



FAMILY HANDBOOK

2022-2023

**St. Francis of Assisi is accredited by the Western
Association of Schools and Colleges Western Catholic
Education Association**

**866 Oak Grove Road
Concord, CA 94518**

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THE TOP 10 THINGS ST. FRANCIS OF ASSISI WILL DO TO SERVE YOU WELL

1. Work in partnership to instill our 4 Student Learning Expectations
 - Faith-filled People, Life-long Learners and Problem Solvers, Globally Responsible Citizens, and Effective Communicators
2. Answer our Phones and Greet you with Warmth & Sincerity
 - 7:30 am to 4:00pm
 - Avoid voice mail as best as we can during work hours
3. Provide an Open Door Policy
 - Principal is always available upon request-schedule permitting
4. Communicate Professionally
 - Teachers will respond within a reasonable time to all requests
 - Prompt and updated information will always be posted on our school website and through our communications emails
5. Provide Quality Instruction
 - Teachers and staff will be prepared for quality daily instruction
 - Teachers and staff will challenge every child to his or her potential
6. Provide Quality Supervision
 - Teachers and staff will be attentive to the needs of their students
 - Teachers and staff will be vigilant to ensure a safe playground & classroom
7. Maintain Facilities that are Clean and Safe
 - Building will be clean every day upon student arrival
 - Building will be maintained to keep students safe and healthy
 - Improvements to the plant will be ongoing as needs arise
8. Invest in Educational Resources for Academic Excellence & Student Success
 - Students will be provided with the best resources for academic success
 - Gifted/Challenged Students will have strategies for success as needed
 - Teachers/Staff will have the opportunity for professional development
 - Technology innovation will support and enhance student learning
9. Provide before and after school care for your child
10. Live our Mission

THE TOP 10 THINGS THAT YOU CAN DO TO SUPPORT ST. FRANCIS OF ASSISI

1. Keep Tuition/Falcon's Nest Fees Current:
 - School Tuition is due through SMART tuition on the 10th or 20th
 - See Tuition Policy
 - Falcon's Nest Invoices are available by the 1st, payment is due by the 10th
2. Claim Lost & Found
 - Unclaimed items will be donated
3. Drive Safely on the Playground
 - The speed limit is 5 mph
 - Cars must adhere to our Carline Policy
4. Support the School Dress Code:
 - See Uniform Policy
5. Update Emergency and Health Information:
 - When things change, please notify the office
 - We need written authorization to administer any form of medication
6. Be on Time and Avoid Unnecessary Absences:
 - First bell rings at 7:55. School begins at the 8:00 bell
7. Avoid extended vacations during the school year
 - This is a disruption to the educational process
 - Teachers are not expected to provide assignments in advance or make up assignments.
8. Keep online presence and communication respectful
9. Read Falcon Newsletter weekly and stay current on school events
10. Fulfill your Parent Service Hours Commitment and Scrip
 - 30 volunteer hours per family

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The Prayer of St. Francis

Lord, make me an instrument of your peace.

*When there is hatred, let me sow love;
when there is injury, pardon;
when there is doubt, faith;
when there is despair, hope;
when there is darkness, light;
and when there is sadness, joy.*

*O Divine Master, grant that I may not so much seek
to be consoled as to console
to be understood as to understand;
to be loved as to love.*

*For it is in giving that we receive;
it is in pardoning that we are pardoned;
and it is in dying that we are born to eternal life.*

Amen



Dear Parents and Students,

It is our goal at St. Francis of Assisi to build a community of love and cooperation, based on the spirit of our patron. Our aim is to create a positive and safe atmosphere in which the students can learn, grow, and develop. One of the ways we ensure this environment is through a strong and fair discipline policy and clearly defined spiritual and academic expectations.

We are continuing our tradition of putting the SFA Handbook on our website rather than printing copies for every family. It is imperative that everyone – students and parents alike – be aware of what is expected at St. Francis. The following pages contain Diocesan and School policies and regulations. We ask that parents **carefully read** each section and take the time to talk with your child(ren) about the academic and behavior expectations at St. Francis. *The Verification of Compliance with Handbook* form was part of the registration paperwork signed this summer. If you have not signed please complete and turn into the office by August 22, 2022. Teachers at St. Francis set their own classroom standards for academic and behavior expectations which complement the School and Diocesan policies. Please take the time at home to talk about the classroom and school rules with your child(ren).

It is vital that there be a strong communication link between the school and each individual home. If you have any questions about academic or disciplinary issues at St. Francis, please do not hesitate to call your child’s teacher. Strong, active, positive partnership between faculty/staff and our parent community is a critical component in ensuring our children grow spiritually, academically, and personally. May God bless each of us during this year.

Bliss and Blessings,
Cathy VanderKlugt
Principal

INTRODUCTION

Purpose The provisions in this handbook are designed to provide parents (by using the term “parents” we refer to parents and/or legal guardians) information and guidance as to the procedures and rules of St. Francis of Assisi School (hereafter referred to as “the School”). The provisions in this handbook are not a contract and impose no obligation on the School. This handbook is not a part of the tuition agreement. The contents of this handbook may be changed as necessary at the School’s discretion and, if changed, written notification of such changes will be provided to parents.

History of the School St. Francis of Assisi Parish, originally named Most Precious Blood, was founded in 1955 by Monsignor Edward T. Varni. The school was opened in September 1965, with grades one through three and was staffed by the Sisters of St. Joseph of Carondelet. Grades four through eight were added from 1966-1969. In 1982 a Kindergarten was established. The church was destroyed by fire in 1982 and, in the process of rebuilding, the church and school were renamed St. Francis of Assisi. In the early 1980's, the Church was gifted a piece of property from the Rossi family adjacent to the church facility which included a small house and an orchard. The orchard area was paved for additional parking and the house became The Extended Care facility in 1986. In 1990, the new science room and the current faculty room were added to the St. Francis School facility.

Mission Statement Inspired by our patron saint, St. Francis of Assisi, in collaboration with the parish, community, parents, and students, our school celebrates an environment which is dedicated to providing quality faith-based Catholic education in a safe and nurturing environment for students in grades TK-8. Our value-centered academic programs empower the students with the skills to be faith-filled people, life-long learners and problem solvers, globally responsible citizens, and effective communicators.

Philosophy Statement St. Francis of Assisi Catholic School is a Catholic educational community rooted in the belief that each child is made in the image and likeness of God, blessed with a unique set of gifts and talents. Each child deserves to approach life with a sense of self-worth and respect for others while developing a personal relationship with God.

Every child deserves the opportunity to develop their intellect and God-given potential and talents to the fullest. Our mission is to guide each student toward the fulfillment of our spiritual and educational goals. We hope to enrich and deepen the gifts of faith and reason in each student by promoting love of God and neighbor, reverence for the sacred, knowledge in truth and academic skills, balanced self-esteem, self-discipline, respect for the human body, and stewardship of the environment.



St. Francis of Assisi School affirms that parents are the first and primary educators of their children. Through understanding and accepting of responsibility, we hope to create an atmosphere in which students, teachers and parents join together in a faith community to grow and learn. As a Catholic school we hope to influence students and families to be active in the areas of social and racial justice, freedom, responsibility, respect, and peace. We provide an environment that fosters a belief in the sacredness of God and of the human person as His creation living in a worldwide neighborhood.

We provide a learning environment that combines structure, creativity, service, and enthusiasm for life-long learning of truth, honor, justice, and excellence.

Student Learning Expectations At St. Francis of Assisi School (SFA), our goal is to create a learning atmosphere that combines structure and creativity while fostering enthusiasm for life-long learning. To meet this goal we strive to maintain a positive environment, which promotes love, understanding, and acceptance. Our value-centered academic programs empower each student with the skills to be:

A faith-filled person who:

- 1.1 expresses an understanding of Catholic doctrine and traditions
- 1.2 communicates the teachings of Jesus through example
- 1.3 develops a relationship with God through prayer, scripture, and community

A life-long learner and problem solver who:

- 2.1 achieves a foundation in core subjects
- 2.2 demonstrates critical thinking skills
- 2.3 participates in co-curricular and extra-curricular enrichment programs
- 2.4 responsibly uses a variety of research materials and tools for learning

A globally responsible citizen who:

- 3.1 promotes a responsible use of individual, local, and global resources
- 3.2 accepts social justice and cultural diversity
- 3.3 works cooperatively and independently to seek solutions and helps others to do so

An effective communicator who:

- 4.1 resolves conflicts peacefully
- 4.2 demonstrates the ability to listen, speak, and write effectively
- 4.3 demonstrates a foundation in communicating in a second language
- 4.4 uses the arts to express themselves in creative ways

PERSONNEL, GOVERNING BOARDS and COMMITTEES

In order to meet the goals and mission, the School relies on the assistance of a number of individuals to make the School a success.

PERSONNEL

Bishop The Bishop, the Chief Pastor of the Diocese, is officially responsible for all educational programs within the Diocese. This responsibility extends beyond the spiritual formation of his people and includes all elements which contribute to the development of the total Christian Community.

The Bishop delegates comprehensive regulatory and general supervisory authority on school related matters by appointing a Superintendent. The Diocesan School Board is approved by the Bishop to function as an advisory board to the Superintendent of Schools and to the Bishop.

The Superintendent of Catholic Schools As an appointee of the Bishop, the Superintendent is responsible for reporting directly to the Bishop, or his delegate, and the Diocesan School Board in all matters affecting the Diocesan schools. S/he administers the operation of a School Department and oversees this department in the administration, supervision, and strategic planning for education in the schools of the Diocese. The School Department provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the Principal. Although governance of the schools is at the local level, Pastors and Principals are expected to follow policies and guidelines approved for schools by the Bishop. Schools are also expected to follow curriculum guidelines.

Pastor The Pastor, by direction of the Bishop and canon law, is directly responsible for all parish endeavors, including the school. The Pastor renders service and leadership to the Parish and the School by acting as a religious leader, community builder, and administrator, working together with the Principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the Principal and the renewal or non-renewal of the Principal's employment agreement.

Principal The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The Principal fosters community among faculty and students. S/he understands the Catholic school is part of larger communities, both religious and secular. The Principal collaborates with Parish, area, and/or Diocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds.

The Principal is responsible for implementing school policies.

Faculty and Staff The faculty of the School form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

Administrative Assistant The Administrative Assistant is responsible to the Principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the Principal's office.

BOARDS, COMMITTEES, ORGANIZATIONS

Diocesan School Board A Diocesan School Board is appointed by the Bishop to act in an advisory capacity to the Superintendent and to himself. The responsibilities of the Board include: discussion of any major change in the operation or organization of a school; recommendation of policies affecting the standards of education, finance, salary scales for school personnel, and promotion of effective public relations on behalf of Catholic education.

St. Francis of Assisi School Board The School Board acts in an advisory capacity to the Principal and ultimately the Pastor by providing advice and counsel in the following areas:

- Strategic planning
- Policy formulation
- Evaluation of policies, plans, mission effectiveness and Board self-evaluation
- Institutional advancement/development
- Financial planning and management
- Communications and public relations
- Facilities management

The School Board has no authority for formulating policies separate from the Pastor and the Principal. The School Board does not have responsibility for determining the amount of parish funds in support of the School and has no responsibility with regard to hiring, supervision, evaluation or termination of school staff/personnel, the admission, suspension or expulsion of students, or the development and/or implementation of Diocesan curriculum guidelines. Those who serve on a Catholic School Board support an environment for the teaching of the Catholic faith, the building and experiencing of community, the serving of others and the opportunity for worship. They are called to be role models for the wider school community.

PACE The Parents Association for Catholic Education (PACE) is the parent organization of St. Francis of Assisi School. Every adult member of all registered St. Francis of Assisi School families is an active member of PACE. The organization is composed of an Executive Board and Committee Chairs. The Executive Board is composed of parent volunteers as the President, Vice President, Secretary, Treasurer, and Financial Secretary. Other Executive Board members are the School Principal, a Faculty Representative, the Parish Pastor and School Board President. PACE strives to foster and build a Christian community; to provide assistance to the School through service and social events; to assist the School in their financial needs through fundraising; to provide an environment in which parents, students, and faculty can socialize and exchange ideas; and, to conduct, sponsor and promote supplemental programs and activities that have for their objective the improvement of the academic, social, physical or religious well-being of the students.

ADMISSION POLICY

It is the goal of our School to educate children of Catholic families. The staff of Saint Francis of Assisi School provides an excellent academic education for students in grades TK through 8. Applying for admission to the School means that a family is willing to comply with the programs and policies of the School and actively participate in the activities that support the School in its programs and philosophy. Catholic schools are a primary means of Catholic education. The School exists to assist families in the formation and education of their children in the Catholic faith, Gospel values, and traditions. Students entering the School for the first time are required to provide a copy of the following documentation with the application:

- Birth certificate
- Baptismal certificate
- 1st Eucharist and 1st Reconciliation certificates (for grade 3 and up)
- Report cards for the two previous years (if a transfer student)
- Standardized tests score results from prior elementary schools
- Proof of California State-required immunizations. ***No child will be allowed admission into the School until all of the required forms are signed by a physician and provided to the School.***

See Appendix B for a list of the current fees.

APPLICATION PROCESS/ENTRANCE REQUIREMENTS

Nondiscrimination Policy “The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, the Diocese promotes equal opportunity for all persons

with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the Diocese, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination or religious belief or practice is determined by the Diocese, in its sole discretion, to be qualification for a position), marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law.”

Every student, as a child of God, regardless of race, color, national/ethnic background, or disability, with a desire to learn and a history of good conduct, may apply for admission to the School.

Application Process A student is admitted to the School only if it is determined that the child has a reasonable, well-founded hope of successfully completing the School’s program. Students are evaluated and interviewed to determine readiness. Results of the evaluation and interview are confidential.

The School reserves the right to refuse admission to any student whom the Principal deems would not benefit from the educational structure and programs in existence at the School. Official approval by the Principal is required for the admission of all students.

Entrance Requirements Once it has been established through interview and testing that a child meets the academic and social requirements necessary for entry into a particular grade, the following priorities will be used in accepting students:

1. A family in St. Francis Parish who has a child enrolled in the School and who is registered in the Parish, participates in Parish activities and financially supports the Parish
2. A family in St. Francis Parish who is registered in the Parish, participates in Parish activities and financially supports the Parish
3. A non-Parish Catholic family
4. A non-Parish Catholic family who has a child enrolled in the School
5. A non-Catholic family who is willing to comply with the programs and policies of the School and actively participate in the activities that support the School in its programs and philosophy

Acceptance Process Parents will be formally notified by letter indicating whether the applicant was or was not accepted. If accepted, parents are required to sign a contract and complete the necessary paperwork. All new and transfer students will be on probation for the first quarter. Probation is designed to determine if the School is satisfactory for both the student/family and the School.

Minimum Age To be admitted into Transitional Kindergarten a child must be 4 years of age on or before September 1st of the current school year. To be admitted into Kindergarten a child must be 5 years of age on or before September 1st of the current school year. To be admitted into the first grade a child must be 6 years of age on or before September 1st of the current school year.

ACADEMIC INFORMATION

Academic Honesty Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty will immediately receive a failing grade on that exam or assignment. Academic dishonesty may also lead to other disciplinary procedures.

Curriculum Curriculum development is the responsibility of the Principal and faculty following the approved State and Diocesan guidelines. Maximizing the wholesome influences of the Catholic classroom requires an approach that integrates the Catholic value system and moral convictions throughout the curriculum.

Academic Education The School, grades TK through Eight, as part of the Diocese of Oakland, has adopted a curriculum which includes instruction in: Religion, Social Studies, English, Phonics, Vocabulary Development, Reading and Literature, Spelling, Handwriting, Mathematics, Science, Health, Safety, Art, Physical Education, Technology, Spanish and Family Life.

Religious Education Religious instruction is an integral and continuing element of the educational experience of students in all grades. The School is a faith community in which parents, students, faculty, and priests are united in the everyday expression of our Catholic faith. We believe that a faith commitment compels a person to action; therefore, our school, by its very nature, is committed to service. The students in all grade levels participate in outreach programs sponsored by St. Vincent de Paul Society to provide food for the underserved. Each class also sponsors a specific service learning program to give back to the community.

Family Life Education The Oakland Diocese Catholic elementary school program in human sexuality is an integral part of the educational program planned for each student. The integration of Catholic values in human sexuality occurs as appropriate throughout the entire

curriculum. Maximizing the wholesome influences of the Catholic classroom requires an approach that integrates the Catholic value system and moral convictions throughout the curriculum.

Outdoor Education The sixth, seventh, and eighth grade students participate in an annual environmental educational program. This is a four-day overnight trip on location. The program includes coursework and activities designed to integrate science with environmental education. The cost is borne by the parents of these students, and can be offset by class fundraisers.

Educational Field Trips Educational field trips may be offered to enhance the curriculum. These field trips are financed by funds raised by each class in the annual Wheel-A-Thon. Each student must have written permission slips from the parent to participate. A field trip is a privilege and participation may be revoked for behavior issues. Additional educational programs and field trips are provided throughout the year. Examples include Walk through California, the Ancient World and the Revolutionary War.

Movie Policy Educational films and feature films may be used to supplement the curriculum for academic instruction.

Textbooks Textbooks are selected in accordance with school policy developed by the Principal in close consultation with the faculty and are used to implement Diocesan and State Curriculum Guidelines. All textbooks and workbooks are furnished by the School as part of the annual registration fee. Students are responsible for the care of all books, property, and equipment. Students must return all textbooks at the end of the year in the best possible condition. All textbooks should be covered at all times. Lost books will be replaced at the parent's expense. There will be no refund if the book is then subsequently found. Fees for damaged books will be assessed at the end of the year.

Supplies Students are responsible for obtaining and maintaining their own basic school supplies. Some supplies may need to be replenished throughout the year.

Standardized Testing. Our school uses standardized STAR assessments to measure student achievement. The STAR test includes Reading and Mathematics (or Early Literacy for grades K and 1). The STAR assessment is administered quarterly. This allows teachers to accurately track student growth on a yearly and cumulative basis. The results, available immediately to all teachers, are used to develop instructional plans based on the needs of individual students, as well as the class as a whole. Standardized test data for the entire

school population is reviewed and analyzed to identify schoolwide and/or grade level trends in curricular areas of strength and those areas identified for growth.

Use of Technology The School believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making. The School is committed to the integration and effective use of current and future technology to further the educational mission of the School and the Church's mission of spreading the Gospel to all people.

Acceptable Use rules apply for every computer in the school. Each year parents and students must sign an *Acceptable Use Agreement* for use of the internet on computers in the School. As a community of faith that embraces technology, we recognize that words transmitted using the internet and related technologies are published materials, available for worldwide access, and are public statements. The values of dignity and respect for every person apply to all of our interactions with each other - in person or by virtual means. Using technology to publish opinions that are obscene only works against the values of dignity and respect for each person. Inappropriate communication (vulgar language, defamation of character, bullying, harassment) at home or at school, on the internet brings harm to the individual as well as to our school community and is contrary to the mission of the School.

The School discourages students from using technology in irresponsible ways, both on campus and at home. A student who engages in any behavior including, but not limited to, defamation, bullying, vulgar language, and/or harassment of another student in person or by virtual means, is subject to disciplinary action up to and including suspension and/or expulsion.

REPORT CARDS/GRADE EQUIVALENTS/HOMEWORK

Grades TK through 5 Standards based grading is used to assess a child's ability in grades TK-5. Standards-based grading communicates how students perform on a set of clearly defined learning targets called standards. The purpose of standards-based grading is to identify what a student knows, or is able to do, in relation to those learning targets- as opposed to simply averaging grades/scores over the course of the grading period, which can mask what a student has learned or not learned.

A standards-based report card reports student progress toward meeting the content and performance standards that are set forth by the Diocese of Oakland Department of Catholic Schools. Benchmarks are used to determine if the student is making progress toward meeting the standards. The standards-based report card is extremely helpful because parents can clearly see which big ideas and concepts their child has learned and also what work still

needs to be done to make sure their child is ready for the next grade level.

Standards-based grading scale:

- 1- Needs support/Below basic
- 2- Developing/Approaching Mastery
- 3- Proficient/Mastery
- 4- Advanced/Exceeds Mastery

**A “3” is mastery and is to be celebrated. A “3” is met once the standard is taught and mastered by the student. In order to receive a “4” a student must be assessed at an above grade level. Teachers may not assess standards at an above level and therefore a “3” is the top score.

Grades 6 through 8 Students in grades 6 through 8 receive report cards each trimester.

Subjects are marked by the letter based on the following system:

A	100 – 95	C+	79 – 77
A-	94 – 90	C	76 – 73
B+	89 – 87	C-	72 – 70
B	86 – 83	D	69 – 60
B-	82 – 80	F	59 – 0

Life-Skills In all grades, students are assessed on six different life skills that are reported each trimester. These life skills are determined from the Diocese of Oakland Department of Catholic Schools. They are graded based on the following scale:

- A= Approaching Standards
- M= Consistently Meets Standards
- N= Needs Support

Homework Homework is a necessary part of school life and is given as a meaningful part of education. The purpose of homework is to reinforce material already taught and to foster habits of independent study. Homework will be given at the discretion of each teacher. Periodically, students will have long-range assignments. This type of work provides critical experiences in time management and task discipline for students, nurturing development of responsibility and self-direction.

Academic Assessment Academic retention or transfer may be considered if a child in the 4th grade or above is failing two or more core academic subjects at the end of a school year. Retention is defined as a request that a child repeat a grade. This step may also be taken

if the judgment of the School staff is that the child would ultimately benefit from repeating the grade in question either for academic or behavioral reasons. In either of these events, the parents will be notified in writing at the end of the second quarter. This notification will serve only as a notice of *possible* retention, not a confirmation of definite retention.

CONFERENCES

Scheduled by School Parent/Teacher conferences are held for 15-minute periods during the month of November. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

Requests by Parent Parents desiring longer conferences than those scheduled by the School, or parents who wish to meet with the teacher at other times throughout the year, are encouraged to email the teacher to arrange an appointment. No one should expect to just drop into the classroom at the start or end of the day for a meeting.

Please be as courteous to the teacher as you expect him/her to be to you. Based on the reasons for the meeting, you may be encouraged to have your child present. Questioning the teacher's authority in front of your child is not helpful. If you have a disagreement with the teacher, please request an interview with the teacher privately. Please try to be open to both sides of the story if a problem arises. Perception differences and misinformation can impair partnership between teacher and parent, causing stressful confrontations and unfortunate decisions. Please discuss classroom difficulties with the teacher first before bringing them to the Principal.

SCHOOL HOURS, ATTENDANCE, CALENDAR

Regular attendance is required of all students in order to ensure student success. A calendar of the current school year is located on the School's website.

Regular Day Schedule

Grades 1-4

7:55 AM	First bell -Students assemble outside their classrooms
8:00 AM	Second bell (tardy bell)
10:05-10:20	Recess
12:25-1:05	Lunch
3:00	Dismissal
**2:00	Wednesday Dismissal

Grades 5-8

7:55 AM	First bell -Students assemble outside their classrooms
8:00 AM	Second bell (tardy bell)
10:25-10:40	Recess
12:25-1:05	Lunch
3:00	Dismissal
**2:00	Wednesday Dismissal

TK & K

7:45 AM	Doors Open
8:00 AM	Second bell (tardy bell)
10:00-10:30	Recess
12:00-12:30	Lunch
2:45	Dismissal
**1:45	Wednesday Dismissal

Supervision is provided from 7:45 a.m. to 3:15 p.m. on regular school days. Children may not be on school grounds outside of these hours without adult supervision unless they are participating in a school-sponsored activity. The School is not responsible for unsupervised students before and after those hours. For their safety, students arriving before 7:45 a.m. or remaining after carline ends will be sent to Falcon's Nest. Parents will be billed for this service.

Minimum Day Schedule On minimum days, the school day begins at 7:55 a.m. and ends at 12:30 p.m (12:15 for TK and K). Children remaining on the school grounds after 12:45 p.m. will be taken to Falcon's Nest. Parents will be billed for this service.

School Office Hours The School Office will be open Monday through Friday from 7:30 am- 4:00 pm. It will be closed on Wednesdays for faculty meetings.

Access to Classrooms Each classroom will remain locked at all times. Teachers are usually available 30 minutes before and after school, but it is best to have an appointment if you wish to have private time. If the teacher is not available, the office staff is not able to open the classroom for you. Students are not allowed in the classroom without a teacher.

Forgotten Items Do not take items directly to your child's classroom. All forgotten lunches or other school items must be brought to the school office for delivery to students.



Lunch must be clearly marked with the student's name and grade and placed on the bench outside the school office. All other items will be placed in the teacher's mailbox to be picked up at the teacher's convenience. Acceptance of late school work for credit is at the discretion of each teacher.

Tardiness Anyone who arrives at school after 8:00 a.m. must receive a tardy slip from the office in order to enter the classroom. "Excessive tardiness" is defined as being late eight (8) times per trimester. At that time, parents will be contacted by the administration and appropriate action will be taken, which may include a Disciplinary Referral. Tardies are excused only for documented illness, medical/dental reasons, or as the result of approved school business. Tardies due to traffic delays are not usually considered excused. Students who arrive late to school must check in at the office before proceeding to the classroom. Please keep in mind the importance of punctual attendance by your child. It helps all students begin the day well. When your child is late to school, there are many distractions that disturb the learning environment for the entire class. The School appreciates your commitment to this facet of school life and community.

Absences Regular attendance is a prerequisite for optimum academic gain and is required by State law. The education code of the State of California makes provisions for absence from school due to illness, family bereavement and accidents.

If your child will be absent, please contact the school office and your child's teacher before 8:00 a.m. A medical absence of three (3) or more days requires a note from a physician.

"Excessive absence" is defined as being absent from school for fifteen (15) days per semester or a total of thirty (30) days per school year. Excessive absence or tardiness, even if necessary and excused, may be grounds for decreased academic credit or disciplinary action. If a student arrives at school after 10:30 a.m., s/he will be noted as being a half (1/2) day absent. If they are absent due to a medical/dental appointment, they need to bring in a note.

Absences for Non-Medical Reasons Absences for non-medical reasons are strongly discouraged. Parents who plan vacations when school is in session are responsible for the academic loss to their child. **Family vacations are considered an unexcused absence.** Even when work is made up, this cannot compensate for the classroom instruction missed.

Teachers are not required to give assignments in advance to be used on family vacations and trips. It is the child's responsibility to make up work after they return to school and bring in previously assigned work.

Releasing Students during the School Day Students will be released only to a parent/guardian or an individual authorized by the parent/guardian in writing. An ill student will be released to a parent or authorized person as listed on the Emergency Information Card. The student is to be signed out at the office.

Medical/Dental Appointments If you must schedule a doctor or dental appointment during school hours, please notify the teacher in advance in writing. Parents are not to go into a classroom to pick up a student. Children are released through the school office only. Parents sign out with the secretary and sign in if the student returns the same day. Parents and students must accept the responsibility to obtain and complete all make-up assignments. **A medically excused absence is given for time spent at medical and dental appointments only if dated forms are brought from the doctor or dentist stating the time spent there. Only verified medical and/or dental appointments are considered excused absences.**

Releasing Students Due to Illness If your child becomes ill at school, you will be contacted by a school staff member. You (or an authorized adult) will be asked to come to school to pick up your child. If possible, classwork and homework will be sent home with your child.

DRESS CODE

As members of the Student Body, all students represent the image of St. Francis of Assisi at school and in the community. Because of this, there are regulations pertaining to their appearance. It is the responsibility of the parents to ensure each child is dressed appropriately for school. The Principal has the final decision in this matter.

The school uniform code is described in **Appendix C** of this Handbook.

Uniform Uniforms are to be clean and properly sized. (This also applies to the length of Junior High skirts- 2 inches above the knee). Students are to be in full uniform at all times unless their parents have been otherwise notified in advance of a special dress day, or if the student has a signed, dated note (which will apply for that day only) from their parents. If a student arrives at school out-of-uniform without the required note, they will be sent to the office to call home. Parents will be required to either bring a change of clothes or take the student home to change. Continually being out of uniform will result in a Disciplinary Referral.

Personal Appearance and Accessories Make-up, jewelry, and artificial nails are not permitted. Only clear nail polish may be worn on fingernails during school hours. Extreme haircuts or styles are not permitted, i.e. dyed, bleached, highlighted hair or unblended layers.

Additional beading, feathers, or extensions may not be worn. Any bows or headbands must be white, navy blue, red, black or uniform plaid. Hair length may not touch eyebrows. Haircuts with tails are not allowed and the length of a boy's hair must be short enough so as not to touch the shirt collar. Shaved heads, mohawks, designs or razored parts etc. are not acceptable. Body piercing or tattooing of any kind is prohibited. All boys' faces are to be clean-shaven. In addition, any current fashion deemed extreme, inappropriate or unacceptable by the administration or faculty will be prohibited. All jewelry is prohibited, except non-smart watches, one wrist bracelet, approved earrings and necklaces that are religious in nature i.e. a blessed religious medal or cross.

Non-Uniform Dress Students are expected to dress appropriately and be able to participate in all school activities. On Auction or Wheel-A-Thon Wednesdays, the event top must be the outmost layer. These guidelines apply to all school and school sponsored events.

Out- of-Uniform Dress The following items are NOT allowed and may result in a Disciplinary Referral: Yoga or yoga like pants, non-uniform leggings, jeggings, athletic shorts or pants. Torn, faded baggy tight fitting or cut off pants. Any apparel items with inappropriate sayings or pictures. Tank, thin, cropped, cut out, low cut or bare midriff tops. Flip flops, sandals or boots of any kind. Miniskirts or short shorts.

DISCIPLINE & CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

St. Francis of Assisi School is committed to a guidance and discipline policy that is clear, firm and respectful to children and adults. We foster an atmosphere of mutual respect among the students, faculty and staff. Students are expected to respect and obey all forms of authority (faculty, staff, substitutes, yard duty personnel, field trip chaperones, etc.). Students must follow the regulations made for safety and order, cooperate with the faculty and staff and take responsibility for their choices and actions.

Discipline at St. Francis is an essential part of Christian development.

- It helps build Christian community in the classroom, schoolyard and at Falcon's Nest
- It develops self-discipline, self-direction and self-esteem
- It provides a classroom situation conducive to learning
- It teaches students the importance of Christian values, responsibility and respect

The faculty and staff work in a positive way with the students to help them appreciate and grow in respect and responsibility toward God, their country, themselves, and each other. Each student is accountable for his/her own behavior. Teachers use a discipline system of natural and logical consequences at the classroom level. Parents and/or the administration

will be involved in the discipline process if a student's conduct does not show marked improvement. ***Students, teachers, and families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student academic grades and disciplinary issues and actions.***

Teacher Responsibilities It is the responsibility of all teachers at the School to:

- educate students enrolled in our school
- implement discipline deemed necessary
- respect students, parents and other school and parish personnel
- model Christian values
- create a positive relationship with parents
- fulfill the obligations of report cards, progress reports, yard duty, conferences, meetings and school-sponsored events

Student Responsibilities These rules and responsibilities apply to all students during school hours, Falcon's Nest hours, and at any school-sponsored activity.

Students must:

- Show respect and concern for each other and all adults
- Complete and hand in required assignments on time
- Participate actively in class
- Follow classroom rules
- Follow established playground rules
- Use classrooms, books, materials and school facilities responsibly
- Show respect for the personal property and rights of others
- Be well groomed and follow the school dress code
- Be on time for school and class each day
- Eat and drink in designated areas only
- Keep school grounds clean
- Use restrooms in a dignified and proper manner
- Respect and respond to the authority of teachers and all other personnel
- Be courteous to fellow students

Students must not:

- Harass other students, volunteers, visitors or school personnel verbally, visually, physically or in writing
- Intentionally damage property
- Use inappropriate, vulgar or profane language or hand gestures
- Make verbal, physical, visual or sexual threats
- Bring toys, games, music, or other personal items to school or Falcon's Nest without

faculty or staff permission

- Bring personal items of a violent nature
- Bring, exchange or use illegal substances on or near school premises
- Bring, exchange, or use prescription or non-prescription drugs without following the policy for administration of medications
- Be in any classroom without adult supervision
- Leave school/parish property without permission
- Use cell phones, pagers, or other electronic devices on campus during school hours, while at Extended Care, or at school-supervised events except in an emergency or with staff permission
- Litter, chew gum, spit or eat sunflower seeds on school grounds
- Bring drinks or food in glass containers
- Ride bicycles, skateboards, scooters or roller blades on school/parish property

Disciplinary Actions St. Francis of Assisi School has different levels of disciplinary action based on the seriousness of misconduct. Corporal punishment is not allowed. The following behaviors will result in disciplinary action. Students are required to abide by these guidelines while at school and at all school-sponsored events. In addition, because the students represent the image of St. Francis in the community, any behavior (outside of school-sponsored activities) that can damage the reputation of the school and the community it serves, can be reason for suspension and/or expulsion. Offenses include, but are not limited to:

- Actions gravely detrimental to the moral or spiritual welfare of the students
- Violations of the Harassment Policy
- Misuse of the internet, such as cyberbullying or use with the intent to hurt, embarrass or otherwise harass other students, faculty or staff regardless of use on school premises or at home on personal computer systems
- Disobedience or consistent violation of school rules
- Open, persistent defiance of the authority of any school employee or school volunteer
- Use of inappropriate, vulgar or profane language or sign gestures
- Use, sale, distribution or possession of narcotics, alcohol, tobacco or drugs on school grounds or at any school-related activity or function
- Vandalism
- Habitual truancy/tardiness
- Assault, battery or any threat of force or violence directed toward any school personnel, school volunteer, student, school property or student property
- Theft
- Cheating
- Possession of a weapon on campus or at any school-related activity or function

- Forgery
- Leaving the school/parish grounds without authorization
- Bullying/intimidation
- Any other behavior deemed unacceptable (D.H. 5616)

Consequence Ladder for Behavior Offenses

STEP 1: DETENTION

STEP 2: DETENTION AND PARENTAL CONTACT

STEP 3: DETENTION AND CONFERENCE WITH TEACHER, PARENTS AND PRINCIPAL

STEP 4: OUT OF SCHOOL SUSPENSION

STEP 5: PROBATION: 2 MONTHS WITH AN EVIDENT IMPROVEMENT IN BEHAVIOR **If there is no behavior modification after five attempts to correct disorderly behavior and the student continues to violate the stated classroom and school rules, he or she will be asked to transfer to another educational facility.*

STEP 6: DISMISSAL FROM SCHOOL - TRANSFER

Notice of Disciplinary Action St. Francis of Assisi School fosters a peaceful learning environment. Students are expected to conduct themselves according to principles of Christian values and behavior. Occasionally behavior expectations are not met, and disciplinary referrals will be given. Parents will be given written notification of their child's non-compliance with school rules and the consequences of such actions.

Detention Detention for students in grades K-8 is a means of teaching students to accept responsibility for their own choices and actions. Detention is held each Tuesday during lunch from 12:25-1:05. Students spend time completing designated assignments assigned to them by the proctor.

Suspension Out-of-school suspension is an acceptable disciplinary measure. Suspension is a temporary action in which the student is denied admission to the school classes. Suspension is used when other means of correction fail to bring about proper conduct, for serious misconduct or for investigations of serious misconduct. Once suspended, a student can return to school only after a conference is held between the teacher, the Principal and the parents. No student shall be suspended from school for more than five (5) school days at a time unless exceptional circumstances exist, such as to complete an investigation when the student's return poses a threat to the safety of others. The student will be given the opportunity to make up work that was given during the time of the suspension. In the event of a suspension, the School follows the procedures set forth by the Diocese of Oakland. In addition, a letter is sent

home, and the parent(s) must schedule a conference with the Principal before the student is re-admitted to class.

Cases Involving Serious Offenses or Threats to Safety In cases involving serious offenses or threats to safety, there is no requirement that the school follow progressive discipline. In such cases, if the continued presence of the student will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student, or school personnel, the student will immediately be suspended. A letter will be sent home and the parents must schedule a conference with the Principal before the student is re-admitted to class.

Cases of Cumulative Disciplinary Difficulties In cases of cumulative disciplinary difficulties, the Principal or an authorized delegate shall arrange a conference with the student and the parent/legal guardian who shall:

- a. be informed of the pattern of conduct which would lead the School to believe that expulsion is being contemplated
- b. be provided written evidence upon which this assessment is based
- c. be advised of the right of the student to present, in writing, a statement in support of continuing attendance
- d. present a specific course of action or improvement in attitude that will be sufficient in the school's view so that expulsion will not be necessary

If adequate improvement is not forthcoming within a reasonable timeframe, a second conference with the student and parents shall be arranged by the Principal or his/her delegate. At that time the procedures outlined above shall again be followed (a through c). After this conference a final decision will be made by the Principal in consultation with the Pastor and Superintendent. Written records of the various proceedings leading to expulsion will be kept on file in the Principal's office.

Expulsion Permanent expulsion is an extreme but sometimes necessary disciplinary measure for the common good. Prior approval of the Superintendent is required before expulsion can take place. Parents may appeal the decision, first to the Principal, then to the Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedure has been followed and sufficient reason for expulsion exists.

PROHIBITED CAMPUS ACTIVITIES

Closed Campus No student may leave the school/parish grounds during school hours without the permission of the Principal and written authorization of the parent or guardian. All must be checked out through the school office.

Personal Property The school does not assume responsibility for personal items brought on campus. Students are discouraged from bringing personal items from home.

Alcohol Alcohol will not be served or consumed on school premises during the school day. Alcohol will not be served by children. Alcohol will not be served or consumed during any school-sponsored field trip by anyone.

Illegal Substances The use, possession, distribution or exchange (whether or not for sale) of illegal substances is strictly prohibited on or near school premises or at school-sponsored activities. Illegal substances include, but are not limited to tobacco, alcohol, inhalants, prescription drugs, over-the-counter medications, controlled substances or habit-forming substances. Violation of this policy is grounds for disciplinary action, up to and including expulsion.

Smoking All school and parish buildings are 100% smoke-free at all times.

Vandalism Students and their parents are liable for all damage to equipment, classrooms or other school or student property. It is the responsibility of the parents to pay for property damages not to exceed ten thousand dollars (\$10,000) due to willful conduct by the child. The student's report card or diploma will be withheld until the damages are paid.

Weapons/Laser Pointers Possession of and/or assault with a deadly weapon and/or any object that can be used to cause harm to another, including laser pointers, is not allowed and will result in consequences up to and possibly including expulsion.

WITHDRAWAL PROCESS/TRANSFER

Students benefit most when the School and their parents have a similar philosophy and utilize similar methods of learning and disciplining. Should a time come when either the School or the parents believe that the child is not benefiting from the program, either party may request withdrawal in writing.

Voluntary Withdrawal Parents wishing to withdraw their child(ren) from the School must send a letter of intent to the school office indicating the last day of attendance. The office will provide all information necessary for any settling of accounts. The following must be current prior to withdrawing from the School: tuition, Parent Service Hours, Extended Care account (if applicable), and miscellaneous obligations, including library fees, book fees, etc.

Recommended Transfer Students who are clearly unable to profit from enrollment at the School by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior or the repeated uncooperative or destructive attitude of the parent will be asked to transfer. This recommendation will come when the School has explored means to meet the needs of the child and there has been sufficient discussion with the parents concerning the child's condition or the parent's attitude. Transfers take place at the end of a grading period; preferably at the end of the academic year. The final decision is made by the Principal, in consultation with the Pastor and Superintendent.

The procedure in the Diocesan Handbook for a recommended transfer will be followed and documented and such documentation will be retained in School files.

Non-Renewal of Enrollment If it is determined that the School cannot serve a child, the child cannot benefit from the programs, or there is repeated uncooperative attitude by a student or parents, the School maintains the right not to accept the child for continued enrollment. This decision is made in consultation with the Pastor and Superintendent.

STUDENT ACTIVITIES

Student Council The purpose of student government is to develop responsible Christian leaders, good citizens, and school spirit. Since its goal is service to the School, church and community, officers are elected to fulfill positions that foster a spirit of Christian studies, fair play and wholesome respect. To hold a position on Student Council, students must maintain the following criteria throughout the application process and during the entire time they serve on Student Council:

- Academic grades must average a 2.7 GPA
- Receive no more than 2 detentions

Altar Servers An Altar Server is a young person who assists clergy in the performance of religious rites. Students in grades 3-8 may be Altar servers. They are trained by a member of the St. Francis Pastoral Staff. They serve at School Masses, funeral Masses, liturgies, Sunday Mass and Holiday Services.

Assemblies Students attend Mass regularly and participate in other liturgies during the year. Students also participate in school assemblies and programs throughout the year including a Halloween rally, Christmas program, Spelling Bee, Talent Show and Olympic Day. Information regarding these assemblies is provided in the weekly communication blasts.

Athletics and Eligibility The School participates in the Catholic Youth Organization (C.Y.O.) for cross country in the Fall, basketball in the winter, and track and field and volleyball in the Spring. Forms and eligibility requirements are available at the parish office and on the school website. St. Francis of Assisi students and parishioners, in grades 2 through 8, are eligible to play for St. Francis School. Students may participate in after-school sports programs that are offered throughout the local school district and C.Y.O. Please help your child balance these activities with school and homework responsibilities.

Dances Evening dances are periodically planned throughout the school year. These dances provide social interaction among area Catholic school 7th and 8th grade students. School personnel and volunteers chaperone the dances. Each student must be appropriately dressed (check free dress code in **Appendix C** of this handbook) and have their current school year I.D. card.

Parties Parents may send birthday treats to the class. Please contact your child's teacher in advance to make arrangements. Please adhere to our nut-free school policy for all treats. A variety of celebrations may be held in class throughout the year. These are sponsored by the class or by the school. They may include holiday parties and celebrations to mark the accomplishment of goals. Healthy food choices are emphasized whenever possible.

Promotion Students must complete the grade level work in order to be promoted to the next grade. Students must not receive a D average in core subjects in order to graduate.

Graduation from the School is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. While these exercises are usually scheduled so as not to conflict with high school graduation dates, they cannot take place earlier than five (5) school days before the completion of the school year. Appropriate attire must be worn under the graduation gown: dress shirt, tie, dress pants and dress shoes for boys; modest dress attire and dress shoes for girls.

Parents of a student who is in danger of not graduating because of documented academic or ongoing behavioral issues will be notified as soon as possible but no later than the end of the second trimester. **All financial obligations must be paid in full per the school contract in order to participate in all graduation activities.**

SCHOOL SERVICES

Lunch Services Each Monday, children in grades TK-8 are offered the choice of pizza for hot lunch. This lunch program is served via a food truck.

“ChoiceLunch” (www.choicelunch.com) offers students in grades TK-8 the opportunity to purchase lunch every Tuesday through Friday. Orders must be placed and paid for in advance on the Children’s Choice website. Orders may be changed or cancelled up to 48 hours in advance.

Library Students in grades TK through 8 have the ability to check out books. Students/parents are responsible to pay for lost or damaged books. Report cards will be held until fines are paid.

Falcon’s Nest Program The Falcon’s Nest is the School’s Extended Care Program. It supports the family by providing quality before and after school care for the students. It provides a safe and nurturing atmosphere for students in a Catholic environment. The program is designed to offer a positive before and after school experience through various activities that meet the needs of the students.

All St. Francis students may enroll in the Falcon’s Nest Program. Please see the *Falcon’s Nest Handbook* for policies, terms and conditions.

Lost and Found All articles of clothing, lunches and materials **must** be marked with your child’s name. Lost articles may be claimed by searching in our Lost and Found bins outside of the Library. At the end of each month, articles not claimed will be donated to charity or recycled for our Used Uniform Resale Program.

Student Accident Procedure If an accident occurs during school hours, parents should contact the school office for a copy of the accident report completed by the witnessing faculty or staff member.

Used Uniform Resale Program The School has a used uniform resale program. Families are able to donate their gently used uniforms to the program. All regulation uniform items in good condition are accepted. White shirts, blouses and non-SFA sweatshirts are not accepted. The program coordinator then sells the used uniforms to other school families at a reasonable price. There is a trade-in option (1:1). The proceeds from the sale of used uniforms are given to PACE.



TRANSPORTATION

Walking to and from School In compliance with Diocesan policy and as required by our school insurance policy, a permission form must be filed with the school office allowing your child to walk to and from school. This form is available in the school office, and must identify the frequency and significant details of the permission.

***Mandatory Drop Off and Pick Up area is the school yard!** The Church lot is only used if the parent has an appointment at school, is walking the child(ren) to the class area, or is attending Mass. TK and Kindergarten parents are to park in the church for pickup during early days at the start of the school year.

In order to make student drop off and pick-up a smooth and expedient process, you **must** follow the following rules.

- When using the car line for morning drop off, children should be ready to exit the car from the passenger side and parents should exit the lot as soon as children are safely on the school sidewalk.
- Should your child need assistance in removing possessions from your vehicle or if you need to get out of your vehicle for any reason, please do not stop in line. Please pull forward to the parking spaces to the right of the gym.
- 7th and 8th graders will be dismissed from the Church parking lot and siblings may join them if parents notify the teacher.
- **Use of the Church parking lot for morning drop off and afternoon pick-up is prohibited** except as stated above.
- There is no left turn onto Oak Grove Road during drop off and pick-up. This significantly slows down the process for everyone.
- There is NO parking in the Red Zone in front of the gym.
- There is NO parking directly in front of the TK and Kindergarten classroom (at the sides of the gym) unless you are picking up at those classrooms.
- TK and Kinder parents follow guidelines of the teacher
- Drop off and pick up of children in the bus stop alcove in front of Church on Oak Grove Road is prohibited.

See Traffic and Parking Regulations in Appendix D

Bicycles, Skateboards, etc. California law states that for their safety students are to wear helmets while riding to and from school. Bicycle “parking” is available in the quad area. All bicycles are to be locked and put in the bicycle racks. Bikes are to be walked into the schoolyard and through the crosswalk. Students who walk or ride their bikes to school must use the breezeway and sidewalks on the south side (Treat Blvd side) of the church. Bikes

must be walked all the way to Oak Grove Road. Skateboards, scooters and rollerblades are not permitted on School property.

COMMUNICATION

Ongoing communication and cooperation between the School and home is essential. We must work together and follow the rules of the School to help students succeed. The School has many means of communication available, including phone, email, website, personal conference, family bulletins, calendars, and family envelopes.

Every attempt is made to keep the lines of communication open on all levels. Individual and group concerns are heard and addressed. However, anonymous communications cannot and will not be considered for action. Privacy will be observed so please do not hesitate to contact the office.

Students will not be called to the telephone during school hours. Important messages will be delivered. Students must have permission from the Principal or a teacher to place a call. Ordinarily, authorization will not be given to students to call parents to request forgotten assignments, lunches or to schedule after-school activities.

School Calendar A master calendar is sent home in the summer communication letter. A complete schedule of yearly events and important dates is outlined. Keep it in a prominent place for reference. The school calendar is also posted on the school website. Updates will be sent home via the newsletter.

School Website The School's web site is www.sfaconcord.org. Parents can find the school calendar, Falcon Newsletters, and other information.

Photographs Photographs of students may appear on the school website or in other publications. Parents who do not wish their children's photographs to be placed in public media must specify on the *Diocese of Oakland Media and Student Work Agreement*.

Parent/Teacher Communication Communication is important to the success of a child's education. Questions and concerns regarding a child or a child's progress should be directed to the teacher. Parents are responsible and urged to confer regularly with their child's teacher(s), especially if there has been some notification regarding conduct or academic progress. Envelopes addressed to a parent should be opened only by the parent.

Emergency Disclosure 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.

Students' Records Parents of students currently in attendance at the School may review the student's education records. All of the student's records maintained by the School shall be available for inspection by the student's parents or legal guardians in the presence of a person qualified to interpret the records. The School has 45 days to comply with requests to inspect student records and will make every reasonable effort to comply. School records may not be taken out of the office. (D.H. 5420).

Complaint/Issue Resolution Concerns regarding individual School staff members should first be directed to that staff member. If the issue is not resolved, parents should then address it with the Principal. Finally, if the concern is still unresolved, the Pastor should be contacted. Despite the best of intentions, misunderstandings and conflicts occur in all facets of school life and can involve students, teachers and parents. If a conflict arises:

- Seek clarification with the source, not with others. Most conflicts arise from simple misunderstandings or miscommunications.
- Keep the conflict localized. Just as you would not want others to bring you needlessly into their issues, refrain from spreading gossip by keeping misunderstandings and disappointments between the parties involved.
- Give grace. No one on campus is perfect, but all are designed with personalities and habits that are unique. Consider whether the issue at hand is an issue of preferences, or principle.
- When necessary, use the School's chain of command. Sometimes the leadership needs to understand ongoing concerns. But please do not ask the administration to step into a situation which you have not genuinely, sincerely, and personally sought to resolve with the classroom teacher or staff member.

Family Cooperation and Removal of Students due to 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 the student from the School.

FINANCIAL

All financial obligations are to be paid in a timely manner throughout the school year. All accounts must be current one week prior to the end of the school year.

Tuition Tuition may be paid in ten installments, in two payments or in one single payment. If paying in monthly installments, tuition is due by the 10th day or the 20th day of each month, beginning in August and ending with the May payment. If payment cannot be made by the 10th or 20th of the month, arrangements can be made with the Principal or business manager for a late payment date within the month due. A late fee of \$40.00 (forty dollars) will be charged by SMART for payments not made on time.

It is most important that contact be made with the Principal when a family meets with financial difficulties so that we can make some sort of agreement. Not paying is really not an option. – the problem does not disappear and unfortunately the child(ren) can get caught in the middle. We must work keep lines of communication open and work together to create a workable solution to difficulties which may arise.

Tuition Delinquency The business manager will notify families when they are more than one month behind in tuition, either by phone or by statement of account. If there is no response to the contact, further steps will be taken to collect.

A family will be considered “delinquent” if tuition is one month overdue and appropriate payment provisions have not been agreed upon between the school and the family. It is the responsibility of the family to contact the school before a delinquent status occurs. Delinquent status will result in the family being contacted by the bookkeeper to discuss the situation. An agreed upon payment plan will be implemented. Families receiving tuition assistance must follow the agreed upon payment plan as outlined in their Tuition Assistance Contract.

A family is considered to be in persistent delinquent status if it does not make satisfactory payment arrangements or fails to make delinquent payments when promised. A persistent delinquent status will result in the following conditions:

- The school will request that the child/children be kept home until the delinquent amount is paid or a mutually acceptable payment plan has been agreed upon.
- The family will be notified that its place in the school has been declared vacant and shall be filled by the next eligible family. This will occur at the beginning of the next grading period.
- Report cards will be held until all delinquent tuition and charges have been paid.
- Delinquent accounts may be turned over to an agency for collection purposes.
- The Principal, in consultation with the business manager, will discuss the possibility of dropping from enrollment any family who is more than two months in arrears and has made no effort to discuss the problem.

Insufficient Funds A \$25.00 fine will be assessed on each unpaid check returned to the School.

Tuition Assistance Emergency, temporary tuition assistance is available at the school on a very limited basis. Families requesting emergency tuition assistance should contact the Principal.

FUNDRAISING

The school has various programs designed to help raise funds and to keep tuition increases at a minimum. The major fundraisers are the annual Auction and the Scrip/E- Scrip program. Participation in both of these fundraisers is mandatory for all School families.

Auction PACE assists parents in organizing and hosting the annual Auction/Dinner. This event is held each year and is the main source of fundraising for the School. All school families are encouraged to attend the Auction. It is an excellent opportunity for fellowship among all school families and is a fun way to raise funds for our school.

Scrip Program The scrip program is an easy way for our school to raise additional funds. Participation in this program is mandatory as outlined in the St. Francis of Assisi contract. A non-participation fee is assessed on families who choose not to participate or are unable to meet the yearly commitment. Please refer to your copy of the contract for more details.

Your commitment can be met by using one or both of the following methods:

Scrip is available in gift card or paper certificate form for a variety of retailers, grocery stores, dining, gas stations, and more (i.e. Target, Home Depot, Safeway, Panera Bread, Starbucks, Arco, Chevron, Amazon). Scrip is purchased by completing and returning the St. Francis of Assisi Scrip Order Form to school. This form, which lists retailers, profit percentages, and denominations, comes home weekly in the school's communication envelope. It is also available on the school's website. Checks (made out to St. Francis of Assisi School) or cash are the two forms of payment.

Scrip Progress Reports detailing participation are available upon request by contacting the Scrip Coordinator. Contact information can be found on the scrip order form.

Wheel-A-Thon Fundraiser - The annual Wheel-A-Thon occurs every Fall. Funds raised by the Wheel-A-Thon go directly to the class that raised them to offset the costs of field trips and class projects. Each student is expected to raise a minimum of \$40 in pledge funds. This money moves with the class through their time at SFA.

VOLUNTEER HOURS/PARENT PARTICIPATION

Studies show that parental involvement has a direct correlation to a child's school success. It also helps keep Catholic education affordable by helping reduce operating costs and by raising funds to keep a balanced budget. Stewardship is our donation of time, talent or treasure.

The successful operation of our school is dependent on parental involvement. We benefit from parents choosing from a variety of ways most suitable for them to become involved in the school ministry. In an effort to promote meaningful parental involvement and to help hold down the cost of education, each school family is required to commit to 30 hours of service per school year. Some of the areas to choose from include classroom helpers for reading and craft projects, lunch helpers, drivers for field trips, room parents, library aides, program hosts, project helpers, assistance at parent work days, etc. In addition, please let us know if you have special talents, areas of interest, work or hobbies that would be of interest for sharing with our students.

The purpose of service hours is two-fold. First, your service provides the volunteer help needed to maintain, repair, and improve the school buildings and grounds, and provide enrichment opportunities for the students. Second, your service provides opportunities for you to get to know other parents on a social basis. Many hours are needed for the efficient running of the school so parents are encouraged to help in school programs as much as possible.

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 Diocese.

Requirements Pursuant to the Parent Contract, thirty (30) hours of parental service to the school are required of each family (single parents are required to give 15 hours). \$25.00 will be charged for each hour not served. If this obligation is not met, you will not receive materials for your child's re-admission to the School for the following year.

General Volunteers assist the School in providing for the development and education of the students and provide a benefit to the School. The School welcomes and encourages parents to help in the classrooms during school hours, if such a visit has been prearranged. In order to reduce classroom interruption and provide safety for our students, all visitors must sign in and out at the school office and wear a visitor's badge while on campus during school hours.

Virtus On-Line Training Course Safe environment training reminds us that all members of the Body of Christ have the right to be treated respectfully, helps to raise awareness of the signs of child abuse and helps adults feel comfortable and competent when reporting abuse. The Bishops of the United States have mandated implementation of Virtus in every diocese. The complete policy of the Diocese of Oakland can be found on their website: <http://www.oakdiocese.org>.

Volunteer Screening ALL volunteers are REQUIRED to complete the Virtus Online training course and must be fingerprinted within the Diocese. You may access the Virtus Online system at <https://www.virtusonline.org/>. Please contact the office for information about fingerprinting.

Health Screening All volunteers and food handlers who work at the school twelve (12) or more hours a month must supply written verification of a negative tuberculosis reading every two years. The School keeps an up-to-date file of certificates.

Parent Drivers/Chaperones When driving on field trips, parents act as supervisors for students in their care. Therefore, siblings may not accompany parents on such trips. It is also imperative that drivers proceed to and from field trip locations without making additional stops. Parents who drive on field trips must be over 25 years of age. Drivers/chaperones must file with the school office, in advance, a copy of their valid driver's license, a copy of the declaration page of their car insurance showing a minimum liability coverage on the vehicle of \$100,000/\$300,000 and the Diocesan "Certification and Authorization" form. One seat belt must be available and used by each vehicle occupant. No student may sit in the front seat of a car that has airbags. Car seats must be used where applicable. Children who are 8 years of age OR have reached 4'9" in height may be secured by a booster seat, but at a minimum must be secured by a safety belt (California Vehicle Code Section 27363).

Visitors Visitors are required to sign in at the school office. They will be provided with a temporary sticker indicating they are a visitor. They are required to wear this sticker throughout the duration of their time on the School campus.

MEDICAL

General Food Policy St. Francis of Assisi School is a **NUT-FREE** school environment due to the severe, sudden, and life-threatening nature of peanut and tree nut allergies. No peanuts or nuts are allowed on campus at any time nor at any school-sponsored events- on or off campus. Thank you for supporting our proactive policy.

Healthy lunches and snacks support a child's success in school. **Be a label reader!** Please avoid sugary foods and drinks, and NUTS & NUT PRODUCTS - peanuts or tree nuts, or any food containing nuts/nut butter. Please avoid sending glass containers to school.

Known Medical Conditions Some students have known medical conditions such as diabetes, asthma, allergies, etc. which might necessitate special attention during school hours. It is essential that this information be kept current and on file in the school office. Please provide such details in writing to the school office and to the classroom teacher.

Immunizations/Testing No child may be admitted as a student of the School unless s/he has been immunized according to California immunization requirements. Immunizations are not given at school. According to state law, before any student can be enrolled in a California school for the first time, each student MUST have the following vaccinations: Diphtheria, Tetanus and Pertussis, Mumps, Polio, Rubella, Measles, T.B. test (the Mantoux test is the only acceptable screening testing) and Hepatitis B (This applies to incoming Kindergarten students and 7th graders). Tdap also required for 7th grade and above.

Conditional Admission: A student who lacks the required immunizations has one (1) week to complete immunizations or they will be denied admission to the classroom.

Epi-pens/Inhalers/Glucose Testing Epipens, back up inhalers and glucose testing materials may be secured in the classroom, as well as the office. Use of an epipen necessitates a 911 call. Because of the risk of students sharing medications no student may carry their own medications. In the event that a student is seriously at risk without the epipen or inhaler on their person considerations will be given to a variance if the physician and parent/legal guardian document the following:

1. Risk of not carrying medication
2. The student has been instructed in the indications, administration, side effects, responsibility not to share, and responsibility to notify the teacher immediately after use.

Snellen Eye Test and Hearing Test The Snellen Eye Test is given to students in Grades Kindergarten, 1, 3, 5 and 7. The M.C.T. (Modified Clinical Test) is given to anyone needing further eye testing. It is also given to all first graders. Audiometric hearing testing is given to students in Grades 1, 2, 5 and 8, and all new students. Teachers may request vision or hearing tests for any student who demonstrates need.

Scoliosis Screening Students in grades 5 through 8 will be screened for spinal curvature.

This is mandatory in the State of California and is done routinely in all schools. Parents will be advised of the results of this screening if any additional follow up is required.

Illness/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), pink eye (conjunctivitis), chicken pox, whooping cough, mumps and measles. Students who have restrictable diseases or conditions must be excluded from school. Parents must report to the school immediately any contagious or communicable diseases their child has contracted or has been exposed to. A letter will be sent home notifying the parents of such an instance.

Injuries or Illness at School Should a student be injured or become ill at school, the parents will be contacted. No student will be permitted to go home before this contact is made. If the parents cannot be reached, school personnel will contact an adult listed on the student's emergency contact card.

Exclusion from P.E. If your child has a valid reason to be excused from P.E. on a particular day or days up to three days, a written note signed by the parent must be sent to the P.E. teacher. If a child is to be excused for a longer period of time, a note from a physician is required.

Administration of Medications at School For the safety of all students and faculty, no students are allowed to have medications of any kind in their possession while at school. All medications must be stored in the school office. If your child needs to take either prescription or over the counter medications while at school, there are specific guidelines that must be followed. Please contact the school office for necessary forms.

SAFETY

Asbestos A yearly administrative in-service is held by the Diocese.

Safety Check A safety check of the School is administered yearly by a designated Diocesan representative. A record of the results is kept on file. Parents may request to see this information.

Playground Rules and Usage

- Students will walk, not run, on walkways
- Good sportsmanship and courtesy are to be practiced at all times

- Kicking balls is allowed in kickball and soccer games only
- Students are allowed an open play format
- Profanity and spitting are not allowed on the playground
- Equipment and areas are to be shared equally with all classmates. Recess is not a CYO practice time. Games must accommodate any and all students who wish to play
- Hanging on basketball nets or rims, climbing basketball poles, and pulling on volleyball nets are prohibited
- Playing, eating, throwing things, or loitering in restrooms is prohibited
- Standing on sinks, toilets, handrails, waste containers or urinals is prohibited

Play Structure Rules

- The structures are for the use of all students according to a schedule
- Good manners and courteous play are to be in practice at all times
- Running or tagging games are not to be played on or near the structure
- Only one person is allowed on a slide at one time
- Students will only go down the slides. Climbing up the sliding area of a slide is not permitted
- Students must stay out from under other students who are using the climbing and hanging areas of the structures
- Pulling or hanging on other students is not allowed
- Pushing or shoving is not allowed
- Playground equipment will not be used on the play structures
- Climbing onto the top of roof or bar areas is not allowed
- Students may hang by knees but may not do a “Cherry Drop” dismount from the pull up bar
- Students may not crowd into any area of the structure
- No one is to be tied or fastened to any part of the structure
- Shredded tire ground cover or other ground cover is not to be thrown or put onto slide deck or grass areas

Custody and Release of Minors No unauthorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school unless explicitly authorized in writing by the parent or guardian. In order to cooperate with student and family needs, it is the responsibility of the parent to inform the School of custody status and subsequent changes and arrangements. The School requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the School. In the absence of that order, equal rights will be afforded to both parents. Non-custodial parents may not use the School for the exercise of visitation rights.

School Searches Students' legitimate expectation of privacy in their person and in their personal effects they bring to school must be balanced against the school's obligation to maintain discipline and provide a safe environment for the school community. School officials may conduct a search of a student's person and personal effects only upon a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the students' parents/guardians of any search of a student's person or personal effects.

Expectation of Privacy A student does not own a locker or other school property. The school makes lockers available to the student. The student does have some expectation of privacy in his or her locker from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if a school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Generally, students should be asked to empty their pockets, purses, backpacks or other bags for inspection of the contents by school officials. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official.

Every student is subject to the Diocese of Oakland Technology Use Policy for Students and Parents. This policy concerns cell phones and other electronic devices, whether the devices belong to the student or the school.

Student Cooperation If a student refuses to cooperate in a reasonable search of school or student property (including electronic devices), the school may call the student’s parents/guardians and/or the police for assistance or referral. ([6251 - Home School Partnership Policy](#))

Confiscating a Student’s Personal Property If any of the student’s items are confiscated, the person in charge should document the confiscation and when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a written statement, signed by the student, acknowledging that the item was in his or her possession at the time it was found.

7th and 8th Grade Student ID Card Policy Pursuant to the Senate Bill below, the suicide prevention number must be placed on the ID cards for all 7th and 8th grade students.

Student ID Card SB 972 (a) Commencing July 1, 2019, a public school, including a charter school, or a private school, that serves pupils in any of grades 7 to 12, inclusive, and that issues pupil identification cards shall have printed on either side of the pupil identification cards the telephone number described in paragraph (1) and may have printed on either side of the pupil identification cards the telephone numbers described in paragraphs (2) and (3):

- (1) The telephone number for the National Suicide Prevention Lifeline, 1-800-273-8255.
- (2) The Crisis Text Line, which can be accessed by texting HOME to 741741.
- (3) A local suicide prevention hotline telephone number.

DISASTERS AND SCHOOL EMERGENCIES

In the event of an emergency, do not call the school – we must have the lines open for emergency calls. You may call the following numbers if necessary:

Parish Office.....682-5447
American Red Cross.....603-7400

Following an earthquake or other emergency, **DO NOT IMMEDIATELY DRIVE TO SCHOOL.** Streets and access to our school may be cluttered with debris or may be



inaccessible. The school's access route and street entrance areas must remain clear for emergency vehicles.

Care at School We are prepared to care for your child(ren) in times of critical situations. All staff members have first aid certificates and we will be in communication with various local emergency services. During a disaster or school emergency, parents and visitors on campus are to remain with the students in their area and follow direction from the teacher. Parents and visitors in non-student areas are to first listen for instructions over the PA system. If no instructions are immediately broadcast, they are to report to the school office for direction.

Emergency Dismissal The procedure to follow in case of an actual or simulated disaster drill (held in the fall of even years) that requires the immediate dismissal of students at St. Francis of Assisi is:

- Students will be dismissed from school only to a parent (or individual designated by a parent). Students will not be permitted to leave with anyone but persons designated on the Emergency Dismissal Form
- All parents, or designated persons, who come to pick up students, must sign the students out.
- There will be only one area for signing out students to ensure their proper release.
- If you are not able to reach the school, we will care for your child(ren) on site.

NO STUDENT WILL BE ALLOWED TO GO HOME ALONE. STUDENTS WILL ONLY BE RELEASED TO AN AUTHORIZED ADULT.

Emergency Information Card Any change of address and/or telephone number of residence, parent's employment or persons to be notified in case of emergency, that occur during the school year, must be sent in writing to the office. Incomplete emergency cards are a potential threat to students' safety. It is imperative that emergency records are kept current. The school office is to be notified in writing as soon as there is a change in this information. Each child attending the School must have a completed and current emergency card on file in the school office. The card must have the names of at least two local persons besides the parents who can be called in case of an emergency or student illness. Doctors and dentists must also be listed with their telephone numbers. In emergencies, information, such as found on the emergency information card, 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.

Earthquake, Fire, Toxic Gas, and Intruders Students are instructed in earthquake,

fire, toxic gas and intruder safety and have regular drills at school. Should it be necessary, the Department of Emergency Services and the Principal will determine any additional action to be taken in these situations.

Lock Down In some situations, it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- Doors will be locked
- Drapes and/or blinds will be closed
- No one will be permitted to enter or leave the building
- Lockdown will continue until the school receives an “all clear” signal from emergency personnel.

GENERAL HARASSMENT POLICY

Policy Statement The Diocese of Oakland affirms the Christian dignity of every student. The Diocese will not tolerate the harassment of anyone. It is the policy of the Oakland Diocese to provide an educational environment in which all students are treated with respect and dignity. St. Francis of Assisi School is committed to providing a learning environment that is free from harassment in any form and by any person.

Harassment occurs when an individual is subjected to treatment or is in a school environment that is hostile or intimidating. Harassment can occur any time on school property, during school or during school- related activities. It includes, but is not limited to, any or all of the following:

- Verbal Harassment: Taunting, threatening words, derogatory comments or jokes.
- Physical Harassment: Unwanted touching, kicking, pushing, hitting, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement
- Visual Harassment: Derogatory, demeaning or inflammatory gestures, written words, drawings, cartoons, posters, or intimidating facial or body expressions.
- The foregoing are merely examples and do not constitute an exhaustive list of the types of behavior that can be harassing.

Complaint Procedure Complaints may be reported to a school administrator, teacher, the Principal or Vice Principal (as long as they are not the alleged harasser). Formal written complaints may also be filed at the office of the Principal or designee. A complaint does not have to be written in order to be investigated.

Retaliation The Diocese of Oakland forbids any retaliation against anyone who reports any form of harassment or who participates in the investigation of such a report.

Harassment by Parents or Other Persons The Diocese of Oakland Harassment Policy prohibits any form of harassment against anyone on school property or at a school-sponsored event. Any actions of parents or other persons that are abusive toward school personnel or students could initiate the school's action to transfer the related student.

SEXUAL HARASSMENT POLICY

Policy Statement The schools of the Diocese of Oakland prohibit any form of unlawful sexual harassment of students or employees; whether verbal, physical or environmental. It is a violation of this policy for any employee, agent, student, volunteer, or third party at a school site to harass a student or employee.

Definition of Sexual Harassment For purposes of this policy, sexual harassment is defined as including but not limited to unwelcome sexual advances, requests for sexual conduct or physical conduct of a sexual nature directed toward a student under any of the following conditions:

- Submission to, or toleration of, sexual harassment that is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese
- Submission to, or rejection of, such conduct is used as a basis for academic evaluation affecting a student
- Conduct which has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive environment
- Submission to, or rejection of, the conduct is used as the basis for any decision affecting the individual regarding benefits and services, sponsored by the Diocese.

Examples of Sexual Harassment Sexual harassment includes, but is not limited to the following forms:

- Verbal: sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets
- Written: suggestive or obscene letters, notes, invitations, jokes or cartoons
- Physical: sexual assault, touching, impeding or blocking movement
- Visual: leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters
- Continuing to express sexual interest after being informed that the interest is

unwelcome

- Making reprisals or threats of reprisal following a negative response to sexual advances or following a sexual harassment complaint

Employee-to-Student Sexual Harassment Employee-to-student harassment is prohibited at all times whether or not the conduct occurs on school property, at school-sponsored events or at non school-sponsored events. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited. Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to disciplinary action including termination of employment. Irrespective of whether the conduct is wanted, any sexually explicit or suggestive verbal, written, visual or physical behavior on the part of any employee of the Diocese that is not an express part of the program of instruction reviewed and approved beforehand by the Principal violates this policy.

Student-to-Student Sexual Harassment This policy prohibits student-to-student sexual harassment in connection with any school activity at any time including, but not limited to, any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period whether on or off campus
- During, or while going to or coming from, a school-sponsored activity
- Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

Complaint Procedure The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the complaint procedure is contained in the Administrative Handbook for Catholic Schools, Diocese of Oakland located in the school office. Complaints may be reported to a school counselor, the Principal, or Vice Principal. Written complaints may also be filed at the office of the Principal or designee.

Retaliation The Diocese forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

Student Grievances Students who have a grievance are to first contact their homeroom teacher or a staff member with whom they feel they can communicate. If the problem is not resolved, they can then see the Principal about the matter. All staff members will treat the

problem in a fair, just and confidential way.

CHILD ABUSE OR NEGLECT

Child abuse is any act of commission or omission that endangers or impairs a child's physical or emotional health and/or development. This includes:

- Physical abuse or corporal punishment
- Emotional abuse or deprivation
- Physical neglect and/or inadequate supervision
- Sexual abuse and/or exploitation

All school personnel are made aware of Diocesan and State policy. School personnel are required by law to report any reasonable suspicion of child abuse. Any teacher or other school employee who suspects or has reason to believe a child has been abused in any manner must report the fact to Child Protective Services immediately as mandated by the laws of the State of California.

A reasonable suspicion of child abuse means that "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience to suspect child abuse." (Penal Code Section 1166a)

Determining whether or not the suspected abuse actually occurred is not the responsibility of the educator or school personnel, but that of the Child Protective Agency.

Appendix A - LIST OF SCHOOL PERSONNEL AND SCHOOL

Faculty and Staff

Administration

Principal	Cathy VanderKlugt
Vice Principal	Stephanie Marcinkowski
Administrative Assistant	Colleen Lauer
Financial Manager	Mabel Liang
Technology Coordinator	Karen McMillan

Teaching Staff

Grade	Teacher	Learning Support Assistant
TK	Michelle Feldman	Roberta Guitron
K		Janice Bautista
1	Ally Ferber	Diane Cordova
2	Julie Clement	
3	Kiley Perez	Karen Barber
4	Stephanie Marcinkowski	Michelle Woerner
5	Karen McMillan	Ann York
6	Nicole Cortez	Cathi Salem (6-8)
7		
8	Emily Geislinger	
Math	Kathleen O'Sullivan	
Science	Robert Rangel	
Physical Ed	Joseph Burke	
Spanish	Graciela Blum	
Resource Teacher	Michele Kilgore	

2021-2022 School Board Members

School Board President	Lesley Schooler
Finance Chair	Mary Beth Dam
Marketing and Communications Chair	Catherine Morimoto
Development Chair	Jeanne Gomez
Academic Excellence Chair	Michael Schooler
Mission Chair	Joanne Barrios



APPENDIX B – SCHEDULE OF FEES

2022-2023 FEES

Annual Registration Fee \$400 per child (includes Yearbook and Technology Fee)

8th Grade Fee- \$150 (Sweatshirt and Graduation Fee)

7th Grade Fee- \$40 (Baccalaureate luncheon Fee)

APPENDIX C - UNIFORM DRESS CODE

As members of the Student Body, students represent the image of SFA at school and in the community. Because of this, there are regulations pertaining to appearance. As a student at SFA, all are required to abide by the following dress code. The Principal has the final decision in this matter.

St. Francis of Assisi School Uniform Dress Code

Boys:

Pants-	TK-5th: Navy Blue Twill	6th-8th: Khaki/Navy Blue
Shorts-	TK-5th: Navy Blue Walking	6th-8th: Khaki/Navy Blue

❖ Belts are required for grades 5th-8th

Girls:

Pants-	TK-5th: Navy Blue Twill	6th-8th: Blue or Khaki
Shorts-	TK-5th: Navy Blue Walking	6th-8th: Blue or Khaki
Jumpers-	TK-4th: Red Plaid (Dennis Brand Only)	
Skorts-	TK-8th: Red Plaid (Dennis Brand Only)	
Skirts-	2nd-8th: Red Plaid (Dennis Brand Only)	playground or biker shorts must be worn under skirt

- ❖ NO skin tight, wide leg, capri, cargo, baggy, saggy or skinny pants.
- ❖ jumpers, shorts, skorts and skirts **must be no shorter than 2 inches** above the knee cap

TK-8th:

White Peter Pan collared blouses

White Polo Shirts: short or long sleeve, with three buttons

Red or Navy Polo Shirts: short sleeve with three buttons

- ❖ only **PLAIN** white turtlenecks or **PLAIN** white t-shirts may be worn under uniform.

Uniform tops and bottoms may be purchased through Dennis uniforms, SFA used uniform sale or other uniform retailers. Jumpers, skorts and skirts may ONLY be purchased through Dennis uniforms or used uniform sale.

Jackets/Sweatshirts/Sweaters- SFA cardigan, fleece or jackets (Dennis brand only) •red or navy sweatshirt with SFA logo (purchased through SFA) •Student Council•8th grade sweaters•SFA CYO sweaters allowed over full uniform (except on Mass days)•winter jackets may be worn outside of classroom over full uniform

Socks- ankle, knee, crew or no show: **black, navy, red or white ONLY-** small logo ok (socks MUST be worn)

Leggings/tights- solid white or black (**no logos or designs**)- no thigh highs allowed

Shoes- Rubber-soled tie or Velcro ONLY: solid blue, navy blue (no light blue), black, red or white only (small logos are allowed) •same colored or black or white laces only **(TK-K required to wear Velcro shoes)**

Hair- must be neat, well-groomed and off the face. Radical hairstyles (mohawks/fauxhawks), hair dying or bleaching NOT permitted. Haircuts with tails are not allowed. Shaved heads, mohawks, designs or razored parts etc. are not acceptable. Any bows or headbands must be white, navy blue, red, black or uniform plaid. **Boys-** hair must not touch the collar or hang in the eyes.

Fingernails- must be kept short and clean, ONLY clear polish on natural nails is permitted. **NO artificial nails.**

Makeup- NOT permitted in any grade.

Jewelry- All jewelry is prohibited, except non-smart watches, one wrist bracelet, approved earrings and necklaces that are religious in nature i.e. a blessed religious medal or cross. One set of stud earrings, no larger than a dime.

NON-UNIFORM DRESS “FREE DRESS”

Students are expected to dress appropriately and be able to participate in all school activities. In general, hairstyles or manners of dress that are inappropriate, interfere with learning, create disorder or present clear and present danger to health and safety are prohibited. On Auction or Wheel-A-Thon Wednesdays, the event top must be the outermost layer. Free dress shoes are allowed, must be rubber-soled tie or Velcro. These guidelines apply to all school and school sponsored events.

Uniform and non-uniform guidelines must be followed at Falcon’s Nest.

“Free Dress” shorts must have a button and zipper (no basketball shorts)

THE FOLLOWING ARE NOT ALLOWED AND MAY RESULT IN A DISCIPLINARY REFERRAL:

Yoga or yoga like pants•non-uniform leggings•jeggings•athletic shorts or pants•torn,faded baggy tight fitting or cut off pants•any apparel items with inappropriate sayings or pictures•tank, thin, cropped, cut out, low cut or bare midriff tops•flip flops, sandals or boots of any kind•miniskirts or short shorts

Appendix D - TRAFFIC AND PARKING REGULATION

Morning Carline

- All students should be wearing a seat belt until the car reaches a complete stop.
- Students cannot leave their car until they hear the whistle.
- Students must exit from the right side of the car.
- Students should quickly disembark cars and walk to the sidewalk.
- In the event of a backup to exit the yard, please drive around the gym.

Afternoon Carline

- Do not allow your child to skip lines to get to your car.
- The whistle sound is permission for your child to leave the blue bench and proceed to their car.
- If your child is still here after 3:15pm, they will be walked to Falcon's Nest.

Morning and Afternoon Carline

- Drop off and pick up of children in the Church parking lot is prohibited
 - Exception- afternoon carline for 7th and 8th grade, and TK and K at the start of the school year
- NO left turns out of the parking lot onto Oak Grove Rd.
- Drive in and out of the school yard slowly. Speed limit is 5 mph
- Drivers should not be on phones or texting
- Listen to carline monitors instructions
- Move forward to allow as many cars possible to fill a line
- No stopping and waiting in the car line. If your child is not ready and able to enter or exit your car, you must pull forward and park in the designated area
- No parking or stopping in the red zones around the gym– including in front of the gym or at the TK or Kindergarten door.
- All TK and Kindergarten drop off and pick-up must be done following the teacher's direction.
- Drop off and pick up of children in the bus stop alcove in front of the Church on Oak Grove Road is prohibited.

APPENDIX E – SCHEDULE OF CLASSES

Grades 5-8

REGULAR DAYS

PERIOD	TIME
Drop off	7:45-7:55
Bell	7:55
1	8:00 – 8:45
2	8:45 – 9:35
3	9:35 – 10:25
Recess	10:25 – 10:40
4	10:45 – 11:35
5	11:35 – 12:25
Lunch	12:25 – 1:05
6	1:10 – 2:00
7	2:00 – 2:50
Homeroom	2:50 - 3:00
Dismissal	3:00

MINIMUM DAYS

PERIOD	TIME
Drop off	7:45-7:55
Bell	7:55
1	8:00-8:35
2	8:35-9:05
3	9:05-9:35
Recess	9:35-9:50
4	9:55-10:25
5	10:25-10:55
Break	10:55-11:15
6	11:20-11:50
7	11:50-12:20
Homeroom	12:20-12:30
Dismissal	12:30

Grades 1-4

REGULAR DAYS

PERIOD	TIME
Drop off	7:45-7:55
Bell	7:55
Instruction	8:00 – 10:05
Recess	10:05-10:20
Instruction	10:20 – 12:25
Lunch	12:25 – 1:05
Instruction	1:10 – 3:00
Dismissal	3:00

MINIMUM DAYS

PERIOD	TIME
Drop off	7:45-7:55
Bell	7:55
Instruction	8:00-9:20
Recess	9:20-9:35
Instruction	9:35-11:15
Break	11:15-11:30
Instruction	11:30-12:30
Dismissal	12:30



TK & K

7:45 AM	Doors Open
8:00 AM	Second bell (tardy bell)
10:00-10:30	Recess
12:00-12:30	Lunch
2:45	Dismissal
**1:45	Wednesday Dismissal

Wednesday Schedule

PERIOD	TIME
Drop off	7:45-7:55
Bell	7:55
1	8:00 – 8:45
2	8:45 – 9:35
3	9:35 – 10:25
Recess	10:05-10:20 (1-4) 10:25 – 10:40 (5-8)
4	10:45 – 11:35
5	11:35 – 12:25
Lunch	12:25 – 1:05
Enrichment	1:10 – 2:00
Dismissal	2:00

Saint Francis of Assisi School
Family Handbook
Signature Page

Please complete, copy, and return by August 23, 2022

The provisions in this handbook are designed to provide parents and students information and guidance as to the procedures and rules of the school. The provisions in this handbook are not a contract and impose no obligation on the school. This handbook is not a part of the tuition agreement. The contents of this handbook may be changed as necessary at the school's discretion and, if changed, written notification of such changes will be provided to parents and students.

Parent Agreement

I/We _____

Parent(s) or Guardian(s)
have read the material in the Saint Francis of Assisi School Handbook and agree to follow and uphold the school policies while my son/daughter is enrolled as a student.

Parent/Guardian

Signature _____ Date _____

Parent/Guardian Signature _____

Date _____

Student Agreement

I/We _____ (student names)
have read the material in the Saint Francis of Assisi School Handbook and agree to follow and uphold the school policies while enrolled at Saint Francis of Assisi School.

Signature _____ Grade _____ Date _____

(First student in the family attending Saint Francis of Assisi School)



Signature _____ Grade _____ Date _____
_____ (Second student in the family attending Saint Francis of Assisi School -
if applicable)

Signature _____ Grade _____ Date _____
_____ (Third student in the family attending Saint Francis of Assisi School - if
applicable)

Signature _____ Grade _____ Date _____
_____ (Fourth student in the family attending Saint Francis of Assisi School -
if applicable)

Additional students in the family please sign and date on the back of this page.

