who wish to park and accompany their child may use the upper southwest parking lot.
- Vehicles using the drop-off/pick-up lane should proceed around the lagoon to the designated roundabout.
- Drivers should pull forward as far as possible before students enter or exit the vehicle.
- Vehicles may not park or be left unattended in the roundabout.
- Students may not cross traffic areas without a parent/guardian or school supervision.

Middle school students may independently cross to or from the designated parking area at dismissal when their ride is present.

Parking and Safety

- Only vehicles displaying a valid disability parking placard or disability license plate may use designated accessible parking spaces.
- Drivers must follow all posted traffic signs, designated traffic patterns, and directions provided by school personnel.
- Vehicles should never be left unattended in designated drop-off or pick-up areas.
- Students should enter and exit vehicles only in designated loading areas.

San Francisco de Asís Catholic School and Parish property is private property. Vehicle owners assume responsibility for their vehicles and personal property while on campus.

## I. After School Procedures

Students who are not participating in a supervised after-school activity must be picked up promptly at dismissal. Students will remain with their class and designated dismissal supervisor until they are picked up.

Students enrolled in the Boys & Girls Club after-school program will wait in the designated area until transportation arrives.

Students who walk or ride bicycles may leave campus at dismissal. Bicycles must be walked while on school property.

Students waiting to be picked up must remain in the designated classroom dismissal area and may not play on the church steps, the courtyard, playground or leave the supervised area.

At 3:15 p.m. (Monday–Thursday) and 12:15 p.m. (Friday), any students who have not been picked up will be escorted to the school office, and parents/guardians will be contacted. Parents arriving after these times must enter through the main office to sign their child out.

Students may not remain on the playground or elsewhere on campus after dismissal unless they are under the direct supervision of a parent, guardian, or authorized adult, or participating in a supervised school activity.

Students may not remain inside the school building or roam. campus unsupervised after dismissal. Siblings must also be picked up promptly unless participating in an authorized after-school activity.

Repeated late pickups may result in a conference with the principal and additional action as deemed appropriate by the school.

## J. Parish Events and Activities Conducted During School Hours

Throughout the year, the parish may need access to the upper room and/or St. Bonaventure Reception hall downstairs. Parishioners that are participating in these events will use the entrance doors on the

bottom level on the west side. If parishioners cannot access those entrance doors, a member of the parish staff will escort them through the Preschool/Pre-K/Kindergarten hallway. During that time, doors leading into classrooms, gym, and the school will remain locked. After the event, members of the parish will escort them out of the facility.

**K. Parent/Guardians and Visitors on campus**

- Parents are welcome at Masses, assemblies, performances, and athletic events.
- All visitors must sign in/out at the office and wear a visitor badge (if applicable).
- Visitors must have an approved school-related purpose.
- Classroom observations require prior approval from the teacher and administration.
- Parent conferences should be scheduled in advance; parents should not interrupt instruction.
- Visitors who fail to comply with school procedures may be asked to leave campus.

**Safe Environment Training (SET)**.

To ensure the safety of all students, every volunteer serving on campus must meet the Diocese of Phoenix Safe Environment Training (SET) requirements.

- Safe Environment Training is required before volunteering on campus or on school sponsored activities and trips.
- Certification is valid from **July 1 through June 30** and must be renewed annually.
- New volunteers must complete the initial Safe Environment Training.
- Returning volunteers must complete the annual online renewal.
- A background check is required as part of the Safe Environment Training process.

**L. Communication**

FACTS Student Information System (SIS)
San Francisco de Asís Catholic School utilizes **FACTS SIS** as its primary school-home communication system. FACTS SIS is used to communicate important school information, emergency notifications, attendance, grades, report cards, and other student information.

Parents/guardians are responsible for maintaining current contact information, including email addresses, mailing addresses, and telephone numbers, to ensure timely communication in both routine and emergency situations.

Instructions for accessing and using FACTS SIS are available on the school website or by contacting the school office.

**M. Weekly School Newsletter**

The weekly school newsletter is the school's primary source of routine communication with families. It includes important announcements, upcoming events, reminders, and other school information. Additional communications may be sent as needed throughout the school year.

## N. Communication with Teachers and Staff

San Francisco de Asís Catholic School values open, respectful, and professional communication between families and school personnel.

Parents are encouraged to address questions or concerns first with the staff member most directly involved. If the concern is not resolved, parents are welcome to contact the principal for further assistance.

- Parents are encouraged to contact teachers by email or by leaving a message through the school office to request a phone call or conference.
- Parents should schedule appointments in advance rather than meeting with teachers during instructional time.
- Teachers will make every effort to respond to emails, phone calls, or notes within one business day.
- Sensitive or confidential matters should be discussed by phone or in person rather than through email.
- In the event of an emergency, parents should contact the school office directly.
- Faculty members' personal telephone numbers and personal email addresses will not be shared in accordance with the Diocese of Phoenix Safe Environment Policy.
- School communications should remain courteous, respectful, and focused on matters related to the education and well-being of students.

## O. Parent-Teacher Conference

Parent-teacher conferences are scheduled each fall for all families. Spring conferences are held upon the request of the parent, teacher, or principal.

Parents and teachers are encouraged to communicate throughout the school year. Additional conferences may be requested at any time and will be scheduled by mutual agreement.

## P. Absence

Regular school attendance is essential to academic success. Students are expected to attend school daily, arrive on time, and participate fully in the instructional program.

Parents/guardians must notify the school office by 8:00 a.m. each day a student is absent and provide the reason for the absence. Failure to report an absence may result in the absence being recorded as unexcused. Parents should also notify the classroom teacher of any planned absence.

If a child is in school for at least 2 hours, half day attendance will be recorded; 4 hours or more will be recorded as a full day of attendance.

Students are responsible for completing all missed assignments and assessments in accordance with classroom procedures and within the timeframe established by the teacher. Failure to complete missed work may result in a reduction in grade or loss of credit, as determined by the classroom teacher.

Every four (4) tardies are equivalent to one (1) day of absence for attendance purposes. Tardies resulting from verified medical or dental appointments are exempt from this calculation.

Students who are absent for three (3) or more consecutive school days due to illness may be required to provide a physician's note before returning to school.

Excessive absences or tardies will result in a conference with the parent/guardian and administration. Attendance concerns may also be considered when determining academic promotion, retention, or continued enrollment at San Francisco de Asís Catholic School.

Students who are absent or sent home from school are not eligible to participate in after-school or evening school-sponsored activities, including athletic events, social events, and classroom presentations, on the day of the absence.

## Q. Tardy

Students are expected to arrive at school on time and prepared for the school day. Arriving late disrupts classroom instruction and may result in missed learning opportunities.

A student is considered tardy if he or she is not in the classroom by **8:01 a.m.**, regardless of the reason.

Parents/guardians must accompany tardy students into the school office, sign them in using the school's check-in system, and provide the reason for the tardy. Tardies are recorded as part of the student's attendance record.

Tardy students on Mass days need to be walked into the church and checked in with their classroom teacher.

Repeated tardiness may result in a conference with the parent/guardian and administration.

## R. Leaving Campus during the School Day

Students may leave campus during the school day only with permission from a parent or guardian and approval from the school office.

When a student needs to leave school before dismissal:

- Whenever possible, parents/guardians should notify the school office in advance.
- An authorized adult must report to the school office to sign the student out before the student will be released.
- The school office will notify the classroom teacher and arrange for the student to report to the office.
- Upon returning to school the same day, the student must be signed in through the school office by the authorized adult before returning to class.
- Students are responsible for completing all missed assignments in accordance with classroom procedures.

## S. Dress Code and Uniform Policy

### Philosophy

The uniform at San Francisco de Asís Catholic School is an important expression of our Catholic identity and school culture. Wearing the school uniform promotes equality, school pride, personal responsibility, and a learning environment focused on faith and academic excellence.

Students are expected to wear the complete school uniform neatly and correctly each school day and at all school-sponsored events unless otherwise designated.

Parents are responsible for ensuring their child arrives at school in the proper uniform. Students are responsible for maintaining a neat, clean, and respectful appearance throughout the school day.

School administration reserves the right to determine whether a student's attire or grooming complies with both the letter and spirit of the uniform policy. Final decisions regarding dress code compliance rest with the school administration.

### Official Uniform Vendor

Educational Outfitters is the official uniform provider for San Francisco de Asís Catholic School. Educational Outfitters

The following items must be purchased through Educational Outfitters:

- Logo polo shirts
- Plaid jumpers
- Plaid skirts
- Logo sweaters
- Logo jackets
- Approved spirit wear

Uniform pants, shorts, skorts, belts, socks, and shoes may be purchased from any retailer provided they meet the specifications outlined in this policy.

General Uniform Expectations

- Wear the complete approved uniform each school day.
- Wear clothing that is clean, in good repair, and properly fitted.
- Keep shirts tucked in throughout the school day.
- Wear belts with uniform pants or shorts when required.
- Wear only approved uniform sweaters, sweatshirts, and jackets inside school buildings.
- Remove non-uniform outerwear upon entering classrooms and school buildings.
- Wear weather-appropriate outerwear while traveling to and from school. Non uniform outerwear is permitted to and from school, the playground, and at recess.

Scout uniforms may be worn only on designated Scout uniform days.

Students may not purposely damage, write or draw on their skin, clothing, shoes, or uniforms.

Color: Uniform bottoms must be traditional khaki in color. Stone khaki and other lighter and darker khakis are not compliant with the SFdA dress code.

| K-4th Girls' Daily Dress Code (M, T, Th, F) | 5th -8th Girls' Daily Dress Code (M, T, Th, F) |
|---|---|
| ✔ SFdA plaid jumper (4th Both Jumpers & Skirt)<br><br>✔ Navy blue uniform pants<br><br>✔ Navy blue walking shorts or skorts<br>**Both pants and shorts must<br>-Sit at natural waist, no elastic or tie waists<br>-Have belt loops with belt (K-2nd optional)<br>-Have straight leg bottoms, hemmed, no elastic<br>-Shorts, plaid jumpers and skorts (and plaid skirts for 4th) are no shorter than 3" above mid-kneecap<br>-Skorts are a blend of shorts and skirts, with a skirt-like front with shorts underneath-one single piece.<br><br>✔ Green polo shirt with SFdA logo, long or short sleeve<br><br>✔ Solid plain black, white, or navy long or short sleeve shirts may be worn under the polo shirt<br><br>✔ Navy blue cardigan sweater, pullover sweater or official spirit wear sweatshirt(s) sold by SFdA school<br><br>✔ Solid navy blue or black full length or capri leggings **worn under plaid jumpers only.** No printed leggings, yoga pants, or leggings with mesh cutouts<br><br>✔ Navy blue or black tights **worn under plaid jumpers (or plaid skirts 4th) only)**<br><br>✔ Solid navy blue, black, white, or gray ankle socks or knee highs (no lace) Small logos are acceptable. | ✔ SFdA plaid pleated skirt (4th-8th)<br><br>✔ Navy blue and khaki uniform pants<br><br>✔ Navy blue and Khaki walking shorts or skorts<br>**Both pants and shorts must<br>-sit at natural waist, no elastic<br>-Have belt loops with belt<br>-Straight leg bottoms, hemmed, no elastic<br><br>- Shorts and plaid skirts are no shorter than 3" above mid-kneecap<br><br>✔ Green polo shirt with SFdA logo, long or short sleeve<br><br>✔ Solid plain black, white, or navy long or short sleeve shirts may be worn under the polo shirt<br><br>✔ Navy blue cardigan sweater, pullover sweater or official spirit wear sweatshirt(s) sold by SFdA school<br><br>✔ Solid navy blue or black full length or capri leggings **worn under plaid skirts only.** No printed leggings, yoga pants, or leggings with mesh cutouts.<br><br>✔ Navy blue or black tights (no ribbing or chain stitch) **worn under plaid skirts only.**<br><br>✔ Solid navy blue, black, white, or gray ankle socks or knee highs (no lace) Small logos are acceptable<br><br>✔ Socks must be pulled up and clearly visible above |

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| | |
|---|---|
| ✔ Socks must be pulled up and clearly visible above shoes<br>✔ Navy blue, black, or brown belt (K optional) | shoes.<br>✔ Navy blue, black, or brown belt |

| K-4th Boys' Daily Dress Code (M, T, Th, F) | 5th-8th Boys' Daily Dress Code (M, T, Th, F) |
|---|---|
| ✔Navy blue uniform dress pants<br>✔ Navy blue walking shorts<br>**Both pants and shorts must<br>-Sit at natural waist, no elastic or tie waist<br>-Have belt loops with belt (K optional)<br>-Straight leg bottoms, hemmed, no elastic<br>-No shorter than 3" above mid-kneecap<br>✔ Green polo shirt with SFdA logo, long or short sleeve<br>✔ Solid black, white, or navy plain long or short sleeve undershirts may be worn under polo shirts<br>✔ Navy blue cardigan sweater, pullover sweater or official spirit wear sweatshirt(s) sold by SFdA school<br>✔ Navy blue, black, or brown belt (K optional.)<br>✔ Solid navy blue, black, white, or gray ankle socks. Socks must be pulled up and clearly visible above shoes. No tube socks. Small logos are acceptable. | ✔ Navy blue and khaki uniform pants (no jeans or patch pockets-sewn on the exterior of the pant)<br>✔ Navy blue and khaki walking shorts must<br>-Sit at the natural waist, no elastic or tie waist<br>-Have belt loops with belt<br>-Straight leg bottoms, hemmed, no elastic<br>- No shorter than 3" above mid-kneecap<br>✔ Green polo shirt with SFdA logo, long or short sleeve<br>✔ Solid black, white, or navy plain long or short sleeve undershirts may be worn under polo shirts<br>✔ Navy blue cardigan sweater, pullover sweater or official spirit wear sweatshirt(s) sold by SFdA school<br>✔ Navy blue, black, or brown belt<br>✔ Solid navy blue, black, white, or gray ankle socks. Socks must be pulled up and clearly visible above shoes. No tube socks. Small logos are acceptable. |

| **Wednesday & Holy Days Uniforms** | **Wednesday & Holy Days Uniforms** |
|---|---|
| **Girls K-8th**<br>**Girls may not wear shorts, pants or skorts on Wednesdays or Holy Days.** | **Boys K-8th**<br>**Boys may not wear shorts on Wednesdays or Holy Days.** |

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| K-7th grade | K-7th grade |
|---|---|
| ✔ Educational Outfitter plaid jumpers (K-4th) or plaid skirts (4th-7th)<br><br>no shorter than 3” above mid-kneecap<br><br>✔ Green polo shirt with SFdA logo, long or short sleeve<br><br>**8th grade**<br>✔ SFdA Plaid Skirt<br><br>no shorter than 3” above mid-kneecap<br><br>✔ White long or short sleeve blouse (available through Educational Outfitters)<br><br>✔Blouses must be clean and pressed<br><br>✔Black or brown flat dress shoes (black or brown)<br><br>X No hoodies may be worn at Mass | ✔Navy blue (K-4th) uniform pants<br><br>✔Khaki (5th-8th) uniform pants<br><br>✔ Navy blue, black, or brown belt (K optional)<br><br>✔ Green polo shirt with SFdA logo, long or short sleeve<br><br>**8th grade**<br><br>✔Khaki long pants<br><br>✔White long or short sleeve Oxford shirt (available through Educational Outfitters)<br><br>✔Shirts must be clean and pressed<br><br>✔Solid navy-blue tie<br><br>✔Black or brown dress belt<br><br>✔ Black or brown dress shoes with solid brown, or black dress socks<br>X No hoodies may be worn at Mass . |

| | Approved Dress Code | What is NOT allowed |
|---|---|---|
| Hair | ✔ Neat and clean, well groomed<br><br>✔ Student’s natural color<br><br>✔ Hairspray may be applied at home.<br><br>✔ Girls may wear unadorned, simple hair accessories such as scrunchies, tie bands, headbands, small bows, and barrettes that match uniform colors (solid navy, black, white, green, yellow or uniform plaid) | X Extreme, fad, or messy styles<br><br>X Hair color, highlights or sun-enhancing lightener<br><br>X Hairspray and/or aerosols of any kind<br><br>X Hair must not be in or cover the eyes or face<br><br>X Hair extensions, cornrows, dreadlocks, or hair tinsel (unless worn as a pre-approved cultural hairstyle) |

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|---|---|---|
| | ✔ Boys haircuts must be neat, cut above the top of the ears, eyes, and collar<br><br>✔Hairstyles should be neat, clean and consistent with the formality and purpose of our Catholic school setting<br><br>✔School administration has the final say on the appropriateness of hair length and style | X Distracting elements such as hairstyles with design elements that are buzzed, shaved, or lasered in<br><br>X Fauxhawks, mohawks or spiked hair<br><br>X Boys: Hair excessive in style, length, or bushy (past the eyes, ears, touching the collar or overly long on top), including ponytails<br><br>X Boys: facial hair<br><br>X Shaved or designs in eyebrows |
| **✔School administration has the final say on the appropriateness of hair length and style** | | |
| **✔✔Exception: Pre-approved cultural hairstyles** | | |
| | **Approved Dress Code** | **What IS NOT allowed** |
| **Accessories** | ✔ A single religious medal or cross<br><br>✔ A single religious bracelet<br><br>✔ Medical alert tag on a chain<br><br>✔ Simple watch that tells time<br><br>✔ Single piercing on each ear lobe. (Girls only)<br><br>✔Simple post-style earrings (Girls only)<br>✔ Small hoop earrings that hug the ear lobe (Girls only) | X Secular necklaces and bracelets worn on neck, wrist or ankle<br><br>X Smart watches of any kind<br><br>X Hats inside the building<br><br>X Multiple piercings in ears on girls<br><br>X Dangling or medium/large hoop earrings<br><br>X Rings<br><br>X Boys may not wear earrings<br><br>X Sunglasses worn inside the building |
| **Make-up** | ✔ Prescription blemish preparations applied lightly | X Make-up |

| | | |
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| | ✔Blemish patches must be skin tone dots (no shapes or colors)<br>✔ Clear/sheer lip balm<br>✔Naturally shaped nails | X Mascara and eye make-up<br>X Artificial nails<br>X French manicures<br>X Colored nail polish, gel or dips<br>X Tinted-colored lip gloss |
| **Special Dress Days**<br>**"Out of Uniform Days"** | ✔Appearance should always be modest, neat, clean and appropriate for an educational setting<br>✔Must fit in proportion to the wearer.<br>✔Attire should meet the expectations of dress on regular school day including length, condition, and footwear<br>✔Spirit days may supersede regular special dress day code ex. Tie dye, paja.m.as, hats or other items as designated for the day | X Tank tops and spaghetti straps<br>X Pajamas (tops and/or bottoms)<br>X Too small or big<br>X Too baggy or skintight<br>X Pants with holes, tears or rip<br>X Exposed midriff or pants coming above socks<br>X Tie-dye clothes<br>X Open-toed shoes, boots or heels.<br>X Skirts, shorts, and skorts shorter than 3" above mid-kneecap for girls. Shorts shorter than 3" above mid- kneecap for boys<br>X What is not allowed on regular days also applies to special dress days |

| | What it looks like | What it does not look like |
|---|---|---|
| Uniform | Uniforms should be checked regularly to make sure they fit and are in good condition.<br>✔In good condition, fit the student, modest and clean | **Uniforms should be checked regularly to make sure they fit and are in good condition.**<br>X Faded, stained, frayed, or torn/ripped clothing.<br>X Skirts, shorts, and skorts that are short-more 3" above mid- kneecap |

| | | |
|---|---|---|
| | ✔ Skirts, shorts, and skorts are no shorter than 3" above mid-kneecap<br><br>✔ Shirts are tucked in and belts are visible<br><br>✔ Pants, shorts, skorts, and skirts are worn at the natural waist with a belt (grades 3rd-8th optional K-2nd)<br><br>✔ Straight leg uniform pants.<br><br>✔ Uniform sweaters and sweatshirts<br>✔Students may wear non-uniform jackets to and from school, on the playground, and during recess | X Untucked shirts, no belt, elastic or tie waist pants.<br><br>X Rolled waistbands, oversized clothing, or too tight clothing, saggy/baggy pants<br><br>X Tight or excessively short pants<br><br>X Skinny, capri, or ankle pants. All pants should reach the top of the foot<br><br>X Jogger or banded bottom pants<br><br>X Patch pockets, cargo pants, or five pocket pants.<br>X Non-uniform outerwear inside SFdA buildings (classrooms, hallways during class time, church and other buildings during the school day) |
| Footwear | ✔ Low-top athletic shoes with non-marking rubber soles. Shoes should not extend up above the ankle.<br><br>✔ Black and Brown flat Mary-Janes shoes with a strap<br><br>✔ Vans are permitted (solid colors only)<br><br>✔ Base, sole and accent colors must be white, black, brown, grey or navy blue (no exceptions)<br><br>✔"branding," "stripes," or "side logos" must be white, black, brown, grey or navy blue<br><br>✔ Solid color(s) are acceptable<br><br>✔ Shoelaces must match one another and the main shoe color(s)<br><br>✔ Shoelaces must always be tied in the traditional way<br><br>✔ Velcro closures are acceptable. | X Mid top or high top shoes during the school day<br><br>X No colors other than white, black, brown, grey or navy blue (no other shades of blue allowed)<br><br>X Character shoes or patterns that are visible<br><br>X Different color or patterned shoelaces<br><br>X Shoes laced but not tied<br><br>X Light up shoes or wheelies<br><br>X Flip-flops, sandals, crocs, and open toe or open back shoes<br><br>X UGG style, tall shaft, ankle, hiking, and cowboy boots<br>X Snow boots are allowed to be worn to and from school and outside at recess but must be exchanged for dress |

| | | |
|---|---|---|
| | ✔ Closed toe and heel shoes are mandatory | code compliant footwear once in the classroom |

**T. Uniform Compliance Policy**

The San Francisco de Asís Catholic School uniform is an important expression of our Catholic identity and school culture. Students are expected to arrive at school each day in complete dress code compliance. Responsibility for following the uniform policy rests with both the student and the parent/guardian.

Uniform compliance is intended to promote personal responsibility, respect, and a positive learning environment. The goal of dress code enforcement is to bring students into compliance promptly and consistently while minimizing disruptions to the instructional day.

Parents are expected to ensure that students arrive at school in complete uniform each day. When a student cannot be brought into compliance using available school resources, the parent or guardian is responsible for providing the appropriate uniform item in a timely manner.

## Daily Uniform Check

Students' uniforms will be checked regularly. Minor concerns that can be corrected immediately (such as untucked shirts, untied shoes, removal of non-uniform outerwear, or similar issues) will be addressed by the teacher or staff member at the time they are observed.

Uniform items that cannot be corrected at school (such as incorrect uniform pieces, shoes, belts, socks, or other required attire) will be referred to the school office. Parents/guardians may be contacted and asked to provide the appropriate uniform item so the student may return to compliance as soon as possible. When available, the school may issue a temporary loaner uniform item.

## Repeated Non-Compliance

Repeated failure to comply with the uniform policy will result in increasing school intervention. Depending on the frequency or nature of the concern, this may include:

- Parent/guardian notification
- Conference with the student
- Conference with the parent/guardian and administration
- Loss of school privileges, including participation in special dress or free dress days
- Detention or other disciplinary consequences, when appropriate
- The administration reserves the right to determine the appropriate response based on the nature, frequency, and severity of the non-compliance.

Parents who have questions regarding the appropriateness of a uniform item are encouraged to contact the school office before purchasing or sending the item to school.

## U. Voice Level Expectations and Explanations

At San Francisco de Asís Catholic School, students are expected to use appropriate voice levels throughout the school day. Speaking at the correct volume demonstrates respect for others, supports learning, and helps maintain a peaceful, faith-filled environment.

Teachers and staff may remind students of the appropriate voice level by referring to the following scale:

| Voice Level | Description | Examples |
|---|---|---|
| 0-Silent | No talking or unnecessary sounds | Hallways, changing classes, entering or leaving classrooms, while others are speaking, during tests, and at Mass except for responses, songs and prayers. |
| 1-Whisper | Quiet voices heard only by someone next to you. | Teacher approved partner work, learning centers, or individual assistance. |
| 2-Conversation | Normal indoor speaking voice. Only those nearby should hear you. | Classroom discussions, lunch, collaborative group work, and other teacher approved activities. |
| 3-Presentation | Clear, projected voice. used to address a group. | Oral presentations, reading aloud, drama activities, or speaking to a class when invited by the teacher. |
| 4-Celebration | Loud, enthusiastic voice reserved for special occasions. | Pep rallies, assemblies, outdoor recess, athletic events, and other staff approved celebrations. This voice level is not appropriate during the regular school day. |

Expectations:

- Students are expected to immediately adjust their voice level when directed by any faculty or staff member.
- Teachers may assign different voice levels based on the activity or learning environment.
- Excessive noise, yelling, or disruptive voices may result in disciplinary consequences.
- Respectful communication is expected at all voice levels. Students should always speak with kindness, courtesy, and Christian charity.

## V. Hallways

Hallways are learning spaces that should remain safe, orderly, and respectful for everyone. Students are

expected to:

- Walk at all times. Running is not permitted in the hallways or in the gymnasium when it is being used as a corridor.
- Use Voice Level 0 (Silent) during class transitions unless otherwise directed by a teacher or staff member.
- Proceed directly to their destination without loitering or unnecessary stops.
- Respect school property by keeping hands and feet off walls, doors, displays, and student work.
- Follow the directions of all faculty and staff members promptly and respectfully.

Students are expected to demonstrate courtesy and consideration for others by helping maintain a calm environment that supports learning throughout the school.

**W. Restrooms and Water Fountains**

Restrooms and water fountain areas are to be used respectfully and only for their intended purpose. Students are expected to:

- Use Voice Level 1 (Whisper) while in the restroom and water fountain areas.
- Enter, use the facilities appropriately, wash their hands, and return promptly to class. Socializing and loitering are not permitted.
- Leave restrooms clean by disposing of trash properly and cleaning up after themselves.
- Treat all school property with respect. Writing on walls, stalls, fixtures, or other school property, damaging restroom facilities, or engaging in unsafe behavior-including climbing or hanging on restroom stall doors-is strictly prohibited and will result in disciplinary action.
- Report spills, damage, vandalism, or any other concerns to a teacher or staff member immediately.

When multiple students use a restroom during school activities, appropriate staff supervision will be provided in accordance with school procedures.

**X. Lost and Found**

Parents are encouraged to clearly label their child's clothing, lunch boxes, water bottles, and other personal belongings with the student's name. Properly labeled items can usually be returned promptly to their owner.

Unlabeled items are placed in the school's Lost and Found, located in the blue collection bin. Families are encouraged to check the Lost and Found regularly for missing items.

To help keep the Lost and Found manageable, unclaimed items will be donated at the end of each quarter.

Valuable items found on campus, including eyeglasses, keys, jewelry, electronics, and other personal valuables, will be secured in the school office. Families may inquire at the front desk about lost items.

San Francisco de Asís Catholic School is not responsible for lost, stolen, or damaged personal belongings brought to school.

## Y. Playground and Recess Rules

The "All School Rules" will always apply. The smooth functioning of the San Francisco de Asís Catholic School and the safety of all involved depends on the adherence to these rules.

### *a. Student Expectations*

Students are expected to:

- Be truthful, honest, and cooperative.
- Speak respectfully to all adults and fellow students.
- Use language that reflects Christian values. Profanity, vulgar language, inappropriate gestures, and the disrespectful use of the name of God are not permitted.
- Follow the directions of faculty, staff, volunteers, and other supervising adults promptly and respectfully.
- Remain on school grounds during the school day unless signed out through the school office or released by an authorized supervising adult.
- Follow the school's established Voice Level Expectations, including maintaining Voice Level 1 while entering and exiting the building for recess.
- Demonstrate good sportsmanship and include others in games and activities.
- Respect school property and the property of others.

### *b. Playground and Recess Expectations*

Whenever weather and playground conditions permit, students participate in outdoor recess under the supervision of school staff. Outdoor recess provides students with opportunities for physical activity, social interaction, and unstructured play.

The following behaviors are not permitted during recess (indoor and outdoor):

- Fighting, rough play, tackling, pushing, slamming, pulling clothing, or other unsafe physical contact. Full contact sports are not allowed.
- Throwing rocks, gravel, snowballs, or any object that could cause injury or damage.
- Climbing on fences, basketball hoops, poles, electrical boxes, or other structures not intended for play.
- Hanging from basketball rims, nets, playground equipment, or gym structures.
- Misusing playground equipment, including twisting swings, jumping off swings, running on or sitting on top of equipment, climbing up slides, and using equipment in any unsafe manner
- For the safety of all students, only foam footballs, soft rubber playground balls, tennis balls, and other school-approved playground equipment may be used during recess. [Regulation footballs, baseballs, bats, golf balls, hard rubber balls, and other hard projectiles are not permitted on campus as a safety precaution.]
- Aggressive throwing or kicking of balls, particularly during indoor recess.
- Food, gum, candy, or drinks on the playground unless approved by school staff.
- Profanity, name-calling, bullying, teasing, or other disrespectful behavior.

Students who choose not to follow playground expectations may lose the privilege of using specific equipment, be assigned an alternate recess activity, or receive disciplinary consequences consistent with the school's discipline policy.

When weather, snow, ice, air quality, or other safety conditions make outdoor recess inadvisable, the school will hold indoor recess. Indoor recess is typically held in the gymnasium and/or the Upper Room, where students participate in age-appropriate activities under staff supervision.

***c. Indoor recess, students are expected to:***

- Follow the directions of all supervising adults.
- Use equipment only as instructed.
- Play is restricted to designated areas.
- Participate safely and respectfully in organized games and activities.
- Use Voice Level 2 (Conversation) unless a different voice level is directed by staff.
- Demonstrate good sportsmanship and include others in activities.

  Because indoor spaces are shared, activities involving aggressive running, rough play, or hard-thrown balls are not permitted. Students are expected to respect the facilities, equipment, and one another at all times.

**Z. Delivery of Student Supplies**

Students are expected to develop responsibility by bringing all necessary school materials with them each day, including homework, books, permission slips, lunch, uniforms, athletic equipment, musical instruments, and other required items.

If an essential item is forgotten, a parent or guardian may leave it at the school office. To minimize classroom interruptions and encourage student responsibility:

- Office staff will not deliver items to classrooms or call students from class to retrieve them.
- Students may request permission from their teacher to check the school office for a delivered item at an appropriate time.
- Parents and guardians should not go directly to classrooms to deliver items.

Forgotten lunches are the exception and will be delivered to the cafeteria before the student's lunch period.

Homework or other schoolwork left in the office but not picked up by the student during the school day will be dated and placed in the teacher's mailbox at the end of the day. Students remain responsible for meeting classroom and assignment deadlines as determined by their teacher.

Repeated deliveries of forgotten items may be addressed with the student and family as part of developing personal responsibility and organizational skills.

**AA. Cell Phones, Smart Watches, Communication and Electronic Devices**

San Francisco de Asís Catholic School is a phone-free and smart device-free learning environment. Students are expected to be fully engaged in learning and personal interaction throughout the school day. The school is not responsible for lost, stolen, or damaged electronic devices brought to campus.

Smart devices include, but are not limited to, cell phones, smart watches, wireless earbuds, tablets, and any electronic device capable of communication, internet access, photography, audio recording or messaging.

We highly encourage students not to bring cell phones or any communication devices to school. If there is a need to bring a cell phone or other device onto campus the following rules will apply:

1. Students must power off their electronic devices once they set foot on school grounds beginning at 7:30 a.m. and until they are physically off campus grounds at the end of the school day.
2. Classroom teachers will collect all electronic devices at the beginning of the school day, place them in a designated classroom space. At the end of the school day, all devices will be returned.
3. Students are not allowed to use their electronic devices while waiting for their ride after school.
4. Students may use the school's telephone at the front office throughout the day if necessary. The school staff will assist them in contacting their families.
5. Parents are advised to check their child's electronic devices, messages and internet usage for appropriate content or limit the capability of their child's cell phone accordingly.
6. Any student who is caught with an electronic device on their person (whether it be theirs or someone else's), in their backpack, texting, or using the device in any manner unless given permission by a teacher or staff member during the school day will be subject to detention, suspension, or expulsion based on the severity of the infraction.

**BB. Technology Agreement**

All students and parents are responsible for reading and signing the technology agreement. The technology agreement may be reviewed by clicking the link above or navigating to section X of the Student and Patent Handbook.

**CC.Library and Computer Lab**

Students are not permitted in the Media Center unless supervised by a teacher. The librarian/media specialist periodically provides each teacher an "overdue list" to keep students and teachers aware of outstanding books and fines. All fines must be paid before a student receives his/her report card, re-registers, or has records forwarded to another school.

# III. Academic Information

## A. Accreditation

San Francisco de Asis Catholic School is a fully accredited educational facility. This school is granted WCEA (Western Catholic Educational Association) certification based on a self-study. San Francisco de Asis Catholic School is also an institutional member in good standing with the NCEA (National Catholic Educational Association.)

## B. Standards and Curriculum

The curricula in all subjects, Pre-K through 8, are set by the Diocese of Phoenix and align with, or exceed state and national standards. The middle school prepares students for the transition to high school. Each grade level, K-8, has instruction in religion, language arts, math, science, social studies, and reading. Specials include music, Spanish, PE, media, and art for grades K-5.

## C. Homework

Homework is an important part of the learning process and is intended to reinforce classroom instruction, develop responsibility, and strengthen study habits. Parents are encouraged to support their child's learning by providing an appropriate time and place for homework while allowing students to complete assignments independently whenever possible.

Teachers may assign homework, reading, studying, practice activities, memorization, or long-term projects as appropriate to the grade level and curriculum. Students are expected to read independently or be read to daily.

Long-term assignments and projects may require work to be completed over weekends, holidays, or school breaks.

Students are responsible for recording assignments and due dates in their planner or agenda, completing assignments on time, and submitting quality work by the deadline established by the teacher.

Failure to complete homework may result in academic consequences and/or disciplinary action, as determined by the classroom teacher.

Diocesan recommended time allotments for homework are as follows:

Grade K-3 10-40 minutes per day
Grade 4-5 50-60 minutes per day
Grades 6-8 60-90 minutes per day

Time allotment for doing homework will vary according to the grade level. The assignment given and the child's rate of work will also make a difference. If a child seems to be spending an excessive amount of time on homework assignments, a conference with the teacher may be in order.

**D. Academic Integrity: Plagiarism, Cheating and Artificial Intelligence**

Students are expected to demonstrate honesty and integrity in all academic work. Assignments submitted by a student must represent the student's own knowledge, understanding, and effort unless collaboration or outside assistance has been specifically authorized by the teacher.

Plagiarism and cheating include, but are not limited to, copying another person's work, submitting work completed by someone else, providing answers to another student, using unauthorized materials or assistance, or presenting another person's words or ideas as one's own.

Artificial intelligence (AI) tools may not be used to generate, complete, rewrite, or substantially assist with school assignments unless specifically permitted by the teacher. When AI use is authorized, students must follow the teacher's directions regarding its appropriate use and acknowledgment. Work generated by AI and submitted as a student's own work is considered a violation of academic integrity.

When academic dishonesty is suspected, the teacher and/or administration will review the circumstances with the student. Confirmed violations will result in parent/guardian notification and may result in academic and/or disciplinary consequences appropriate to the student's age, the nature of the assignment, and the seriousness or frequency of the violation.

**E. Make-up Work**

Students who are absent from school are required to complete class work, quizzes, tests, and homework missed during their absence in a timely manner.

**F. Grading Scales**

Pre-K through 2nd grade use a skill based grading system that helps monitor the student's development and basic curricular objectives. The following codes are used:

O = Outstanding
S = Satisfactory
I = Improving
N = Needs Improvement
U = Unsatisfactory
BL = Below Grade Level

Grades 3-8 use letter grade averages. In accordance with Diocesan Policy, the following grading scale for grades 3-8 is:

A = 100-90%
B = 89-80%
C = 79-70%
D = 69-60%
F = 59% and below

Grades 4-8 receive a letter grade in Health/PE

Grades K-8 use skill-based grades for special area classes:

O = Outstanding
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Conduct Grades:
The conduct grade consists of two components - effort and behavior.
Grades K-3 will be assigned grades for conduct using the following scale:

O = Outstanding
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Grades 4-8 will be assigned grades using the following scale:

1 = Superior effort - high level of performance in oral and written assignments; excellent participation.
2 = Serious effort; steady progress.
3 = Sufficient effort.
4 = Insufficient effort; student capable of better performance.
5 = Unsatisfactory effort; missing, inferior or incomplete assignments.
6 = Unsatisfactory effort; student generally inattentive or disruptive in class; poor class conduct.

Questions regarding grades should be directed first to the classroom teacher. Students and parents are encouraged to monitor academic progress regularly through FACTS.

**G. Progress Reports**

FACTS provides parents and guardians with ongoing access to their child's grades, assignments, and academic progress throughout each grading period.

Because student progress is available through FACTS, formal mid-quarter progress reports are typically not issued. Teachers will communicate with parents as needed regarding academic or behavioral concerns, and parents are encouraged to contact the teacher if they have questions about their child's progress.

**H.Report Cards**

Report cards are prepared four times a year for grades Kindergarten through 8th grade. See the monthly calendar for the exact dates. Parents are asked to sign the report card envelopes and return them promptly.

## I. Parent-Teacher Conferences

Parent-teacher conferences are scheduled for all families following the first quarter. Additional conferences are offered during the second semester and may be requested by the teacher, parent/guardian, or administration as needed.

Parents/guardians are encouraged to communicate regularly with teachers regarding their child's academic, social, and behavioral progress. Additional conferences may be requested at any time throughout the school year and should be scheduled in advance with the teacher.

Conference dates are published on the school calendar.

## J. Honor Roll - Grades 4-8

Students in **Grades 4–8** who demonstrate strong academic achievement and good conduct are recognized through the SFdA Honor Roll at the end of each quarter.

Honor Roll is awarded in two categories:

- **First Honors:** 3.70–4.00 GPA
- **Second Honors:** 3.30–3.69 GPA

For Honor Roll purposes, GPA is calculated using grades earned in the following core academic subjects:

- English Language Arts (ELA)
- Mathematics
- Science
- Social Studies
- Theology/Religion
- Physical Education/Health

Courses using the **O (Outstanding), S (Satisfactory), and N (Needs Improvement)** grading scale are not included in the GPA calculation but are considered when determining Honor Roll eligibility.

To qualify for Honor Roll, students must:

- Meet the GPA requirement for First or Second Honors.
- Have no grade of **D or F** in a core academic subject.
- Have no grade of **N (Needs Improvement)** in a course using the O/S/N grading scale.
- Have no **N (Needs Improvement) or U (Unsatisfactory)** conduct grade.
- Have no school suspension during the grading period.

  Students who meet Honor Roll requirements for all four quarters receive special recognition at the end of the school year.

## K. Assessments: Standardized, Benchmark, outsourced resources

***Iowa Test of Basic Skills***
The Iowa Test of Basic Skills (ITBS) is administered to all students in grades 1-8 in the spring. The ITBS is an assessment tool designed to gauge year-to-year progress and identify student strengths and areas of improvement. The results of this test are used to guide instructional planning. Per Diocesan mandate, the test is given in April. The ITBS is a norm-referenced assessment that measures how well students perform compared to national averages. Tests results are shared with the parents towards the end of the school year.

***Cognitive Abilities Test***
The Cognitive Abilities Test (CogAT) is given to students in the 3rd and 6th grades. The CogAT measures students' learned reasoning abilities in three areas commonly linked to academic success: Verbal, Quantitative, and Nonverbal. The CogAT's measurement of three different content domains helps ensure that our teachers receive a balanced view of the child. The CogAT is given with the ITBS assessment, as it is an indicator of achievement scores. Test results are shared with parents in the fall.

***Benchmark Assessments***
The school will use benchmark testing that will assess students three times a year to help with instructional planning and show student growth and progress over the course of the school year. Examples of benchmark assessments include but are not limited to STAR testing, DIBELS, and assessments provided with curriculum.

***Outsourced Assessments***
Parents in conjunction with the classroom teacher may make use of the FUSD and NAU testing programs to identify disabilities and deficiencies a student might be having in their learning. If a teacher or parent deems it necessary, a conference is held and the proper forms completed. The parent must initiate the assessment process by calling the district offices of FUSD and/or the zoned home school for the student. Assessment results help the classroom teacher better understand the needs of the student and allow San Francisco de Asis Catholic School to determine if it can meet the needs of the student.

## Academic Progress and Promotion

### L. Academic Probation

Student academic progress is reviewed at the end of each quarter. A student may be placed on Academic Probation if the student:

- Earns a **D in two or more core academic subjects**;
- Earns an **F in one or more core academic subjects**; or
- Earns a **quarterly GPA below 2.0**.

A student with a **cumulative GPA below 2.0 at the end of the fourth quarter** may begin the first quarter of the following school year on Academic Probation.

**Academic Support**

When a student is placed on Academic Probation, the school will notify the parent/guardian and identify appropriate supports for improving academic performance. The parent/guardian, student, teacher(s), and administration may meet to review concerns and establish goals for improvement.

When appropriate, a Student Service Plan may be developed to identify specific academic interventions, accommodations, responsibilities, supports, and measurable goals.

Students on Academic Probation may be required to:

- Attend study hall, tutoring, intervention, or other academic support;
- Have academic progress reviewed regularly;
- Meet established academic improvement goals; and
- Temporarily lose eligibility for extracurricular activities and/or athletics in accordance with the school's Extracurricular Eligibility Policy.

Academic Probation will be reviewed based on the student's progress and may be continued or discontinued as determined by the administration.

When a student continues to experience significant academic difficulty despite appropriate interventions and support, the school will work with the family to determine whether San Francisco de Asís Catholic School can continue to appropriately meet the student's educational needs. When necessary, the school may recommend an alternative educational placement.

## M. Promotion

Promotion to the next grade level is based on the recommendation of the teacher and principal.

In determining promotion, the school considers the student's overall development including:

- Academic achievement
- Social and emotional growth
- Physical development
- Moral development
- Readiness for the next grade level

Promotion is not based solely on grades, but on the student's overall ability to succeed in the next grade.

## N. Conditional Promotion

When there are concerns about a student's readiness for the next grade level, the school may recommend a conditional promotion.

- Parents will be notified no later than the beginning of the fourth quarter if conditional promotion is being considered.
- A Student Service Plan will be developed to identify academic goals, interventions, and parent responsibilities.
- Parent, teacher, and student conferences may be required as part of the plan.
- The student will begin the following school year on a five-week probationary period.

At the conclusion of the probationary period, the principal will determine whether the student will remain in the assigned grade level or if another placement is in the student's best interest.

## O. Retention

Retention may be recommended when the teacher and administration determine that an additional year at the current grade level is in the student's best educational interest. The recommendation is based on the student's overall readiness for the next grade level, including academic progress, developmental readiness, maturity, and the likelihood of future success.

Retention is most commonly considered in the elementary grades, where an additional year of growth may provide a stronger foundation for future learning.

Whenever possible:

Whenever possible:

- Parents/guardians will be notified as early as concerns arise, typically by the beginning of the third quarter.
- A Student Service Plan or other intervention plan may be developed to identify concerns, supports, interventions, goals, and family responsibilities.
- Conferences may be held with the parent/guardian, teacher, and administration to review the student's progress and discuss recommendations.
- A recommendation regarding retention will generally be communicated by the end of the third quarter to provide families adequate time for planning.

If parents/guardians do not agree with the school's recommendation for retention, they may submit a written request for promotion. The administration will review the request and may establish conditions for promotion, including outside tutoring or academic intervention, academic probation, and ongoing progress monitoring.

Final decisions regarding grade placement rest with the school administration.

## P. Grade Placement, Promotion, and Credit Recovery (Grades 6-8)

Students in grades 6-8 are expected to demonstrate proficiency in grade-level standards before promotion to the next grade.
A student may not be promoted if they:

- Earn a cumulative GPA below 2.0 and/or
- Earn a final "F" in one or more core academic subjects.

Students in grades 6-8 who earn a final F in a core academic subject may be required to complete credit recovery through an accredited online program approved by San Francisco de Asís Catholic School.

**Credit Recovery Requirements**

- Parents are responsible for selecting, enrolling in, and paying for the approved program.
- Courses must receive prior approval from the school before enrollment.
- Credit recovery is completed by semester. Students must successfully complete each semester in which a failing grade was earned.
- Official transcripts verifying successful completion must be submitted before credit is awarded.

Successful completion of credit recovery does not automatically guarantee promotion. Students who do not successfully recover required credits, particularly in English or Mathematics, may be retained or assisted in finding an educational placement better suited to their academic needs.

Final decisions regarding promotion, retention, and grade placement are made by school administration based on the student's academic progress, overall readiness, and ability to succeed in the next grade level.

Students who do not successfully recover required credits particularly in English or mathematics, may be retained or assisted in finding an educational placement better suited to their academic needs.

## Q. Eighth Grade Graduation

Graduation is a school-sponsored ceremony recognizing the successful completion of the eighth-grade program. Participation in graduation and related activities is a privilege, not a right, and is reserved for students who have fulfilled all academic, disciplinary, attendance, service, and financial obligations.

All graduates will wear the school-designated navy blue graduation gown.

**Graduation Requirements**

To receive an Eighth Grade Diploma, students must:

- Earn a cumulative 2.0 GPA or successfully meet the academic expectations established through an approved Student Service plan during the eighth-grade year.
- Meet the school's attendance requirement of no more than 20 absences/tardies during the school year, unless absences are excused for documented medical or other extraordinary circumstances approved by administration.

- Successfully completed the eighth-grade educational program, including required eighth-grade coursework (or approved academic modifications), including assigned science fair, 8th grade essays and speech requirements.
- Complete and document 25 hours of Christian service.
- Return all school property, including textbooks, library books, media devices, and other materials.
- Be in good academic and disciplinary standing.
- Have all tuition, fees, and other financial obligations paid in full.
- Students with approved Student Service Plans or documented medical accommodations will be evaluated based on the individualized expectations established by the school. Successful completion of those expectations may satisfy graduation requirements as determined by school administration.

### Graduation Participation

Participation in graduation ceremonies and other eighth-grade activities is a privilege reserved for students who have successfully met the school's academic, attendance, behavioral, service, and financial obligations established by San Francisco de Asís Catholic School. Students with approved Student Service Plans or documented accommodations will be evaluated according to the individualized expectations outlined in their plans.

Final decisions regarding participation in graduation and other end-of-year activities are made by the school administration. Students who do not meet these expectations or who commit serious disciplinary violations may be ineligible to participate.

### Certificate of Attendance

Certificate of Attendance may be awarded to students who complete the eighth-grade school year but do not meet the requirements for promotion or graduation as determined by San Francisco de Asís Catholic School.

A Certificate of Attendance recognizes the student's enrollment through eighth grade but does not certify successful completion of the school's educational program or the requirements for an Eighth Grade Diploma.

Students who have successfully completed the educational program and any approved academic modifications outlined in a Student Service Plan may be eligible to receive an Eighth Grade Diploma at the discretion of the school administration.

**R. Textbooks, Technology and School Property**

Students are responsible for proper care of the books, technology, and other school property assigned to them. Textbooks should be properly covered at all times by the end of the first full week of school. Students will be responsible to replace damaged, lost or stolen items.

When a student withdraws or completes the school year, they return their assigned books in good condition to the homeroom teacher. A replacement fee will be assessed for all excessive

wear, damages, or lost books, technology or equipment. Outstanding fees are paid before a student receives a diploma or a report card.

## S. Community Service

Christian service is an essential part of the mission of San Francisco de Asís Catholic School. Through classroom, school, parish, and community service opportunities, students are encouraged to live their faith by serving God and others.

All students participate in age-appropriate service experiences as part of their educational program. Students in grades 6-8 are also required to complete and document annual Christian service hours.

Junior High Service Requirements

- Grade 6: 10 hours
- Grade 7: 15 hours
- Grade 8: 25 hours

Service Guidelines

- Students are responsible for documenting their service hours using the process established by their teacher.
- Up to one-third of the required hours may be completed through service within the home.
- The remaining hours must be completed through service to the parish, school, or community.
- Students are encouraged to wear their school uniform whenever appropriate while performing service.

Christian service is an opportunity to freely serve others in the spirit of Christ. Therefore, service completed for pay, assigned as a disciplinary consequence, or considered a routine household responsibility generally does not qualify unless approved by the school administration.

Students who do not complete the required service hours in grades 6 and/or 7 must make up the deficiency during the following year.

To be eligible for 8th grade graduation, students must complete the required 25 service hours, along with any outstanding service hours from previous years.

Christian service is more than completing required hours. It is an opportunity for students to grow as disciples of Jesus Christ by using their gifts to serve others with compassion, humility, and generosity.

## T. Student Support Plans (SSP)

Parents are required to notify administration if a child has an Individualized Educational Plan (IEP) in place at another school at the time of registration. School administration will review an existing IEP with the classroom teacher in light of the available resources to determine if the school has the personnel and ability to meet the needs of the student. If your child has an IEP, the school is not required to follow the existing IEP, but will accommodate the needs of the student through a Student Service Plan (SSP) to the school's best ability. If admitted, an SSP is

written based on the needs of the student and the ability of the school to meet the needs of the student. The parents and the school will review the SSP yearly and sign their agreement to the plan each year.

**U. Testing Referrals**

On occasion, a student may demonstrate a need for services that San Francisco de Asís Catholic School cannot provide. Together, administration and teachers will meet to devise a plan to meet the student's needs. If it is determined that the services required cannot be provided by the school, then the parent, with the support of the principal or designee, will begin the process of requesting an evaluation of the student by the local public school district's office. The classroom teacher(s) and the principal will extend the greatest effort to participate fully in any meetings or completion of paperwork that would be required to expedite this process.

**V. Title I**

Title I is a federally funded program that provides extra help for children having difficulty in reading and/or math in grades K-5. Students are chosen for the program according to their achievement level and district qualification. Any student may receive help, regardless of family income. These services may be provided during or after school by teachers.

**W. Withdrawals**

The parent or guardian visits the office to complete the documentation, pick up student belongings, and return all books and other school materials. The school cannot transfer records until a withdrawal form is completed and all accounts are settled.

# IV Discipline

**A. Discipline With Purpose DWP Expectations**

We believe that children can be taught self-discipline skills as a part of the total school curriculum. To this end, the school implements a program called Discipline With Purpose (DWP), a positive approach to discipline based on the developmental level of the student. The two goals of discipline, according to the DWP philosophy, are to maintain safety and order within the community, and to identify, teach, and practice the skills necessary to be self-disciplined. With this in mind, discipline is not punishment, but rather an opportunity to teach a skill that is not yet developed.

The goals and purposes of our disciplinary program are to:

1. Promote student moral growth and development
2. Foster respect for authority and the rights of others
3. Nourish growth in self-discipline and individual responsibility
4. Provide a safe and caring school environment

We expect students to conduct themselves in a manner that is becoming of a Catholic student and exhibit self-disciplined behavior at all times, on or off campus, in conformity with the norms of this handbook. The principal is the final recourse in all disciplinary situations.

**B. Discipline With Purpose Skills**

The fifteen skills that are taught include:

| Basic Skills | Constructive Skills | Generative Skills |
|---|---|---|
| Taught in grades Pre-K – 2<br>Reviewed in all grades | Taught in grades 3 – 5<br>Reviewed in all grades | Taught in grades 6 – 8<br>Reviewed in all grades |
| 1. Listening<br>2. Following instructions<br>3. Asking questions<br>4. Sharing<br>5. Social skills | 6. Cooperation<br>7. Reasons for rules<br>8. Completing a task<br>9. Leadership<br>10. Communication | 11. Organization<br>12. Resolving problems<br>13. Initiating solutions<br>14. Fact versus feeling<br>15. Service to others |

**C. School Rules**

The following all-school rules are:

1. Show respect to yourself, others, and your school
2. Contribute positively to the learning environment
3. Follow school and classroom procedures

**D. Student Behavior Expectations**

Good habits of conduct and proper attitudes towards school originate in the home. It is not expected that a child learns self-discipline in school if that development has not been started at home. The school is an extension of the home and shares the responsibility with the parent(s) to help the student develop appropriate behavior and effective learning habits. To achieve self-discipline in the classroom, the students need to understand the rules and know the consequences.

Self-discipline is a skill and it takes time to develop. Unacceptable behavior often occurs because children are children and they make mistakes in the process of growing up. Usually a serious talk, “time out” during recess, work that is a natural consequence of the child’s action, or a talk with the administration is sufficient to bring about change. However, if no change in behavior occurs, other steps will be taken to maintain a reasonable standard of behavior and a good learning situation.

Every student has the right to a proper learning environment and the actions of a few students cannot be allowed to detract from the educational welfare of all students.

There are many privileges for students at San Francisco de Asis Catholic School, particularly in the 8th grade. Inappropriate behavior by a student can result in the loss of some or all of these privileges.

Any conduct both in or out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action. The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student while in school.

Certain types of behavior are totally inappropriate in a Christian learning environment. The following examples of actions committed by students which under the jurisdiction of the school may be reason for being kept after school in detention, in school suspension, out of school suspension, expulsion, or withdrawal from the school. If withdrawal is deemed necessary as a result of one of these actions, a disciplinary committee consisting of the administration, pastor, and parish administration will review the case:

1. Use or possession of narcotics, alcohol, or tobacco on or near school premises.
2. Possession of a weapon on school grounds.
3. Action gravely detrimental to the moral and spiritual welfare of other students.
4. Habitual profanity or vulgarity.
5. Assault, battery, or any threat of force or violence directed toward any school personnel or student.
6. Persistent insubordination.
7. Stealing.
8. Habitual truancy.
9. Willful cutting, defacing, or otherwise damaging in any way property belonging to the school, teachers, staff, or students.
10. Leaving school grounds without permission. Once a student comes on the school property, he/she is not to leave except by following the procedure set forth in the handbook.

From parents, we need, expect, and require honest and consistent cooperation to implement the spirit as well as the letter of the Handbook's guidelines and rules. The Diocesan Handbook of Policies and Regulations for Catholic Schools states that "Parents or guardians are expected to support teachers and administrators and to recognize that disciplinary action entails the exercise of judgment, often under pressing circumstances."

There are those rare times when the school makes a decision with which a parent or guardian disagrees. If attempts to deal with the matter are unsuccessful, the school reserves the right to require a parent to withdraw from the working partnership. Any appeal of decisions by the principal should be directed to the pastor.

**E. Reasonable Contact – New Diocesan Policy**

The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety, and the welfare of the school community, situations may arise in which school administration or staff may restrain, redirect, escort, or

otherwise use such physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing, or continuing to do, any of the following:

- Committing a criminal offense.
- Causing personal injury to, or damage to the property of, any person, including the student him/herself.
- Significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior.

**F. Disciplinary Consequences**

The order of disciplinary consequences is taken from the "Discipline with Purpose" manual.

***Behavior Plans and Behavior Contracts***

A behavior plan can be developed for a student who needs additional monitoring to change behavior. This may require a daily signature from teachers and parents and weekly meetings. In cooperation with the parents, a student who does not respond to a behavior plan may be assigned a behavior contract with additional consequences to motivate a change in behavior, up to required withdrawal.

***STP letters***

Elementary students who make poor choices after two reminders may be asked to write a STP letter (Stop, Think, and Plan) Students have to acknowledge the poor choice they made, what DWP skill they need to work on, and how they will work to prevent from making the same poor choice in the future. Letters will be addressed to the parents and must be returned signed to school. For each letter they have to write they lose a letter (see below)

***After-School Detention***

If a student receives after school detention, student and parent will be notified in writing with a detention notice of the day and time the student will serve detention by the teacher assigning the detention. Detention is held after school from 3:00-3:30 p.m. (or 12:00-12:30 on Friday) and the student is supervised by the teacher who assigned the detention. The student will report to that teacher and be given tasks to complete during the detention time after school. This is not a time for the student to complete homework, but a time to serve the school for behavior infractions that occurred during the school day that disrupted educational learning.

***Office Referral***

In serious situations or when other measures have failed, the student may meet with administration.

***Suspension***

Suspension from extracurricular activities (games, socials, and weekend events), in school and out of school suspensions may be assigned as a consequence for serious misbehavior deemed necessary by school administration..

***Required Withdrawal***

A disciplinary board consisting of school and parish administration will review any withdrawal situation as a team to come up with a consensus outcome. Withdrawal may be necessary when a student does not improve his/her behavior despite various interventions for inappropriate conduct stated earlier in the handbook or any of the following:

- When the moral or physical well-being of individual students, the staff, or the student body is endangered.
- Carrying a weapon or any object that could reasonably be perceived to be a weapon,
- When there is a prolonged and/or open disregard for school authority and/or the student violates probation or Student Behavior Plan.
- Gross insubordination.
- Further misconduct after being placed on probation or a contract.
- Theft or malicious damage to school property or the personal property of staff or students.
- Obscene of offensive material.
- Severe moral misconduct.
- Possession, use of, being under the influence of alcohol or illegal or prescription drugs or selling of distributing alcohol or drugs.
- Violating civil law of the reasonable rights and dignity of others.

## G. F.A.I.T.H.ful Disciple Recognition Program

The **F.A.I.T.H.ful Disciple Recognition Program** encourages and recognizes students who demonstrate the Schoolwide Learning Expectations (SLEs) through their daily choices and actions:

- **F** – Following Christ and His Church
- **A** – Acquiring Knowledge
- **I** – Inspiring Daily Conversion
- **T** – Taking Responsibility
- **H** – Helping Others

Teachers and staff may recognize students with **F.A.I.T.H. Cards** when they demonstrate these expectations in meaningful ways. Students may earn privileges, special recognition, or other incentives through participation in the program.

Student behavior and disciplinary standing may affect eligibility for certain F.A.I.T.H.ful Disciple privileges and incentives.

Specific program procedures, recognition opportunities, and incentives are communicated to students and families during the school year.

## H. Anti-Bullying Policy

This policy has been created to support our school's mission, our commitment to provide a safe environment for all, and to guide our students in developing the self-direction and skills necessary for healthy social interaction.

In any school community, there will be times when students do not get along. In most cases bullying occurs because an individual lacks the self-discipline skills needed to get along with others. Our policy and procedures are designed to guide our community in responding to bullying and other unhealthy social behaviors so that students move past these behaviors and develop skills to learn and play together as part of the community.

This policy applies to all students, parents, faculty, and adults on our campus, whether attending school, employed by the school, working as contractors, volunteering or visiting.

***What is Bullying?***

Bullying is an act which is an intentional, repeated act of aggression, based on an imbalance of power that is meant to harm a victim either physically or psychologically.

***What Bullying is NOT***

It is important to understand that bullying is not the odd occasion of a falling out with friends, name-calling, arguments, or when the occasional trick or joke is played on someone. It becomes bullying if it is done several times on purpose.

Children sometimes have a falling out, hurt each other, or say things because they are upset. When occasional problems of this kind arise, it is not classified as bullying. It is an important part of children's development to learn how to deal with friendship breakdowns, the odd name-calling, or childish pranks. Everyone needs to learn how to deal with these situations and develop social skills to repair relationships.

***Policy Statement:***

At San Francisco de Asis Catholic School, we believe that all people have dignity because they are created in God's image and likeness. We further believe that we are called to reflect the values lived and taught by Jesus, which include His deep respect for all people. In this way, we build up the Body of Christ within our school community, and provide a physically and emotionally safe environment for all members.

Any form of bullying directed toward any member of our school community by another member of the community is contrary to these Christian values and is not acceptable at any time.

The school will provide ongoing and age-appropriate anti-bullying and social skills education for all students, as well as education for staff and parents on these same topics, in order to promote the prevention of bullying behaviors within our school community.

The school will provide ways for individuals to report incidents of bullying and other negative social behaviors that are of concern. The school will treat any reports of bullying behaviors or concerns seriously. Such reports will be reviewed and investigated in a prompt, confidential, and thorough manner. Consequences will be applied according to our classroom and school discipline cycles, and in some cases may result in suspension and/or required withdrawal depending on the nature of the infraction.

***Prevention and Education:***

Bullying prevention begins with all members of our community being able to communicate clearly about the concerns and issues. Learning to distinguish the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying is part of the process for all of us. To that end, we provide the following definitions for our common understanding:

- **Bullying** – when a student (or group of students) attempts to take power over another student. Bullying can be repeated over time or consist of a single interaction, with students adopting the roles of target, bully, bully-follower or bystander.
- **Physical Bullying** – using physical force to hurt another student by behaviors that may include but are not limited to hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in the way or holding. It is also physical bullying to interfere with another student's belongings, to take or break possessions, and to demand or steal money.
- **Verbal Bullying** – directing words at another student with the intention of putting down or humiliating. This can include behavior such as, threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs and ridiculing. Verbal bullying can also include hostile gestures towards another student, such as making faces, staring, giving the evil eye, and eye-rolling.
- **Relational Bullying** – when a student influences other students' friendships and relationships by actions that include but are not limited to deliberately leaving them out, spreading gossip and rumor, whispering about them, giving the silent treatment, ostracizing or scape-goating. Relational bullying also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.
- **Cyber Bullying** – the use of cell phones, text messages, e-mails, instant messaging, web blogs and postings to bully another student in any of the ways described above. Examples of cyber bullying include but are not limited to sending threatening or insulting messages by phone and e-mail, posting embarrassing pictures and personal information about others on blogs or social networking sites such as Facebook or Instagram, forwarding to others a private e-mail or text message that was meant for a single individual, and spreading hurtful rumors online.

**Community Expectations:**

***Teachers and Staff members of SFdA Catholic School:***

- Remain alert to signs of bullying and act promptly and firmly against it. - Are responsible for documenting and reporting incidents of bullying to the principal and parents of students involved.
- Offer support and encouragement to students being bullied. - Encourage all students to refrain from bullying behavior, and encourage them to report any bullying behaviors they witness.
- Model healthy social behavior for their students.
- Parents of SFdA Catholic School students:
- Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s).
- Support the school's anti-bullying policy and actively encouraging their child to avoid bullying behaviors
- Model healthy social behavior for their children.

- ***Students of SFdA Catholic School:***
- Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
- Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.
- Treat others with the respect and dignity that is expected of any Catholic school student.

***Reporting Procedures:***
All members of the San Francisco de Asis Catholic School community have the right and responsibility to report incidents of concern regarding negative social behaviors and bullying so that together we can maintain a safe environment for all and practice the skills necessary for positive relationships within the community. School administration and teachers are not always present to witness incidents or areas of concern, and therefore can only intervene when they are informed about them.

Students are encouraged to report bullying concerns to their classroom teacher or another school staff member by way of a verbal report or written note, or by completing a bullying concern report form ("I'm Concerned" report form). Student reports can also be placed in the Concerns Box outside of the Health Office.

If a student chooses to report a bullying concern verbally, the adult who receives the student's verbal concern will use the "I'm Concerned" report form as a means of proper documentation. Parents are also encouraged to report directly to faculty or administration their concerns about any bullying behaviors. Parent reports can be made by way of a verbal or written report, or by completing a bullying concern report form. Parent reports can also be placed in the Concerns Box outside of the Health Office.

If a parent chooses to report a bullying concern verbally, the teacher or school administrator who receives the student's verbal concern will also use the "I'm Concerned" report form as a means of proper documentation.

Teachers and Staff will report to the school administration all bullying concerns and incidents that come to their attention through either direct observation or reports from others. All reports that teachers share with the administration will be documented on a bullying concern report form.

School Administration can also initiate a process to address an observed concern or incident. Depending on the concern, their report may be shared with the classroom teacher of the student(s) involved. All administration initiated reports will be documented on a bullying concern report form.

School Administration will maintain records of all reports filed during the school year.
All report forms will be investigated by either the teacher and/or a school administrator.

Proper documentation of the investigation will be recorded on a report form. Parents of all students involved will be notified when a report form has been submitted and the overall findings of the investigation.

***Intervention Procedures:***
All reports of bullying concerns will be handled seriously and promptly by the faculty and administration. Upon review and investigation of a report, some concerns will be addressed within the classroom by the teacher, while more serious and repeated concerns will be referred to the administration for further intervention.

Intervention in bullying concerns, like all disciplinary matters at SFDA, will be addressed with two goals in mind: to maintain safety and order within the community, and to identify, teach, and practice the skill(s) needed to prevent the unwanted behavior from occurring again.

Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter.

**I. Abuse of Teachers**

Under the Arizona State law, any person who insults or abuses any teacher of the school in the presence or hearing of a student is guilty of a misdemeanor. If a teacher is insulted or abused in the presence of other school personnel or students while on duty at a school related function, the abuser is guilty of a misdemeanor. (ARS 15-507) "Any person who knowingly abuses a teacher, or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor." As a school community, we need to model for our students appropriate ways of resolving problems.

## V. Lunch/Health Office/Extra Curricular/ Special programs/ Activities/Parties

**A. Food Allergy Maintenance Policy**

San Francisco de Asís Catholic School is a **peanut- and tree nut-free school**. Because food allergies can result in serious or life-threatening reactions, SFdA works in partnership with families, healthcare providers, faculty, and staff to reduce the risk of accidental exposure and respond appropriately to food allergy emergencies.

Peanuts, tree nuts, peanut butter, and foods containing peanuts or tree nuts may not be brought, served, sold, or consumed on campus or at school-sponsored activities, including field trips and retreats. This expectation applies to students, families, employees, volunteers, and visitors.

**Parent/Guardian Responsibilities**

Parents/guardians of students with a diagnosed food allergy must:

- Notify the school of the student's allergy and any changes in the student's condition.
- Provide current documentation from a physician, nurse practitioner (NP), or physician assistant (PA).

- Provide a current **Food Allergy Action Plan** each school year.
- Provide all prescribed emergency medications and ensure medications remain current and unexpired throughout the school year.
- Communicate with the school regarding any special accommodations or concerns related to the student's allergy.

Relevant allergy and emergency information will be shared with appropriate school personnel responsible for the student's care and supervision.

**School Responsibilities**

SFdA follows established procedures designed to reduce the risk of allergen exposure and provide an appropriate response in the event of an allergic reaction. Food allergy management includes prevention, staff awareness and education, communication, and emergency response.

While the school takes reasonable precautions to reduce exposure to known allergens, families and students share responsibility for following established food allergy and safety procedures.

## B. Lunch program

San Francisco de Asís Catholic School offers a hot lunch program Monday through Thursday. Current menus, ordering procedures, pricing, and payment information are available on the school website. Families are responsible for monitoring and maintaining a positive lunch account balance. Outstanding balances may result in suspension of hot lunch privileges until the account is brought current.

Note: If a student does not have lunch, the school office will contact the parent/guardian to make arrangements.

## C. Wellness Policy

San Francisco de Asís Catholic School is committed to providing a school environment that supports student health, well-being, and readiness to learn. The school encourages healthy eating habits, regular physical activity, and age-appropriate opportunities for students to learn how to make responsible choices for their health.

In support of these goals, SFdA is working toward nutritional practices that emphasize whole and minimally processed foods, fruits and vegetables, whole grains, appropriate portions, and beverages with limited added sugar. The school will continue to review its food and beverage practices in light of current Diocese of Phoenix, Arizona, and national school wellness guidance.

**Food and Beverages at School**

SFdA encourages nutritious food and beverage choices that support student health, well-being, and readiness to learn.

During the school day:

- Water is encouraged as the primary beverage.
- Soda, energy drinks, coffee, and other highly caffeinated beverages are not permitted for students.
- Candy, highly processed snack foods, and foods of limited nutritional value should not be brought for routine classroom snacks or meals.
- Restaurant and fast-food meals are not permitted for student lunches.
- Food provided or sold by the school will increasingly prioritize nutritious, minimally processed choices consistent with current school nutrition guidance.
- All food brought to school must comply with the school's **Food Allergy Management Policy**.

The complete **Diocese of Phoenix Wellness Policy** is available through the school office or on the Diocese of Phoenix Catholic Schools website.

**D. Treats and Birthdays**

Food-based birthday treats may be shared with the classroom when approved in advance by the teacher. Birthday treats must follow the school's regular **Wellness Policy** and **Food Allergy Management Policy**. Families are encouraged to consider nutritious choices, appropriate portion sizes, or non-food alternatives.

Food brought for classroom distribution must be store-bought, ready to serve, and in its original packaging. Homemade food may not be distributed to students.

Preschool and Pre-K students are subject to additional food and nutrition requirements. Please refer to the **Preschool Handbook** for specific guidelines.

**E. Classroom Parties**

The school may designate special classroom celebrations throughout the year, such as Halloween, Christmas, Valentine's Day, and end-of-year celebrations. Classroom celebrations are coordinated by the classroom teacher with the assistance of room parents/guardians and other volunteers as appropriate. Because these celebrations are occasional and special, traditional party foods and treats may be permitted in moderation as an exception to the school's routine wellness expectations. All food and beverages must be approved by the classroom teacher in advance and must comply with the school's **Food Allergy Management Policy**.

Additional classroom parties or celebrations require prior approval from the classroom teacher and/or administration.

**Private Party Invitations**

Invitations to private, off-campus birthday parties or other social events may be distributed at school only when all students in the class are invited. Otherwise, invitations must be distributed outside of school.

## F. Treats, Snacks, and Lunches

Families are encouraged to provide nutritious, age-appropriate snacks and lunches that support student health, well-being, and readiness to learn.

- Students who bring lunch from home should bring a ready-to-eat meal.
- Foods requiring heating and glass containers are not permitted.
- Restaurant and fast-food meals may not be brought or delivered for student lunches.

Students may bring snacks when appropriate for their grade level or classroom schedule.
Snacks should be consistent with the school's **Wellness Policy**.
Students may not share or exchange food or beverages with other students.

All snacks and lunches brought to school must comply with the school's **Food Allergy Management Policy**.
Preschool and Pre-K students are subject to additional food and nutrition requirements. Please refer to the **Preschool Handbook** for specific guidelines.

## G. Health Office/ Medical Regulations

A health aide will be on duty in the Health (Nurses) Office from 8:00 a.m. until 3:00 p.m. on regular school days. The health aide renders emergency first aid to students who are injured or become ill at school. The health aide will work with students, parents, and teachers regarding health problems, and will serve as the contact between home and school on health matters.

We would like to stress that the Health Office is strictly for in-school emergencies/illness. Please do not send a child to school to have an injury diagnosed by the school health aide. In cases of illness or injury during the school day the student will be sent to the health office. The health aide will then determine if the child should be sent home or return to class.

Please keep all contact information current by completing the family Emergency Form annually online and by calling the School Office to inform us of changes in contact telephone/cell phone numbers.

## H. Health Office Policies and Procedures

- At the beginning of the school year, parents/guardians are asked to complete the Food Allergy Action Plan form in order for the school to notify teachers and staff of food allergies as well as making sure that the Action Plan is followed.
- Prescription medication will be administered only at the written request of the child's physician and a with permission slip signed by the parents/guardians.
- Medication must be in the original prescription bottle and labeled with the student's name.

- If a student needs to take medication at school, ask the pharmacist for a second, labeled bottle and send only the tablets/liquids needed to be taken at school.
- Non-Prescription medication must be discussed with the health office aide.
- Immunizations: New students must provide current and up-to-date immunizations in order to be admitted to the school. “Documentary proof” is written evidence that a student has been immunized, which conforms to the standards of Arizona Revised Statutes, Section 15-872.
- Family Emergency Information Form: Each family must complete an on-line emergency information form at the beginning of every school year. All information must be completed and kept up-to- date.
- Picking up a sick child: Upon receiving a call from the school to pick up a sick child, the parent/guardian should report to the School Office to check in with the school health aide. Sick children should be picked up promptly since the school does not have the facilities to care for students who cannot attend class.
- Parents or guardians will be called and children will be sent home for the following medical problems:
    - A temperature of 100.0 or above (must be non-medicated symptom free for 24 hours before returning to school)
    - Vomiting or diarrhea (must be non-medicated symptom free for 24 hours before returning to school)
    - Signs or symptoms of communicable disease (examples include but are NOT limited to: chicken pox, pink eye, mumps, influenza)
    - Any medical problem or injury requiring the parent’s attention
    - Complaints of severe or prolonged discomfort
- During the school year some problems may occur that can be taken care of in the Health/Nurses Office which results in the child returning to class. Care given in the Health Office includes:
    - Cleaning and application of dressing to cuts or abrasions
    - Ice pack and rest for bruises, sprains, etc.
    - Eye wash as necessary
    - Vaseline for chapped lips
    - Lotion for dry skin
    - Rest for an upset stomach, headaches, etc.
    - All medications are given through the Health Office
    - Children are not to keep any medications with them including cough drops, lip balm, etc.
    - Parents will be notified regarding any problems that the health aide deems necessary
    - In the absence of the health aide, including field trips, the school administration shall designate other school personnel to administer medications to the student.

## I. Athletics

San Francisco de Asis Catholic School has an outstanding record in sports participation. We participate and compete with the public charter, and northern Arizona schools as well as other Catholic Schools when possible. Success in this area requires the participation of students as enthusiastic and disciplined players in conjunction with the parents, coaches, team supporters,

transporters, supervisors, and school athletic director. The goal of the program is to provide athletic opportunities and experiences to all our students and help them develop good sportsmanship and self-discipline. Sports at San Francisco de Asis Catholic School include the following:

| | |
|---|---|
| Cross Country | 3rd – 8th grade boys and girls |
| Basketball | 5th – 8th grade girls |
| Basketball | 5th – 8th grade boys |
| Soccer | 5th – 8th grade boys and girls |
| Volleyball | 5th – 8th grade girls |

Students will participate in athletic events based on the I40 Athletic Schedule. Students should see the Athletic Director if they are interested in representing San Francisco de Asis Catholic School in any sport.

All eligible students are encouraged to participate in after school sports. Students who choose to participate in activities must make a commitment to their team. To play on a school team is both a privilege and a responsibility. To practice and play takes a number of after school hours and the student's grades and conduct must be maintained in order to participate in any sport. When a player is suspended from a team, the teammates as well as the player are affected. Any player who chooses to play on a team. owes it to his/her coach and teammates as well as to himself/herself to remain on the team until the conclusion of the season. Players are expected to attend all practices and ga.m.es and are not exempt if they have a personal conflict with an outside sports program's schedule.

In order for students to participate, parents and students need to fill out the appropriate form(s), read and understand the athletic guidelines. Any student participating in an after school sport is expected to:

1. Give fully of himself/herself during practice and games.
2. Be accepting of his/her honest mistakes.
3. Strive to win without placing undue pressure on self or teammates.
4. Recognize and respect the strengths and weaknesses of teammates.
5. Exhibit sportsmanship at all times - be good winners as well as good losers.
6. Accept the guidance of their coaches.
7. Respect the decisions of officials and umpires.
8. Refrain from offensive language and actions.
9. Maintain a 2.5 overall GPA, which cannot include an "F" in any subject. If this GPA is not maintained; a student may not participate until the next scheduled review time, when the next Progress Report indicates that the 2.5 GPA has been re-established.
10. Maintain good conduct both in the sport activity and at school.
11. A current physical must be on file with the Athletic Director.
12. Weekly grade checks of students participating in the sport.
13. Foul language or gestures from players or observers is not acceptable and is contrary to our mission. The coaches report unsatisfactory or unsportsmanlike conduct

to the Athletic Director immediately. The same expectations are held for all coaches and parent volunteers. Permission slip forms, physical forms, and the **Athletic Handbook** may be obtained from the Athletic Director.

## J. Student Council (STUCO)

Eligibility to run for Student council will be determined by faculty and principal. To be eligible, students must maintain at least a 3.0 GPA, have satisfactory conduct reports, and continuously model DWP Skills.

Grades 3 through 7 will vote to elect Student Council Officers in May. Officers include: President, Vice-President, Secretary, Treasurer, Chaplain, and Reporter. Each homeroom, grades 6-8 will elect two/three class representatives.

Eligible students must maintain satisfactory conduct as determined by administration. A student may be removed from Student Council because of discipline infractions. All elected officers and representatives are expected to maintain high standards in academics and behavior throughout their term. Failure to attend meetings or participate fully in STUCO activities may cause the removal of a member from STUCO. STUCO representatives will solicit feedback from classrooms to be presented to the officers. Officers will present proposals to administration and/or faculty as warranted.

## K. Extracurricular Eligibility

Participation in extracurricular activities, including athletics, Student Council, clubs, dances, and other school-sponsored activities, is a privilege. Students must maintain satisfactory academic performance, behavior, attendance, and compliance with school policies to remain eligible.

## L. Academic Eligibility

Students are considered academically eligible when they have no failing grades.
Academic eligibility is reviewed weekly through FACTS:

- During the first quarter, eligibility reviews begin the fourth week of the quarter.
- During the second, third, and fourth quarters, eligibility reviews begin the second week of the quarter.
- A student who ends a quarter with a failing grade will remain ineligible for the first week of the following quarter.

Students determined to be academically ineligible will be notified, and ineligibility will take effect the following school day. Eligibility will be reviewed again during the next weekly eligibility check and may be restored when the student has no failing grades.

Students who are academically ineligible may not participate in extracurricular practices, competitions, performances, or activities during the period of ineligibility. Ineligible students should attend available academic support or use the time to complete schoolwork.

**Additional Eligibility Requirements**

Eligibility may also be affected by:

- Behavior or disciplinary concerns
- Attendance concerns
- Failure to submit required permission or participation forms
- Failure to complete a required physical examination
- Outstanding activity or participation fees
- Failure to comply with applicable activity or athletic policies

Students must attend school for the full school day to participate in a practice, competition, dance, performance, or other extracurricular activity that day. Exceptions may be approved by the administration for verified medical or dental appointments, school-related activities, or other previously approved circumstances.
Student-athletes are also required to follow the policies and expectations established in the **SFdA Student Athletic Handbook.**

**A. Other School sponsored Clubs and groups**

Other clubs and groups, such as but not limited to, Chess Club, Art Club, Robotics, and Lego-First may be offered on a year to year basis as funding and volunteers are available.

**B. Cub/Boy Scouts and Girl Scouts**

All of these great service groups are welcome to use the school facilities during the school year. Each group has a designated day and time that they are scheduled to use the school. The leaders of each group are required to meet with the school office staff to confirm the use of the school facilities to ensure that there are no problems or conflicts. All students in the school and parish are invited to join these various groups through the parish.

**C. Field Trips**

Official permission slips are required with the parent's signature prior to the field trip. Students who do not return the permission slip cannot attend. Telephone calls or handwritten notes will not be accepted in lieu of proper forms. Students wear their school uniforms (unless otherwise instructed on the permission slip). Parents who chaperone field trips must be current with Safe Environment and if driving must have the driver form on file. Chaperones should not bring guests (including siblings) so that their attention is devoted to the students assigned to them. Parent chaperones should consult the teacher concerning appropriate attire. The school nurse will provide a first aid kit and necessary student medications for the teacher.

***Chaperones/Drivers for Field Trips***

In order to be considered as a chaperone for a school event:

- Chaperones must be current with Safe Environment training.
- Adult waiver forms are required for all chaperones.
- Parents who drive for a school event must have a "Driver Information From" on file in the school office. These documents are renewed each school year.
- Drivers must have another approved adult in the vehicle (per Diocesan Policy).
- Vehicles used for students have a seat belt for each student in the car. Students do not sit in the front seat of the vehicle.
- Chaperones do not bring other siblings, relatives, or guests with them on field trips.
- Drivers have a valid, non-probationary driver's license and do not suffer physical limitations that could in any way impair their ability to drive.
- Vehicles have a valid and current registration along with valid and current license plates.
- The vehicle is insured to the following limits: $100,000 per person/$300,000 per occurrence.
- Drivers do not make unauthorized stops (i.e. stop for gas, coffee, or drive through for lunch).

**D. School Advisory Board and Parent Teacher Group (PTG)**

The existence of the San Francisco de Asis Catholic School Advisory Board and the services rendered by them in their advisory capacity is essential for the continued progress and development of our school. The board has the responsibility of:

- Assisting with the development of the strategic plan for school operations and growth.
- Communicating the school philosophy and program information to the school and parish community.
- Provide counsel and advice in the operation of San Francisco de Asis Catholic School.

The Advisory School Board meets in regular session once a month from August to May. The meetings are open to all interested school parents and parishioners. Parental input is crucial; an agenda for that purpose is prepared before each meeting. To place an item on the agenda, the item must be brought to the principal for consideration at least ten days prior to the meeting. In all matters the Advisory School Board is consultative to the Pastor and the Administration.

The existence of the San Francisco de Asis Catholic School Parent Teacher Group (PTG) is vital to ensure parent participation, involvement, and service to the school. Some of the services provided to the school by the PTG include various fundraising activities, distributing the funds raised to help pay for school retreats, for expenses not covered by the annual budget, and other expenses deemed necessary to benefit the culture, academics, spirituality, or physical building of the school.

**E. Non-School Sponsored Activities**

Several after school activities are held at San Francisco de Asis Catholic School and Parish that are not sponsored by the school. If you have any questions or concerns, contact the appropriate

person in charge. The person in charge is responsible for students, meetings, cancellations, etc. No one is to use the classrooms unless approved by the parish office. All groups are required to leave the school facilities clean and orderly like they found them.

# VI. Financial

**A. Tuition and Scholarships**

The Tuition and Fee Payment policy is under the Tuition/Assistance tab on the school website at www.sfdaparish.org/school. Families seeking tuition assistance should apply online to Catholic Education Arizona (CEA) at www.fairapp.com. Please contact the administrative office assistant for any additional financial questions or concerns.

**B. NOTICE REGARDING TUITION FUNDING programs**

The State of Arizona provides several options to assist families in paying for your child's Catholic education, including the Empowerment Scholarship Account (ESA) program and through State Tuition Organization (STO) tax credit funds. These programs are offered through the State and/or through the individual STO, and are not managed by the School. Therefore, you are responsible for compliance with all terms, conditions to eligibility, and legal requirements related to any programs in which you participate. Please note in particular that pursuant to state law, if you choose to utilize an Empower Scholarship Account, you may not utilize STO funds (or vice versa). The School is not responsible for ensuring your compliance with this or any other term, condition, law or requirement relating to tuition assistance programs. Furthermore, please be aware that payment of your child's tuition is your responsibility, whether or not you choose to participate in ESA, STO, or any other programs or options to assist your family. These programs may not cover 100% of the cost of tuition and fees, and therefore any outstanding portion will remain your responsibility.

**C. Re-enrollment Fee**

The re-enrollment fee is due for the following school year when you re-enroll for the following year. This allows the school to plan for teaching staff to match our enrollment.

**D. Incidental Billing**

Fees or costs that are outside of the normal tuition are billed and paid through FACTS.

**E. Stewardship**

All families are considered stewards of the school and are asked to give of their time, talent, and resources to benefit the children of San Francisco de Asis. Community stewardship includes participation in Fundraising and volunteering

# VII. Safety, Legal

**A. Diocesan Safe Environment Training and Compliance**

The Diocese requires all clergy, employees, and volunteers that directly serve minors, attend training on an annual basis. Training sessions are held at the parish and school throughout the year. Documentation of attendance is sent to the school before volunteering on campus or chaperoning for a field trip. All adults complete an annual renewal as designated by the Diocese of Phoenix. The link to the Safe Environment Office is http://www.safeenvironmenttraining.org/

All students entering the school building, participating in school functions and those around students are required to have "Safe Environment" training. The initial, in person class is offered during the fall at the school and/or parish. Once the initial, in person class has been completed, adults are able to renew on-line annually through The Diocese of Phoenix.

**B. Diocese of Phoenix Code of Conduct**

- For clergy and Diocesan personnel (includes volunteers) in their ministerial relationships with children, youth and vulnerable adults. Diocesan Policy requires that they:
- Participate in training programs for a safe environment for children, youth and vulnerable adults as well as training for the implementation of the Diocesan Policy on Misconduct.
- Maintain the appropriate boundaries for adult/child relationships in the classroom and school, religious education program, youth ministry program and parish.
- Any person who reasonably believes that there is criminal sexual misconduct with minors or vulnerable adults must report to the police and Child Protective Services as well as cooperate fully in any police investigation.
- After notifying the police as described in #3 reports to the Youth Protection Advocate for the Diocese so that the Sexual Misconduct policy-can be implemented.
- Advise an adult, who reports an allegation of sexual abuse by church personnel with a minor or vulnerable adult, that he or she has the right and responsibility to report this allegation to the appropriate law enforcement and social service agencies.
- Avoid situations of extreme personal self-disclosure. This creates a situation where young people or vulnerable adults are drawn to personalities rather than the community at large.

**C. Diocesan Policy Prohibits:**

- Any kind of sexual contact or inappropriate touching of a minor or vulnerable adult.
- Any breach of professional trust, which has as its intent sexual contact or activity with minors or vulnerable adults.
- Any inappropriate behavior, which could be misunderstood or be construed as an indicator of potential sexual misconduct.
- Having minors or vulnerable adults (who are not family members) with whom there is a ministerial/work relationship, as a visitor in one's home, residence, dormitory,

apartment, rectory or the private living quarters of priests without another adult present.
- Vacations with minors or vulnerable adults (who are not family members) unless parents or other adults are present.
- Field trips or other outings involving minors or vulnerable adults in places and situations and situations where no other adults are present.
- Travel with minors or other vulnerable adults (who are not family members) without another adult present in the car, van, bus, car pool or other means of transportation.
- Behavior including but not limited to activities that involve excessive physical contact with minors or vulnerable adults.
    - Wrestling
    - Tickling
    - Other physical "horseplay"
- Giving out to minors or vulnerable adults one's personal phone number, pager, and personal email address.
- Taking a vulnerable adult, minor or group of minors to a restaurant for a meal without another adult present.
- Giving alcohol and/or drugs to minors or vulnerable adults.

**D. Doors**

All hallway doors including gym doors will remain locked during the school day. When entering the school through the front entrance, please follow visitor rules at the front office. Please do not ask anyone to open any school door once school is in session. All visitors must enter through the front office. When certain events for the parish occur, access to the St. Bonaventure Hall downstairs and the Upper Ballroom may need to be accessed through the school. In these events, a member from the parish staff will escort the parishioner(s) to the event while the doors leading to classrooms, gym, and the rest of the school will remain locked while the hallway entrance doors are open. Faculty and staff are notified of such events in advance by administration.

**E. Accidents**

Anytime a student is injured on campus, they should report the incident to the supervising adult. The adult will then determine if the child's injury will require them to be seen by the nurse. There will be no unsupervised children on the playground during school hours. After designated school hours, parents are responsible for supervision of their children on school grounds including the playground.

**F. Student Accident Insurance**

Per Diocesan Policy, all students in the Catholic Schools of the Diocese are provided accident insurance worldwide while on school grounds when school is in session, while taking part in a school sponsored and supervised activity, or while attending school sponsored and supervised religious services or instruction. This insurance is secondary to the family's primary insurance. (This policy applies to parents chaperoning school sponsored events as well).

**G. Fire Drills**

Fire drills are conducted monthly to teach students the safest, quickest route to exit the school building. Teachers review procedures to ensure that all students know what to do in case of a fire. Fire drill evacuation plans are posted in every room in the building. A loud, continuous alarm signals a fire drill alerting the students to exit the building. Students stay quiet in order to hear teacher instructions while they are exiting the building. Once in a designated location outside of the building, students wait quietly in line with their teacher to hear further instructions from administration or direction to return to the classroom.

**H. Lock Down Drills**

"Lock down" drills are conducted periodically throughout the school year. These can be various drills involving crisis situations or evacuations to safe areas. In the event of a true emergency, parents will be notified by our FACTS SIS. Parents/guardians are advised to keep their contact information current for these situations specifically. All faculty and staff are trained for specific roles in the Crisis Management Plan. Classrooms are equipped with emergency materials to ensure the safety of everyone. In case of an evacuation, the school will exit to McMillan Park and parents will be notified through FACTS SIS.

**I. Legitimate Fire or Lock Down Incident/Emergency**

In the case of a verified incident or emergency, parents will be alerted via the FACTS SIS communication system. Parents are asked not to contact the school and to refrain from contacting their child until the all clear has been given. This will allow phone lines to be clear for emergency communications and to provide the safest conditions for your child until it is deemed safe.

**J. Custodial/Non-Custodial Parents**

The school abides by the Arizona Revised Statute, ARS 25-403.06, with respect to the rights of custodial and non-custodial parents. "Unless otherwise provided by court order or law, on reasonable request both parents are entitled to have equal access to prescription medication, documents, and other information concerning the child's education and physical, mental, moral, and emotional health including medical, school, police, court, and other records directly from the custodian of the records or from the other parent." If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with a full and complete official notarized copy of the court order or a parenting plan. The school is not responsible for failing to honor arrangements that have not been made known in writing.

The school abides by the provision of the Buckley amendment (1975) with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to academic records and to all school-related information regarding their child(ren). If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court

order. The school is not responsible for failing to honor arrangements that have not been made known.

**K. Photo Release/Picture Taking**

Each child is required to have a photo release form on file in the school office. Before the use of name, likeness, whether in still, motion pictures, audio, or videotape, photograph, and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Diocese, parish or school, news or feature stories in any media or other purposes whatsoever, written permission of this information will be secured from the parents. If a student does not have a photo release form on file, that student will not be included in the official class picture, yearbook, or newsletter of any other publication. However, if parents want to allow their child's picture in the yearbook there is a separate release form. Parents must obtain permission from the school administration and the classroom teacher before taking any pictures of students for a classroom activity.

**L. Child Abuse Reporting**

Arizona's Mandatory Reporting Law (ARS 13-3620) provides that all persons having responsibility for the care of children are obligated to report suspected child abuse and neglect. The law specifically names school personnel, parents, counselors, or any other persons having responsibility for the care or treatment of children. It is the school's responsibility to report this information, but not investigate nor to prove any allegations. Any form of non-accidental injury, physical abuse, sexual abuse, molestation or exploitation, inadequate supervision, improper/inadequate medical care or physical neglect that constitutes a potential health hazard, and circumstances suggestive of emotional abuse or neglect should be reported.

Reports of suspected abuse or neglect can be made to either Child Protective Services: http://www.de.state.az.us/dcyf/cps/repoerting.asp (or 1-888-SOS-CHILD), or to the local law enforcement agency. The mandatory reporting law stipulates that mandated sources provide written reports in addition to reports made by telephone. Reports can be made 24 hours per day, 7 days a week and should be made immediately. Arizona law provides immunity from civil and/or criminal liability for any person reporting suspected abuse whether the abuse was established or not.

**M. Abuse of Teachers**

Under the Arizona State law, any person who insults or abuses any teacher of the school in the presence or hearing of a student is guilty of a misdemeanor. If a teacher is insulted or abused in the presence of other school personnel or students while on duty at a school related function, the abuser is guilty of a misdemeanor. (ARS 15-507) "Any person who knowingly abuses a teacher, or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor." As a school community, we need to model for our students appropriate ways of resolving problems.

## N. Permanent Records

As stated in Arizona Revised Statutes, Title 15-14: "The right to inspect and review student cumulative educational records and the release of or access to such records, other information or instructional materials is governed by federal law in the family Educational Rights and Privacy Act, Title 20, United States code, sections 1232g and 1232h, and federal regulations issued pursuant to such act." The principal of San Francisco de Asis Catholic School will permit the release of information relating to students to parents and/or legal guardians in accordance with the procedure:

- Written statement of the parent/guardian's request for review of student records
- Legal proof of the parent/guardian's relationship to the child
- An appointment to meet with the appropriate school personnel at a time mutually convenient for the purpose of the review

## O. Grievance Procedure

Diocesan Policy and Regulation 1.15 Resolution of Ordinary Differences within the school community states that every attempt should be made to resolve a conflict at the lowest possible level. Occasionally matters may arise which require an objective review by a third party in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication, and the strengthening of the community of faith, the following general guidelines shall be followed:

In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following ordinary and regular communication channels between the people involved.
If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the school administration in writing. Upon receipt of written documentation an intervention meeting will be arranged by the administration. An intervention is a meeting between parents/guardians, administration, homeroom teacher, and any teachers involved with a student and/or parties. The administration will reach a decision after reviewing all materials and the recommendation of the intervention team. The pastor and/or Diocesan superintendent may need to be consulted in certain instances. The decision of the pastor is final.
If the principal is believed to be acting contrary to Diocesan or local school policy or there is a disagreement regarding the principal's decision, then a parent or student (18 years or older) may have recourse to the pastor or the superintendent of the Diocese. If the superintendent must disqualify him/herself from hearing a grievance to avoid conflict of interest, the superintendent's designee will be the hearing officer.

Parent concerns or words of encouragement should progress in the following order:

- Teacher/Staff Member
- Principal
- Pastor

If the principal is believed to be acting contrary to Diocesan or local school policy, then a parent contacts the pastor. The pastor determines if the decision is a proper subject for appeal. Student suspensions may not be appealed. It is imperative for parents to initially meet with the teacher or staff member with whom there is a concern. If you believe that the situation has not

been resolved after speaking with the teacher and/or staff member involved, then take your concern to the next level. Through the use of these steps, issues can be addressed in the most effective and respectful manner.

**P. Appeal Process**

When a parent wishes to appeal the decision of the school Principal in regards to how a policy was administered, the person shall submit a formal written document of the appeal to the principal first, and then to the pastor with the following information:

***The subject of the appeal***

Any factual data, other than hearsay, which the person considers appropriate The efforts that have been made to resolve the issue. A potential appeal must be made within ten (10) working days of the communication of the administrator's decision. Soliciting signatures for an appeal from parents and/or students is strictly prohibited and may be subject to withdrawal of their children from SFdA. The pastor may designate another person to hear the appeal. If the pastor or designee determines that there is a legitimate ground for reconsideration, the principal will be asked to give a written explanation to the pastor of the decision in question. The decision of the pastor or designee is final and binding and concludes the appeal process.

## VIII. FACTS Tuition Management

SFdA Catholic School uses FACTS Tuition Management to offer payment plans for your student(s) tuition. https://online.factsmgt.com/signin/4HJ7Y . Our school code is 4HJ7Y

All families are required to maintain an active FACTS Tuition Management account.

K–8 Tuition Payment Options

- Quarterly Payment Plan: Four payments during the school year.
- Annual Payment in Full: Tuition may be paid in full through FACTS.

Preschool/Pre-K Tuition Payment Options

- Monthly Payment Plan: Ten monthly payments, August through May.
- Annual Payment in Full: Tuition may be paid in full through FACTS.

Payments may be made by automatic bank draft or credit card.

**Additional processing fees may apply to credit card transactions.

All tuition amounts owed directly by a K–8 family, after applicable scholarships or financial assistance have been applied, will be processed through the family's FACTS Tuition Management account according to the selected payment plan.

Families are responsible for maintaining current payment information and monitoring their FACTS account throughout the school year.

Current payment dates, account setup instructions, and FACTS access information are available through the school website or school office.

# IX. Addendum

The principal and the pastor of San Francisco de Asis Catholic School have the right to amend, at any time, this living document. It is reviewed and revised annually in an effort to keep parents and students clearly informed of Diocesan and school policies and procedures. It is the intent of San Francisco de Asis Catholic School faculty and staff to abide by all federal and state laws. Additionally, the pastor and principal of San Francisco de Asis Catholic School may waive any and all regulations for just cause at their own discretion.

# X Technology Agreement

## *San Francisco de Asis Catholic School EIS User Agreement*

Use of Technology Resources in Instruction
Appropriate Use of Electronic Information Services (EIS)
Please read this document carefully. When signed, it becomes a binding agreement.

**INTRODUCTION**

Dedicated to the teaching mission of the Catholic Church, the schools of the Diocese of Phoenix are Christ-centered communities focused on faith formation, academic achievement, and personal growth.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education.

The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world..." *Aetatis Novae, #2, #3; Rome, 1992*

San Francisco de Asis Catholic School (SFdA) may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by SFdA. Electronic information services include networks, Internet, databases, and any computer-accessible source of information, whether from hard drives, tapes, compact discs, floppy discs, flash/USB drives or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of SFdA in support of Arizona State Educational Standards and the Standards of the Diocese of Phoenix.

Acceptable use of the EIS requires that the use of the resources be in accordance with the following guidelines and support the educational goals of San Francisco de Asis Catholic School.

**GENERAL INFORMATION FOR USERS OF TECHNOLOGY**

Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students.

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

**AGREEMENT FORM**

In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the attached **Responsible Use of Technology Policy - EIS User Agreement Form.** The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

# Responsible Use of Technology Policy
## San Francisco de Asis Catholic School
## Diocese of Phoenix

SFdA must have on file a signed **Responsible Use of Technology Policy – EIS User Agreement Form** for any student* and/or adults (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students are not allowed to access personal accounts from school unless it is part of the Classroom Instruction and/or Assignment. All access

of this type requires teacher permission prior to access. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Diocese of Phoenix adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Principal and School Advisory Board. The school has the right of access to any electronic devices on school property.

All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

*The term "student" applies to any individual enrolled in the school regardless of age.

**SCHOOL RESPONSIBILITY**

- The school shall provide access to technological resources, including Internet, for educational purposes only.
- The school shall also provide training for students and teachers in the appropriate use of technology.
- The school does not guarantee the accuracy of information gathered from school computers.
- The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act (CIPA).
- Unauthorized disclosure, use, and dissemination of personal information regarding minors is forbidden.

**USER RESPONSIBILITY**

- The user shall access the school's technological resources for educational purposes only.
- Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others.
- Users shall not reveal the home address or personal phone numbers of themselves or others. In addition, unethical and/or illegal uses of electronic devices will not be allowed.
- Users will not engage in cyberbullying. Examples of cyberbullying include but are not limited to mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Resources on cyberbullying can be found at: https://www.stopbullying.gov/
- The user must strictly adhere to trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent/guardian.
- Plagiarism will not be tolerated. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Plagiarism detection tools may be used by teachers and administrators to check for compliance.
- Use of artificial intelligence (AI) to complete assignments is not permitted. AI detection tools may be used by teachers and administrators to check for compliance.
- Unauthorized access, including hacking or use of another person's account, is strictly forbidden.
- The user agrees not to bypass the school firewall, nor to harm or alter school property.
- The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property.
- Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use.
- Any commercial use is strictly forbidden.

Additionally, the following specific categories are included and covered under this binding agreement.

**Technologies Covered**

SFdA may provide Internet access to desktop computers, laptops, mobile devices, tablets,

videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, SFdA and the Diocese of Phoenix (DofP) will attempt to provide access to them. The policies outlined in the EIS are intended to cover all available technologies, not just those specifically listed.

**Email**

SFdA may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information, should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

**Social/Web/Collaborative Content**

Recognizing the benefits collaboration brings to education, SFdA may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online. Users should also be reminded of the permanency of data when sharing information over social media, websites or collaboration content programs.

**Google Apps for Education/Gmail Accounts**

Acceptable use for Google Apps for Education/Gmail Accounts includes but is not limited to:

1. Users are entirely responsible for all activities conducted through third-party accounts including but not limited to Google Apps for Education and Gmail Accounts.
2. Users will not use their accounts to transmit or cause the transmission of any harassing, threatening, or otherwise abusive messages, data, or information.
3. Users will not use their accounts to post or transmit any unsolicited advertising, promotional or marketing materials.
4. Users will not violate any privacy rights or rights of publicity of any person.
5. Users will not attempt or assist others in attempting to compromise the security or integrity of your school's third-party accounts including Google Apps for Education and Gmail Accounts.
6. Users should be made aware that the Google Apps for Education and Gmail Accounts can be configured to allow certain users to monitor their accounts (this pertains to students as well as faculty and staff).
7. Violations of the EIS may result in the termination of all privileges relating to the use of your school's third-party accounts including Google Apps for Education and Gmail Accounts.

**Internet Safety and CIPA Compliance**

Our school receives federal E-Rate funding and, as such, has adopted a CIPA-Compliant Internet Safety Policy. It is the policy of this school to:

a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
b) Prevent unauthorized access and other unlawful activity online;
c) Prevent unauthorized online disclosure, use of dissemination of personal identification of minors;
d) And comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254 (h)].

Under CIPA, our school, to the extent practical, uses technology protection measures (or Internet filters) to block or filter access to inappropriate information on the Internet, or over other forms of electronic communications. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes. The full text of the school's CIPA policy is available at the school office for review.

**DISCIPLINARY ACTION**

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or diocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices, including but not limited to mobile phones, devices and tablets, to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

# XI Signature Pages

## Responsible Use of Technology - EIS User Agreement & Parent Permission Form

## Parent and User(s) Signatures Required*

**San Francisco de Asis Catholic School**
**Diocese of Phoenix**

*If you have multiple students in your household, please have each user sign on a separate line provided.

## Technology User Agreement Signature Form

- I have read the terms and conditions of the **Responsible Use of Technology Policy**.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the **Responsible Use of Technology Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

1) Username (print): _____ School: _____

User Signature: _____ Date: _____

Grade: _____ Homeroom:_____

2) Username (print): _____ School: _____

User Signature: _____ Date: _____

Grade: _____ Homeroom:_____

3) Username (print): _____ School: _____

User Signature: _____ Date: _____

Grade: _____ Homeroom:_____

4)Username (print): _____ School: _____

User Signature: _____ Date: _____

Grade: _____ Homeroom:_____

## Parent / Guardian Permission Form

I have read the terms and conditions of the Responsible Use of Technology Policy.
I am requesting that the above-named student(s) be allowed to use the school's technological resources, including the Internet, and agree to support the school in the Responsible Use of Technology Policy. **I understand my student(s) will be unable to use any form of technology at SFdA until this page is signed and returned.**

Parent/Guardian name (print) _____

Parent/Guardian Signature _____ Date_____

☐ **name, grade, homeroom & signature appear above for all students in my household.**

# Final Signature Page for Students and Parents

*Please print this page and return it to the homeroom teacher of the youngest child. Return the signed form by August 28, 2026. Thank you for your cooperation and assistance.*

Updated 06/02/2026

Click HERE to return to the Table of Contents

# San Francisco de Asis Catholic School

## Student Handbook Agreement Form 2025-26

I pledge, as a student of San Francisco de Asis Catholic School, that I will be responsible for following the guidelines, rules and procedures within this handbook, including the Acceptable Use of Technology. I have read and understand the San Francisco de Asis Catholic School Parent/Student Handbook.

1. Student name: _____ Grade _____
   Student Signature: _____ Date _____

2. Student name: _____ Grade _____
   Student Signature: _____ Date _____

3. Student name: _____ Grade _____
   Student Signature: _____ Date _____

4. Student name: _____ Grade _____
   Student Signature: _____ Date _____

## Parent Handbook Agreement Form 2025-26

I pledge, as a parent of a San Francisco de Asis Catholic School student(s), that I will be responsible for helping my child adhere to the guidelines, rules, and procedures in the San Francisco de Asis Catholic School Parent/Student Handbook. Additionally, I have read and will follow the guidelines, rules, and procedures within this handbook as well. Signing the Handbook Agreement also indicates agreement with the Acceptable Use for all Technology, and S.P.I.R.I.T. obligations.

Parent's name (Print): _____

Parent's Signature: _____ Date _____

**USER AGREEMENT / PARENT PERMISSION FORM**

**Both Signatures Required**

• I have read the terms and conditions of the Responsible Use of Technology Policy.
• I understand that technological resources are provided for educational purposes only.
• I agree to abide by the terms and conditions stated in the Responsible Use of Technology Policy.

Additionally, I will be responsible for the consequences of inappropriate use of technology, including
the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources,
suspension, expulsion, and possible legal action.

1) User name (print)_____ School_____
User Signature_____Date_____
Grade_____ Homeroom_____
2) User name (print)_____ School_____
User Signature_____ Date_____
Grade_____ Homeroom_____
3) User name (print)_____School_____
User Signature_____ Date_____
Grade_____ Homeroom_____
4) User name (print)_____School_____
User Signature_____ Date_____
Grade_____ Homeroom_____

**Parent / Guardian Permission Form**

I have read the terms and conditions of the Responsible Use of Technology Policy.
I a.m. requesting that the above named student be allowed to use the school's technological resources,
including the Internet, and agree to support the school in the Responsible Use of Technology Policy.

Parent/Guardian name
(print)_____
Parent/Guardian Signature_____
Date_____
□My student's name, grade, homeroom and signature appear above.