



ST. FRANCIS
CATHOLIC CHURCH AND SCHOOL

Family Handbook 2023-2024

**15643 SW Oregon St. Sherwood, OR 97140
503.625.0497**

<https://stfrancissherwoodschool.org>

Revised 1/16/2024

Principal Letter:

Dear Parents and Students:

Welcome to St. Francis Catholic School. It is my hope that you and your child will have a rewarding experience at St. Francis. School is a place to experience the excitement of learning, a place where the students, parents, and school staff form a partnership. Working together, there is no limit to what we and our children can achieve.

This family handbook is only the introduction to your child's school program. I encourage all parents and students to become actively involved in the St. Francis community.

Best wishes for an exciting and rewarding school year.

Sincerely,
Ms. Gonzalez
Principal

St. Francis School is accredited by the Western Catholic Educational Association.
Member of the Portland Archdiocese and Department of Catholic Education

TABLE OF CONTENTS

I.	GENERAL INFORMATION	
	A. School Address, Phone Number, Office Personnel Email and Office Hours - 7	
	B. History of School - 7	
	C. Mission Statement - 8	
	D. Philosophy Statement - 8	
	E. School Motto - 8	
II.	SCHOOLWIDE LEARNING EXPECTATIONS - 9	
III.	PERSONNEL - 10	
IV.	ACADEMIC INFORMATION AND STANDARDIZED TESTING	
	A. Academic Honesty/Integrity Policy - 11	
	B. Curriculum - 12	
	C. Conferences - 12	
	D. Class Sizes - 12	
	E. Grading and Related Topics - 13	
	F. Grading Scale - 14	
	G. Academic Probation - 14	
	H. Guidelines for Addressing Concerns - 14	
	I. Homework - 15	
	J. Honor Roll - 15	
	K. Promotion and Retention - 15	
	L. Graduation - 16	
	M. Textbooks - 16	
	N. Standardized Testing - 16	
	O. Supplies - 16	
	P. School Day General Information - 17	
	Q. Late Pick up Policy - 17	
	R. Extended Care - 17	
V.	ADMISSIONS AND WITHDRAWAL	
	A. Admission Process - 18	
	B. Priority of Admission - 18	
	C. Entrance Requirements - 18	
	D. Records at Entrance - 18	
	E. Special Needs Policy - 18	
	F. Transfer Students Process and Requirements - 19	
	G. Withdrawal Policy - 19	
VI.	ATTENDANCE	
	A. Excused Absences - 20	
	B. Consequences of Unexcused Absences - 20	
	C. Doctor/Dental Appointments - 20	
	D. Homework During Absences - 20	
	E. Truancy - 20	

- VII. CODES OF CONDUCT
 - A. Parent Code of Conduct - 21
 - 1. Buckley Agreement (Family Education Rights and Privacy Act)
 - 2. Child Abuse Laws
 - B. Student Code of Conduct - 22
 - C. Teacher Code of Conduct - 23
- VIII. DISCIPLINE POLICIES
 - A. Building Conduct - 24
 - B. Littering - 24
 - C. Gum - 24
 - D. Lockers - 24
 - E. Playground Behavior Expectations - 24
 - F. Playground Guidelines - 24
 - G. Lunchroom Guidelines - 25
 - H. Leaving School Grounds During the School Day - 26
 - I. Physical Restraint - 26
 - J. Search and Seizure - 26
 - K. Valuables - 26
 - L. Vandalism/Property Damage - 26
 - M. Dismissal Guidelines - 26
 - N. Disrespect Towards Others - 27
 - O. Personal Electronic Devices - 28
 - P. Illegal Substances - 29
 - Q. Discipline Stages - 29
 - 1. Reflection form (ASK)
 - 2. Silent Lunch
 - 3. Contract with Student
 - 4. Conference with Parents
 - 5. Suspension
 - 6. Expulsion
- IX. DRESS CODE - 31
- X. EMERGENCIES
 - A. Procedures - 34
 - B. Information about Student Release - 34
- XI. FINANCIAL
 - A. Extended Care - 35
 - B. Insurance - 36
 - C. Tuition - 36
 - D. Credits - Parish Rate - 36
 - E. Admission Requirements for Current Families Re-Enrolling - 37
 - F. Financial Assistance Procedure - 37
 - G. Active Involvement in St. Francis Catholic School - 37
 - H. Collecting Monthly Tuition Payments - 38

- I. Unpaid Tuition - 38
- J. Collecting Monthly Incidental Expenses - 39

- XII. MEDICAL
 - A. Communicable Diseases - 39
 - B. Immunizations - 39
 - C. Food Allergy Guidelines - 39
 - 1. Avoidance of the Food Allergen
 - a. Parent Responsibilities
 - b. Student Responsibilities
 - c. School Responsibilities
 - 2. Treatment In Case of Ingestion
 - a. Parent Responsibilities
 - b. Student Responsibilities
 - c. School Responsibilities
 - D. Animals in the School Building - 42
 - E. Medication - 42
 - 1. Prescription Medication Dispensing Guidelines
 - 2. Prescription Medication (Injectables)Dispensing Guidelines
 - 3. Non-Prescription Medication Dispensing Guidelines
 - 4. Parent to School Notification - Should I send my child to School Chart
 - F. Injury and Concussion Policy - 45
 - G. If a child becomes ill at school - 46

- XIII. PARENTS
 - A. Community - 47
 - B. Parental Responsibilities - 48
 - C. Resolution of Concerns, Issues, Complaints - 48
 - D. Classroom Interruptions - 49
 - E. Family Cooperation/Removal of Students Resulting from Parental Attitude - 49
 - F. Use of Alcohol on Campus - 49
 - G. Messages to Students - 49
 - H. Parent Service Organization (PSO) - 49
 - 1. General Philosophy
 - 2. Dues
 - 3. Fund-raising/Social Events
 - 4. Offices
 - 5. Meetings
 - I. Parties - 50
 - 1. In-School
 - 2. Out of School Party Invitations
 - 3. Gifts
 - 4. End of Year Party
 - J. Releasing Students During the School Day - 51
 - K. School Advisory Council (SAC) - 51

- L. Verification of Compliance - 53
- XIV. RESPONSIBLE USE SOCIAL MEDIA POLICY
 - A. Electronic Information/Communications Policy/Agreement - 54
 - 1. Privileges
 - 2. Personal Responsibility
 - 3. Acceptable Use
 - 4. Network Etiquette and Privacy
 - 5. Security
 - 6. Vandalism
 - B. Services - 56
 - C. Modeling - 56
 - D. Supervision and Monitoring - 57
- XV. SAFETY
 - A. Bicycles - 57
 - B. Drills - 57
 - C. Laser Pointers - 58
 - D. Playground Rules and Usage - See Code of Conduct - 58
 - E. School Closure - 58
 - F. Skates, Skateboards, and Scooters - 58
 - G. To and From School - 59
 - H. Transportation - 59
 - 1. Bus
 - 2. Drop-Off/Pick-Up Map
 - 3. Traffic Safety
 - 4. Drop-Off Procedure
 - 5. Pick-Up Procedure
 - 6. Volunteers/Appointments
 - I. Visitors - 61
 - J. Weapons Policy - 61
- XVI. STUDENT ACTIVITIES
 - A. Altar Servers - 62
 - B. Assemblies - 62
 - C. Athletics and Eligibility - 62
 - D. CYO Handbook/Guidelines - 62
 - E. Field Trips/Camps - 62
 - F. Money Collection - 63
 - G. Student Council - 64
 - H. Service Projects - 64
- XVII. STUDENT AWARDS - 63
- XVIII. STUDENT INFORMATION DISCLOSURE
 - A. Review of Student Education Records - 65
 - B. Emergency Disclosure of Information - 65

- XIX. STUDENT SERVICES
 - A. Counseling - 65
 - B. Lunch Services - 65
 - C. Telephone - 66
- XX. VOLUNTEERS
 - A. Volunteer Background Checks - 66
 - B. Volunteer Code - 66
 - C. Volunteer and Auction Requirements - 67
- XXI. RIGHT TO AMEND - 70

I. GENERAL INFORMATION

A. School Address, Phone Number, Office Personnel Email and Office Hours

St. Francis School
15643 SW Oregon St.
Sherwood, OR 97140
Phone: 503.625.0497
Website: www.StFrancisSherwoodSchool.org

Principal:

Ms. Denise Gonzalez
Email address: dgonzalez@sfsherwood.org

Office:

Kristina Cruse
Email address: kcruse@sfsherwood.org

Leslie Finnell
Email address: lfinnell@sfsherwood.org

Office Hours:

7:45 a.m. – 3:40 p.m. School and In-Service Days (Monday, Tuesday, Thursday, Friday)
7:45 a.m. – 2:45 p.m. on Wednesday
7:45 a.m. – 12:30 p.m. on Half-Days

Pastor: Fr. Amal Irudayaraj
Email address: framal@sfsherwood.org

B. History of School

St. Francis Parish Church has roots within the Sherwood area dating back to 1921. Since that date, a vibrant parish community has emerged. It was not until 2001-2002 that the thought of a parish school was germinated. St. Francis Catholic School opened its doors to students in September of 2004, being the first new school opening in forty (40) years.

In 2004, faculty included classroom teachers and specialists in music, art, and physical education. After five years of operation, further enhancement of programs were designed. The construction of a gymnasium and library/media center began and were completed for the fall of 2011.

In the fall of 2019, St. Francis Catholic School expanded by opening a PreK program. The addition of this new class has increased overall enrollment as we respond to current trends in education. Most recently, in 2022, the Spanish foreign language component was added.

The school serves as an integral part of the St. Francis Catholic Parish's mission to live out the gospel's message. The school was brought to reality through the generosity, talent, and prayers of many parishioners and community members in Sherwood and surrounding areas.

St. Francis School is accredited by the Western Catholic Educational Association and a member of the Portland Archdiocese and Department of Catholic Education.

C. Mission Statement

Spiritual, moral, and academic excellence under the patronage of St. Francis of Assisi.

D. Philosophy Statement

St. Francis Catholic School exists as a living example of a Roman Catholic parish and school community that instills the importance of service and outreach which extends to the parish, community, and beyond. We create and foster a safe and supportive atmosphere for the spiritual, moral, and academic development of the whole child.

All members of the St. Francis community share in the mission of the school. Working together with parents, who are the primary educators of our students, we provide a foundation for lifelong learning grounded in our Roman Catholic identity. Our Christ-centered community is strengthened through daily prayer and worship. Students are inspired to live as faith-filled, compassionate, and healthy individuals.

E. School Motto

RESPECT, RESPONSIBILITY, REVERENCE

II. SCHOOLWIDE LEARNING EXPECTATIONS

St. Francis Catholic School graduates are faith-filled people who demonstrate a strong sense of Gospel values by:

- Understanding, respecting, and modeling Roman Catholic values
- Demonstrating an understanding and reverence of the corporal works of mercy by serving others
- Actively praying and celebrating liturgies

St. Francis Catholic School graduates embrace lifelong learning by:

- Communicating effectively through written and oral language
- Taking responsibility for one's own learning
- Working independently and effectively with others

St. Francis Catholic School graduates demonstrate responsibility for personal actions by:

- Respecting the rights, dignity, and diversity of all people
- Fostering a spirit of cooperation
- Resolving conflict peacefully

St. Francis Catholic School graduates demonstrate self-awareness by:

- Displaying self-control
- Demonstrating integrity
- Showing respect for mind and body

III. PERSONNEL

The **Archbishop**, as chief pastor of the Archdiocese, has the responsibility for the spiritual formation of the people and every factor that contributes to the development of the Catholic Community. The Archbishop articulates faith for the people of God and calls them to the imitation of Christ. As Chief Administrative Officer of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision maker at the Department of Catholic Schools.

The **Department of Catholic Schools** is responsible for the daily administration of Catholic Schools in the Archdiocese. The Superintendent of Catholic Schools leads the department. The responsibility of the Department of Catholic Schools, includes, but is not limited to: guidelines, assistance, and services to school administration.

The **Pastor**, Fr. Amal Irudayaraj, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. The pastor renders service and leadership to the parish or school. The pastor is responsible for the hiring of the principal and principal's employment agreement. The pastor has three advisory boards: Pastoral Council, Administrative Council, and School Advisory Council (SAC).

The **Principal**, Ms. Denise Gonzalez, is responsible for the administration of school; areas of responsibility include, but are not limited to:

- Fostering community among faculty, students, and school families
- Hiring and developing faculty and staff
- Financial planning
- Collaborating with the pastor and councils
- Collaborating and communicating with the Department of Catholic Schools (DCS)
- Implementing DCS policies and procedures
- Maintenance of school facilities and school grounds
- Maintaining relationship with Sherwood School District

The **School Advisory Committee (SAC)** is advisory in nature and serves to formulate and adopt policy recommendations for the principal and pastor. Responsibilities include, but are not limited to:

- Assure mission effectiveness
- Encourage and participate in strategic planning
- Formulate policies that give general direction for administrative action
- Offer financial advice in areas including tuition, development, fundraising and budget
- Communicate with the school community and foster positive public relations
- Participate in the selection process of the principal

The **Parent Service Organization (PSO)** is to support St. Francis Catholic School. The PSO is accountable to the principal who must approve all officers, the adoption of all resolutions, and any amendments. In fulfilling its purpose, the Organization will have the following objectives:

- Work in conjunction with the St. Francis SAC to broaden understanding and foster appreciation of Catholic values and education
- Assist in the operation of the school as needed through volunteer activities
- Raise the appropriate funds for the support and benefit of the school
- Develop within a Christian community, positive relations among parents, students, school faculty, and the parish
- To enable the entire school and parish community to achieve its stated mission and goals within the school's philosophy

IV. ACADEMIC INFORMATION AND STANDARDIZED TESTING

A. Academic Honesty/Integrity Policy

One of the major values of Catholic education is the expectation of integrity from students, parents, faculty, staff, and the School Advisory Council. Integrity means the continuous development of character in terms of trust, honesty, and the commitment to Catholic moral teaching. Since these values are introduced early in life, it is important that the students at St. Francis Catholic School be held accountable for them not only in academic endeavors, but also in every dimension of their lives. The integrity policy of St. Francis Catholic School for students requires each student to be held accountable to conduct herself/himself honestly and fairly in every activity of the school. Students need to maintain a high standard of moral conduct. Students are expected to be responsible for doing their own academic work. This responsibility includes avoiding dishonest actions represented by, but not limited to the following:

- Copying another student's homework
- Receiving credit for a group assignment in which the student did not participate
- Copying homework from a book or article without referencing the source(plagiarism)
- Failing to cite sources in written work and oral presentations
- Cheating on a test or a quiz
- Lying to a teacher or staff member
- Forging signatures
- Obtaining or giving educational materials and information dishonestly, e.g. allowing others to copy your work
- Using technology irresponsibly

- Receiving excessive outside assistance on an assignment, e.g. from parent or tutor
- Using frequent absences as a means of delaying taking a test, or submitting a major project past the due date, because it creates an unfair advantage.

1st Offense: The student will receive a zero on the test or assignment, and the parents will be notified. A detention may be given.

2nd Offense: The student will receive a zero on the test or assignment, and the parents will be notified. A meeting will be held with the student, teacher, principal, and parents.

3rd Offense: The student will receive a zero on the test or assignment, and the parents will be notified. A meeting will be held with the student, teacher, parents, and principal, plus the student will be suspended from school.

4th Offense: All of the above consequences will occur, plus the student will be reviewed for expulsion from the school. The pastor and the Department of Catholic Schools will be part of the review process.

B. Curriculum

Curriculum development is the responsibility of the principal with faculty support and follows the approved Archdiocesan guidelines within the State of Oregon Standards. It is meant to provide direction of material covered in each grade level and adapted to the needs of individual students by classroom teachers.

C. Conferences

- Held in October/November
- Sign-ups take place two weeks prior on SchoolSpeak
- Spring conferences are made available at request of the teacher or family
- Parents can request conferences at times throughout the year based on the needs of the student
- Requests outside of fall conferences need to be made in advance via email or phone call to the student's teacher

D. Class Sizes

Schools shall maintain class sizes and teacher assignments that promote effective practices consistent with the outcomes expected of each individual program.

In determining class sizes, the following will be considered:

- The teacher student ratio of each class
- The number of subject preparations or grades per teacher
- The support staff available to each teacher
- The nature of the subject taught in relation to each teacher's professional preparation

Kindergarten and First Level Guideline: It is the goal of St. Francis that the ratio of kindergarten students to teachers not exceed twenty (20) to one. In the event that a class size exceeds 20 students, the services of an instructional assistant will be required.

Primary (Grades 2 and 3) Level Guideline: It is the goal of St. Francis that the ratio of primary level students to teachers not exceed twenty-five (25) to one. In the event that a class size exceeds 25 students, the services of an instructional assistant will be required

Intermediate (Grades 4 and 5) and Middle School (Grades 6 through 8) Level Guidelines: Enrollment in intermediate and middle school level classrooms shall be limited to a maximum of twenty-five (25) students per class.

Exceptions:

Exceptions to class size guidelines will include instructional programs in Choir and Physical Education classes, whereby the nature of the instructional content allows for larger class numbers.

Grouping of Students:

Schools may group students within a class, or among several classes at the same level, or among several grade levels wherever such grouping will place the individual student in the best learning situation.

E. Grading and Related Topics

- St. Francis Catholic School uses SchoolSpeak™ as its centralized school management portal for communication, information, grades, report cards, announcements, calendars and a variety of other school needs.
- Grades are posted on SchoolSpeak for grades 4-8 on a daily/weekly basis.
- Parents may make appointments to discuss grades outside of conference and posting timeframes if scheduled with the teacher in advance.
- Report cards are published on SchoolSpeak at the end of each trimester.
- Progress reports are published on SchoolSpeak three times per year midway through each trimester.
- For grades 4-8, the following penalties are assessed for late work:
 - 1 day late - 20% off final grade
 - 2 days late - 50% off final grade
 - 3 or more days late - a "0" will be earned. No credit will be given.

F. Grading Scale

Kinder	Grades 1-3		Grades 4-8	
		Letter	Number Equivalent	GPA
+ = Excellent	E = Excellent	A	93-100	4
✓ = Satisfactory	S = Satisfactory	A-	90-92	3.7
- = Unsatisfactory	U = Unsatisfactory	B+	87-89	3.3
		B	83-86	3
		B-	80-82	2.7
		C+	77-79	2.3
		C	73-76	2
		C-	70-72	1.7
		D+	67-69	1.3
		D	60-66	1
		F	0-59	0

G. Academic Probation

It is expected that all students will work hard and complete their assignments as prescribed. All students have the opportunity to utilize the faculty and school support services provided to assist them in their academic growth and therefore be able to maintain good standing academically. In the event that a student does not successfully complete or master a particular subject at a particular grade level, the school may require the student to attend a summer session to complete the skills necessary to move on to the next grade. In the case of the middle school program, a sixth or seventh grade student who fails a subject(s) will be required to attend a summer session in another school and earn a passing grade in that subject before entering the next grade level at St. Francis Catholic School. If an eighth grade student fails a subject(s), a "Certificate of Completion" from St. Francis Catholic School may be issued instead of the normal diploma (Please see "Graduation Requirement" in the Curriculum section).

H. Guidelines for Addressing Concerns

- Be courteous.
- Encourage and maintain privacy and confidentiality in all communications.
- Be open to both sides of the story.
- Discuss concerns with the teachers involved first before bringing the issue to the principal.
- Communication with the parish pastor and finally the Archdiocese of Portland may follow, if appropriate. See Parent Code of Conduct.

I. Homework

Homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. If a problem arises, the teacher should be contacted. Parents are encouraged to establish family schedules that include study time every evening.

Students should be encouraged to read for pleasure as much as possible, and review of class material should be a regular part of a child's study schedule. Long-range projects are assigned to foster organization, research, and writing skills, and should be systematically completed over an extended period of time.

Students will be assigned homework according to their grade level:

- Kindergarten: 20 minutes per evening; includes daily reading, other as assigned
 - First grade: 30-45 minutes per evening; includes 15 minutes reading per evening
 - Second grade: 30-45 minutes per evening; includes 20 minutes reading per evening
 - Third-Fourth grade: 30-60 minutes per evening; includes 20 minutes reading per evening
 - Fifth-Sixth grade: 45-90 minutes per evening; includes 20-25 minutes reading per evening
 - Seventh-Eighth grade: 1-2 hours per evening
- Note: time may vary depending on the individual student's time management and learning styles.
- Students entering kindergarten through eighth grade are expected to complete the summer math and reading programs outlined by the teacher.

Homework due to Vacations/Planned Absences:

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

J. Honor Roll (Grades 6-8)

- **High Honors:** A grade point average of 4.0 in all subject areas
- **First Honors:** A grade point average of 3.8 to 4.0 in all subject areas
- **Second Honors:** A grade point average of 3.6 to 3.79 in all subject areas
- **Christian Leadership Award:** Will be awarded at the end of the school year to any student who earns "+" marks in all categories

K. Promotion and Retention

- **Promotion:** students who have satisfactorily completed each grade's work will be promoted to the next grade.
- **Placed:** students who have attended school on a regular basis that work below grade level

- Retention: decision to retain students in current grade is made collaboratively between teacher, principal, and parent/guardian.
- St. Francis School reserves the right to promote or retain students based on academic performance and readiness. This decision will be made by the principal with the input of both the student's teachers and parents

L. Graduation

It is expected that all eighth grade students will successfully complete all subjects in order to receive their diploma. Failure, however, of any core subject (Religion, Language Arts, Science, Mathematics, or Social Studies) may result in the student receiving a certificate of completion versus a diploma. The principal in concert with the pastor and the Department of Catholic Schools will make this decision.

The eighth-grade graduation ceremony is determined by administration. Appropriate attire should be worn for the ceremony. Please refer to free dress day guidelines in the Uniform Guidelines section of this handbook. More details regarding the ceremony are distributed by the eighth-grade homeroom teacher.

M. Textbooks

The Department of Catholic Schools and Oregon State Department of Education determine the list of approved textbooks from which the school can choose.

- Lost textbooks will be replaced at student's expense and no refund will be provided if a textbook is found afterward.
- Individual damages will be assessed at the end of each year and appropriate charges will be made to the student's account; **due at the end of June.**

N. Standardized Testing

STAR Renaissance Assessments in mathematics, reading, and early literacy are administered three times throughout the year. Test results are used to better serve the needs of each child (grades K-8 only), to assess students' educational levels and learning growth, and to inform instruction.

Parents, in cooperation with the principal, may request other types of tests, such as academic or psychological testing, from the local public school district or from private practices. Copies of results must be provided to the school.

O. Supplies

- Students are responsible for obtaining and maintaining their own school supplies.
- Designated school supply lists are provided at the conclusion of each school year in preparation for the upcoming school year.
- Supply lists can be found on SchoolSpeak.

P. School Day General Information

School Day:

8:10 AM – 3:10 PM on Monday, Tuesday, Thursday, and Friday

8:10 AM – 2:10 PM on Wednesday

8:10 AM – 12:00 PM on half-days

All late students must be accompanied by an adult to the school office for sign in. All students must be signed out by a parent/guardian if leaving early.

- 7:00 AM Before School Care Opens
- 8:00 AM School doors open for student drop off (Students report directly to classroom)
- 8:10 AM School Day Begins
- 8:10 AM Attendance is taken

Q. Late Pick up Policy

- Students should be picked up promptly from school and after school activities.
- School is dismissed at the following times:
 - Monday, Tuesday, Thursday, Friday at 3:10 PM
 - Wednesday at 2:10 PM
- Students who are not picked up will go directly to extended care and an hourly fee of \$8.00 will be charged for any student not picked up by 3:25 PM (or 2:25 PM on Wednesdays) .
- After school activities pick-up: Students must be picked up within 5 minutes of dismissal or extended care fees apply.

R. Extended Care

St. Francis Catholic School offers an extended care program available for all students.

- The hours of operation Monday through Friday mornings are from 7:00 to 8:00 AM in the morning and 3:10 to 6:00 PM in the afternoon (and on Wednesdays from 2:10 – 6:00 PM)
- St. Francis Catholic School extended care will not be open on in-service days or holidays. On half days, only morning care will be offered, but no after school care.
- Extended Care adheres to and follows the policies and discipline policies outlined in the St. Francis Catholic School Handbook.
- The Extended Care daily fee: \$8.00 per hour, per student. Parents are billed through FACTS monthly.
- **Late pick up fee:** Extended Care closes promptly at **6:00 PM**. There will be a \$1.00 per child per minute charge after that time.

V. ADMISSIONS AND WITHDRAWAL

A. Admission Process

It is the goal of St. Francis Catholic School to educate children. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities.

All first-year families will submit an application through the website and participate in a family interview with the principal. Middle school students will be assessed in reading and math and will provide a writing sample at the time of the interview. It is important to note that if crucial information about your child is withheld at the time of the application, you may risk the chance of losing your place or, if you have been admitted and such information is discovered, you may be asked to leave the school.

All first-year student applications to St. Francis Catholic School will be processed in the manner outlined below prior to an admission decision.

B. Priority of Admission

- Catholic parishioners
- Siblings of Catholic parishioners
- Catholic non-parishioners
- Siblings of Catholic non-parishioners
- Non-Catholics
- Siblings of non-Catholics

C. Entrance Requirements

Children entering PreK must be four years of age by September 1 of the entering year and potty trained. Children entering kindergarten must be five years of age by September 1 of the entering year.

D. Records at Entrance

Students entering school for the first time are required to bring a birth certificate, a baptismal record (if applicable), and a record of state required immunizations. New students must be assessed before acceptance into St. Francis Catholic School.

E. Special Needs Policy

Inclusive education is based on the belief that each student is an important, accepted member of the school community. The term “inclusive education” refers to a process and

a value whereby each student is assured equal access to the education options and support provided by this school. It is based on the practice that assumes all students have unique talents and needs, and can work together in an educational setting, which accommodates and celebrates their diversity. Inclusive education focuses on what students can do, thus creating a sense of oneness and belonging within the classroom.

St. Francis Catholic School strives to support and complement the parents in their responsibility of being the primary educators of their children. Recognizing that a Catholic school should be available to all who desire this educational environment, we strive to accept everyone for whom an appropriate program can be designed and implemented. If a child is identified as a possible special needs child, an academic and psychological assessment will be required. Based on the results of assessment, the faculty and administration will determine if St. Francis Catholic School can accommodate this child's special needs. On-going communication between the teacher, principal and parents is imperative. Should it be determined that St. Francis Catholic School is not the appropriate setting, the principal will make every effort to assist the parents in selecting a new educational site.

F. Transfer Students Process and Requirements

All first year student applications to St. Francis Catholic School will be processed in the manner outlined above prior to an admission decision. In addition, middle school students, a writing sample at the time of the interview may be taken. It is important to note that if crucial information about your child is withheld at the time of application, you may risk the chance of losing your place or, if you have been admitted and such information is discovered, you may be asked to leave the school. All transfer students, regardless of time of year admitted, will be on academic and behavioral probation for a 60 day period of time. Periodic conferences will be held between the teacher, parent, student (if age appropriate) and the principal to monitor the progress. A decision for continued enrollment at St. Francis Catholic School will be determined by the principal and the teachers at the end of the 60 days.

G. Withdrawal Policy

If a family chooses to withdraw a student during the school year, the parents are to submit this decision in writing and include the date of the child's final day. Prior to that date, it is expected that all financial matters have been cleared, including, but not limited to, tuition, library fines, extended care bills, lunches bills, and any other outstanding fees. In addition, all books need to be returned to the homeroom teacher. If any books are missing, an appropriate amount will be charged. The Administrative/Business department of the school will determine this amount.

VI. ATTENDANCE

- Regular attendance is required of all students.
- **Students may not participate in school-sponsored extracurricular activities on a day they are absent from school.**
- Reporting Process: Parents/guardians must notify the school office by 8:00 AM if their child will be tardy or absent from school that day.
- **All late students must be accompanied by an adult to the school office for sign in. All students must be signed out by a parent/guardian if leaving early.**

A. Excused Absences

Excused absences include:

- Student illness
- Family illness at home requiring student's assistance
- Family emergency
- Court appearance
- Funeral
- Medical need
- Other reasons with pre-approval by the principal

B. Consequences of Unexcused Absences

An "Incomplete" will be given on all work assigned during a non-excused period of truancy.

C. Doctor/Dental Appointments

Please make every effort to schedule appointments outside of regular school hours.

D. Homework During Absences

During illness: homework with any textbooks and materials may be picked up in the school office at the conclusion of the day. Please arrange with the administrative assistant when calling in the absence.

The number of days a student is absent will be the number of days they have to complete make up work.

During planned absences/vacation: Teachers will provide assignments to students prior to the absence, and all work will be submitted upon return.

It is the student's responsibility to get assignments from the teacher to make up.

E. Truancy

A student who is absent from school without a valid excuse for a period deemed unreasonable may be considered truant and/or expelled from school. Parents will be contacted.

VII. CODES OF CONDUCT

The St. Francis School Codes of Conduct for parents and students were developed to promote a learning environment based on reverence, respect, discipline, cooperation, responsibility, and excellence. Teachers are most effective when they use a consistent approach to student behavior and know that the administration and parents support their efforts. Students are expected to behave with respect for the educational environment of the school and to conduct themselves in a manner that will permit teachers to help students learn without interference or disruptions. They are expected to behave in a manner that will ensure the physical and emotional welfare of other students and staff. Students are also expected to demonstrate an acceptance of Catholic and Christian values. This behavior should apply to all functions sponsored by St. Francis Catholic School (i.e. CYO, dances, field trips). It is important that parents and students are aware of these expectations and their relationship to the rights of other persons in the school.

A. Parent Code of Conduct

As my child's primary educator, I understand that I teach my child best by my own example of reverence, responsibility, and respect. I ask the teachers and staff of St. Francis School to assist me in developing the spiritual, moral, and academic excellence within my child. I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Catholic school. In order to show my cooperation, support, and gratitude for the education my child is receiving, I will adhere to the following:

- I will do everything in my power to ensure my student's success at St. Francis Catholic school, including:
 - Having my child at school on time (8:00 - 8:10 AM) every day, prepared both mentally and physically, with all necessary supplies and appropriate dress.
 - Assisting my child with assignments while ensuring that their work reflects their learning and understanding of the concepts.
- I will be respectful in my interactions with staff, students, and other parents by:
 - Coming to St. Francis Catholic School with a positive attitude.
 - Abiding by all guidelines set forth in the school handbook.
 - Being forthcoming with the pastor, the principal, and the teachers and refrain from misrepresenting the truth to protect my child from the consequences of his/her behavior.
 - Speaking respectfully and with kindness and courtesy to other parents, especially when there is any disagreement.
 - Understanding that consideration for the wellbeing of all students may take precedence over the wants of my child.
 - Following the school's code of conduct, calendars and deadlines, and remaining

informed and engaged in my child's education by reading school emails and correspondence.

- Building a bridge of acceptance and understanding, and expecting my child to do the same.
- When attempting to resolve a conflict, I will use the following procedure:
 - First, voice any concerns I may have with my child's teacher.
 - If the concern is not resolved, I will address it with the principal.
 - Finally, if the concern is still unresolved, I will contact the pastor.

Buckley Agreement (Family Education Rights and Privacy Act)

St. Francis School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (e.g. mileage, parking, food, etc.).

Child Abuse Laws

St. Francis Catholic School abides by the Child Abuse laws of the State of Oregon. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

B. Student Code of Conduct

The principle goal of discipline in Catholic education is to enable students to move from externally imposed discipline to self-discipline and finally to adult discipleship. Children must first learn appropriate behavior through someone or something outside of themselves. As soon as they are sufficiently mature; however, they should be helped to govern their conduct from within themselves so that they can live responsibly. The St. Francis Catholic School Student Code of Conduct is designed to move the students toward this ideal, helping them to accept responsibility for their actions and to understand the consequences of not doing so. Accordingly, all students are asked:

- To be trustworthy, responsible, respectful, fair, caring, and good citizens.
- To be courteous to and considerate of others, including guests and visitors to the school.
- To maintain a respectful and academic atmosphere in the classroom, common areas, and church at all times.
- To have integrity in both words and actions.
- To treat the entire school community with dignity and respect and to carry this

philosophy of discipleship into the community.

C. Teacher Code of Conduct

As your child's teacher, I will create an atmosphere in which they feel safe and respected. I will discuss school rules and disciplinary action with students at the beginning and throughout the school year. My most important responsibility is meeting the individual needs of students in their classes, including spiritual, academic, social, emotional, and physical.

- I will provide students the opportunities to live out the Catholic values in their daily lives.
- I will show sincere interest in and compassion for each student.
- I will speak charitably and with fairness about students.
- I will provide age appropriate service opportunities that inspire students to be faith-filled, compassionate individuals.
- I will promote student's positive self-concept by enabling them to grow in self-worth and personal accountability.
- I will foster a love of learning by developing students' knowledge and understanding through the Archdiocesan approved curriculum standards.
- I will work with parents as the primary educators of their children, providing periodic reports, and arranging parental conferences when necessary.
- I will respect any confidential information shared by parents.
- I will encourage in students a respect for the person and property of their classmates and school.
- I will exemplify a lifestyle of Catholic principles both in and out of school.
- I will work cooperatively with administration, colleagues, and staff to create a safe and supportive atmosphere for the spiritual, moral and academic development of the whole child.

VIII. DISCIPLINE POLICIES

The St. Francis Catholic School discipline policy is designed to teach students to become self-disciplined through the values Jesus taught. The school has adopted a positive help behavior program entitled A.S.K. (Appropriate-Safe-Kind). Each student is encouraged to reflect on their behavior by asking these questions prior to their actions. The goal of the discipline policy is to foster an atmosphere that is conducive to learning, cooperative, and respectful of all students, staff, and parents. Students demonstrate self-discipline and foster a positive atmosphere by following directions, working cooperatively with others to resolve conflicts, accepting responsibility for personal actions, and setting personal goals.

Periodically, students may not exhibit self-discipline and require assistance from parents and teachers to help resolve conflicts. Assistance can come in the form of verbal warnings, time-outs, written reflection, lunch with the principal, phone calls to parents, notes home, and parent/guardian conferences. When a teacher intervenes with a student's behavior, parents/guardians will be notified.

Students whose behavior is found to be in violation of policy will be subject to discipline up to,

and including, expulsion.

A. Building Conduct

- Respect school property and property of others.
- Walking only and talking quietly in the halls is expected at all times so those students in classrooms can learn/concentrate.
- Congregating on the stairs is discouraged.
- Backpacks are to be used to carry materials to and from school. They will be stored in student lockers.
- Activities in the Parish Hall/lunch room must be monitored.
- Children will be supervised at all times. This includes after school, during conferences, and meetings etc.
- Gym use is restricted to class or athletic activities. The gym may be used at other times, only with specific permission from the principal. Water only in the gym during athletic events.
- Pranks of any kind will not be tolerated.

B. Littering

As a matter of personal responsibility in concert with environmental justice, littering will not be tolerated. Students will be expected to pick up and appropriately discard what they have dropped.

C. Gum

Students should not chew gum at school or at any time that they are on school/parish property. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day, during morning or afternoon carline, or during field trips.

D. Lockers

Only middle school students may have a lock on their locker. The combination or key for the lock must be given to their homeroom teacher. No inappropriate pictures, open food or drink containers are allowed in lockers. Only magnetized accessories may be attached to the locker.

E. Playground Behavior Expectations

- Students will play safely.
- Students will attempt to solve problems.
- Students will include everyone.
- Students will respect each other.
- Students will try to have fun for everyone.

F. Playground Guidelines

- Students must stay on the playground at all times.
- All students must be accepted and allowed to play; no exclusive games or groups.
- A student must ask permission to enter the building during recess.
- Students must use appropriate language at all times.
- Frisbees, footballs, basketballs, nerf, and tennis balls are allowed on the playground.

- When the bell rings, students line up quietly and immediately. All playing stops.

In order to maintain a safe play environment the following are NOT ALLOWED:

- Wrestling, tripping, pushing, hitting, fighting, or pulling on clothing
- Using hardballs such as softballs, baseballs, or golf balls
- Punting footballs (throws only)
- Using wooden or metal bats
- Using the walls of the building for any game
- Climbing in or playing in the shrubs and trees
- Jumping from, twisting, winding up the chain, or swinging doubles on the swings
- Climbing up slides. Only one person may be on the slide at a time
- Throwing bark chips, sticks, stones, fir cones, etc.
- Playing with sticks
- Rollerblading, skating or skateboarding

Play Structure Guidelines:

- No tag games, no running/chasing
- No equipment (balls, hula hoops, jump ropes)
- Slide down the slide, on bottoms, no climbing up
- No sitting on top of the monkey bars or zipline

Swing Guidelines:

- On bottoms only
- No jumping off, no underdogs, no twisting

GaGa Ball Pit Guidelines:

- Play by the set rules

Students are not allowed in the trees or beyond the cones- feet need to be on the cement/bark chips. If they are retrieving a ball they need to ask an adult first

K-4 classes are only allowed to play with the class below or above, i.e. 1st graders can play with Kindergarteners and 2nd graders.

G. Lunchroom Guidelines

- Please remember to walk, use inside voices and good manners at all times.
- For safety reasons, students must remain in the lunchroom. Permission must be given to leave the lunchroom.
- Students need to remain seated while eating their lunch.
- Playing with and/or throwing food is absolutely NOT allowed.
- Conversation in the lunchroom must be kept at a moderate tone of voice.
- At the handclap signal, students need to give their full attention to the lunchroom supervisor for dismissal procedures.

- Students are to remain seated until a lunchroom supervisor instructs the entire table to line up in a cooperative manner.
- Students will assist with wiping the lunchroom tables. Assignments change weekly.

Lunch Room and Recess Expectations K-4

- Students sit at assigned tables by grade.
- A 5 minute warning will be given - finish up, clean up, wipe table area and say prayer.
- Students wait quietly to be dismissed by table.
- Students line up by class: K-2 at the south end and 3-4 at the north end.
- Students walk out escorted by an adult.
- Quiet Zone begins once the line leaves the Parish Hall and ends at the first parking spot.
- Leave class lunch boxes in designated class areas.
- When recess is over students will line up by class near the sidewalk - teachers will meet their class to walk in.
- K-2 walks in through the double doors in front.
- 3-4 walks in through the doors in the lobby.

Lunch Room and Recess Expectations 5-8

- Students sit at assigned tables by grade.
- Students may use the microwave as needed, with adult supervision.
- After their lunch space is cleaned up and chairs moved to the side, students wait to be dismissed.
- Students group at the south end and wait for an adult to walk them out.
- Quiet Zone begins once the line leaves the Parish Hall and ends at the first parking spot.
- When recess is over students group up by class and walk in.
- When the class is quiet they enter through the lobby doors.

H. Leaving School Grounds During the School Day

No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardians.

I. Physical Restraint

Corporal punishment is not used as a means of student discipline. However, there are times when at an event or during a school activity, regardless of location, or to prevent a student from harming him/herself, physical restraint may be necessary to maintain order. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

J. Search and Seizure

Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

K. Valuables

In order to avoid loss, we ask that students DO NOT bring valuables to school. If a child is bringing a special personal item to school for a specific purpose, e.g. Show and Tell, we ask that they deposit the item with the teacher for safekeeping. The item must be taken home at the end of the day.

L. Vandalism/Property Damage

Students and their parents/guardians are liable for all damage to equipment or school property.

M. Dismissal Guidelines

When the final bell rings, students will be dismissed to the car line or to the Extended Care Program. If a student is walking home, they will be dismissed from the front door of the school, only with written permission, signed by the parent to be kept on file in the school office. If the family has a special circumstance and the parent needs to pick up their child(ren) by the front door, they must park their car and come into the school via the front door to retrieve their child. The child will not be allowed to leave the building without a parent or other designated adult coming into the building and getting them. The carline is for vehicular pickup ONLY, not pedestrian.

N. Disrespect Towards Others

A student showing deliberate written, verbal, or physical disrespect or insubordination toward any member of the faculty, staff or other students, will face disciplinary actions. The intimidation, stalking, bullying or persecution of a student by another student in any form, will not be tolerated.

Bullying: Unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Acts of bullying can be physical, verbal, social or psychological. Examples of bullying include, but are not limited to:

- Teasing
- Threatening
- Intimidating

- Stalking
- Cyberstalking
- Physical Violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement and/or coercion
- Rumors or spreading of falsehoods

Cyberbullying: The use of electronic communication to bully a person, typically by sending messages of an intimidating, embarrassing or threatening nature.

Cyberstalking: The crime of use of electronic communications to persistently stalk, harass or frighten someone (i.e. by sending threatening emails).

All of the above could also encompass the following:

- Retaliation against a student by another student for asserting or alleging an act of bullying, harassment or discrimination.
- Retaliation against a baseless act of bullying, harassment, and/or discrimination that is not made in good faith.
- Perpetuation of conduct listed in definitions above by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student by incitement or coercion. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer system or network within the scope of the school system.
- Acting in a manner that has an effect substantially similar to the effect of bullying, harassment or discrimination.

Harassment:

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

O. Personal Electronic Devices

Students will NOT be allowed to use personal electronic devices during school hours (8:00 AM - 3:30 PM). Cell phones brought to school must remain off and in the teacher's care during the school day. With the advent of Apple watches and their multi-use capabilities, students may NOT wear these at school. If a student is caught with an Apple watch, or a clone, the watch will be removed from the student's possession. This will include any type of tracking device as well.

If any personal electronic device is confiscated by a teacher during the school day, the parent may retrieve the item from the school office at the end of the day.

Parents volunteering in the building during the school day, and/or at meetings where the device would cause a disruption are asked to turn them off or put them in airplane mode.

P. Illegal Substances

The use or possession of illegal substances on school premises or at school sponsored activities, including but not limited to tobacco, drugs, alcohol, and various type inhalants is prohibited and is grounds for disciplinary action up to and including expulsion.

Q. Discipline Stages

Infraction of school rules/guidelines will result in disciplinary procedures subject to the age of the student and seriousness of the incident. Depending on the nature of the incident, the principal or staff member may take the following steps:

1. Reflection form (A.S.K.)

The school has adopted a positive help behavior program entitled A.S.K. (Appropriate-Safe-Kind). Each student is encouraged to reflect on their behavior by asking these questions prior to their actions.

2. Silent Lunch

Inappropriate behavior may result in a silent lunch detention. The student must report to the principal's office for supervision and silence during the following lunch period and until the lunchroom has been cleaned.

3. Contract with Student

When students have on-going difficulty controlling behavior, they may be asked to make a contractual agreement with the principal or with individual teachers. Often contracts are administered in three stages:

- Contract between student, teacher, principal.
- Contract between student, teacher, principal. Notification to parents with parental signature required.
- Contract between student, teacher, or principal and the parent/guardian.
- Conference required, with suspension or withdrawal a possible result. This approach is intended to allow students to correct their own behavior by agreement, before both school and home become involved.

4. Conference with Parents

A conference between teacher and student or between principal and student may be necessary. If a student chronically misbehaves, the principal and/or teacher will call a conference with the student and his/her parent(s). In a Christ-centered, nurturing environment, every effort is made to help the student assume responsibility for his/her own behavior. Because students at St. Francis Catholic School are still under 15 years of age and are in the early stages of assuming adult responsibility. We feel parents play the major role in guiding their child's behavior. It is imperative that parents and school personnel work closely together to help children grow in positive ways. A record of the incident may be made and dated, and in some cases, signed by both student and teacher or principal. An appropriate sanction, such as detention may be added.

5. Suspension

Suspension is the temporary prohibition of a student's attendance at school and school-related activities. Suspension is within the jurisdiction of the principal in more serious cases, repeated violations or after a student has accumulated three detentions per trimester.

- The student is removed from school for five days or less.
- The principal notifies the parents(s) of the removal and the reasons for the action.
- The parent, teacher and principal arrange for a conference.
- If a solution seems possible, the student may resume attendance on probation.
- Attendance at school is a privilege and an opportunity. By earning a suspension a student cuts him/herself off from that opportunity. Students are responsible to make up any academic assignments missed while suspended. Any tests administered during the period of suspension must be made-up during or after school at the teacher's discretion. It is the student's responsibility to make arrangements with teachers for make-up tests.
- After the suspension period, parent(s) and student must meet with the principal before the student may resume attendance.

Causes for Suspension

Any of the reasons listed for expulsion, with mitigating circumstances, is adequate cause for suspension of a student.

Class Exclusion

Class exclusion is a method of disciplinary action that denies a disruptive student the ability to attend a particular class, ordinarily for a period of two days or less. During this time of exclusion, the student is expected to work on classroom assignments while under the supervision of other teachers or staff members. The purpose of class exclusion is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue.

6. Expulsion

Depending on the seriousness of the violation or after a student has received two suspensions, the principal, with the consent of the pastor and the Department of Catholic Schools, may consider expulsion from the school. Expulsion is the permanent exclusion of a student from a school.

Full credit will be given for all work accomplished by the student up to the date of expulsion. Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body
- Prolonged and open disregard for school authority
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

When a student is denied the right to attend St. Francis Catholic School:

- The principal, after consultation with the pastor, notifies the parent(s) of the expulsion and the reason for the action.
- The principal sends written notification to the parent(s).
- The principal and parent(s) arrange for a conference.

IX. DRESS CODE

St. Francis Catholic School students wear uniforms on a daily basis. Uniforms are a positive way of identifying with the school community and they emphasize cooperation instead of competition regarding clothing. Because the faculty and staff of the school believe the way students dress for school affects their attitude and performance as much as the way students dress for athletics, dramatic and musical productions, and social events, the matter of dress violations are taken seriously.

Non-compliance with dress code:

1st violation – verbal warning to student, and student sent to the office to change into appropriate uniform attire.

2nd violation – student sent to the office to change into appropriate uniform attire, an email sent to parents to review uniform policy with the student.

3rd violation – student sent to the office to change into appropriate uniform attire, reflection (A.S.K.) assigned to student to be completed during lunch hour.

Preferred Uniform Vendors:

- Lands' End www.landsend.com School Code: 900146614
- Tommy Hilfiger www.globalschoolwear.com School Code: STFR07
- Dennis Uniform www.dennisuniform.com School code: 29900

Uniform Guidelines:

- **The St. Francis Logo is to be on all shirts, sweaters and sweatshirts.**
- Girls Christopher Plaid skirts and jumpers, girls navy skorts, boys and girls khaki or navy slacks and shorts, sweaters, and boys and girls navy, white, or forest green polo shirts must be purchased at Dennis Uniform Company, Lands' End or Tommy Hilfiger.
- Auction sweatshirts **from the current year only** may be worn any/all days.
- 8th graders may wear the 8th grade matching class sweatshirt any/all days.
- Students must wear uniform shirts under sweatshirts or sweaters (collars to be visible).
- Girls must wear navy or black bike shorts or leggings under skirts and jumpers.
- All clothing items must be clean, pressed if necessary, and in good repair.
- No hats or sunglasses are to be worn inside the building.
- Shirts/blouses must be tucked in for mass.
- As a guideline, skirts and shorts **should not be more than 3 inches above the knee when kneeling.**
- Appropriately sized clothing, i.e. baggy pants, oversized shirts, etc. may not be worn. Girl's tops may not be form fitting.
- Socks - Socks must be **solid** black, white, navy, gray, or forest green and must be worn and visible at all times. If your child is wearing high top sport shoes the sock must be above the top of the shoe. Socks must be a single color and without logos or any other markings.
- Shoes – Shoes must be closed toed with a solid sole and a back. No sparkles, no lights. Laces must match the predominant color of the shoe and be tied at all times.
- PE Shoes – Students must have designated, **non-marking** shoes for P.E.
- Boots – Students may wear short rubber or leather boots and/or cowboy boots (heel is not more than 1 inch in height) as part of the uniform to keep their feet warm and dry. **No UGGS, suede boots, or knee-high tennis shoes.**

- Jewelry - Students may not wear jewelry. *Exceptions* religious pendants, analog watches, and girls with single pierced ears are the only exceptions and they may wear post earrings only.

Dangle earrings, double piercings, nose, lip, tongue (or any other part of the face or body or mouth) piercings are **not permitted**. Anklets, friendship bracelets, and rings are not permitted. **Smart watches and fit bits are not permitted.**

- Hair - Hair must be students' natural color and be non-distracting to others. Highlights, bleaching, color tipping, coloring, and streaking are not permitted. Faddish hairstyles such as spiked hair, mohawks, or mullets are not permitted.
- Hairstyles must be neat, clean and trimmed. Hair should not cover the student's eyes. For boys, hair must not be longer than collar length. For both boys and girls, bangs must be cut above the eyebrows.
- Make-up of any kind is not permitted.

Non-Uniform/Free Dress Guidelines:

Students may wear free dress on specially designated days. In general, free dress is attire that is appropriate for school activities, not distracting, demeaning or degrading to self or others. All clothing and appearance should reflect the values of St. Francis Catholic School. Non-uniform violations will follow the same procedure as uniform violations. As with the uniform code, the administration and the faculty will be the final judge of any questionable attire or appearance not explicitly covered in the following guidelines. All clothing must fit appropriately and respectfully. No oversized or undersized apparel may be worn.

Free dress may **not** be worn on Mass days, Holy Days of Obligation or Benediction days.

- leggings and yoga pants (unless worn with mid-thigh skirt or top), sagging pants, mini-skirts, bare midriffs, sheer blouses, belt chains, and wallet chains are not permitted.
- Tops for both boys and girls must have sleeves, may not be form fitting, and must cover the chest and abdomen modestly.
- As a guideline, skirts and shorts should not be more than 3 inches above the knee when kneeling.
- All clothing should be clean, neat and in good repair – not torn, frayed, or having ragged edges, holes or patched.
- Hats and sunglasses are not permitted in the building.

- Socks must be worn above the ankle and visible at all times.
- Shoes must be closed, low heeled and soled.
- Tattoos or face piercings are not permitted.

X. EMERGENCIES

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

The school has a file containing current emergency care information for each student. Each parent is responsible to annually update the following information in School Speak:

1. The name of the student, his/her home address, telephone and birth date
2. The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents should be recorded
3. The date of the latest tetanus immunization/booster
4. The name of the family physician and dentist, office addresses and telephone numbers
5. Name of medical insurance company and identification number
6. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication
7. The names of the persons to whom the student may be released
8. The signature of responsible parent(s) or legal guardian
9. The parents' approval to send the student to a medical facility for emergency treatment should this become necessary

A. Procedures

In the event of an emergency, St. Francis Catholic School has a plan in place. Each classroom will be equipped with first aid supplies, flashlights, food, and other essential equipment. Every year, we have drills (fire, earthquake, lock-ins, lockdowns, and general building evacuations). Students learn how to react, where to assemble, and what to expect in emergencies. The following procedures are designed to ensure student safety and reduce parental anxiety in the event of an emergency.

In the event of a fire, the staff and students at St. Francis Catholic School will:

- Evacuate the classroom with emergency backpacks to their designated areas.
- Account for all students and assess injuries
- Triage and first-aid as needed
- Set up a communication command center

In the event of an earthquake, the staff and students at St. Francis Catholic School will:

- "Duck, Cover, and Hold"
- Evacuate with classroom emergency backpacks to their designated areas
- Account for all students and assess injuries
- Set up a communication command center
- Activate search and rescue procedures, triage, and first aid as needed

In the event of a lock-in the staff and students at St. Francis Catholic School will:

- Secure all outside doors
- Keep all students in classrooms
- No one will be allowed to enter the building during this time
- Continue instruction

In the event of a lock down the staff and students at St. Francis Catholic School will:

- Follow ALICE training procedures
- "Run, Hide, Defend"

B. Information about Student Release

- No students will be released until at least 15 minutes after the onset of the emergency or evacuation from the buildings (this allows staff time to assess damage and activate our emergency procedures)
- Students will only be released to people listed on the student's emergency form
- Please keep your student's emergency form up to date
- All parents or designated people, who come for students, can sign out students only at the Student Release Area (signs will be posted)
- Photo ID will be required

Please Note: depending on the severity of the incident, we are unable to tell you where the Student Release Area will be. The Emergency responders will designate an area for St. Francis Catholic School and are prepared to care for your student in times of emergency situations. If you are not able to reach the school, we will care for your student here. We have people with first aid training and we will follow directions from the Emergency responders (Police, FBI, SWAT, Fire Fighter, etc.).

We do ask for your help in the following areas:

- **Please do not call the school.** We must have the lines open for emergency calls and we will not have anyone in the office.
- Do not immediately drive to the school. Streets and access to our school may be

blocked.

- If you can walk to school that is preferable.
- The school access route and street entrance areas must remain clear for emergency vehicles.
- In the event of a "*Run Hide Defend*" you will not be allowed access to the campus until the all clear is given.
- Bring a photo ID when you come to pick up your students (driver's license, Oregon ID or passport). **No work badges.**
- When you arrive at the campus, follow the directions of the school staff/Emergency Responders and PLEASE BE PATIENT. We are responsible for each student and must be allowed to account for each one of them to ensure safety for all.

XI. FINANCIAL

A. Extended Care

St. Francis Catholic School offers an extended care program available for all students. The hours of operation on a regular school day are:

- 7:00 AM to 8:00 AM in the morning and from 3:10 PM to 6:00 PM in the afternoon.
- Wednesdays from 7:00 AM to 8:00 AM and 2:10 PM to 6:00 PM.
- Extended Care will **not** be open on in-service days or holidays. On early release days, only before school care is offered, but not after school.
- Extended Care adheres to and follows the policies and discipline policies outlined in the St. Francis Catholic School Handbook.

Extended Care Fee: \$8 per hour per student

Late pick up fee: Extended Care closes promptly at **6:00 PM**. There will be a \$1.00 per child per minute charge after that time.

Billing: Monthly billing invoices will be charged through FACTS.

B. Insurance

All students are covered by accident insurance, the cost of which is covered by St. Francis Catholic School.

C. Tuition

Registration Fee

\$250 per student is non-refundable. This fee must accompany the Application for Admission

or the Re-registration form. If a student is currently on the waiting list for the current school year, the registration fee may be applied to the following school year.

Tuition Contract and Fees:

- Tuition contracts must be completed and returned by the deadline identified on contract to reserve a place for student(s) in the next academic year.
- Tuition is due in full on August 5th, in monthly installments (July-April) due by the 5th, or quarterly (August 5th, November 5th, February 5th, May 5th) according to each family's preference.
- Other fees may apply as outlined in the contract.

Unconditional Promise to Pay:

- Full annual tuition and other fees for the academic year are unconditional after acceptance of tuition contract by St. Francis Catholic School or July 31st of the current year, whichever is earlier.
- In the event that a student withdraws mid-year, no portion of full annual tuition paid will be refunded.
- All decisions not to return to school in the next academic year must be in writing to the principal and received in the office prior to July 31st of the current year.

D. Credits - Parish Rate

- The student's family must be registered, be involved, and attend church in the parish.
- The family must contribute regular, identifiable financial support to the parish (typically tracked by parish envelopes, online giving, or check).
- If the family feels they qualify for the parish rate, please discuss with the parish administrator/pastor.
- Qualifying for the parish rate is established annually per student.

E. Admission Requirements for Current Families Re-Enrolling

To re-enroll children at St. Francis Catholic School, each current family needs to fill out the registration form and pay the \$250 registration fee.

F. Financial Assistance Procedure

Using FACTS, St. Francis Catholic School assists families to determine need levels and allocation of available funds for financial assistance.

FACTS Grant and Aid Assessment is a professional service that assists private and parochial schools to manage their tuition. It provides St. Francis Catholic School with an analysis of a family's key personal and financial information to evaluate need for financial aid.

If financial assistance is needed, a family must apply through FACTS each year by the

due date.

If a family's financial situation has changed during the year, such that it is unable to meet its Tuition Contract, the family must contact the principal immediately to arrange for a payment plan. The family must apply for financial assistance.

Applying for Financial Aid:

- Apply through FACTS, the evaluation institution contracted by Archdiocese of Portland to conduct confidential financial evaluations.
- Application process starts in December and ends in February.
- School works with the Archdiocese to determine how much financial aid each applicant will receive.
- Awards are communicated prior to contract due date.
- Once financial aid is allotted, the tuition adjustments are part of the tuition contract and financial policy applies.
- Principal is the main contact for financial assistance.

G. Active Involvement in St. Francis Catholic School

See Section XX. Volunteers

H. Collecting Monthly/Quarterly Tuition Payments

Each tuition payment is due on the 5th of the month and is considered delinquent thereafter. If payment is not received by the 5th of the month FACTS will attempt a 2nd withdrawal and charge the family a \$50 fee.

A courtesy call or email may be made to remind families of their payment obligations in the case of past due accounts.

I. Unpaid Tuition

To be considered for re-enrollment, a family must have a zero account balance for tuition by April 5th, or it may lose reserved space at St. Francis Catholic School for the upcoming school year.

Account must be paid in full by June 20th or the contract for the forthcoming year will be held until paid.

All accounts for 8th grade must be paid in full prior to graduation.

Special Circumstances:

- Arrangements to pay any outstanding account balance via an approved payment plan should be made with the principal on the date of the monthly statement to avoid a \$50

late fee.

- An approved payment plan is a written document that is approved by the pastor and principal. The document is signed by the school and family, and addresses the student's current and future responsibilities under the agreement.
- Students withdrawing prior to the end of the academic year will be responsible for payment of tuition through the end of the month that student withdraws.

Waiver:

Collection of annual tuition costs and other fees may be waived only upon the sole discretion of the pastor and principal in the following cases:

- Family relocation
- Financial hardship that extends beyond actively seeking financial assistance and is approved by pastor and principal
- Disability for which the pastor and principal determine the school cannot meet the needs of the student

In all other cases, the family agrees to pay, to the extent permitted by law, the school's expenses of enforcement and collection of the tuition, fees and related expenses, including, without limitation, attorney's fees and costs.

J. Collecting Monthly Incidental Expenses

All expenses charged to the incidental expense account will be due at least 10 days after the invoice date. **All families are required to have a FACTS incidental account with autopay set up for these fees.**

XII. MEDICAL

A. Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps, fifth disease, and measles.

Students who have restrictable diseases or conditions must be excluded from school.

B. Immunizations

We require the immunization history of each student on the County Health form and the school is in accordance with Oregon State law regarding immunization. Immunization documentation is part of our registration process.

Students entering Archdiocesan schools must provide a signed Certificate of Immunization

Status form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance.

Out-of-state: Transfer students are given a 60-day grace period to obtain their immunization records or to initiate immunizations.

C. Food Allergy Guidelines

St. Francis Catholic School is committed to safety, and is thus a food allergy aware school. Although many students suffer from food and/or environmental allergies, St. Francis Catholic School recognizes that some food allergies, particularly to peanuts and tree nuts, can be life-threatening. St. Francis Catholic School has created policies and procedures to reduce the likelihood of and prepare a response to a severe allergic reaction. St. Francis Catholic School cannot guarantee that nuts and peanuts will not be present within the school, and thus presents these practices as shared responsibilities between the school, the parents, and the food allergic child.

Parent Responsibilities

- Communicate instructions to the main office
- Meet individually with your child's teacher to discuss specific instructions for food allergy management
- Provide a selection of "safe" treats for use when class treats are not known to be safe
- Provide a safe lunch and snack daily; hot lunch is currently at own risk
- Educate your child on safe food practices (no trading food, not eating foods with unknown ingredients) recognizing allergic reaction symptoms, and preparing for exclusions (from parties, class treats)
- Accompany your child on field trips, if desired AND CASE trained and background approved
- Volunteer to help when food will be served at school (lunchroom volunteer, room parent, Field Day), if desired, volunteer requirements apply

Student Responsibilities

- Do not share or trade food.
- Do not eat food that has unknown ingredients.
- Report food-allergy related bullying.
- Wash hands regularly, especially after eating.

School Responsibilities

- St. Francis Catholic School will include notes about food allergic children in all teachers

and substitute teachers' folders.

- St. Francis Catholic School manages food allergens in the school according to the following practices:

1. Field Trips: Food is not to be consumed on the bus.
2. Birthday Treats: Treats with tree nuts or peanuts are not to be served in the classrooms; all birthday treats should be tree nut and peanut free. ALL snacks should be store bought or from a commercial bakery and remain peanut and tree nut free.
3. Class parties/Celebrations: Products with tree nuts or peanuts are not to be served in the classrooms; class parties should be tree nut and peanut free. Snacks should be store bought.
4. Special Events (parent-supervised): Parents are encouraged to supervise their food allergic children at all school events.

Treatment of Allergic Reaction

The following procedures are designed to prepare for and treat an accidental ingestion:

Parent Responsibilities

- Parents will submit (annually) a physician directed Medical Action Plan including emergency contact information.
- Parents will provide medication -- with instructions.
- Parents will replace medications upon expiration.
- Parents will educate their child (safe foods, unsafe foods, avoiding exposure, symptoms, how to tell an adult).
- Parents may accompany their child on field trips, if desired.
- Parents may volunteer to help when food will be present at school (room parent, Field Day), if desired.
- Parents will inform the school of changes, new medications, etc.

Student Responsibilities

- Students are responsible to report any possible ingestions and/or symptoms immediately.

School Responsibilities

- The Archdiocese provides anaphylaxis certification/Epi-pen administration training for school personnel, including annual updates for those already trained and training for any staff member who has a food allergic student in their classroom.
- St. Francis will review this plan annually, with each new staff member, with substitute teachers, after an emergency, and if a new student arrives or a student's condition changes.
- St. Francis will store parent-provided Epi-pens in the main office.

- Staff will bring Epi-pens, Benadryl, cell phones, and emergency contact information on all field trips.

If a food-allergic student ingests a life threatening allergies or complains of symptoms, school staff will do the following:

- Accompany the child at all times (never leave him/her alone).
- A trained faculty/staff member will administer Benadryl and/or Epi-pen.
- Another faculty/staff member will call 911 and request advanced life support.
- The parents will be contacted.
- The principal/teacher will be notified.
- If transported and no parent is present, a staff member will accompany the child.

D. Animals in the School Building

Due to the possible allergic reactions of children, as well as adults, animals will not be permitted in the school building including the gymnasium. The exception to this policy may include service animals, wildlife assemblies or a classroom "show and tell." In the case of an exception, families would be notified ahead of time.

E. Medication

The school recognizes that administering medication by the school to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or non-prescription medication to school, on a temporary or regular basis under school supervision.

An authorization form must be filled out completely and on file at the school office. Unused medications must be picked up by a parent when treatment is complete or at the end of the school year, whichever comes first. Medications left at school at the end of the year will be destroyed.

The school reserves the right to reject a request to administer prescription or non-prescription medication when, in the judgment of the school, the administration of such medication is not feasible. This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

Prescription Medication Dispensing Guidelines

The following is required for: *"....any non-injectable drugs, chemical compounds,*

suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician."

Written instructions for prescription medication must include:

- Name of student
- Name of medication
- Indication for medication
- Dosage
- Time and/or frequency of administration
- Method of administration
- Name of prescribing physician (Prescription label may be sufficient)
- Possible adverse reactions.

It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. "Take as directed" or "as needed" will not be acceptable instructions.

- All prescription medication must be in the original prescription bottle and clearly labeled.

Prescription Medication (Injectables) Dispensing Guidelines

The following is required for: *"....any injectables for students who have severe allergic responses to insect sting, to other specific allergens and to students who are experiencing severe hypoglycemia when other treatment has failed or cannot be initiated."*

Written instructions for injectable prescription medication must include:

- Name of student
- Name of medication
- Indication for medication
- Dosage
- Time and/or frequency of administration
- Method of administration (mouth, nose, ear, etc.)
- Name of prescribing physician (Prescription label may be sufficient)
- Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physician, or nurse practitioner, parents/guardians cannot train the designated school personnel in the use of injectables.

Non-Prescription Medication Dispensing Guidelines

The following is required for *"...only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids."*

Written instructions for non-prescription medication (written by a parent):

- Name of student
- Name of medication
- Dosage
- Time and/or frequency of administration
- Method of administration (mouth, nose, ear, etc.)
- All non-prescription medication must be in the original container or packaging and kept in the office for disbursement.

Parent to School Notification**Should I Send My Child to School Today?**

Parents should notify the school immediately if their child has come in contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice. If you are having doubts regarding whether to send your child to school, the following guidelines will aid in your decision. Please follow the guidelines and do not send if guidelines are not met.

SYMPTOM	GUIDELINE
Vomiting and/or diarrhea	No vomiting or diarrhea for 24 hours.
Conjunctivitis or "pink eye"	May return after 24 hours of antibiotics.
Strep throat or sore throat	May return 48 hours after no fever or accompanied by fever antibiotic therapy.
Chicken Pox	May return after all blisters have scabbed.
Measles	May return at discretion of the personal physician. The school must be notified of the onset of disease ASAP.
Lice	May return after having shampooed with NIX or equivalent and with a note from a personal physician. Remember: shampoo the 2nd time to prevent re-infestation.
Impetigo	May return after 24 hours of antibiotics.

Pinworms	May return 7-10 days after initiation of medication.
Fever greater than 100°	May return after the student is fever free for a full 24 hours without taking medication
Congested Cough	May return with a note from the physician.
Rash	May return with a note from the physician stating the rash is not contagious.

Please remember it is very important to call the office when your child will be absent.

F. Injury and Concussion Policy

A child who is injured at school will be sent to the office where staff will use their best judgment to assess the severity of the injury. In most cases, except in extremely minor ones, the parent or guardian will be contacted. If the parent(s)/guardian(s) cannot be reached, a message will be left. In cases of serious injury or illness, emergency medical personnel (9-1-1) will be called for evaluation by the school. Every attempt will be made to contact the parent as soon as possible, but attending to the wellbeing of the student is our first priority. If the parent(s)/guardian(s) cannot be reached, then the emergency contact as designated by the parent will be contacted. All students with any impact to the head (regardless of the mechanism of action) will be sent to the office for symptom documentation. A parent/guardian will be contacted by the school for all head injuries. If any signs or symptoms of a concussion are present or become evident while the student is at school, a parent/guardian will be asked to pick up their child.

In the event of a head injury, a copy of the incident/symptom documentation will be sent home with the student to provide information should additional medical attention be required, as well as parent/guardian concussion education information. If there are emergent questions concerning the injury after hours, a school representative can be reached by calling 503-625-0497 and following the emergency contact prompts. If your child is diagnosed with a concussion by a health care provider or develops symptoms of a concussion from either an injury at school or in extracurricular activities, please notify school administration and your child's teacher to discuss plans for return to the classroom and modifications that may need to be made.

G. If a child becomes ill at school:

- The school will first try to reach the parent/guardian. If unable to reach the parent/guardian, we will then call the emergency contact/parent/guardian that you have entered on School Speak.

- These contacts may take temporary care of the child in the event that the parent/guardian is not available.
- Parents/guardians are to inform the teacher/school office of any known health condition the child has that may require attention.
- If your child gets a communicable disease, the school will inform other families in the school making them aware of any possible exposure.

If a child becomes ill outside of school hours:

- Parents should notify the school immediately if their child has come into contact with or has any signs/symptoms of a contagious disease or illness.
- Chicken pox, hepatitis A, impetigo, meningococcal disease, tuberculosis, and whooping cough require a notice to return to school from the student's doctor.

The school must be contacted by a guardian if a student has been exposed to or has one of the following diseases:

- Covid
- head lice
- chicken pox
- pink eye (conjunctivitis)
- ringworm
- impetigo
- scabies
- strep throat
- fifth disease
- hand foot and mouth disease
- whooping cough
- scarlet fever
- mumps
- measles

In order to keep our school environment as healthy as possible, children with any of the following symptoms within 24 hours of the school day starting should be kept home from school:

- If the child has had a fever within the last 24 hours (99 degrees and above)
- Covid symptoms
- severe cold
- runny nose with yellow or green mucus
- a congested cough
- sore throat or earache
- red or discharge from the eyes
- vomiting or diarrhea the previous day or night
- skin eruptions, rash or inflammation
- head lice
- strep throat
- fifth disease

- hand, foot and mouth disease
- whooping cough
- measles

If a child comes to school obviously ill or becomes ill while at school, the child will be sent to the office and the parent will be notified to come and take their child home.

XIII. PARENTS

A. Community

St. Francis Catholic School is a Christian community that is bound together by a common goal - the value-centered education of our children. Three separate groups (faculty, parents, and students) from this community are united by this common goal. That we all believe in Christianity does not guarantee community. If we are to act in the best support of our students, the following four precepts of community must be understood:

- The **good of the whole**, which flows from the Biblical commandment to love, calls us to put communal needs above those of the individual. Whereas individual needs are not ignored, decisions about any individual or isolated circumstance must necessarily consider the consequences to the whole community.
- Community is **lawful**. Any community has its own set of rules that provides for the good of the whole and demands our love, discipline and sacrifice. The rules of community are by nature interdependent. They enhance the development of the group by asking each individual to be other-centered. The power of community rests with individuals' ability to take responsibility for themselves.
- Community must be **inclusive**. Human differences are celebrated as gifts. Members reach out to each other and by doing so extend themselves in a willingness to coexist.

Members of a community enter into dialogue. Dialogue requires a clear commitment to listen and an attempt to see things as another sees them. Finally, at the heart of both communication and Christianity is reconciliation. To say, "I am sorry" and to grant forgiveness requires everyone to look boldly at themselves for the growth of a relationship and ultimately the community.

B. Parental Responsibilities

Community building is an essential part of Catholic education. It is important that we as parents support the common Christian value of "community" by our behavior. The following are guidelines of behavior which will help to strengthen and nurture the St. Francis school community:

- In an attempt to be Christian role models for their children, parents are encouraged to

promote the positive self-image of other members of the community and discouraged to engage in that which negates the other, i.e. teasing, bullying, excluding, put-downs, etc. In as much as teachers are responsible for supporting good parent-student relationships, Parents are asked to be supportive of the student-teacher relationship by expressing critical comments in a professional way directly to the teacher or principal. Parents should be aware that comments made in the presence of children which disparage the action or intention of a teacher undermines the child-teacher relationship.

- Understanding that honest dialogue is integral to a healthy community, parents are encouraged to engage always in direct communication when trying to solve a problem or resolve an issue. Gossip is always destructive to the community because it perpetuates problems and convolutes issues.
- Giving to each decision the best interpretation possible is being fair and just to those in the community who make public decisions, i.e. our teachers, principal, pastor, and parent community leaders. To try to understand the complexity and often the agony of decisions is to honor the responsibility of decision-makers.

C. Resolution of Concerns, Issues, Complaints

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor should be contacted.

Listed below are procedures to follow to speak with a teacher/parent regarding an issue:

First, contact the teacher by writing a note identifying the specific issue or to request an appointment to meet with them personally. A response can be expected within two school days. Some issues can be handled with a simple note while others may require an appointment. Please avoid hallway conversations that may lead to unintentional miscommunication, or cause distraction to a teacher supervising students. If the teacher needs to speak with a parent regarding an issue, they will follow the same procedure and write a note or call to make an appointment.

If an appointment is desired, please write a note to the teacher asking for an appointment, or call the school office at 503.625.0497 and leave a message for the teacher to call back. The teacher will call you back within one school day. If no one is home, the teacher will leave a message on the answering machine with specific call back instructions. It is expected that the interchange between both teacher and parent follow the guidelines outlined in section IV. (H. Guidelines for Addressing Concerns).

D. Classroom Interruptions

All visitors, including parents, must report to the office, sign in, and sign out. In order to keep

classroom disruptions to a minimum and learning time to a maximum.

E. Family Cooperation/Removal of Students Resulting from Parental Attitude

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

F. Use of Alcohol on Campus

When a school event is held where students are present, there will be no alcohol served on the parish premises.

G. Messages to Students

If during the school day it is necessary that a child receive a message from a parent, the parent should call the office and leave a message for their child. It will be delivered to them at the appropriate time. Except for a very unusual circumstance, we will not call a child to the phone during school hours. Likewise, students may not use the telephone to call home for forgotten homework or lunches or to make after school social plans unless approved by a teacher or administration.

H. Parent Service Organization (PSO)

General Philosophy

The Parent Service Organization of St. Francis Catholic School seeks to build a sense of Christian community by fostering positive relations among parents and with school personnel, providing a forum for parents to express their feelings and opinions, assisting in the operation of the school as needed through volunteer activities, and by fundraising to help meet the school budget.

Dues

Annual membership dues are built into each family's tuition contract . These funds are used to pay for classroom parties and hospitality obligations of the Parent Service Organization.

Fund-raising/Social Events

Parent involvement in fund-raising is essential. The school's common goal has been to provide a quality, affordable Catholic education for all. To this end, the PSO sponsors fund-raisers which include: a Fun Run, See's Candy, Bottle Drop and impromptu fundraisers. Proceeds from our fund-raisers are a necessary part of the school budget. In a

given year, fundraising will provide approximately 14% of the operating budget. In addition, monies will be allotted for various capital improvements to our school.

The PSO also sponsors social events throughout the year including:

- School Kickoff
- Field Day Treats
- Father/Daughter Dance (January)
- Mother/Son Event (May)

Offices

Offices include President, Vice President, Secretary, and Treasurer. Parents are assigned placements for these offices in the spring for the upcoming school year.

Meetings

The PSO will hold monthly meetings for social benefit, exchange and acquisition of information.

I. Parties

1. In-School

Celebrations are arranged with individual teachers. The Oregon Health Department regulates that treats be purchased and not home-baked. Please refer to the Food Allergy Policy in the Medical Section.

No contact sports allowed during in-school parties.

2. Out of School Party Invitations

When planning parties, please be mindful of the number of boys and girls in your child's class and:

- a. Invite less than you exclude.
- b. Whenever possible, invite all students of the same gender.
- c. Send invitations and thank you cards through the mail.
- d. Have children delivered to your home or place of party, rather than departing from school as a group. (This refers to situations where all boys or girls in a class haven't been invited).

3. Gifts

In the spirit of community, students should not bring gifts (e.g. birthday, special occasion) to school for just one child. Gifts for one or a couple of students should most appropriately go from home to home.

4. End of Year Party

Classroom end-of-the-year parties are at the discretion of the homeroom teacher. Room parents should contact the teacher within a reasonable amount of time to make the decision and to plan the event. These parties are to be held at school. The school will not authorize, approve funds, or be responsible for social activities planned by the parents off campus.

J. Releasing Students During the School Day

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. Ordinarily, the parent/guardian's authorization to release a student to a non-parent/guardian is in writing.

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out at the main office.

K. School Advisory Council (SAC)

A Catholic School Advisory Council (SAC) is a body whose members are selected and/or elected to participate in decision-making in designated areas of responsibility. St. Francis Catholic School is part of the educational mission of St. Francis Parish for which the pastor is the canonical administrator. He delegates, according to archdiocesan policy, administrative responsibilities to the school principal, who is accountable to him.

In the Archdiocese, all local School Advisory Councils are advisory in nature. An advisory council operates in the policy-making process by formulating and adopting but never enacting policy. **Advisory implies that the pastor/principal will listen to the advice of the council in certain designated matters prior to a decision being made.**

The umbrella role of the Catholic School Advisory Council is to provide policy direction to the school. This very general responsibility resolves into six distinct functions:

Meetings -

- Participate in and encourage strategic planning
- Help develop and defend policy
- Offer financial advice
- Serve as a good public relations source
- Evaluate itself periodically
- Participate in the selection process of the principal, who is the Advisory Council's Executive

Officer -

Each month, the St. Francis School Advisory Council conducts meetings that are open to the school community. During its meetings, SAC concentrates on its basic functions to:

- Implement Archdiocese of Portland objectives and policies at St. Francis Catholic School.
 - Perform specific actions required by St. Francis SAC by-laws.
 - Recommend policies affecting St. Francis Catholic School that will guide the principal and staff.
 - Review the principal's implementation of SAC policies.
 - Evaluate the effect of SAC's policies on the total educational program.
- Individuals who are interested in expressing an opinion or presenting a proposal to SAC during the monthly meeting should contact the SAC president two weeks in advance.

Membership -

The St. Francis Catholic School Advisory Council has nine appointed/elected members serving two-year terms, plus the pastor, and principal as ex-officio members. Individuals who have special skills or expertise (e.g. finance, planning, etc.) are encouraged to present themselves as candidates for council membership.

- The principal and SAC president receives and approves applications from the community before presenting candidates for election.
- Other members are selected by SAC and approved by the pastor from the parish-at-large. Some members are selected by SAC for specific positions, including Finance, Planning, Marketing, Facilities, and Education.

The Pastoral Council, Administrative Council and School Advisory Council serve as the Tri-Council for the parish and are under the leadership of the pastor.

The Pastoral Council is responsible for assisting the pastor in providing the establishment of parish goals and programming. The School Advisory Council works in the context of the parish's mission statement, programs and parish policies that are established by the pastor and Pastoral Council. The Administrative Council is responsible for assisting the pastor in administering the finances of the parish.

The Finance Committee of the School Advisory Council and Administrative Council meet to plan the financial contribution/allocation from the parish to the school. The parish budget includes the financial contribution to the school as part of the total parish budget.

The school income budget is prepared by the School Advisory Council's Finance Committee, and the principal. The pastor approves the budget. The school expenditure budget is prepared by the Finance Committee in conjunction with the principal and SAC. It considers the total amount of money to be spent and cost-per-pupil in relation to schools of similar size and situation.

The Parent Service Organization supports the school and School Advisory Council. In fulfilling its purpose the PSO's objectives are:

- To work in conjunction with the School Advisory Council to broaden understanding and to foster appreciation of Catholic education
- To assist in the operation of the school as needed through volunteer activities
- To raise the appropriate funds for the support and benefit of the school
- To work closely with SAC and various fund-raising groups to insure successful income-producing events
- To develop within a Christian community, positive relations among parents, students, school faculty, and the parish
- To support the current St. Francis parish population enrollment
- To enable the entire school and parish community to achieve its stated mission and goals with the school's philosophy

M. Verification of Compliance

By signing the Tuition Payment Contract parents verify that they are aware of and will comply with all regulations as written in the handbook.

XIV. RESPONSIBLE USE SOCIAL MEDIA POLICY

A. Electronic Information/Communications Policy Agreement

Social Media is defined as any electronic tool that allows for social, interactive, and connective learning, including but not limited to: video and photo sharing (YouTube, Snapchat, Instagram), social networking (Facebook, Twitter), text messaging or group chats, blogs, wikis, podcasting, texting, web conferencing, or any other technology that allows for direct or indirect interaction between two or more parties. St. Francis Catholic School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in the school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. As a Catholic school, St. Francis recognizes the need to educate children to use technology ethically and effectively. St. Francis Catholic School will make reasonable efforts to prevent students from misusing the information services, however, **a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the information services.**

Listed below are the provisions of this agreement. If a student violates these provisions, access to information services may be denied and the student may be subject to disciplinary action (from detentions to expulsion depending on the situation).

1. Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Before using the electronic services each student will participate in an orientation or training course with an appointed staff member as to proper behavior and use of the network. The school will develop guidelines on what is appropriate use for subject areas and/or classroom usage. The administration, staff, or faculty of St. Francis Catholic School may request that the principal deny, revoke, or suspend specific users.

2. Personal Responsibility

The student will accept personal responsibility for reporting any misuse of the network to the appropriate authority (computer teacher, principal, teacher). Misuse may occur in many forms, but it includes using a program(s) or game(s), visiting website(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language.

3. Acceptable Use

The use of any information services must, in the judgment of St. Francis Catholic School, be related to student education and research in accordance with the educational goals and objectives of St. Francis Catholic School. The student is personally responsible for compliance with this provision at all times when using information services.

The student may not:

- Use, reproduce or transmit any material in violation of any federal, state or local laws. This includes, but is not limited to **copyrighted material, threatening or obscene material, or material protected by trade secrets.**
- Use the information services **for any commercial or profit-making activity**
- Use the information services **to advertise a product or for lobbying or other political purposes.**

Inappropriate use of electronic information resources **may also be a violation of local, state and federal laws.**

4. Network Etiquette and Privacy

The student is expected to abide by the generally accepted rules of network etiquette. These rules include, (but are not limited to), the following:

- **Be polite.** Never send, or encourage others to send abusive messages.
- **Use Appropriate Language.** The student is a representative of the school on a non-private system, which may be viewed globally. Never swear, use vulgarities, or

any other inappropriate language.

- **Illegal activities** of any kind **are strictly forbidden**.
- **Privacy** - The student should not reveal his/her home address or personal phone number or the addresses and phone numbers of other students.
- **Electronic Mail** - Electronic mail (email) at school **is not guaranteed to be private**. Messages relating to or in support of illegal activities must be reported to school authorities.
- **Disruptions** - Do not use the network in any way that would disrupt use of the network by others.

5. Security

Security on any computer system is a high priority because there are so many users. If a student identifies a security problem, notify the computer teacher or staff in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk **will be denied access** to the information services. Using another student's Chromebook is not allowed. Other violations deemed unacceptable by the general standards of our school

6. Vandalism

Computer vandalism is the intentional harming or destruction of the school's computer hardware and/or the school's software and/or data of other user(s) or any other networks. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement officials.

B. Services

St. Francis Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Francis Catholic School will not be responsible for any damages suffered while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or student errors or omissions. Google Docs will be used as an interactive tool. Students under 13 years old need parent permission. Use of any information obtained via the information system is at the student's own risk. St. Francis Catholic School specifically disclaims any responsibility for the accuracy of information obtained through its information services.

C. Modeling

Parents are the primary educators of their children, therefore, they are expected to teach and model appropriate cell phone use and online behavior. Below are guidelines to follow when members of the community choose to post content on the Internet:

- Use good judgment. Behave in a way that will make you and others proud and reflect well on the school.
- Regardless of privacy settings, assume all information you have shared on your social network is public information.
- Always treat others in a respectful, positive, and considerate manner.
- Only post things you would say "in real life" to the people and organizations you post about.
- The Internet is not an appropriate place to vent, "think out loud," disparage, or complain about the school/parish community.

* It is not recommended to allow children to sleep with their phones. To ensure a good night's rest, and reduce dependency/phone-related anxiety, allow phones to charge overnight in a separate room.

D. Supervision and Monitoring

St. Francis Catholic School reserves the right to impose consequences for inappropriate behavior that takes place **on or off** campus and outside school hours. Thus, inappropriate use of technology (for example, on Social Media via home computer, school provided Chromebook, or cell phone) may subject the student to consequences. Inappropriate use includes, but is not limited to, harassment, use of school name, logo, or mascot, remarks directed to or about administrators, teachers, staff, or other students, offensive communication, and safety threats. The school will monitor the use of technology resources to help ensure that users are secure and in conformity with the school's policy. Administrators reserve the right to examine, use or disclose any data found on the networks, or school-provided devices in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of criminal activities to law enforcement.

Inappropriate use by students of their own personal devices, such as cell phones, smart watches, laptops, or tablets will subject students to possible disciplinary action. We expect our parents to be equal stakeholders in the implementation of our Digital Citizenship Agreement.

Parents are also expected to model positive Internet behavior and to exhibit online decision-making that promotes the idea of a Christian community as outlined in section VIII. of this document.

Your signatures indicate that you have read this document, discussed it with your student, and that you and your student understand the terms and conditions herein.

Violation of, or attempting to violate, these rules will result in disciplinary action as outlined in

the school's handbook.

XV. SAFETY

A. Bicycles

Bicycles should be walked on and off the school premises. Bicycles should be locked to bike racks during school hours.

B. Drills

Earthquake Drills - In accordance with state law, earthquake drills will be held at least twice per year. Prior to the drills, students will receive instruction on proper procedures. Special procedures are followed during Earthquake Drills, thus, students need to follow teacher directions carefully.

Fire Drills - In accordance with state law, fire drills will be held weekly during the first month of school, and monthly throughout the school year to ensure that students understand the procedure to be followed in case of fire or other emergency.

These rules must be followed during a fire drill:

- Walk quickly (do not run) to your designated area, using the routed outline for each class.
- Stay as a class with the teacher.
- Return to the building at the signal of the bell.
- Keep silent during the entire drill (from the time the bell rings to the time students re-enter their classrooms).

Lock-In and Lock Down Drills - In accordance with state law, lock-in and lock down drills will be scheduled throughout the school year to ensure students understand the procedures to be followed in case of an emergency.

C. Laser Pointers

As a general rule, laser pointers are not allowed at school. If a student is giving a classroom presentation and would like to use a laser pointer for the presentation, permission must be received from the teacher at least one day prior to intended use. If granted permission the pointer must remain with the teacher except during approved use.

D. Playground Rules and Usage - See Section VIII. Discipline Policies

E. School Closure

St. Francis Catholic School uses the Sherwood School Districts as resources to determine school closures. If it should be necessary to close the school because of weather conditions,

an announcement will be made over local television stations and a message will be sent to the e-mail account listed on a student's file in Schoolspeak.

F. Skates, Skateboards, and Scooters

Skates, skateboards, and scooters may not be used on the school or parish property during school hours.

G. To and From School

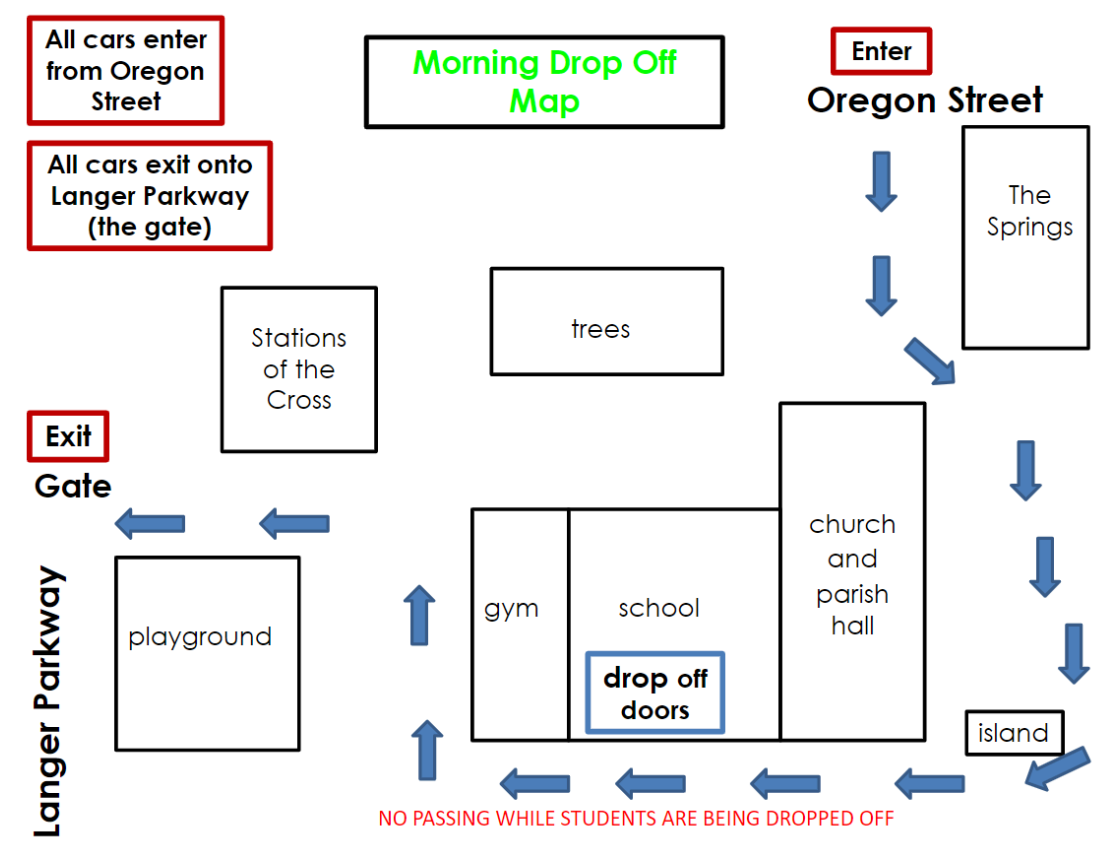
Students who walk or ride their bike to or from school must have a signed permission form on file with the school office.

H. Transportation

Bus

When St. Francis uses a bus company for field trips, it is expected that student behavior will be appropriate at all times. Directions of a faculty or parent volunteer chaperone will be followed.

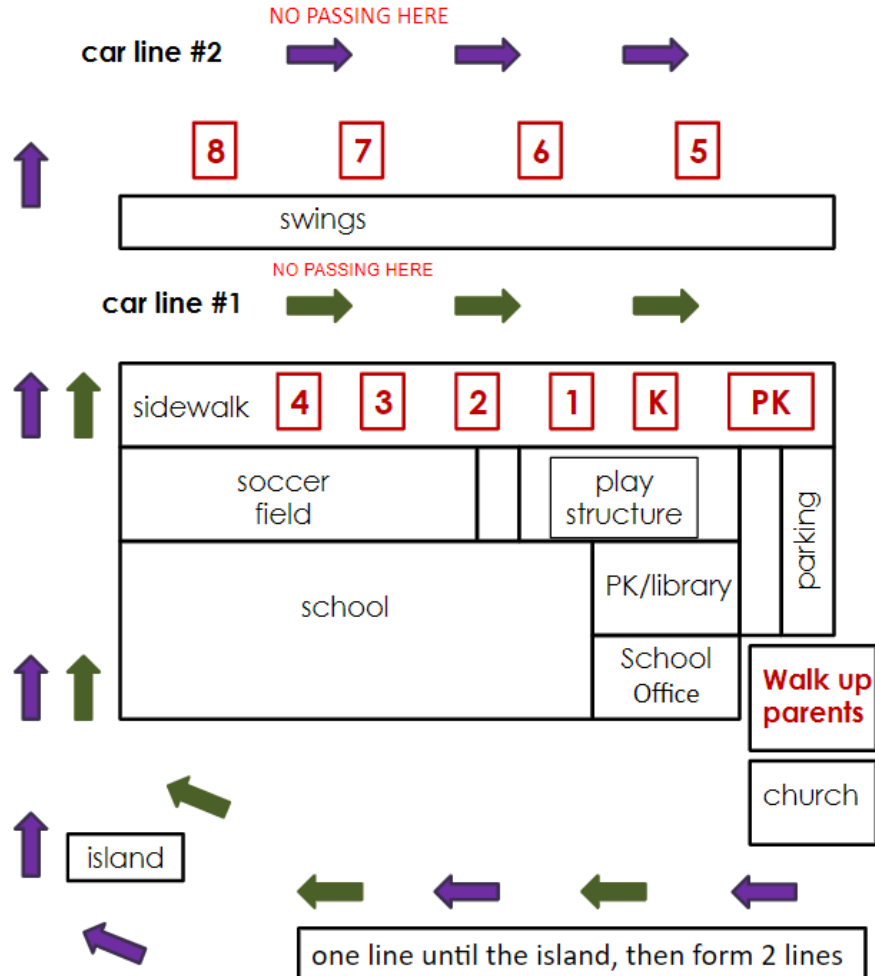
Drop-Off/Pick-Up Maps



Afternoon Pick Up

If you have 5-8 students only, use #2 carline

If you have both PK-8 students, use #1 carline



Traffic Safety

- The traffic patterns are designed for the safety of the children.
- Please drive slowly at all times.
- There is **NO PASSING** in the areas where kids are being dropped off or picked up.
- **NO CELL PHONES IN CAR LINE** - Please refrain from being on your cell phone while dropping off or picking up your students.

Drop-Off Procedure

For the safety of the students, all morning drop-offs will be at the gym lobby doors, unless your child is attending morning care, their drop-off will be at the parish hall doors near the music room. Those of you that wish to walk your students to the front entrance,

please make sure to walk your child to the entrance of the school. Please make sure to **enter** the school on Oregon Street and **exit** on Langer Parkway. This will keep the traffic moving swiftly and safely.

Pick-Up Procedure

After school, if you are going to walk up to the school to pick up your child, you will need to park your car near the church and wait for your child by the bell tower area. On certain occasions, the front office and teachers will need to know if your child will not be going to the afternoon carline. An email, note, or phone call to the front office will help us know where each student should go. In an effort to keep our students safe, please do not play on the school playground or talk with teachers during the afternoon carline. The playground structure is off limits until carline is over and the remaining students are on their way to extended care.

Pulling your child from the carline is not allowed. If you arrive after the students are in their spots at carline, you may not walk up to get your child. You will need to wait until the carline is over. This is for the safety of students. The teachers cannot be interrupted during the carline as there are many moving cars and students going to their cars.

Volunteers/Appointments

All volunteers or those having appointments with staff members must be aware that the afternoon pick-up line begins forming by 2:45 PM. Please do not park in an area that would obstruct the carline formation at that time.

I. Visitors

All visitors must report to the main office. Any student visitors who wish to visit campus must have made prior arrangements with the principal.

L. Weapons Policy

Any student in possession of a weapon will face disciplinary consequences up to and including expulsion from school.

Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument, mace/tear gas/pepper spray, a club bludgeon or similar instrument, or a deadly or dangerous weapon.

XVI. STUDENT ACTIVITIES

A. Altar Servers

In cooperation with the parish altar server preparation program, 3rd grade students are eligible to participate in a training program coordinated by Deacon Bill. Subsequent to the training sessions, new altar servers will be assigned to serve with an experienced server for school Masses.

B. Assemblies

To enrich the curricular offering, to foster spirit, or to celebrate liturgical or other special occasions, assemblies are held on a regular basis.

- First Monday of the month
- "Virtue of the Month" awards are presented following the last Mass of the month.
- Other assemblies and presentations may take place as scheduled and will be posted in the class newsletters and the Wolf Post.

C. Athletics and Eligibility

For St. Francis students to participate in CYO athletic activities, they must be a student in good standing both academically and behaviorally. Academically, it is recommended that a 'C' average must be maintained during the athletic season.

D. CYO Handbook/Guidelines

Catholic Youth Organization (CYO) athletics is a Catholic centered program which provides opportunities primarily for parish youth 3rd grade and older. CYO is "committed to the dignity and worth of all youth." All sporting events that involve St. Francis Catholic School CYO teams must strictly adhere to the CYO philosophy. Today's CYO organization is governed by the CYO/Camp Howard Board of Directors.

Depending on coach availability and student interest, CYO could offer fall volleyball, late fall/winter basketball, winter swimming, (K-8) (in conjunction with other Catholic schools) and spring track and field (in conjunction with St. Anthony Catholic School). Registration for CYO sports is normally handled during September. Please see the separate CYO Handbook for information or contact St. Francis's CYO's Athletic Director, Mrs. Kristina Cruse.

E. Field Trips/Camps

Field experience is an important part of learning. For each field trip the following information applies:

1. Student Permission Slips-

Each field trip requires a signed permission slip from home. Students must return the

permission slip to school before the trip is to be taken. If a student is lacking the permission slip, he/she will remain at school and must arrange with the teacher to make up for the missed experiences in some other way. If multiple trips on the same topic are planned, a general permission slip will be requested at the time of the first excursion. This permission slip will be kept on file for future reference.

2. Driver responsibilities-

- Drivers should follow the planned route, not make extra stops, dress appropriately, and not use any alcohol at any time. Any adult driver must have a **completed Driver Information** form left with the office prior to leaving on the trip.
- Proof of insurance
- Siblings are **not allowed to accompany** a class on a school field trip.
- Chaperones/drivers must have passed a background check and completed C.A.S.E. training

3. Any student not participating in OMSI Camp or Outdoor School must be prepared to stay at home and fulfill assignment requirements through a packet of homework relating to what the class will be learning at Camp/Outdoor School. This packet will be due back the day the class returns to session.

Kindergarten - Fifth Grade Field Trips:

- Two or more field trips per year

6th - 8th Grade Field Trips:

6th grade – OMSI Camp Gray

7th grade – OMSI John Day

8th grade – Camp Tilikum and multiple field trips

F. Money Collection

- Tuition monies: Payable through FACTS
- Endowment monies: Checks should be made payable to St. Francis Catholic School Endowment Fund (please make these checks separate from your tuition check).
- School fees: Please pay all school fees at the time of registration through FACTS.
- Misc: Any other monies coming to school need to be placed in a sealed envelope and clearly labeled with students' name and what the payment is to go towards.

G. Student Council

As a leadership opportunity, St. Francis Catholic School appoints Student Council officers and representatives each year. A grade point average of 2.0 in each subject is required

from the previous trimester and must be maintained while a member of the Council. Under the guidance of a faculty advisor, Student Council holds student body meetings, plans assemblies, and coordinates some of the service opportunities.

H. Service Projects

Responding to the needs of others provides an important opportunity for social and spiritual growth as Christ calls everyone to love one another. Education at St. Francis Catholic School fosters dedication to service for our entire life, and special projects are periodically undertaken to underscore this commitment. Students participate in at least one event annually for the benefit of the less fortunate (usually for children).

As an outgrowth of our Catholic social teachings, St. Francis Catholic School actively participates in a variety of service programs that benefit others and helps the entire school community (students, parents, and faculty/staff) to live out the Gospel message of service and to increase our awareness of the human condition. As appropriate faculty committees plan these programs, announcements will be made in the weekly parent letter.

XVII. STUDENT AWARDS

Graduation

In addition to department awards, St. Francis Catholic School awards the following major awards to the graduates: Academic Excellence, Distinguished Scholar, Christian Leadership, the Gretchen Brown Award, and individual awards for each of the Schoolwide Learning Expectations.

XVIII. STUDENT INFORMATION DISCLOSURE

A. Review of Student Education Records

Parents of students currently in attendance at St. Francis School may review the student's education records. Parents wishing to review student records should make a written request to the principal to do so. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the school concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not be amended, the parent may place a statement with the record commenting on the disputed information. St. Francis Catholic School forwards education records requested by an educational institution in which the student seeks enrollment or services in a timely manner.

B. Emergency Disclosure of Information

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

XIX. STUDENT SERVICES

A. Counseling

When appropriate, recommendations will be made by the teacher and principal/vice principal to the parent for a referral to an outside counselor, speech therapist or tutor.

B. Lunch Services

St. Francis has two lunch programs. Students may bring a lunch prepared and brought from home, or they may choose to participate in the Wednesday fundraising lunch when it is made available. Students who have forgotten their lunch will be given an adequate lunch to prevent hunger.

Snack and Lunch:

- Students are to bring a healthy snack and lunch to school each day.
- Students in grades PreK-5 may not share their snack or lunch with others.
- If a student forgets his/her lunch, the school will provide them with a fruit, protein and dairy item.

C. Telephone

Students without permission of a staff or faculty member **may not** use the telephone. Students may not call home for forgotten homework, lunches, or to make after school social arrangements. Parents may request to use a school phone or may ask to use one of the parish phones.

XX. VOLUNTEERS

Volunteers assist the school in providing for the development of education of the students and provide a benefit to the school.

A. Volunteer Background Checks

The Diocese requires volunteers to undergo a background check. Volunteers will also be required to complete the "C.A.S.E or Creating A Safe Environment" training and subsequent on-line updates. Ordinarily, any person with an adult criminal conviction is not eligible to

volunteer. The school further reserves the right to decline the services of a volunteer or to request a volunteer to withdraw from service in school activities whenever, in the judgment of the administration, it is in the best interest of the school to do so.

Driver responsibilities:

- Provide proof of Insurance
- Have safe, reliable transportation
- Must pass a background check and complete CASE training

B. Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Council and Committees, Parent Service Organization Board and Committees, annual auction committee, Art Literacy, classroom assistance to teachers, cafeteria/hot lunch program, room parents, field trip assistants, playground supervision, and other activities relating to the talents and gifts of the volunteer population.

For reasons related to safety, as well as liability, other siblings regardless of age, may not accompany a parent while the parent volunteers for a school activity, e.g. in the classroom or on a field trip. This policy is designed not only to protect the integrity of the school activity, but also to assure accuracy of the volunteer work performed.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and archdiocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others, ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

Should volunteers come into conflict with school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by the school principal and/or the pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute without involving or using school/parish resources.

Certain categories of volunteers, for example classroom helpers and playground volunteers, will be required to attend a training meeting prior to service.

Notice:

When parents sign the Tuition Payment Contract each year, it is an agreement to complete the required volunteer hours, comply with the tuition payment expectation, and agree to abide by the St. Francis Catholic School policies as stated in the Family Handbook.

C. Volunteer and Auction Requirements

The school is a community of students, staff, parents and parish personnel. All members must be of service in order for the community to function well. The St. Francis community has been fortunate to have many talented members. Volunteerism allows everyone an opportunity to share their special talents for the benefit of the community.

Share Hour Requirements:

- All K-8 families have an obligation of volunteer (share) hours for the school.
- Two parent households must contribute a minimum of 20 share hours. 10 of the 20 hours must be applied to assisting with the auction.
- One parent household must contribute a minimum of 10 share hours. 5 of the 10 hours must be applied to assisting with the auction.
- Each hour worked counts as one share hour.
- **Share hours need to be logged in SchoolSpeak by the volunteer and are due by the last day of school of the current academic year.**
- Any family not completing share hours will be assessed a \$50.00 per hour charge for unaccounted hours.
- Any unfulfilled share hours will be billed on the June statement.
- Families paying the Super Donor Tuition cost may have the fundraising portion of the volunteer hours waived.

Incomplete volunteer hours will result in the family's loss of a reserved place in the school for the upcoming school year and will be charged \$50 per hour for each missing hour.

School Gala and Auction:

- Our Gala (which contains a live and silent or virtual auction) is held in the spring.

Key roles include, but are not limited to:

- Procurement
- Logistics
- Decorations
- Showcases

- Raffle
- Volunteer coordinator
- Food and beverage
- Communications/Publications
- Invitations
- Programs
- The gala is run each year by two volunteer co-chairs. Chairs must be approved by the principal and SAC. Chairs receive a tuition credit set by the principal and pastor.
- Every school family will be required to **procure an item(s) for the auction of at least \$100** in total value, or donate \$100 cash.
- Procured items must be donated three weeks prior to the gala to count. School reserves the right to decline to accept the services of a volunteer or item towards procurement. Each grade is responsible for creating a classroom showcase for the auction. Every school family will be required to procure an item(s) **for each of their student's classroom showcases of at least \$25.00 in value.**
- St. Francis Catholic School is a 501(c)(3) non-profit organization and all donations are tax deductible to the full extent allowed by the IRS.

All families are to log their volunteer hours in School Speak under the “shared hours” link and log donations through the website “donations” link

<https://stfrancissherwoodschool.org/donations>

XXI. RIGHT TO AMEND

The school and/or principal retain the right to amend, suspend, or add new rules or guidelines for just cause. Notice of amendments will be sent to parents via SchoolSpeak or through e-mail communication. The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his/her discretion. Parents will be given prompt notification if changes are made. Any new Archdiocesan or Catholic Schools Office policy supersedes the policies set forth in this handbook.

FAMILY HANDBOOK AGREEMENT FORM

I have read the 2023-2024 St. Francis Catholic School Family Handbook and agree to follow the school policies and procedures as stated.

Family Name: _____

Parent/Guardian signature

Date

Parent/Guardian signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

***Parents/Guardians and student(s) must both sign.**