

I. MISSION STATEMENT, PHILOSOPHY, SCHOOLWIDE LEARNING EXPECTATIONS

Mission Statement

Since 1918, St. Francis de Sales Catholic School has continued the initiative of its founding Dominican Sisters to form students in a loving and challenging academic environment enlivened by its commitment to the teachings of the Gospel, the modeling of Catholic values, and a passion for developing the unique gifts of each child as a reflection and celebration of Christ. Our school is located in downtown Riverside and serves students in preschool through eighth grade in the County of Riverside and throughout the Diocese of San Bernardino. As an inclusive and diverse community, we partner with parents who seek excellence in academics combined with the benefits and value of a Catholic education for their children. St. Francis de Sales Catholic School has a tradition of success in preparing students to be faith-filled leaders who are effective communicators, life-long learners, and globally aware citizens.

Philosophy

As a Catholic academic community, we recognize the parents as the primary educators of its children and we strive to extend and support their efforts. We believe that parents entrust their children to our care because their family goals and values are evident here at St. Francis de Sales Catholic School.

St. Francis de Sales School is a Catholic, Christian community in which each individual is encouraged to acquire knowledge, skills, and values in order to be happy and serve God, family, and society in a responsible way. We celebrate the uniqueness of each child's God given talents, intellectual abilities and learning styles by providing diverse opportunities to use and share these gifts.

The environment at St. Francis de Sales School is based on the teaching traditions and lived experiences of the Catholic Church. We believe that knowledge of our Catholic faith and frequent participation in the spiritual and sacramental life of the church will foster Gospel values in each student.

Schoolwide Learning Expectations Grades Kindergarten through Two

A ST. FRANCIS DE SALES STUDENT IS:

A FAITHFUL CATHOLIC/CHRISTIAN WHO:

- ❖ Acts as God's child.
- ❖ Joyfully participates in prayer and Eucharist.
- ❖ Participates in service projects for church, family, school, and community.
- ❖ Has an awareness of actions that bring peace and justice to others.

AN EFFECTIVE COMMUNICATOR WHO:

- ❖ Speaks, writes, listens and responds.
- ❖ Shares ideas and information when asked.
- ❖ Listens respectfully to others.
- ❖ Can express thoughts verbally.

- ❖ Can express thoughts using good writing skills.

A LIFELONG LEARNER WHO:

- ❖ Sets goals and works to achieve them.
- ❖ Tries to solve a problem more than one way.
- ❖ Is able to handle mistakes and learn from them.
- ❖ Is able to find information and apply it.
- ❖ Uses technology in everyday life.

A RESPONSIBLE/GLOBALLY AWARE CITIZEN WHO:

- ❖ Respects and appreciates all God's children.
- ❖ Takes care of God's earth and all of its creatures for now and the future.
- ❖ Knows and respects laws/rules.
- ❖ Is aware of what is happening around the world.

Schoolwide Learning Expectations Grades 3 through 8

A ST. FRANCIS DE SALES STUDENT IS:

A FAITHFUL CATHOLIC/CHRISTIAN WHO:

- ❖ Thinks and behaves in an ethical Catholic/Christian manner.
- ❖ Enthusiastically participates in prayer and Eucharist.
- ❖ Participates in service projects for church, family, school, and community.
- ❖ Has an awareness of actions considered to bring peace and justice into the lives of others.

AN EFFECTIVE COMMUNICATOR WHO:

- ❖ Speaks, writes, listens and responds effectively.
- ❖ Shares opinions and information appropriately.
- ❖ Listens respectfully to the opinion of others.
- ❖ Can express thoughts in writing clearly, using good writing skills.

A LIFE-LONG LEARNER WHO:

- ❖ Sets realistic goals and works to achieve them.
- ❖ Is a critical thinker.
- ❖ Is able to handle failure and learn from it.
- ❖ Is able to obtain information and use it effectively.
- ❖ Uses technology in everyday life.

A RESPONSIBLE/GLOBALLY AWARE CITIZEN WHO:

- ❖ Respects and appreciates ethnic, cultural, and religious diversity.
- ❖ Is aware of global and national events and their impact on our lives.
- ❖ Is committed to the protection of the earth's resources with an eye to future generations.
- ❖ Knows and respects the laws of the land.

Since the Schoolwide Learning Expectations were first developed for the Self Study in 2003, they have undergone review and revision. Grades Kindergarten, one, and two

rewrote the Schoolwide Learning Expectations in order for the younger students to better understand what they are.

Teachers indicate in their lesson plans which Schoolwide Learning Expectation is being targeted that day and by which lessons. Students are learning the Schoolwide Learning Expectations as well. As yet, we do not have a way to measure how well the students are doing with the Schoolwide Learning Expectations.

II. INSTRUCTIONAL PROGRAM

The following courses are taught to ALL students in grades Kindergarten through Eight: Religion, Family Life, Language Arts (reading, grammar, spelling, and composition), Mathematics, Social Studies, Science, Computer Technology, Music, Art, Health, and Physical Education.

In conformity with state law the students are also taught the following at the appropriate grade level: public safety and accident prevention, the nature and effects of alcohol, narcotics, restricted dangerous drugs and tobacco, fire prevention, and protection and conservation of resources.

III. ADMINISTRATION

Administrative Officers

Pastor: The pastor is **ex-officio** chief administrative officer of the parish school. In consultation with the principal and the Board of Education he establishes school policies in conformity with diocesan policies or regulations.

The ordinary administration and supervision of the school program, however, belongs to the principal, not to the pastor or the board.

The pastor is responsible for the financial administration of the school. He may delegate some of these responsibilities to the principal.

Principal: The principal is the immediate administrative officer of the school. As administrator, the principal is responsible for the effective operation of the school and makes the day to day decisions within policies formulated by the School Advisory Board and/or diocese.

IV. ADMINISTRATION AND STAFF

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|---------------------------|---|
| Pastor | Rev. Louis Abdo |
| Principal | Miss Kathy Kothlow |
| Administrative Assistant | Mrs. Michele Grisham |
| Office Assistant | Mrs. Nanci Ortiz |
| Preschool | Mrs. Diane Williams, Director Mrs. Adriana Mata |
| Primary Level | Mrs. Elissa Steinbock Sr. Mary Laura Rembold, O.P. Mrs. Socorro Rivera |
| Intermediate Level | Miss Carol Lafond Miss Natalie Franco Miss Jennifer Calgaro |
| Junior High Level | Ms. Maryann Walsh Mrs. Fadia Habchi Mrs. Jane Manasuk Ms. Regina Adame |
| Computers | Ms. Regina Adame |
| Instructional Aide | Mrs. Theresa Palencia Mrs. Margaret Hughes Mrs. Dora French |
| Extended Care Supervisors | Sr. Mary Laura Rembold (morning) Mrs. Eileen Roa Mrs. Olivia Figueroa |

V. GENERAL ADMINISTRATIVE POLICIES AND PRACTICES

Admissions

Non-Discrimination Policy:

St. Francis de Sales School adheres to the diocesan policy of non-discrimination.

“The schools of the diocese of San Bernardino admit students of any race, color, national and ethnic origin to the rights, privileges, programs and activities generally accorded or made available to students at the respective schools. These schools do not discriminate on the basis of race, color, national and ethnic origin in admission policies, scholarship and loan programs, and athletic and other school administered programs.”

Priorities:

Date students seek admission will be a determining factor in the following priorities:

1. All fees and tuition must be current by May 10, or students' names will be removed from class lists and placed on a waiting list until all back tuition is paid.
2. Tuition and fees for September must be paid by June 30.
3. Catholic
4. Non-Catholic

No student will be denied entrance to the school if a real financial need is demonstrated. Applications for financial assistance may be obtained at the school office. The general policy has been to grant a maximum of one-third the amount of basic tuition for assistance. All other fundraising will remain unsubsidized and the responsibility of the parents. Families must have attended the school for one year before tuition assistance will be granted. Tuition assistance will be granted for a maximum of two years. The Board of Education, under the supervision of the Pastor, will grant assistance after all applications have been reviewed.

The above priorities shall not prevent the principal from denying admission to any student she deems a discipline problem. The parents' reasons for placing a child in school shall be considered. It is the feeling that a Christian education should be the main objective, rather than reasons of discipline.

No registration will be accepted without Baptismal and birth certificates and immunization records. Transcripts are requested from schools previously attended by transferring students. No student will be allowed to enter class until immunization record is complete and on file at the school.

Ages of Admission

Students must be 4 by September 1 in order to enter the preschool class.

A pupil entering kindergarten must be five years of age on or before September 1 of that year. A pupil entering first grade must be six years of age before September 1 of that year.

One year of preschool will be required of all children entering kindergarten. The year in preschool must immediately precede kindergarten. An entrance test will be administered to all incoming kindergarten students; admission to the class will be dependent on the outcome of the test.

Attendance, Absences, Excuses

A student who has been absent or tardy is required to present a written excuse stating the reason for his absence and signed by his parents or guardian. In lieu of the written excuse, the parent may call the school office to report the absence. Please phone the office prior to 7:50 for class work/homework assignments when absent. The student's work will be available in the office or may be sent to extended care at your request.

If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the principal will investigate and apply appropriate remedies. Excused absences are defined as those due to a student's illness, funerals, or a serious illness of an immediate family member. Unexcused absences are defined as those due to family vacations, meeting other family needs, or truancy.

Thirty days absenteeism during a school year constitutes reasonable cause for retention. When work has been made up, report cards may be distributed.

In order to meet requirements for promotion, class work missed because of absenteeism (its equivalent may be substituted by the teachers) must be completed satisfactorily. The student will be allowed as many days to make up the work missed as he or she was absent. **It is the responsibility of the student to get the missed assignments from the teacher and complete them with honesty and integrity.**

It is the responsibility of the student to attend and be on time to school and classes daily. Any student who is tardy must report to the office first before going to class.

If a student has an excuse for not participating in physical education class, it must be submitted in writing from the parent stating the reason. If a student is not able to participate in P.E. for a week or more, a physician's note must be submitted to the student's teacher.

Doctor and dental appointments should be made for after school if at all possible. It is required by law that students have a note from the doctor's office when returning to school. Otherwise the child is not legally excused.

If a student is absent from school the day before a class field trip or sporting event, he/she may be denied their field trip or the ability to play in the game.

Catholic School Discipline

Discipline in the Catholic school is an essential aspect of Christian development. Its purpose is:

1. To provide a classroom situation conducive to learning.
2. To educate students to an appreciation of the importance of developing responsibility and self-control.
3. To help build a sense of community.

In order to guarantee that each child has an excellent learning climate the following Discipline Plan has been put into effect at St. Francis de Sales School:

In the classroom:

1. No talking without permission.
2. Stay in your seat.
3. Keep hands, feet, and objects to yourself.
4. Bring required materials, including your homework, to class.
5. Speak in a respectful manner and tone of voice to **all** school personnel and campus visitors, i.e. lunch supervisors, parent aides, etc.
6. Respect others' property by not damaging or taking it.

In the school:

1. Do not throw anything on the ground.
2. Eat in specified areas only.
3. Stay in the courtyard.
4. No fighting.
5. Absolutely no talking or running in the halls.
6. Speak in a respectful manner and tone of voice to **all** school personnel and campus visitors, i.e. lunch supervisors, parent aides, etc.

Students assigned detention for disciplinary reasons will serve one hour after school in a classroom designated by the Principal. Detentions are served on Thursdays.

Academic Dishonesty

Students will be considered guilty of academic dishonesty/cheating if they:

1. Knowingly represent the work of another as their own. Examples include, but are not limited to, the copying of someone else's homework, class work, essay or project, and/or paying someone to do their work.
2. Use or obtain unauthorized assistance in any academic work. Examples include, but are not limited to, using "crib" notes, copying another person's test answers, obtaining exam materials, questions or answers, prior to the exam, or excessive contribution from others.
3. Give unauthorized assistance to another student. Examples include, but are not limited to, passing "crib" notes, allowing another student to copy homework, class work, or tests, and providing others with exam materials, questions, or answers before an exam.
4. Alter grades or answers on any written schoolwork or other school document. Examples include, but are not limited to, giving unearned points to another student, changing answers after work has been graded, and changing points after work has been returned.
5. Commit plagiarism. Plagiarism is the use of someone else's words and/or ideas without giving credit. Examples include, but are not limited to, the copying and/or paraphrasing of encyclopedia entries or information taken from the internet, copying or paraphrasing ideas in Cliff's, Barron's or other similar "notes", or the copying or paraphrasing of critical sources as if they were one's own words or ideas.
6. Incidents of academic dishonesty/cheating refer to cheating in any class during the entire time the student attends St. Francis de Sales Catholic School.

1st Offense: Student will receive an Office Discipline Referral, a zero on the assignment, and parent contact will be made. Student may receive a suspension from school.

2nd Offense: Student will receive an Office Discipline Referral, a zero on the assignment, and parent contact will be made. Student will receive an in-school suspension and the student may be removed from leadership positions and extracurricular activities.

3rd Offense: Student will receive an Office Discipline Referral, a zero on the assignment, parent contact will be made, a conference with the principal will be scheduled, and the student will be suspended from school. The student will be removed from leadership positions and extracurricular activities.

Acts Which Constitute Good Cause for Suspension or Expulsion

1. Actions gravely detrimental to the moral, spiritual, and physical welfare of other students whether on campus at St. Francis de Sales School, at a school related activity, or in the community at large.

2. Incurable or disruptive behavior which impedes the progress of the rest of the class.

3. Commit or attempt to commit assault, battery, bullying, cyberbullying, sexual harassment or any threat of force or violence directed toward any school personnel, students or other persons on school property, during school related activities, or the community at large. There shall be no tolerance of any threats of violence. Any and all threats to inflict serious harm to self or others will be taken seriously. **Whoever hears or becomes aware of any threat made by a student should immediately report it to the principal or her delegate.**

4. Habitual or persistent violation of school regulations.

5. Drugs and Alcohol: Students caught using or possessing drugs or alcohol - if it is their first offense they will automatically be suspended until they and their family are enrolled and participating in a professional drug or alcohol counseling program. The second offense will result in automatic expulsion.

6. Commit or attempt to commit malicious damage or destruction of real or personal property at school.

7. Theft, extortion, arson.

8. Habitual truancy.

9. Hazing (degrading or dangerous initiation).

10. Smoking and Tobacco: Students caught using or possessing cigarettes or tobacco will automatically be suspended for two days. A letter to the administration will be required for re-admittance on the first offense. This letter from the students and the parents must explain that both students and parents are aware of the school policy.

11. Students caught using, possessing, or having knowledge of weapons (knives, guns, laser pointers, or any object, which in the opinion of the administration could be used to cause bodily harm), hazardous materials and other contraband will undergo disciplinary action up to and including expulsion at the discretion of the administration.

12. Commit or attempt to commit vandalism: Students and their parents shall be liable for all damage to equipment of school property caused by the students.

13. Racism: negative attitudes and behaviors that target individuals based on their identified or perceived racial or ethnic background. Negative behaviors could include, but are not limited to, those identified in bullying, cyberbullying, and sexual harassment.

14. Academic dishonesty/cheating

The above acts constitute good cause for suspension or expulsion whether committed on campus or in the community at large. Students at St. Francis de Sales School are expected to conform their lives to Christian principles at all times. This includes cyberbullying.

The Principal and designees reserve the right to examine all personal property without notice. This includes, but is not limited to, desks, backpacks, and cell phones.

Sexual Harassment

Sexual harassment is specifically prohibited and is an act which constitutes good cause for suspension or expulsion. Types of conduct which may constitute sexual harassment include, but are not necessarily limited to:

- ❖ Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes or epithets
- ❖ Written Harassment: Suggestive or obscene letters, note, or invitations
- ❖ Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement
- ❖ Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures, cartoons, or posters

Bullying and Cyberbullying

Bullying is aggressive behavior that is intentional or involves an imbalance of power or strength. Typically, it is repeated over time. When a group of students come together and become a negative voice and/or their actions reveal a unified deviant behavior, this will be interpreted as gang behavior. A child who is being bullied has a hard time defending himself or herself. Bullying can take many forms:

- ❖ Physical Bullying: Hitting, punching, pushing, tripping, or blocking movements
- ❖ Verbal Bullying: Teasing, name calling, or threat of retaliation
- ❖ Nonverbal (Emotional) Bullying: Intimidation using gestures, or social exclusion
- ❖ Cyberbullying: Sending insults or threats by e-mail, cell phone, picture phone or other electronic media; use of internet, cell phone, or other electronic device to intimidate, threaten, or harass

Cell Phones

Students may not use cell phones, i-pods, cameras, or other electronic devices on campus. Cell phones, i-pods, cameras, or other electronic devices used or displayed on campus during the school day or at extended care will be confiscated.

While we understand that parents want to keep in contact with their children after school hours, we ask that **all** cell phones be turned in to the school office before 7:50 a.m.. The phones will be kept in an envelope with your child's name and grade on the envelope. If a phone should ring during class, it will be taken from the student and sent to the office where it will be released to a parent only. The school will accept no responsibility if a cell phone is lost or stolen.

Courtesy

Respect and courtesy should be shown at all times to adults, as well as to other students. We expect the students, parents, and appointed school officials, to conduct themselves in a refined and courteous manner when attending assemblies, games, socials and other gatherings whether on the school grounds or at another location. At no time will booing, whistling, or improper yelling be allowed.

Students must understand that each teacher, aide, and yard supervisor has jurisdiction over any student regardless of age or grade, in the general disciplinary rules of the school. It is expected that parents support this policy.

*In accordance with diocesan policy, each employee is entitled to a work environment free from all forms of harassment and is also entitled to be treated with dignity and respect. Included in this policy is treatment of teachers by supervisors, co-workers, parents and students. Anyone in violation of this policy is subject to disciplinary action up to or including removal from the school.

Daily Schedule

7:50 a.m.....First Bell
 2:50 p.m.....Dismissal
 8:00 a.m. – 12:00 p.m. (half-day) 2:50 pm (full-day) Preschool

Students not picked up by 3:05 p.m. will be sent to extended care. Our minimum day dismissal will be at 12 noon for the entire school. Students are to be picked up no later than 12:15 p.m. Students not picked up by 12:15 will be sent to extended care. Extended care will not be available on the last day before Christmas vacation or the last day of school. Students not picked up within fifteen minutes after dismissal time on days where extended care is not offered will be charged a \$1.00 per minute late fee per student.

The First Friday of every month is typically a minimum day for the purpose of faculty in-service. Please consult the monthly calendar for changes.

Detention

Notices are sent home to parents prior to the detention stating the reason for the detention and the date it will be served. These notices must be signed by the parent and returned to the teacher. Detentions are served on Thursday after school for one hour in a classroom designated by the principal.

Dismissal

The dismissal bell rings at 2:50 p.m. each day. At this time, classes proceed out to the yard and line up with the teachers for pick-up. Cars enter the yard and follow cones up to the area with students waiting to be picked up. Speed limit is 5 miles per hour inside the yard. **As stated on the sign as you enter the breezeway, cell phone usage is not permitted by drivers inside the courtyard.** The gate to the yard will be open by 2:50 p.m. and will close by 3:05 p.m. If there are no cars waiting to enter prior to 3:05 p.m., the gate will be closed. Students not picked up by 3:05 p.m. will be automatically sent to extended care. Cars should not line up before 2:45 p.m. The police have advised that we cannot block the street.

Emergency Procedures

Emergency dismissals may be made at any time by the principal or her representative when a serious condition such as sickness, accident, emergency home conditions, etc. warrants it. If an emergency occurs outside of school hours, please listen to your radio station for instructions on school closure.

In the event of a natural disaster, the faculty of St. Francis de Sales School is prepared to care for the students. After an earthquake, children are to remain at school for two hours - this waiting period is necessary to give the city time to clear roads of fallen electrical wires and check broken gas lines, thus parents are advised to wait two hours before attempting to retrieve their children.

During this disaster period, all children will remain at school under a teacher's guidance until an authorized person arrives to care for his/her own child.

Emergency lock-downs will be instituted at the direction of the administration in the event of a situation or incident that occurs outside of the school building which is determined to be detrimental or dangerous to the well-being of the students and staff. Students and staff will be locked inside the school building and classrooms. Teachers will not be allowed to open doors from the inside – only administration will be allowed to open doors from the outside with a key. An all-clear bell will be sounded to end the lock-down or teachers will be notified directly by the administration. **Parents will not be allowed to pick up students during a lock-down as it may pose a danger to students and staff. Please understand that your child's safety and well-being are utmost in our minds and will determine the action we take.**

Extended Care

Extended care is available for students who attend St. Francis de Sales School from 2:50 p.m. until 6:00 p.m. The charge per child is **\$3.50** per hour, **\$1.75** per half hour. Daycare payments are due upon receipt and are payable in the office. **There will be a late fee of \$1.00 per minute** for students who are left after 6:00 p.m. People who are habitually late picking up their children from extended care will be asked to remove their children from the extended care program. **Students will not be allowed to stay at extended care if their account is more than two weeks past due.**

Extended care is also available from 6:30 a.m. to 7:30 a.m. in the first grade classroom. Students must be dropped off and report to Sr. Mary Laura. The charge is \$3.50 an hour per student. At 7:30 a.m. students are dismissed to their classrooms.

Students will be dismissed **only** to persons listed on the emergency card. If someone other than one of them is to pick up your child, you must call the office or send a note with your child. If the person picking up your child is unknown to extended care personnel, that person will be required to present a picture I.D.

Field Trips

Field trips serve the instructional program by utilizing those educative resources of the community and of the region which cannot be brought into the classroom. Parents will be requested to sign a permission form to indicate their consent for their child to join in these class trips. No student will be allowed to go on a field trip unless a signed parent permission slip has been returned to school by the date due. Verbal permission will not be accepted. All students are expected to participate in their class field trips unless their classroom behavior prohibits this. If a child is not allowed to go on his class field trip, he is required to attend school that day. **Attendance on field trips is a privilege that must be earned. It is not a right due every student. Students will be denied participation if they fail to meet academic or behavioral requirements. Attendance on field trips may be denied if accounts with the school are delinquent.**

If a student is absent the day before a field trip, he/she may not be allowed to participate in the field trip.

Younger brothers and sisters are not allowed to go with other classes on their field trips.

Parents who accompany classes on field trips are asked to set a good example for the children by not smoking or drinking alcoholic beverages and by observing school policy regarding appropriate public behavior.

Parents who accompany classes on field trips are there to chaperone. Therefore, business should **not** be conducted via cell phone at that time.

Parents who accompany classes on field trips are expected to help the teachers with students and activities, not socialize with each other.

The teacher is the one who is ultimately responsible for all students on field trips. Chaperones must defer to the teacher's directives in regard to all matters pertaining to students.

Parents who drive for field trips must present proof of the amount of insurance coverage they have meeting the minimum limits set by the Diocese and a valid driver's license. Driver information forms, which are available in the school office, must be completed and kept on file. An on-line Defensive Driver Training Course must be completed. A copy of the certificate, indicating you successfully completed the course, must be submitted to the office. Drivers must be able to provide a seat belt for each child riding in their car.

Teachers will inform students of appropriate dress for field trips.

Because expenses for field trips are paid out of hot lunch funds, students who do not contribute to the class sponsored hot lunches will be charged the full cost of the field trip.

Fire, Earthquake, and Lock-Down Drills

Fire drills are conducted once a month during the school year, at unannounced and varied times. All persons must leave the building in a quick, orderly fashion. Earthquake drills are conducted once a month. The standard drill procedures are followed. Adults at school that day are expected to do the same and set an example by remaining quiet and attentive during drills. Lock-Down drills are held at the discretion of the administration.

Fundraising

Fundraising is mandatory. A form is given to each family at the beginning of the school year to record fundraising participation. Each family is required to earn \$350.00 of profit each year. If the fundraising obligation is not met by the end of the school year, the difference between what is earned and \$350.00 will be due before the last day of school. Cash donations may be used towards the fundraising account and volunteer hours. Hot lunch and classroom donations **do not** count towards the fundraising account. Families have the option of paying for fundraising with their tuition.

Gradelink

The school utilizes an on-line grading program called Gradelink.com. Parents can view current grades, current assignments, upcoming assignments, attendance record, and conduct grades. Gradelink offers automatic grade monitoring. Parents can sign up to receive notification emails automatically. Parents and students are encouraged to check academic progress on Gradelink on a regular basis. Log-in information is available in the office and is given to new students at the beginning of the school year.

Graduation

Students finishing the eighth grade with the required credits will receive their certificates at graduation, which will be held on Friday prior to the closing of school. Eighth grade students will be required to wear graduation gowns which will be provided by the school and paid for by the parents.

Homework (Both Written and Memorized)

Homework is essential and is multipurpose: (a) a review of previously learned material; (b) supplementary reading; (c) correlation of past and present material; (d) adding further knowledge to material already mentioned.

We ask the parents to check to see that written assignments are legible and neatly done. Listening to oral recitations will enable the child to present reports to the class with self-confidence which must be instilled in the child at an early age.

When a student is absent, he or she must see the teacher to find out what assignments have been missed. **It is not up to the teacher to contact the child.** If a student is going to be out of school for an extended period of time, please contact the teacher to make necessary arrangements. If you wish to pick up homework for your child on the day of his or her absence, you must call the office by 8:30 am to make arrangements.

The child reaps no benefit from assignments which are done by parents; therefore, we ask you to encourage the student to work to the best of his or her ability.

Homework time according to grade level (keeping in mind your own child's particular needs):

- Grades 1 and 2.....Approximately no more than forty minutes
- Grades 3 and 4.....Approximately no more than fifty minutes
- Grades 5 and 6.....Approximately no more than ninety minutes
- Grades 7 and 8.....Approximately no more than two hours

Library

Our school is fortunate to have adequate quarters for a library. Each class has a library period each week. Parents are urged to encourage reading, as well as the proper care of the books. There is a fine of 25 cents per school day on overdue books.

Ordinarily, a child may not check out more than one book at a time and library privileges will be revoked until fines have been paid and overdue books returned. **Students are expected to pay for any books they lose.**

Liturgical Celebrations

In conjunction with the religion program, the students take part in various celebrations according to the liturgical calendar.

- School Masses: Celebrated at 8:00 a.m. on First Fridays and Holy Days with all classes in attendance. Parents are invited to each celebration (see school calendar for scheduled Masses). The children are required to wear their formal uniform – no shorts on First Friday Mass and Holy Days.
- We encourage students to participate in the celebration of Mass more than the weekly obligation of Sundays.
- Classes attend Mass on Wednesday morning. All students are expected to attend.

Lost and Found

Lost and found items may be claimed in the lost and found Tupperware bins located in the hallway. Small items such as jewelry and wallets will be kept in the office. All articles not claimed will be given to charity on a monthly basis. Please permanently label everything your child wears or brings to school.

Lunches

There is to be no leaving of the school grounds during school or after school to purchase food or drinks. Hot lunch is available daily.

Children will not be allowed to phone if they forget lunches. Please do not bring fast food lunches to your child.

Lunch Periods

11:00 a.m. - 11:45 a.m.....Grades K-2

11:45 a.m. - 12:30 p.m.....Grades 3-5

12:25 p.m. – 1:00 p.m.....Grades 6-8

Parents, Employees, and Volunteers

Because of insurance regulations, persons employed by the school and volunteers will not be able to bring younger brothers and sisters to the school while they are working. While we realize that this may be an inconvenience to you, it is the safety of the smaller children with which we are concerned. Visitors and volunteers must sign in at office and wear a badge. **All school volunteers and employees must have completed a background check and an on-line Child Safety Course offered by the diocese.**

Parent Participation Hours

All parents of students enrolled in St. Francis de Sales School are required to earn 50 hours of credit throughout the school year – the first 25 hours must be completed by January 31, the second 25 hours must be completed by the last week of school. Single parent families (families where only one parent is actively involved in the child's life) are required to earn 25 hours – 12.5 hours for each half of the school year. Credits may be earned for participation in activities such as bake sales, fundraisers, attending meetings, working hot lunches, upkeep of grounds, library aide, yard duty, coaching for team sports, library assistant, Halloween Carnival, States Day, PTG or School Board member, events sponsored by PTG, and other talents and services arranged by Administration or Teacher.

Parents will be requested to complete forms and return these forms to the office at the end of each month in the transmittal envelope. Some activities such as hot lunch and yard duty need a year-long commitment from volunteers. **Register receipts will be required for merchandise purchased for hours - \$15.00 worth of merchandise = 1 volunteer hour.**

Failure to meet the 50 hours requirement will result in an assessment of \$25.00 per unearned credit hour at the end of each five month period. Parents will be promptly notified and the penalties will be due within 2 weeks unless other arrangements are made. Families have the option of paying for volunteer hours with tuition.

Parent Teacher Conferences

Most of the important factors in the growth and development of a child are so vital, and often so complex, that they can be shared fruitfully between teacher and parents only through the kind and honest searching discussion that issues from people who trust each other and recognize their common responsibility for the child's welfare. We encourage parents to confer with teachers often.

After the first report card period, there will be a planned conference with the parents of each child in the school. Parents may confer with the teachers throughout the year before and after school hours between 7:30 a.m. and 7:50 a.m. and between 2:50 p.m. and 3:05 p.m. Please make appointments for these visits so that the time will be mutually agreeable. These appointments should be made by notes, if possible. If phone calls are made to the teachers, please do not call them after 7:50 a.m. You may call and leave a message for them.

Classrooms are open for parental visitation provided an appointment has been made through the school office.

Party Policy

Birthdays are to be celebrated at home and not at school, except in kindergarten and preschool. Parents are asked not to bring cookies or other refreshments to the classroom. Please do not send invitations to parties to be distributed at school unless the entire class is invited. Deliveries to students at school, for example, balloons, flowers, or other items, are not allowed.

Personal Articles

Parents should not be requested by their children to deliver forgotten homework, athletic equipment, projects, etc. By encouraging children to bring such articles to school on time, we foster responsibility in them.

Each child is responsible for taking care of his own personal items.

Promotion and Retention

Only those students who satisfactorily complete the work of a particular grade in the basic skill area shall be promoted to the next grade.

In cases of delayed progress, each student is considered individually. Any decision concerning non-promotion is made after considering all facts related to the student's development throughout the year.

Report Cards

Essentially a child is in school to learn, not to get grades. However, parents, teachers and the students like to see some tangible evidence of the amount of progress made in learning. Such is the reason for the report card.

We offer these points for your consideration:

1. Parents should recognize the capabilities of each of their children individually. Some parents expect and demand extremely high grades when the child is blessed with only average ability. This is frustrating to the child and expecting the impossible of the teacher. On the other hand, there are parents whose child could be doing outstanding work, but fails to do so because his parents are satisfied with mediocre effort.
2. Please do not compare the achievements of one child with another in the same family, nor with a neighbor's child. This is unfair. No two children are alike in ability. Rather than demanding high grades, demand great effort. A child who learns more slowly, but who does his very best each day may eventually prove to be far more successful than the child who can get good grades without studying.
3. Each year becomes a little harder. Each year your child is in a new situation, and different demands may be imposed upon him. It is, therefore, to be expected that his grades differ from year to year.

The report card is issued three times a year. These cards are designed to invite the interest and cooperation of the parents.

Final report cards are emailed in June, provided all accounts are current. Report cards will be held until payment is received for delinquent accounts.

Release of Students During Class Hours

Written requests for early dismissal must be presented to the teacher who will send these to the office for approval. Parents must pick up students from the office.

If you must pick up your child early from school and have not sent a request in writing, please call the office as soon as possible so the teacher will have time to prepare the student for dismissal.

Students will not be allowed to wait outside for parents. They must be signed out in the office. If the person picking up your child is unknown to office personnel, that person will be required to present a picture I.D.

Persons, agencies, or organizations desiring to contact individual students during the school day are to receive permission from the principal who must seek parental consent. No one will be allowed to talk with a student without parental consent.

Student Records

The student's parents or legal guardians have the right to inspect all of their student's records in the presence of the principal or person delegated by the principal. If a parent or student wishes to view records, the request is to be submitted to the administration in writing and will be honored within twenty-four hours.

Non-Custodial Parents: In the absence of a court order to the contrary, St. Francis de Sales School will provide the non-custodial parent with access to the academic records and school-related information regarding the child. If there is a court order specifying that there is to be no information given or contact made, it is the responsibility of the custodial parent to provide the school with an **official copy of the court order.**

When a student transfers to another school a copy of the student's transcript is transferred by the former school upon proper request. Official transcripts are mailed or delivered by a school official. They are never given to parents or students for delivery to the school.

Student Success Team (SST)

The Student Success Team is a dedicated team consisting of the principal, staff members, and resource teacher. Its purpose is to provide extra attention and support for individual students who are struggling or who need extra attention in order to be successful. The students assigned to SST benefit from the individualized attention and support.

Tardy Policy

Students who are not in the classroom when the first bell rings at 7:50 a.m. will be considered tardy and must report to the office for an admit slip. Students who are habitually tardy may be required to make up time in the office at recess and lunch. If you know your child is going to be tardy and will be ordering lunch that day, it is the parent's responsibility to call the office to place the lunch order before 8:00 a.m.

Telephone

Parents are requested to limit calls made to the school for delivery of messages to children, except in cases of emergency. Neither teachers nor students are called to the phone except in cases of an emergency.

The telephone is not intended for the general use of the school children. They may not use it to ask parental permission to visit classmates, bring in forgotten assignments, etc. Children must use the office phone to call home if they are sick. Permission from the teacher must be obtained first.

Testing Program

Tests are meant to give the teacher and the administrator a certain amount of information regarding the native endowments as well as the educational growth of the student as he or she advances through the elementary grades.

The Abilities Test is given in grades 4 and 7 in the fall. The Iowa Test of Basic Skills is given to grades 2 through 8 in the fall.

Test results of each student are recorded on the permanent record card. Parent copies will be sent home.

Textbooks

Textbooks are provided for the students by St. Francis de Sales School. Should a book be lost or damaged, the replacement cost of the book will be charged.

Since books are used by successive classes, students must not write in or otherwise mark textbooks. Some grades use “consumable” textbooks in some subject areas. Teachers will advise classes which books are to be written in.

It is required that all books be covered at all times. It is expected that students respect and take proper *care of all school property*.

Transfer On Grounds of Parental Behavior

Normally a student is not to be deprived of a Catholic Education or otherwise penalized for the actions of the parents. However, when parental misconduct creates a situation which makes it no longer possible to provide a quality Catholic education, the principal may recommend transfer of that student. Parental misconduct can be a single act of an outrageous, violent, or threatening nature or a pattern of persistent and overt non-cooperation with school personnel, policies, regulations, or programs.

Challenges to the decisions of the school administration or staff can constitute misconduct when they are made in a way that challenges the authority of the staff, or undermines discipline before the student body. Parents have an absolute right to challenge the decisions and policies of the school, but the time, place and manner of discourse must not undermine the authority of the staff before the student population.

When parents display a pattern of behavior that impedes the education of their children or others, a reasonable effort will be made to notify the parents of the problem and elicit their cooperation. If this is not successful, the principal can recommend transfer.

Parents have the right of appeal.

Transfer Students

Transfer students will be admitted on a probationary period of six weeks. Parents of incoming transfer students will be asked to sign a statement indicating that they are in agreement with this policy. Eighth grade students will be accepted only from Catholic schools.

During this period the students should evidence successful experience both in school work and classroom behavior. Parents of students who are experiencing difficulty will be contacted by the principal personally.

Parents/Guardians will be informed before the end of the six week period whether or not a child will be permitted to be enrolled permanently in the school.

Tuition Policies

1. It shall be the policy of St. Francis de Sales School to encourage and require the prompt payment of tuition and extended care fees pursuant to contract terms between the parent and the school.
2. Tuition is paid to **Smart Tuition Management Company**. This company is responsible for following the tuition policy of our school, collecting all tuition from families, and managing the deposits to the school. It is a vital part of our school community's continued financial health.
3. Tuition for the year must be paid in full by May 6. **Any student whose tuition and fees are in arrears will not be allowed to attend field trips.** Eighth grade students will not be allowed to attend graduation and graduation activities. Diplomas and/or report cards will not be given until all monies owed are paid.
4. The tuition rate for preschool through eighth grade is an **annual** amount payable in either 10 or 12 installments. **Families who enroll late and do not make a pre-payment for tuition in June for September will owe a full tuition payment at the end of the school year in June.**
5. Returned check policy: There will be a **\$25.00 per check** fee assessed for checks that are returned to the school by the bank. After two returned checks, the school will only accept cash, money orders, or bank checks. This applies to all activities for which checks are written (Sports, fund-raisers, etc.) **Post-dated checks will not be accepted.**
6. A limited amount of money is available for financial aid. Applications may be picked up in the office and must be completed by June 1. At the June St. Francis de Sales Advisory Commission Meeting, aid will be granted based upon need. No family may receive aid for more than two years. No more than one-third off the tuition rate will be granted. **All fees must be paid in full. Financial aid does not include fundraising and volunteer hours.**

Tuition Refund Policy

The school's policy with regard to tuition refunds is stated as follows:

1. No portion of a current calendar month's tuition will be refunded.
2. Only pre-paid tuition will be refunded provided that the month(s) of prepayment have not begun.
3. **Registration fees will not be refunded.**
4. Any outstanding balance owed St. Francis de Sales will be withheld from the tuition refund.
5. The St. Francis de Sales School Advisory Commission reserves the right to modify this policy at any time.

Alternative Arrangements for Tuition Payments by Administration

1. The school administrator shall have the discretion to make alternative arrangements for the timely payment of tuition.

2. All arrangements made must be strictly followed. In the event that the agreements are not strictly followed, then a final notice will be sent to the parent.
3. Alternate payment arrangements for extended care are prohibited.

Uniforms

All students will be in uniform the first day of school. The school uniform is to be worn on all class days, unless otherwise specified. The school uniform consists of the following:

Boys: Grades K-8 - Navy or gray twill pants or shorts and navy, gray, yellow or white pique polo uniform shirts. A long sleeved, navy blue polo shirt is also available. **Uniforms must not be oversized.** If T-shirts are worn under shirts, they must be plain white. Navy or gray uniform shorts may also be worn. **Belts/buckles must be unadorned. The Principal will determine the appropriateness of all articles of clothing accessories.**

Girls: Grades K-4 – Plaid jumper, **short sleeve white blouse** (no long sleeve turtle neck jerseys are to be worn under the blouses) or navy, gray, yellow, red or white pique polo uniform shirts. A long sleeved, navy blue polo shirt is also available. Navy or gray pants or plaid, navy or gray shorts may also be worn. **Belts/buckles must be unadorned.** Girls must wear shorts under their uniforms. Shorts must be short enough in length not to hang below the jumper or skirt. **Jumpers must be no more than 2 inches above the knee. The Principal will determine the appropriateness of all articles of clothing and accessories.**

Grades 5-8 - Plaid skirt and navy, white, yellow, or gray pique polo shirt. A long sleeved, navy blue polo shirt is also available. Navy or gray uniform pants or shorts may also be worn. **Belts/buckles must be unadorned. Skirts must be no more than 2 inches above the knee. The Principal will determine the appropriateness of all articles of clothing and accessories.**

Jackets and Sweatshirts - All sweatshirts worn to school must be uniform attire. It is strongly advised that your child's name be embroidered on the front of the articles of clothing. Students may wear non-uniform jackets to school but may not wear them in the classroom.

Jewelry - Girls may wear small earrings only - dangling earrings or hoops are not permitted. One bracelet per arm is permitted. Beaded necklaces are not allowed - only simple gold or silver chains. **Boys may not wear earrings** – bracelets are not to be worn – simple gold or silver chains only.

Shorts and pants for both boys and girls must be purchased from the uniform company.

Sweaters or St. Francis de Sales sweatshirts only may be worn in class. Sweaters must be the navy blue uniform cardigan.

Due to the requirements of the physical education program, **ALL** students are strongly urged to wear tennis shoes or crepe soled shoes at all times.

Socks – crew or knee length acceptable in navy, white, yellow or gray **only (solid colors only)**. Girls may wear navy or white tights with the uniform in inclement weather. The sock must be visible above the top of the shoe.

Hair - Boys' hair is to be no longer than the top of the uniform shirt collar. We ask that parents urge both boys and girls to modify their hair styles - no rat tails, spiked hair or **radical hair color**. Parents are asked to keep in mind the age of their child when allowing

modifications of their natural hair color. Hair spray will not be allowed at school at all. If found, it will be confiscated. **Make-up is not allowed at school even on non-uniform days.** Colored nail polish and artificial nails are not allowed. Boys may not wear earrings to school or to school related functions

Students will be expected to keep themselves well-groomed and neatly dressed at all times. **Any form of dress or hair style which is considered contrary to good hygiene or which is a distraction or disruptive in appearance and detrimental to the purpose of conduct of the school will not be permitted.** The final determination on this matter will be made by the administration. All uniforms must be clean, neat, and labeled with the student's name. Students may not wear uniforms that are torn, have holes, or pants that are frayed.

Hats or other head coverings may not be worn to school except when approved by the principal.

If uniforms are not to be worn, dress will be specified. Girls' dresses and skirts must be modest in length - no mini-skirts. Dresses and blouses must have modest necklines in front and back. Crop tops are not allowed. Tank tops and bike shorts for both boys and girls are not allowed at any time. Sandals and flip flops are not allowed. Outer garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images, or symbols that are obscene or derogatory in nature are prohibited.

We strongly urge all parents to give us full cooperation in adhering to the full uniform at all times. We understand that unusual circumstances occur when students may not be able to be in uniform. In such cases, a student must present a written note **explaining** the reason for his failure to be in uniform. If a student fails to present a note, or if there is frequent deviation from the uniform policy, the student will be removed from class until such time as the parent brings his uniform to school. Students **will not** be sent home to change clothes.

Parents are asked to please check their child's clothes to make sure they are labeled with the child's name. Lost and Found articles are kept in the Tupperware bins outside the office.

Use of School Grounds

The use of school grounds by any outside agency must first be approved by the pastor and then by the principal.

Zeros Aren't Permitted (ZAP)

St. Francis de Sales School has adopted a policy regarding the completion of all work required of each student. From Kindergarten to Eighth grade no student will be permitted to earn the grade of **zero "O"**.

ZAP will require any student who does not turn in an assignment to stay after school on the day of the zero to complete the assignment. (Exceptions will be made on an individual basis. A member of the office staff will discuss the circumstances with each the parent to determine if the student will be permitted to make up that work the following day). Students in Kindergarten through Second will be required to stay for 30 minutes, Third through Fifth for 45 minutes, and Sixth through Eighth for 60 minutes. ZAP is held on Tuesday, Wednesday, and Thursday.

When assignments are collected in the classroom, the teacher/aide will ensure that each student has turned in a completed assignment. If the assignment is missing or incomplete, a ZAP form will be filled out and sent to the office. The parent will be called to inform them of the missing assignment

and that the student will be staying after school to complete the missing work. Points will be deducted from assignments completed at ZAP.

The ZAP form will be sent home for parent signature and must be returned the following day.

The students staying after school because of ZAP will not be part of after school study hall.

If a student receives 3 ZAP notices in a two week period, a conference with the student, teacher, parent, and principal will be required.

Every assignment given to students has a purpose. Usually the assignment is given to reinforce a skill taught that day. However, it could be reading for understanding and comprehension to help facilitate the lesson being taught the next day.

VI. MEDIATION

The procedure to be followed if a parent has questions, concerns, doubts, etc.

1. The student's teacher is to be consulted immediately.
2. If a solution has not been attained, the principal or coordinator should be consulted as soon as possible after step no. 1.
3. If after the first two steps are taken and there is still no solution, the Pastor should be consulted.

VII. SCHOOL ADVISORY BOARD

The St. Francis de Sales School Advisory Board is representative of the entire Catholic community concerned for education. The board has two basic functions:

A) Policy Support B) Financial Responsibility

- A) Policy: The first basic function of this board shall be monitoring the implementation of policy, and evaluation of all educational efforts of St. Francis de Sales School in terms of objectives specified by policy. All policies shall be consistent with the policy of the Diocesan School Board.
- B) Financial Responsibility: The second basic function of the Board is to assume a degree of fiscal responsibility for education in St. Francis de Sales School in conjunction with the local community and the Bishop of the Diocese of San Bernardino.

VIII. PARENT-TEACHER GROUP

The purpose of this organization is to bring about a closer relationship between the school, the home, and the parish, and to give all of us that spiritual and material support without which we could not function efficiently and effectively. Your active involvement in the PTG shows your child that you are vitally interested in his or her school.

Parents, teachers, and students are all members of the total school community. With the help of parent volunteers and parent participation in school functions, all members of the school community will benefit. Each family is expected to be involved according to its ability.

IX. EXTRA-CURRICULAR ACTIVITIES

Various extra-curricular activities are planned. However, it should be understood by students and parents that school work and school behavior take priority over extra-curricular activities.

Sports Programs

Organized participation in extra-curricular sports programs is readily available at St. Francis de Sales School. During the fall volleyball is offered to the girls and flag football is offered to the boys. Basketball for both boys and girls is offered during the winter months. The number of participants determines the number of teams representing the school. St. Francis de Sales is member of the Inland Catholic Sports League which consists of other Catholic schools in the Riverside area. Teams are divided into two categories: (A) 7th and 8th grades (B) 5th and 6th grades. **There will be a \$60.00 fee charged per person per activity.**

Every student participating in a sports activity must obtain a recommendation from each of his/her teachers. Students participating must maintain an overall "C" average in effort, conduct, and academic performance. Students who earn "F"s will not be allowed to participate in sports. Eligibility will be determined at the beginning of the quarter based on the previous quarter's grades.

If a student is suspended from school, he/she will be dismissed from the team. If a student is absent from school the entire day or unable to participate in P.E., he/she will not be permitted to participate in either practice or a scheduled game.

Student Council

Student Council is an extra-curricular activity for people interested in doing things for the benefit of others. It is a job not always easy but always rewarding in some way or another. It is a method of expressing ideas and seeing action being taken upon them. Students who run for office must exhibit good citizenship and meet the minimum grade requirement of the offices they are running for. Student Council requires a firm commitment from both students and their parents.

Student Council is a good way for students to prepare themselves for later in life. It is a way to show the leadership ability they have. They become interested in helping, meeting other people, and standing up for what they believe in. Student Council truly gives students a sense of pride and accomplishment.

X. SCHOOL HEALTH POLICIES

If your child is sent to the office in case of illness or accident, you, or the person you name on the emergency card, will be notified if the child must be sent home. It will be your responsibility to get medical attention unless the emergency is so great that your child must be taken immediately from school to be treated. You will then be notified as soon as possible

For the protection of all the students the following rules have been set up and will be followed at all times. A child having one or more of the following symptoms will be sent home:

1. Fever of 99.6 degrees or greater
2. Suspected contagious disease
3. Vomiting
4. Diarrhea
5. Feels too ill to remain at school

If your child has any of the above symptoms in the morning before coming to school, please keep him at home. A child with a cold or rash should be kept at home for observation. We do not have facilities for putting your child to bed at school. A child who is too ill to remain in class will be kept in the office until arrangements can be made for him or her to go home. A child will not be sent home to be left alone unless your permission is given. **YOUR CHILD MAY NOT RETURN TO SCHOOL UNTIL TEMPERATURE IS NORMAL FOR 24 HOURS.**

Head Lice: Students infested with head lice will be sent home from school immediately and will not be allowed to return until the condition is properly treated and **no sign** of infestation is present.

No treatment or medication will be given at school unless ordered specifically by the child's doctor. A Medication Administration Form must be filled out by your child's doctor – this includes over the counter medication. Emergency first aid will be administered to cuts, scratches, and minor playground accidents. If medication is prescribed by your physician and must be given during school hours, please bring the medication to the office and we will administer it to him. If possible, please try to work out a medication schedule with your doctor which would eliminate administration of the medicine at school. Please inform the school if your child has a contagious disease, or is going to be absent for an extended period of time.

Immunization Requirements

A personal immunization record showing dates and kinds of immunizations received must be kept on each child. All immunizations must be completed and validated by the doctor or health clinics by the time of registration. Parents should provide updated immunization information to the school office so that the student's educational file will be complete.

Required Immunizations for California

Grades K-8

| | |
|---------------------------------|---|
| Polio | 4 doses , but 3 doses meet the requirement for ages 4-6 if at least one was given on or after the 4th birthday, for ages 7-17 years if at least one dose was given on or before 2 nd birthday |
| DTP/DTaP/DT/Td(1) | 5 doses at any age , 4 doses meet requirements for ages 4-6 if a lest one was on or after the 4 th birthday. |
| Tdap, Td, DTP, DTaP | Age 7 years and older are required to be immunized with a pertussis (whooping cough) vaccine booster called Tetanus Toxoid, Reduced Diphtheria Toxoid and Acellular Pertussis (Tdap) Td booster: one dose recommended if more than 5 years have passed since last DTP, DtaP, DT, or Td dose. |
| MMR(2) | 2 doses, both on or after 1st birthday, for kindergarten entry and 7th graders . 1 dose on or after 1st birthday for grades 1-6 and 8-12. Td booster: one dose recommended if more than 5 years have passed since last DTP, DtaP, DT, or Td dose. |
| Hepatitis B Preschool | 3 doses at any age 3 Polio, 4 DTP/DTaP/DT, 3 Hepatitis B, plus 1 MMR and 1 HIB(3) - both of these given on or after the first birthday. |
| Varicella | 1 dose Kindergarten Entry and out of state entrants (or physician documented disease history) |

Parents are urged to keep up booster immunizations throughout the school years.

Entrance Requirements for Kindergarten

Every child entering Kindergarten must have a complete physical examination within the time period of 12 months prior to entrance or the child will not be allowed in the classroom.

Guidelines for the Administration of Medications at School

Diocesan and School Policy

1. Schools may not furnish any medications.
2. All medications require physician and parent/guardian authorization. This form is available in the school office.
3. All medications must be secured in the school office or other designated location. (Exemption: back up of inhalers and epi-pens may be secured in the classroom as well as the office). Use of an epi-pen necessitates a 911 call. Because of the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without the epi-pen or inhaler on their person, consideration will be given to a variance if the physician and parent document the following:
 - Risk of not carrying medication
 - The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.
4. Authorization forms will be maintained in the school office and will be added to the student file when no longer in use.
5. Medications will be administered by adult office personnel.
6. Insulin administration is a parental responsibility.
7. Parents are responsible for picking up medications from the office at the end of the school year, and for assuring that medications have not expired.

XI. SAFETY AND TRAFFIC RULES

1. Go directly to and from the school building - do not play on the way.
2. Walk to and from school in groups if possible.
3. Use the same route to and from school each day and avoid isolated streets.
4. **Cross streets only at crosswalks.**
5. Do not go near or play at construction sites.
6. Do not talk to strangers. (A stranger is anyone you do not know by name).
7. Do not accept money, candy, or gum from strangers.

8. Do not accept rides from strangers or accompany a stranger anywhere on foot.
9. If a stranger approaches you, tell your teacher and your parents.
10. Only children in grades 3 - 8 are allowed to ride bicycles to school. Bicycles must never be ridden on the school grounds. Community/State helmet laws must be obeyed.
11. Skateboards and/or scooters are not to be ridden on the school grounds.

The following are other rules for safety:

Students in grades K - 8 are to be dropped off in the morning on Mulberry Street by the breezeway and must report directly to their classrooms. Children will not be allowed to play on the playground before school. Parking is not permitted in the loading zone on Twelfth Street. Parents who wish to come into the building with their children must park in the lot on Thirteenth Street and cross with their children in the crosswalk.

Students are not allowed in the classroom at any time without the teacher's presence. (California Education Code) Students arriving before 7:30 am must report to the first grade classroom for morning care. Students may not remain in the courtyard unsupervised before 7:30 a.m.

There will be no playing in the yard after school until Extended Care roll has been taken, car pick-up is over, and the gate is closed.

The students who remain on the grounds after school must observe rules of courtesy and responsible behavior, especially in regard to school and personal property.

If your child rides a bicycle to school, we ask that you review with him the rules of road safety and insist that he obey all such rules and traffic signals. Students are to walk bicycles on and off the school grounds.

XII. GENERAL SCHOOL RULES

Students are expected to be punctual in attending class and to make sure that they have the necessary books, writing materials, etc.

Students should be quiet in the halls at all times and walk. All are encouraged to walk quietly on right side of hallway and avoid doors.

Students must change classes quietly and enter the classroom in silence to avoid wasting time.

No personal property other than that required should be brought to school. No type of radio or tape recorder is permitted in school unless permission has been granted when such is required for class work. Game Boys and other related articles are not permitted at school. Trading cards and Virtual Pets are not allowed.

Students are not allowed to carry toy guns, knives, or matches, or laser pointers.

Gum chewing and/or sunflower seeds are not acceptable in the classroom or on the playground at **ANY TIME**. The first offense for gum chewing will be a classroom discipline report. The second

offense for gum chewing will result in an office conduct referral . The third offense will result in an in-school suspension.

Hard candy is never allowed.

Students are not allowed to have water guns or water balloons.

Students may not leave the school grounds at any time during the school day.

Students do not climb on the roof to retrieve lost balls.

Students should be in their assigned play areas during recess and noon hour.

All students are responsible for the protection and preservation of school property. All, regardless of age, are to assist in keeping the grounds and facilities free of papers and other debris. Drinking fountains, play equipment and restrooms are to be used with safety and cleanliness in mind.

Students are not allowed in the classroom at any time without the teacher's presence. (California Education Code)

Students are required to walk their bicycles on the school grounds. They must park their bicycles in the assigned areas and lock them.

Students are to be in full uniform except on Jeans Day or "dress up" days. Uniforms are to be kept neat and clean and students are to be well groomed at all times.

Tackle football is never allowed on the school field. Hard leather/synthetic footballs are never allowed.

Students are not allowed to play "keep away" or any other games of that kind such as Greek dodge ball.

Students are not allowed to throw balls against the church or the school building.

Recognizing the dignity and destiny of each human being, children in our school are trained to appreciate and value the Christian virtues of justice, charity, kindness, and patience. They are expected to treat with respect and give obedience to all those in authority - priests, sisters, lay teachers, playground supervisors, librarians, hot lunch supervisors, custodians and gardeners and all on the school premises.

Students are expected to use only acceptable language - no insulting/offensive language, swearing, cursing, or vulgar words or gestures.

Public Display of Affection is not allowed. This includes, but is not limited to, holding hands, embracing, kissing, or inappropriate touching.

Fighting or "play-fighting," throwing dangerous objects, tripping, or name calling are prohibited.

All textbooks must be carefully covered.

Each student must have books, writing materials and other equipment necessary for the particular class. Borrowing is discouraged. Students are not allowed to bring Liquid Paper, spray canisters of glue or paint, permanent markers, or any other substance that may be toxic.

Students are to eat in assigned areas. They sit while eating and may not leave the eating area until they have cleaned up their area and have been dismissed.

Students who remain after school for sports practice or meetings may not leave the school grounds to go to Jack-in-the-Box, Subway, or elsewhere. They are to remain at school until the activity is over and are picked up by a parent or designee.

St. Francis de Sales Preschool Handbook

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MISSION STATEMENT

Our mission at St. Francis De Sales Preschool is to provide a quality education in a loving, Christ-centered environment.

PHILOSOPHY

St. Francis De Sales Preschool provides opportunities for children to develop self-help skills, problem solving skills and academic skills within a Christ-centered environment. The program promotes the development of a positive self-image through positive discipline, modeling, and providing opportunities for children to be successful and model their behavior as children of God. Social skills are developed in a safe environment where children are encouraged to express their thoughts, feelings and ideas through their words, as well as creative experiences. A combination of hands-on experiences and academics are provided for the students. Preschool staff members serve as facilitators in all aspects of the development of the children. St. Francis De Sales Preschool strongly acknowledges the role of parents as the primary educators of their children.

HOURS OF OPERATION

Our Preschool follows the same traditional school schedule as the St. Francis grade school. Our calendar includes 180 days of classes. We are closed for holiday vacations, and staff in-service days. A yearly calendar is provided to each family, which indicates school closures, minimum days and other special events. Our tuition is based on 180 days of school. Our regular hours are 8:00a.m. to 12noon for half day preschoolers and 7:50a.m. to 2:50p.m. for full day preschoolers Monday through Friday, unless otherwise noted. Extended Care is available afterschool from 3:00p.m. to 6:00p.m. at an additional charge of \$3.00 per hour. The Extended Care program is open to **full-day preschoolers only**. There is limited space available, therefore, it is necessary to register for these services upon enrollment. There is a late fee charged of \$1.00 per minute for any student not picked up by 6:00p.m. After 30 minutes, if we have not made contact with you, your child will be considered abandoned and the authorities will be called.

ATTENDANCE

Regular attendance is important and will be taken into consideration for acceptance into our kindergarten program. It is equally important for your child to arrive on time and be prepared for the day. All students are expected to be at school no later than 7:50a.m. Students may be dropped off as early as

7:30a.m., however, we start our day promptly at 7:50a.m., and it is disruptive when students arrive late.

We attend mass on the first Friday of each month, and other Holy days as specified on our calendar. Please have your child at school NO LATER than 7:45a.m. on mass days. Should you arrive late for mass, you will have to wait until the conclusion of Mass in order to sign your child in and admit them to class. Flag ceremony is held every Friday that we do not attend mass and it begins promptly at 8:00a.m so please be on time. Again, you will be asked to wait until flag ceremony has concluded before you will be able to sign your child into class. It is disruptive and disrespectful to interrupt mass/flag ceremony for late drop-offs.

DAILY HEALTH CHECK

It is necessary to perform a quick health assessment of your child each morning prior to your child being signed-in. We will check for fever, rash, coloring of skin and eyes, mucous from eyes or nose. Your child will not be admitted to school with any symptoms present unless a note from a physician is provided stating your child is not contagious. Should your child become ill while in our care, we will call a parent or an emergency contact to pick the child up from school immediately. In all instances, it is required that a child be kept home from school until all symptoms have been gone (**without the use of Tylenol/Motrin**) for at least 24 hours, unless the child has a written release from a physician.

HEALTH POLICIES

Every child is required to have a physical exam, TB test (unless stated by the physician) and all vaccinations must be current prior to the first day of attendance in our program. If your child is not well enough to participate in all of the day's activities, including outside play, it is necessary to keep your child home for the day. If your child is ill, please keep him/her home until all symptoms have been gone for at least **24hours**, unless a note from the physician states otherwise. This is for the benefit of your child, as well as the other children in our program. Should your child become ill while in our care, we will call a parent or an emergency contact to pick the child up from school immediately. It is the responsibility of the parents to notify the school should your child contract any of the following communicable diseases: Chicken Pox, Mumps, Measles, German Measles, Head Lice, Conjunctivitis (Pink Eye), Impetigo, Ring Worm, Scabies, Scarlet Fever, Hand, Foot and Mouth Disease, Tuberculosis. Please be assured that all information will remain confidential.

MEDICATION

We do not administer any medications at school with the exception of inhalers for asthmatic students. Inhalers require a physician's prescription in addition to parental authorization. Inhalers are kept in a locked cabinet, accompanied by pertinent information. Children may not possess any type of medication at school, including *vitamins or cough drops or hand sanitizer*.

SIGN-IN/OUT

Children must be signed in each day by a responsible adult and signed out by an **authorized** adult (18 years or older). Children must be cleared through a health check prior to sign-in each morning. Children will only be released to those listed on the Emergency Identification form. Identification will be required, please bring it with you! Also, notify those authorized to pick-up your child that identification will be required. Please keep Emergency Identification forms updated with current information. Shared custody situations require a court order for modifications to the Emergency Identification form. Telephone authorization is **NOT** permitted. **WE WILL NOT RELEASE ANY CHILD** to an unauthorized person or without proper identification under any circumstances. Only adults should open/close doors when entering/exiting the preschool classroom. Please no cell phone use during drop/pick up, as this is very distracting. Pets are not allowed in the courtyard/preschool room unless they are clearly identified as service animals. All (including siblings) **CHILDREN MUST BE SUPERVISED AT ALL TIMES, DURING DROP-OFF AND PICK-UP.**

VISITATION

At St. Francis De Sales we have an open door policy. Parents are always welcome to visit. It is not necessary to call ahead, but please check in at the front office upon arrival. Please encourage your child to participate in the day's activities while you are on campus, as well as following the school routine and rules. Please be a Christian role model while here, in both actions and words. The use of cell phones while on campus is discouraged and should be limited to emergency calls. Smoking is not permitted anywhere on campus at any time. In order to interact with other children in the program it is necessary to meet all volunteer criteria as outlined in the parent volunteer section of this handbook. For safety reasons, siblings are not allowed to participate or accompany parent volunteers in the preschool room or kitchen.

PARENT VOLUNTEERS

All parents are encouraged to participate in our program. While volunteer hours are not required in preschool, the funds that we collect help to support the

many extra activities we participate in throughout the year. This participation includes hot lunch volunteers, classroom helpers and fundraising. We welcome and encourage parent participation in our program. Donations of supplies for preschool do count towards service hours required for siblings in grades K-8. For the safety of our children, all volunteers that interact with children must have clearance through Screening One background check for the Diocese of San Bernardino, attend (either in person or on-line) Safe Environment/Code of Pastoral Conduct training. This information is available in the main office of the school. Please note, that siblings may not accompany parents/volunteers at any time. Also, cell phone use is not allowed while you are volunteering in the classroom. If you must answer an emergency call, please notify the teacher and step out of the room.

SNACKS

A healthy, balanced snack is provided each day. A snack menu is posted at the beginning of each month. We typically serve snack from 9:30 -10:00a.m. It is imperative that we are made aware of any food allergies so that we can avoid serving your child those foods. We encourage children to try new foods and will handle food dislikes as they arise. If you would like to volunteer to help prepare snack or provide snack, please let us know, all participation is greatly appreciated. **Reminder:** You will need to complete all parent volunteer requirements to prepare snacks in the classroom.

LUNCH

Lunch may be pre-ordered from our hot lunch provider or brought from home. A monthly lunch menu is sent home and posted in the classroom. If your child does not have a lunch we will call you so accommodations can be made. Lunches brought from home must be healthy, well balanced and contain appropriate portions for your child's age. We are not able to refrigerate lunches, so please put an ice-pack in your child's lunch if it contains perishable items. Children should have only one drink, no larger than 8oz. Please avoid foods/drinks that are high in sugar. **Candy and soda are not permitted at school.** We will send home any unfinished food so that you are aware of your child's changing eating habits. Please be sure to include napkins and any utensils necessary for the lunch sent with your child. **Note: Lunch orders will not be taken after 8:10am.** If you will be late due to an emergency/traffic please call the office with your order.

BIRTHDAYS

Parents are welcome and encouraged to bring a special snack for birthdays. Birthdays are celebrated during our regular snack time. Please advise us in advance if you will be bringing something. If you choose to provide a beverage, either milk or 100% juice is preferred.

REST TIME

It is required, by state licensing, that children are provided with a rest time in a full day preschool program. Children are not forced to sleep but are encouraged to rest their bodies and their voices. Children need to bring a crib-sized sheet and a small blanket for rest-time. A small pillow or soft toy may also be brought to school but, must be small enough to fit in your child's cubby. Clean bedding should be brought in every Monday and taken home on Friday to be washed. If bedding is forgotten, school bedding is available. The first use is free, however, there will be a \$5 fee for each additional use of school bedding.

PERSONAL BELONGINGS

All personal belongings (other than listed on the supply list) should be left at home. We are not responsible for any items that are lost at school. Children are permitted to bring something appropriate on share day. No weapons or guns are permitted at school at any time. Also, action figures or any other toys that may promote violence are not permitted at school. Share day is held the first Friday of each month.

ATTIRE

Please send your child to school ready to play! Your child will get dirty, so they should dress accordingly. Please make sure that tummies are covered, girls have shorts under dresses/skirts and that clothes are well fitting. In order to promote self-help skills and prevent potty accidents, please send your child to school in clothes that he/she can operate independently. Overalls are not recommended. Children must wear socks and closed toed shoes. **Sandals are not permitted.** Please make sure that your child has a spare change of clothes at school at all times, including socks and underwear. Please place the extra clothes in a gallon size Ziploc bag labeled with your child's name. We will store these in the classroom and use as needed. Please remember these should be changed out during the school year as your child grows and the weather changes. Children need a jacket or sweater every day. It is often chilly in the shade and certain air conditioned areas of the room.

COMMUNICATION

A variety of methods are used for communication with parents. Parents are provided with a yearly calendar, as well as monthly food and event calendars. Preschool specific newsletters are sent home each month and additional parent letters as necessary. We also communicate using individual notes to parents and phone calls. Formal conferences are scheduled once per year and informal conferences are scheduled on an individual basis. Formal evaluations are given at conferences. Staff members are more than happy to answer any questions for you. Please keep in mind that it is difficult for a teacher to conference with a parent while supervising children, therefore, it is best to call the preschool to schedule an appointment. We are as concerned about your child's progress as you are and we are eager to work together. Any questions or concerns specifically regarding your child should be directed to your child's teacher. Should further assistance be needed, contact with the school principal may be made. Information regarding students is shared solely with parents/legal guardians, unless there is a court order stating otherwise.

CURRICULUM

The preschool curriculum focuses on the development of the whole child with an emphasis on academic skills in a faith centered environment. Our curriculum is theme based, introducing a new area of social studies each month. We also reinforce a different letter of the alphabet, number, color and shape each week. In addition, children participate in a daily story-time, prayers, calendar and pledge of allegiance. We incorporate our Catholic faith daily throughout daily activities. The curriculum is based on the Diocese of San Bernardino Preschool Curriculum and exceeds State of California Preschool Standards in all areas.

DISCIPLINE

We use positive methods in our discipline plan. Children are made aware of their expectations and reminded what to do, rather than what not to do. Children are encouraged to use their words and to keep their bodies to themselves. Positive behavior is recognized through words and actions. If your child is following the rules he or she will get a happy stamp at the end of the day. If your child receives a happy stamp everyday he/she will be able to go to the treasure box on Friday. We respect the personal rights of each of the students in our care. Efforts will be made to work with parents in developing socially acceptable behaviors. Lack of parental support or consistent behavior problems will result in the child being removed from the program. Any child causing physical harm to another child that requires medical attention will be

sent home for the day and a conference will be required prior to the student returning to school.

Family Name _____

I have received a copy of the St. Francis de Sales Preschool handbook and I have read and understand the preschool rules and policies

Parent Signature

Date

Parent Signature

Date