

St. Francis of Assisi School

FAMILY HANDBOOK

2011-2012



School Office

206-243-5690

Street Address: 15216 21st Ave. S.W. Burien, WA 98166

Mailing Address: P.O. Box 870 Seahurst, WA 98062

Fax: 206-433-8593

Web Address: www.stfoa.org



St. Francis of Assisi School Calendar 2011-2012

September						
S	M	T	W	T	F	S
			8/31	1	2	3
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Important Dates	
8/8	Used Uniform Sale (Auditorium) 5:30-7:00 p.m.
8/31	School Begins
9/8	Information Night - 7:00 p.m.
9/11	All Parish Barbecue at School 11:00-3:00 p.m.
9/14	Kindergarten Begins Full Day Program
10/14	Progress Reports / 1st Trimester
10/28	Harvest Festival
11/19	Parish Bazaar
11/29	End of 1st Trimester
12/5	Report Cards Home / 1st Trimester
12/15	Advent Program - 7:00 p.m.
1/27	Progress Reports / 2nd Trimester
1/29	Used Uniform Sale (Auditorium) 11:00-1:00 p.m.
1/29-2/3	Catholic Schools Week
2/2	Open House
3/2 & 3/3	School Musical - 7:00 p.m.
3/9	End of 2nd Trimester
3/14	Science Fair 6:30-8:00 p.m.
3/16	Report Cards Home / 2nd Trimester
3/23 & 3/24	Auction
4/23-5/4	ITBS Testing
4/6	Good Friday - 2:00 Dismissal
4/27	Progress Reports / 3rd Trimester
5/11	Grandparents Day - Noon Dismissal
5/16	Band Festival at Kennedy
5/18	Field Day
5/21	Kennedy Instrumental Spring Program
5/25	8th Grade Retreat - Camp Burton
6/8	Graduation - 8th Grade
6/14	Last Day of School - Noon Dismissal

Holidays & In-Service	
9/2	No School
9/5	Labor Day
9/16	Teacher In-Service/No School
10/19	Fall Conferences-Noon Dismissal
10/20-10/21	Fall Conferences
11/11	Veteran's Day
11/24-11/25	Thanksgiving
12/16-1/1	Christmas Break
1/16	MLK Day
2/17 -2/20	President's Day Weekend
3/23	Teacher In-Service/No School
3/28	Spring Conferences - 8:00 - 4:00
4/9-4/13	Spring Break
5/28	Memorial Day

This Calendar Is Subject To Change.
The Monthly Calendar Sent From The School Office Will Contain Current Info.

ST. FRANCIS OF ASSISI SCHOOL
FAMILY HANDBOOK
2011-2012

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ST. FRANCIS OF ASSISI SCHOOL INTRODUCTION

I. HISTORY

St. Francis of Assisi Parish was established on August 1, 1929. Its numbers grew steadily over the next twenty years and as the congregation grew, so did the desire for a parish school. Under Fr. John Francis Gibboney, a School Building Fund was established in 1952, which resulted in a ten-classroom school opening in the fall of 1953. Staffed by the Sisters of Notre Dame de Namur, St. Francis School enrolled over 500 students in grades 1 through 8. The school population continued to increase and in 1957, a new four-classroom wing was added, allowing for two classes at each grade level.

In the late 1970's and early 80's, the number of elementary school children in the Burien area was at an all-time low. During this period, St. Francis of Assisi School cut its classes to one per grade level. The school took advantage of this turn of events and used the extra space to incorporate some new programs that would enhance the curriculum. Enrichment programs such as computer classes, typing, French, art, and a kindergarten program were added. Other changes occurred during this time; by 1978, St. Francis of Assisi School had an all-lay staff.

By the mid 1980's, St. Francis was turning away many applicants and it became evident that there was a great need to offer, once again, two classes per grade level. Starting in 1990, an additional class was added each year. By the fall of 2002, St. Francis had double classes from Kindergarten through 8th grade.

Over the years, St. Francis of Assisi School has served as a cornerstone of the Burien/Seahurst neighborhood. The school has gained a reputation for excellence in education, service to the community, and teaching the truths of our Catholic faith and traditions. Today the school continues to maintain the high standards that are identified with its name.

II. MISSION STATEMENT

The mission of St. Francis of Assisi Catholic School is to educate the whole person by creating a Christ-centered community that fosters an active faith, encourages service, and promotes academic growth. (6-2008)

The mission of St. Francis of Assisi School is an extension of that of the family, the Church, and the community. Our goal is to form happy, productive children of God, who are capable of meeting the challenges of the world of the future.

III. PHILOSOPHY

St. Francis of Assisi School is a Catholic Parish School where families and teachers work in partnership to foster the formation and education of the whole child.

St. Francis of Assisi School is committed to:

- Teaching the truths of our Catholic faith and traditions.
- Creating an environment of respect and responsibility for oneself and for our global community.
- Nurturing intellectual curiosity while facilitating academic excellence and active involvement in learning.

IV. STUDENT LEARNING EXPECTATIONS

Graduates of St. Francis of Assisi School are:

Christ-centered students who

- Demonstrate knowledge of Catholic beliefs, teachings, rituals, and traditions
- Exhibit an understanding of compassion and empathy
- Recognize and respect God's presence in all of creation
- Know how to make good moral choices

Learners who

- Demonstrate knowledge across the curriculum
- Employ individual learning strategies
- Implement research, reasoning and questioning to gain content knowledge
- Experience the arts

Effective problem solvers who

- Utilize logical thinking and reasoning skills
- Work both independently and cooperatively
- Strategize and employ conflict resolution skills

Active citizens of the world community who

- Demonstrate well-developed interpersonal skills
- Communicate ideas clearly, creatively, and effectively
- Respond to Christ's challenge to meet the needs of others
- Express awareness of and respect for diversity

V. ORGANIZATIONS

SCHOOL COMMISSION

The Catholic school is an expression of the educational mission of both the parish and the Archdiocese with which it is associated. The pastor is responsible to the Archbishop for the administration of the total parish, including the parish school. The principal reports to the pastor, is a member of the parish staff, and functions as the chief administrator of the school.

Just as the parish council serves with the pastor on behalf of the total parish community, so the school commission serves with the principal on behalf of the school community. Today's Catholic school principal, faced with many demands, needs assistance from a group of people who are committed to the Catholic school and willing to work for the good of the school and parish. The school commission provides this assistance.

The school commission is established by the pastor and principal, in accordance with Archdiocesan policy, to assist them in the governance of St. Francis of Assisi School. Members are selected and/or elected to participate in decision-making in designated areas of responsibility. Usually these areas include planning, policy formation, finances, the selection or appointment of the principal, development (including public relations and marketing) and evaluation. (Building Better Boards, 1990)

PARENTS' ASSOCIATION

All parents and guardians with children enrolled at St. Francis of Assisi School are members of the Parents' Association. The purpose of this group is to:

1. Foster community among the membership of the school and in the greater community of the parish
2. Supplement school operating costs through funding programs
3. Provide and manage the volunteer services needed in operating and supporting the needs of the school
4. Provide a forum for dialogue among the membership
5. Address the educational needs of the members
6. Develop goals, both short-term and long-term, to ensure an association that is both facilitative and visionary in nature

The Parents' Association is headed by a group of officers elected by the parents at large. The president of the Parents' Association is also a member of the School Commission. The officers work with the pastor and the principal for the good of St. Francis of Assisi School and Parish.

VI. ADMISSIONS

Policy

St. Francis of Assisi School admits students of any race, color, national or ethnic origin, or sex, to all the rights, privileges, programs, and activities generally accorded to students at the school. St. Francis of Assisi School does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs or other school-administered programs. (The Archdiocesan policy handbook is available for viewing in the School Office.)

Order of Acceptance

First preference is given to families who already have children attending the school. Priority is then given to those who have been registered, contributing members of St. Francis Parish (as determined by the Parish Office), then to Catholic non-parish families, and then to non-Catholic families.

Beginning School Age

Children entering Kindergarten must be five (5) by August 31st. Those entering First Grade must be six (6) by August 31st. A birth certificate and a baptismal certificate (the latter applies only to Catholics) must be presented at the time of registration.

Admissions Procedure for New Students

All students seeking admission will be tested prior to placement. Admission of students is dependent upon the results of the testing and an interview by the Principal. Admission is also contingent upon the receipt and review of prior school records.

Registration for Continuing Students

The registration process begins each year in March. Registration is complete when the school has received ALL of the registration forms in the registration packet, as well as the Registration Fee. (The amount of the fee is indicated on the contract.) All financial responsibilities for the prior year must be current before a student can be registered for the next school year. Registration packets will not be sent to the families who are delinquent.

Probationary Period

It is the intent of St. Francis of Assisi School that there be a successful relationship between students and the school. Students who are new to the school will be on a probationary status for their first three months at St. Francis. This probationary period can be extended, the specifics and terms of which will be at the direction of the principal. At the end of the probationary period, the principal will examine the relationship between the student and St. Francis of Assisi School. At that time, a decision will be made to extend probation, accept the student on a non-probationary status, or discontinue the relationship. This decision will be at the sole discretion of the principal.

Immunization

Washington State Law requires entry level students to provide the school with proof of full immunization. This record of immunization is required of all enrolled students of St. Francis of Assisi School. The month, day, and year of all vaccines must be given.

VII. TUITION RATES AND FEES

A. Tuition

1. The school charges tuition at two different rates: a lower rate for families who are registered and contributing members of the parish, and a higher rate for families who are not registered and contributing members of the parish.
2. Families who are registered members of the parish must have a Sacrificial Giving Card on file in the Parish Office and contribute, on a regular basis, to the Parish. The suggested weekly amount is a minimum of \$15.00. Families who do not meet their parish responsibility will be moved to the "non-parish" tuition.
3. Prompt payment of tuition is required. Tuition payments, if paid monthly, shall be paid by the 10th of each month; otherwise, the parent should follow the schedule on the tuition payment book. Tuition payment booklets are provided to each family. Coupons should accompany each payment. Paying the entire tuition for the year by cash or check on or before September 10th will result in a 2.5% reduction in the tuition amount.
4. We offer an automated payment system. Payments can be made by monthly debit from your checking account or by credit card (yearly, not monthly, with no 2.5% reduction).
5. If a payment is delinquent, satisfactory arrangements must be made with the school office. Failure to make full payment of tuition can have serious consequences. Report cards will be held, and records will not be forwarded to another school (in case of transfer.) In the event of a serious delinquency, (payments are over 2 months in arrears) the family may be asked to leave the school. The school reserves the right to pursue any other action deemed appropriate.
6. There is a \$25 charge for insufficient funds checks.

B. Fund Raising

1. At St. Francis, fund raising has a two-fold purpose:
 - a. To provide a source of income to the school budget.
 - b. To bring parents together in a community effort. Parents get to know one another as they work together for the good of the school and the parish.
2. Tuition and fees pay only a part of the cost of educating a child at St. Francis of Assisi School. The other sources of funds are parish subsidy and fund raising. Fund raising is sponsored by the Parents Association (See the Parents' Association Constitution). All school parents are expected to support the school through whatever fund raising activities are scheduled for that year, and by donating a minimum of ten hours toward the school's fund raising efforts (5 hours for single-parent families). Refer to Parent Commitment Hours (E) for more details.
3. Each family must procure items worth \$100.00 for the School Auction or pay \$100.00 by January 15th. After that date, the fee goes up to \$150.00.
4. Each family must bring in an additional \$350.00 in Profit Dollars to the school by March 31st of the current school year, or pay the amount not raised. Profit Dollars are the funds the school actually receives from your fundraising efforts from the following fundraisers: SCRIP, magazines and wrapping paper sales.

C. Registration and Educational Services Fee

1. There is an annual registration fee charged for each child. It assures a child's placement in the school. This fee is non-refundable.
2. The amount of the registration and educational services fee is designated on the yearly financial (tuition) contract.

D. Other Fees

1. Students in the 6th grade attend outdoor camp, and the family will be responsible for the costs associated with attending the camp. A letter goes out in the fall with detailed information on the cost per family for camp.
2. 8th grade students who take the Algebra class at Kennedy High School will pay \$200.00 towards the cost of the class.
3. 8th grade retreat requires a nominal fee.

E. Parent Commitment Hours

1. A minimum of 30 commitment hours to the school and/or parish is required per family (10 fundraising hours and 20 miscellaneous hours.) Single parent families commit to ½ of the total volunteer hours (e.g. 5 fundraising and 10 miscellaneous hours).
2. Fund-raising Service Hours are acquired by working on the following fundraisers: Auction, Scrip, wrapping paper sale, magazine sale, School Campaign, and other approved Parents' Association fundraisers.
3. Miscellaneous Commitment Hours can be acquired by providing services to the school or parish. The Parents' Association will provide a list of the various ways these hours can be earned. Commitment Hours must be served by March 31st of the current school year. Any service time done after that will be credited to the following year.
4. Families will be charged \$25 per service hour not completed.

F. Financial Aid

Financial aid comes from two sources, Archdiocesan financial aid and the St. Francis Financial Aid Fund. There is a limited amount of financial aid available for those families who qualify under the guidelines established by the Archdiocese, the Principal and the School Commission. When requesting financial aid, a family should:

1. Obtain the financial assistance forms from the school office. Complete the form and return it with the requested tax forms to the office.
2. Submit forms for Archdiocesan aid by the deadline. The money awarded will be applied towards the following year's tuition.

If a family does not qualify for the Archdiocesan aid, their request will be forwarded to the St. Francis Financial Aid Committee. The committee will review the request and the vice-principal will notify you of its decision. All information is kept confidential.

VIII. ATTENDANCE

Attendance Policy

It is the policy of St. Francis of Assisi School that consistent attendance is essential to the St. Francis of Assisi School mission of academic achievement for its students. Truant and frequently tardy students miss critical instruction in key concepts, can quickly fall behind in school, and are less likely to achieve academic success. Further, truant and/or tardy students disrupt the learning environment for other students by distracting teachers from their main assignment of completing the yearly curriculum and instructing classroom attendees.

The following reasons are defined as **excused** (non-discretionary) absences: illness, injury, death of family member or close friend, medical appointments and religious holidays.

The following absences are defined as **non-excused** (discretionary) absences. They include, but are not limited to, the following: oversleeping, transportation problems, student needed for babysitting, leaving for extra-curricular activities and vacations.

On the fifth occurrence of a **discretionary** absence in any given term, or when the **combined absences** (excused and non-excused) exceeds seven days in any given trimester, the principal will schedule a conference with the parent(s) or guardian to discuss solutions to the truancy. (Tardiness and/or early sign-outs are counted when determining a pattern of non-attendance.) At that time, an attendance contract between St. Francis of Assisi School and the family may be put into place to monitor future compliance. In addition, verification of illness by a doctor may be required.

Failure to adhere to the St. Francis of Assisi School attendance policy may lead to additional sanctions, including the truant student's denial of admittance to St. Francis of Assisi School for the following school year or expulsion in the current year.

A. School Schedule

1. The normal schedule is as follows for Grades K-8:

7:00 AM-8:15 AM	Extended Day Program
8:25 AM	Doors open
8:30 AM	Tardy bell
8:25 AM - 3:00 PM	All school, Monday, Tuesday, Thursday, Friday
8:25 AM - 2:15 PM	All school, Wednesdays (staff in-service)
3:00 PM - 6:00 PM	Extended Day Program (2:15-6:00 on Wednesday)

2. All classes have a lunch recess. Grades K-6 have a morning recess. Grades K-3 have an afternoon recess.

3. There is no supervision on the playground before 8:15 AM. Do not plan for your children to arrive before that time. Children who are brought to school before 8:15 will be brought to Extended Care, and the parents will be charged accordingly.
4. Children who are not picked up by 3:15 will be brought to Extended Care, and the parents will be charged accordingly.
5. During inclement weather, students may wait in the gym in the morning until accompanied to the classroom by the teacher.

B. Tardiness

1. Students are to arrive at school on time. Repeated tardiness reflects poorly on a student's permanent records and does not give a child a good start to the school day.
2. If a child comes to school after 8:30, he/she is to report to the school office before going to the classroom, or the child may be marked absent and the parent will be called.
3. The parent will be called if a child is frequently tardy to school.

C. Absence

1. It is the parent's obligation to see that children are in attendance regularly. In case of absence, please call the school office (206-243-5690) before 9:00 AM and report the nature of the absence.
2. Students arriving after 10:15 AM and/or students leaving before 1:45 PM will be counted as one-half day absent.
3. When your child returns to school after an absence, a written excuse must be provided. Excuses must have the child's first and last name, be dated, mention the day(s) of absence, and state the reason for the absence.
4. If the child has been ill and returns to school, it is important that he/she returns well enough to be able to go outside at recess. Once children have returned to school after an illness, they are expected to participate in all activities, indoors and outdoors. A child who is not well enough to go outdoors should be kept home. Health guidelines suggest that children should be kept home for the first two days of a cold and that a child should not be in school if he/she has had a fever within the past 24 hours.
5. Students returning from an absence must make up missed assignments.
6. It is expected that all family trips are planned according to the school calendar. Direct instruction and classroom interaction cannot be replaced nor made up. When a child takes a trip during school time, teachers are not required to provide students with assignments during the student's absence. However, if the teacher has been given sufficient notice of the absence, (at least two weeks), the teacher may choose to assist the child with some assigned work. All tests and special projects are to be made up within 5 school days of the student's return.

D. Early Dismissal

1. Parents are asked to make medical and dental appointments outside of school time. If an early dismissal is essential, it needs to be pre-arranged with the office or with the child's teacher. A child who comes late to school or leaves early is to report to the school office.
2. Parents who pick up students during the school day must come to the office before the child will be released. No pupil will be released to any other person unless the parent/guardian has given written permission.
3. Students are responsible for school work missed due to absence or early dismissal. They are expected to follow the procedure described under Homework in regards to make-up work required.

E. Emergency Procedures/Inclement Weather

1. In the event of snowstorms, windstorms, earthquakes or other emergencies occurring during the school day which result in school closure, students will be kept at school until a parent or authorized person picks them up.
2. When there are hazardous road conditions, inclement weather or other emergencies, St. Francis of Assisi School will inform KOMO, KING, and KIRO radio and television stations whether or not school will be delayed or closed. In addition, the school website and the school phone message will be updated and kept as current as possible.

IX. UNIFORM CODE FOR ST. FRANCIS OF ASSISI SCHOOL

A. General Requirements for all Grades (K-8)

1. School uniforms are worn every day (unless free dress is announced). On Dress Uniform days, the school sweater (not sweatshirt) is to be worn. Students wear dress uniforms on days when they will be attending Mass, and when we have special visitors to our school.
2. Uniform sweaters, vests, jumpers and skirts must be purchased at the Dennis Uniform Store or at the Used Uniform Sale held in the summer. (Date of Uniform Sale is sent home in the June envelope. New parents will receive a mailing in June notifying them of this date.) Pants and shirts may be purchased at the Dennis Uniform Store or elsewhere, but style and color must be comparable to those available in the Dennis Uniform Store.
3. The school sweatshirt (purchased through the Parents' Association) can be worn during the school week (except on Dress Uniform Days.) However, it must be worn in good condition - clean and not torn. Call the school office for the name of the P.A. sweatshirt representative responsible for selling the sweatshirts.
4. Blouses and shirts must be white with no other colors or emblems. White turtle neck shirts are allowed to be worn between November 1 and April 1 only. No lace collars. T-shirts of contrasting colors, or with writing on them, are not to be worn under the school shirt. Shirts must be tucked in.
5. Pants must be Navy Blue in color, corduroy or cotton twill, ankle length, straight-legged. Designer pants and/or outside labels are not acceptable. Corduroy pants must be regular wale, not wide wale, with no contrast stitching. Pants must be worn at the waist line and be no larger than the student's normal waist size. No oversize or cargo pants allowed. Styles and color must be comparable to pants available from the uniform store.
6. Walking shorts or skorts must be Navy Blue in color, corduroy or cotton twill, and may be worn from August through October and April through June. The walking shorts or skorts must be worn above the knee; however, they can be no more than 3 inches above the knee.
7. Girls' skirts are to be worn no more than 2" above the knee.
8. Socks or tights (no leggings) must be worn at all times (only in solid colors of navy, black, white or red) and must be visible above the shoe. Shoes are to be plain in design. Tennis shoes are preferred for safety reasons. Sensationally colored shoes are not acceptable. Tennis shoes are required on P.E. days.
9. Students are to be neat, clean and well-groomed at all times. Habits of good hygiene are to be observed. Hair should be trim and clean, combed or brushed so as not to be in the student's eyes. No distracting or sensational hairstyles are allowed. There is to be no drawing on the arms or legs.
10. No make-up is allowed in grades K-6 and only light make-up for grades 7-8. Excessive jewelry is not to be worn. Girls cannot wear dangling earrings. Boys may not wear earrings.
11. Nail polish for girls must be either clear or light pink.
12. Students have a Free Dress day on the first Monday of each month. Clothes must be appropriate for a Catholic school setting. Flip flops are not allowed.

B. Dress Uniform

The dress uniform is worn for school masses, school picture day, and special occasions designated by the school. Dress uniform is defined as follows:

GIRLS:

- K-8 White blouse or neat knit shirt with collar
- K-3 Jumper
- 3-8 Plaid Skirt
- K-8 Red, white, blue or black socks or tights (solid colors only)
- K-8 Tennis shoes or dress shoes
- K-6 Uniform sweater (red): v-neck, crew, cardigan or vest
- 7-8 Uniform sweater (blue): v-neck, crew, cardigan or vest

BOYS:

- K-8 Neat knit shirt with collar
- K-8 Navy corduroy or navy cotton twill pants
- K-8 Red, white, blue or black socks
- K-8 Tennis shoes or dress shoes
- K-6 Uniform sweater (red): v-neck, crew, cardigan or vest
- 7-8 Uniform sweater (blue): v-neck, crew, cardigan or vest

The uniform sweater, skirt and jumper are the only items that need to be purchased through Dennis Uniforms. Sweatshirts are purchased through the Parents' Association. All other items may be purchased at the store of your choice but must be in compliance with the uniform policy.

C. Daily Uniform and Options

Girls have the option of wearing jumpers, skirts, or pants for their daily uniform. Boys and girls can wear either the sweater or the sweatshirt for their daily uniform.

GIRLS:

- K-8 White blouse: peter pan color or neat knit shirt with collar
- K-8 White turtle neck (November 1-April 1)
- K-3 Victoria plaid jumper
- 3-8 Victoria plaid skirt
- K-8 Navy blue corduroy, or navy blue cotton twill pants
- K-8 Navy blue walking shorts or skorts (August-October, and April-June)
- K-8 Red, white, blue or black socks or tights (solid colors only)
- K-6 Red uniform sweater or vest
- K-6 Red Parents' Association school sweatshirt
- 7-8 Blue uniform sweater or vest
- 7-8 Blue Parents' Association school sweatshirt
- K-8 Tennis shoes or dress shoes

BOYS:

- K-8 White knit shirt with collar, or white dress shirt
- K-8 White turtle neck (November 1-April 1)
- K-8 Navy blue corduroy, or navy blue cotton twill pants
- K-8 Navy blue walking shorts (August-October, and April-June)
- K-8 Red, white, blue or black socks (solid colors only)
- K-6 Red uniform sweater or vest
- K-6 Red Parents' Association school sweatshirt
- 7-8 Blue uniform sweater or vest
- 7-8 Blue Parents' Association school sweatshirt
- K-8 Tennis shoes or dress shoes

D. Violations of the Dress Code

Violations of the dress code will be dealt with in the following manner:

1. Students will be given a warning to wear the proper uniform the next day. Additionally, students, on the day of violation, will be given the uniform item they are missing from the school uniform supply.
2. Students who do not tuck their shirts in will be assigned a community service chore. If the problem persists, they will be required to wear either their sweatshirt or sweater at all times.
3. On Free Dress Day, students who wear clothes that are inappropriate in a Catholic school setting will need to call home for a change of clothes.
4. Students who repeatedly disobey the dress code will be sent home to change when they are out of compliance.

X. BEHAVIOR EXPECTATIONS

A. Responsibilities of the St. Francis Community

SCHOOL GOAL

The learning environment we strive to create is one which fosters an appreciation of education, Christian behavior among students, and a respectful attitude towards others and towards school property. St. Francis of Assisi School attempts to provide an atmosphere that will deepen the child's sense of responsibility. **Every student, parent, and staff member must be committed to this goal.**

STUDENT'S RESPONSIBILITY

It is the student's responsibility to participate in the educational program of the school, to help maintain an orderly learning environment throughout the school, and to in no way deprive other students of their right to an education. In order to accomplish this, the student must observe the following standards of behavior in the school building and on the school grounds:

1. Modeling Christ's teaching about love for one's neighbor in all interactions
2. Arriving at school on time
3. Obeying school rules, including:
 - Acting and speaking honestly
 - Abiding by the uniform guidelines
 - Walking in the halls and on the stairs
 - Crossing at crosswalks only
 - Playing in designated playground areas
 - Eating only in the classrooms and at authorized times
 - Remaining on the school grounds during school hours, unless there is written permission from a parent or guardian
 - No riding bikes or skateboards on the school grounds during school hours
 - Abiding by all classroom rules
 - No gum-chewing on school premises
4. Behaving in a respectful and friendly manner towards fellow students, all school personnel, volunteers, and any visitors
5. Showing a respectful attitude towards school possessions and property, including technology equipment, the information technology (IT) system, books, desks, bathrooms, the school building, and the playground
6. Opposing behavior in other students that does not conform to the above standards

PARENT'S RESPONSIBILITY

Since the greatest influence on a child's thinking and behavior is his/her parents, the school cannot attain its discipline goal without active support from the parents. It is a parent's responsibility to encourage in the child a positive attitude toward learning, and to guide the child in becoming a responsible, caring Christian. This would include the following:

1. Supporting the spiritual development of your child by attending Sunday Mass regularly
2. Fostering in the student a Christ-like concern for all classmates and their reputations
4. Upholding the rules, guidelines, and policies of the school
5. Sending your child to school on time
6. Sending your child to school in proper uniform at all times
7. Supporting the authority of school personnel by refusing to criticize them in the presence of the children
8. Consulting the teacher or principal before forming a final opinion regarding any situation in which a child seems to have been treated unfairly
9. Being available for conferences
10. Assisting the child in establishing a specific time and place to complete homework

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

TEACHER'S RESPONSIBILITY

It is the teacher's responsibility to educate students in a manner that ensures not only their intellectual growth, but their spiritual and emotional growth as well. These responsibilities include:

1. Treating all students with the respect that should be accorded to them as children of God
2. Maintaining an atmosphere which ensures each student's right to an education and to personal growth without fear of intimidation by others
3. Providing academic instruction appropriate for and challenging to the students
4. Helping students develop a pride in their school based on respect for themselves and others
5. Enforcing all school rules
6. Dealing promptly, consistently, and fairly with any un-Christian behavior among students
7. Keeping parents and principal informed about the behavior and academic performance of students

COUNSELOR'S RESPONSIBILITY

The counseling program is an integral part of the total education curriculum and is designed to support all students. The goal of this program is to offer guidance and teach skills that help students, parents, and teachers develop positive learning experiences. This is achieved by working through academic, personal, social, and emotional issues, either in the classroom through lessons and activities, or through individual counseling. Activities are designed to help students get along, learn anger management techniques, and recognize physical and emotional bullying. These lessons are meant for all students and do not require any disclosure of personal information. Psychotherapy or other techniques used in clinical settings are not used in the school setting, nor do we focus on mental illness. The counselor is guided by the code of confidentiality outlined by the American Counseling Association.

PRINCIPAL'S RESPONSIBILITY

It is the principal's responsibility to administer to the total educational program of the school in conformity with the school's mission, philosophy and student learning expectations. This is accomplished by:

1. Representing the needs of students, and seeing that their right to a Catholic education is ensured
2. Articulating school programs to parents and communicating parent input to school personnel
3. Training and supervising staff
4. Facilitating the work of all school personnel
5. Working with the School Commission, Parents' Association, Parish Council, and Parish Staff
6. Designing, directing, and implementing guidelines and procedures to support School Commission policies
7. Administering all pastor-approved policies

B. School Philosophy on Discipline

1. The Catholic principle of mutual respect for each individual person, respect for the property of others, and respect for the welfare of the group is the basis for discipline at St. Francis of Assisi School.
2. St. Francis of Assisi School strives to create an atmosphere most conducive to effective learning. Therefore, students must respect authority. Parents must show support of the school rules and of the child's teacher to the child. Teacher authority is most effective when the teachers receive the backing of the parents. Children must know that parents and staff work together.

C. General School Order

Students are expected to:

1. Practice Christian values
2. Behave with respect and courtesy toward staff, parent volunteers, and fellow students
3. Maintain quiet and order in the hallways, restrooms, and during safety drills
4. Demonstrate courtesy during assemblies
5. Use appropriate language at all times
6. Observe the general rules of order outlined under **Students' Responsibility**

D. Playground Rules

1. Playground rules are established for the safety of all children. Fighting at school, use of profane language, defiance, continual disrespect, lack of cooperation, or disregard for school rules are not acceptable behaviors.
2. In general, rules for the playground are:
 - Students should play only in the area assigned to their class.
 - Rough games, such as tackle football, are not allowed.
 - Soccer is not allowed on the playground during recesses.
 - Bats and hard balls are not allowed. Toys brought from home must be clearly marked with the child's name.
 - Parents will be contacted if a child uses language that is not befitting of a Christian student.
 - Students are to line up promptly when the bell ends recess.

E. St. Francis of Assisi School Policy on Intoxicants (Alcohol/Other Drugs)

Students who possess, use, or are under the influence of intoxicants (alcohol, tobacco, and other drugs) on school property or at any school-sponsored activity will face a series of disciplinary measures.

A Hearing Committee will be formed consisting of the Principal, the Pastor, a School Commission representative and a teacher, if appropriate. The parents or guardians of the student involved, as well as the student, will be required to attend a meeting with the Hearing Committee. This committee will determine the extent of the disciplinary measures which will be enforced based on each individual case. If it is decided that the student will not be expelled, then the following guidelines will be followed:

- The student will face a minimum of a 5 day suspension, effective as determined by the Principal. During this period, the student will not be allowed to participate in any school-related extra-curricular activity.
- The student will be required to attend a Drug Education/Rehabilitation Program, as defined by the Hearing Committee. The student must be enrolled in the program before he/she is readmitted to the school, and must complete the

program according to the requirements set forth by the individual program. The student will then write a report on his/her experience at this program to be presented to the Hearing Committee.

- The student will be required to perform a minimum of 15 hours of community service.
- Prior to re-instatement, the student will write an apology to the school and the student body.

F. Dangerous Weapons Policy

In order to provide a safe learning environment, St. Francis of Assisi School prohibits the possession, use or involvement of any weapon on school property or at a school activity. Any violation of this policy by a student constitutes grounds for suspension or expulsion. Weapons are defined as any instrument used, or that can be used, to cause harm to another, including, but not limited to, weapons as defined in RCW 9.41.250 and RCW 9.41.280.

G. Technology Use Policy

St. Francis of Assisi School provides an Information Technology (IT) system for students and staff. Its purpose is to access and produce information through the use of the Internet and the school's computer network and to communicate and share information with others through electronic mail (E-mail) and other means. The Internet is a communications device that allows computers to link to a global network of educational institutions, government agencies, commercial enterprises, and international organizations. Access to the Internet is a resource provided by St. Francis of Assisi School to students and staff. Access is granted provided that Internet use is related to the mission of the school, is consistent with existing school policies as outlined in the School Handbook, furthers the educational process as outlined in class curricula, and facilitates the efficient exchange of pertinent information. Internet and E-mail activity is public in nature; confidential, private and other information or materials exchanged using this resource may be subject to subpoena. All Internet and E-mail activities and products undertaken using the IT system provided by St. Francis School are property of St. Francis of Assisi School, and subject to review. Individuals who use this system are to follow the guidelines set forth in this policy. Misuse or abuse of this resource may result in the following actions:

1. Cancellation of the user's access to this resource. In addition, the student may be subject to further disciplinary and/or legal action.
2. Reimbursement for damages will be assessed.

Examples of acceptable use:

- Participation in educational and research activities that are consistent with the mission of St. Francis of Assisi School
- Communication with other educational institutions, resources, and settings

- Retrieval of information from libraries, databases, and World Wide Web sites to enrich and expand curriculum
- Facilitation of distance learning projects

Examples of unacceptable use:

- Transmittal of materials in violation of U.S. or state law
- Violation of the copyright laws
- The use of the computer for personal, financial, or commercial gain
- Harassment of others, transmittal of discriminatory remarks, or participation in other asocial or anti-social behaviors, expressions or communications
- Gaining unauthorized access to any computer or computing system (e.g. hacking) and/or damaging the data stored on, or the components of, a computer or computing system
- Modifying, deleting, copying, reading, or forging E-mail messages of other users
- Sending messages over the internet or downloading programs unless directed by the teacher
- Changing the settings of the school computers, setting up virtual networks, or participating in inter/intra-classroom chat sessions

St. Francis School has taken all reasonable precautions to restrict access to controversial information; however, it may be impossible to control all materials encountered on-line. If an inappropriate site is reached inadvertently, a teacher is to be notified immediately.

St. Francis of Assisi School provides access to information to students and staff via an IT system while maintaining all necessary security for safe, appropriate, educational use. St. Francis of Assisi School is committed to upholding the legal, ethical, and religious standards to which staff and students are bound; therefore users are to be responsible for properly using, sharing, and protecting information. Users are to observe the rules and laws regarding copyright, plagiarism, and intellectual property. Training and procedures for information technology use may be provided for students and staff. Any violation of the Internet Use Policy shall be subject to the discipline measures outlined in the School Handbook.

H. Harassment Policy

St. Francis of Assisi School is committed to creating an environment of respect and responsibility for our students and for the global community. Students have the right to be treated with dignity and respect. Students have the responsibility to treat others with dignity and respect.

Our school is committed to keeping the school free from harassment. Harassment is behavior which has the purpose or effect of creating an intimidating, hostile or offensive educational or work environment. Harassment should be reported immediately to the principal, a teacher, or a school staff member. All allegations of harassment will be

taken seriously and promptly investigated. Harassment issues will be handled in accordance with the discipline policies outlined in the handbook.

I. Off-Campus Conduct

Usually, the school does not involve itself in student conduct apart from school or school events. However, there may be occasion when student conduct, even though separate from the school, reflects negatively on the school or disrupts the school environment. This includes direct or indirect electronic, written, oral or physical acts which physically harm a student, substantially interfere with a student's education, threaten the overall educational environment or substantially disrupt the operation of the school. This conduct can be grounds for school disciplinary action up to and including expulsion.

J. Disciplinary Measures

1. Corrective actions for inappropriate conduct will be taken as necessary. These actions may include a phone call or note to notify the parents, detention after school, service during recess or after school, loss of privileges, or other appropriate consequences. Corporal punishment is NOT a form of discipline allowed in this school.
2. Lockers and desks are the property of the school and may be opened without the presence or permission of the students who use them.
3. Suspension, probation or expulsion may result immediately from any serious or chronic violation of school rules.

K. Suspension

Suspension results in the temporary exclusion of a student from school. The length of time for the suspension will depend upon the nature of the infraction. When a student is given a suspension, parents will be notified of the reasons for the suspension, and the length of the probationary period which will follow when the student returns to the regular schedule. Terms for the suspension will be presented in writing by the principal. Upon the student's return, the student and parents must meet with the principal and teachers involved. The student is responsible for assignments missed during his/her absence. A second suspension for the same or similar infractions may cause the student to be placed on probation for a period of time determined by the principal and involved faculty.

L. Probation

Probation is a status or trial period for a student whose continuing presence at St. Francis of Assisi School is in question due to academic or behavioral concerns. A pupil may be placed on probation after a second suspension for behavioral issues, or after demonstrating insufficient responsibility for academic progress. During this period of time, a pupil's behavior will come under the scrutiny of the principal and faculty involved to determine whether there has been an improvement. If there is no improvement, expulsion may follow.

1. Probation for inappropriate behavior

The following offenses, committed by a student while under the jurisdiction of the school, could be reason for suspension or probation:

- Willful disobedience of any authorized personnel or school policy
- Vandalism, which includes damage, destruction, or defacing of school property
- Unauthorized entry to or use of any school facilities
- Stealing
- Possession and/or use of tobacco or drugs (see drug policy)
- Truancy
- Fighting
- Harassment, which includes repeated misconduct or inappropriate behavior directed towards another
- Forgery of documents
- Repeated disruption of the learning environment (in class, church, or at assemblies)
- Disrespect shown toward any school volunteer or personnel, verbally or by actions
- Identifiable gang behavior or the appearance of participation in gang membership
- Sexually inappropriate behavior
- Repeated violations of any school rules

2. Academic Probation

A student is placed on academic probation when his/her grade point average on any trimester report card is below a 1.7 in the major subject areas (language arts, math, Science, Religion, Social Studies). The student must bring his/her grades up to at least a 1.7 by the end of the year, or be in danger of failing the grade or being asked to leave the school.

M. Expulsion

Expulsion is used in serious and/or chronic cases, or when suspension measures have proved ineffective. This means that a student is permanently excluded from attendance at St. Francis of Assisi School. When, in the judgment of the principal, the above offenses are aggravated or repeated, they may result in expulsion.

A student makes himself/herself liable to immediate expulsion for the following:

- a. Use or possession of drugs, alcohol, or weapons on school or parish property or at school functions
- b. Unchristian conduct, particularly in matters of morals and dishonesty
- c. Continued disruption of the educational process by inattention, lack of work, and/or habitual violation of school regulations
- d. Misuse, destruction of, or disruption of the computer/internet resources

Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. There are times when isolated examples of the above listed behaviors can be dealt with so as to bring about a realization and reform by the student. This will be considered on an individual basis.

In cases of expulsion, parents and/or students have the right to request a hearing. The information for Due Process is available to those concerned in the Archdiocesan Policy Handbook. This handbook will be kept on file for reference in the School Office.

XI. ACADEMIC EXPECTATIONS

The St. Francis of Assisi School community is committed to high academic standards, recognizing its responsibility to provide the individual child with the basic tools of learning and to create an enriching learning environment. It is our intention that the curriculum contains the variety of learning experiences needed to develop and educate the whole child. Our highest goal is to provide the knowledge, skills, values, and faith needed to achieve community. It is our hope to recognize and address the uniqueness of each child, providing a program which includes classes in the following subjects: Religion, Language Arts (English, Spelling, Writing, Speech, and Drama), Reading, Social Studies, Mathematics, Science, Art, Music, Health, Physical Education, Library Skills, Computer Education and Foreign Language (Grades 7 and 8).

The textbooks in use are those officially adopted by the Archdiocesan Office of Education and are to serve as a basis for studies. Along with the basic text, the faculty makes use of a wide variety of teaching materials and experiences in order to meet the curriculum standards that follow the Archdiocesan and state guidelines and are outlined by subject in the Teacher Handbook.

A. Homework

1. Students are expected to work to the best of their ability, and to contribute to the learning situation by being attentive, by participating, and by being prepared.
2. Parents can help a child with his/her homework by showing encouragement, support, and interest. Parents should provide an atmosphere conducive to study. One way to help is to set a consistent time and place for study.
3. The following guidelines are used by the teachers when assigning homework:

Grades 1 and 2	5- 20 minutes
Grades 3 and 4	15-30 minutes
Grades 5 and 6	30-60 minutes
Grades 7 and 8	45-90 minutes

4. Homework missed for unexcused trips...see (Absence-5)

B. Conferences

1. Formal fall conferences are scheduled after the first eight (8) weeks of school. All parents are expected to come to these conferences.
2. Spring conferences after the second trimester are scheduled with individual families as needed.
3. Additionally, individual conferences can take place between the teacher and parent whenever one or the other requests them.

C. Mid-Trimester Reports

In grades K - 8, parents will be notified at the mid-trimester point as to the student's progress. Progress reports will be sent home by the teacher. Parents are encouraged to discuss these reports with students and contact the teacher if there are any concerns.

D. Report Cards

1. All students are assessed continually throughout the school year. Formal reports are sent to the parents every three months. However, if academic concerns should arise between those times, teachers will contact parents.
2. Parents are encouraged to discuss grades with their children and to work cooperatively with the teacher in an effort to help students develop to their potential.
3. Academic probation (See Section L2, page 22)

E. Honor Roll

1. Students in grades 6,7and 8 who earn a Grade Point average of 3.5 or better on their trimester report cards are placed on the Honor Roll.

F. Math Levels

1. In grades 4 through 8, math students are separated into 3 ability groups per grade in order to best meet the needs of all of our students. Placement is determined based on classroom performance and test results.

G. Promotion/Retention

1. Students are promoted once a year in June. Promotion to the next grade is based on a student having fulfilled the requirements of the current grade level.
2. Any student may receive a recommendation to repeat the work of a grade whenever, in the judgment of the principal, it would be to the student's educational advantage. It is the teacher's responsibility to notify the parents of a recommended retention at least three months prior to the end of the school year.

H. Non-Custodial Parents

The school abides by the requirements of the Buckley Amendment and will grant non-custodial parents the right of access to information and to unofficial copies of records, unless there is a court order to the contrary on file in the office.

XII. COMMUNICATION

A. Communications Policy

The purpose of communication, through the use of any medium, between St. Francis School and the families of the school, is for dissemination of information about St. Francis School. Such information is limited to:

1. The academic, educational support, and/or developmental activities of the students that result from attending St. Francis of Assisi School
2. The academic, educational support, and/or developmental activities of the classes that result from attending St. Francis of Assisi School
3. Communication from administrative, certified, and support personnel necessary to support the academic, educational support and developmental activities of the students attending St. Francis of Assisi School, and/or in the course of conducting the business of the school for its successful operation
4. Communications from the School Commission, Parents' Association, and any committee or volunteer group functioning under the direction of either the Commission or the Parents' Association necessary to achieve the business goals and/or promote the sanctioned activities of these committees

Any other items submitted for communication between St. Francis School and the families of the school will only be considered if such items directly support and provide for the enhancement of the academic, educational support, and/or developmental activities of the students enrolled at St. Francis of Assisi School. Such items must have the prior approval of the principal, and if necessary, of the School Commission.

B. Guidelines on Communication

1. Consistent, timely, and effective communication on the part of every adult directly involved in the child's learning situation is essential. Every effort must be made, for the good of the student, to communicate questions, concerns, and uncertainties directly to those who can best respond.
2. Parents are encouraged to confer with the school staff in regard to their child(ren)'s progress in school. Parents should call the teacher(s) or principal to schedule an appointment for a conference. Teachers may also be reached by e-mail, but will not always be able to respond during the school day.

C. School Family Envelopes

1. The family envelope, containing correspondence from school, goes home with the oldest child in the family each Friday. Your cooperation is requested in sending the envelope back on the next school day with your signature on the appropriate line. The first envelope will be supplied by the school.
2. Organizations wishing to use the family envelope for communication must have materials in the office, in writing, no later than 9:00 AM on Thursday.

XIII. GENERAL INFORMATION

A. Visitors

1. Parents are welcome to visit the classrooms during the school day. Arrangements for a visit must be made in advance. The teacher and the office should be notified of all visitors to the school. All visitors must wear a visitor pass (available in the office.) Teachers are generally not available for conferences with parents in the morning before school or immediately after school.
2. St. Francis students are not permitted to bring other students (friends or relatives) to school for visits during the school day, as this disrupts the school environment.

B. Personal Belongings

Please sew a name tag or write the name of your child on hats, coats, sweaters, and other uniform or school items. Be certain to write your child's name on all lunch sacks or containers.

C. Money

All monies sent to school should be in a sealed envelope with the student's name, home room, and purpose, on the outside of the envelope. One envelope per family is sufficient if it is well-marked on the outside. Please do not mix monies for different purposes in one check or in one envelope. Children should be helped to understand that they should never leave money in their desk, lunch box, or pockets.

D. Telephone

1. Students are not allowed to use the school phone unless it is an emergency. The school secretary generally will place all calls. Parents are asked not to call children during the day to talk to their children.
2. Cell phones and all other electronic music/game/communication devices are allowed on school grounds but must be turned off and kept securely in student backpacks for the duration of the school day. Their use is limited to before 8:00 AM and after 3:00 PM (2:15 on Wednesdays) only. **Cells phones in grades 6-8 are collected in the morning and returned at the end of the day.**
3. The school office is open between 8:00 AM and 4:00 PM., Monday through Thursday, and Friday, between 8:00 and 3:30. A message may be left on the answering machine before or after these times.

E. Parties

1. Parents often wish to recognize a child's birthday by bringing treats to school. Treats are brought to the classroom. There should be **NO** frozen treats.
2. Birthday treats are to be given out during the lunch period only.
3. Parents are asked not to send to school invitations for birthday parties unless every boy or every girl or every child in the class is being invited.

F. School Directory

Shortly after school begins, the school publishes a directory of all school families. This directory is sent only to school families. If you would prefer not to have your phone number listed, please inform the school office. Please do not use the directory for solicitation of any kind.

G. Medications

Students at St. Francis of Assisi School are not permitted to have prescription or non-prescription medications in their possession while at school. Medication prescribed by a physician will be administered only at the written request of the parent/guardian. This request must include written instructions from the doctor. The medicine should be in a container clearly labeled by the pharmacist. It must be kept in the health room or the office.

H. Faculty Room

The faculty room is one spot in the school where teachers are allowed an uninterrupted break. Their time is very short. Please respect the privacy of this area. Messages should be routed through the office.

I. Lunch Program

An outside company will offer healthy choices for lunch each day. Orders can be placed on the internet. Information will be sent out at the beginning of the year giving further details.

J. Field Trips

1. Field trips are an important part of the learning experience. Teachers who plan such trips will notify parents well in advance.
2. Parents are responsible for covering the costs of the field trips. If a family has difficulty paying for the trip, they should let the teacher know. We want all children to be able to experience the positive benefits of the field trips.
3. Volunteer parents who drive for field trips are required by the Archdiocese of Seattle to file with the school office a Driver Information Form. These need to be filed once each year in the School Office.
4. Field trips are a privilege, not a right. If the teacher feels that a child's behavior will interfere with the positive benefits of a field trip, the child might not be able to attend.
5. Drivers must be able to show proof of adequate liability insurance coverage (\$100,000/\$300,000) and must also have a background check on file.
6. When driving for a field trip, parents should not make any extra stops unless there is an emergency. Teachers are responsible for students and only have the authority to take them to the places designated on the permission form.
7. Ordinarily, the school uniform is to be worn on all field trips. Teachers will notify parents of any exceptions.
8. Seat belts are required for every child.
9. Parents are asked not to smoke when driving on a field trip.
10. Children up to their 8th birthday, unless they are 4'9" tall, (57inches), must be transported in an appropriate child restraint system (for example, a child car seat, booster seat, vest, or other restraint that is federally approved for use in the car.) The restraint system must be used correctly according to the car seat and vehicle manufacturer's instructions. **Parents must provide the booster seat for their child on the day of the field trip.** School buses, public buses, and for-hire bus transportation companies are not required to provide booster chairs. Booster chairs should not be used on busses unless they are equipped with shoulder restraint devices.
11. Children who are in booster seats should not be assigned to cars that do not have built-in head rests.
12. If vans are utilized to transport a school group, no more than nine passengers are allowed.

K. School Patrol

The school operates a Safety Patrol, coordinated by the instructional staff. Obedience to the school patrol is necessary for the successful operation of the system and for the safety of all the children. Parents will be notified if their child fails to comply with patrol directions. Children who walk home should be reminded to cross on the patrol's direction. Patrol officers are on duty approximately 20 minutes before the morning bell and 15 minutes after the afternoon dismissal bell.

L. Room Parents

1. Each grade has a room parent whose role is to assist the teacher in whatever way he/she can. The responsibilities for the room parent are presented in the Room Parents Handbook.
2. The room parent is responsible for arranging help for the Halloween and Valentine's Day parties, and for organizing special events.
3. Room parents cannot ask other parents for monetary donations. The only exception to this rule is for voluntary contributions towards an end-of-the-year gift for the teacher. A dollar amount should not be specified.

M. Forms

1. Most school forms are available on the internet at: www.stfoa.org

XIV. ARRIVAL AND DISMISSAL REGULATIONS

A. Regulations for Drivers

1. All students who arrive or leave by car are required to be dropped off or picked up on the school playground. Students should not be picked up or dropped off on 21st Avenue S.W. or S.W. 152nd Street.
2. Parents who wish to use the parking lot at the end of the playground must leave their car and pick up their children/riders in the general dismissal area. After the driver has collected his/her riders, he/she should take them right to the car. There should be no playing outside or around the car for safety reasons.
3. Parents who drive through the lanes must be patient, observe order and drive safely. To ensure this, we ask that parents not be on their cell phones while in the carpool lanes. Cars are directed to form three lanes. Students will be released by teachers when the lanes have been formed and the teachers have directed students to move. Cars in the lanes must wait until directed to move. All drivers must respect the school's authority to direct this traffic, at all times and during all conditions.
4. During inclement weather, dismissal for grades 1-8 is from the gym (double doors). **Dismissal for kindergarten is from the kindergarten classrooms.** Cars are asked to park, then parents should come to the gym to pick up students. Please make sure your children are with you at all times.
5. Parents are not to park in the business parking lots that surround our school, in the slots designated for the parish offices, or on the east side of 20th SW in front of the private residences. It is important that we maintain good working relationships with the businesses and families in our neighborhood.

B. Regulation for Walkers

1. Students who walk or ride bikes to school are to leave the school grounds immediately after dismissal. If they are crossing streets near the school, they must use the crosswalks and follow the directions of the crossing guards.

C. Regulations for Both Riders and Walkers

1. Students are not allowed in the woodchips until after 3:15 PM.
2. Once a student is dropped off or arrives at school, they are not allowed to leave the school grounds without permission from the teacher or the administration.
3. If a child is to be picked up after school, he or she must not leave the school grounds before their ride arrives.

XV. TECHNOLOGY CONTRACT

St. Francis of Assisi Technology Contract

The smooth operation of St. Francis of Assisi's technology program relies to a great degree upon the proper conduct of the students who must adhere to the following strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to assume. In general these responsibilities require efficient, ethical and legal utilization of the technology resources.

- **Technology Definition** -The phrase "technology system" includes, but is not limited to, the following: Internet, computers, software files, all computer-related equipment, (i.e. keyboards, mice, monitors, input devices, printers, cameras, scanners, copiers) and other hardware access through the St. Francis of Assisi network.
- **Acceptable Use** -The purpose of the technology system network at St. Francis of Assisi School is to support education and research consistent with our educational objectives. The following guidelines must be followed:
 1. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, material protected by trade secret, copyrighted material, or threatening, pornographic, or obscene material.
 2. Use for commercial activities is generally not acceptable.
 3. Use for product advertisement or political lobbying is prohibited.
 4. The technology system at St. Francis of Assisi School should be used as a tool to enhance the learning experience. Use of any components for games, chatting, and/or sending e-mail is prohibited unless otherwise directed by a teacher. This is considered a class disruption and will be handled accordingly.
 5. Students must respect the technology system setup as established by the teachers and must not adjust computer formats without permission. Students will not access the computer control panels or share their passwords. Passwords may be changed only with teacher permission.
 6. Unauthorized installation, deletion, use, storage, or distribution of copyrighted and non-copyrighted software is strictly prohibited.
 7. Students are liable for any financial consequences resulting from inappropriate or unauthorized use of, or damage to, the technology equipment.

- **Privileges** – The use of the technology system is a privilege, not a right, and inappropriate use could result in the cancellation of that privilege. The system administrators, in conjunction with the school administration and faculty, will deem what is inappropriate use and **their decision is final**.
- **Network Etiquette** – Students are expected to abide by the generally accepted rules of network etiquette. These, as well as the behavior standards outlined in the school handbook, include the following:
 1. Be polite. Do not be abusive in communications to others. Do not swear, use vulgarities or any other inappropriate language. Abusive messages to or about classmates and/or school staff will not be tolerated. Personal threats or harassment will not be permitted.
 2. Do not reveal personal information about yourself or others. These are items such as: names, school name, school or home addresses, phone numbers, photographs, e-mail addresses, etc.
 3. Do not re-post personal communication without the author's prior consent.

General Disclaimer

1. In spite of firewalls and other protective technologies, St. Francis of Assisi School does not have control of Internet content and understands that students may read material that is controversial or offensive. St. Francis of Assisi School is released from any liability or damages that may result from a student's inappropriate, inadvertent, or unauthorized use of the Internet.
2. Electronic communication is not guaranteed to be private. People who operate the system do have access to all communications and files. The administration has the right to review/view any electronic information. Communications, images, or documents relating to illegal or inappropriate activities may be reported to the school, city, state, or federal authorities. Communications may not be encrypted so as to avoid security review.