

# **San Francisco de Asis Catholic School**



## **Parent/Student Handbook 2019-2020**

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## **I. Mission, Philosophy, and School Motto**

### **A. School Mission Statement**

San Francisco de Asis Catholic School, through the life and example of Saint Francis, provides a culture where all can encounter the living Christ. We become faithful disciples by Following Christ and His Church, Acquiring knowledge, Inspiring daily conversion, Taking responsibility, and Helping others.

### **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 followers of Christ.

### **D. Student Learning Expectations**

School-wide Learning Expectations (SLEs): Statements of what a student should know, understand, value, and be able to do by graduation. In accordance with our 2019-2020 school accreditation, these learning outcomes are collaboratively developed and represent the focus of the entire school community. Students' progress of the SLEs will be shared with parents on the report card in the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters of the school year.

- **Following Christ and His Church**
- **Acquiring Knowledge**
- **Inspiring Daily Conversion**
- **Taking Responsibility**
- **Helping Others**

## **E. 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).

## **II. General Expectations of the School, Parents/Guardians, and Students**

### **A. Administration, Teacher Obligations**

1. Maintain a Catholic faith based environment for the continual spiritual growth of staff, parent/guardians and students.
2. Treat parents/guardians and students with respect.
3. Present curriculum in a sound educational manner.
4. Be available to help students and parents/guardians when possible.
5. Monitor and record student assignments
6. Communicate with parents/guardians regarding student progress and all events and activities relating to the school.

### **B. Parent/Guardians Expectations /Guidelines**

San Francisco de Asis Catholic School is a community of families interested in providing a good Catholic education for their children. As parent participants in this community of Faith, you have a personal mission to witness Jesus Christ to others within the community and to the rest of the world. The fact that you have enrolled your children in a Catholic school is proof of your commitment to these principles.

**Spiritual:** Preeminent among the goals of the school are those related to the teachings of Christ. To emphasize them, you should be:

1. Participating at home in a religious program that is complementary to the religious atmosphere at school.
2. Modeling Christian behavior for your child and the rest of the faith community.
3. Active participation in your child's religious experience at school.
4. Participating regularly in scheduled activities in our faith community.
5. Supporting by word and deed school policies and procedures.
6. Weekly participation in Sunday liturgy at the parish.

**Academics:** Parents, as the primary educators of their children, support the professional staff at the school. Examples of that support are:

1. Helping your child with his or her homework
2. Reviewing your child's school papers
3. Providing the necessary encouragement or correction
4. Monitoring your child's progress
5. Seeking ways to improve your child's performance
6. Familiarize yourself with and following the rules and regulations at the school
7. Maintain a positive line of communication with the school staff and administration

**Financial:** Our quest for excellence in religious and academic education requires financial support. Examples are:

1. Paying tuition and fees promptly
2. Supporting fund-raising events
3. Supporting your parish through tithing
4. Supporting special classroom and school projects

**Physical:** As participants in a faith community, we have to share in the physical tasks necessary to make our programs successful. Examples are:

1. Participating in the activities of our PTG
2. Supporting the school staff as volunteers
3. Fulfilling your service hour requirements
4. Participate in retreats/meetings held for parents/guardians
5. Ensure your children arrive at school on time and are picked up from school and/or activities at the appropriate time

### **C. Additional Requirements**

A family registered in San Francisco de Asis Parish is expected to be active and contribute to and support SFdA by using the church envelopes for their contributions. If donations cannot be verified by use of the envelopes from which donations are posted, the non-Catholic tuition will be charged. The way the school verifies participation in mass is through tithing in a way that is recordable. The three ways to tithe in a way that is recordable are: parish envelopes with the family name on it, a personal check, or online. Cash contributions cannot be recorded unless it is placed in a parish envelope. Families are expected to attend Mass on Sunday and participate in a liturgical ministry.

If the parish records do not indicate a family's full participation they will be required to fill out a Parish Verification Form. The form will be reviewed and signed by the Pastor. Failure to fill out the form or failure to meet all requirements, the non-Catholic tuition



rate will apply.

#### **D. Student Expectations**

Students share with the administration, faculty and staff, a responsibility to develop a climate within the school that is conducive to wholesome learning and living. No student has the right to interfere with the education of another student. Students may express their ideas and opinions in a respectful manner that does not offend or slander others. It is the responsibility of the student to:

1. Be aware of all of the rules and regulations for student behavior, and to act accordingly.
2. Be willing to volunteer information when a wrong has been committed.
3. Show respect for yourself and others.
4. Do not taunt, criticize or in any way be unkind to others.
5. Treat others, as you would like to be treated by following Christ's example.
6. Follow and practice the Discipline with Purpose Skills.
7. Be prepared and on time for class and activities
8. Keep your hands, feet, and objects to yourself
9. Greet faculty, staff and visitors with a smile and a warm welcome. Always respond in a polite manner.
10. Follow God's plan by being the best person you can possibly be.

### **III. The Catholic School Environment**

#### **A. Religious Education**

Students at San Francisco de Asis (SFDA) receive daily religious instruction in the Catholic faith. With the help of approved texts and our own faith commitment, it is our goal to help our students understand their responsibilities and their beliefs, so as to grow in their faith and live their lives as joyful and enlightened Christians. Our teachers are assisted by our pastor and priests, who visit the classrooms and collaborate with teachers and students. All teachers are either pursuing or have earned their ministry formation certification which is renewed on a three year basis.

#### **B. Eucharistic Celebration (weekly all-school Mass)**

As an essential and celebratory aspect of our religious formation program, all students and faculty participate in the Eucharist together. Students attend weekly all school Mass with their classmates sitting according to grade level. Students grow in their understanding and love for Jesus' presence in the Eucharist by taking turns planning and presenting the

liturgies. We cordially invite and sincerely urge attendance at these celebrations by all members of the school community, including parents, grandparents and other adults. In order for all students to be able to see the Mass celebration, family members may sit with their children behind the rest of the school.

Sharing the faith through the Eucharistic celebration leaves a lasting impression on the students. Attending the weekly school Masses does not replace a family's Sunday Mass obligation. As the primary educators of their children, every parent/guardian needs to make the celebration and participation in the Eucharist on Sunday a family priority.

### **C. Sacrament Programs**

Preparation for the reception of the Sacraments of Reconciliation, Eucharist and Confirmation is made in cooperation with the parish. Reconciliation preparation is made in second grade and Eucharist and Confirmation in third grade. Sacrament preparation is part of the curriculum in second and third grades. Parents are required to attend initial parent meeting in the parish for a better understanding and appreciation of this important step in faith, which their children are making. Parents are also invited and encouraged to attend the weekly preparation classes at the school. Family involvement is essential to the faith development of a student attending San Francisco de Asis Catholic School. Problems can arise when parents do not exemplify or support this development by weekend attendance at Mass, and regular reception of the sacraments.

### **D. 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.

### **E. Non-Catholic Students**

San Francisco de Asis has had the privilege of educating many non-Catholic students. The participation of these students, whose parents value and support our efforts as Christian educators, has enriched all of us. We have learned that we all share the same love of Christ and are strengthened by our sharing of the same Gospel message in our respective efforts and dedication of many of our non-Catholic families. These students attend religion classes, participate as far as possible in our liturgies, and share their own experiences with us.

## **F. Spiritual Retreats**

Grades PS-5 attend one-day spiritual retreats as a class at locations within the local community. Students in grades 6-8 attend a three-day, overnight retreat experience at a designated youth retreat site. All parents are encouraged to help in some way.

## **G. General Schedule**

### **School Hours**

#### Elementary Level (K-8)

7:30 AM - Playground supervision begins

8:00 AM - Students arrive in their classrooms

Students are marked tardy after 8:01 AM

3:00 PM - School dismissal

- Students report to scheduled extracurricular activity or extended care (YMCA).

3:15 PM - Students not picked up by 3:15 report to the office.

Preschool and Pre-Kindergarten - (See Preschool Handbook)

Every Friday, school is dismissed at 12:00 p.m. to accommodate faculty/departmental/ in-service meetings. On Early Dismissal Days the children must be picked up by 12:00 p.m.. The After School Program (Boys and Girls Club) will be offered from 12:00 p.m. till 6:00 p.m. on early release days.

The school offices are open from 7:30 a.m. to 3:30 p.m., Monday through Thursday and 7:30 a.m. to 12:30 p.m. on Friday. The school secretary will handle all general information and messages.

### **Inclement Weather**

Snow delay days and canceled school days are usually in accordance with the Flagstaff Unified School District Policy. If the public schools are on a 2-hour delay, then SFDA will also be on a 2-hour delay. If the public schools are closed because of snow, then SFDA will also be closed. SFDA parents will be informed through FACTS as to school delays and closures.

### **School Calendar**

When the school calendar for the year is set, both the local public school's calendar and the requirements of the Diocese of Phoenix are considered. The school calendar is based on Arizona's 180 required attendance days. Additional days are added to the calendar for inclement weather. A general year-long calendar is given to each family, is at the top of each weekly school newsletter and is available on the school's website at [www.sfdaschool.org](http://www.sfdaschool.org). Monthly detailed calendars are located in the weekly school newsletter (sidebar), on the website and on the FACTS homepage. Monthly events are also listed on the weekly church bulletin calendar.

### **General Communication – Online Weekly School Newsletter (“School Email”)**

Online newsletters are our primary means of communication. School mail is emailed weekly and is accessible on the school website at [www.sfdaschool.org](http://www.sfdaschool.org). Inserts for the school mail should be submitted to the school office by Wednesday at noon. Newsletters are emailed on Monday. Hard copies or translated copies will be available if needed. Other communication and/or reminders will be emailed as needed.

## **IV. Discipline Program and General Rules**

### **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 and/or Dean of Students is the final recourse in all disciplinary situations.

## **B. 15 Self-Discipline Skills**

The fifteen skills that are taught include:

| <b>Basic Skills</b>                                  | <b>Constructive Skills</b>                       | <b>Generative Skills</b>                         |
|--|--|--|
| 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   | 6. Cooperation                                   | 11. Organization                                 |
| 2. Following instructions                            | 7. Reasons for rules                             | 12. Resolving problems                           |
| 3. Asking questions                                  | 8. Completing a task                             | 13. Initiating solutions                         |
| 4. Sharing   | 9. Leadership                                    | 14. Fact vs. feeling                             |
| 5. Social skills                                     | 10. Communication                                | 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. Students Behavior**

Good habits of conduct and proper attitudes towards school originate in the home. It is not expected that a child learn 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 8<sup>th</sup> 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:

- Use or possession of narcotics, alcohol, or tobacco on or near school premises.
- Possession of a weapon on school grounds.
- Action gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery, or any threat of force or violence directed toward any school personnel or student.
- Persistent in subordination.
- Stealing.
- Habitual truancy.
- Willful cutting, defacing, or otherwise damaging in any way property belonging to the school, teachers, staff, or students.
- 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 and/or Dean of Students 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:

- a. Committing a criminal offense.
- b. Causing personal injury to, or damage to the property of, any person, including the student him/herself.
- c. 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.

##### **1. 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.

## **2. Office Referral**

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

## **3. 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 the principal or Dean of Students.

## **4. 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 or offensive material.
- Severe or moral misconduct.
- Possession, use of, being under the influence of alcohol or illegal or prescription drugs or selling or distributing alcohol or drugs.
- Violating civil law of the reasonable rights and dignity of others.

## **5. 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. Detentions are 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.

## **6. “Peak Performance” Card Program and “Free Dress” Certificates**

“Peak Performance” cards are one way of rewarding students for demonstrating student learning expectations (SLEs). Cards/certificates are given by teachers and staff. Free dress is awarded for receiving ten cards or certificate. Free dress days occur on Fridays and students must present their ten cards/certificate to their homeroom teacher by Thursday before school is dismissed in order to receive their free dress day the following Friday. Students may not show up to school in free dress on Friday and hand in their ten cards or certificate that Friday morning. If a student shows up in free dress on Friday and has not handed in their ten cards or certificate the previous Thursday, the student will call a parent from the front office and ask their parent to bring them their uniform to change into for that Friday.

## **V. Student Policies and Information**

### **A. Academics – General**

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.

#### **1. Pre-admission/Registration Policy (K through 8<sup>th</sup> grades)**

Families wishing to enroll their child(ren) at San Francisco de Asis Catholic School must complete fully the following:

Pre-Registration Form (blue form)

Registration Packet including the following forms:

- ✓ Medical Authorization
- ✓ Photographic and Interview Release
- ✓ Liability/Publicity Release
- ✓ Driver Information Form
- ✓ Private School Affidavit of Intent

- ✓ S.P.I.R.I.T. Commitment Form
- ✓ SCRIP Program Commitment Obligation
- ✓ Application for Parishioner Tuition Discount
- ✓ Consent to Release or Exchange Confidential Information
- ✓ Arizona Public School Enrollment Verification
- ✓ Family Emergency Information
- ✓ Enrollment Procedures:
  - Current files from transfer school (complete records including report cards, any IEP information or testing of student, family/medical history, and any discipline records or referrals)
  - Must complete reading and math placement tests to identify grade level placement for academic success. After testing completed, further testing through Flagstaff Unified School District (FUSD) for those who are well below grade-level will be required to fully identify academic deficiencies and whether or not the school has the resources to provide a sufficient academic environment for student success. After FUSD testing results are evaluated, student will be placed where best suited.
- ✓ Pay \$200 Registration Fee

San Francisco de Asis Catholic School strives to provide the best educational experience to meet all student needs, however there may be some circumstances not within our capabilities. Eighth grade will not admit any new students after the first nine weeks of school, except if they are coming from out of town and/or from another Catholic school. The Principal in consultation with the faculty may grant exceptions.

## **2. 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, reading, and health. Specials include music, Spanish, PE, media, and art for grades K-5. Junior high electives include art, band, choir/music, drama, culinary, STUCO/leadership, technology, chess, Spanish, yearbook/media,

bible study, fitness, sports rec, outdoor rec, and PE. Junior high students are allowed to choose electives with the hopes that all students will be exposed to all electives in the three years attending middle school at San Francisco de Asis Catholic School.

### **3. Homework**

Regularly assigned homework will occur Monday through Friday in grades K-8. Properly designated homework is a constructive tool in the teaching-learning process, which reinforces and relates school learning to “out-of-school” experience.

Teachers expect that students read or are read to on a daily basis. In core subject areas, homework assignments are long enough to provide adequate reinforcement. The departmentalized teachers strive to balance the load between subject areas.

Homework may consist of assignments not completed in school; projects connected with school subjects; memorization of prayers, prose, poetry, math facts’ handwriting practices; reading of assigned materials or studying (not all homework will be written).

There may be written homework on weekends and/or holidays. Also, students who have been ill and those behind in their work will have assignments on the weekends.

Students are to record daily homework and long term projects in their planner/agenda.

Failure to complete homework may result in loss of recess, detention, and/or the lowering of the child’s grade.

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.

### **4. Plagiarism and Cheating**

Students are taught how to avoid cheating and plagiarism. If plagiarism or cheating occurs, parents will be notified and it will result in a disciplinary consequence for the student or students involved.

### **5. Make-up Work**

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

### **6. Grading Scales**

Pre-K through 2<sup>nd</sup> 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 to Diocesan Policy, the following grading scale is considered for grades 3-8:

A = 100-94%

B = 93-85%

C = 84-75%

D = 74-65%

F = 64% and below

Grades K-5 will be given grades for special area classes and grades 6-8 will be given grades for electives as follows:

O = Outstanding

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Grades K-8 will be given grades for conduct using the above scale as well.

Grades 4-8 will be given grades for effort in core subject areas and grades 6-8 will also be given effort grades in elective classes. The scale used for effort is as follows:

- 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.

Any questions or concerns about grades are directed to the teacher assigning the grade. Students who have questions about an assignment or a grade are encouraged to ask the teacher. Students and parents are encouraged to monitor academic progress through FACTS.

## **7. Progress Reports**

Midterm progress reports are sent home the fourth or fifth week of every quarter in grades 4-8. Reports are sent home in K-3 as often as necessary. Parents will have access to all reports on FACTS.

## **8. Report Cards**

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

## **9. Parent-Teacher Conferences**

A parent-teacher conference is scheduled at the end of the first report card period (see calendar) and the week before spring break. This is a valuable time for parents and teachers to discuss student progress. Parents are always welcome to further communicate with teachers regarding progress throughout the year. If an appointment is desired, arrangements need to be made with the student's teacher.

## **10. Honor Roll**

At the end of each quarter students who demonstrate good conduct, effort, and high academic average will be recognized as making honor roll and will receive a

ribbon at a school assembly. At the end of the school year, students who obtained honors all four quarters will be given special recognition. There are two categories for honors:

|               |                                     |
|---------------|-------------------------------------|
| First Honors  | 4.0 – 3.7 Grade Point Average (GPA) |
| Second Honors | 3.6 – 3.3 Grade Point Average (GPA) |

Grades are awarded for all basic core subjects. A grade of “D” or “F” on the report card automatically disqualifies a student from achieving honor roll status, regardless of their GPA. Conduct grades of “N”, “U”, or suspension from school that occurred during the grading period will disqualify a student from achieving honor roll status, regardless of their GPA. Besides a student’s GPA, the student must receive effort grades in all subjects, special area classes, and electives of “3”, “2”, or “1” in order to be awarded honors.

## **11. Standardized Testing**

### ***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 4<sup>th</sup> and 7<sup>th</sup> 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 Testing***

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.

Parents in conjunction with the classroom teacher may make use of the FUSD testing program 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.

Pre-school and Kindergarten staff administer the Early Screening Inventory (ESI) by Pearson Clinical Assessment, prior to the beginning of the school year. ESI is a developmental screening instrument intended to identify children who may need further evaluation in order to determine if they have a condition that might affect their overall potential for success in school. The screening also helps the teacher learn more about the student in creating the best teaching practices for success and self-confidence.

## **12. Academic Probation**

Student achievement will be reviewed at the end of each quarter. Upon receiving a “D” in two courses or an “F” in one course, the student may be placed on academic probation. In these cases, the parent, teacher, and student will meet to discuss strategies and interventions that will promote improved academic success of the student and a Student Service Plan will be developed, outlining strategies that include parental assistance. If a student remains on academic probation throughout the school year with no academic progress being made as seen through quarter report cards, the student could lose their scholarship/tuition assistance the following school year and/or be reevaluated to determine if San Francisco de Asis Catholic School is the appropriate educational experience for the student.

## **13. Promotion**

A student is promoted each year on the recommendation of the teacher, the principal, and the Dean of Students. When making an evaluation of the student’s progress, the teacher will consider the social, emotional, physical, moral, and academic development of the student.

## **14. Conditional Promotion**

Upon review and assessment of a student's progress over the course of the current school year, parents will be notified at the beginning of the 4<sup>th</sup> quarter that the school is considering giving their child a "conditional promotion" for the next school year. A probationary period will be in effect for the first 5 weeks of the next school year, at which time a final placement decision will be made. In order to insure improvement and student success, a Student Service Plan will be developed, outlining strategies that include parental assistance as soon as problems and issues arise during the current school year. Conferences with the student and parents will be included in the Student Service Plan.

### **15. Retention**

A student may be retained if the school believes it is in the best interest of the child. If the teacher, principal, and/or Dean of Students believe that retention is a viable option, the possibility is discussed with the parents as early as the beginning of the 3<sup>rd</sup> quarter. Parents will be informed of retention of the student by the end of the 3<sup>rd</sup> quarter. If, contrary to the recommendation of the teacher, principal, and/or Dean of Students, parents may request in writing that their child be placed in the next higher grade and the principal and/or Dean of Students may honor this request. If the request is honored, the student is transferred to the next higher grade after a summer contract has been fulfilled. Progress will be monitored during a probation period to ascertain if this is a proper placement or if additional evaluation is required.

### **16. Grade Placement and Summer School**

Students in grades 4-8 with a GPA of less than 2.0 and/or have an "F" average in a core subject or subjects will not be promoted to the next grade level. The student must attend summer school through FUSD in the subject or subjects that had an "F" average in order to be placed in the next grade level. If the student does not complete summer school, they will be retained in their same current grade level the following school year.

### **17. Eighth Grade Graduation**

Graduation is a school-sponsored ceremony. The function of the ceremony is to recognize the scholarly endeavors of the students. Participation in graduation exercises is a privilege, not a right. Students may not participate in graduation



activities until their educational, financial, and disciplinary obligations to the school are completely met. All participants in the graduation ceremony will wear a navy blue gown.

The following conditions must be met in order for an 8<sup>th</sup> grade student to participate in the graduation ceremony:

- Students must have a cumulative GPA of 2.0.
- Students must have met attendance requirements which is no more than 20 absences/tardies throughout the school- year (4 tardies = 1 absence).
- Students must have completed all 8<sup>th</sup> grade essays and speech assignments as requested by the 8<sup>th</sup> grade teacher.
- Students must have completed 25 service hours and have submitted the required documentation to the 8<sup>th</sup> grade teacher.
- Students must have returned all school property such as library books, media devices, textbooks, etc. to the proper teachers.
- Students must be in good disciplinary standing.
- Parents must settle all financial obligations/outstanding balances.

A student may be excluded from participation in the graduation exercises for reasonable cause or consequence as deemed by the school principal and/or Dean of Students. Serious behavior infractions may result in the loss of privileges to engage in end of year activities, including walking at graduation. Serious violations of the rules and spirit of San Francisco de Asis Catholic School, frequent absences and tardies, and incomplete course work are also causes for exclusion from the graduation ceremony or end-of-year activities.

At the discretion of the administration, a student who has not made satisfactory academic progress, has not met the criteria stated above, and is placed in rather than promoted to 9<sup>th</sup> grade will receive a “certificate of attendance” in the program of study versus a “diploma of successful completion of eighth grade” as prescribed by San Francisco de Asis Catholic School and the Diocese of Phoenix at graduation. Students who are given a “certificate of attendance” are recognized for attending our school as an 8<sup>th</sup> grade student, but are not graduates from our school due to not meeting the requirements.

## **18. Textbooks**

Students are responsible for proper care of the books assigned to them. Textbooks should be properly covered at all times by the end of the first full week of school.

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

Outstanding fees are paid before a student receives a diploma or a report card.

## **19. Delivery of Student Supplies**

Students are taught to be responsible for bringing their own homework, lunch, books, permission slips, uniforms, sports equipment, or musical instruments to school. On the rare occasion that an item is forgotten, it may be left at the front office for student pick up. Students may ask permission from their teacher to check in the office for the delivered items. Items will not be delivered to the classroom, students will not be called to pick up items, and parents are not permitted to deliver items. Forgotten lunches will be delivered to the cafeteria. If homework is left at the office and not picked up by the student, it is dated and placed in the teacher's box at the end of the day.

## **20. 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 Form” 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.
- 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).

## **21. Community Service**

All students participate in service with the teachers helping to integrate their experiences of service to their classroom education. There are many opportunities for students to serve others through classroom and/or school-wide projects.

Sixth, seventh, and eighth grade students document their service. Whenever possible, students will wear their school uniform when completing service hours. Service hour requirements for junior high students are as follows:

|                       |                  |
|-----------------------|------------------|
| 6 <sup>th</sup> grade | 10 service hours |
| 7 <sup>th</sup> grade | 15 service hours |
| 8 <sup>th</sup> grade | 25 service hours |

Each classroom teacher has a log/binder in the classroom for students to keep track of their service hours completed for that school year. One third of the required hours can be completed in the home. The other hours are to be completed outside of the home and in the community. Students that do not complete their service hours for that school year will add the missing hours onto the next school year. In order for an 8<sup>th</sup> grade student to graduate from San Francisco de Asis Catholic School, they must complete all 25 service hours as well as any additional that have been added from previous years. The school offers many opportunities for students to serve as it is one of our chief goals to help our students develop

into strong young people who are dedicated to God, the Catholic faith, and Christian service.

## **B. Anti-Bullying Policy**

### **1. Introduction**

Our goal is to create a culture that values cooperation, true appreciation of diversity, tolerance, and healthy relationships that support the development of leadership. We are dedicated to creating a safe, social climate for all. We want our students to know they are supported and valued. When a concern arises the school will help students when there is a problem. Safety is ensured for all students when everyone is held accountable for their actions. The following definitions are provided to clarify bullying terminology.

#### ***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 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 prank. Everyone needs to learn how to deal with these situations and develop social skills to repair relationships.

#### ***Prevention***

Bullying prevention begins with all members of our community learning to communicate clearly the concerns and issues. Learning to distinguish the difference between normal social strains, negative social behaviors, such as meanness and rudeness, and actual bullying is a skill for all of us to acquire.

If a bullying event is happening, we encourage your child as a victim or a bystander to notify an adult immediately when it is happening. If the child does not report it to an adult and only reports it at home, the parent should request a meeting with the child's teacher. School administration and teachers are not always present to witness incidents or areas of concern as students are very sly about when to engage in the bullying of others. The school can only intervene when informed about concerns. Administration will take action to investigate and follow up with all appropriate parties involved and will take appropriate action.

### ***Reporting Procedures***

The goal of San Francisco de Asis Catholic School's anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning.

All members of 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. School administration and teachers are not always present to witness or areas of concern and therefore can only intervene when the concerns are brought to school administration, faculty, and staff.

The following steps will be taken when dealing with bullying incidents:

- When possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved.
- In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher, a secretary, or the principal. If so, students are encouraged to report as soon as possible following the incident.
- The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined accordingly. Depending on severity and length of the incident, parent may be notified.

- If the bullying does not cease after the student has been disciplined, parents will be notified and other action will be taken accordingly, up to and including withdrawal from the school.

In addition to the above outlined steps, the anti-bullying policy depends on the following:

- Teachers and staff members of San Francisco de Asis Catholic School:
  - Will remain alert to signs of bullying and act promptly and firmly against it.
  - Will report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action is warranted and if parents should be notified.
  - Will offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed.
  - Will encourage all students to refrain from bullying behavior and report any bullying behaviors they witness.
- Parents of San Francisco de Asis Catholic School students:
  - Will report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident. If concerns are not handled sufficiently at this level, a report should be made to the principal.
  - Will support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.
- Students of San Francisco de Asis Catholic School:
  - Will 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.
  - Whenever possible will stand up for the student being bullied and refrain from engaging in the bullying behavior.
  - Will treat others with respect and dignity that is expected of any Catholic school student.

All reports of bullying concerns will be handled seriously and promptly by the faculty and administration of San Francisco de Asis Catholic School. Administration will maintain records of all reports filed during the school year. Appropriate confidentiality will be maintained in order to protect all of the parties involved.

## **2. Cyber Bullying**

Cyber bullying is willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices. Cyber bullying includes: writing hurtful statements on a social media site or website, forwarding rumors and gossip through text messages or emails, posting embarrassing pictures of someone online, digitally editing and distributing pictures of another person, flaming, insulting, or slandering others in a public area online, pretending to be another person online and setting up fake user accounts to stalk, harass, or embarrass others.

Online bullying is becoming more common. Cell phones with texting and social networking sites tempt children to say things that they would never say in person. Social networking sites require members to be at least 14 years of age. The school encourages parents to enforce this. Do not allow your child to be a bully or a victim by allowing them to have a phone, computer, or site that is not monitored.

Any time technology is used by a member in the community to harm another person, it will not be tolerated. Refer to the technology agreement given by the school.

Any conduct both in and out of school that reflects negatively upon the reputation of the school, staff, students, or families may be subject to disciplinary action.

San Francisco de Asis Catholic School reserves the right to discipline a student for actions committed off campus if they are intended or have an adverse affect on another student.

There is a very clear distinction between aggression and bullying. Aggression is a more isolated event where a person intentionally harms another. Bullying involves more specifically repetition. Any form for bullying directed toward any member of the community is contrary to the Christian values of treating all people with respect and dignity and will not be tolerated.

## **C. Attendance**

### **1. Absence**

Regular school attendance is a prerequisite for successful learning. Students should strive to be in school daily and be on time. Students who are absent from school are not eligible to participate in after school or evening events including sporting events, socials, and classroom presentations.

Parents will notify a student absence by contacting the school office by 8:00 a.m. as to the reason for a child's absence. When a phone call is not received or a parent cannot be reached by the office staff, the student will acquire an un-excused absence. Parents must also notify the teacher of every planned absence. Students must follow the school handbook and classroom teacher procedures for obtaining missed work.

- A student who is absent for more than a total of twenty (20) days (equivalent to one month of school days) during the school year will be required to attend a summer school session in math, reading, and/or other subject deemed necessary before entering the next grade level and/or promotion may be conditional or denied.
- A student is considered absent if they are not present in class for at least half of the academic instruction time.
- Every four (4) tardy days will be equal to one (1) day of absence and will be counted as such. Excused from being tardy would be a doctor or dentist appointment verified by a note from the medical office.
- A student who is absent for consecutive days must have a doctor's note in order to return to school.
- Excessive absences/tardies will result in a meeting with administration.

### **2. Tardy**

Students arriving late, not only interrupt the class, but also can miss significant classroom instruction time. A child is considered tardy, regardless of the reason, if he or she is not in their homeroom at the designated start time of 8:01 a.m.

Tardiness is recorded in the student's records. If a student is tardy a parent must escort the student into the building, sign them in using the "School Check In" data system and explain the reason for the student being tardy. The tardy slip is placed in the basket at the front office window.



### **3. Leaving Campus during the School Day**

Physician and dental appointments should be made outside school hours whenever possible. If an appointment is necessary during school hours, all assigned work missed during the absence must be satisfactorily completed by the next day. The student is responsible for seeing each teacher about missed work prior to leaving for the day.

The following procedures must be observed if a student is to leave campus during the day:

- A note must be sent to the classroom teacher that morning.
- No student will be permitted to leave campus alone. An authorized adult must come to the front office and sign the student out using the “School Check In” data system. The office will contact the classroom teacher who will send the student to the office. The adult must accompany the student off the school grounds.
- Upon returning, the adult must sign the student back in at the front office using the “School Check In” system.

### **D. Arrivals and Departures**

#### ***North Side***

Parents will enter the north side and take an immediate right turn if they are dropping or picking a student up. Parents can pick-up and drop-off in the roundabout. Please use caution while exiting the roundabout and do not park in the roundabout.

If a parent wants to park and drop-off/pick-up their student, they will use the parking lot and walk across the street. Students will not be allowed to cross in front of traffic unless they are with a parent or guardian.

#### ***South Side***

Parents who want to walk across and physically drop-off/pick-up their child can park in the upper southwest parking lot. Students will not be allowed to cross in front of traffic unless they are with a parent or guardian. SFdA promotes more independence in middle school, therefore middle school students are allowed to cross the street without a parent or guardian for pick-up as long as their ride is in the parking lot.

Parents who are not leaving their vehicle for drop-off and pick-up will circle around the lagoon area and drop-off/pick-up in the roundabout. Parents will pull forward to the end of the roundabout and drop-off/pick-up their child. Please use caution while exiting the roundabout. Parents are never allowed to park in the roundabout during pickup and drop-off. Only parents with a handicap pass or handicap license plate will be allowed to park in those designated spaces.

Parents are responsible for any damage to vehicles that occurs on San Francisco de Asis Catholic School/Parish property as it is private property.

#### **E. Parent/Guardians and Visitors on Campus**

Parents/guardians have an open invitation and are encouraged to visit at any school Mass, assemblies, and athletic events. All visits to the classroom for observation purposes must be arranged in advance with the classroom teacher and administration. For the good of the students, parents are asked never to interrupt a teacher during class time, or to delay them entering a classroom. When parents have a matter to discuss with either the teacher or administration, they will make an appointment in advance. Failing to obtain prior approval is very disruptive to the class and a visit may not be granted without prior approval. All visitors will be asked to leave the campus if they do not comply with the rules stated. All visitors must have a designated purpose to be on campus unless if falls under the category of the open invitation for school Mass, assemblies, and athletic events.

When visiting San Francisco de Asis during the day, parents/guardians and visitors must sign in at the front office using the “School Check In” data system and obtain a Visitors/Volunteer badge. This badge must be worn at all times while on campus during school hours. School hours are from 8:00 a.m. to 3:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

Visitors are asked to check out using the same system when they leave the campus.

***Visitors are to be on campus for a specified purpose, such as school event, assembly, or special invitation by faculty or staff. Any person that is loitering around the school will be asked to either wait in the parish office or leave. They will be supervised by a parish staff member or principal until they are off the property.***

#### **F. 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 Pre-school/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.

**G. After School Procedures**

Students that are not in after school activities must walk outside when their class is dismissed and wait to be picked up. Students walking or riding bicycles may leave the school at 3:00 p.m. Bicycles must be walked off the school property. Students waiting to be picked up must remain in the safety area. Students are not allowed to play during this time. At 3:15 p.m. the supervisors will bring the remaining students back inside to call home. Parents picking up students later than 3:15 p.m. must come into the office to sign their child(ren) out. Parents are asked to enter through the main doors. If you need to see a teacher or pick up homework, please park your vehicle in the parking lot. No one is allowed to leave their car unattended unless they are in the parking lot.

Students on the playground after 3:15 p.m. must have adult supervision. If this is not possible, children must stay with their parents. Students inside the school building must be in designated areas: after-care (enrolled) and after school activities. Siblings must be picked up at dismissal. Students may not be on their own roaming through the building. Any students found roaming the halls unattended after school will receive consequences from administration or staff on campus.

**H. Dress Code/Uniform Policy**

**2019-2020 Uniform Dress Code**

|                      |                       |                  |
|----------------------|-----------------------|------------------|
| <b>K-4<br/>Girls</b> | <b>5-8<br/>Girls:</b> | <b>All Boys:</b> |
|----------------------|-----------------------|------------------|

\*\*Only San Francisco de Asis School embroidered logos are acceptable. Embroidered logo shirts can be purchased at Educational Outfitters (jumpers, skirts, shorts or skorts can be no shorter than 2" above the knees)

**Parents are to purchase uniforms from Educational Outfitters. Slacks and shorts may be purchased from Kohl's/Sears/Lands End School Uniform Selections. Clothing purchased from other stores or companies is not allowed.**

|   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>✓ Plaid jumper (4<sup>th</sup> transitioning to skirts)</li> <li>✓ Navy blue twill dress pants</li> <li>✓ Navy blue walking shorts or skorts.</li> <li>✓ Green logo polo shirt (long or short sleeved)</li> <li>✓ White plain under shirts may be worn with the polo shirt</li> <li>✓ Green logo turtleneck</li> <li>✓ Navy blue or grey logo sweatshirt, cardigan or pullover sweater</li> <li>✓ Navy blue or black full length or Capri leggings. No printed leggings, yoga pants, or leggings with mesh cut outs.</li> <li>✓ Navy blue or black tights</li> <li>✓ Navy blue, black, white, or gray ankle socks or knee highs (no lace or logos)</li> <li>✓ Socks must be pulled up &amp; be clearly visible above shoes.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Plaid pleated skirt</li> <li>✓ Navy blue or khaki twill dress pants</li> <li>✓ Navy blue or khaki twill walking shorts or skorts.</li> <li>✓ Green logo polo shirt (long or short sleeved)</li> <li>✓ White plain under shirt may be worn under the polo shirt</li> <li>✓ Green logo turtle neck</li> <li>✓ Navy blue or grey logo sweatshirt, cardigan or pullover sweater</li> <li>✓ Navy blue or black full length or Capri leggings. No printed leggings, yoga pants, or leggings with mesh cut outs are allowed.</li> <li>✓ Navy blue or black tights (no ribbing or chain stitch)</li> <li>✓ Navy blue, black, white, or gray ankle socks or knee highs (no lace or logos)</li> </ul> | <ul style="list-style-type: none"> <li>✓ <b>(K-8)</b> Navy blue twill dress pants</li> <li>✓ <b>(5-8)</b> Khaki twill dress pants (no patch pockets, pajama bottoms, or sagging pants).</li> <li>✓ <b>(K-8)</b> Navy blue walking short.</li> <li>✓ <b>(5-8)</b> Khaki walking shorts</li> <li>✓ Green logo polo shirt (long or short sleeved)</li> <li>✓ White plain under shirt may be worn under the polo shirt</li> <li>✓ Green logo turtleneck</li> <li>✓ Navy blue or grey logo sweatshirt, cardigan or pullover sweater</li> <li>✓ Navy blue, black, white, or gray ankle socks. Socks must be pulled up &amp; be <b>clearly visible above shoes. No tubesocks.</b></li> <li>✓ Navy blue, black, or brown belt (Kinder &amp; First Grade</li> </ul> |
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| ✓ Navy blue, black or brown belt<br>(Kinder & First Grade optional) | ✓ Navy blue, black or brown<br>belt | optional) |
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**Mass Day uniform for all students: (including Holy Days)**

**Girls:** K - 7th grades: Educational Outfitter jumpers (K-4) or skirt (4-8) and green logo shirts  
(Pants or shorts are not to be worn on Mass Days by girls.)

**Boys:** Navy blue (K-5) or Khaki (5-8) long pants and green logo shirt

**8th grade Girls –Educational Outfitters or Sears/Lands End School Uniform Selection** for white oxford, short or long sleeved blouses. Blouses need to be clean and pressed. Nylons with dress shoes (up to 1 ½ inch heel height maximum)

**8th grade Boys – Educational Outfitters or Sears/Lands End School Uniform Selection** for white oxford shirt, short or long sleeves. Shirts must be clean and pressed with a solid Navy blue tie. Dress Shoes with socks.

**Seasonal Wear:** Parents, as the primary educator, are responsible for sending their child to school in appropriate clothing during winter months.

San Francisco de Asis School Scout Troops may wear their Scout uniform on designated days only. All students may wear other school retreat Fridays.

|                  | <b>What it looks like</b>  | <b>What it doesn't look like</b>   |
|------------------|--|--|
| <b>Uniform:</b>  | <ul style="list-style-type: none"> <li>✓ Skirts, shorts and skorts no shorter than 2" from the top of the knee</li> <li>✓ Shirts must be tucked in</li> <li>✓ Pants, shorts, skorts and skirts must be worn at the <b>natural</b> waist</li> <li>✓ Uniform sweaters &amp; sweatshirts</li> </ul> | <ul style="list-style-type: none"> <li>✓ Non uniform outerwear cannot be worn in the building or during Mass</li> <li>✓ No hats of any kind</li> <li>✓ Faded, tight, stained, frayed, torn</li> <li>✓ Rolled waistbands</li> <li>✓ Oversized, or sagging pants</li> <li>✓ Pajama, patch pockets, Levi Jeans</li> </ul> |
| <b>Footwear:</b> | <ul style="list-style-type: none"> <li>✓ <b>Athletic Shoes with rubber soles</b></li> <li>✓ Closed toes</li> <li>✓ <b>Shoelaces tied in a traditional manner on top of the shoe.</b></li> </ul>  | <ul style="list-style-type: none"> <li>✓ Decorations/Glitter</li> <li>✓ Light up shoes or wheels</li> <li>✓ Flip-flops/Open toed shoes</li> <li>✓ Platform shoes or clogs</li> <li>✓ UGG style, Tall Shaft or, Ankle Boots</li> </ul>  |

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|                 |  | <ul style="list-style-type: none"> <li>✓ Hiking &amp; Cowboy Boots (Snow Boots are allowed outside but must be changed once in the classroom)</li> </ul>   |
| <b>Belts:</b>   | <ul style="list-style-type: none"> <li>✓ Leather: Navy, brown or black</li> <li>✓ Cloth: Navy Belt must be able to fit in the belt loops</li> <li>✓ Visible</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Frayed or torn</li> <li>✓ Large oversized buckles</li> </ul>  |
| <b>Hair:</b>    | <ul style="list-style-type: none"> <li>✓ Neat and clean</li> <li>✓ Natural color <ul style="list-style-type: none"> <li>✓ Hairspray may be applied at home and worn to school</li> </ul> </li> <li>✓ <b><u>Girls hair accessories:</u></b><br/><b>scrunches, tie bands, headbands, small bows &amp; barrettes to match uniform colors (Navy Blue, Black, White, Green)</b></li> <li>✓ Boy's haircuts must be traditional style, cut above the top of the ears, eyes and collar.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Extreme, fad, unkempt, spiked or messy styles</li> <li>✓ Hair color or sun enhanced lightener</li> <li>✓ Hair spray at school</li> <li>✓ Boys: Long hair (past the eyes, ears or collar) including ponytails or bushy hair that looks messy and uncombed</li> <li>✓ No Mohawks or spiked hair</li> <li>✓ Haircuts that are buzzed with designs shaved or cut into them are not permitted.</li> <li>✓ Girl's hair must be neat and not cover their faces.</li> <li>✓ Hair extensions/Corn Rows/Dread Locks</li> <li>✓ <b>No Flowers</b></li> <li>✓ <b>No Glitter on Headbands</b></li> </ul> |
| <b>Jewelry:</b> | <ul style="list-style-type: none"> <li>✓ Religious medal or cross</li> <li>✓ Medical alert on a chain</li> <li>✓ Simple watch</li> <li>✓ Single wrist bracelet</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Rings</li> <li>✓ Bracelets –wrist or ankle</li> <li>✓ Necklaces</li> <li>✓ Multiple wrist bracelets</li> </ul>  |
| <b>Earring:</b> | <ul style="list-style-type: none"> <li>✓ <b>Simple post-style earrings</b></li> </ul>  | <ul style="list-style-type: none"> <li>✓ Multiple</li> <li>✓ Dangling</li> <li>✓ Hoop earrings (small or large)</li> <li>✓ Earrings worn by boys</li> </ul>  |
| <b>Makeup:</b>  | <ul style="list-style-type: none"> <li>✓ Prescription blemish preparations</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Make-up, mascara</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>✓ Chapstick, Carmex and Blistex</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Artificial nails</li> <li>✓ French manicures</li> <li>✓ Colored or clear nail polish</li> <li>✓ Colored lip gloss</li> </ul>  |
| <b>Special Dress Day:</b><br><br><b>Special Dress Day:</b> | <ul style="list-style-type: none"> <li>✓ Appearance should always be in good taste and appropriate for an educational setting</li> </ul> | <ul style="list-style-type: none"> <li>✓ Tank tops</li> <li>✓ Pajamas</li> <li>✓ Non-uniform Jewelry</li> <li>✓ Baggy or Skin Tight Fitting Clothes</li> <li>✓ Pants with holes or rips</li> <li>✓ Non-uniform Shorts/Short-Shorts</li> <li>✓ Bare midriff</li> <li>✓ Tied T-shirts</li> <li>✓ Open toed shoes</li> <li>✓ Shorts that are two inches higher than the knee</li> </ul> |

**What is not allowed on regular days also applies to special dress days. Responsibility for following the dress code lies with the students and parents.**

**Proper Grooming: Students are not to draw on themselves, others, on their shoes or clothing.**

**Uniform Violations**

Homeroom teachers have the responsibility to check and ensure that their students are in uniform compliance at the start of the school day and followed continually throughout the school day. Students may be given a uniform warning by the homeroom teacher at this time. If a student is out of uniform for any other classes after the first check by the homeroom teacher, the student will receive a Uniform Disciplinary Referral Form and will be required to pay a \$3.00 fine. This applies to all students in **Grades 4-8**. K-3 students will receive a note home. Please remember that for uniform violations that cannot be easily “fixed”, the student will remain in the classroom until the parent arrives with the correct uniform. All fines are placed in a special uniform fund to help families with the cost of uniforms.

**Note:** For serious and/or repeated violations of the dress code, immediate consequences may be warranted. Further, if a student comes to school improperly dressed, a call will be made to the

parent/guardian to bring uniform clothes so the student can get into uniform. Also every effort will be made by the school staff to find used uniforms in our uniform supplies that could help a situation when the uniform had been ripped or damaged.

## **VI. Other Rules and Guidelines**

### **A. Lunch Program**

Hot lunch and/or milk are offered Monday through Thursday. Families are required to pre-order and pre-pay for hot lunch monthly. Our caterer for the year is Ms. Lucrecia. There is an on-line lunch ordering site: <http://missysplace.h1.hotlunchonline.net/> Lunch is \$4.00 and salad bar only is \$2.00. Students may not purchase lunch on a “day-of” basis. This is necessary for the caterer to plan for each meal. If a child forgets his/her lunch, the office will contact their family to bring a lunch.

For those students who bring cold lunch, glass containers and items that need to be warmed are not allowed. Students are not permitted to order out for lunch. In accordance with our school wellness program, students may not bring in restaurant foods, especially from fast food establishments. Sodas, junk food, candy, caffeine, or energy drinks are not allowed in the classrooms or on the school campus before or after school. San Francisco de Asis Catholic School is a Tree-Nut and Peanut free school.

Families that accrue \$12.00 in outstanding lunch fees, their student will not receive hot lunch, but only salad bar until all outstanding lunch fees are paid in full.

Students are not allowed to share food with other students.

### **B. Wellness Policy**

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. The Catholic Schools of the Diocese of Phoenix is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. Healthy eating is linked to reduced risk for both mortality and development of many chronic diseases as adults. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.



### **C. Classroom Parties**

Room parents/guardians are in charge of making arrangements with the teachers and contacting parents for classroom parties. Annual classroom parties include Halloween, Christmas, Valentine's Day, and End of the Year and these are the only times when sweet treats are allowed. Parties other than those mentioned must be cleared with the classroom teacher and/or administration ahead of time. Everyone handling food to be distributed must wear food handler's gloves supplied by the school. The teacher and homeroom parent/guardian will coordinate all parties in order to minimize the disruption of the educational facility.

Party invitations for birthday parties outside of school may not be passed out in the classroom unless all of the students have been invited to attend.

### **D. Treats, Snacks, and Lunches**

In compliance with Diocesan Wellness Policy and in the spirit of its intent, students are asked to bring only healthy, nutritional lunches and snacks to school. Students may hand out a birthday treat on their birthday with the permission of the teacher in advance. All birthday treats are to be store bought, ready-to-eat, and wrapped in the original packaging. Please remember that San Francisco de Asis Catholic School is a tree-nut and peanut-free school. Pre-school and Pre-K follow the Arizona Department of Health Guidelines for all treats and snacks that are served. See Pre-school Handbook for more details.

### **E. Food Allergy Maintenance Policy**

San Francisco de Asis Catholic School is aware of the increasing prevalence of life threatening food allergies among our student population. Recognizing that the risk of accidental exposure to allergens represents a health and safety hazard, the school is committed to working with families, staff, and physicians to minimize risk of exposure and provide a safe environment for everyone. In order to protect those students, staff, employees, visitors, and guests from an environment that may be harmful to them because of such allergies, the school prohibits the use of, serving or selling of peanuts, peanut butter, tree nuts, or any produce containing nuts by students, staff members, employees, visitors, or guests in the school building or during school sponsored events such as field trips and retreats.

The school requests information from the parent/guardian regarding their child's allergies prior to the beginning of the school year. Parents must provide any medications used to treat an allergic reaction.

All food allergies must be verified by documentation from a physician or physician's

designated licensed extender (Nurse Practitioner-NP or Physician Assistant-PA). A current Food Allergy Action Plan must be on file each year and the appropriate medications must be provided to the school health officer each year. This information is shared with the child's teachers and staff.

The school follows the established guidelines to reduce and eliminate the likelihood of severe or potentially life threatening allergic reactions and ensures a rapid and effective response to any exposure. The focus of food allergy management shall be on prevention, ongoing education, awareness, communication, and emergency response.

## **F. Voice Level Expectations and Explanations**

Students are expected to use the proper voice level in specific areas of the school. Inside the building the students' voice levels should be different than when they are outside of in church, listening to class presentations, or giving oral reports. The following is an explanation of the voice levels used by the students and the number system will help them remember which level they should be using:

- 0 – Silent. No sounds, not one little word! Walking in the hallway, changing classes and at Mass until the prayer responses are required.
- 1 – Whisper. Talking in a hushed soft level when teacher permits (such as working in small class groups or learning centers).
- 2 – Conversation Voice. Talking so that only someone close to you can hear what you say. This is appropriate for the lunchroom.
- 3 – Presentation Voice. Voice level used to make a presentation to the class when everyone else is “0” or silent.
- Pep Rally Voice – Used indoors only for pep assemblies, organized school events, and on the playground.

## **G. Hallways**

A walk is the proper pace for the hallways and for the gymnasium when it is used as a corridor. Indoor voices should be used at all times – Level 1.

## **H. Restroom/Water Fountain Behavior**

Out of regard for self and others, no socializing or loitering is allowed in the restroom or water fountain areas. Voice level will be at a minimum at all times- Level 1. Students will leave the restrooms as they found them, cleaning up after themselves.

Marking on the walls or on any other part of the restroom and hanging from the bathroom stall doors are strictly forbidden and will result in disciplinary action. Hallway supervision is required when a group is allowed to enter a restroom at the same time.

## **I. Cell Phones, Smart Watches, and Communication Devices**

We highly encourage that students do not 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:

- Students must power off their cell phones 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.
- Classroom teachers will collect all cell phones and devices at the beginning of the school day, place them in marked bags, and lock them away or turn them into the front office for storage throughout the school day. At the end of the school day, the cell phones will be returned to the classroom teacher if held at the front office and the classroom teachers will distribute the cell phones back to the students.
- Students are not allowed to use their cell phones while waiting for their ride after school.
- Students may use the school's telephone at the front office throughout the day for any emergency and the school staff will assist them in contacting their families.
- Students are not to use the classroom telephones as communication could be disrupted from office staff to classroom.
- Parents are advised to check their child's text messages and internet usage for appropriate content or limit the capability of their child's cell phone accordingly.
- Any student who is caught with a cell phone on their person (whether it be theirs or someone else's), in their backpack, texting, or using a cell phone 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.

## **J. Playground and Recess Rules**

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

### ***General Rules***

- Students are expected to be truthful, honest, and cooperative.
- Students are expected to reply respectfully when spoken to by an adult.
- Vulgar expressions, swear words, and/or inappropriate use of the name of God are not permitted.
- Students are not permitted to leave the school grounds for any reason without permission from the supervising adult(s). This includes before and after school.
- Students are expected to use a Level 1 voice level when leaving the school by the front office to go out to recess as well as when reentering the doors by the front office after recess is done. Students are to remain at a Level 1 from inside the building to the flag pole outside and flag pole outside to the inside of the building.

### ***Specific Rules on what is not allowed***

1. Swings – No underdogs, twisting, throwing swings over bars, or side to sides. One person per swing allowed.
2. Slide – one at a time, no trains, one person climbing stairs at a time, no climbing up backwards, no rocks on slide.
3. No hanging from the basketball hoops/nets inside the gym or outside.
4. No swinging on the gym poles.
5. No students by the electrical boxes by outside playground.
6. No baseballs, small rubber balls, bats, or regulation footballs (foam or soft rubber footballs and tennis balls only).
7. No throwing gravel, rocks, or any objects that can harm other students or property.
8. No throwing snowballs and no playing on snow mounds. Students may not climb, kick, or jump on snow piles.
9. No aggressive kicking or throwing of balls during inside recess. Students will use the equipment as it is constructed for.
10. No aggressive running (pushing, tagging, or pulling of clothes).
11. No tackle football.
12. No fighting or rough play (slamming, pushing, pulling clothes, etc.).
13. Students fighting on grounds will be escorted to the office for disciplinary

action.

14. No profanity, name-calling, and/or other inappropriate language or tone of voice used.

15. No food or drink on the playground.

## **VII. Student Services**

### **A. Health Office**

#### **1. Health /Medical Regulations**

A health aide will be on duty in the Health (Nurses) Office from 8:00 a.m. until 3:15 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.

#### **2. Health Office Policies and Procedures:**

- a. 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.

- b. 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.
- c. 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.
- d. 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 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 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.
- 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.

### **3. Wellness Policy**

The Wellness Policy requires that no “unhealthy” birthday treats, cupcakes, birthday cake, junk food, soda, caffeine, coffee, or energy drinks are allowed in the classroom or on the school campus before or after school. San Francisco de Asis Catholic School is a tree-nut and peanut-free school due to allergies, so please be aware when packing snacks for your student(s). Nuts, treats containing nuts and nut products, and peanut butter are not allowed. Classrooms will have 3-4 parties a year in which special treats agreed upon by the teacher prior to the party may be served. (For examples: Halloween, Christmas, Valentine’s Day, and End of the Year class parties)

San Francisco de Asis Catholic School is committed to providing a school environment that promotes and protects children’s health and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health. The purpose of the policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies. The complete wellness policy can be found online at <https://catholicschoolsphx.org/en/downloads/wellness-policies/>

### **B. Media Center (Technology Lab/Library)**

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.

### **C. YMCA After School Care Program**

The local YMCA offers after school care to all students in Pre-school through 8<sup>th</sup> grade from the first day of school in August to the last day of the school year. Their hours of operation are from 3:00 p.m. to 6:00 p.m. Monday through Thursday and from 12:00 p.m. to 6:00 p.m. on Friday. The YMCA follows the school’s regular calendar. Fees are set by the YMCA and are paid directly to them. YMCA will transport students from the school to their facility for the remainder of the day. Parents will pick up their student(s) at the YMCA location.

#### **D. Lost and Found**

If parents write the child's name inside clothing and clearly visible on lunch boxes or other items then they can be returned easily. Items not marked can be found in a blue plastic tub at the school. Items will be donated monthly if not claimed. Personal items such as keys or glasses can be found at the front office.

### **VIII. Safety on Campus**

Student safety is a focal priority at San Francisco de Asis Catholic School. Policies and Procedures are in place to ensure that the educational environment is efficient and effective at all times for all on campus.

#### **A. Diocesan Safe Environment Training**

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. FACTS SIS**

FACTS SIS is a web-based school to home communication service used for routine and emergency situations such as delayed start times or school closures due to weather. Parents/guardians choose how they wish to be contacted by cell phone, text message, work or home phone, email or all. Families may add contact information for other caretakers of their children, such as grandparents or extended family members. The system was set in place so that if there were an emergency, parents/guardians would be notified all at once and our telephones lines would be free for communication with emergency personnel. Once the alert has been given, do not call the school, but listen to the message for further information and instructions.

#### **C. 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.

#### **D. 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.

#### **E. 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 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.

#### **F. 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.

## **G. 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.

## **H. 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 or Dean of Students 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

## **IX. Technology Policy and 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.)

#### **RESPONSIBLE USE OF TECHNOLOGY**

##### **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..."

*Rome, 1992*

*Aetatis Novae, #2, #3;*

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 disks, floppy disks, 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 adult (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 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. The user must strictly adhere to copyright laws. User 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. 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. Also, 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 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 web sites 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.

**Responsible Use of Technology - EIS User Agreement  
San Francisco de Asis Catholic School  
Diocese of Phoenix**

**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.

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 am 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

**X. Extra Curricular Activities and Special Programs**

**A. 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 the 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 | 3 <sup>rd</sup> – 8 <sup>th</sup> grade boys and girls |
| Basketball    | 5 <sup>th</sup> – 8 <sup>th</sup> grade girls          |
| Basketball    | 5 <sup>th</sup> – 8 <sup>th</sup> grade boys           |
| Soccer        | 5 <sup>th</sup> – 8 <sup>th</sup> grade boys and girls |
| Volleyball    | 5 <sup>th</sup> – 8 <sup>th</sup> grade girls          |

Students will participate in athletic events based on the FUSD Athletic Schedule and 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 games 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 student participating in the sport.

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.

## **B. 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.

### **C. National Junior Honor Society**

The National Junior Honor Society recognizes and encourages academic achievement as well as the ideals of scholarship, character, service, citizenship, and leadership. Membership is both an honor and a commitment. Students in grades 6-7-8 are eligible to apply to the National Junior Honor Society during the 4<sup>th</sup> quarter. Students must have at least a cumulative GPA of 90% in core subjects from either the first, second, or third quarter in the current year, and request a recommendation to be completed by a teacher or community member as part of the application process. The induction ceremony is held at the end of the 4<sup>th</sup> quarter.

### **D. Eligibility**

Participation in any extracurricular activities (athletics, STUCO, etc.) may be affected by academic eligibility. The administration reserves the right to revoke a student's eligibility if there is a concern about academics, behavior, or failure to obtain the necessary physical exam, submit proper permission forms, or pay any required fees. Students must attend school the entire day in order to participate in practice, game, dance, or evening event.

In order to be eligible to participate in extracurricular activities, students must maintain a satisfactory academic record and satisfactory behavior. Eligibility is defined as no failing grades. Eligibility is reviewed each Monday beginning the fourth week of the first quarter. For the second, third, and fourth quarter, eligibility is reviewed each Monday beginning with the second week of the quarter. If a student is deemed ineligible, they are notified on Monday with ineligibility beginning on Tuesday. If any quarter ended with a failing grade, the student will be ineligible for the first week of the following quarter. An ineligible student can regain active status by printing and submitting a copy of the FACTS progress report summary to the Athletic Director by 8:00 a.m. the following Monday. Upon receiving a satisfactory report showing the FACTS progress report summary, the Athletic Director will make

a change in the eligibility status of the student. The Athletic Director will notify the coaches, administration, parent, and student Monday afternoon of the eligibility that goes in effect on Tuesday. When a student athlete is ineligible, he/she will not attend practices, but will go to tutoring offered if they are remaining on campus to work on any school assignments. Participation in other extracurricular activities may be affected by academic eligibility. Student athletes are required to follow the guidelines set forth in the Student Athletic Handbook.

#### **E. 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 are currently provided after school by teachers.

#### **F. Cub Scouts/Boy Scouts and American Heritage Girls**

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.

#### **G. 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, make sure that you 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.

#### **H. Field Trips**

The classroom teacher with the help of the homeroom parents and other volunteers organize field trips. They are designated to be educational and enjoyable. All field trip require parental permission and the approval of the principal. Please see previous information on field trips under the Academics-General section in the handbook for complete policies and procedures.

## **XI. Parent Information**

### **A. Guidelines for Parents**

Catholic Schools are called upon to make faith real in the world. We are a living community witnessing the presence and reality of the Lord to and for the culture in which we exist. As parent participants in this community of faith, you have a personal commitment to Christ. The fact that you have enrolled your child(ren) in a Catholic school is proof of your commitment to these principles.

- Supporting school policies and procedures by word and deed
- Familiarizing yourself with and following the rules and regulations at the school
- Being aware that the placement of your child in our school is an acceptance of these rules, regulations, and expectations
- Being a positive role model in dress, word, and action while physically present on campus

### **B. Financial Matters**

#### **1. Tuition and Scholarships**

The Tuition and Fee Payment policy is under the Tuition/Assistance tab on the school website at [www.sfdaparish.org/school](http://www.sfdaparish.org/school) . Applicants seeking the Catholic parish tuition rate must have verification from their pastor that they are active members of a Catholic faith community; otherwise the non-parish rate applies.

Families seeking tuition assistance should apply online to Catholic Education Arizona (CEA) at [www.fairapp.com](http://www.fairapp.com). Please contact the administrative office assistant for any additional financial questions or concerns.

#### **2. Re-enrollment Fee**

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

**3. Incidental Billing**

Fees or costs that are outside of the normal tuition are billed and paid through the school office (example: Junior High Electives Fees)

**4. Stewardship**

All families are considered stewards of the school and are asked to give of their times, talent, and resources to benefit the children of San Francisco de Asis.

Community stewardship includes participation in:

- a. Fundraising
- b. SCRIP

## **SCRIP Program**

**Introduction:**

SCRIP is an important fundraising program for San Francisco de Asis Catholic School. The profit earned from SCRIP participation not only helps with school operational costs and budget, but allows families to earn money off of tuition!

SCRIP is available from retailers where you normally do your shopping. For example: grocery stores, gas stations, Target, Wal-Mart, restaurants, local businesses, and many more common retailers are available from SCRIP.

By purchasing SCRIP, like gift cards, for places where you normally shop, instead of using cash, checks, and debit cards, you use SCRIP purchases to pay for everyday necessities at common and local businesses. Every retailer offers a percentage which is then given back to San Francisco de Asis Catholic School. Families then contribute and meet their fundraising fee without spending additional money as it is money they would spend normally on necessities.

There is no cost to you to participate in the SCRIP program. The school budget and tuition is based on the participation of each family in the SCRIP program to the level of bringing in a minimum of \$200 in profit to the school.

**Family Participation Requirements:**

1. Every family has a \$200 profit obligation per school year. The obligation of \$200 will be prorated for families that join our school after the first month of school.
2. The yearly accrual period for meeting your \$200 profit is May 1<sup>st</sup> to April 30<sup>th</sup>.
3. Once a family meets their \$200 profit obligation for the school, any accrued profit following will be split 50/50 between the family and the school.
4. The profit of the 50/50 split for the family will be given towards May tuition of the current school year and/or overall tuition for the following school year.
5. Families have the option to not participate and can “buy out” by writing a check for \$200 to satisfy their SCRIP fundraising obligation which is due at the time of registration.
6. If you are a parent of an 8<sup>th</sup> grade student, all financial obligations to the school and SCRIP must be paid in full before the student attends the Catalina trip at the end of the 8<sup>th</sup> grade year.
7. If the family does not meet the \$200 profit obligation, the family must write a check to the school for the remaining profit balance not fulfilled by May 15 of the current school year. If the family does not make the balance payment by May 15 of the current school year, the student(s) of the family will not be guaranteed a spot in the following school year and could be asked to withdraw from the school.

**How to Purchase Scrip:**

1. Purchase Scrip cards at the school, after mass, placing an order at [4scrip@sfdaparish.org](mailto:4scrip@sfdaparish.org), or by calling (928)779-1337. Orders placed before 8:00am on Monday will be ready for pick up after 2:00pm on Thursday of the same week! (Weather permitting)
2. Purchase a reloadable Bashas’ card through the school. Reload your card at the checkout stand before they ring up your groceries.
3. Go to [www.shopwithscrip.com](http://www.shopwithscrip.com) and create an account, school code is EL89918A7728. This will allow you to place orders online that can be picked up at school or sent home with your child. You can register for PrestoPay (it’s just like PayPal) and pay for online orders; purchase electronic gift cards that you print off at home (ScripNow!) or reload gift cards that you have purchased through the school.
4. Register your Safeway Club Card at [www.escrip.com](http://www.escrip.com). School code is 571609.

**Payment:**

SCRIP may be paid for by personal check or cash.

- c. S.P.I.R.I.T. Program (Service Hours)

The difference between a public school and a private school is the reality of living our faith , living our sense of mission, and the spiritual growth of parents and children in our community of faith. As part of the stewardship awareness and commitment, San Francisco de Asis Catholic school encourages parents to participate in parish retreats as well as the annual fall retreats.

San Francisco de Asis Catholic School involves parents actively in the school, in the education of their children, and at the same time allows teachers to spend more time directly with the children. The S.P.I.R.I.T. program is designed to formalize our volunteer program. S.P.I.R.I.T. stands for School Parents Investing

Resources, Insight, and Time. Parents need to keep their hours of service updated by logging them in the website

<https://www.ourvolts.com/>

- Commitments are based on 30 hours per year. S.P.I.R.I.T hours are fulfilled by selecting an area of service.
- Commitments are listed in order of need. The weekly commitments need to be filled first. These are the areas that are necessary to the daily operations of the school.
- Families are welcomed and encouraged to choose more than one commitment area. Assignments will be made on a first-come, first-served basis. Individual preference will be taken into consideration at the time of assignment.
- The S.P.I.R.I.T. program has a mandatory 30 hours to be served by each family. The first 15 hours needs to be logged by Christmas break. The second 15 hours needs to be logged by May 15.
- If S.P.I.R.I.T hours are not met by the last day of the school year, then your child(ren) will not be guaranteed a spot next year. Those families on CEA scholarship will lose 10% of their scholarship amount the following year. If a family is not on CEA scholarship and paying full tuition, the family will be charged 8% of their tuition amount in fees for not meeting S.P.I.R.I.T. hour requirements which will be due by June 15.

## **C. Accreditation/Licensing**

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).

**D. Change of Address/Emergency Contacts**

All parents are to keep up-to-date email addresses, addresses and phone numbers (for home and work) with the school office, particularly for emergencies. It is important that we have a telephone number where both parents can be reached during the day.

**E. Student Safety**

**1. Safe Environment 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/>

**2. 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.

### **3. Reporting to Non-Custodial Parents**

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.

### **4. 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, 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.

### **5. 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).

## **F. Academics**

### **1. FACTS**

FACTS secures all student information behind a password protected portal. Attendance, emergency contact information, progress reports, and report cards are accessed through FACTS. Parents can access FACTS to monitor their child's academic progress, as well as discipline and attendance. For assistance with FACTS and acquiring parent log on and password, please contact the administrative assistant in the school office.

### **2. 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 offered 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 an SSP to the school's best ability. If admitted, a Student Service Plan (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.

### **3. Testing Referrals**

On occasion, a student may demonstrate a need for services that San Francisco de Asis 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.

#### **4. Retention**

A teacher may recommend retention of a student, based on developmental or academic reasons, to ensure a student's eventual success. Teachers alert parents of any impending retention as soon as possible. Outside testing may be suggested or required so a plan of action can be created to extend every effort to correct academic deficiencies as early as possible. In all cases, the final decision regarding promotion resides with the principal with input from parents, faculty, and others. See more information regarding retention and promotion under the Academics-General section of the handbook.

#### **5. 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.

### **G. Communication**

#### **1. Newsletters**

San Francisco de Asis Catholic School sends a weekly newsletter through email on Monday. Information for the upcoming week is included. Important information is sent pertaining to scheduling, upcoming events, thank you notices, recognition, and other items pertaining to the school. Submissions for the weekly newsletter should be emailed to the office by Wednesday at noon for publication for Monday.

#### **2. Communication with Teachers/Staff**

San Francisco de Asis Catholic School encourages strong communication.

If you wish to contact a teacher, please write a note (to be delivered to the teacher's mailbox in the office) or email requesting a call or an appointment. Teachers will share their schedules with parents in the fall. Some teachers have additional websites for parent access and classroom information. Teachers' personal telephone numbers or email addresses are never given to parents or students per Safe Environment policy.

**Email or written note:**

All faculty and staff try to respond to questions or comments as soon as possible. Sensitive issues are best addressed in person or by phone. Please:

- In an emergency, contact the office.
- Send emails prior to 4:30 p.m. Monday through Friday. Emails sent after 4:30 p.m. on Fridays will be answered the following Monday morning.
- Emails should be brief, informational, and be used to confirm, clarify, or schedule appointments.
- Emails should not be forwarded without the permission and knowledge of all parties involved.
- Humor, chain, or business solicitation letters should not be sent to school email addresses.
- Please refrain from sending messages to multiple recipients unless there is a very specific reason for everyone to receive the message. Information pertaining to your child or staff member is not a group concern.

**By appointment:**

Parents may contact faculty members to set an appointment to be held before or after school. If the teacher does not have notice of an appointment, the parent may be asked to make an appointment as requested and return at the meeting time.

Allow teachers 24 hours to respond to email, notes, or phone calls.

**3. Parent/Teacher Conference**

The conference schedule will be announced early in the school year. Fall conferences are held for all families. Spring conferences are also offered if a family desires to meet with the teacher(s). Appointments must be made specifically with the teacher(s) in the spring.

**4. 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.

## **5. 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:

1. 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.
2. 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.
3. 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
- Assistant Principal – Dean of Students
- 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.

#### **6. 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 subjected of 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.

#### **H. School Advisory Board**

The existence of the San Francisco de Asis Catholic School Advisory Board and

the service 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.

## **I. Chaperones**

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.

### **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 Form” 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.
- 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).

**J. Event Calendar**

Parents are able to view the school calendar online by accessing School Calendar on the website.

**XII. 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:

1. 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.
2. Maintain the appropriate boundaries for adult/child relationships in the classroom and school, religious education program, youth ministry program and parish.
3. 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.
4. 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.
5. 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.

6. 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.

Diocesan Policy prohibits:

1. Any kind of sexual contact or inappropriate touching of a minor or vulnerable adult.
2. Any breach of professional trust, which has as its intent sexual contact or activity with minors or vulnerable adults.
3. Any inappropriate behavior, which could be misunderstood or be construed as an indicator of potential sexual misconduct.
4. 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.
5. Vacations with minors or vulnerable adults (who are not family members) unless parents or other adults are present.
6. Field trips or other outing involving minors or vulnerable adults in places and situations and situations where no other adults are present.
7. 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.
8. Behavior including but not limited to activities that involve excessive physical contact with minors or vulnerable adults.
  - Wrestling
  - Tickling
  - Other physical "horseplay"
9. Giving out to minors or vulnerable adults one's personal phone number, pager, and personal email address.
10. Taking a vulnerable adult, minor or group of minors to a restaurant for a meal without another adult present.
11. Giving alcohol and/or drugs to minors or vulnerable adults.

### **XIII. Asbestos Statement**

The Environmental Protection Agency requires all schools to inspect their buildings and facilities and to identify, sample and analyze all friable and non-friable building materials



that may contain asbestos. Friable materials are defined as those that can easily crumble by hand. The Asbestos Schools Rule and the Asbestos Emergency Response Act regulation further requires that all parent, teachers and employees of schools are notified where asbestos is found. This requirement is part of an inspection and management plan that is on file at our school. The Asbestos Office of the Diocese of Phoenix has conducted an inspection of our entire school facility. Any friable asbestos containing material that has been found to be damaged has been repaired or removed in accordance with the Rules and Regulations of the United States Environmental Protection Agency. The non-friable asbestos containing material will be maintained as it is and be re-inspected visually every six months for any physical damage.

Repair and removal are done by contractors experienced and certified in this type of work. After repair or removal, an extensive survey is completed to ensure that all school areas are safe and free of asbestos fibers. Our school has a minimal amount of asbestos in the joints of pipes and within floor tiles. At this time there is no particular health hazard of any kind with regard to this minimal amount of asbestos. In the 2020-2021 we will have our three year in depth inspection.

#### **XIV. 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.

## **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 26, 2019. Thank you for your cooperation and assistance.*

### **San Francisco de Asis Catholic School**

#### **Student Handbook Agreement Form 2019-2020**

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 \_\_\_\_\_

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#### **Parent Handbook Agreement Form 2019-2020**

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, SCRIP Program obligations, and S.P.I.R.I.T. obligations.

Parent's Name (Print): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date \_\_\_\_\_