Saint Francis of Assisi Catholic School
Parent and Student Handbook
2025-2026

Catholic Schools

United in Faith and Community

Saint Francis of Assisi Catholic School
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SAINT FRANCIS OF ASSISI CATHOLIC SCHOOL WELCOME

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.

"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.

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.

MISSION

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.

Saint Francis I Promise 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.

PASTORAL STATEMENTS IN SUPPORT OF ALL THOSE SERVED IN SAINT FRANCIS OF ASSISI CATHOLIC SCHOOL

Saint Francis of Assisi Catholic School respects the inherent dignity of each person and advocates for the wellbeing of all those served, particularly the most vulnerable.

Saint Francis of Assisi Catholic School welcomes all students whom we can serve. Children, youth, and parents deserve compassion, sensitivity and respect when dealing with difficult and delicate situations.

Saint Francis of Assisi Catholic School affirms the value of each person and we see Christ in everyone.

Through the authority of the bishop, Saint Francis of Assisi Catholic School assists parents as the primary educators of their children, as well as fulfills our duty to assist people to live the fullness of the Christian life. (Code of Canon Law (CIC) cc. 794; 796 §1).

Saint Francis of Assisi Catholic School models and teaches the Catholic faith to all those enrolled in our school with the understanding that parents/guardians will respect and support such teachings.
Saint Francis of Assisi Catholic School educates children and young people to respect every person in their particularity and difference, so that no one should suffer bullying, violence, insults, or unjust discrimination based on their specific characteristics.

It is of the utmost importance that our children understand the depth of God's love for them and their intrinsic dignity and beauty. Children should always be and feel safe and secure and know they are loved.[1]

Saint Francis of Assisi Catholic School is an educating community of faith in which persons can express themselves and grow in their humanity, through a process of relational dialogue, interacting with others in a constructive way, exercising tolerance, understanding different points of view, and creating trust in an atmosphere of authentic harmony. We are an "educating community, a place of differences living together in harmony".[1]

Saint Francis of Assisi Catholic School community is a place for encountering and promoting participation. We must listen carefully, in dialogue with parents, to discern the educational needs of the students we serve. It must listen carefully, in dialogue with

parents, to discern the educational needs of the students it serves.[1]

Saint Francis of Assisi Catholic School respects each family's culture. We strive to listen carefully, in dialogue with parents, to discern the educational needs of the students we serve. In this way, students are accompanied by a community that teaches them "to overcome their individualism and discover, in the light of faith, their specific vocation to live responsibly in a community with others"[1]

ADMISSIONS, REGISTRATIONS, TRANSFERS

A. Admission Policies

By enrolling in Saint Francis of Assisi Catholic School, parents/guardians are agreeing to support the mission of the school in both the academic requirements as well as the formation of its students in Catholic faith, morals, and discipline. Saint Francis of Assisi Catholic School does not discriminate in the administration of its policies, programs, and admissions based on race, color, national origin, gender, or sexuality. For record purposes, official records and correspondences will reflect the student's legal name and gender. Students shall not be denied admission to a Catholic school because of a disability unless this disability seriously impairs the student's ability to successfully complete the school's academic program, or unless the school cannot provide sufficient care or make reasonable accommodations for the student. (Handbook of School Policies & Procedures, Diocese of Tucson, 3.1 Admission)

B. New Students

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

- Presently enrolled students and their siblings
- Alumni who are Catholic families registered at Saint Francis of Assisi Catholic Church
- Students of Catholic families registered at Saint Francis of Assisi Catholic Church
- Alumni of Catholic families registered at other parishes
- Students of Catholic families registered at other parishes
- Alumni of non-registered Catholic families
- 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, progress reports, and any applicable Individual Educational Plans and 504 Plans. 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.

New students or transferring students are enrolled on a probationary status for the first ninety days. If it is determined that within the ninety day probation period that the student is not meeting the academic and/or behavioral expectations, a probation contract will be created and put in place. If the probation contract is not met by the student, the student will be withdrawn from Saint Francis of Assisi Catholic School.

Probation

- Probation refers to the supervision and evaluation of the student's conduct 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.

(Reference: Handbook of School Policies & Procedures, Diocese of Tucson)

Kindergarten students must be 5 years of age prior to September 1st. 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.

a. In such cases, reasonable effort to elicit minimum cooperation from parents/guardians should be made and documented. In the event 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.
b. 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/ren. 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.
c. 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. (Handbook of School Policies & Procedures, Diocese of Tucson, Appendix C-20: Behavioral Incident Report)
d. If the parents/guardians refuse to accept the recommended withdrawal, the procedures for expulsion, as previously outlined, should be followed.

For reference:
ARS 13-2911
ARS 15-507
ARS 12-1204 (A)(8)(D)
ARS 15-341 (31)

E. Attendance Policies and Procedures

Punctuality and attendance are important aspects of a child's education. Parents are required to call or email the school registrar 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 the 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 the 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 the 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 Kicanas, 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:

- New applicants must first submit a completed fingerprinting card. Cards may be obtained in the Parish Office. Completed fingerprint cards are to be returned to Evelia Villegas, our Compliance Officer, for processing.
- Complete the online application for School Volunteer www.diocesetucson.org (Employment and Volunteer Opportunities) please select the High Level Clearance.
- After submitting the online application, you will receive an email titled 3-In-1 Safe Environment Training Required to be completed.
- 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 2025-2026

$7,950 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 1st of each month and is considered delinquent after the 15th 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.

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. (Handbook of School Policies & Procedures, Diocese of Tucson, 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.

Of the twenty hours, every family must serve a **minimum of four hours at the annual barbeque**. Should these barbeque hours not be fulfilled, the family will be billed ($200) for the four hours by the end of November.

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

All service hours must be completed by the second week of May. A fee of $50 per hour will be charged if not completed.

E. Resolution of Conflicts

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

1. Parent/Guardian-teachers 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. It is imperative that textbooks and materials are handled and treated with care. Students are required to use a school bag or backpack for carrying books and materials to and from school. All books must have a cover (not red or pink due to color bleeding).

Fines charged for damage to books as determined by the teacher and principal are:

Book Damage Fees:

$45-$100	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 Damage Fees:

$220.00	Severely damaged and/or lost Chromebook
$125.00-$200.00	Damaged desk
$80.00-$100.00	Damaged chair
$6.00	Privacy folder
$6.00	Whiteboard
$10.00	Headphones

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 through RaiseRight. 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 9:00 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 for students to fully participate and experience the Mass, we ask that parents/guardians 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 allotment 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 the 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.

(Reference: Handbook of School Policies & 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 through grade 8 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 at the front office.
- 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

<u>Primary Grades: Kindergarten-Second</u>

Homework is given to reinforce the concepts and skills learned in class. 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 for completion daily and graded weekly for accuracy.

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 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 are expected to read for the Accelerated Reader program no less than 10 minutes per night. AR points will be assigned as an assignment grade per quarter. Students must maintain and write assignments in the school provided planner and a parent signature is required nightly upon completion.

Middle School

Homework is given to reinforce the concepts and skills learned in class. It is expected to be completed and is due the following day at the beginning of each class. All homework will be graded. Homework should be completed independently, as it is considered a review of academic concepts. Students are expected to read for the Accelerated Reader program no less than 15 minutes per night. AR points will be assigned as a test grade per quarter. Students should expect no more than 1-1 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. Teachers will collaborate to make an effort for a balance in the number of homework assignments being given per day. Students must maintain and write assignments in the school provided planner and a parent signature is required nightly upon completion.

E. Study Hall

Lunch time study hall is required for third through eighth grade students who have missing assignments, and those who were absent and have not yet completed absentee make-up work within their allotted time. Study hall is also offered to students who seek teacher assistance in a specific subject area or if they want 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 $5 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	D

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 through the weekly Gradebook Progress Report sent via RenWeb Support- Auto Send. 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 of Academic Progress) test in grades K-8. The DIBELS 8th Edition (Dynamic Indicators of Basic Early Literacy Skills) and the STAR (Standardized Test for the Assessment of Reading). The ARK (Assessment of Religious Knowledge) test is administered to grades 2 through 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. Schedules are subject to change.

Wildcat Spirit Learning Schedules

MONDAY-THURSDAY

Primary: Kindergarten through Second Grade

Time	Task
7:55	First Bell
8:00- 8:05	Prayer/Pledge/Announcements
8:05- 9:45	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

Time	**Task**
7:55	First Bell
8:00- 8:05	Prayer/Pledge/Announcements
8:05- 10:00	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	*Recess (3rd grade only)*
3:05- 3:15	Pack-up/ Dismissal

Middle School: Sixth through Eighth Grade

Time	**Task**
7:55	First Bell
8:00 - 8:05	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

Time	Task
7:55	First Bell
8:00- 8:05	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. All field trips are designed to enhance the learning of grade-level content and curriculum. 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 or emails in lieu of the permission slip will not be accepted. Students may be denied participation if they fail to meet the academic standards or behavioral requirements.

Volunteer drivers must adhere to the following.

- Drivers must be at least 25 years old, have a clean driving record for the past three years, possess a valid Arizona driver license (A.R.S. 28-3001, et seq.), a current vehicle registration, and have current and valid Arizona automobile insurance with limits of coverage as recommended by the Diocese.
- Drivers must submit to the Parish a completed Annual Driver Information & Consent Form, (see Vehicles owned by Employee or Volunteer Property and Insurance :: Diocese of Tucson :: Tucson, AZ (Minimum Required Limits: Auto Liability $100,000/$300,000; Property Damage $50,000) (diocese tucson.org)
- Drivers may not be alone in a vehicle with a single minor who is not their own child.
- Have seat belts for each student and or car seats if applicable.
- Drivers shall not use 15-passenger vans or any vehicle with a chassis designed for 15-passengers to transport students.
- The school must keep on file a copy of the drivers' driver licenses and proof of current automobile insurance, and a current and completed Annual Driver Information & Consent Form.
- Drivers must be cleared through https://tucson.cmgconnect.org/users/sign_in.

(Reference: Handbook of School Policies & Procedures, Diocese of Tucson)

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 fifth grades as an assignment.
- Stewardship hours are part of the religion grade for sixth through eighth grades as an assessment.

Grade Levels	Numbers of Hours Required Quarterly
K-2	2
3-5	3
6-7	4
8th	5

*Additional hours will be required for the Confirmation service project.

Stewardship forms are available on the school website and the office. The forms must be turned in to the teacher **by the end of the quarter due date.**

STUDENT SERVICES AND ACTIVITIES

A. Extra-Curricular Activities

All clubs or programs sponsored by Saint Francis of Assisi Catholic School are expected to uphold Catholic teaching and the school's mission and should not contradict the Catholic faith, teaching, and moral discipline. Groups which advocate for privileges not in accordance with Catholic teaching will not be allowed to function on parish or school property, or to be sponsored off campus by parish or school staff.

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. https://tucson.cmgconnect.org/users/sign_in

Sports Schedule

Sport	Time
Boys' Volleyball	September- November
Girls' Softball	September- November
Boys' Soccer	November- January
Girls' Basketball	November- January
Boys' Basketball	January- March
Girls' Soccer	January - March
Boys' Flag Football	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, he/she will be ineligible to play for one week.**
- 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.
- 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 two representatives from each class grades 5-8.
- Officer positions are held by 8th grade students.
- Elections are held at the discretion of the 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 participate 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 offers the Lunch-n-Joy hot lunch program. The hot lunch menu will be sent out on a monthly basis. Orders must be paid through the FACTS family portal. Weekly order(s) need to be placed by the Friday prior to the week's order.

- $7 regular lunch
- $9 double portion lunch
- $10 special option lunch

All students and parents are expected to follow lunch procedures:

- Every student is required to eat lunch.
- If your child forgets to bring lunch, a parent will be called to bring one.
- 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 take 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 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. Parties

Private Parties

Should parents plan a party for their child away from school, invitations must be distributed outside of the school premises.

Birthday Treats

Parents may bring treats for their child's class on their birthday. We are happy to celebrate your child's birth; we strongly encourage healthy treats. Contact the teacher a week in advance to make arrangements and the office to verify that the student count and any known food allergies. For continued safety, all treats need to be individually packaged. 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 the treats at dismissal.

Classroom Parties

Classroom parties will take place at the discretion of the teacher. We strongly encourage healthy treats and are allowing water only in the classrooms. Kindergarten through third grade celebrate Christmas, Saint Valentine, and the End-of-the-Year. Fourth through eighth grades 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.

Wildcat 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

Faithful Catholic
- Lead and serve like Jesus
- Respects the sacredness and dignity of life and creation
- Uses integrity to make moral decisions based on the teachings of Jesus
- Be thankful for every gift and lesson I learn
- Prays daily
- Takes an active part in the liturgical services
- Uses a basic knowledge of Catholic teachings and Gospel Values

Diligent Learner
- Works with careful and planned persistence
- Uses resources appropriately
- Is actively engaged in his/her own learning
- Demonstrates strong independent work and study habits

Active Community Member
- Commits to building a welcoming, strong, and loving community
- Participates in parish, family, and school activities through service
- Resolves conflict peacefully applying the Gospel Values
- Responds to the needs of others

Globally Aware Citizen
- Commits to building a welcoming, strong, and loving community
- Seeks first to understand
- Works toward peace and justice
- Exhibits an awareness of their community and world
- Actively cares for the environment

Well-Rounded Individual
- Understands and utilizes own gifts and talents and appreciates those of others
- Values and demonstrates self-respect and self- discipline
- Utilizes patience and perseverance to attain personal best
- Utilizes critical thinking skills
- Takes responsibility for their actions and accepts consequences

Circle of Grace: Safe Environment Training

Objectives of the Circle of Grace Program- Grades K-12

- Children/Young people will understand they are created by God and live in the love of the Father, Son, and Holy Spirit.
- Children/Young people will be able to describe the Circle of Grace which God gives each of us.
- Children/Young people will be able to identify and maintain appropriate physical, emotional, spiritual, and sexual boundaries.
- Children/Young people will be able to identify all types of boundary violations.
- Children/Young people will demonstrate how to take action if any boundary is threatened or violated.

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.

Color	Description	Marking Code
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	Loss of Recess or 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
Action	Individual Warning (May include verbal, eye cues, proximity)	Points Deducted	Points Deducted	Parent Contact

If a student is experiencing difficulty maintaining an 80% average on their conduct grade, a meeting will be held with the student, parents, teacher(s), and principal. The team will discuss individual behavioral goals and the implementation of a behavior intervention, the Wildcat Report.

For a successful intervention, students are required to meet an 80% daily goal. If the goal is not met on a midterm basis, the team will meet to discuss a possibility of being placed on a behavioral probationary period. Any further action needed will be at the discretion of the principal and pastor.

Behavior Codes

Code	Behavior	Points
A1	Talking/Laughing/Making Noise During Instruction	3
A2	Misconduct in Line	3
A3	Off Task	3
A4	Lack of Class Materials	3
A5	Planner not Signed by Parent	3
B1	Not Following Directions/Procedures [In class, coatroom, hallway, playground]	5
B2	Improper Behavior	5
B3	Disregard for Rules	5
B4	Minor Disrespect	5

C1	Incomplete/Missing Homework	10
C2	Uniform Violation	10
C3	Chewing Gum/Eating Candy	10
C4	Misconduct in Coatroom, Bathroom, Cafeteria, Church	10
C5	Misconduct in Specials	10
C6	Misconduct with a Substitute Teacher	10
C7	Misuse of School Technology	10
C8	Disrespect	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	Inappropriate Use of School Technology	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.

Probation

- Probation refers to the supervision and evaluation of the student's conduct 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.

(Reference: Handbook of School Policies & Procedures, Diocese of Tucson)

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.

(Reference: Handbook of School Policies & Procedures, Diocese of Tucson)

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.

- Expulsion refers to the permanent dismissal of a student from school.
- Expulsion 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 the physical, academic, 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 the 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-20 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 3.11, Due Process, Parent's Appeal)
- The Student Permanent Record should indicate that the reason for transfer was expulsion or withdrawal.

(Reference: Handbook of School Policies & Procedures, Diocese of Tucson)

A. Harassment Policies

Harassment of students by any person, in any form, at any time will not be tolerated and is hereby prohibited. All students must be accepted with respect, compassion, and sensitivity.

Definition: 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). Examples include but are not limited to such actions as verbal taunts, name-calling and put-downs, derogatory written words, graffiti, gestures, and extortion of money or possessions. Such conduct is disruptive of the educational process and violates a safe, Christian environment.

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 learning environment.
b. Harassment, including bullying, threatening, hazing, intimidation, on the basis of race, color, religion, gender, sexual orientation, 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, sexual orientation, 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. Each complaint will be fully investigated individually. At its sole SCHOOLS POLICY & PROCEDURE (REV. JULY 2023) 49 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, expulsion, or termination.

e. False reports (any report made with full knowledge of it being false information) 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 thorough investigation.
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). (See section 3.7)

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

(Reference: Handbook of School Policies & Procedures, Diocese of Tucson)

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).

Definition 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). Examples include but are not limited to such actions as verbal taunts, name-calling and put-downs, derogatory written words, graffiti, gestures, and extortion of money or possessions. Such conduct is disruptive of the educational process and violates a safe, Christian environment.

(Reference: Handbook of School Policies & Procedures, Diocese of Tucson)

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 through the front office. 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 6th Avenue and exit onto 19th 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 and/or 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 he/she 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 18th 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 6th Avenue and exit onto 19th Street.
- Families whose last name begin with A-L will be in line A (closest line to the school), those whose last names begin with M-Z will be in line B (line near 19th Street).
- Vehicles will face west when forming rows.
- Students must be picked up from either line A or line B, and may not be picked up from 17th 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.
- The "gate" will close and no vehicles will be let in until all students in both line A and line B are loaded. Please be patient for the second wave of parents to be let in to pick up their children.
- Staff members are there to prevent accidents and to help with a quick and smooth pick up. Please be courteous when following our staff's safety directions.

Any student who is not picked up by 3:31, will be charged a fee of $5 for every 15 minutes up to 4:00.

Time	Charge
3:31- 3:45	$5
3:46- 4:00	+$5
Any time after the first 30 minutes, there will be a fee of $5 per minute.	
4:01	+$5
4:02	+$5

Inclement Weather Pick-up

A parent alert will be sent to parents regarding any inclement weather situations. Students will be picked up at the west parking lot (kindergarten gate). Pre-kindergarten- eighth grade parents, please remain in your vehicles as students will be brought to you. Pre-kindergarten will be signed out by pre-kindergarten staff and noted as an inclement weather pick-up. Students will not be allowed to be picked up at the front of the school building.

- All parents enter on the west entrance (closest to 8th Ave.) and loop alongside the rectory.

- The line will begin at the end of the sidewalk facing 18th Street.
- Student(s) will be loaded into the car by a staff member, then exit onto 18th Street.

Thank you in advance for your patience and cooperation with following 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 degrees Fahrenheit when taken);
- 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 health technician 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
- pinkeye.

Children may 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.

D. Medication

The health office does not keep any over-the-counter medications in stock. All nonprescription medications must be brought to the health office by a parent/guardian in a manufacturer-labeled container and accompanied by a signed Student Medication Consent/Log. Students are not permitted to carry any medications.

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

- The Student Medication Consent/Log form applies to both prescription and nonprescription medications.
- No student is to have possession of medication; this includes cough drops and lip balm.
- No more than one month's 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, unused medication will need to be picked up with the health technician or it will be disposed of according to the Diocese of Tucson policy.

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 school administration may conduct a search of the school campus and every aperture thereof, including lockers and desks. School searches should be based on a reasonable suspicion that a school rule has been broken and related to ensuring a safe learning environment. The search should be conducted 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. A policy stating the school's right to inspect when there is a suspicion of a threat to the health, welfare, or safety of students should be published in each school's Parent/Student Handbook.
- Schools can search personal property if the search is (1) justified at its inception, (i.e., reasonable belief that the student has broken a school rule), and (2) the search is reasonable in scope. The search should be conducted in the presence of at least two school officials.

(Reference: 3.16 Specific Situations or Serious Infractions, Handbook of School Policies & Procedures, Diocese of Tucson)

K. Vapor Products, Tobacco, Alcohol, and Drugs

- Student possession, use, sale, or attempted sale, or being under the influence of vapor products, tobacco, alcohol, or illicit drugs must be prohibited on school premises and at all school-sponsored activities.

- Student possession, use, sale, or attempted sale, or being under the influence of vapor products, tobacco, alcohol, or illicit drugs should result in suspension and/or expulsion from the school and notification of the proper authorities.
- Procedures for dealing with dangerous substance use, possession, or abuse can be found in Appendix C-15, Procedures for Dangerous Substances. (Additional Resources: C-17 Behavioral Incident Report)

L. Weapons

Weapons refer to any device or object that is designed to or could cause harm. Student possession or use of a weapon on school premises or at school-sponsored activities should result in suspension and/or expulsion from school. (Reference: Handbook of School Policies & Procedures, Diocese of Tucson)

M. Child Abuse and Neglect

Arizona law (13-3620) requires the reporting by school personnel of suspected cases of child abuse and/or child neglect to the police.

(Reference: Handbook of School Policies & Procedures, Diocese of Tucson)

N. Confidentiality

Conversations regarding students struggling with sexuality will be shared with the student's parents, essential school personnel, or other professionals who have a need to know. This information will remain confidential.

O. Counseling and Treatment

Appropriate counseling recommendations for students to address behavioral and mental health concerns may be made available. The school may provide counseling support and therapy referrals to mental health providers who uphold Catholic teaching in their practices.

P. 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.

It is the responsibility of the parents to check their child's uniform and compliance with dress code guidelines before they arrive at school. Uniforms and dress code will be checked daily. 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 and dress code guidelines and parents/guardians will be notified. The school administration should make the final judgment about what is appropriate attire based on school policy.

Uniforms may be purchased from:

- Desy's Alterations and School Uniforms located at 3970 W. 24th St, Yuma, AZ 85364 (928-783-1880)
- Lands' End- use Preferred School Number **900199027**

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 spirit t-shirt (BBQ t-shirt for current year only, Catholic Schools Week, Student of the Month, Million Word Club, Booster Club, All 4 Sports) may be worn on P.E. uniform days
- Navy crew neck sweatshirt (no booster club hoodie can be worn in the classroom)
- Navy mini-mesh/ cotton athletic shorts (sixth through eighth boys may wear daily dress 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 and no undergarments exposed
- Solid, plain 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 (no booster club hoodie can be worn in the classroom)
- Plaid skort (no skirts) OR
- Plaid jumper OR
- Navy twill or canvas pants
- Solid black, brown, or navy belt if pants are worn
- Solid, plain 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 criss cross tie
- Navy cardigan
- Plaid jumper
- Solid, plain 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 (no booster club hoodie can be worn in the classroom)
- Plaid skirt OR
- Navy twill or canvas pants
- Solid black, brown, or navy belt if pants are worn
- Solid, plain 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 criss cross tie
- Green vest, tentatively **November 15th– March 15th**
- Navy cardigan
- Plaid skirt
- Solid, plain 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 (no booster club hoodie can be worn in the classroom)
- Navy twill or canvas shorts or pants
- Solid black, brown, or navy belt
- Solid, plain 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 15th– March 15th**
- Navy cardigan
- Navy twill, canvas, or dress pants
- Solid black, brown, or navy belt
- Solid, plain 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
- All uniform shirts are to be worn tucked in (with the exception of recess)
- 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 may be no shorter than three inches when kneeling
- Skirts, skorts, and jumpers must be knee-length (knee-length of clothing is defined as reaching to the knees)
- 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 students do not need to wear a belt
- Second through eighth grade students 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
- Shoes must have no more than a one-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 and face (No razor designs, pony tails, buns, or top knots)
- Girls' hair should be clean and out of the eyes
- Reasonable accommodations for cultural practices will be made by the principal on an individual basis
- 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 nail polish (dip power, shellac, gel, polygel, gel polish, matte, or holographic)
- No artificial nails
- Seventh and eighth grade girls may wear makeup (must appear natural) on specific days only
- Girls may wear earrings no larger than one inch in dimension
- No ear bars
- Boys may not wear earrings
- 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.

- Shorts may be no shorter than three inches when kneeling
- Skirts, skorts, and jumpers must be knee length
- Appropriately fitting jeans without holes, rips, or tears that expose skin
- Shirts containing images and slogans must be appropriate
- No spandex gym shorts, work out pants, or leggings

- 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 sandals, backless shoes, flip-flops, mules, 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 this will result in detention.

GENERAL POLICIES AND PROCEDURES

A. Communication

Communication from school goes out on the last week of the month via the Principal's Monthly Newsletter 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. 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 since cell phones cannot be used at any time during the school day. Cell phones and electronic devices (cell phones, iPads, iPods, AirPods, tablets, smart watches, etc.) are not allowed to be used during the school day or extended day activities.

If a student chooses to bring an electronic device to school, then upon arrival it must be powered off and stay in the student's backpack. At the beginning of class, students are to turn cell phones in the designated area and will be returned at the end of the day. If a student is using an electronic device (cell phones, ipads, ipods, AirPods, tablets, smart watches, etc.) or if it rings in their backpack during class time, it will be taken away, turned into the principal, and a fine will need to be paid.

- **First offense**: Students serve one detention and parents must retrieve the cell phone at the office and pay a fine of $10.00.
- **Second offense**: Students serve two days of detention and parents must retrieve the cell phone and pay a fine of $20.00.
- **Third offense**: Parents must retrieve the cell phone and the student will not have the privilege of bringing a cell phone on campus.

At dismissal electronic devices are to remain in backpacks until students are off school premises. The office phone is available for student use if needed until 4:00. After this time,

permission from a staff member or coach will be needed to use a cell phone if a student needs to contact parents.

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

C. Handbook Regulations

By enrolling your child in Saint Francis of Assisi Catholic School, you are agreeing 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.

Advisory Council Nature and Function

This advisory council is a body for advising on policies, regulations, and rules in all operational aspects of the Parish School at St. Francis of Assisi Parish in Yuma, Arizona in adherence with the intent and spirit of the policies laid down by the appropriate Diocesan councils.

The establishment of policy is accomplished through the activity of the council. The council is composed of the administrative team (Pastor and Principal) and the members. When the council meets (Administrative Team and Members) and agrees on a policy matter, the decision is effective and binding on all as long as the local policy is not in conflict with Diocesan policy.

Governance is divided into two parts, policy, and administrations. The council's responsibilities are in advising on policy matters. The council is not responsible for administration or details of administration. Administration is the responsibility of the administrative team (Pastor & Principal).

The advisory council is consultative in the following sense: The members cannot act apart from the administration team and cannot make decisions binding for the Parish educational program without the approval of the administration team.

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 for two years as St. Francis Home and 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 help, library help, office help, room parents, health screening, special lunches, school picnics, preparation for special receptions and celebrations, field/fun days, 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 the 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 $15 each ($150 total) for Annual Fall BBQ
- One couple's ticket for $250 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 collected through FACTS Family Portal on orientation day and are non-refundable.

C. Dads' Club

Dads' Club is an organization in which the members exercise their role as partners with the school in the education of their children. Moms 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 collected through FACTS Family Portal on orientation day 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 concessions during lunch recess on Tuesday and Thursday, but not during Lent. Parents can purchase a $10 snack card via FACTS or in the office. This card will allow

students to purchase concessions at their lunch recess. Booster Club will hold and maintain the concession cards.

Students will pay a fee of $25 for each sport they participate in during their first week of practice. This will be used to cover the cost of equipment, uniforms, and any unforeseen costs. 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' Volleyball	September- November
Girls' Softball	September- November
Boys' Soccer	November- January
Girls' Basketball	November- January
Boys' Basketball	January- March
Girls' Soccer	January - March
Boys' Flag Football	March - May
Girls' Volleyball	March - May

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.

<u>Definitions</u>

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 setting 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
700 West 18th Street
Yuma, AZ 85364
Phone: 928-782-1539
E-mail: vlopez@stfrancisyuma.com

Technology and Internet Usage Agreement Form

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.

Student Signature Grade

Student Signature Grade

Student Signature Grade

Student Signature Grade

Parent/Guardian Relation to Student

Parent/Guardian Signature Date

*This signed form supersedes all other agreements.

The Technology and Internet Usage Agreement must be returned by Friday, August 22, 2025.

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Parent/Guardian/Student Handbook Agreement Form

In recognition of the commitment of St. Francis of Assisi Catholic School to provide educational excellence within the tradition of the Roman Catholic faith, my child's success in school depends largely on my role as the primary educator:

- I accept the school's mission statement, beliefs, and the educational mission of the Catholic Church.
- I agree to support the school in upholding its rules and policies as outlined in the Parent/Student Handbook.

As the primary educator and parent, I am responsible for supporting my child in their behavior and actions.

- I will support the authority and any disciplinary action issued by St. Francis of Assisi Catholic School faculty and staff. I understand that disagreeing with faculty/staff discipline may happen, however I will not undermine the authority of the staff when discussing the discipline with my child/children.
- I will support the school in maintaining a high standard of conduct for its students.
- I acknowledge that should my child/children's behavior, while under the supervision of school personnel, become incompatible with the standards of St. Francis of Assisi Catholic School, normal disciplinary procedure will apply. However, depending upon the severity of the infraction, it may be considered grounds for suspension or expulsion in accordance with the school and Diocesan policies.
- I will resolve difficulties with school personnel directly. If the conflict is unresolved, I/we will discuss the matter with the next person in authority.

The line of authority is as follows: Teacher, Principal, Pastor, and lastly Diocesan personnel.

- I agree to participate in mandatory parent activities.
- I agree to pay my child's tuition by the due date(s).
- I agree to provide a supportive, educational environment for my child, which includes:
    - Making sure my child arrives at St. Francis of Assisi Catholic School daily by the start of school.
    - Making sure my child follows the St. Francis of Assisi Catholic School dress code.
    - Checking my child's agenda/homework every night and working with my child to help guide his/her progress.

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.

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.

Student Signature Grade

Student Signature Grade

Student Signature Grade

Student Signature Grade

I understand that the St. Francis of Assisi Catholic School Parent/Student Handbook is not intended to cover every situation that may arise during the school year, but is a general guide to the goals, policies, and expectations of the school. Furthermore, I understand the Principal and/or Pastor have the authority as the administration of the said private school, St. Francis of Assisi Catholic School, to make all decisions regarding the school (facilities, instruction, discipline, curriculum, activities) faculty/staff, students, and enrollment. Failure to adhere to these commitments can cause my child to lose various privileges and can lead to my child's removal from St. Francis of Assisi Catholic School.

Print Family Name

Mother/Guardian Signature Date

Father/Guardian Signature Date

The Parent/Guardian/Student Handbook Agreement must be returned by Friday, August, 22, 2025.