

Saint Francis of Assisi Catholic School  
Parent and Student Handbook  
2021-2022



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## **CATHOLIC MISSION**

The staff and administration of Saint Francis of Assisi Catholic School welcome you to the school, a community of faith, learning, and peace. Let it be known to all who enter Saint Francis of Assisi Catholic School that Christ is the reason. He is the unseen but ever present teacher in its classes, the model of its staff, the strength of its parents, and the inspiration for its students.

### Student Daily Prayer

I promise to do my best today to be Christ-like and accept responsibility for my words, actions and deeds. With Jesus as my model, I will refrain from anything that can be hurtful to my classmates, but will do my best to be kind, courteous, friendly, respectful and welcoming to everyone I encounter.

“Catholic Education is an expression of the mission entrusted by Jesus to the Church he founded. Through education the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action.” *(To Teach as Jesus Did)*

“The educational mission of the Church is an integrated ministry embracing three interlocking dimensions:

1. The message revealed by God which the Church proclaims.
2. Fellowship in the life of the Holy Spirit.
3. Service to the Christian Community and the entire human community.”

*(To Teach as Jesus Did)*

“Catholic Schools are unique expressions of the Church's effort to achieve the purposes of Catholic Education among the young. They are the most effective means available to the Church for the education of children and young people.” *(Sharing the Light of Faith)*

The mission of Catholic school education in the Diocese of Tucson is the formation of students to be true Christians. Every effort is made to assist the students in securing knowledge and acquiring habits, which will enable them to lead a thorough Christian life. As educators in the Diocese of Tucson, we assume the responsibility to teach as Jesus did as our role in the teaching mission of the Catholic Church. This mission includes student's spiritual, intellectual, moral, physical, social, and cultural aspects.

## **MISSION STATEMENT**

Saint Francis of Assisi Catholic School is committed to educational excellence within the traditions of the Roman Catholic faith. We, along with parental support, educate our students to grow in the image and likeness of God, so they may become confident leaders in service to others as well as beacons of hope for all.

## **PHILOSOPHY**

Saint Francis of Assisi Catholic School believes that each student, as a child of God, has basic needs: to know God as Father, Son and Holy Spirit; to grow spiritually in the traditions of the Roman Catholic Faith as well as intellectually; to respect the dignity of self and others. We assist parents, the primary educators of their children, through the educational mission of the Church.

## **ADMISSIONS, REGISTRATIONS, TRANSFERS**

### **A. Admission Policies**

By registering at Saint Francis of Assisi Catholic School, students and their parents indicate their intention to accept the philosophy of the school and observe the regulations and policies of the school and the Diocese of Tucson.

Saint Francis of Assisi Catholic School does not discriminate in the administration of its policies and programs based on race, color, gender, or national origin. Students shall not be denied admission to a Catholic school because of a disability unless this disability seriously impairs the student's ability to complete successfully the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodations for the student. (Diocese of Tucson Handbook of School Policies and Procedures # 2110)

### **B. New Students**

Saint Francis of Assisi Catholic School's order of preference in admissions to the school:

- Presently enrolled students and their siblings
- Students of Catholic families registered at Saint Francis of Assisi Catholic Church
- Students of Catholic families registered at other parishes
- Non-registered Catholic families
- Non-Catholic families

New students must provide a birth certificate and a current immunization record before they can attend class. All Catholic students must also provide a copy of their sacramental certificates if applicable.

Additionally, transfer students are required to have an interview with the principal and must present report cards and progress reports. New students may also be required to take a placement test to determine academic ability. The parents may be asked to provide a tutor if necessary. The principal of Saint Francis of Assisi Catholic School reserves the right to admit or deny any student admission.

Kindergarten students must be 5 years of age prior to September 1<sup>st</sup>. They will receive a readiness screening to determine if they are at the readiness level for entrance into

kindergarten. If a child is not ready to begin kindergarten the parents are notified and the final decision lies with the principal and kindergarten teacher.

### **C. Returning Students**

Re-admission of students for the following year is dependent upon the approval of the school administration. Saint Francis of Assisi Catholic School also reserves the right to refuse re-admission to students who have been dismissed for any reason during the past year.

**REGISTRATION IS NOT VALID UNTIL ALL TUITION, FUNDRAISING, AND OTHER OBLIGATIONS HAVE BEEN MET BY THE END OF THE SCHOOL YEAR.**

### **D. Withdrawal**

To withdraw from Saint Francis of Assisi Catholic School during the school year:

- Set up an appointment to speak with the principal
- Return all textbooks and library books
- Make sure all tuition and other payments are current

Records will be sent to the next school upon receipt of a formal authorization request form from that school.

Students withdrawing from Saint Francis of Assisi Catholic School will be considered for readmission for the next school year upon principal and pastor approval and if enrollment permits.

#### Student Withdrawal on Grounds of Improper Behavior by Parent/Guardian

Typically, a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, parents/guardians may so significantly reduce the school's ability to effectively serve its students that the parents/guardians may be requested to remove their child/children from the school for any of the following reasons:

- Refusal to cooperate with school personnel
- Refusal to adhere to the Saint Francis of Assisi Catholic School or Diocesan policies and regulations
- Interference in matters of school administration of discipline
- Insults to or abuse of any staff or administrator at any time on school premises, or at some place if the staff or administrator is required to be present in connection with assigned school activities.
- In the event that the parents/guardians have caused a serious disruption, the principal may restrict parents/guardians from being present on the school premises or attending school activities.

In such cases, reasonable effort to elicit minimum cooperation from parents/guardians should be made and documented. If such effort does not correct the situation, then, after consultation with the pastor, the principal may recommend to the parents/guardians that they withdraw their child/children. It is recommended that prior to any such recommendation, the principal should also consult with, and seek the advice of, the diocesan Superintendent of Catholic Schools. Documentation signed by the principal and parents/guardians, as well as any other information or evidence of consultation with the parents on the matter should be retained in the student's cumulative file. If the parent/guardians refuse to accept the recommended withdrawal, the procedures for expulsion as stated in this handbook.

For reference:

**ARS13-2911**

**ARS15-507**

**ARS12-1204 (A)(8)(D)**

**ARS15-341 (31)**

## **E. Attendance Policies and Procedures**

Punctuality and attendance are important aspects of a child's education. Parents are required to call the school by 9:00 am if their child is absent. The school will call the parent if a child is absent and if a parent has not called. This procedure is our way of ensuring that parents are aware that their child is not in school. **Students absent for 2-4 hours of a day will be marked as a half-day absence.**

All absences and tardies are recorded in the school office and in the classrooms. Attendance records of each student are part of the student's permanent record.

### Daily Attendance

Absences will be considered excused for: sickness, doctor or dental appointments that cannot be scheduled outside of school hours, a death in the immediate family, and attendance at a funeral.

Absences for any other reason will be considered unexcused unless excused by the principal. **Absences during school days for family vacations or other such extra-curricular activities are highly discouraged and not viewed as being in your child's best academic interest.** Such absences must always be discussed with the administration before they occur. If a student is absent, they may not participate in any school sponsored activity on the day of the absence.

For planned, extended absences, special arrangements should be made directly with the teacher. The homework policy found in Student Homework subsection D will apply to missed work.

## Excessive Absenteeism

Any time a student is absent **three consecutive** school days they must return with a doctor's excuse. This includes if a student is absent on Friday and then again on the following Monday and Tuesday.

Any student who is absent a total of **five days** or more **per quarter** (if the reason is not chronic prolonged illness verified by proper medical certification) will not be allowed to attend classes in the succeeding quarter until parents have satisfied the administration that such absenteeism will not continue.

After **ten** absences, excused or unexcused, the administration can take the following actions:

- The parent and student will conference with the administrator
- The family will receive written notification of serious/chronic absenteeism
- The parent and administrator will create an absenteeism action plan
- If action plan is not met, further action will be taken with the **Juvenile Division of the Courts of the State of Arizona**.
- All documentation will become part of the student's permanent file
- **Chronic absenteeism will be reported as truant to the Juvenile Division of the Courts of the State of Arizona (ARS 15-803)**

## Tardiness

All tardies will be recorded on the student's attendance record.

1. The first bell rings at 7:55 am. Students should be in line in back of the school. The tardy bell rings at 8:00 am.
2. Kindergarten students go straight to their classroom and are considered tardy if they arrive after the tardy bell rings.
3. Per quarter, students in grades 1-8 will serve a noon detention for the first three unexcused tardies and then a detention for every tardy thereafter.
4. For every three unexcused tardies per quarter, parents of Kindergarten students will meet with teacher/principal.
5. Students who are late because of a doctor's appointment, funeral or other excusable reason **are still considered tardy**. However, upon verification of the aforementioned reasons, the tardy will be considered excused and not count towards detention.
6. Emergency tardiness will be treated on an individual basis. An excused tardy does not count toward detention but is still considered a tardy.

## Excessive Tardiness

Excessive tardiness will be treated in the same manner as excessive absenteeism:

- The parent and student will conference with the administrator.
- The family will receive written notification of serious/chronic tardiness.
- The parent and administrator will create an absenteeism action plan.

- If action plan is not met, further action will be taken with the **Juvenile Division of the Courts of the State of Arizona.**
- All documentation will become a part of the student's permanent file.
- **Excessive tardiness will be reported to the Juvenile Division of the Court of Arizona.**

## **F. Early Departure Procedures**

Students who must leave school early must bring a parent note or the parent must call the office prior to the early dismissal. The student will be called to the office once the parents arrive to pick them up. If the student returns before the end of the school day, the parent must check in at the office bringing verification from their appointment. If they do not return until the next day, verification should be brought to the office upon return. Students are responsible for any missed work and for meeting with the teacher to discuss the missing assignments.

## **PARENT RESPONSIBILITIES**

Saint Francis of Assisi Catholic School recognizes that the parents are the primary educators of their children and that the school is privileged to join with them in partnership for the education of their children. The school depends on family support and cooperation and encourages active parental participation in the accomplishment of this joint ministry.

Parents have certain responsibilities that they are required to fulfill as part of the Saint Francis of Assisi Catholic School Community.

### **A. Faith Formation**

Parents are the first teachers of their children in the area of faith. Parents give guidance to their children by living their Catholic faith. Presence at weekend Mass, as a family, should be the foundation of their relationship with God and each other. Parents are also encouraged to help teach and model God's message through scripture and prayers (grade level prayers can be found on Saint Francis of Assisi Catholic School website).

### **B. Diocese of Tucson Volunteer Screening Process**

The Diocese of Tucson under the leadership of Bishop Edward J. Weisenburger is committed to protecting our community against all forms of abuse and responding appropriately. The mission of the Diocese of Tucson "Safe Environment Program" is to ensure the safety of children, young people and the vulnerable who have been entrusted to our care in our parishes, schools, religious education classes, and other programs. We pursue this mission the following ways:

- By thoroughly screening and supervising all members of the clergy (priest and



deacons), as well as all employees and volunteers who work with children and young people and the vulnerable as part of their ministry.

- By providing appropriate training in recognizing and reporting child/adult abuse to appropriate civil and Church authorities.
- By holding all members of the clergy, employees and volunteers who work with children, young people and the vulnerable to Christ-centered and professional codes of conduct.
- By following Arizona Mandatory Reporting laws.

All parents and any adult who serves in a volunteer capacity in which they may have independent access to children, must meet the child safety criteria as described by the Diocese of Tucson's Safe Environment Policies. Details regarding these requirements are communicated to families each school year. This includes:

- Fingerprinting
- Background checks
- Child safety education procedures
- Watch the Diocese of Tucson's video, "Personal Safety Education for Children", and sign an acknowledgment of having viewed the video. This must be completed every three years.
- Volunteers must also abide by the school's Standard Operating Procedures (SOP) and are asked to sign the school's SOP form each year.

## **C. Tuition and Fees**

The School Advisory Commission Finance Committee and the principal, with the consent of the pastor and Parish Finance Council, set the annual tuition. All families are required to sign a financial commitment form in order to be enrolled for a new school year. Saint Francis of Assisi Catholic School depends on your tuition payment in order to operate. We depend on our families to meet their financial commitment so we can meet ours.

### Tuition Rate 2021-2022

\$5,900 per year

All families will need to register with [FACTS Family Portal](#) to create an account for managing tuition and scholarships.

Financial assistance is available for all Saint Francis of Assisi Catholic School families who apply. Saint Francis of Assisi Catholic School uses FAIR (Financial Aid Independent Review) to determine the level of qualification.

Families may apply for the following tuition support programs:

- Arizona Leadership (ALF)
- Academic Achievement Accessible (AAA)
- Catholic Tuition Subsidy Organization (CTSO)

- Yuma Education Scholarship for YES Funds for Kids
- School Tuition Association of Yuma (STAY)
- Empowerment Scholarship of Arizona (ESA)
- Institution for Better Education (IBE)
- Tops For Kids
- STO4KIDZ

(Families that receive the AAA or ESA financial support may not receive from the other tuition support programs listed above.)

Tuition is due on the 1<sup>st</sup> of each month and is considered delinquent after the 15<sup>th</sup> of the month; a late fee will be added to your account. The principal and pastor will be notified of all families delinquent in tuition payments. **Should tuition remain past due for two consecutive months, the student is considered ineligible to return to classes until the tuition and fines are paid in full.**

If a family's school financial account is delinquent, it is the policy of Saint Francis of Assisi Catholic School:

- An appointment must be made immediately with the principal to make arrangements to create a payment plan.
- Failure to meet the outline of the payment plan could result in the student not being admitted into the start of the new quarter.
- Students will not receive their final grades, report card, and/or promotion certificate.
- Registration for the new school year will not be accepted.

If a financial hardship occurs in a family, an appointment must be made with the principal to discuss financial commitments.

**A family must be registered, active, and tithing members of Saint Francis Parish one year prior to receiving the parish tuition rate.** Registration must be completed at the parish office and a family will be issued a parish identification number. Each family is to tithe a minimum of \$10 per week or \$520 in a school year from August through the third week in May. Families should attend Mass at Saint Francis and use their parish identification on all tithing, so it is credited to their family. Each family is responsible for monitoring their annual tithing. Contact the parish bookkeeper for a balance.

## **D. Family Service Hours**

Any adult who serves as a volunteer must meet the child safety criteria as described by the Diocese of Tucson's Safe Environment policies. (Section V. B.)

Each family is required to contribute **twenty service hours** to the school (**preferably ten hours per semester**). Service hour forms must be completed for all activities and turned in at the end of the month in which they are served. Family service hours may not be shared between families. All service hours must be completed by the second week of May. A fee of \$50 per hour will be charged if not completed.

Of the twenty hours, every family must serve a **minimum of four hours at the annual Barbeque and two hours at a Dads' Club sponsored event.** Additional opportunities to complete service hours include, but are not limited to:

- Home and School activities
- Dad's Club activities
- Booster Club activities
- Cleaning on Saturday
- Serving on school committees
- Chaperoning dances

Volunteer drivers must:

- comply with the Diocese of Tucson Safe Environment Program, including a fingerprint and criminal background check
- be at least 25 years of age or older
- have proof of current insurance
- have a copy of their driver's license
- have a copy of their vehicle registration
- have a driving record check and list of moving violations and accidents
- have seat belts for each student and or car seats if applicable

## **E. Resolution of Conflicts**

With Jesus as our model of all behaviors, conflicts are dealt using the process listed below:

1. Parent/Guardian-teacher meet together; if necessary the student may be involved. If a mutual understanding is reached, the conflict has been resolved and no further action is required.
2. Parent/Guardian-Teacher-Administration: If the conflict is not resolved in step one then the administration will be asked to intervene. If a mutual understanding is reached, the conflict has been resolved and no further action is required.
3. Parent/Guardian-Teacher-Administration-Pastor: Conflicts not resolved at step two may require step three. The principal will set up this meeting. The pastor, as canonical administrator, oversees the operation of the parish school. The pastor always consults with the principal before seeing anyone concerning school matters.

## **F. Care of Materials**

### School Supplies

School supplies used for individual student use are provided by each student. The list of required supplies is provided each year. Students are expected to have the proper supplies on hand the first day of school as well as throughout the school year. All supplies should be properly marked with the student's first and last name. Supplies not on the annual [School Supplies List](#) will be sent home.

## School-Issued Materials

Tuition provides for the purchase of the school textbooks and materials. Because of the enormous costs for texts and materials, it is imperative that textbooks and materials are handled and treated with care. It is required that students use a school bag or backpack for carrying books and materials to and from school. (Please be very careful with water bottles in backpacks as they have been known to leak and cause damage to the books.) All books must have a cover and students should not write on the covers as it bleeds onto the books. Fines charged for damage to books as determined by the teacher and principal are:

### **Book Damages:**

\$220.00	Severely damaged and/or lost Chromebook
\$45-\$75	Severely damaged and/or lost textbook
\$10.00	Damaged book spines
\$7.00	Page of book missing or torn
\$6.00	Water damage
\$5.00	Writing in book
\$3.00	Book covers badly worn/torn
\$2.00	Bent corners (more than 5 pages)
\$1.00	Bent corners (1-5 pages)

### **School-Issued Materials:**

\$25.00	Consumable textbook
\$6.00	Privacy folder
\$6.00	Whiteboard

## Library Books

Students in grades 1-8 may borrow books from the library. Parents of kindergarten students may check out books for their children. Students/parents are responsible for books checked out. An overdue book fine of \$0.50 per week is charged to students when books are not returned on the due date. A lost paperback book will cost \$20.00 and \$40.00 for hardback books. All book fees must be paid in full prior to receiving the final report card.

## **G. SCRIP**

Scrip is a vital and necessary fundraiser for Saint Francis of Assisi Catholic School's operation. Each family is required to purchase a minimum of \$2000 of Scrip per school year **or** pay a one-time annual buyout fee of \$200. Families can choose to purchase gift cards through the school office or purchase online at [ShopwithScrip.com](http://ShopwithScrip.com). Families are able to check their current balance by contacting the front office.

## **ACADEMICS**

### **A. School Mass**

Saint Francis of Assisi Catholic School attends Mass weekly typically on Friday and on Holy Days of Obligation. Mass is at 9 am and hosted each week by a different grade level. Parents are encouraged to attend. The expectations at Mass for students and parents:

- Walking in an orderly manner to prepare for Mass
- Display reverence as we pass the adoration Chapel and enter the church
- Be respectful, attentive, and active participants at Mass
- Leave the church in the same respectful manner

In order to maintain the learning experience of church doctrine, we ask the parents/guardians to sit behind the student body.

### **B. Curriculum**

As a Catholic school, classroom instruction is always in accordance with the teachings of the Church. Saint Francis of Assisi Catholic School follows the curriculum guidelines of the Diocese of Tucson, which require specific courses, time allotments and instructional material set by the Department of Catholic Schools, and the Western Catholic Education Association. The guidelines are aligned with the Diocesan and Arizona State Standards.

*The primary goal of program of instruction in the schools of the Diocese of Tucson is to provide learning experiences which most effectively inculcate worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional and physical development of the student. (#4200, Handbook of School Policies and Procedures, Diocese of Tucson)*

### **C. General Homework Guidelines**

Saint Francis of Assisi Catholic School students are given homework on a regular basis for reinforcement of content and skills presented and studied in the classroom. Different varieties of homework will be assigned. Time needed to complete homework assignments will vary with the student, the teacher, the class, and the day.

All students beginning in grade 3 are required to write in cursive. All papers (whether classwork or homework) must follow the following format: Across the right of each student's paper should be legibly written: student's first and last name, subject, assignment, and date.

- The student is responsible for any make-up work whenever absent.
- When parents report their child's absence, they may request homework assignments.
- Absent worksheets and homework assignments may be picked up at the end of the school day.

- Homework will be picked up in the student's classroom **unless otherwise specified**.
- Make up work must be completed and turned in within the same number of school days as the absence unless there are extenuating circumstances. For example, if the absence is on a Tuesday, the student returns on Wednesday, then make-up work is due on Thursday. (This does not include projects that are long term assignments. These are due on the due date even if a student is absent.) Teachers may allow additional time.

## **D. Homework by Grade Level**

### Primary Grades Kindergarten-Second

Weekly homework packets will be sent home on Monday. Homework is assigned Monday through Thursday. The homework packet will have a cover sheet providing daily assignments, a skill activity, and behavior log along with a section for a parent signature. The daily expectation of work time will range from 15 to 30 minutes. A parent signature is required nightly upon completion.

Kindergarten -Homework will be checked daily for completion through the first semester, and then will be graded for accuracy the remainder of the year.

First Grade - Homework will be checked daily for completion during the first quarter, and then will be graded for accuracy the remainder of the year.

Second Grade - Homework will be checked daily and graded weekly for accuracy and completion.

### Intermediate Grades Third-Fifth

Homework is independent practice of concepts taught in the lesson along with fluency practice to support reading and math. It is expected to be completed and returned the following day. All students will use their daily planner to help them keep track of homework. All homework will be graded or checked off for completion. Homework will be given Monday through Thursday with exceptions of projects. The daily expectation of work time will range from 30 to 60 minutes. Students in grades 3-8 must maintain a student planner provided to your child. Students will write their homework in their student planner in order to keep track of assignments.

### Middle School

Homework is given to reinforce the concepts and skills learned in class. It is expected to be completed and returned the following day. All homework will be graded. Homework should be completed independently, as it is considered review of academic concepts. Students are expected to read for the Accelerated Reader program no less than 20 minutes per night. AR points will be assigned as a test grade per quarter. Students should expect no more than 1 to 1 ½ hours of homework nightly. Projects may be assigned and expected to be completed at home; deadlines and project criteria will be provided to students and will vary

by teacher. Absences will not excuse students from meeting deadlines. Weekend homework, as well as over-holiday homework, will be kept to a minimum excluding long-term assignments. Students will write their homework in their student planner in order to keep track of assignments.

## E. Study Hall

Lunch time study hall may be offered at the student's, teacher's, or parent's discretion. Students will be able to work on assignments or projects independently in a quiet and orderly manner.

## F. Report Cards and Grading System

Saint Francis of Assisi Catholic School distributes report cards every nine weeks. Students who do not return the report card envelope to the teacher by the scheduled due date will serve detention until it is returned. **A fee of \$2 will be paid to the office for a lost report card and/or envelope.** The interpretation of the report card grading is:

Prayers

*Kindergarten through fifth*

Marking Code	Significance
4	Excellent
3	Satisfactory
2	Needs improvement
1	Practice

Reading Fluency

*Kindergarten through Fifth Grade*

Marking Code	Significance
B	Benchmark Reader
S	Strategic Reader
I	Intensive Reader

## Kindergarten

Assessed on performance of specific skills

Marking Code	Significance
+	Skill Mastered
-	Experiences Difficulty
NA	Not Applicable

## Grading Scale

First through Eighth Grade

Percentage Range	Letter Grade
99- 100	A+
95- 98	A
93- 94	A-
91- 92	B+
87-90	B
85- 86	B-
83- 84	C+
79- 82	C
77- 78	C-
75- 76	D+
72- 74	D
70- 71	D-
Below 70	F

## Middle School (6,7,8) Weighted grades

70% Tests/Assessments

30% Class work/Homework

## Online Grading System

Parents with students in grades 1-8 have access to our online grading system, [FACTS Family Portal](#), and should keep abreast of their child's progress through this account. Parents are responsible for monitoring their child's grades. At midterm, parents should conference with



their child about these grades and any concerns should be addressed directly with the teacher. Parents may request a hard copy of the child's progress report.

## **G. Honor Roll**

Students in grades sixth through eighth who maintain a B+ average in academic classes and conduct are eligible for honor roll.

## **H. Testing**

All classroom and schoolwide testing data is utilized to drive instruction, develop curriculum maps, and provide individual student support. Saint Francis of Assisi Catholic School utilizes the MAP (Measures Academic Progress) test in grades K-8. The DIBELS (Dynamic Indicators of Basic Early Literacy Skills) and the STAR (Standardized Test for the Assessment of Reading). Assessments are given to measure reading comprehension and vocabulary skills. The ACRE (Assessment of Catholic Religious Education) test is administered to grades 5 and 8 in accordance with the Diocese of Tucson. Testing dates and times will be announced.

## **I. Promotion and Retention**

In accordance with the Arizona State statute (ARS 15-701) and Diocese of Tucson Policy 2160, at the end of each grade K-8, student's mastery of essential competencies is evaluated and a promotion or retention recommendation is determined. A student shall be retained on the recommendation of the teacher and the principal. If, contrary to the recommendation of the teacher and the principal, parents/guardian requests that their child be placed in the next higher grade, the principal may honor this request. In this case, the parents/guardian shall be required to state their request in writing. This request will be placed in the student's cumulative file. If retention is again recommended the following year, and not accepted by the parents, then the parents will be directed to find an alternative educational setting suitable to their student's total development and welfare.

## **J. School Schedule**

### School Day Hours

Prayer, Pledge of Allegiance, and announcements are recited together daily at 8:00 am.

Saint Francis of Assisi Catholic School hours are from 8:00 am to 3:15 pm Monday through Thursday and 8:00 am to 12:05 pm on Friday or designated half days. The school campus is supervised beginning at 7:30 am. Students arriving before 7:30 am are to wait quietly in the lobby until released to the playground.

**Office hours are from 7:45 am – 4:00 pm.**

## Student Instructional Schedule

Each classroom has its own daily schedule planned to meet students' needs and is approved by the principal. Teachers will give this to parents at the beginning of the year and a schedule will be posted on each classroom door. Schedules are subject to change.

## Wildcat Spirit Learning Schedules

### **MONDAY - THURSDAY**

#### **Primary- Kindergarten through Second Grade**

<b>Time</b>	<b>Task</b>
7:55	First Bell
8:00 a.m - 8:05 a.m.	Prayer/Pledge/Announcements
8:05 a.m- 9:45 a.m.	K-5 Instructional Block
9:45- 10:00	Recess
10:00- 11:00	Instructional Block
11:00- 11:20	Lunch
11:20- 11:40	Recess
11:40- 3:05	Instructional Block
1:15-1:30 2:15-2:30	Recess (K) Recess (Grades 1-3)
3:05- 3:15	Pack-up/ Dismissal

#### **Intermediate- Third through Fifth Grade**

<b>Time</b>	<b>Task</b>
7:55	First Bell
8:00 a.m - 8:05 a.m.	Prayer/Pledge/Announcements
8:05 a.m- 10:00 a.m.	K-5 Instructional Block
10:00- 10:15	Recess
10:15- 11:40	Instructional Block
11:40- 12:00	Lunch

12:00- 12:20	Recess
11:40- 3:05	Instructional Block
2:15-2:30	<i>Recess (3rd grade only)</i>
3:05- 3:15	Pack-up/ Dismissal

**Middle School- Sixth through Eighth Grade**

<b>Time</b>	<b>Task</b>
7:55	First Bell
8:00 a.m - 8:05 a.m.	Prayer/Pledge/Announcements
8:05- 12:00	Instructional Block
12:05- 12:25	Lunch
12:25- 12:45	Recess
12:45- 3:05	Instructional Block
3:05- 3:15	Pack-up/ Dismissal

**FRIDAY**

<b>Time</b>	<b>Task</b>
7:55	First Bell
8:00 a.m - 8:05 a.m.	Prayer/Pledge/Announcements
8:05- 8:50	Instructional Block
8:50- 10:00	All School Liturgy
10:00- 10:15	Recess (Grades 1-5)
10:15- 12:05 10:05- 12:05	Instructional Block (Grades K-5) Instructional Block (Grades 6-8)
12:05	Dismissal

**K. Field Trips**

Field trips provide a learning experience with the purpose of expanding students' insight into a particular curricular concept. Students may be denied participation if they fail to meet the academic standards or behavioral requirements. Permission slips must be signed and

returned by the due date indicated on the form in order for your child to attend the field trip. Phone calls in lieu of the permission slip will not be accepted.

Volunteer drivers must:

- comply with the Diocese of Tucson Safe Environment Program, including a fingerprint and criminal background check
- be at least 25 years of age or older
- have proof of current insurance
- have a copy of their driver's license
- have a copy of their vehicle registration
- have a driving record check and list of moving violations and accidents
- have seat belts for each student and or car seats if applicable

## L. Student Stewardship Hours

A Christian steward models the life of Jesus. At Saint Francis of Assisi Catholic School we strive to teach our students to be good stewards by going beyond what is normally required of them and reaching out to someone in need without receiving personal recognition. Students are required to do stewardship hours each quarter and record them with their teacher.

- Stewardship hours will be reflected on the report card for kindergarten through second grades.
- Stewardship hours are a part of the religion grade for third through eighth grades.

The requirements are:

Kindergarten through second grade- 2 hours per quarter  
Third through fifth grade- 3 hours per quarter  
Sixth through eighth grade- 4 hours per quarter

\*Additional hours will be required for Confirmation.

Stewardship forms are available on the school website and the office. The forms must be turned in to the teacher **one week prior to the end of each quarter.**

## STUDENT SERVICES AND ACTIVITIES

### A. Extra-curricular Activities

#### Athletics

Athletics takes its place among many important aspects of Christian education. As part of a total educational experience, Saint Francis of Assisi Catholic School hopes that all dimensions of this kind of education will be a good and helpful learning experience for students.

Organizing these sports depends on the availability of coaches and school teams with whom we compete. Coaches must be at least 18 years of age and be cleared by the Diocese of Tucson Safe Environment policy.

**Sports Schedule**

Sport	Time
Boys Flag Football	September- November
Girls Softball	September- November
Boys Soccer	November- January
Girls Basketball	November- January
Boys Basketball	January- March
Girls Soccer	January - March
Boys Softball	March - May
Girls Volleyball	March - May

Practice is after school on days specified by the coaches, (generally on Monday – Thursday) Practice and game schedules will be distributed by the coaches or online. **Students must be picked up within 10 minutes of practice completion. Siblings of those participating in sports may not stay after school unless their parents are present.** Games are played after school. Parents are responsible for their child's transportation to and from away games. Refer to Drivers' Requirements when transporting children other than your own.

Eligibility Requirements

- Students in grades 5-8
- Current sports physical examination
- Students must maintain a C average with no F in any subject area.
- **If a student does not maintain the aforementioned, they will be ineligible to play until the grade requirement is met.**
- An eligibility check will be completed on a weekly basis.
- Misconduct (in or out of school) is grounds for ineligibility.
- A student's teacher may at any time notify the administration of misconduct of a student and administration will conference with the teacher, parent, and student to determine eligibility.
- A student absent from school on a game day may not participate in the game.

Student Council

Saint Francis of Assisi Catholic School Student Council is an organization through which students can exercise their roles as partners in their education. They are responsible for promoting various activities and fundraisers throughout the year.

- This organization consists of a President, Vice-President, Secretary, Treasurer, Historian, Publicity Officer and 2 representatives from each class grades 5-8.
- Officer positions are held by 8th grade students.
- Elections are held at the discretion of the teacher advisor.
- Students who fail to attend meetings will be subject to dismissal from the Student Council.
- Students must maintain a C average with no F in any subject area.
- **If a student does not maintain the aforementioned, they will be ineligible to play until the grade requirement is met.**
- An eligibility check will be completed on a weekly basis.
- Misconduct (in or out of school) is grounds for ineligibility.
- A student's teacher may at any time notify the administration of misconduct of a student and the administration will conference with the teacher, parent, and student to determine eligibility.

## B. Lunch Program

Saint Francis of Assisi Catholic School does not offer a hot lunch program.

- Every student is required to eat lunch.
- If your child forgets to bring lunch, a parent will be called to drop off lunch.
- If a parent is bringing lunch it must be in the lobby by 10:50 for grades PK-2, 11:30 for grades 3-5, and 11:50 for grades 6-8.
- Students will not be allowed to wait for lunch in the lobby.
- For security reasons, if the lunch is not in the lobby when the class leaves, the parents will need to check in at the office to get a visitor's pass and bring the lunch to the cafeteria.
- Parents who have met the child safety criteria as described by the Diocese of Tucson's Safe Environment policies (Section V. B.) may eat with their children, but must first check in with the office and eat at the designated parent/child table.
- Notification must be provided to the office prior to a student eating with family members/guests who have met the child safety criteria as described by the Diocese of Tucson's Safe Environment policies. (Section V. B.)
- Students are still expected to adhere to school lunch procedures even with a parent present.
- If a child is in detention parents may not eat with their child.
- If you wish to provide lunch for your child's class, the office must be notified at least one week in advance.

## C. Homework Club

Homework Club is an after school program which supports families who need after school care. All homework club members will follow classroom dismissal procedures and wait in the

designated area. Members will be escorted by a teacher to the designated snack/recess area. Homework club coordinator will bring students into the assigned classroom, where they must be signed out. Students are expected to quietly complete homework and use school materials properly.

Because Homework Club is a support to our families for after school care, students are expected to adhere to rules and procedures during their stay. A homework club agreement will be provided to parents outlining these rules and procedures. Parents must sign the agreement prior to the child's attendance. The school rules and procedures will be adhered to during homework club. If a student is not following any expectation, the student will earn a lunch detention. If three lunch detentions are earned in one quarter, a meeting will be held with the principal to determine whether the child may continue to attend Homework Club.

- Homework Club hours are from 3:45-5:30 PM.
- The cost per hour is \$5 per student, with a minimum charge of \$5 per hour, per child.
- A late fee of \$1 will accrue for each minute after 5:30 PM.
- Parents who are consistently late will meet with the principal to determine whether the child may continue to attend Homework Club.
- Those who attend on Friday, must bring lunch.

## **D. Parties**

### Private Parties

Should parents plan a party for their child away from school, invitations distributed at school must be given to each child in the class, or to all boys or all girls.

### Birthday Treats

Parents may bring treats for their child's class on their birthday. They should contact the teacher a week in advance to make arrangements. Please contact the office to verify that the students in the class do not have any known food allergies. In order to maximize instructional time treats will be passed out at lunch. It is the parent's and/or child's responsibility to distribute the treats. If this is not possible the child may pass out treats at dismissal.

### Classroom Parties

Classroom parties will take place at the discretion of the teacher. Kindergarten through third grade may celebrate Christmas, Saint Valentine, and the End-of-the-Year. Fourth through eighth grades may celebrate Christmas and End-of-the-Year.

## **DISCIPLINE**

Saint Francis of Assisi Catholic School's mission, Student Learning Expectations, the Gospel Values, I Promise Prayer, and Circle of Grace help students grow into a well-rounded faithful

Catholic. By following these expectations, our students will grow in the image and likeness of God and will learn to live these values in everything they do – both in and out of school.

Positive reinforcement and rewards are used schoolwide as part of the classroom management. The rewards system will include the whole class, small group, and individual. Kindergarten through third grade will utilize class, group, and individual, whereas the middle school will implement class and individual rewards.

Principal awards are earned by classes who exhibit proper procedures. Classes are categorized according to primary, intermediate, and middle school. The classes collect the awards for the school year. Quarterly, the winning class will receive a free dress day. At the end of the year, the winning class will receive a local field trip; the winning middle school class will receive an out-of-town field trip.

Student of the Month awards are earned by students who practice the Gospel Values and Student Learning Expectations. Every class will select a Student of the Month for each month of school. Selected students will be recognized after Mass and receive a certificate and student of the month t-shirt, which can be worn on P.E. days.

“Paw Print” stickers are earned by students who follow schoolwide procedures and learning expectations. Paw Prints are stickers with a wildcat paw print along with the Student Learning Expectation that the student was following.

If a parent has any discipline concerns regarding a student, they **must** first speak to the classroom teacher. If the problem is not resolved, then they may set up a meeting with the principal and the teacher. If the problem is still not resolved then a meeting will be set up with the pastor, principal and the teacher.



## Gospel Values

### **Community**

*Committing to building a welcoming, strong, and loving community.*

“For as in one body we have many parts, and all the parts do not have the same function, so we, though many, are one body in Christ and individually parts of one another.”

(Romans 12:4-5 New American Bible)

### **Servant Leadership**

*Leading and serving like Jesus.*

“For the Son of Man did not come to be served but to serve and to give his life as a ransom for many.” (Mark 10:45)

### **Respect**

*Respecting the life and dignity of myself and each person in thought, word and action.*

“Give honor to all, love the community, fear God, honor the king.” (1 Peter 2:17)

### **Gratitude**

*Being thankful for every gift and lesson I learn.*

“Give thanks to the LORD for he is good, his mercy endures forever!” (Psalm 107:1)

### **Humility and Understanding**

*Seeking first to understand.*

“Who among you is wise and understanding? Let him show his works by a good life in the humility that comes from wisdom.” (James 3:13)

### **Wellness**

*Caring for and respecting the entire self – body, mind, heart and soul.*

“Do you not know that you are the temple of God, and that the Spirit of God dwells in you?” (1 Corinthians 3:16)

### **Patience and Perseverance**

*Having courage to push beyond my perceived limitations, the ability to keep fighting, and the strength to endure through the struggle.*

“Not only that, but we even boast of our afflictions, knowing that affliction produces endurance, and endurance, proven character, and proven character, hope.”

(Romans 5:3-4)

### **Diligence**

*Working with careful, and planned persistence.*

“The plans of the diligent end in profit, but those of the hasty end in loss.” (Proverbs 21:5)

### **Integrity**

*Acting and speaking with honesty and sincerity.*

“Do to others as you would have them do to you.” (Luke 6:31)

## Student Learning Expectations

### A Faithful Catholic Who:

- Prays daily and takes an active part in the liturgical services
- Values the sacredness of life and creation
- Has a basic knowledge of Catholic teachings and values
- Makes moral decisions based on the teachings of Jesus

### A Diligent Learner Who:

- Has a strong academic foundation
- Utilizes critical thinking skills
- Uses information resources appropriately, thoughtfully, and ethically
- Is actively engaged in his/her own learning
- Demonstrates strong independent study habits

### An Active Community Member Who:

- Participates in community, parish, school, and family activities through service
- Takes responsibility for their actions and accepts consequences
- Resolves conflict peacefully and equitably applying Gospel values
- Responds to the needs of those less fortunate

### A Globally Aware Citizen Who:

- Works toward peace and justice
- Exhibits an awareness of current events and their impact on society
- Actively cares for the environment
- Takes responsibility for his/her own actions

### A Well-Rounded Individual Who:

- Understands and utilizes her/his own unique gifts and talents and appreciates the unique gifts and talents of others
- Values and exercises self respect and self discipline
- Utilizes technology and other resources competently to present ideas and information
- Appreciates achievement and strives to attain high standards

### Kinder- Third Grade Code of Conduct

The primary grades will be following a color coded behavior system. This color system provides a visual reminder to each student to be able to monitor their behavior progress. A marking system will be used to calculate the code earned for Conduct which is able to be monitored through [FACTS Family Portal](#).

All students begin each day with their name on green. Those students who practice the Gospel Values and SLEs will move up the scale. A student will receive two warnings (whole group then individual) before they move down the chart. A daily behavior section on the homework cover page will note your child's behavior throughout the day. A parent will be notified via homework packet or email in the event that a student has earned orange or red anytime during the day. Please initial/sign and return any notes sent home back to the following school day.

<b>Color</b>	<b>Description</b>	<b>Marking Code</b>
Purple	Wildcat Best Behavior	4- Outstanding
Blue	Role Model	4- Outstanding
Green	Ready to Learn	3- Satisfactory
Yellow	Warning	2- Needs Improvement
Orange	Loss of Recess	1- Parent Contact
Red	Lunch Detention	1- Parent Contact

### Fourth- Eighth Grade Code of Conduct

Below are the Behavior Codes and the point value for each behavior. Students begin each day with 20 points. When infractions occur, points will be deducted in their daily conduct grade. The loss of ten points per day will result in a lunch detention. Each student will have a weekly conduct grade that may be accessed via [FACTS Family Portal](#). Should parents have questions regarding the conduct grading, contact the classroom teacher.

## Discipline Continuum

Warning	1st	2nd	3rd	4th	5th	6th
<b>Action</b>	Individual Warning (May include verbal, eye cues, proximity)	Points Deducted	Points Deducted	Parent Contact	Teacher meeting with student and parent with goal setting	Principal, teacher, student, and parent meeting to create Wildcat Behavior Report

## Behavior Codes

Code	Behavior	Points
A1	Talking/Laughing/Making Noise During Instruction	3
A2	Misconduct in Line	3
A3	Off Task	3
A4	Return to Class for Materials/Lack of Class Materials	3
A5	Planner not Signed by Parent	3
B1	Not Following Directions/Procedures [In class, hallway, bathroom, cafeteria, playground, church]	5
B2	Improper Behavior	5
B3	Disregard for Rules	5
B4	Misconduct in Cafeteria, Playground, Bathroom	5
B5	Misconduct in Specials	5
B6	Minor Disrespect	5
C1	Incomplete/Missing Homework	10
C2	Uniform Violation	10
C3	Chewing Gum/Eating Candy	10
C4	Misconduct with a Substitute Teacher	10

## Office Referral

The following behaviors will be referred to the principal.

Code	Behavior	Points
D1	Lying	20
D2	Stealing	20
D3	Cheating	20
D4	Forgery	20
D5	Improper Language [Speaking, Writing, Signing, Body Language]	20
D6	Public Display of Affection	20
D7	Use of Cell Phone	20
D8	Pushing/ Fighting	20
D9	Intentional Harm to Self and/or Others	20
D10	Intentional Damage of Property	20
D11	Major Disrespect	20

## Detention

Detention is held every day during lunch time. This is a supervised detention where students eat their lunch and work on assignments given by their teacher. **Parents are not allowed to be in the detention area for any reason.** Students will serve detention at the first possible lunch detention. Individual classroom teachers will determine the method of communication of infractions and detention days to parents through [FACTS Family Portal](#) or email. If a student earns three detentions in a week, they are required to attend one hour of Friday detention. If a student earns four detentions in a week they are required to serve two hours of Friday detention.

## Friday Detention

Friday detention is used when lunch detention is not effective or in cases that are deemed necessary by the administration. If a student **earns** three detentions in a week, they are required to attend one hour of Friday detention. If a student **earns** four detentions in a week they are required to serve two hours of Friday detention. Friday detention is \$10 per hour, payable at the time of detention.

## Probation

- Probation refers to the supervision and evaluation of the student's conduct and academic progress for a specified period, because of previous serious or continued misconduct or serious academic deficiency.
- Probation may be imposed in accordance with the rules established by the St. Francis of Assisi Catholic School.
- Probation should include an agreement in writing between or among the student, parents/guardians, and school administration addressing the student's misconduct, duration of probation, corrective measures to ensure compliance with applicable rules, and the consequences of any violation of the terms of probation. The agreement, signed by all concerned parties, should be given to the parents/guardians and a copy should be kept on file in the student's cumulative record.
- Subject to compliance with the terms of probation agreement, the probation should not exceed two semesters.

## Suspension

Suspension should be imposed in accordance with rules established by the school. It is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success. The Saint Francis of Assisi Catholic School Discipline Matrix will be used for suspension and implemented by the principal.

- Suspension refers to the isolation of students from some or all school activities.
- The student is required to attend school, but be separated from classmates (in-school suspension).
- In-school and out of school suspension will not exceed five (5) school days, except in extraordinary circumstances.
- Repeated in-school suspension of the same student warrants the need for alternative action.
- In-school suspended students will only be released to parent/guardian.
- In-school suspension excludes students from participating in extracurricular activities.
- Reasonable efforts to notify parents/guardian are to be made prior to any suspension.
- Parents/guardian are to be informed of the reasons and decision for the suspension.
- A conference must be held with the parents/guardian before the student returns to the classroom.
- A written record of the in-school suspension, including date, reasons, and conference(s) with parents/guardian, shall be kept on file in the cumulative record.
- The suspended student is held responsible for schoolwork missed during the time of suspension.

## Expulsion

Expulsion is required withdrawal. Expulsion refers to the permanent dismissal of a student from school. It is an extreme measure that schools should take only as a last resort, after all other efforts at motivation and remediation have failed and where circumstances of crime, scandal, immorality, consistent disrespect and/or disruption constitute a threat to physical or moral welfare of the school community.

- A record should be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and the family. In the case of serious circumstances as defined in subparagraph b) above, the student should immediately be suspended until the expulsion process has been followed.
- Parents/guardians should be informed by written notice that expulsion is being contemplated by school administration.
- A conference should be held with the parents/guardians, student, principal, pastor, and teachers at which time the grounds for expulsion should be presented and discussed.
- Expulsion should be determined only after consultation with the school's pastor. It is further suggested that the principal consult and review the entire matter with the diocesan Superintendent of Catholic Schools. The final decision to expel a student rests with the principal, with the knowledge and consent of the school's pastor.
- Prior to expulsion, parents/guardians ordinarily should be given a minimum of two school days to voluntarily withdraw the student from school. In the absence of such voluntary withdrawal, however, the student may be expelled.
- Once the decision has been made to expel a student, written notification of the decision should be sent to the parents/guardians. A copy of such notification should also be sent to the diocesan Superintendent of Catholic Schools. (Appendix C-23: *Notice of Intent to Impose Expulsion*)

- The principal should properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation should be maintained in the student's cumulative file.
- The principal should notify the parents/guardians **in writing** of the Due Process/Parent's Appeal procedure available through the Diocese of Tucson. (Refer to Policy 3.10)
- The Student Permanent Record should indicate that the reason for transfer was expulsion or withdrawal.

## **A. Harassment Policies**

Harassment of students by any person, in any form, at any time will not be tolerated and is hereby prohibited. A person is bullied or victimized when he/she is exposed, repeatedly over time, to intentional, negative actions on the part of one or more persons, (Olweus, 1991). Bullying behavior manifests itself in any of the following forms of abuse: a) intimidation; b) harassment, (racial, cultural, or sexual); and c) aggression, (physical, social, verbal, or written.)

- a. Sexual harassment is defined as *"unwelcome sexual advances, unwelcome requests for sexual favors, and other sufficiently severe and/or pervasive verbal or physical conduct of a sexual nature"* including, but not limited to:
  - Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a student's evaluation.
  - Submission to or rejection of such conduct by a student is used as the basis for decisions affecting such student.
  - Such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile, or offensive environment.
- b. Harassment, including bullying, hazing, intimidation, on the basis of race, color, religion, gender, national origin, age, disability, or for initiation into memberships, or anything which constitutes teasing/taunting consistently, is also prohibited. Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward a student because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, and that:
  - Has the purpose or effect of creating an intimidating, hostile, or offensive environment.
  - Has the purpose or effect of unreasonably interfering with a student's academic performance.
  - Otherwise adversely affects a student's academic opportunities.



- c. A school cannot take corrective measures to remedy the situation of harassment unless it has been informed of such an event. Any student in the Catholic schools of the Diocese of Tucson who believes that he/she has been or is a victim of harassment/bullying, should *immediately* report the matter to the appropriate school authority. Parents and/or guardians must submit a written report to school administration if reported outside the school setting. Each complaint will be fully investigated individually. At its sole discretion, the school may take interim action (e.g., suspension) pending a full investigation and resolution. All matters will be held in confidence.
- d. Any student or employee who has been found, after investigation, to have engaged in behavior that the school's administration deems inappropriate or in violation of policy will be subject to discipline, which may include immediate suspension or termination.
- e. False reports regarding harassment, bullying, intimidation, etc., will be subject to immediate and appropriate disciplinary action.
- f. Suspected cases of harassment, intimidation, and/or bullying must be reported to the proper school authorities immediately and followed with a written report within *ten (10) days*.
- g. When school employees have reasonable suspicion of abuse, it must be reported to law enforcement, Department of Child Safety, (DCS) and the proper school authorities immediately and followed with a written report. (A.R.S. 13-3620).

Additional resources regarding harassment and bullying can be found in Appendix C-8 of the Diocese of Tucson Handbook of School Policies and Procedures.

## **Cyber-bullying**

There are major concerns about the increase of cyber-bullying and its impact on children. Cyber-bullying causes emotional harm, and can result in children's depression, anger, school failure, and physical harm to self and others.

If, in the judgment of school officials, cyber activity has occurred off school premises that could result in the harassment, intimidation or bullying of a student, such cyber activity may be treated as an offense under the Diocese of Tucson Catholic Schools' Bullying Policy. Examples of proscribed cyber activity, though not exhaustive, are:

1. Sending or posting harmful materials via social media or through a cellphone that, in the judgment of school officials, might pose a threat to another
2. Posting threatening statements or distressing material about others via social media or through a cellphone
3. Disclosing personal or intimate information (whether true or not), including photos, addresses and phone numbers, about another in an "imposter" website (a website created by a person other than the person depicted on the website)

## **HEALTH AND SAFETY**

### **A. Closed Campus**

Our priority is for the safety and general well-being of each child and adult at Saint Francis of Assisi Catholic School.

Saint Francis of Assisi Catholic School is a closed campus. All comings and goings are regulated and recorded. Students are not allowed to leave the school premises during school hours unless they are signed out by a parent/guardian in the school office. This policy applies when a student remains at school on campus for school sponsored activity or attending an off campus activity.

Upon arrival, all visitors who have met the child safety criteria as described by the Diocese of Tucson's Safe Environment policies (Section V. B.) must check in at the front office to obtain a pass. Visitors must check out at the office when leaving campus. Anyone without a pass will be asked to go to the office, check in, and get a pass.

### **B. Drop off and Pick Up Procedures**

#### Drop Off Procedures

- Students in grades 1-8 arriving between 7:30 am and 7:55 am should be dropped off in the south church parking lot.
- Cars will enter through 6<sup>th</sup> Avenue and exit onto 19<sup>th</sup> Street.

- If you need to park, park vehicles on the “designated” parking spots on the west side of the church parking lot. Students must use the sidewalk to enter the playground.
- Parents with Pre-kindergarten - Kindergarten students and their siblings are dropped off in the school parking lot on the west side of the school near the kindergarten classroom. If parents are walking their child to the classroom, they must park in a regular parking space. **Pre-kindergarten parents MUST walk their child to the classroom and sign them in.**
- Students arriving before 7:30 am are to wait quietly in the lobby until released to the playground.
- Any student arriving after 8:00 am must be dropped off in front of school. K-2 grade students must be accompanied by a parent or guardian into the school.
- Students who are dropped off in front of the school should be dropped at the curb closest to the school; **do not drop students off on the north side of 18<sup>th</sup> Street.**
- **THE AREA DIRECTLY IN FRONT OF THE SCHOOL IS A RED ZONE AND VEHICLES SHOULD NOT PARK THERE.**

### Pick Up Procedures

- Kindergarten students without older siblings must be picked up in their classroom.
- Kindergarten students with older siblings must be picked up at the south church parking lot.
- **Students in grades 1-8 who have pre-kindergarten siblings must line up on the west sidewalk near the pre-kindergarten classroom. Siblings in grades 1-8 MAY NOT sign out pre-kindergarten students.**
- Cars will enter through 6<sup>th</sup> Ave. and exit onto 19<sup>th</sup> Street.
- Families whose last name begin with A-L will be in line A (closest to the school), those whose last names begin with M-Z will be in line B (near 19<sup>th</sup> Street).
- Vehicles will face west when forming rows.
- Students must be picked up from the pick up area and may not be picked up from 17<sup>th</sup> Street or the west parking lot near the kindergarten class.
- **IF THE VEHICLES ARE MOVING, THE STUDENTS ARE NOT. IF THE STUDENTS ARE MOVING, THE VEHICLES ARE NOT.**
- PARENTS/GUARDIANS ARE TO STAY IN THEIR VEHICLES.
- The line that is loaded first will move first.
- Homework club students will walk out with their class and will remain in a designated area and will be escorted back to the building when the staff returns to the school building.
- Staff members are visible to prevent accidents and to help with a quick and smooth pick up. Please be courteous when following our staff's safety directions.

**Please follow all pick up and drop off procedures for the safety of our children.**

## C. Injury or Illness

Any injuries or health concerns will be addressed and treated. For major injuries and health concerns, parents will be contacted.

In the absence of definite symptoms, the student may be treated and sent back to class. If s/he returns later with the same health concern, parents will be contacted. A few guidelines (See Center for Disease Control- <http://www.cdc.gov/flu/school/guidance.htm>) for sending a student home due to illness are:

- persistent fever (temperature higher than 100.4 degrees Fahrenheit when taken by mouth);
- severe sore throat that lasts more than 48 hours, especially when accompanied by a fever;
- a significant rash, particularly when other symptoms are present;
- large amounts of discolored nasal discharge;
- severe ear pain;
- an uncontrolled cough;
- vomiting;
- diarrhea;
- severe headache, especially with a fever; and
- pink eye.

When students are ill, only the office staff will call parents. Parent/guardian of the ill student must pick up their child within an hour of being notified.

The American Academy of Pediatrics, ( <http://www.aappublications.org/content/31/9/43.6>) recommends that health office personnel advise parent/guardian to keep their child home when exhibiting the following symptoms:

- persistent fever (temperature higher than 100.4 degrees Fahrenheit when taken by mouth);
- severe sore throat that lasts more than 48 hours, especially when accompanied by a fever;
- a significant rash, particularly when other symptoms are present;
- large amounts of discolored nasal discharge;
- severe ear pain;
- an uncontrolled cough;
- vomiting;

- diarrhea;
- severe headache, especially with a fever; and
- pink eye.

**Parents/Guardians may allow children to return to school after symptoms are gone for at least 24 hours. For fever, students may return when free of fever for 24 hours without the use of fever reducers such as acetaminophen.**

## **D. Medication**

To ensure that medications are properly administered, the following guidelines will be followed:

A Medication Authorization form must be signed and updated annually by both the student's primary health care provider and parent/guardian in order for medication to be administered at school.

A parent/guardian must provide the school with **pharmacy-labeled containers** that hold the appropriate medication.

- The Medication Authorization form applies to both prescription and nonprescription medications.
- No student is to have possession of medication; this includes cough drops.
- No more than one month supply of medication may be kept for any student who receives medication on a regular basis.
- The administration of any injectable medication at school will be handled on a case-by-case basis with the principal and the parents.
- At the end of year, we will dispose of any unused medications.

## **E. Immunizations**

Saint Francis of Assisi Catholic School shall comply with (ARS 15-871 - 874) and Arizona Administrative Code, Title 9, Article 7 regarding immunization which states that no child may attend school unless such child can present to the school a valid certification of immunization. Under no circumstances will a student be allowed to attend class unless the school has valid certification.

## **F. Student Accident Insurance**

Each year student accident insurance is offered to parent/guardians. Applications are available at the school office. This accident insurance is optional.

## **G. Family Educational Rights and Privacy Act (FERPA)**

(FERPA) Family Educational Rights and Privacy Act of 1974, commonly refer to as FERPA or the Buckley Amendment, is a Federal Law designed to protect the privacy of a student's educational record. FERPA applies to all educational agencies or institutions that receive federal funding for any program administered by the Secretary of Education.

## **H. Custody**

Saint Francis of Assisi Catholic School abides by the provisions of the Buckley Amendment 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 other school information regarding the child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. Persons listed on the Emergency Form as custodial parents/guardian will have access unless the school has documentation to the contrary.

## **I. Use of Student Photographs**

All parents are asked to sign a consent form for their child's pictures to be used during the school year for promotional purposes or for articles given to the news media. If consent is not given, the child's pictures will not be used.

## **J. Searches**

- The principal, pastor, or a representative of the Saint Francis of Assisi Catholic School Administration may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches must be based on a reasonable suspicion that a school rule has been broken and related to ensuring a safe school environment. The search should be made in the presence of at least two school officials.
- A student assigned a locker or desk has use of, but not proprietary rights to the locker or desk. Lockers and desks are school property. Saint Francis of Assisi Catholic School has the right to inspect when there is a suspicion of a threat to the health, welfare, or safety of students.
- Saint Francis of Assisi Catholic School can search personal property if the search is (1) justified at its inception, and (2) the search is reasonable in scope. The search is made in the presence of at least two school officials.

## Tobacco, Alcohol, and Drugs

- Student possession, use, sale, or attempted sale, or being under the influence of, tobacco, alcohol, or illicit drugs should be prohibited on school premises and at all school-sponsored activities.
- Student possession, use, sale, or attempted sale, or being under the influence of, tobacco, alcohol, or illicit drugs should result in suspension and/or expulsion from the school and/or notification of the proper authorities.
- Procedures for dealing with dangerous substance use, possession, or abuse can be found in the Appendix C-6: *Procedures for Dangerous Substances*.

## Weapons

Student possession or use of a weapon on school premises or at school-sponsored activities should result in suspension and/or expulsion from school.

## K. Child Abuse/ Neglect

Arizona law (13-3620) requires the reporting by school personnel of suspected cases of child abuse and/or child neglect to the police and Department of Child Safety. (Diocese of Tucson Policy 2.8.3)

## L. Updating Information

To help the school provide a safe environment for the students, the parents/guardians must communicate vital information to the school. If for any reason information changes, parents/guardians must communicate these changes to the school office as soon as possible.

This vital information includes:

1. Address
2. Phone number
3. Emergency numbers
4. Email Address
5. Person to whom the school can release the student
6. Medications taken, allergies, limiting physical conditions, etc.

## UNIFORMS AND DRESS CODE

Saint Francis of Assisi Catholic School believes that standards of dress are necessary and there is a relationship between dress, grooming, behavior, and performance. Uniforms are required and students must be in complete uniform from the time they enter the school

grounds until they are picked up at the end of the school day. Uniforms will be checked periodically. Uniforms should be clean, pressed, appropriate in size and length, and labeled with the student's name. Students will receive detention for not following uniform guidelines and parents/guardians will be notified. The school administration should make the final judgment about what is appropriate attire based on school policy.

Girls and boys uniforms may be purchased from:

- Desy's Alterations and School Uniforms located at 1406 S 4<sup>th</sup> Ave (928-783-1880)

P.E. shirts and shorts, polos, oxford shirts, cardigans, sweatshirts, and vests must have the Saint Francis of Assisi Catholic School logo.

Refer to general uniform guidelines and general dress code for further specifications.

### P.E. Uniforms

- Worn on Monday and Wednesday
- Green P.E. t-shirt or current school year spirit t-shirt (BBQ, Catholic Schools Week, Student of the Month or Club) may be worn on PE Uniform days
- Navy mini-mesh/ cotton athletic shorts (sixth through eighth boys may wear regular uniform shorts for P.E.)
- Navy cotton sweatpants may be worn over the P.E. uniform, tentatively **November 15-March 15**
- No tight-fitting shorts or non-cotton sweatpants
- Shorts may be no shorter than three inches when kneeling
- Solid black or white socks
- Tennis shoes preferred (No Heelys, light up, or high heeled tennis shoes)

\*Refer to general uniform guidelines and general dress code for further specifications.

### Girls' Daily Uniform Grades K-3

- Worn on Tuesday and Thursday
- White pinpoint button down oxford shirt OR
- White or navy cotton/DRI-FIT polo
- Navy cardigan OR
- Navy crew neck sweatshirt
- Plaid skirt (no skirts) OR
- Plaid jumper OR
- Navy twill or canvas pants
- Solid black, brown, or navy belt if pants are worn
- Solid black or white socks or white tights
- Casual, tennis, or dress shoes (No Heelys, light up, or high heeled tennis shoes)

\*Refer to general uniform guidelines and general dress code for further specifications.

### Girls' Full Dress Uniform Grades K-3

- Worn on Mass and other specified days
- White pinpoint button down oxford shirt



- Plaid or navy crisscross tie
- Navy cardigan
- Plaid jumper
- Solid white knee socks or tights
- Black, brown, or navy dress shoes
- Hair accessories of school colors may be worn

\*Refer to general uniform guidelines and general dress code for further specifications.

#### Girls' Daily Uniform Grades 4-8

- Worn on Tuesday and Thursday
- White pinpoint button down oxford shirt OR
- White or navy cotton/DRI-FIT polo
- Navy cardigan OR
- Navy crew neck sweatshirt
- Plaid skirt
- Navy twill or canvas pants
- Solid black, brown, or navy belt if pants are worn
- Solid black or white socks or white tights
- Casual, tennis, or dress shoes (No Heelys, light up, or high heeled tennis shoes)

\*Refer to general uniform guidelines and general dress code for further specifications.

#### Girls' Full Dress Uniform Grades 4-8

- Worn on Mass and other specified days
- White pinpoint button down oxford shirt
- Plaid or navy crisscross tie
- Green vest, tentatively **November 15<sup>th</sup>– March 15<sup>th</sup>**
- Navy cardigan
- Plaid skirt
- Solid white knee socks or tights
- Black, brown, or navy dress shoes
- Hair accessories of school colors may be worn

\*Refer to general uniform guidelines and general dress code for further specifications.

#### Boys' Daily Uniform Grades K-8

- Worn on Tuesday and Thursday
- White pinpoint button down oxford shirt OR
- White or navy cotton/DRI-FIT polo
- Navy cardigan sweater OR
- Navy crew neck sweatshirt
- Navy twill or canvas shorts or pants
- Solid black, brown, or navy belt
- Solid black or white socks
- Casual, tennis, or dress shoes (No Heelys or light up tennis shoes)

\*Refer to general uniform guidelines and general dress code for further specifications.

#### Boys' Full Dress Uniform Grades K-8

- Worn on Mass or other specified days
- White pinpoint button down oxford shirt
- Solid navy tie
- Navy vest, tentatively **November 15<sup>th</sup>– March 15<sup>th</sup>**
- Navy cardigan
- Navy twill, canvas, or dress pants
- Solid black, brown, or navy belt
- Solid black, brown, or navy dress socks
- Black, brown, or navy dress shoes

\*Refer to general uniform guidelines and general dress code for further specifications.

### General Uniform Guidelines

- P.E. shirts and shorts, polos, Oxford shirts, cardigans, sweatshirts, and vests must have the Saint Francis Catholic School logo with hunter green and golden yellow colors
- Current school year spirit t-shirt (BBQ, Catholic Schools Week, Student of the Month or Club) may be worn on PE uniform days
- All uniform shirts are to be worn tucked in
- Polos and oxford shirts may be short or long sleeve
- No capped sleeves or Peter Pan collars
- White pinpoint button down oxford shirts that are long sleeve must be buttoned at the wrist
- Only plain white undergarments under uniform shirts and blouses
- Turtlenecks or long sleeve shirts may not be worn under uniform tops
- Sweater vests should lay naturally at the waist and should not be tucked in
- Shorts, skirts, skorts, and jumpers may be no shorter than three inches when kneeling
- No hoods, drawstrings, or zippers on cardigans and/or sweatshirts in the classroom
- Shorts, skirts, skorts, jumpers, and pants may not be denim, jean, or cargo
- Girls must wear shorts underneath skirts and jumpers
- Kindergarten and first grade boys do not need to wear a belt
- Kindergarten and first grade girls who wear pants do not need to wear a belt
- Second through eighth grade boys must wear a belt with an appropriate sized buckle
- No sandals, open-toed, backless shoes, or Crocs
- Shoes such as Bobs, Toms, Vans, or other casual shoes are not considered dress shoes
- No boots or lace-up Converse boots
- Shoes must have no more than a 1-inch sole or heel

### General Dress Code

- Students should practice personal hygiene
- Boys' hair should be clean, trimmed above the ears, eyebrow, and shirt collar and out of the eyes (No razor designs, pony tails, buns, or top knots)
- Girls' hair should be clean and out of the eyes
- Hair accessories of any color may be worn M-Th except novelty headbands (cat ears, unicorn, etc.)
- Hair coloring must appear natural
- Marking on body is not permitted (henna and temporary tattoos are not permitted)
- No makeup or lip gloss

- No colored nail polish or artificial nails may be worn
- Seventh and eighth grade girls may wear makeup (must appear natural) on specific days only
- Girls may wear one pair of earrings no larger than one inch in dimension
- Boys may not wear earrings
- No jewelry may be worn during PE
- Appropriate jewelry includes a watch, bracelet, or necklace on a small chain or cord
- Jewelry that is distracting to student or class will be addressed by the teacher
- Saint Francis of Assisi Catholic School is not liable for lost, stolen, or damaged jewelry
- Hats or sunglasses may not be worn inside the school building

### Spirit Dress Code

Spirit dress is worn on designated days. Not complying with these guidelines will result in a lunch detention.

- Appropriately fitting jeans without holes, rips, or tears that expose skin
- Shorts, skirts, and dresses no more than 3 inches above knee when kneeling
- Shirts containing images and slogans must be appropriate
- Boys must have sleeves on their shirts
- Tank top straps must be at least two inches and no undergarments showing
- No spaghetti strap, racerback, mid-drift, or low-cut tops
- No backless shoes, flip-flops, or Crocs

In order for your child to participate in the designated spirit days, the fee must be paid by the due date. If your child comes in free dress on the designated date without having paid, he/she will be considered out of uniform and will result in detention.

## **GENERAL POLICIES AND PROCEDURES**

### **A. Communication**

Communication from school goes out on the last week of the month via the Brown Envelope link located on the homepage of the Saint Francis of Assisi Catholic School website. It is the responsibility of the parents to read the information posted in the Brown Envelope link. Parents should correspond via email or phone to teachers or office staff.

### **B. Cell Phones**

It is highly recommended that cell phones should be kept at home due to the fact that cell phones cannot be used at any time during the school day. Cell phones and electronic devices (cell phones, iPads, iPods, AirPods, tablets, or smart watches) are not allowed to be used during the school day or extended day activities (sports and Homework Club). The office phone is available for student use if needed. If a student chooses to bring an electronic device to school, it must be powered off and placed in the student's backpack. At the beginning of the day, students are to turn cell phones in the designated area and will

be returned at the end of the day. At dismissal, electronic devices are to remain in backpacks until students are off school premises. If a student is caught with an electronic device (cell phones, ipads, ipods, AirPods, tablets, or smart watches) or if it rings in their backpack during class time, it will be taken away, turned into the principal, and fined.

- **First offense:** Parents must retrieve cell phone at the office and pay a fine of \$10.00
- **Second offense:** Parents must retrieve cell phone and student will serve 2 hours of Saturday detention at a cost of \$10 per hour
- **Third offense:** Parents must retrieve cell phone and parents and student will conference with administration to discuss problem and solution

**Saint Francis of Assisi Catholic School will not be held responsible for lost, stolen, or damaged electronic devices.**

## **C. Handbook Regulations**

By registering your child at Saint Francis of Assisi Catholic School, you agree to abide by the Parent and Student Handbook in its entirety. Parents/guardians are required to sign a form indicating they have read and understood its contents. The principal is the final recourse and reserves the right to amend the handbook. Parents/guardians will be given prompt notice of any handbook changes.

## **D. Title IX Compliance**

Saint Francis of Assisi Catholic School is in compliance with Title IX of the Education Amendments of 1972 to the extent that no person shall, on the basis of gender, race or national origin, be excluded from participation in, be denied the benefits of, not be subject to discrimination under any educational programs or activities, nor shall there be discrimination by gender, race, or national origin in the employment of personnel.

## **E. Availability of Records**

The Family Education Rights and Privacy Act of 1974 provides parents/guardians access to the educational files of their children. Saint Francis of Assisi Catholic School procedures/guidelines for release of records are as follows:

1. Parents/guardians can request to see their children's records at any time, with a school official present, provided the school is given reasonable advance notice, so as to make the records readily available;
2. The written consent of parents/guardians is required for the school to release student records to another institution or party;
3. Parents have a right to a hearing in order to correct or remove inaccurate, misleading or inappropriate data from the files of their children;
4. Students who are 18 years of age have the same rights as parents regarding the Privacy Act of 1974.

## **F. Technology and Internet Usage Agreement**

All students enrolled in Saint Francis of Assisi Catholic School and their parents/guardians are required to sign the *Computer and Information Resource Agreement* policy. Failure to sign this policy, by either student or parent/guardian, will result in the student not being allowed use of the computer network or internet at school.

## **PARENT ORGANIZATIONS**

### **A. School Advisory Council**

Saint Francis of Assisi Catholic School's Advisory Council is an advisory board composed of the principal, clergy of Saint Francis of Assisi Catholic Parish, and appointed representatives from the school and parish community. To be a member of the commission one must have children in the school, are alumni of the school, or are parishioners with a devoted interest toward the continuing growth of the school.

### **B. Home and School Association**

Home and School Association is an organization through which parents/guardians can exercise their roles as partners with the school in the education of their children. Every family is a member of the Home and School Association. The Home and School Association consists of six elected parents to serve as Saint Francis of Assisi Catholic School officers. At Home and School meetings parents/guardians become more informed about various areas of education involving their children.

Home and School assists Saint Francis of Assisi Catholic School through service functions such as classroom, library or office help, room-parents, playground supervision, health screening, special lunches, school picnics, preparation for special receptions and celebrations, school maintenance, PE activities, etc.

Home and School is a great financial help to the school. The major fundraising activities are the Annual Fall Barbecue, Benefit for Children Dinner/Dance, and Annual Walk-A-Thon. Each family's participation is important for the successful operation of Saint Francis of Assisi Catholic School.

Required dues for each family at the commencement of the school year will be for:

- \$10 membership fee
- 10 tickets for \$10 each (\$100 total) for Annual Fall BBQ
- One couple's ticket for \$150 to the Benefit for the Children Dinner/Dance
- \$15 walk-a-thon pledge per student or \$25 per family

All Home and School Association fees are due by September 1st and are non-refundable.

## C. Dads' Club

Dads' Club is an organization in which the fathers, grandfathers, uncles and friends of our students exercise their role as partners with the school in the education of their children. Women may also be involved and attend meetings or support the activities. Every family is a member of the Dads' Club. The Dads' Club meets once a month. They have elected officers that serve for two years.

The Dads' Club is a great benefit to the school, not only through the presence of dads at school functions, but in raising money and working to make improvements to the school grounds.

Each family is required to help with one fundraiser. Their fundraisers include but are not limited to a poker tournament.

- \$10 membership fee

All Dads' Club fees are due by September 1st and are non-refundable.

## D. Booster Club

Booster Club is an organization in which the parents of students who participate in Saint Francis of Assisi Catholic School Sports program exercise their role as partners with the school in supporting the athletic abilities of their children. Every family that has a child participating in the Saint Francis of Assisi Catholic School Sports Program is a member of the Booster Club. The Booster Club meets once a month. They have elected officers that serve for two years.

Booster Club hosts a lunch recess "snack" time during lunch recess. Parents can purchase a \$10 snack card in which students can purchase snacks at their designated lunch recess. Booster Club holds the snack cards.

Students will pay a fee of \$25 for each sport they participate in. This will be used to cover the cost of equipment, uniforms and any unforeseen fees. This sport's fee is nonrefundable.

The Booster Club is a great benefit to the school as they support our sports program.

## Sports Schedule

Sport	Time
Boys Flag Football	September- November
Girls Softball	September- November
Boys Soccer	November- January
Girls Basketball	November- January
Boys Basketball	January- March

Girls Soccer	January - March
Boys Softball	March - May
Girls Volleyball	March - May

Saint Francis of Assisi Catholic School  
700 West 18<sup>th</sup> Street  
Yuma, AZ 85364  
Phone: 928-782-1539  
Fax: 928-783-0403  
E-mail: vlopez@stfrancisyuma.com

### Photo Release Authorization Form

The school reserves the right to use any photographs of your child for news releases, the school's website, the year book, school-related video and slide presentations, marketing purposes, etc. The school will allow members of the media to take pictures of students, athletic events, and other school activities for publication.

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Student \_\_\_\_\_ Grade \_\_\_\_\_

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Student \_\_\_\_\_ Grade \_\_\_\_\_

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Student \_\_\_\_\_ Grade \_\_\_\_\_

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Student \_\_\_\_\_ Grade \_\_\_\_\_

Yes, I grant permission for Saint Francis of Assisi Catholic School to use my child(ren)'s photo for the publications listed above.

No, please do not use my child(ren)'s photo.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**The Photo Release Authorization must be returned by Friday, August 26, 2021.**



Saint Francis of Assisi Catholic School  
700 West 18<sup>th</sup> Street  
Yuma, AZ 85364  
Phone: 928-782-1539  
Fax: 928-783-0403  
E-mail: vlopez@stfrancisyuma.com

## Technology and Internet Usage Agreement

By signing this agreement, the student (s) and guardian(s) acknowledge(s) that he or she has read the above expectations and reviewed with the student below. Both parent and student understand and agree to abide by those terms. Violations of this agreement are subject to disciplinary action by St. Francis of Assisi Catholic School administrator.

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Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

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Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

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Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

---

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_

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Parent/Guardian \_\_\_\_\_ Relation to Student \_\_\_\_\_

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

\*This signed form supersedes all other agreements.

**The Technology and Internet Usage Agreement must be returned by Friday, August 26, 2021.**

## TECHNOLOGY AND INTERNET USAGE AGREEMENT

### Purpose

St. Francis of Assisi Catholic School administrator, staff, and parents work together every day to ensure the safety and security of all God's children. With our schools' ever-growing and abundant technology resources, it is more important than ever that we communicate clear expectations of our students. The following guidelines were developed and adapted from the Archdiocese of Washington- Catholic Schools.

Our school provides students with an opportunity to access computers and computer networks, including the Internet. Our goal in providing this service is to promote academic excellence in our school. Access to this technology is a privilege, not a right. All students are expected to abide by the following technology rules and to sign the user agreement.

### Students

1. Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world. All Students:
  - a. Shall always represent themselves in a manner that respects the values of the Catholic Church when using electronic devices, network and the Internet and demonstrate an understanding that digital content is everlasting, even when deleted or within privacy settings;
  - b. Shall only use accounts assigned to them or authorized by the school, supporting others' positive digital identity by not accessing the accounts of others or falsely representing themselves as others;
  - c. Shall keep all accounts and password information private and secure.
2. Students will engage in [positive](#), [safe](#), [legal](#), and [ethical behavior](#) when using [technology equipment](#), including social interactions [online](#) or when using [networked devices](#). Students will demonstrate an understanding of and respect for the [rights and obligations of using and sharing intellectual property](#). All Students:
  - Shall always demonstrate kind and respectful behavior towards others when using electronic devices, network, and Internet; following school policy agreements and [anti-cyberbullying laws](#) at the local, state and federal levels;

- Shall immediately report any known [cyberbullying](#) behavior to a teacher or supervising staff member;
  - Shall protect the rights and privacy of others, by never photographing or filming an individual without consent, and never posting and/or distributing videos or photographs without consent of the school and the persons depicted;
  - Shall behave in a safe manner when using [technology](#) by protecting and not sharing personal information and personal images in the public domain. While on school property, students will only use technology to communicate with individuals within the school community or organizations/experts approved by teachers. While on school grounds students shall only use communication platforms approved by the school and all communication shall be only for educational purposes;
  - Shall abide by all copyright and intellectual property laws, avoiding plagiarism by using proper citations or permissions. Students shall only use work product that is their own, not taking credit of the work of others;
  - Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.
3. Students will manage their [personal data](#) to maintain [digital privacy and security](#) and are aware of [data- collection technology](#) used to track their navigation online. All Students:
- Shall protect and [manage personal data](#) in a safe manner by never posting, or otherwise distributing personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school;
  - Shall respect networking protections and security within the school infrastructures by working within the designated login and security parameters and never reconfiguring or hacking any school hardware, software, or network settings;
  - Shall use school issued email accounts for authorized educational purposes only;

- Shall respect the right of the school to monitor student use of technology.
4. Students will treat all technology equipment including [issued devices](#), software and networking systems with care and respect, whether at school, at home, or elsewhere. All Students:
- Shall demonstrate proper physical care for [technology equipment](#);
  - Shall protect the proper functioning of technology equipment by downloading only teacher approved files and not intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;
  - Shall respect the digital property of others by not accessing or searching files, directories, or folders for which the student does not have authorization, and by not intentionally erasing, renaming, moving, or disabling anyone else's files or programs;
  - Shall maintain the settings of any issued device by not manipulating any device settings or functionality.
5. Students understand and acknowledge that:
- Any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
  - Use of all technology may be monitored, and there is no expectation of privacy for issued devices, or for any information stored on any technology used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such technology.
  - The school reserves the right to maintain, access, or retrieve an issued device at any time, at its sole discretion; the school reserves the right to access a student's computer files or any other technology equipment when required for the maintenance of the school's technology equipment, in emergencies, in the course of investigation of possible wrongdoing, or at the discretion of the principal.

Parent(s)/Guardian(s) shall support both St. Francis of Assisi Catholic School and the Diocese of Tucson policies and procedures as they relate to the use of technology and our Catholic Identity.

1. Parent(s)/Guardian(s) will monitor online behavior while using school adopted platforms within the home, and notify the school in the event of any incident contrary to the school policy, providing evidence when applicable.
2. Parent(s)/Guardian(s) will monitor their child's use of the Internet when the school networks and accounts are accessed from home or a non-school location.
3. Parent(s)/Guardian(s) agree that students' schoolwork should be limited to school authorized accounts only (if provided by the school).
4. Parent(s)/Guardian(s) shall respect the right of the school to monitor student use of technology.
5. Parent(s)/Guardian(s) are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology.

## Definitions

Cyber-bullying/Harassment: of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution. <https://cyberbullying.org/>

Data-Collection Technology for Tracking Navigation: Entities that track an individual's personal data when using networked devices, for example, website cookies, search algorithms return results based on past searches, website analytics, GPS on cell phones, the "Internet of Things" where data is exchanged between networked devices and objects

Digital Identity and Reputation: How an individual is represented online in the public domain, based on activities, connections or tagging. For example; social media posts, photos, public online comments/reviews, awareness and monitoring of how others are depicting you online

Digital Privacy and Security: For example; activate privacy settings on social media accounts and each engines, recognize sites that use encryption, secure login and password information on shared devices, read and be conscientious about accepting privacy policies and access requests from apps and websites

Educational/Academic Purposes: Those tasks performed by students, which are directly related to the schools curricular assignments, projects or research.

Electronic Device: Any device (personal or school-issued), including, but not limited to desktop computers, laptops, Chromebooks, Smartphones, iPads, tablets and e-Readers.

Ethical Behaviors: Interactions that align with one's moral code, for example, preventing or not engaging in cyberbullying, trolling or scamming; avoiding plagiarism; supporting others' positive digital identity

Legal Behaviors: Interactions that are mindful of the law. For example, abiding by copyright and fair use, respecting networking protections by not hacking them and not using another's identity.

Intellectual Property: Content or ideas created by an individual or entity, for example, music, photos, narration, text and design

Internet: A global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.

Issued Device: Device that is the property of the school and is provided to a student as part of the student's educational program.

Managing Personal Data: For example, creating effective passwords, authenticating sources before providing personal information, sharing personal data conscientiously, not posting address and phone numbers visibly

Network: The system of devices, kiosks, servers, databases, routers, hubs, switches and distance learning equipment. Online or Networked Devices: For example, internet-connected computers or tablets, multiplayer gaming systems and cell phones

Parent: The biological or adoptive parent, legal guardian or person acting in the absence of the parent or guardian.

Permanence of their actions: Digital content is everlasting; even when individuals delete it or believe privacy settings fully protect them from scrutiny.

Positive Behaviors: Interactions that convey a portrait of the way you want to be perceived and healthy interactions with technology itself, for example, moderating the time online or gaming, ergonomic issues and balancing use of media with daily physical activity.

Rights and Obligations of Using and Sharing: Abiding by copyright and fair use, citing resources, gaining or giving permission to use (content), avoiding plagiarism, understanding and using creative commons.

Safe Behaviors: Interactions that keep you out of harm's way, for example, knowing the identity of who you are interacting with; how much and what kind of information you release online; protecting oneself from scams, phishing schemes and poor purchasing practices (e-commerce theft)

Student Authorized Users: Any student enrolled in this school who is assigned a username and password.

Technology (equipment): Any electronic device or system that uses, stores, manages, carries, or supports audio, video, text or data and includes, but is not limited to, information transmitted or received via radio, television, cable, microwave, telephone, computer systems, networks, copiers, scanners, cell phones/smart devices and fax machines.

Saint Francis of Assisi Catholic School  
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Fax: 928-783-0403  
E-mail: vlopez@stfrancisyum.com

### Parent/Guardian/Student Handbook Agreement

The school administration reserves the sole right to amend or waive any of the included policies. Common sense, order, safety, and charity are the rationale behind these guidelines and policies, which are in compliance with Diocese of Tucson policies. Saint Francis of Assisi Catholic School Handbook is designed to help provide an environment that enhances spirituality and respect for God's creations, academic excellence, and personal responsibility. Thank you for your support in upholding the policies and regulations in Saint Francis of Assisi Catholic School's Handbook.

THE STUDENT/PARENT HANDBOOK REMAINS IN FORCE IN THE SCHOOL FOR EACH STUDENT, EVEN WITHOUT STUDENT AND PARENT SIGNATURES.

My parents/guardians and I have read and discussed Saint Francis of Assisi Catholic School Handbook. I agree to cooperate with all the rules and regulations of Saint Francis of Assisi Catholic School.

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Student Signature Grade

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Student Signature Grade

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Student Signature Grade

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Student Signature Grade

We have read the Saint Francis of Assisi Catholic School Handbook. As parents/guardians, we accept the full responsibility to see that our child/ren cooperate with the rules and regulations of the school and personally uphold the school's rules and regulations.

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Print Family Name

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Mother/Guardian Signature Date

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Father/Guardian Signature Date

**The Parent/Guardian/Student Handbook Agreement must be returned by Friday, August, 26, 2021.**