



Pre-K Handbook 2023-2024

**St. Francis Catholic School
15643 SW Oregon St.
Sherwood, OR 97140
(503) 625-0497**

**Director: Denise Gonzalez
Sub-Director: Katie McGann**



Dear Pre-K Families,

Welcome to St. Francis Pre-K. We are delighted you chose our program and we are looking forward to getting to know you all better.

In St. Francis Catholic School's Pre-K program, your child will grow in faith, knowledge, and character. We believe in empowering young children with the skills they need to be more independent and confident learners both inside and outside the classroom. You will undoubtedly see your child grow leaps and bounds during this transformational year.

Pre-K students are eager, excited, and full of questions about the world around them. We use a research-based curriculum called *Big Day for Pre-K*. This curriculum covers math, language arts, social studies, science, and writing. We also use teacher-created materials based on best practices to supplement and extend our adopted curriculum. For religion we utilize the curriculum: *God Created the World*. We believe in providing a well-rounded program that includes development in social emotional skills, gross and fine motor skills, music, movement and art.

Thank you for choosing St. Francis Catholic School. We look forward to working together as a team to provide your child with a wonderful year in Pre-K.

Sincerely,
Mrs. Katie McGann & Mrs. Monica Williamson
Pre-K Teachers
St. Francis Catholic School



ST. FRANCIS

CATHOLIC CHURCH AND SCHOOL

Dear Families,

It is with pleasure that I welcome you to St. Francis Catholic School Early Education Program (Pre-K). As your Principal/Director, I look forward to the upcoming school year and the opportunity to share in the social, emotional, spiritual, and academic growth of your child.

Our goal is to provide a safe and loving environment where the children can learn and play. The children learn about kindness, patience, and friendship. The children work and learn through play, teacher planned activities, and in whole and small group instruction.

St. Francis Catholic School Pre-K curriculum, *Big Day for Pre-K*, is based on years of research that demonstrate the importance of teacher-student interactions, and the need for social-emotional development instruction. *Big Day for Pre-K* is organized into eight engaging and child-friendly themes that provide a robust collection of hands-on preschool classroom materials that integrate instruction across all learning domains and bring early learning to life. As the year progresses, the themes broaden, and the children begin to understand more about math, language arts, writing, science, and the world around them.

The children will learn about God's love and His word through conversations, prayer, involvement in service projects, Bible lessons, and stories. This Parent Handbook has been prepared to help acquaint you in understanding the procedures and objectives of the Pre-K's program, policies, and to promote a healthy understanding between our school and your family.

If you have any questions concerning information in this handbook, please feel free to contact me at 503.625.0497 or by email at dgonzalez@sfsherwood.org.

Sincerely,
Denise Gonzalez
Principal

TABLE OF CONTENTS

ST. FRANCIS SCHOOL INFORMATION.....	6
Mission Statement	6
Philosophy Statement	6
School-wide Learning Expectations	6
General information	7
Office Hours	7
School Year	8
Tuition/ Payments	8
Arrival/ Departures	8
Times and Days.....	9
Closings and Delays.....	9
Personal Hygiene	10
Dress Code	10
School Pictures	12
After/Before Care	12
 PRE-K CLASSROOM INFORMATION.....	 13
Communication.....	13
Class Size	13
Enrollment	13
Curriculum	14

Supply List	15
School/ Backpack/Personal Items.....	15
Behavior Management	16
Class Parties	16
Birthdays	16
HEALTH AND SAFETY	17
Immunization Requirements.....	17
Health Policy/Illness	17
Safety Information.....	18
Visitors and Volunteers.....	20
Medical Information.....	21
Injury and Concussion.....	22
Maintenance Policy.....	23
Nutrition/Snacks.....	23
Naps/Quiet Time.....	24
CODES OF CONDUCT PARENT/STUDENT/TEACHER	24

ST. FRANCIS SCHOOL INFORMATION

MISSION STATEMENT

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

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 Catholic School 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.

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 life-long 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

GENERAL INFORMATION

St. Francis Catholic School
15643 SW Oregon St.
Sherwood, OR 97140
Phone: 503.625. 0497
Website : www.StFrancisSherwoodSchool.org

Parish Pastor:

Fr. Amal
framal@sfsherwood.org

Principal/Director:

Ms. Denise Gonzalez
dgonzalez@sfsherwood.org

Pre-K Lead Teacher:

Katie McGann
kmcgann@sfsherwood.org

Pre-K Teacher:

Monica Williamson
Imyer@sfsherwood.org

Office:

Mrs. Kristina Cruse
KCruse@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 (Early Dismissal for Faculty Meetings)
7:45 a.m.– 12:30 p.m. on Half- Days

SCHOOL YEAR

Pre-K students are in session from September through the middle of June. The Pre-K school year follows the same calendar as grades K-8. The school calendar is available on *School Speak* to reference for school closures, early dismissal, events, holidays, etc.

TUITION PAYMENTS

There are three options for tuition payments. Tuition may be paid in full by August 5th or by payment plan installments (10 month or quarterly) under FACTS. The FACTS payments begin in July and extend through the middle of May depending on the payment plan that was selected. A late fee of \$50.00 per month will be assessed with a five-day grace period. An active credit card must be on file to charge late accounts past the grace period. Please consult the front office staff for questions.

ARRIVAL / DEPARTURE

Arrival:

Pre-K students will enter the school building beginning at 8:00 AM until 8:10 AM through the library doors located near the Pre-K classroom or through the carline. After the third week of school we encourage all parents to use the carline.

If a student arrives later than 8:10 AM, the parent and student must enter the building through the school office where the parent will need to sign in the child at the office. The office administrative assistant will walk your child to the classroom.

Departure:

Half-Day students are picked up at 11:30 AM. Parents need to park their car and pick up their child at the library/Pre-K door.

Full-day students will be picked up at 3:10 PM in the carline. **Parents, please DO NOT get out of the car for pick up.** A teacher or staff member will be present to put your child in his/her car seat. ALL car seats need to be in the back seat on the passenger's side for the safety of the children and others. If buckling your child takes an extended amount of time, please pull forward into a stall to assist your child.

Parents not participating in carline, please wait at the library/pre-k classroom doors promptly at 3:00PM. Otherwise, your child will be with the class in the carline.

Please be prompt in picking up your child. If you must be late, please inform the school so that we may explain to your child and ease his/her fears.

If you have arranged to have someone else pick up your child from school, you need to enter the updated information into SchoolSpeak. A handwritten note or email is not sufficient.

If you are unable to be at the school 20 minutes after the half-day program, your child will be waiting in the school office and a phone call will be made. If you are unable to pick up your child after the full-day program, your child will be sent to extended care.

TIMES AND DAYS

Half-Day Pre-K

- M-F
 - 8:10–11:30

Full-Day Pre-K

- M, T, Th, F
 - 8:10-3:10

Wednesdays

- 8:10-2:10

CLOSING AND DELAYS

In the event of an emergency closing due to weather or unforeseen reasons, there will be an announcement on the radio and television and/a web page listed under private schools. St. Francis Catholic School WILL automatically follow the Sherwood Public School's decision. Additionally, an email will be sent to parents/guardians through *School Speak* to notify them of any school delays or closures.

St. Francis Catholic School does have the right to close outside of Sherwood School District, when necessary.

In the event of a two-hour delay, full day Pre-K students will report to school at 10:15AM and will be dismissed at regular time Monday, Tuesday, Thursday, and Friday. Wednesday's dismissal is 2:10PM.

There will be NO morning care offered on a two-hour delay.

Half-day Pre-K WILL NOT have school if there is a two-hour delay. If it is necessary to schedule make-up days, parents will be informed during the course of the year.

PERSONAL HYGIENE

All children must be completely toilet trained. We do understand that an occasional accident may occur. Parents/guardians will provide their children with a new set of clothing at the beginning of the school year. The child will independently clean and change him/herself to the best of their ability in the bathroom.

If clothes are soiled, they will be sent home with a note. New clothes need to be sent back the next school day. If accidents are occurring frequently, we will ask to meet with parents/guardians to work on a solution.

For the protection and safety of the child and our staff, we may ask the parent/guardian to pick up the child to be properly cleaned if he or she has had a bowel movement in their clothes.

The children and staff are expected to wash their hands with soap and water after toileting, blowing their nose, before snack, as well as after playing with shaving cream or painting.

DRESS CODE

Pre-K students participate in the school's uniform.

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](#)

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, Land's End or Tommy Hilfiger.
- Auction sweatshirts **from the current year only** may be worn 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.
- 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.

- Shoes – Shoes must be closed toed with a solid sole and a back. Shoes should be predominantly navy, white, black, gray, or brown. No sparkles, no lights. Laces must match the predominant color of the shoe.
- 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) 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 students' 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 - 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 or 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.

SCHOOL PICTURES

This year school pictures are on September 25, 2023. Before picture day, a notice will be included in the class newsletter and the *Wolf Post*. Envelopes will be sent home with your choice of picture packages. The picture envelope with the money must be returned to the school on picture day or you can order pictures online.

BEFORE/AFTER SCHOOL CARE

Hours:

Before Care: Monday, Tuesday, Wednesday, Thursday, Friday 7:00AM-8:00AM,

After Care: 3:10 PM-6:00 PM

After Care on Wednesday: 2:10 PM-6:00 PM

Location:

If you arrive before 3:45 pm you can pick your child up in the PreK classroom.

If you arrive after 3:45 pm you will pick up your child in Aftercare. Aftercare is located in the church parish hall. To pick up your child from aftercare please pull around the back of the school where the blacktop splits and goes around the trees. Across from the trees is a double door with a doorbell. Just press the doorbell and the aftercare teacher will bring your child to you. All individuals picking up students from school or aftercare need to be entered into *School Speak*.

Snacks:

Children will bring their own snacks to after school programs.

Playground:

Pre-K students are to only use the designated Pre-K playground area.

Restroom Policy:

Students will not be in the restroom facilities with adults. The after-school teacher will watch the children walk to the bathroom. Students will knock on the bathroom door and make sure no one is in the bathroom. Once clear, students will enter. If the bathroom is not empty the child will not enter. Pre-K students will always be within sight of and sound of a qualified teacher.

CLASSROOM INFORMATION

COMMUNICATION

Every week we send out a classroom newsletter through email and *School Speak* to communicate about our learning, important events and other pertinent classroom information. A weekly *Wolf Post* is also sent digitally regarding whole school announcements, information and events. A monthly newsletter from the principal is also sent home digitally. Please make sure you are reading all newsletters thoroughly.

Every Friday (or last day of school for the week), your child will bring home their Friday folder and return it again the following Monday (or next day of school).

The best way to get in touch with the teachers is to email or call the front office. If you think your questions or concerns may be lengthy and will be best answered by a conference or a telephone call, please let the teachers know and they will schedule a time to speak with you.

CLASS SIZE/STAFF

Per Oregon law, Pre-K has a 10:1 adult to child ratio with *at least* one teacher and one or two teacher assistants depending on enrollment. All Pre-K teaching staff meet the qualifications for their position as required by OCC licensure. All staff are registered in the CBR (Central Background Registry) as required by OCC licensure.

ENROLLMENT

Per state law, Pre-K students must be four years-old by September 1, 2023 to be enrolled and must be fully toilet trained. Students may not wear pull-ups to school.

As required by state and federal civil rights laws and the Americans with Disabilities Act (ADA), St. Francis Pre-K will not discriminate against any child on the basis of race, religion, color, national origin, gender, marital status of parent, or because of a need for special care.

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.

CURRICULUM

The Pre-K uses *Big Day for Pre-K*, a research based curriculum. It covers essential Pre-K skills including: language arts, math, science, and social skills units. We also use teacher-created supplemental materials based on best practices to create a well-rounded and developmentally appropriate curriculum. We provide opportunities to develop fine and gross motor skills, social skills, music and movement skills.

Religion is a central part of St. Francis Catholic School's Pre-K program. The textbook and adaptive program we use is *God Made the World*. Additionally, time will be set aside to talk about God through daily prayers, stories, songs, and exploring the world we live in.

PRE-K SUPPLY LIST 2023-24

- 1 box of Twistable Crayola crayons 8 pack
- 1 Crayola fine line Washable markers (8 or 10 pack)
- 1 Crayola Ultra Clean Washable broad line markers (8 or 10 count)
- 2 bottles of Elmer's washable school glue, 4 oz.
- 8 Elmer's glue sticks
- 1 plastic pocket folder (no prongs)
- 1 box of tissues
- 1 Standard size backpack (big enough to fit 9x12 folder, lunchbox and coat)
- 1 Two-Pocket Folder (plastic, no prongs)
- 1 Lunchbox (Full day students) (labeled with name)

Revised 12/12/23

- 1 Set of change of clothes in labeled Ziplock bag (Top, bottoms, socks, underwear)
- 1 small blanket (Full day students). A blanket (or sheet) is required by the State of Oregon.
- 1 one inch 3 ring binder with hardcover
- 1 pack gallon OR 1 pack sandwich size ziploc bags

Individual Student Emergency Kit Supplies:

- Gallon Ziploc bag labeled with student's first and last name
- 16 oz. bottle of water labeled with child's name
- Small pocket pack of Kleenex
- 5 - 10 individually wrapped hand wipes
- Small bottle hand sanitizer
- Dollar Store rain poncho
- 4 Granola or protein bars
- Small family photo
- 2 Glow sticks

SCHOOL BACKPACK/PERSONAL ITEMS

Each child is asked to bring his/her own (large) school backpack well marked with his/her name. The backpack needs to be big enough to hold the daily folder, a lunchbox and a water bottle. The backpack will be brought each day to ensure all your child's belongings get home to you. This helps them to be responsible for their own things.

Please label personal items such as lunch boxes, water bottles, coats, uniforms, hats, etc. Children often forget which coat, sweater, etc., they wore to school and have a difficult time identifying their belongings from those of others.

The Pre-K children are also asked to bring an extra set of clothing at the beginning of the year. If soiled, the clothes will be laundered at home and a new set shall be sent back to school with the child the following school day.

BEHAVIOR MANAGEMENT

We focus on setting and teaching clear, consistent and positive rules and limits that children can understand. We utilize predictable, consistent routines that encourage positive behavior and self-regulation. Teachers actively supervise and take steps when possible to prevent problems before they occur. We encourage children to appropriately express their feelings and understand the feelings of others. When a problem arises, we will try to help the child/children solve it by using a variety of age-appropriate problem-solving strategies (e.g. calm down corner, redirecting, positive behavior reinforcement, modeling and teaching of social skills/conflict resolution). If necessary, we may also need to remove the child from the situation when other methods to resolve the issue have not been effective. If a problem continues or behavior that could

endanger others occurs, the teacher will contact the principal and/or parents/guardians so we can work as a team to come up with a solution together.

CLASS PARTIES

We may celebrate holidays and other events throughout the year. Notices in the newsletter will be sent home of the upcoming event and ways parents/guardians can help. Room Parent(s) are encouraged to help organize and help during that day. Sign-up sheets to help and to bring certain items may be utilized.

BIRTHDAYS

We celebrate each child's birthday and make their day special. If a parent/guardian would like to send a birthday treat, they are to notify the teacher. For children with summer birthdays, we celebrate at the end of the school year. Parents may opt their child out of participating in birthday treats at the beginning of the school year.

Birthdays are celebrated during snack time or another appropriate time during the day. Cookies or donut holes are appropriate birthday snacks. All snacks **MUST** be store-bought, no homemade items are allowed. We ask parents/guardians to be mindful of students that may be allergic to dairy, nuts, or that have food allergies.

If a party is planned outside of class time and the parent/guardian wants to invite their child's classmates, we do not hand out invitations in school unless the parents/guardians invite all of the children in the class. We want to prevent any child's hurt feelings.

We discourage sending balloons, etc. as these surprises cause distraction from learning.

HEALTH AND SAFETY

IMMUNIZATION REQUIREMENTS

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.

HEALTH POLICY/ILLNESS

If your child has had a fever or vomited, they may not return to school for a full 24 hours.

Students are required to remain home from school if they display any of the following symptoms:

- Covid-19 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 becomes ill at school:

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.

- The school will first try to reach the parent/guardian. If unable to reach the parent/guardian, we will then call the emergency contact/s parents/guardian 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 to notify of any possible exposure. The school must be contacted if a student has been exposed to or has one of the following diseases:

- 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

SAFETY INFORMATION

The health and well-being of our students is our priority. St. Francis Catholic School's top concern is a safe environment. We have rules in the classroom and on the playground to ensure your child's safety.

Pre-K students participate in and practice Fire Drills, Earthquake Drills, and Emergency Situations. We do everything in our control to maintain a safe environment for them to play and learn. Unfortunately, accidents, injuries, and illnesses can still occur. The parent/guardian will be notified as soon as possible if their student becomes injured or ill while at school.

Facility Safety:

- All exterior doors to school remain locked. The only entrance is through the school office.
- Security cameras are located on school grounds.
- Speed limit on campus is 5 MPH.
- Annual inspections including but not limited to include: Sanitation, Fire, Office of Child Care (OCC) - scheduled and unannounced.

In Case of Emergencies:

In emergencies, protected health or demographic information may be released to appropriate persons if necessary, in the judgment of St. Francis School staff to protect the health or safety of the student(s).

Emergency Information:

Parents are to update current information via *School Speak* profile regarding who to contact for emergency care on an annual basis or when any changes occur. Includes the following changes:

- Name, address, birthdate, and phone number

- Business address and phone numbers of parents/guardian and hours of work
- Cell phone numbers.
- Date of last tetanus immunization/booster
- Name, address, and phone number of family physician and dentist
- Health insurance company and identification numbers
- Special health conditions, allergies, and any medication
- Approval to send student to medical facility for emergency treatment
- Names of person(s) to whom the student may be released
- Signature of responsible parent(s)/guardian

Emergency Disclosure of Information:

St. Francis 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 the event of an emergency.

School Lockdown

Some situations may prove school lockdown is necessary.

The following procedures will be implemented during lockdown:

- Doors will be locked
- No one will be permitted to enter or leave the building
- "All clear" from emergency personnel will signal end of lockdown
- Notice to parents will be distributed via *School Speak* text and email
- Students practice lockdown procedure 2- 3 times per year

Drills

Alternative drills, including but not limited to Earthquake, Lockdown, and Lockout, are conducted every other month.

Fire drills are conducted monthly.

Exit maps and evacuation procedures are located near the classroom door by other required licensure information.

In September, 2019, the St. Francis Catholic School began safety drills (e.g. active shooter) in compliance with the Department of Catholic Schools and in conjunction with ALICE (Alert- Lockdown- Inform- Counter- Evacuate)

Training Institute's A.L.I.C.E. Certification.

VISITOR AND VOLUNTEERS

A visitor is any individual who has supervised contact with Pre-K students. Visitor exemption forms will be sent to families to review and sign at the beginning of the school year. All visitors must report to the office, sign-in, and wear a visitor badge.

No visitor will be included in mandated ratios unless they are registered in the CBR and complete the CASE training. Ratios with fully licensed teachers and aides to be maintained at all times. Individuals not registered in the CBR will NOT have unsupervised access to Pre-K students unless otherwise authorized and facilitated by parents/guardians.

Parents are welcome to visit and help in the classroom. Sign-up sheets for volunteers needed on an ongoing basis will be available at Back to School Night. Parents can also contact the teacher directly to coordinate volunteer time. Requests for volunteers for special projects will be communicated in the weekly classroom newsletter.

Representatives of all agencies involved in certification and custodial parents shall have immediate access to all parts of the center during the hours of operation. OCC staff shall have the right to enter and inspect the center, including access to all staff, records of children enrolled in the center, and all records and reports related to the center operation regarding compliance with the OCC rules.

The Oregon Department of Education Early Learning Division states that if volunteers are not enrolled in the Central Background Registry, they may not have unsupervised access to the children and that our policy needs to state this. Additionally, all volunteers working directly with children are required to attend the C.A.S.E. class sponsored by and held at the Parish. Dates to attend will be listed in *School Speak* and in the *Wolf Post*.

Pre-K parents are not required to complete volunteer share hours or submit required donations for the auction because this program is considered childcare. Voluntary participation is welcome!

Volunteers must complete the following:

C.A.S.E:

Any adults working directly with children are required to attend the C.A.S.E. class sponsored by and held at the Parish. Ratios with fully licensed teachers and aides to be maintained at all times.

Siblings are not permitted on any school-sponsored field trips.

Background Checks:

All volunteers must have a cleared background check through the Archdiocese of Portland, Oregon.

No volunteer to be included in teacher/child ratios unless they are registered in the CBR and complete the CASE training. Ratios with fully licensed teachers and aides will be maintained at all times.

Employees:

Employees working with the Pre-K are subject to background checks and are registered in the CBR. All employees working with Pre-K students must provide verified proof of qualification for their positions.

There will be no off-campus field trips via vehicles for Pre-K students.

MEDICAL INFORMATION

Parents can notify the school if their child has an existing serious allergy or develops a serious allergy.

Parents are to notify the school immediately if their child has come into contact with or has any signs/symptoms of contagious disease or illness.

The school will notify the parents if students have been exposed to chickenpox, meningococcal disease, measles, mumps, rubella, tuberculosis, whooping cough, or other diseases as determined by the health department.

Chicken pox, hepatitis A, impetigo, meningococcal disease, tuberculosis, and whooping cough require a notice to return to school from the student's doctor.

Immunizations:

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.

Medication Policy:

Students are allowed to take medication to school, on a temporary or permanent basis, under school supervision. **Medical forms must be completed prior to distributing** medication to the student. All medication must be in the original bottle/container with the doctor's name, dosage amount, date, and student's name on the label.

All medications must be contained in the school office.

This policy shall not prohibit the administration of first aid to students by school personnel in accordance with established state law.

INJURY AND CONCUSSION POLICY

- A child who is injured at school will be sent to the office where common-sense judgment will be made as to the severity of the injury. In most cases, except in extremely minor ones, the parent or guardian will be contacted.
- If the parent/guardian cannot be reached, a message will be left. In cases of serious injury or illness, emergency medical personnel will be contacted by the school for evaluation. 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/guardian cannot be reached, then the emergency contacts 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 (see Appendix A of this handbook).
- 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.
- 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.

MAINTENANCE POLICY

- Toilet rooms will be cleaned when soiled and at least **daily**.
- Door knobs and cabinet pulls in toilet rooms will be sanitized **daily**.
- Floors, walls, ceilings, and fixtures of all rooms will be kept clean and in good repair;
- All food storage areas will be kept clean and free of food particles, dust, dirt and other materials;
- The isolation area will be thoroughly cleaned **after each use** and all bedding laundered before its used again;

- When a chemical, such as chlorine, is used for sanitizing, a test kit that measures the parts per million concentration of the solution will be used to ensure the proper concentration; and
- Towels/cloths, both single use and multiple use, used for wiping food spills on utensils and food-contact surfaces will be kept clean and used for no other purposes. Cloths that are reused will be laundered and stored in a sanitizing solution between uses.
- Additional Covid-19 cleaning protocols will be in effect when required by local or state health authorities.

NUTRITION/SNACKS

St. Francis Catholic School does not offer *daily* hot lunch or snacks. Students will bring a healthy snack and lunch from home daily. All snacks and lunches must be non-perishable and non-refrigerated. Students will bring one water bottle filled with water only to drink throughout the day. Parents may pack single-serving milk cartons, or choose to opt out of their child's milk serving as St. Francis does not serve milk.

Students may not share their snack/lunch/water with others. Each lunch shall meet USDA Child Care Food Program Meal Pattern guidelines and shall include at least one serving from the following food groups:

- fluid milk; breads and grains; meat, fish, poultry or meat alternative (e.g., dried beans, peanut butter, yogurt or cheese), and two servings of fruits and vegetables

No liquids other than milk and 100% fruit juice shall be counted as part of the daily nutrition.

Each snack shall meet USDA guidelines and consist of food or beverage from at least two of the following food groups: fluid milk; bread and grains; meat, fish, poultry or meat alternatives; fruits and vegetables.

A snack shall not consist of only two beverages.

Each child's food will be monitored daily to ensure that the food meets nutritional requirements.

In the event that a student's lunch or snack habitually does not meet the USDA guidelines, parent/guardian will be notified.

NAPS/QUIET TIME (Full Day Students Only)

Parents/guardians are responsible for sending a small blanket and pillow or stuffed animal to stay at school during the week. Your child(ren)'s linens will be sent home on Fridays, and as needed, to be washed and returned on Monday or the next school day.

Children will be required to have a period of quiet time. It is very important that young children get time to rest their bodies and minds. During naptime the cots will be placed 2 feet apart if the children are placed head to toe or 3 feet apart if otherwise.

- Cots will be sanitized with a sanitizing solution daily and upon change of occupant. If visibly soiled, items must be cleaned prior to sanitizing;
- Mats will be stored properly in a clean and dry place to prevent any potential contamination;
- Bedding will be stored individually in each child's cubby;

Bedding will be cleaned when soiled and at least **once a week**. Items not to be laundered with kitchen items.

PARENT/ STUDENT/ TEACHER 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, 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. It is important that parents and students are aware of these expectations and their relationship to the rights of other persons in the school.

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 I will adhere to the following:

- I will have my child at school on time every day, prepared both mentally and physically, with all necessary supplies and appropriate dress.
- I will assist my child with assignments yet ensure that their work reflects their learning and understanding of the concepts.
- I will abide by all guidelines set forth in the school handbook.
- I will show respect for teachers, staff, and administration at all times.
- I will be truthful 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.
- I will come to St. Francis Catholic School with a positive attitude and voice any concerns I may have first with the 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.

- I will speak respectfully and with kindness and courtesy to other parents, especially when there is any disagreement.
- I will speak to the teacher in charge for clarification of an incident involving my child, if needed. I realize that consideration for the wellbeing of all students may take precedence over the wants of my child. I will follow the school's code of conduct, calendars and deadlines and will remain informed and engaged in my child's education by reading school emails and correspondence.
- I will expect my child to refrain from inappropriate language and aggressive behavior at school. I will set a good example in my own speech and behavior.
- I will build a bridge of acceptance and understanding, and expect my child to do the same, at St. Francis Catholic School.

STUDENT CODE OF CONDUCT

The principle 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 Code of Conduct for Students 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,
- To abide by all guidelines set forth in the school handbook, Code of Conduct Acknowledgement and Commitment.

As a member of the St. Francis Catholic School community, I will uphold the honor and reputation of St. Francis School by adhering thereto.

TEACHER CODE OF CONDUCT

As your child's teachers, we will create an atmosphere in which your child feels safe and respected. Our 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 students' 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.

PRE-K HANDBOOK AGREEMENT FORM

I have read and agree to follow the school policies and procedures as stated in the 2022-2023 St. Francis Catholic School Pre-K Handbook and Family Handbook (on School Speak)

Family Name _____

*Parent/Guardian signature*_____

Date _____

*Parent/Guardian signature*_____

Date _____