



St. Francis of Assisi
Parent-Student Handbook
2026-2027 Academic Year

Revised August 2026

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Yorba Linda, CA 92887
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www.sfayl.org

*"A good school provides a rounded education
for the whole person. And a good Catholic
school, over and above this, should help all its
students to become saints."
Pope Benedict XVI*

More than any other program of education sponsored by the church, the Catholic school has the opportunity and obligation to be unique, contemporary, and oriented to Christian service; unique because it is distinguished by its commitment to the threefold purpose of Christian education and by its total design and operation which foster the integration of religion with the rest of learning and living; contemporary because it enables students to address with Christian insight the multiple problems that face individuals and society today; oriented to Christian service because it helps students acquire skills, virtues, and habits of heart and mind required for effective service to others. All those involved in a Catholic school – parents, pastors, teachers, administrators, and students – must earnestly desire to make it a community of faith which is indeed “living, conscious, and active”.

To Teach as Jesus Did, National Conference of Catholic Bishops

The purpose of this handbook is to present the philosophy, organization, and policy of St. Francis of Assisi. The policy statements are necessarily general, and the administration reserves the right to make specific applications as circumstances arise. Please read this handbook carefully and keep it for reference during the school year.

The school is the parochial school for:

Santa Clara de Asis Church

Fr. Michael Nguyen, Pastor

22005 Avenida de la Paz

Yorba Linda, CA 92887

Ph. (714) 970-7885

www.scdlayl.org

St. Francis is also supported by our two other local parishes:

San Antonio de Padua Church

Monsignor Tuan Joseph Pham, Pastor

5800 E. Santa Ana Canyon Rd.

Anaheim Hills, CA 92807

Ph. (714) 974-1416

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School Leadership

Title	Name
Bishop	Most Revered Kevin W. Vann, JCD, DD
Superintendent of Catholic Schools	Dr. Erin Barisano
Pastor	Fr. Michael Nguyen
Principal	Mrs. Jacqueline Quiñones Sienkowski, JD
Assistant Principal, K-5	Mrs. Gina Gidden
Assistant Principal, 6-8	Mrs. Jennifer Nieto
Early Childhood Director	Mrs. Candace Sherrill
Director of Catholic Identity	Deacon Eric Summerfield

Alma Mater

May The Lord look kindly
On the school upon the hill,
Where we strive for excellence
And discern His loving will.

St. Francis of Assisi
Our home away from home,
From innocence of preschool
Through junior high we roam.

Our sense of pride & honor
We daily celebrate,
We are rooted in tradition
And are founded in our Faith.

Our hearts remain united
In one sweet accord,
With prayer & perseverance
To love & serve The Lord.

Accreditation

St. Francis of Assisi School is fully accredited by the Western Catholic Education Association (WCEA) and the Western Association of Colleges and Schools (WASC).

Non-Discrimination Policy

St. Francis of Assisi School, mindful of its mission to be a witness to the love of Christ, believes that every person, as a child of God, regardless of race, condition, or age, has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to this school on the basis of sex, race, color, or national origin." (Catholic Schools Department of Education Administrative Handbook 4110)

St. Francis of Assisi School admits students of any race, color, racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial or ethnic origin in the administration of its education policies, admission policies, athletic, and other school-administered programs.

Right to Interpret and Amend the Handbook

St. Francis of Assisi Catholic School reserves the right to interpret and/or amend the policies in this Handbook at any time. Notice of amendments will be sent to guardians via school email or posted in the weekly school newsletter. The Parent-Student Handbook is a set of guidelines for the school, guardians, and students. While presenting guidelines that families and students are expected to follow, it does not establish a contractual obligation on the part of the school, which must maintain flexibility to respond to individual circumstances appropriately. Guardians are responsible for their own and their child's understanding of the school's Mission, Core Values, and policies and procedures

Handbook Overview

The purpose of this handbook is to present the philosophy, organization, and policies of St. Francis of Assisi Catholic School. The policy statements are necessarily general, and the administration (Pastors and Principal) reserves the right to make specific applications as circumstances arise. We ask that you read this handbook carefully and keep it for reference during the year.

Policies stated in this handbook are in accordance with guidelines established by the Office of Faith Formation, Diocese of Orange, and contained in the Diocesan Administrative Handbook. As such, it is inherent that parental support defers to the policies and procedures of the school.

Mission Statement

Inspiring education of heart, mind, and spirit through Christ's love with prayer, peace, and perseverance. (Revised: August 2022)

Philosophy

St. Francis of Assisi Catholic School is a Christ-centered faith community that integrates faith with all aspects of living and learning. Our school welcomes children from Santa Clara de Asis parish and surrounding parish communities. We accept and educate students from preschool through eighth grade.

We believe the focus of our Christian community is the living joy and celebration of the good news of the Gospel and Catholic traditions. Therefore, we accept the challenge and opportunity to provide a faith formation program, the heart of which involves students in experiences of prayer, sacraments, and worship. As active witnesses through service and stewardship, we explore opportunities in living out the Gospel of Jesus.

We believe that our school nurtures the individual student in developing a deep conviction of Christ's love that empowers him/her to acquire skills, virtues, and habits of heart and mind. Therefore, we provide a curriculum that helps our students apply Christian values to meet life's challenges in an ever-changing world.

We believe that our students are unique individuals made in the image and likeness of God and capable of learning in various ways. Therefore, we assess each student's needs, stimulate learning, increase self-image, create a sense of responsibility, and incorporate a variety of learning experiences to meet individual differences.

We believe that our school is meant to educate the whole person. Therefore, the teachers provide an education that addresses the child's spiritual, intellectual, emotional, social, and physical needs.

We believe that parents are the primary educators of their children. Therefore, we encourage and expect them to take an active role in the Catholic education of their child in partnership with the teachers and the school community.

Schoolwide Learning Expectations (SLE's)

A St. Francis of Assisi School student is a:

Faith-filled Catholic who:

- Celebrates faith through prayer, sacraments, Christian stewardship, words, and actions
- Demonstrates an understanding of the teachings of the Catholic faith
- Uses Scripture as a guide in his/her daily life

Responsible citizen who:

- Accepts responsibility for his/her decisions and actions
- Respects the uniqueness of each person
- Participates in school, community, and church activities
- Demonstrates tolerance through his/her daily actions
- Makes healthy choices

Active lifelong learner who:

- Demonstrates basic skills and knowledge
- Uses critical thinking skills
- Participates in the Fine Arts
- Sets realistic goals and creates quality work
- Evaluates his/her work and recognizes personal learning styles

Confident communicator who:

- Exhibits strong written and oral communication skills
- Uses technology skills
- Works independently and with other

Responsibilities of School Personnel

Pastor

- Is the chief administrative officer of St. Francis of Assisi Catholic School, and as such, he determines those school policies not already pre-empted by diocesan regulations. The Pastor delegates the daily administration and supervision of the St. Francis of Assisi School staff and programs to the Principal. The Principal invites members to the Parent Advisory Board.
- Bring St. Francis of Assisi School together as a community of faith and worship.
- Establishes and maintains a Catholic atmosphere in the school.
- Participates with the faculty in the religious education and formation of staff and students.
- Provides the moral support necessary to the Principal, faculty, staff, parents, and Parent Advisory Board so they can perform their educational duties successfully.
- Is responsible for the school's compliance with policies and regulations of the Office of Faith Formation.
- Is responsible, in cooperation with the Principal, for maintaining the school's fiscal viability.
- The Pastor has the right to make the final decision in all school matters.

Principal

- Is responsible for ensuring the philosophy and educational vision of St. Francis of Assisi Catholic School
- Promotes a culture of shared vision for a high standard of excellence in all school programs, operations, and relationships
- Develops an effective administration team with responsibility for implementing the educational vision
- Provides institutional leadership for budget planning and management, fundraising and development, enrollment, tuition assistance, public relations, alumni relations, and long-range planning
- Oversees the maintenance and cleaning of the building, grounds, and all plant operations
- Plans and executes all major capital purchases, repairs, and building projects
- Serves as an ex officio member of the Parent Advisory Board and standing committees
- Fosters community among faculty and students

- Collaborates with the faculty and the Diocesan Office of Faith Formation to plan and implement a program for an integrated approach to catechesis
- Prepare the school budget
- Administers school programs
- Establishes norms and procedures of accountability within the school
- Supervises the staff, teachers, and the instructional program
- In collaboration with the administration, selects teachers dedicated to the philosophy of Catholic education, committed to the development of a Faith Community, and academically prepared as professional educators
- Builds cooperation among and relating to the parents and the parishes
- Has overall responsibility for pupil matters

Assistant Principals

- Assist the Principal with implementing the philosophy of St. Francis of Assisi Catholic School and fostering community among faculty, staff, parents, and students.
- Assist the Principal in developing and maintaining effective educational programs; meeting and conferring with students, parents, faculty, and staff.
- Collaborate with teachers on curriculum, lesson planning, technology integration, and classroom management.
- Assists the principal in the overall administration of the school, interprets, and enforces school policies and regulations
- Are assigned responsibilities and specific tasks by the Principal
- Take on the role of acting Principal in the absence of the Principal

Teachers

- Motivate students to follow the example of Christ and strive to teach Christian virtues by personal example and explicit instructions.
- Follow the prescribed curriculum in all subject areas
- Cultivate in students effective work habits and study skills
- Work with parents to provide timely and periodic feedback (grades, graded materials, comments) and arrange parent conferences as needed
- Fulfill administrative duties and professional responsibilities as prescribed by the school Faculty Handbook and in accordance with the Department of Catholic Schools Employee Handbook

Parent Advisory Board

The Saint Francis of Assisi Parent Advisory Board shall function primarily as a school support organization. Its purpose shall be to foster cooperation, communication, and community among all elements of the school. The Saint Francis of Assisi Catholic School Parent Advisory Board shall work toward its purpose by:

- Serving as a liaison among administration, faculty, parents, and students to promote and maintain cooperation, communication, and understanding.
- Meeting supplemental educational, health, and welfare needs of Saint Francis of Assisi Catholic School students by contributing funds when available and appropriate.
- Promoting the development and maintenance of strong Christian families by providing educational opportunities for parents and students, including guest speakers and informative literature as appropriate (A parent/guardian Book Club, for example).
- Promoting and organizing school functions.
- Advising the Principal and Pastor on school policy matters when appropriate.
- Being a part of the interview process for any administrative or director role when appropriate.

Members of the Advisory Board are selected through a comprehensive process that includes an application, interview, and final approval by the Principal.

General Policies

Safe Environment

All volunteers who wish to work with the students in any capacity are required to be fingerprinted through the Diocese of Orange. Paperwork is available in the school office. In addition, each adult must have completed "Safe Environment Training." This safety program is offered online at <https://orange.cmgconnect.org/>. A certificate of completion is issued at the end of the training. The certificate must be brought to the school office as proof of training. The Diocese of Orange mandates the two requirements. (AB 506)

Child Abuse Reporting Obligations

In accordance with Diocesan policy and California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this severe and legally narrow area, the school may not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. Based on the seriousness of the crimes listed above, the law's clear intent is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. (Section 11166 of the Penal Code)

Standards for All School Workers Regarding Interaction with Youth

The Diocesan standards are intended to address the requirements of AB500.

- (1) When working alone with youth, school workers must be aware of their own and others' vulnerability to appearance or perception of impropriety. At all times, school workers should, therefore, use a team approach to managing youth activities. At least two adults (preferably a team of several adults) will organize and supervise youth activities.
- (2) Except in an emergency or urgent circumstances involving the youth's safety, school workers shall never be alone with a youth during any school activity or setting. For example, adults should avoid situations that put them in a position of being alone with a minor in a rectory, parish building, school, or other closed room (except as required for the Sacrament of Reconciliation).
- (3) School workers will observe careful boundaries concerning any type of physical contact with youth. Beyond a simple handshake or a friendly, brief hug, any physical contact should only take place in public circumstances, and prudent

discretion and respect should be applied by school workers to avoid any appearance of impropriety.

- (4) Clergy and religious personnel shall never permit a youth to stay overnight in their private accommodations or residence, nor shall clergy or religious personnel ever be permitted to share a room overnight with a youth. An exception can be made in the case of immediate family members of the clergy or religious, provided that a parent or adult guardian of the youth also stays overnight and that separate accommodations are provided for the youth and his or her parent or adult guardian.
- (5) School workers will not provide shared, private, overnight accommodations for individual youths, including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present. School workers will use a team approach to managing emergency situations. A team of adults will consult with each other about the best approach to take in emergencies.
- (6) School workers are prohibited from taking a youth home or to another location unless another adult is present in the vehicle or the parent/guardian of the youth has given express prior permission. School workers likewise shall not permit other adults to take a youth home or to another location unless at least two adults will be present in the vehicle or the parent/guardian of the youth has given express prior permission.
- (7) School workers shall not give gifts to a specific youth under their care or supervision unless a gift is given to all other youth under their care, and even in such situations, any such gifts shall be modest, inexpensive tokens of friendship or appreciation. This provision shall not be construed as precluding clergy and religious from giving gifts to youth who are members of their immediate families, such as nieces and nephews.
- (8) School workers will familiarize themselves with and understand the contents of the child abuse regulations and reporting requirements for the State of California and the diocese, and they will comply with those mandates. School workers shall also promptly complete any required safe environment and/or youth protection training.
- (9) School workers shall take all necessary action to ensure that no one working with youth is either in possession of illegal drugs or under the influence of alcohol or illicit drugs. School workers shall take all necessary action to ensure that youth under their care or supervision do not have access to illegal drugs or alcohol. School workers may never serve or supply alcohol to youth or adults under the age of 21. Persons under 21 may partake of both species of the Eucharist, including the Precious Blood, according to the norms of canon law.

Code of Christian Conduct

(Diocesan Handbook Code 4180A) The student's interest in receiving a quality, morally based

education can be served if students, parents, and school officials work together. Typically, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school at its discretion. These principles include, but are not limited to, any policies, principles, or procedures outlined in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to the standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures outlined in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations.
- Students and parents/guardians may respectfully express their concerns about the school's operation and its personnel. However, they may not do so in a discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive manner.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will usually result in a verbal or written warning to the student and/or parent/guardian and usually will first result in disciplinary action, short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

In its discretion, the school reserves the right to determine when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of a withdrawal.

Recommended Transfer Resulting from Parental Behavior

Under normal circumstances, a child is not to be deprived of a Catholic education on

grounds relating to the behavior of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting in loco parentis that the continuation of the child in the school might be impossible. The principal may ask a family to leave the school when one or both parents are overtly uncooperative with school staff, disregard policies, regulations, or programs, or interfere in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children.

Abuse of Teachers and School Staff

Any parent, guardian, or other person who insults, harasses, attempts to intimidate, and/or abuses any teacher or school staff in the presence of other school personnel or students and at a place which is on school premises or public sidewalk, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor, and may be punishable by a fine. (*Ed. Code 44811(a)*) A report will be filed with the local law enforcement agency. The student is subject to withdrawal.

Diversity Policy

Catholic schools within the Diocese of Orange recognize that our students come from various family backgrounds, some of which may not fully conform to the moral teachings of the Catholic Church.

The primary purpose of schools within the Diocese of Orange is to educate young people and assist them in their academic, personal, and spiritual growth.

The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to Church teachings.

Diocesan schools partner with families to educate and form students consistent with the teachings of our Lord Jesus Christ and His Church, and so families are expected to live in accord with Gospel values, particularly regarding actions and behaviors that are public. Students and parents (or legal guardians) shall conduct themselves in accordance with their God-given biological sex.

Parents and guardians who enroll their children also understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them. While present on the school

Every adult is responsible for appropriate conduct, supporting the school's mission, and providing positive role models to our students.

Catholic Identity/Faith Formation

Religion Program

Our religion program is central to the development of our faith community. Daily religion classes supply academic knowledge of the truths of our faith as well as a familiarity with and an appreciation for the Word of God. Formal and spontaneous prayer is part of our daily life. Christian values are integrated into all aspects of our curriculum. Children are encouraged to share the faith life they are practicing in school on as many levels as possible, not only with their parents and families, but also with all members of their parish.

This is accomplished through:

- Regular attendance at Mass-All students gather on a regular basis for liturgies, including Masses, prayer services, retreats, and other faith opportunities.
- Prayers in school-There is a great emphasis on a variety of prayer opportunities, including formal and informal prayers.
- Class retreats-Students in Grades Pre-school through 5th participate in an annual Spiritual Retreat to enhance their spiritual experience. Retreats may vary in length depending upon student age. Some retreats may be held at a location other than Saint Francis.
- Class retreats-Students in grades 6 through 8 will participate in off-campus retreats. In the case of the 7th and 8th grade classes, a one, and two night retreat, respectively, will be required.
- Eucharistic Adoration on campus monthly.
- Parent Eucharistic Adoration at Santa Clara de Asis, monthly, one hour before pick-up.
- Preparation to receive First Reconciliation and First Eucharist- Families of students preparing for the Sacraments of First Communion and/or Reconciliation participate in the Sacramental Preparation Program at Santa Clara de Asis or their respective parish. There is a whole-school celebration in the month of May after both sacraments are received.
- Participation in school liturgies and prayer services is required of all students. Students gather on a regular basis for liturgies, including Masses, prayer services, retreats, and other faith opportunities.
- Reception of the Sacrament of Reconciliation- The Sacrament of Reconciliation is provided to our students in Grades 3-8 twice a year, during Advent and Lent seasons.
- Sharing with others: time, talent, food, clothing, money, and service (Campus Ministry/Student Leadership)

The Christian Family Life Program is taught throughout the school. This is a Diocesan-

approved joint program in which home and school work together to help children understand instruction in pertinent topics: self-esteem, substance abuse, child abuse prevention, sex education, and other related and current topics.

Academics

The administration and faculty make every effort to provide learning experiences for the students that will allow them to master basic skills, grow in knowledge, and achieve their fullest potential. When the home and school cooperate and complement each other, the result is a quality Catholic education for the students.

Curriculum

St. Francis of Assisi School is fully accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC). St. Francis of Assisi teachers are credentialed by the state of California. The curriculum follows the regulations of the Office of Faith Formation of Orange, and is inclusive of State and/or National Standards. In accordance with Diocesan objectives, St. Francis of Assisi School is in alignment with the Diocesan Standards.

St. Francis of Assisi School is committed to providing academic excellence rooted in Catholic values and traditions by offering a comprehensive and holistic education. The school curriculum is aligned to the standards of the Diocese of Orange, Common Core State Standards, Next Generation Science Standards, and the National Standards for Effective Catholic Elementary Schools. St. Francis of Assisi School provides its students opportunities for growth in the following subjects: Religion, Math, Reading, Literature, English, Spelling, Handwriting, Social Studies (Geography, History, Civics), Science, Digital Safety, Music (Grades K-5), Physical Education, and Spanish (Grades 2, 3, 4, 5, 6, 7 and 8). The English Language Arts and Mathematics courses in Grades 4-8 are leveled by ability grouping. The initial placement for fall classes is completed in the spring using a rubric that includes student learning assessment scores, Renaissance STAR standardized assessment scores, post-test scores, other skills mastery assessments, and professional input from the education team.

Extended Learning/Homework

At St. Francis of Assisi School, we believe meaningful learning extends beyond the classroom. Rather than assigning homework for the sake of homework, teachers may assign extended learning to complete work begun in class, reinforce essential skills, prepare for upcoming lessons, or provide opportunities for enrichment. Some activities are required, while others are optional and designed to deepen understanding and foster a love of learning.

The primary purpose of Extended Learning Activities should be to reinforce skills already taught in class, which have not yet been mastered, or to frontload future concepts. This includes:

- Completing assignments started during class

- Providing concept engagement prior to the classroom experience (i.e., background knowledge, investigation, “flipped classroom”)
- Reinforcing concepts and skills already presented in class but not yet mastered (IXL, Aleks, Splashlearn, Wayground, etc.)

In addition to providing independent practice, Extended Learning Activities encourages meaningful parent involvement by giving families the opportunity to reinforce classroom learning, support the development of positive study habits, and observe their child’s growth, understanding, and academic progress over time.

Make-Up Work

Excused Absences

If a student is absent, it is his/her responsibility to make up for all missed work. For excused absences, students are expected to submit all completed work within the same number of days as the days absent. However, the teacher may work with the student for additional time, if needed. For example, students who miss two days of school have two days to complete make-up work. Missed work assignments will be available upon the student’s return to school.

Unexcused Absences

Vacations and day trips are not considered acceptable reasons for student absences. We ask that families plan such events during designated school breaks and non-instructional days. The administration and faculty strongly discourage absences of this nature, as they interrupt the continuity of the learning process and may negatively impact student progress.

Homework and classwork will not be provided before a vacation or a day trip. All class materials and assignments will be posted on Google Classroom and are due the day the student returns to campus.

Make-up tests must be completed on the next scheduled make-up testing date. It is the student’s responsibility to submit all missed work and to coordinate make-up testing in advance. Failure to meet these expectations may result in no credit for the assignment or test.

While missing academic time for any reason may impact academic performance, the school uses the following criteria in determining if absences are excessive: 6 days a trimester or 18 days a year.

Academic Integrity

Academic integrity and ethical behavior are expected of all St. Francis of Assisi students, whether they are on or off campus, online or present in the classroom. Academic dishonesty and unethical behavior (i.e., cheating, copying homework, forgery, plagiarism, fabricating, falsifying, unfair advantage) are contrary to the philosophy and goals of St. Francis of Assisi School. Academic Integrity is producing original work on all examinations and writing assignments, projects, homework, and oral recitations. Students have the primary responsibility to be honest. He/she is responsible for understanding school expectations and managing his/her time to complete assignments properly.

Academic integrity is achieved when a student:

- Completes his/her homework and does not allow it to be copied by a fellow student.
- Completes an examination without seeking help from or offering help to another student.
- Completes original research for a paper, project, or oral report and acknowledges another person's contributions to that work by citing the source and the individual's name.
- Understands that it is of greater value to his/her personal growth when he/she chooses to submit his/her personal work.
- Realizes that each choice for copying, cheating, or plagiarism, no matter how small the matter, diminishes his/her academic and personal integrity.
- Produces original work. Academic excellence is achieved when the student produces original work of the highest quality to the best of his/her ability.

Academic excellence and academic integrity are achieved when a student:

- Is not satisfied with minimum performance, but strives for quality work.
- Prepares for class discussions, tests, and other activities by completing his/her homework and reading assignments, and studying appropriately.
- Seeks additional help from students or teachers when it is necessary.
- Assumes responsibility for all his/her work and actions.

Academic dishonesty includes, but is not limited to:

- Plagiarism: Plagiarism is defined as using another's ideas or writings as one's own, with or without the other person's knowledge. This includes not properly citing sources in a written work.
- Cheating: Cheating is defined as having unauthorized notes, materials, and/or resources of any type (calculators, computers, the help of another student, looking at another paper, answers, and/or pertinent information written on any item) for any exam, quiz, paper, project, and/or homework assignment. Allowing another student to obtain information from one's exam, paper, project, and/or

homework is also considered cheating. The use of Artificial Intelligence (AI) programs such as ChatGPT, etc., are considered cheating unless required by and explicitly outlined within the assignment directions.

- Fabrication: Falsifying or inventing data or citations.
- Obtaining an unfair advantage – Stealing, reproducing, circulating, or otherwise gaining access to examination materials before the time authorized by the instructor; or unauthorized collaboration on an academic assignment.
- Facilitating Dishonesty: knowingly allowing one's work to be copied by another or doing the work of another.
- Falsification of records and official documents: Altering documents or forging a signature in original or electronic form.

Restorative Responses for violations of the Academic Integrity Policy:

- First Offense: The student will receive no credit on the test/assignment. The teacher will contact the parents to discuss the incident and the school's action if their son/daughter commits a second violation of the academic integrity policy. The student will be required to attend morning detention on the following Wednesday. The offense shall be recorded in the student's educational record.
- Second Offense: The student will receive no credit on the test/assignment and will be suspended for one day. The teacher will contact the parents to discuss the incident and the school's action if their son/daughter commits a third violation of the academic integrity policy. Students will be removed from eligibility for honor roll for the trimester and from all elected or leadership positions for a period of time at the discretion of the school. The offense shall be recorded in the student's academic record.
- Third Offense: The student will receive no credit on the test/assignment and will meet with parents and school administration to discuss a behavior contract.

Academic Probation

Students in grades 5 - 8 will be placed on Academic Probation if any of the following occur:

1. A student earns a 2.0 total GPA or lower on a trimester report card.
2. A student earns a "D" in two or more core subjects on a trimester report card.
3. A student earns a "D" in the same subject on two or more trimester report cards.

Students on Academic Probation receive a letter designating their status, and a conference will take place with the teacher, parent(s), and an administrator to determine a course of action. Continued probation is not in the student's best interest and is not an acceptable performance criterion. Therefore, a student on Academic Probation for two or three trimesters during the school year may be asked to withdraw.

Students must maintain a 2.0 GPA or higher in all subjects to be eligible to participate in any extra-curricular activity, i.e., school sport team, the student leadership team, or choir. A student with a grade below a "C" in any subject will be placed on probation to participate in the team/activity. If a student on probation fails to bring his/her grade up to "C" by the next major test/project, he/she is not eligible to participate in the team/activity until the grade is a C or higher. Student grades will be evaluated at the beginning of each extra-curricular activity to determine eligibility by the Athletic Director and Administration.

Learning Support Program

The Student Support Program at St. Francis of Assisi School is committed to partnering with students, families, classroom teachers, and administration to provide a collaborative approach that supports the academic, social, emotional, and individual needs of each child. We recognize that every student is created with unique gifts, strengths, and learning needs, and we strive to provide the appropriate support to help each student reach their full potential.

Students may experience challenges in their learning journey for a variety of reasons. Some needs may be identified through professional assessments, while others may involve specific skills, learning strategies, or temporary areas of growth. Our goal is to identify these needs early and provide meaningful support that encourages confidence, independence, and success.

Some students benefit from ongoing individualized support, while others may benefit from classroom-based strategies and interventions that support the learning environment as a whole. When it is determined that St. Francis of Assisi School, within its available resources, can appropriately support a student's needs, the classroom teacher and Student Support staff collaborate to develop strategies that promote student growth and achievement.

Through ongoing observation, assessment, and communication, teachers work to understand each student's strengths and areas for growth. The Student Support Program provides an additional layer of expertise, resources, and guidance to assist teachers and families in creating effective learning opportunities for students.

Together, we are committed to nurturing the whole child by providing a supportive environment where students feel valued, encouraged, and empowered to grow academically, socially, emotionally, and spiritually.

St. Francis Catholic School follows the [Diocese of Orange Documentation Requirements](#)

[for Academic Accommodation](#) in determining placement and Individualized Learning Plan support. An assessment must meet these requirements to be considered for academic accommodations by St. Francis.

Physical Education Program

The purpose of the Physical Education Program is to:

- Further promote Christian attitudes through physical activities.
- Promote good sportsmanship on and off the field.
- Develop leadership potential.
- Develop strength, muscular and cardiovascular endurance, agility, flexibility, and good nutrition.
- Encourage students to develop self-discipline.

All activities are designed to promote lifelong fitness, and all students must participate to the best of their ability.

Graduation Requirements

To receive a diploma, a student must earn an overall cumulative 8th-grade total average GPA of 2.0 or better, have no “Incomplete” grades, have completed their Christian service requirements, and have no financial obligations. Should a student receive an “F” for more than one trimester in the same core academic classes during the 8th-grade year (math, literature, reading, spelling/vocabulary, social studies, science, religion), the student may participate in graduation activities but may not receive a diploma until the “F” is remediated. The administration must approve arrangements for remediating academic courses.

Promotion Requirements

Promotion to the next grade depends on successfully completing all subject areas and demonstrating mature behavior. Successful completion of grade-level expectations implies that the student has satisfactorily demonstrated achievement of basic skills and met expectations for completing coursework to merit promotion to the next grade.

The minimum level of academic achievement for continued enrollment is an overall Grade Point Average of 1.5, no F's in one or more core subjects (math, literature, reading, spelling/vocabulary, social studies, science, religion) on a trimester report card, and no F grades in the same subject on two or more trimester report cards.

The teacher and administration may recommend repeating a grade, tutoring, or a summer school program as a requirement for promotion when, after conferencing with the parents, it is believed that such action will better prepare the student academically and/or emotionally for the next grade level. The conference will include an evaluation of the student's grades, coursework, standardized test scores, study skills, and attitude.

Admission Policies and Procedures

Nondiscrimination Policy

As a child of God, regardless of race, condition, or age, every person has equal dignity and an inalienable right to an education. Therefore, no qualified student will be denied admission to this school or the course of study therein presented on the basis of sex, race, color, religion, or national/ethnic origin.

The administration of St. Francis of Assisi School recognizes that our students come from various family backgrounds. The personal family background of a student does not constitute an absolute obstacle to enrollment in the school. Nor does acceptance of any child for enrollment in the school condone or imply approval of any parental living situation which may be contrary to Church teachings.

Parents and guardians who enroll their children in our school also understand that the school will remain faithful to the teachings of the Roman Catholic Church and steadfast in proclaiming them. While present on the school campus, every adult is responsible for appropriate conduct to support the school's mission and provide positive role models to our students.

Inquiry Process

Anyone interested in attending St. Francis of Assisi Catholic School must begin with the Inquiry Process.

- Complete the online inquiry form.
- Our Admissions Director will contact the family to schedule a campus tour on the next available Tuesday/Thursday.
- Once the tour is complete, the family may be invited to continue with the application process.

Application Procedure

Anyone interested in attending St. Francis of Assisi School must submit the following application materials:

Early Childhood/Pre-Kindergarten	Kindergarten - 8th grade
• Application with required registration	• Application and fee online

forms and fee online • Birth certificate • Baptismal Certificate as applicable • Up-to-date immunization records	• Birth certificate • Baptismal Certificate as applicable • Certificate of First Holy Communion (<i>as applicable</i>) • Up-to-date immunization records • Copies of 2 complete years of report cards and standardized test scores (<i>as applicable</i>) • Student Evaluation Form to be completed and submitted by current teacher (optional)
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Age Requirements

- Early Childhood: 3 years old on or before September 1st (Student must be potty-trained.)
- Pre-Kindergarten: 4 years old on or before September 1st
- Kindergarten: 5 years old on or before September 1st
- 1st Grade: 6 years old on or before September 1st

Assessment

St. Francis of Assisi School requires all applicants to be assessed as part of the admissions process to ensure that a child is developmentally ready to succeed in school and determine if we can meet their academic and personal needs. St. Francis of Assisi School may not be able to meet the needs of those students who demonstrate severe grade level deficiencies, learning disabilities, and/or behavioral problems. Student and parent interviews are required. Grade placement will be at the discretion of the administration of St. Francis of Assisi School.

Acceptance

When all required materials have been received and upon satisfactory review of required forms, school documents, and assessment results, incoming families will be contacted by St. Francis of Assisi School administration. Students accepted for Early Childhood through 8th grade placement will receive the required registration instructions to finalize enrollment. All required fees and establishing a FACTS tuition account are required to complete the registration process for all incoming families. All application and registration fees are non-refundable.

Priority Order of Acceptance

1. Families who have siblings enrolled at St. Francis of Assisi School
2. Families registered at Santa Clara de Asis parish.
3. Transferring Catholic school students who are registered with their local parishes

4. Families who are Catholic
5. Families who are not Catholic

Continued Enrollment

Re-enrollment for returning students takes place in January. The online registration process must be completed, and all fees must be paid by the assigned date. **All financial obligations must be current to re-register and reserve a space for the upcoming school year.**

All students are expected to abide by all requirements and expectations designated in the Parent-Student Handbook, particularly satisfactory behavior and academic standing. Parents will be notified should there be an indication of educational and/or behavioral difficulties that may jeopardize a student's continued enrollment.

Health Requirements for Admissions

All applying families must submit documented proof of each student's immunization record. California law requires Kindergarten and 7th grade students to submit documents verifying compliance with the State immunization requirements unless a licensed physician provides a valid medical exemption.

Attendance Policies and Procedures

Absences

If your child will be absent from school, parents must call the school office and select the attendance reporting line. If a student is absent due to film work/acting, the teacher shall mark on her register and the student's learning assessment that the absence(s) is because of the student's involvement in filming off campus. However, this will only be done for the days that the student is on the set, and the teacher receives a report from the set teacher verifying that instruction was received on that day.

Excused Absences

Excused absences may be for the following reasons: illness, medical/dental procedures, family emergency, attending a funeral for immediate family, and school-initiated absence. A medical note, signed and dated by a licensed physician, must be provided on reentry to school. 8th graders are allowed three (3) excused absences for High School visits.

Unexcused Absences

Unauthorized absences from school, such as trips, vacations, etc., during the regular school year are not considered acceptable reasons for absence, and are discouraged, since they disrupt the planned educational program that is being provided for our students. Actual classroom instruction, such as direct instruction, hands-on manipulatives, class discussions, group work, study trips, speakers, and videos, cannot be duplicated. It is the student's responsibility to meet with the teacher to obtain missed assignments and turn them in on the day of return. Students must also be prepared to take make-up tests on his/her return to class. Teachers are not expected to provide make-up missed instructional time in the classroom for absences. All classwork must be made up according to the school's make-up work policy.

Excessive Absence and Tardy Policy

Excessive absence, even if due to an excused reason, may be grounds for decreased or no credit. Excessive absence is defined as 10% of the school year, 6 days during a trimester, or 18 or more days total during the school year. (Catholic Schools Department of Education Administrative Handbook 4220). If excessive absences are due to a prolonged medical condition, the school must be notified to determine the best course of action.

Tardiness

Students who arrive late detract from the learning of others and reduce the value of their own education. A student is tardy if he/she arrives at school after **8:00 a.m.** A tardy student must report to the school office before going to class. Morning tardies are determined as excused or unexcused by the school office. Each student will be granted one (1) morning 'excused' tardy per trimester beyond those that occur for medical/dental appointments. Only a medical or dental appointment with official written verification from the doctor or dentist is an excused tardy. Beyond the one 'excused' tardy, students will receive a detention for the 3rd unexcused tardy. On the 5th tardy, a parent/student conference will be held with the administration. The school recognizes excessive tardies as five or more tardies per trimester at all grade levels.

Dismissal for Medical or Dental Appointments

Excused absence is granted for medical and dental appointments when official verification is received from the doctor or dentist. Parents should request this upon the occasion of the visit. Frequent absences of this type impede the student's classwork and should be kept to a minimum, preferably scheduled in the afternoon hours. These should not conflict with dates of scheduled STAR or ITBS testing throughout the year. Please make every attempt to schedule medical appointments on a minimum day or after school. All classwork must be made up according to the teacher's makeup work policy.

Dismissal of a Student During the School Day

At no time during the daily sessions are pupils allowed to leave the school grounds except when arrangements have been made for the child to be picked up by the parent/legal guardian. Students leaving early are never picked up from the classroom or the lunch tables. Parents/guardians may pick up their students from the office. The child is then signed out and released. If someone other than the parent/guardian is picking up the child, he/she must be listed by the parent as an emergency contact on the Emergency Information Sheet, and present a signed note/email from the parent or guardian before the child will be released. All classwork must be made up according to the school's makeup work policy. The school assumes no liability in cases where students leave the premises in violation of the above policy.

Attendance Requirement for Participation in School Events

For a student to be eligible to participate in a school-sponsored event (practice, competition, or activity), the student must be in attendance for a minimum of a half-day, equivalent to hours.

Truancy

Truancy is defined as absence from school for more than 10% of the trimester/school year.

Awards and Recognition

Academic

Honor Roll is based on the most recent trimester grades. Students in grades 6, 7, and 8 may earn Honor Roll status in the following categories:

Academic Excellence: 4.0-3.7 standards average and a C or O in Responsible Behavior/Learning

Academic Achievement: 3.69-3.4 standards average and a C or O in Responsible Behavior/Learning.

Academic Merit: 3.39-3.0 standards average and a C or O in Responsible Behavior/Learning

GPA Weights	
• A 4.0	• C+ 2.33
• A- 3.67	• C 2.00
• B+ 3.33	• C- 1.67
• B 3.00	• D+ 1.33
• B- 2.67	• D 1.00
	• D- 0.67

Athletic

Members of the school sports teams are recognized for their participation and achievements at a school community prayer event at the end of each sports season. Individual awards are presented to student-athletes for their exceptional accomplishments.

Franciscan Award Certificate

At the end of each trimester, a student is selected from each classroom as a recipient of the Franciscan Award certificate. The students are recognized at the Friday Community Prayer service. A student is selected for demonstrating a spirit of friendship, cooperation, responsibility, good study habits, and courtesy. As a faith-filled member of the St. Francis of Assisi community, the students who receive a Franciscan Award have made both their classroom and the school a better and happier place.

Principal's Award

At the end of the school year Mass, a student from each classroom is recognized as a recipient of the Principal's Award. A student is selected by the Principal for demonstrating the qualities described in our school-wide learning expectations: demonstrating faith-filled behavior reflecting gospel values; a responsible citizen who

is accountable for their actions; a life-long learner who enjoys learning and always strives to do their best; and a confident communicator in both written and oral communication.

Behavior and Restorative Practices

It is expected that all St. Francis of Assisi School students conduct themselves in a manner consistent with the accepted norms of Christian values. In accordance with our school philosophy, which reflects a deep respect for the human dignity and uniqueness of every individual, we strive to create a Christian atmosphere that stresses moral and spiritual values and emphasizes high standards of conduct. Restorative Response is an essential element of Christian development. To accomplish this, each student must recognize his/her individual responsibilities and obligations and discharge them in accordance with school regulations. Students are expected to act in a Christian manner. Christianity in action embraces all of one's conduct. Courtesy and respect are expected of our students both on and off campus. The entire school will work closely to reinforce positive behavior and a positive attitude in all our students. These are the essential elements of a successful and faithful educational community.

Restorative Response

At St. Francis of Assisi School, our Restorative Response policies are rooted in our Catholic mission and our commitment to forming the whole child. We believe discipline is an opportunity for growth, reflection, and learning. Our goal is to guide students toward developing moral responsibility, self-discipline, respect for others, and a strong sense of Christian character.

Our Restorative Response practices are designed to:

- Encourage students to make responsible choices and understand the impact of their actions.
- Foster respect, kindness, and self-control.
- Develop personal accountability and a commitment to living out our shared values.
- Build a strong sense of community grounded in faith, compassion, and respect.
- Provide an opportunity to reflect, accept responsibility, repair any harm caused, and restore relationships.

A successful partnership between school and home is essential in supporting student growth. Just as families establish expectations and guide behavior at home, the school works collaboratively with parents to help students develop positive habits and make responsible choices. Respectful communication, trust, and cooperation between families and school staff model the same values we hope to instill in our students.

Every student has the right to a safe, respectful, and supportive learning environment. When a student struggles with self-control or behaviors that impact the learning or

well-being of others, the school will respond with care, guidance, and appropriate interventions. This may include conversations with the student, restorative reflection, support from teachers and administration, and communication with parents to develop a plan for improvement.

Our goal is always to help students recognize their strengths, learn from their mistakes, repair relationships when needed, and successfully participate in our school community. However, if a student's ongoing behavior prevents others from learning or impacts the Christian environment of the school, additional steps may be necessary. In accordance with Diocesan policies, the administration reserves the right to determine appropriate actions, which may include requiring a student's withdrawal from St. Francis of Assisi School when it is determined to be in the best interest of the school community.

The school reserves the right to evaluate student behavior and determine whether actions align with the expectations outlined in the Parent-Student Handbook and the Christian values of St. Francis of Assisi School. The Principal has the final authority regarding discipline decisions.

Off-Campus Conduct

Students are expected to act as positive representatives of the school both on and off campus, in person and on electronic devices. The Administration of St. Francis of Assisi Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with the behavior expectations of its students while at school. This off-campus behavior includes, but is not limited to, demeaning behavior towards another student, faculty, staff, or the school's reputation via phone, text, email, gaming chat, Zoom, apps/or social networking behavior, or inappropriate behavior at a school-sponsored event.

Parental Liability

Parents are responsible and liable for the cost of any repair or replacement of property caused by an act of destruction by their students.

School-Wide Conduct Expectations

Providing a safe and nurturing environment conducive to learning is the basis for rules regarding student behavior. St. Francis of Assisi Catholic School expects students to behave in a manner consistent with Christian and civic norms and appropriate to their instructional program and school-sponsored activities, including field trips and off-site activities.

The school believes that all students have a right to attend a school that is safe and secure. To that end, the school community strives to promote mutual respect and safe and harmonious relations that support individual human dignity. St. Francis of Assisi School will not tolerate any gestures, comments, threats, or actions, written, verbal, or physical, which cause or threaten to cause bodily harm, or personal degradation from parents and/or students.

The responsibilities of Christian citizenship are stressed in the classroom, school, and community activities, which strive to develop sensitivity to the needs of others and an appropriate response to those needs.

Students are expected to:

- Display courtesy to everyone on campus. No name-calling or teasing
- Politely greet all guests; i.e., smile, say hello, introduce yourself, ask if you can help
- Follow the directions of all school personnel (teachers, staff, volunteer supervisors)
- Respect the rights and property of others, including school property
- Use appropriate language at all times
- Follow the school dress code at all times
- Arrive at school on time
- Respond to bells immediately
- Keep our campus safe and clean
- Only enter a classroom when an adult is present
- Bring only school-related items to school, for example, no games or electronics
- Recognize that restrooms are not playrooms
- No gum on campus
- Move quietly in the courtyard when classes are in session
- Be respectful at Mass and school assemblies.

Conflict Managers: (Grades 1-4)

To enhance our school culture and positive learning environment, we implemented a conflict management program. Select 4th-grade students will be trained on how to be “Conflict Managers” and assist students with resolving conflicts that may occur on the playground. An application and selection process will occur every September. Conflict and disagreements are a normal part of community, and often happen when children get together at recess and lunch. Through conflict management, our goal is to teach students several positive ways to deal with these difficult situations on their own and empower them to problem-solve without relying solely on adults.

Our 4th-grade “Conflict Managers” will be handling “small” problems during recess and lunch and will not handle any situations involving behaviors that require adult intervention, such as verbal or physical altercations. In addition, our regular playground

staff will continue to supervise during these times. The conflict management program teaches specific skills that can be used to solve problems among peers and in everyday life. Our instructional strategies are based on the program known as 'Kelso's Choice.' If you would like further information on this program, go to this website: <https://kelsoschoice.com/home/>.

Classroom Expectations

At St. Francis of Assisi Catholic School, we believe every student is capable of learning, growing, and making positive choices. Classroom expectations are designed to foster a safe, respectful, and engaging learning environment where all students can thrive. Each teacher establishes classroom procedures and behavior expectations that promote responsibility, mutual respect, and academic success. These expectations and classroom policies are shared with families at Back-to-School Night, and parents are encouraged to review them with their child.

We recognize that mistakes are part of the learning process. When behavioral concerns arise, our goal is to help students reflect on their choices, understand how their actions affect others, repair relationships when appropriate, and develop strategies for making better decisions in the future. Parents are valued partners in this process and will be contacted when additional support is needed. Students who demonstrate ongoing behavioral concerns may participate in a collaborative behavior support plan designed to promote growth and success.

Student Expectations

Students are expected to:

- Follow school and classroom expectations with integrity and responsibility.
- Listen attentively and follow directions the first time they are given.
- Treat teachers, staff, substitutes, volunteers, and classmates with kindness, courtesy, and respect.
- Arrive on time, in proper uniform, prepared with the materials needed for learning.
- Complete assignments and homework to the best of their ability.
- Demonstrate a positive attitude, perseverance, and a willingness to learn.
- Care for school, classroom, and personal property.
- Contribute positively to a classroom community where everyone feels safe, valued, and respected.

Opportunities for Growth

When students experience challenges in meeting classroom expectations, teachers will work with them to reflect on their choices and make positive changes. Behaviors that may require

additional support include, but are not limited to:

- Arriving late to class.
- Being unprepared for learning.
- Not following classroom procedures or directions.
- Speaking or acting disrespectfully toward others.
- Making choices that disrupt learning.
- Demonstrating a lack of responsibility or self-control.
- Violating the school's Academic Integrity Policy.
- Using technology inappropriately.

Restorative Responses and Support

Teachers respond to behavioral concerns with the goal of teaching, restoring relationships, and helping students grow. Responses may include:

- Gentle reminders, redirection, or reteaching expectations.
- Restorative conversations that encourage reflection and accountability.
- Opportunities to repair harm or restore relationships when appropriate.
- Age-appropriate classroom consequences that reinforce learning and responsibility.
- Communication with parents to build a partnership in supporting the student.
- Collaborative conferences involving the student, parents, teacher, and/or administration.
- Individual behavior support plans for students who would benefit from additional guidance.

Our goal is to help every student develop self-discipline, empathy, accountability, and respect for others while building a classroom community rooted in faith, compassion, and excellence.

Bullying

St. Francis of Assisi School is committed to providing a safe, supportive, and positive learning environment that respects Christian values and is free from harassment, bullying, or hazing. We believe that all students, staff, and parents have the right to be protected from bullying and abusive behavior.

Conflict is an age-appropriate part of growing up. Bullying is defined by the American Psychological Association (APA) as a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. When developmentally appropriate conflict crosses the line, we have to both educate and protect. The ongoing and long-term objective of the policy is to increase awareness of mean behaviors and eliminate bullying in our school. Students are encouraged to find solutions to issues of bullying. We aim to ensure that individual cases of bullying will be

dealt with consistently and in a constructive and fair manner when they occur.

A student who feels that he/she has experienced bullying behavior is encouraged to confront the offender and clearly state that the behavior or conduct is offensive and needs to stop. If the bullying behavior continues, or the student is not comfortable confronting the other student, he/she has the responsibility to report the bullying as soon as possible to their teacher or another adult. The teacher will investigate the complaint and determine what action to take, including a verbal or written warning/reprimand, appropriate classroom discipline, or referring the matter to the administration. If necessary, the teacher will contact the student's parents.

Any student who is not directly being bullied, but is an observer or third party who is offended by the behavior witnessed, should bring the behavior to the attention of their teacher so the actions being witnessed can be investigated and corrective action taken. Students who are bystanders and witnesses have a responsibility to demonstrate compassionate support for the targeted student and to report dangerous behavior and/or situations to their teacher.

When bullying is reported, it is taken seriously. All reports of bullying will be investigated. Faculty and staff work with the person who is being bullied to help them feel safe. Faculty and staff also work with the person or people who are bullying to change the bullying behavior. When appropriate, faculty and staff will work with all parents and students involved. When appropriate, faculty and staff will involve the school counselor in supporting students.

If the school determines that bullying has occurred, the administration will take immediate remedial action in accordance with the circumstances involved. Any student determined by the school to be responsible for bullying behavior will be subject to appropriate action including verbal/written warnings and/or reprimands, conference with students and parents, exclusion from a school activity, the requirement of counseling (on or off-campus), and taking disciplinary action as warranted (i.e. detention, suspension, lowered conduct grade, and expulsion) by the severity of the situation.

Fighting

Fighting is defined as assault or any threat of force or violence directed toward anyone.

Grades K-2:

1st incident: Parent notified

Appropriate disciplinary action is taken in conjunction with grade-level guidelines

2nd incident: Parent notified

Immediate in-school or at-home suspension

The student is placed on Behavior Probation

Appropriate disciplinary action is taken in conjunction with grade-level guidelines

3rd incident: Parent notified

Student sent home for independent study - 1 day suspension

Appropriate disciplinary action taken in conjunction with grade-level guidelines

Grades 3-8:

1st incident: Parent notified

Immediate in-school suspension or home suspension

Appropriate disciplinary action taken in conjunction with grade-level guidelines

2nd incident: Parent notified

Student sent home

1-2 day suspension; Student placed on Behavior Probation

Appropriate disciplinary action taken in conjunction with grade-level guidelines

3rd incident: Parent notified

Parent-school conference

Student sent home; up to 5-day home suspension or expulsion with independent study.

Appropriate disciplinary action taken in conjunction with grade-level guidelines.

Probation reviewed to determine continued enrollment.

Harassment

As Christians, we believe that persons are created in the image of God and have dignity and worth. St. Francis of Assisi Catholic School affirms that any form of harassment, whether sexual, verbal, written, physical, or visual, is strictly forbidden. Accordingly, and in faithfulness to its mission, St. Francis of Assisi School does not tolerate any form of bullying, harassment, or disruption of the educational process or work environment. All students and employees are to be treated with respect. It is the responsibility of the

student, administrator, teacher, parent, staff, aide, volunteer, visitor, or guest to conduct themselves in a manner that contributes to a positive school environment.

Harassment occurs when an individual is subjected to treatment that is hostile, offensive, or intimidating because of the individual's race, creed, color, age, gender, ancestry, physical or mental disability, or medical condition. The conduct must be sufficiently deliberate, severe, or pervasive to have a negative impact upon the student or to create an intimidating, hostile, or offensive educational environment. The School will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, professional, and thorough manner.

Prohibited harassment includes, but is not limited to, the following behaviors:

- **Sexual:** Unwelcome sexual advances, requests for sexual favors, sexual demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, epithets, and other verbal or physical conduct of a sexual nature.
- **Written:** Suggestive, obscene, or hostile letters, notes, or invitations (electronic or paper).
- **Physical:** Unwanted, unkind, immoral, and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.
- **Visual:** Leering, gesture, display of sexually suggestive objects, pictures, videos, cartoons, drawings, or posters (electronic or on paper).

The prohibition against bullying and harassment applies to all students, employees, volunteers, and parents in school buildings, on school grounds, while going to or from school, or at any time while representing the school or attending a school-sponsored activity.

St. Francis of Assisi Catholic School is committed to a "zero indifference" approach which means that any and all witnessed or reported incidents of harassment will be addressed appropriately, which may include written warnings and reprimands, conference with students and parents, exclusion from a school activity, the requirement of counseling, and taking disciplinary action as warranted (i.e. detention, suspension, lowered conduct grade, and expulsion) by the severity of the situation. The primary goal of corrective action is to stop the problem and prevent it from happening again.

Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline, as students of Diocesan schools are expected to conform their lives to Christian principles at all times.

Levels of Intervention

We expect all students to follow the policies outlined in this handbook. We have many teachable moments throughout the school year. Below are our levels of intervention:

- Level 1 - Faculty / Staff
- Level 2 - Teacher contacts the parent via email or in person
- Level 3 - Dean of students / coaching / parent contact / conference / counselor / campus ministry
- Level 4 - Assistant Principal/parent contact
- Level 5 - Principal - parent / teacher / student conference

Detention

Detention will take place on Wednesday before school at 7 am. Students will work with the faculty to help prepare the campus for school opening.

Suspension

A student may be suspended from school for serious or chronic violation of school rules and/or procedures. The length and type of suspension are determined by the administration based on the nature and seriousness of the incident/violation. The suspension is for a period of one to five days. Parents will be notified and will be required to meet with the administration.

In-School Suspension

Students are removed from the classroom and regular participation in school life, but continue their schoolwork at school. A suspended child may not participate in any school-related activity, such as sporting events, dances, field trips, etc., and must keep up with school assignments. Students must be dropped off and picked up at the office.

Out-of-School Suspension

Students are removed from school for a period of time. A suspended child may not participate in any school-related activity, must keep up with regular school assignments, and may not be permitted on the school grounds unless accompanied by a parent.

Students may be suspended for the following reasons but are not limited to:

- Blatant, willful, and/or persistent disrespect or defiance
- Defamation of character
- Blatant use of profanity/vulgarity

- Vandalize, deface, damage, or destroy school property
- Fighting, bullying, intimidating, or threatening a member of the school community
- Possession or creation of pornographic materials
- Truancy/skipping class
- Use, possession, sale, and/or distribution of vaping and/or tobacco products.
- Possession of pyrotechnics
- Tampering with a fire alarm
- Violations of Harassment Policy
- Reasons deemed appropriate by the Administration

Behavior Probation

A student may be placed on Behavior Probation for serious or chronic violation of school rules and/or procedures. The purpose of the Behavior Probation is to increase the student's awareness of his/her personal responsibility for monitoring his/her behavior and continued enrollment. While on Behavior Probation, the student is ineligible to participate in extra-curricular activities, including, but not limited to, sports, student government, yearbooks, field trips, and student dances. The length of the Behavior Probation is at the discretion of the Administration. Formal notice will be sent home.

Expulsion

The Administration may determine that a student's conduct and/or chronic violation of school regulations and/or procedures has sufficiently indicated an inability or lack of desire to remain a student at St. Francis of Assisi School. In such a case, the Administration will recommend the student's withdrawal/expulsion. Expulsion from the school requires the approval of the Lead Pastor and Superintendent of Catholic Schools.

In addition to continued violations listed under "suspension," students may be expelled for the following reasons:

1. Failure to maintain academic standards
2. Use, possession, and/or distribution of illegal drugs, prescription medication, and/or mood-altering substances, and/or drug paraphernalia.
3. Gang affiliation or association
4. Words and/or actions motivated by racism or bigotry
5. Possession of a weapon
6. Disorderly, lewd, obscene, immoral, and/or offensive conduct
7. Theft
8. Use, sale, distribution, or possession of any alcoholic beverage on or near school

premises.

9. Habitual truancy
10. Continued harassment
11. Assault or battery, threat of force or violence, and/or defamation of character, either physical, verbal, or in writing (including texting, emailing, blogging, Instagram, Snapchat, TikTok, or any other form of electronic communication) directed toward any school personnel or students.

Daily Schedule

School Hours

School begins promptly at 8:00 am for grades K-8. Students are tardy after the 8:00 am bell. Dismissal on Monday - Friday is at 3:00 pm. Early Friday dismissal is at 12:00 pm once a month or 1:25 pm on Early Release Fridays. Minimum day dismissal times are marked on the school calendar and are dedicated to faculty meetings and professional development.

Campus supervision begins at 7:30 am. Students are not allowed to be on campus without adult supervision prior to 7:30 am.

The school is responsible for the safety and supervision of all students on campus. Students who are not picked up by 3:15 pm or the end of carline, whichever comes first, or are not picked up from after-school make-up tests (times will vary), or are not picked up from enrichment programs by 4:00 pm, will be sent to the Extended Day Care Program. Students are not permitted to attend on Campus after-school events without adult supervision. Parents will be charged a registration fee (if not currently enrolled in Extended Care) and an hourly rate for this childcare service.

Students are never permitted to leave school grounds for any reason. Students who walk or ride a bike/ebike to or from school must have attended an eBike safety presentation and submit the completion certificate, and have parental permission on file in the school office. Permission notes must be submitted annually.

Lunch/Breaks

St. Francis offers one nutrition break and one lunch break. Please talk with your children about refraining from sharing food with other students, especially if he or she has food allergies. Parents who bring their students' lunch to school can place it on the shelf outside the Front Office, and students can pick it up during their lunch break. If a child does not have lunch for the day, they may call home from the Front Office. If needed, a student may be provided with an emergency lunch after parents have been contacted. A \$10 fee will be charged to the family's account for each emergency lunch provided.

Bell Schedule

Regular Day Schedule	Early Release Friday	Minimum Day (Noon)
7:30 - 8:00 AM- Student Arrival	7:30 - 8:00 AM- Student Arrival	7:30 - 8:00 AM- Student Arrival
8:00 AM- School Begins for ECE-8	8:00 AM- School Begins for ECE-8	8:00 AM- School Begins for ECE-8
9:40-10:00 AM- Recess (K-2)		9:37-9:57 AM- Recess (K-2)
10:30-10:50 AM- Recess (3-5)		10:05-10:25 AM- Recess (3-5)
10:50-11:10 AM Recess (6-8)		10:33-10:53 AM Recess (6-8)
11:35-12:15 PM -Lunch (K-2)		11:58 AM All School Prayer
12:25 -1:09 PM- Lunch (3-5)		12:00 PM Dismissal
12:43-1:18 PM Lunch (6-8)		
2:53- All School Prayer		
2:55- Dismissal Bell		

Drop-off and Pick-up Procedures

Parking Off Campus

Off campus parking is available at the Eastside Park, Santa Clara Church, and on the downhill side of the East Side Circle. Parking is never allowed on the uphill side of the East Side Circle or in the red zones on the downhill side of the street. To maintain safe and smooth traffic flow during drop-off, students and parents may not cross the school driveway in the morning. Therefore, parents should not park and walk from the Santa Clara parking lot in the morning.

Student Drop-off Procedure

Any students dropped off prior to 7:30 AM must be checked into morning extended care.

Carline drop-off will begin at 7:30 AM, Monday through Friday. Students in all grade levels may be dropped off in the carline. Once you have stopped in a designated drop-off zone on campus, your student will exit the vehicle. Drop-off zones begin at the coned area following the parking lot entrance to the Early Childhood building. Supervision will be provided to escort Kindergarten students to the entrance gate.

Students in Third through Eighth Grades who use walking passes may be dropped off at Eastside Park above the school and walk down the school side of the hill. Vehicles must continue up the hill to the parking lot of the park to drop off. Students may not exit vehicles on the hill up to the park. Staff will be present on the hill to help students. Parents may also park and walk their younger students to the school lunch tables for drop-off. Parents are not allowed in the classrooms in the morning.

Once you have stopped in a designated drop-off zone on campus, your student will exit the vehicle. Classrooms will be open daily, beginning at 7:50 am. **The tardy bell will ring at 8:00 am.**

Dismissal Procedures

2:55 PM DISMISSAL

Dismissal procedures will begin at 2:55 pm. Students in Third through Eighth Grades may use walking passes and meet their guardians in the designated waiting area in the Santa Clara Parking Lot. No student may walk to their car without a parent. Students who walk off-campus may pick up their younger siblings by waiting at the classroom's exit door and requesting their siblings be allowed to leave for dismissal. Siblings may not enter their siblings' classroom.

Guardians picking up in the carline will be invited into the parking lot at 2:50 pm by the

staff member on duty. Carline drivers must place a placard in the front window with the last name of the family/families being picked up and carline app QR code. Guardians will scan their QR code once they enter the carline and indicate which of their children they will be picking up. Students' names will appear on their classroom TV once the guardian has requested their dismissal. Students will be sent to the front gate and be directed to enter their family's car under school staff supervision. Guardians may not exit their vehicles at any time during carline pick up to ensure the safety of all.

Guardians may park at Eastside Park and walk to the gate to pick up their children. Walking guardians must also scan their QR on the back of their placard and indicate which children they would like released.

Early Childhood guardians may enter the parking lot at **2:30-2:45 PM** to line up if they have their ECE Family Placard displayed. Vehicles should pull forward to the ECE building. ECE will release students at 2:45 PM, where you will show the Early Childhood staff the Brightwheel QR code before releasing your student. At 2:45 pm ECE guardians must join the carline and scan their QR code.

State and local traffic laws are in effect on Esperanza Rd and East Side Circle, as well as in the school parking lot. Do not park on the red curbs in the school parking lot and on Eastside Circle. No U-turns on East Side Circle during drop off and pick up.

1. While waiting in the car line on the uphill side of East Side Circle, pull as far to the right as possible so you do not impede traffic. Do not block access to driveways or fire hydrants. No parking on the uphill side of East Side Circle.
2. Please do not make a left-hand turn from the right-hand lane when trying to turn onto Eastside Circle. It is unsafe, and the Sheriff's Department will issue traffic violation tickets.
3. Make sure that your children are ready to exit the vehicle, backpacks and lunches in hand, when their turn comes to unload
4. Students may NOT load backpacks into the trunk or back of vehicles in the carline.
5. Keep children in their seat belts while the vehicle is moving.
6. Handheld phone use is PROHIBITED BY LAW in the parking lot and while driving.
7. Monitor your children as they walk in the parking lot. Use the crosswalk.
8. Pets are not allowed on campus (except for Blessing of the Animals).

**ECE parents should refer to the information provided by the ECE program and director regarding dismissal times and parking lot procedures for the Early Release and Minimum Day Schedule.*

Uniform and Appearance

Philosophy of the Dress Code

The dress code is designed to help students develop a sense of modesty and decorum. It should educate them on what is appropriate dress for the proper time and place. It is the responsibility of the Administration and the Faculty of St Francis to regulate against and prevent the adoption of exaggerated or faddish hairstyles, clothing, jewelry, or any accessories that tend to draw attention to the wearer. The school does not see this as an infringement on personal fashion desires, for the student has many off-campus hours to dress as he or she wishes. However, attending St. Francis is a privilege, and the school expects its students to conform to a consistent and acceptable dress code.

Parents/guardians are responsible for ensuring that their children are dressed in accordance with the dress code policy before arriving at school. ALL uniform items must be from the school's contracted uniform provider, Vicki Marsha Uniforms. Their contact information can be found on the school website. The administration reserves the right to adjust the uniform/grooming policy based on school needs. Parents will be notified of any modifications regarding the dress and uniform code.

Uniform Guidelines

Regular Uniform Dress <i>The Early Childhood program is not required to have a uniform.</i>	Any article of St. Francis uniform clothing issued by Vicki Marsha Uniforms, and sweatshirts issued through spiritwear sales. (Note: Spiritwear T-shirts may be worn only on Fridays). • The PE uniform may only be worn on scheduled PE days (5-8, optional for 4). • In cold weather, girls may wear navy leggings under their uniforms. • Girls' skirts/skorts/jumpers must be no shorter than mid-thigh front and back. • White socks that cover the ankle or white/navy knee socks. Shirts must tucked in the learning area of the campus (classroom, quad) <i>Please refer to the Look Book on FACTS for guidelines on how to properly wear the school uniform.</i>
Formal Uniform Dress <i>(Mass Days and other</i>	Required Girl's Mass Uniform K-5

<i>Formal Occasions)</i>	• White short-sleeved oxford shirt (5-8) or a white Peter Pan Collared Blouse (K-4) • Green Long Sleeve Sweater, Vest or Cardigan • Jacket- green zippered or 8th -grade jacket (8th grade only) • Plaid skirt (5-8), Pinfeather Skirt (6-8), or Jumper (K-4) Required Girls' Mass Uniform 6-8 • White short-sleeved Oxford shirt (5-8) • A navy vest, navy sweater or school/8th-grade jacket • Navy pin feather 2-pleat skirt Required Boys' Mass Uniform K-5 • White Oxford shirt. • Navy pants. • A sweater: a green long-sleeve V-neck pullover, a vest, or a green cardigan. • Jacket: a green zippered • Belts must be worn if the item has belt loops. Required Boys' Mass Uniform 6-8 • White short-sleeved Oxford shirt • Khaki pants • A navy vest, navy sweater, school/ 8th-grade jacket. • Belts must be worn if the item has belt loops.
Non-Uniform Dress	• Jeans, pants • Shorts must be of modest length and provide full coverage • T-shirts, button-down shirts, blouses, sweatshirts. • Skirts, dresses (no shorter than mid-thigh) The following are not permitted on non-uniform dress days: • Baggy or oversized clothing. • Visible undergarments. • Tight or revealing clothing. • Torn/ripped clothing. • Sweats and pajamas • Political slogans on any piece of clothing or hat

	Guidelines • Socks and shoes must be worn according to the uniform dress code regulations. • Writing and images on clothing are not in accordance with Christian decency. • Pants/skirts/shorts not worn at the natural waist, clothing, tank, halter, mini dress/skirt, low cut, exposed or bare midriff or back, revealing neckline, backless, or spaghetti-string tops, "booty" shorts. • Clothing that is not clean, neat, and free from damage (i.e., no frayed edges, cut-off sleeves, holes, ripped/torn, etc.). • Short shorts or cut-offs • Only St. Francis branded hats are allowed
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General Grooming

Girls' Grooming	• Stud earrings/huggie hoops may be worn in the earlobe only. No facial piercings. • Changes in hair color or 2-toned color are not permitted. • Extreme or faddish hairstyles are not permitted • Hair accessories must match primary uniform colors: black, green, navy, or blue. • One simple religious necklace and bracelet is allowed. • Makeup and nail polish is not allowed.
Boys' Grooming	• Earrings/piercings are not permitted. • Hair cannot touch the eyebrows, go over the ears, or touch the top of the collar. • Hair must be neat and evenly tapered to blend into the short side. • Shaved lines or designs are not permitted in hair. • Extreme or faddish hairstyles are not permitted. • Changes in hair color or 2-toned color are not permitted.

	• Faces must be clean-shaven. • One simple religious necklace and/or bracelet is allowed.
Shoes	• Only black, white, navy, gray, maroon, or hunter green leather, or canvas shoes are allowed. • No pattern, checkered, or fluorescent shoes. • Shoelaces must be white or match the dominant color of the shoe. • No open-toe, slip-on, platform, heels, or boots are allowed. • Early Childhood – 4th-grade student shoes may use Velcro straps in place of laces.

In all instances, the school reserves the right to regulate against unbecoming fads or fashions that reflect negatively on the school or the person or do not reflect standards of Christian decency. The Administration has the discretion and final judgment regarding the appropriateness of any clothing or grooming.

Health and Safety

Emergency Procedures

Parents will be contacted by St. Francis of Assisi School staff whenever a student incurs a moderate or severe injury or sudden illness that occurs during school hours. For this reason, it is extremely important that all emergency information is up to date. It is also critical that parents keep all medical information current and on file at the school (i.e., allergies, medications, special illnesses, etc.) You must notify the school office when there is a change in emergency contact information or medical condition. In an emergency, the school will select an emergency care provider if the parent cannot be reached.

In any disaster, the campus will be secured. No child will be allowed to leave the campus until the child is properly signed out by a parent or a person authorized by a parent.

Procedure for student checkout during an emergency:

- Parents enter through the fire gate by the Early Childhood Building..
- Check in at the Student Release Center. Students will be brought to the Student Release Center.
- Go to the exit gate marked "STUDENT CHECK OUT".
- Turn in the emergency card for each child and sign out your student(s). Children will only be allowed to leave with authorized adults listed on the emergency contact form who provide a current ID. Therefore, it is critical that the emergency release form contains accurate and current information.

Parents will be notified through text, email, and/or social media.

Emergency Drills

St. Francis of Assisi School has detailed plans for responding to fire, earthquake, lockdown, and threats from outside the school. Directions for responding to these emergencies are located in each classroom. The faculty and staff are familiar with these procedures, and practice drills are coordinated monthly.

Emergency Information

Notify the school office and update your information on FACTS when there is a change of address or phone number. This is extremely important so that the emergency information cards can be kept up to date. Also, notify the office if your child has any

health issues that pose a health risk (i.e., allergies).

Food Allergy

St. Francis of Assisi School recognizes that food allergies are an important condition affecting many children. To minimize the incidence of food-related allergic reactions and balance our responsibility to maintain a safe environment for our students and the desire by many students to eat products containing nuts (i.e., peanut and jelly sandwich), St. Francis has established a “nut-free” zone in the EC and K-8 lunch areas. One table will be designated as “nut-free,” and any child who has a snack and/or lunch without nuts may sit at these tables at recess and lunch. The “nut-free” table will be open to any student who understands and agrees to bring only foods that are known to be “nut-free.”

Prevention is the best approach, and, therefore, parent AND student cooperation is needed to support a safe and healthy environment for all of our children. We expect your cooperation by:

- Teaching your child about food allergies, especially nut allergies.
- Explaining the importance of washing hands before and after eating, not sharing food, and not touching other students while they are eating.
- When bringing birthday treats to school, be aware that there may be students in your child’s class who have food allergies.
- If your child has any allergies that pose a health risk, notify the school office and your child’s teacher immediately.
- If your child is prescribed an inhaler or EPI-PEN, keep backup medication at school for emergency use. Authorization for non-medical school personnel to administer required or emergency medication at school in accordance with your authorized healthcare provider must be on file at the school office.

Immunizations

Effective July 1, 2016, California law (SB 777) requires schools to obtain documented proof of each student’s immunization status and maintain a record of the immunizations of each student. Parents must show their child’s Immunization Record as proof of immunizations for all new students at admission and all students advancing to Kindergarten and 7th grade before beginning the school year. A student without the required record of immunizations will be excluded from school until the immunization is obtained or an exemption is granted based on a valid medical exemption. Parents may ask a licensed CA physician to submit, to the state (through the state CAIRS portal), a written statement exempting a student from immunization (medical exemption). The written statement from the licensed physician must state (1) the physical condition or medical circumstance relating to the student are such that the immunization is not considered safe; (2) the specific nature of the medical condition; (3) the probable

duration of the medical condition; (4) circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization, and (5) that the student shall be exempt from the vaccines indicated by the physician's statement.

Medication at School

No medications (prescription or over-the-counter) shall be given to students by the school without written physician and parent/guardian consent. Any medication brought to school must be in the original container with the child's name and dosage to be administered. All medications must be administered through the health office. Students are not permitted to keep medications, vitamins, herbal supplements, or energy drinks in their backpacks or on their persons. The consent form for Medication Administration Authorization is available in the Front Office.

- Parent(s) or guardian(s) must complete a release from the student's doctor and parent stating the nature of the medication. Complete the "Parent/Guardian Authorization for Medication and Request for Administration of Medication" form and submit to the School Office, giving permission for the school office staff to supervise a child taking any medication (prescription or over-the-counter) per the doctor's instructions
- Medication that will be administered at school must be in the original labeled container. The student's name must be clearly visible on the label as well as the instructions (i.e., Take one tablet by mouth once a day)
- All medication will be kept in the Health Room. Students are not permitted to carry any medication, with the exception of a prescribed inhaler or EPI-Pen, with a physician's recommendation to carry by the student.
- The student is to come to the School Office for the medication
- Medication is not to be self-administered without the supervision of office staff
- Medication cannot be administered by teachers
- A parent or guardian may administer medication, but it must be administered in the Health Room.
- Non-prescription or "over the counter" (OTC) medications may not be brought to school or self-administered at school. If you wish your child to take these types of medications, you must bring them to the school and administer them to your child yourself in the Health Room or have a "Parent/Guardian Authorization for Medication and Request for Administration of Medication" form on file for the OTC medication.

The form "Administration of Continuing Medication by School Personnel," completed by a parent and their doctor, is required for the Health Room files, giving permission for the school office staff to supervise a child taking any medication (prescription or over-the-counter). At the prescribed time, the child

will come to the Health Room and take the medication. The school, however, cannot guarantee that your child will have the prescribed medication at exactly the time it should be administered. Children who use inhalers must leave the inhaler in the Health Room unless a physician's authorization is on file in the school office. If a child is taken off medication, please let the Health Room know so that we can correct his/her health card (from Diocesan and Private School regulations).

During the school day or after school, students are not allowed to have any type of medication, including aspirin or inhalers, on his/her person or in their book bag or lunch box. An adult will supervise to ensure that the correct dosage is taken; however, staff members do not directly administer medications. **Please note that St. Francis of Assisi Catholic School does not employ a registered nurse.**

Campus Safety and Security Protocols

At St. Francis of Assisi School, the safety of our students and staff is our highest priority. To maintain a secure campus, the following procedures are in place for all parents and visitors:

- All visitors must check in at the school office with a **valid photo ID** and obtain a **visitor's pass** through the **Verkada Guest Pass** system.
- Parents are required to use the **Verkada app** to unlock the office door, during school hours.
- To pick up your child from Extended Day Care parents must call the Extended Daycare number posted on the gate to have their children brought to the gate.
- Parents may not go directly to classrooms during school hours. All visitors must check in at the main office before entering any part of the school.
- Students may only be signed out at the school office by a parent or authorized adult. Identification will be verified before a child is released.

Security cameras and recording devices are in use 24/7 across campus. Gate access is managed confidentially, and updated passes are issued to each guardian. Please contact the IT Department for any technical support.

In the event of an emergency or disaster, the campus will be secured. **No student will be released** until they are properly signed out at the office.

Student Insurance

A student accident insurance program is in place to cover all students while attending school, participating in school-sponsored activities, or being transported to and from school or school-sponsored activities. Any incident must be immediately reported to the school and documented. Claim forms are available from the Business Office and **must** be filed by the parent/guardian.

Parents as Partners

The administration, faculty, and staff at St. Francis of Assisi School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Francis of Assisi School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Providing a good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

By choosing to enter into a partnership with St. Francis of Assisi School, we trust you will be loyal to this commitment. It shall be an express condition of enrollment that the parents/guardians of a student shall conform to the standards of conduct that are consistent with the Christian principles of the school. During these formative years, your child needs constant support from both parents and faculty in order to develop. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest to challenge, yet nourish, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, you, as parents, must investigate the complete story, which is your first step. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security.

It is essential that a child takes responsibility for the grades he/she earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to personal conduct. Together, school and parents are committed to a partnership as we support one another in helping your child become the best person he/she is capable of becoming.

As partners in the educational process at St. Francis of Assisi, we ask parents:

- To set rules, times, and limits so that your child:
 - gets sufficient rest on school nights
 - arrives at school on time and is picked up on time at the end of the day
 - is dressed according to the school dress code
- To provide structure so that your child:
 - learns good study habits, time management, and organizational skills
 - completes assignments on time
 - brings the necessary materials to school
- To work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school
 - To actively participate in school activities such as parent-teacher conferences.
 - To notify the school with a written note when the student has been absent
 - To notify the school office of any changes of address or important phone numbers
 - To meet all financial obligations to the school
 - To inform the school of any special situation regarding the student's well-being, safety, or health
- To complete and return to school any requested information promptly
- To read school notes and newsletters, and to show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers and staff with respect and courtesy when discussing student concerns

For the school to work effectively with a child, it is imperative that the home and the school be on the same page philosophically. Differences in philosophies will cause problems between the school, the parent, and the student. If the school philosophy is not supported at home, then a change to another school may be warranted.

Parent– School Communication

By attending St. Francis of Assisi School, a partnership is formed between parents and the school. Just as a parent has the right to withdraw a child, if desired, the school administration reserves the right to require withdrawal of a student based on in- and out-of-school behavior and if the partnership is irreconcilably broken.

St. Francis of Assisi School exists to provide the best educational and learning environment for all students entrusted in its care. The administration of St. Francis of Assisi Catholic School believes in

the importance of effective home–school communication. We want to be responsive to your needs, and we welcome constructive, respectful criticism of policies, programs, and operational decisions. Relevant and ongoing communication between school and home helps our students succeed. We work diligently towards creating real, sustained connections that support student learning. We ask that parents recognize and respect our professional responsibilities when contacting a teacher or administrator.

Conferences

Formal conferences are held for PS-8th-grade students in November via Google Meet, and an optional conference is offered in the Spring. Students in grades 6, 7, and 8 are required to be present at the Fall conferences. Parents may contact teachers as needed throughout the school year to collaborate to address a concern. Do not attempt to discuss parental concerns when the teacher is engaged in his/her professional responsibilities (i.e., instruction, supervising students at the beginning or end of the school day, or while attending meetings).

Process for Addressing Parent Concerns

If a parent has a concern that involves any school personnel, parents/guardians are asked to first contact the individual involved and arrange for a meeting to discuss the concern. To be responsive to the needs of our school community and to give our full attention when addressing your concern, please make arrangements for a conference. This does not apply to emergencies that require immediate attention. If a solution or agreement is not reached, the Assistant Principal may be contacted to help address the parent's concern. If a solution or agreement is not reached after talking with the staff member and the Assistant Principal, the Principal may be contacted. If a solution or agreement is not reached, the parent/guardian may then contact the Lead Pastor for assistance. If school personnel (teachers, staff, administration, and Pastor) are not able to resolve the matter, the parent/guardian may contact the Superintendent of Catholic Schools.

FACTS Student Information System

FACTS is a web-based student information system that enables parents to access family information such as WolfPack Weekly eNewsletter, downloadable forms, volunteer hours, attendance, school calendar, notifications, student academic records and grades, student behavior, and pay tuition. Parents are encouraged to utilize FACTS to monitor student attendance and make payments to keep accounts current at all times. FACTS may be accessed from any computer with Internet access or via the FACTS app. They are password-protected web-based programs available to parents and students.

Teachers input assessments within a one-week posting cycle. Long-term projects and absentee work may take longer to grade, but will be posted in a reasonable amount of time. Please check FACTS regularly to review recent posts of graded work. Contact the teacher if you have a question about information posted on FACTS.

Progress Reports

Parents receive weekly grade reports on Sunday evening for students in Kinder - Eighth Grade. When a student has a missing assignment or grade lower than 50% entered into FACTS an email will be sent to parents that evening.

Student Learning Assessment

St. Francis of Assisi Catholic School utilizes the required Diocesan Student Learning Assessments (report cards). They are issued electronically three times a year, at the end of each trimester, in November, March, and May. Student Learning Assessments may be withheld in extraordinary cases of lengthy absences to provide time for make-up work. Parents are asked to keep the Student Learning Assessment (report card)

Extended Learning/Homework Notifications

Teachers rely on digital communication to notify parents of weekly announcements, homework, and classroom updates.

- Kindergarten - First Grade utilizes SeeSaw
- Second - Eighth Grade teachers maintain Google Classroom. Parents receive nightly email updates on all their students' Google Classrooms. Parents can click on links and view student work via the email updates.

School Website

St. Francis of Assisi School website, www.sfayl.org.

Weekly eNewsletter– Wolfpack Weekly

The St. Francis of Assisi Wolfpack Weekly eNewsletter is our primary source of school communication to share important and relevant information to our families on a regular basis. With the Wolfpack Weekly, our focus is on sharing information that helps to foster a sense of belonging and build respectful and trusting relationships among our families, school staff, and community members. Sent out each Friday evening, this weekly publication contains reminders, links, documents, and announcements our community can utilize to stay current with activities and events on campus. Parents will receive a Remind Text notification and email of the newsletter being posted to our FACTS Family Portal under Resource Documents/Newsletters.

Remind Text Alerts

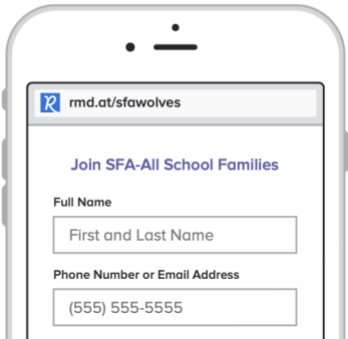
Remind is used for digital text alerts to parent cell phones. The Remind system is used for school-wide announcements as well as for classroom and after-school activities. To join the schoolwide Remind notifications

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/sfawolves

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message @sfawolves to the number 81010.

If you're having trouble with 81010, try texting @sfawolves to (415) 813-2648.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/sfawolves on a desktop computer to sign up for email notifications.

Personal Belongings

St. Francis of Assisi School is not responsible for lost or stolen articles. Students bring items to school at their own risk. Any item not approved or appropriate for the school environment will be confiscated and may require parent pick up.

All personal belongings and articles of clothing must be kept safely on the student, in their backpack, or in an area designated by the teacher in the classroom (i.e., desk). Students are advised not to bring valuables to school. Students should not bring more money than what is needed for a specific event or activity. Loss of books or other personal property should be reported to the student's teacher.

Personal property left unattended will be placed in Lost and Found. It is the parents' and students' responsibility to reclaim items from Lost and Found. Unclaimed items will be removed and donated at the end of the school year.

Students may not bring electronic devices to school, including, but not limited to, handheld game systems, Kindle/Nook, Apple/Fitbit watches (that are connected to a phone/iPad), AirPods, and cameras, unless permission is granted by your teacher. Students may not possess laser pens/pointers of any kind on campus.

Cell Phone Policy

The school encourages students to keep their cell phones at home. However, should a student in Grades 4 or below bring a cell phone to campus, it must be turned off and kept in his/her backpack all day. If a student in Grades 5-8 brings a cell phone to campus, he/she must place it in the phone locker in each classroom at the beginning of each class. Devices such as AirPods and smart watches are not allowed. The school is not responsible for the loss or damage to these devices.

Off-campus personal device use is the responsibility of the student's parents/guardians to monitor. Any personal device harassment concerns brought to the attention of the school's Administration will be immediately reported to the parents/guardians of all students involved.

- **First offense:** Detention - Parents must pick up the phone at the end of the day from the school office.
- **Second offense:** One day in-school suspension- Parents must pick up the phone at the end of the day from the school office.
- **Third offense:** Two-day out-of-school suspension. Loss of field

trip/extracurricular activities—Parents must pick up the phone from the school office at the end of the day.

School Student Activities

Student Leadership Team

Participating on the Student Leadership Team is a privilege and requires students to display strong organizational and collaboration skills and commitment to service. The Student Leadership Team is composed of officers and representatives from Grades 5 - 8. The Student Leadership Team elections take place in the spring preceding the next school year. These students aid the faculty in planning and coordinating the extra-curricular activities of the school. Members of the Student Leadership Team must maintain a grade of "C" or better in academic subjects and an "O" or better in conduct. A member of the Student Leadership Team who falls below the minimum academic and behavior standards will be placed on probation for a period of time determined by the Student Leadership Team Moderator. A member of the Student Leadership Team who fails to meet the terms of their probation will be removed from their position.

Athletic Programs

Participating in an athletic team at St. Francis of Assisi School is a privilege subject to responsibilities. Through participation on a team, we hope to provide a rewarding experience that promotes personal growth, good sportsmanship, and positive self-esteem. Most importantly, we require all participants, including coaches, students, school parents/guardians, and other adults, to represent St. Francis of Assisi School with the highest degree of good sportsmanship and Christian behavior. Failure to uphold such values may lead to disciplinary action, including suspension or termination from participation in the program. Students must maintain a "C" grade or higher in all subjects to be eligible to participate on a school sports team. A student who has a grade below a "C" in any subject will be placed on probation for the purpose of the team. If a student on probation fails to bring his/her grade up to the "C" level by the next test/project, he/she is not eligible to participate on the team until the grade is "C" or higher. Student grades will be evaluated at the beginning of each sports season to determine eligibility.

The Athletic program at St. Francis of Assisi School is under the direction of the Athletic Director and the Principal, and follows the directives of the Diocesan Parochial Athletic League (P.A.L.).

Eligibility

At the start of the school year, all students in Grades 5-8 are eligible to play on a school-sponsored sports team. The varsity or "A" team is open to students in grades 7-8, and the junior varsity or "B" team is open to students in grades 5-6. Boys' sports are football, basketball, roller hockey, and volleyball. Girls' sports are football, basketball, roller hockey, and volleyball. A new student who enters the school after the school year has begun must receive the approval of the classroom teacher and the Athletic Director before participating in the sports program.

Students must be in attendance for a minimum of one-half day in order to participate in a practice or game. Students who receive a detention will not be allowed to participate in or attend an after-school activity (i.e., practice, game) on the day their detention is served. Detentions will not be rescheduled to accommodate an after-school activity (i.e., practice or game). A student who receives a third detention in one trimester will not be allowed to participate in after-school activities for three school days from the day the third detention is served. A student who is suspended from school will not be allowed to participate in after-school activities for five school days from the day the suspension is served. These activities include any practices, games, or scheduled tournaments.

Academic Probation

Students must maintain a "C" or higher in all subjects to be eligible to participate in an extra-curricular activity, i.e., school sport team, student council, or choir. A student who has a grade below a "C" in any subject will be placed on probation for the purpose of the team or activity.. If a student on probation fails to bring his/her grade up to a "C" by the next test/project, he/she is not eligible to participate on the team or activity until the grade is a "C" or higher. Student grades will be evaluated at the beginning of each extra-curricular activity to determine eligibility.

Behavior Probation

Should a student receive three detentions in a trimester/or a suspension, they may be placed on probation and may be ineligible for extra-curricular activities. A student may be placed on behavioral probation at any time. The behavior plan will outline the timeline and expectations for behavior correction.

A non-refundable sports fee is paid at the beginning of each sports season.

Failure to return sports uniforms and equipment in good condition will jeopardize eligibility for the next sports season. Parents are financially responsible for lost or damaged uniforms.

Students Attending After-School Sport Activities

Students who remain to watch after-school games need to be with a guardian. Students who are in car pools and want to stay to attend a game may remain if their guardian or the carpool driver accompanies them. Students are required to abide by the uniform policy while attending after-school games. Student supporters and athletes are expected to represent St. Francis of Assisi School with the highest degree of good sportsmanship and Christian behavior.

School Policies and Procedures

Access to Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) states that the parent or legal guardian has the right to inspect and review all official records, files, and data directly related to their student, including material incorporated into each student's cumulative folder and intended for school use. If you wish to review your student's records, please submit a written request to office@sfayl.org for an appointment and provide 24- hour notice.

Birthday Observances

Birthday observances are seen primarily as a family celebration to be observed at home, rather than as part of the educational program. Please do not send flowers or balloons to school for the birthday child. Parents who have birthday parties at home for students are encouraged to include all children in their child's class, i.e., all the girls or all the boys. Unless everyone in the class is invited, birthday invitations should not be distributed at school. The school or the teacher is not responsible for the distribution of any party invitations.

Grades K-8 may observe birthday celebrations during recess or lunch with a **small treat** (cupcake, cookie, or doughnut) for the class provided by parents, as authorized by the classroom teacher. Teachers must be notified in advance about celebrations that take place during school.

Emergency Information

It is necessary for parents to keep family personal and emergency contact information current in FACTS. Update FACTS as needed and notify the office when there is a change of address or phone number. This is extremely important so that emergency information can be kept up to date. Also, notify the office if your child has any health issues that pose a health risk (i.e., allergies).

Forgotten Classroom Items and Lunches

To maintain an uninterrupted learning environment and to promote student responsibility, the school office *will not* interrupt the classroom, except for an emergency, to:

- Deliver phone messages
- Deliver items (i.e., forgotten homework, books, supplies)
- Deliver lunches

Forgotten classroom items, delivered to the office, will be picked up by the student at a break in direct instruction.

Forgotten lunches should be clearly marked with the student's name and placed on the shelf outside the office. Remind your students that if they ever forget their lunch, to check the school office shelf in case one was delivered by you.

It is requested that all uniforms, sweaters, jackets, P.E. clothes, book bags, and all personal property of the students be **labeled with their names**.

Lunch Program

An optional fee-based school lunch program is offered through an outside vendor. Information about the school lunch program is available on the school website, in the front office, or at the vendor website.

If a child does not have lunch for the day, they may call home from the Front Office. If needed, a student may be provided with an emergency lunch after parents have been contacted. A \$10 fee will be charged to the family's account for each emergency lunch provided.

Photographing and Videotaping Students

St. Francis of Assisi School supporters, students, parents, and friends are occasionally asked to be part of school publicity, publications, technology presentations, and/or public relations activities. In order to guarantee personal privacy and ensure your agreement to participate, the School requires parents to sign and submit the Publications, Video, Internet consent, and Technology Presentation Release Agreement at the time of registration.

While at school, your child may be photographed or videotaped by members of the school staff and by parents. The school staff may only use student pictures in accordance with the release agreement signed by parents. Parents are strongly cautioned against posting photos of students or school activities to non-school websites. Please be advised that not all students are cleared to post photos. Any posting of photos must be cleared through the classroom teacher. Unauthorized recording or publication of campus activities is strictly prohibited, especially inside classrooms. The school shall retain all intellectual property rights in all recordings made on campus, and subject matter may be subject to copyright.

Student Social Events

Off-campus social events and parties outside of school hours are the responsibility of parents and guardians. The school encourages adequate supervision at such events,

but has no responsibility for any of the activities or for the students' safety. For junior high students, provisions are made for school-sponsored socials so that students can experience and develop social attitudes associated with the school philosophy.

Visitors at School

All visitors to our campus must check in at the school office with a valid ID to receive a visitor's badge. No one, including parents/guardians, may enter a classroom while class is in session to speak to a teacher or student. All visitors must check out through the school office.

School Property

Students are expected to treat all school property with respect. This includes keeping the classrooms and grounds clean and litter-free, using all equipment properly, and taking care of books.

Parents are responsible for replacement costs for lost or damaged books or other school property (i.e., library books). The classroom teacher, librarian, or administrator will contact the parent to report lost or damaged school property.

School Services

Extended Day Care Program

St. Francis of Assisi School supports the families of working parents by providing supervision and guidance before and after school in a safe and nurturing environment. The program is an extension of St. Francis of Assisi School and follows the philosophy, goals, discipline, and standards of the school.

The Diocese requires that only students enrolled at a given school be permitted to attend their school's Extended Day Care Program. Therefore, only students enrolled in EC - 8th grade at St. Francis of Assisi School are allowed to attend the Extended Day Care program.

The Extended Care Program is not open on days when school is not in session.

Tuition is paid monthly through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through debit to a checking or savings account, or by

credit card. Automatic monthly payments are debited on the 5th or 20th of the month.

Students who are not picked up at the end of the school day by 3:15 p.m or end of carline whichever comes first. (excluding students in after-school activities), or not picked up from after-school make-up tests (times will vary), or not picked up from enrichment activities at 4:00 p.m., will be sent directly to the Extended Day Care Program. Parents will be charged a registration fee (if not currently enrolled in Extended Care) and an hourly rate for this childcare service. Children (enrolled or drop-in) must be picked up by 6:00 p.m. Each family will be granted one no-charge drop-in per year.

Consult the Extended Care Handbook for detailed information about policies and procedures.

Technology

The Diocese of Orange Catholic Schools provides a network and an Internet connection to:

- Support the Mission of the Catholic Church
- Promote educational excellence
- Promote resource sharing
- Promote innovative instruction
- Promote communication
- Prepare students to live and work in the 21st century

Teachers, other members of the instructional staff, and administrators are authorized to use the network and Internet connections for instruction, professional development, training, research, and communications related to the curriculum.

Students are authorized to use the network and/or internet only for educational learning, research, and communication related to the curriculum. The Acceptable Use Policy covers all areas relating to technology including, but not limited to, all hardware, software, data, communication lines and devices, printers, external hard drives, flash drives, firmware, servers, desktop and laptop computers, handheld media devices, smart TV's, school Websites, the Internet and local wide area networks. Use of these devices during school and after school must be (1) in support of education and research, (2) for school business, (3) in support of the mission of the Diocese of Orange Catholic Schools and St. Francis of Assisi Catholic School, and (4) in accordance with all state and federal regulations.

The informational technology system at each school facilitates the sharing of information with local communities, including parishes, parents, stakeholders,

students, and the community at large. The technology system also provides the capability to communicate globally, especially for education and global project-based learning.

Access to St. Francis of Assisi Catholic School's technology is a privilege, not a right. Violation of any of the provisions described in this document will result in disciplinary action. *Refer to the Acceptable Use Policy in the Appendix.*

Tuition and Fees

Application and Registration Fees

Application Fees and Registration Fees are due at the time of application or registration. Information about fees is included in application/registration packets. Any check returned by the bank will be charged a \$35 NSF charge. Fees are non-refundable.

Tuition

Tuition is established annually by the Pastor and the Principal. Information about the upcoming year's tuition and fees will be published in the spring and announced at the general parent meeting. The difference between the annual tuition and the actual cost of education per child is met through the annual fundraisers sponsored by the school. All families are strongly encouraged to support school fundraisers.

Tuition is paid monthly over a 10 or 12-month period beginning in July through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through debit to a checking or savings account, or by credit card (fee added by FACTS). Automatic monthly payments are debited on the 5th or the 20th of the month.

As per the terms and conditions of the FACTS Automatic Tuition Payment Agreement, in the event your financial institution returns a payment, a \$35 FACTS Returned Payment Fee will be automatically processed from the account provided. This fee excludes any fees charged by your financial institution for an NSF debit attempt.

Tuition Assistance

Tuition assistance is available to registered families with demonstrated need through their home parishes or through the St. Francis of Assisi Catholic School Tuition Assistance Program. To be considered for financial assistance, a family must complete the required FACTS Tuition Aid Analysis application by the application deadline and must remain current with the tuition payments.

Delinquent Tuition

St. Francis of Assisi Catholic School is dependent on the good faith of its families to keep their tuition accounts current. This income allows the school, in turn, to fulfill its obligations to its employees and other vendors. Families who are unable to pay their tuition must notify the Business Office to request an alternative payment schedule. Failing to pay tuition according to the agreed schedule and failing to make suitable alternative arrangements with the school will result in the child(ren) being removed from the school. Tuition must be current at the end of the month for students to attend the following month. Students of families with delinquent tuition and/or fees may not

be permitted to participate in co-curricular programs and activities, including but not limited to: extended care, sports, theater arts, and student council.

St. Francis of Assisi Catholic School reserves the right to seek collection of delinquent tuition through an outside collection agency. If you incur an outstanding balance and the school has to resort to a collection service and/or legal means to enforce collection of this balance, the parent/guardian will be liable for the cost of collection, including interest, court costs, and attorney fees.

Delinquent Tuition from the Previous Year

All tuition account balances, including any late fees, must be paid in full by June 20th. Failure to pay your tuition and/or late fees in full will result in the forfeiture of your placement for the next school year.

Tuition Refunds

St. Francis of Assisi School plans and commits to tuition rates and fees, faculty and staff levels, and various other overhead costs, based on projected student enrollment. At the time of registration, students' "seats" are reserved for the year, and subsequent withdrawals create a financial shortfall. Therefore, St. Francis of Assisi has implemented the following tuition refund policy:

- 100% tuition credit will be given for withdrawal before the start of the school year.
- A prorated tuition credit will be given for withdrawal during the school year. The credit will be calculated based on the number of complete months missed because of early withdrawal. Any month in which a student attends classes will count as a month of school and will not be credited.
- The Registration Fee and Class Fees are non-refundable. Other fees will be reviewed on a case-by-case basis.
- Any remaining unpaid tuition and fees (after any withdrawal credits have been processed) become immediately due and payable upon withdrawal.
- An overpaid financial balance will be promptly refunded upon withdrawal.

Non-payment of tuition and/or fees constitutes a serious breach in the parents'/guardians' obligation to, and agreement with, St. Francis of Assisi School. If non-payment of tuition and fees under the payment option selected by the family occurs, the school may take collection action, unless an acceptable alternative arrangement has been approved in writing by the school administration.

Re-Enrollment

Parents/Guardians are expected to meet their financial obligations, participate in the SCRIP Program, and complete the 20-hour service requirement as a prerequisite to re-enroll and continue enrollment in the school.

Registration for returning students takes place in the Spring, usually in March/April. Online registration must be completed in FACTS by the assigned date. Registration fees will be due prior to May 1 and paid through your FACTS payment account. Any registration that takes place after May 1 will require all registration fees to be paid at the time of registration. All financial obligations must be current to re-register and reserve a space for the upcoming school year.

The FACTS system will automatically create a new payment plan for the school year after registration is complete. It is the family's responsibility to notify FACTS about any changes to their FACTS payment account (i.e., financial accounts, contact information, etc.).

To register for the upcoming school year, students are expected to abide by all requirements and expectations as designated in the Parent-Student Handbook, in particular, satisfactory behavior and satisfactory academic standing. Parents will be notified should there be an indication of academic and/or behavioral difficulties that may jeopardize a student's continued enrollment.

Under normal circumstances, a child is not to be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative and/or destructive attitude of parents might so diminish the effectiveness of the school in acting "in loco parentis" that continuation of the child's enrollment in the school is not possible. Should a manifest lack of agreement reach the point where the school judges that the necessary and appropriate relationship no longer exists, the family will be asked to withdraw the student from the school.

Volunteer Policies and Procedures

School-Sponsored Trips

St. Francis of Assisi School sponsors field trips as part of the curriculum. The following procedures are to be followed:

Field Trip Guidelines

- Only parents with proof of completed fingerprint clearance, Safe Environment Training, and confirmed drivers/chaperones can accompany the class on field trips.
- All Volunteer Driver Responsibilities must be completed prior to the field trip.
- Only parents assigned to the field trip may attend. Please do not meet at the trip location unless you are instructed to do so. Meeting at the location, although well-intended, causes a disruption to the organized program and the planned supervision and assignments, and increases our liability as a school.
- Only employees of a contracted agency, school personnel, and chaperones may accompany students on the school-sponsored trip. Siblings are not allowed to attend field trips.

Volunteer Driver's Responsibilities

When transporting students on school-sponsored trips/activities, all parents/guardians must adhere to the following Diocesan directives:

- Drivers must be at least 25 years of age.
- Drivers must be fingerprint cleared and complete Driver Safety and Safe Environment training.
- Drivers must complete and sign a Volunteer Driver form.
- Drivers must have a current, valid, unrestricted driver's license with a copy on file in the School Office.
- Drivers must carry liability insurance on the vehicle that is used. (Minimum Bodily Injury Liability coverage must be \$100,000 each person - \$300,000 each occurrence.) A copy of the insurance declaration must be on file in the School Office before the vehicle is used to transport students.
- One seat belt must be provided for and used by each occupant of the vehicle.
- No private (non-chartered) vehicles, including vans with more than nine seats, may be used. No one is allowed to ride in the bed of a pickup truck.
- Transport students to and from the destination without stopping at other locations, i.e., fast food restaurants, errands, etc.
- Drivers must carry an EMERGENCY INFORMATION form for each student at all

times. It authorizes you to transport the student and also authorizes any necessary medical treatment.

Volunteer Fingerprinting/Safe Environment Training

To meet federal, state (AB 506), and county guidelines, the Diocese requires that all volunteers who have contact with students **MUST** be fingerprinted and Safe Environment trained prior to volunteering. Information regarding fingerprinting and Safe Environment training can be picked up from the school office. For the safety of our students, you may not volunteer until you have completed these two important requirements.

Fingerprint and Safe Environment paperwork must be on file at the School Office, even if you have already been fingerprinted through another entity. It is recommended that you request this paperwork in a timely manner, as it can take as long as 10 working days to receive clearance after the fingerprinting process has been completed.

Appendix: Technology

Diocese of Orange/SFA Acceptable Use Policy

Student Acceptable Use Agreement

St. Francis of Assisi Grades K-8

Year 2026-2027

I understand that access to the St. Francis of Assisi network computers, technology devices, and Internet is a privilege that is subject to the following rules:

1. **Technology Privacy:** Computers and other technology devices are tools for schoolwork. Each student has his/her account and/or logins on the network and is assigned storage areas. These accounts and folders are only for my assigned usage. I will not trespass within other students' accounts or folders. I understand that the instructor may view my digital school work and school communications at any time.
2. **Online Privacy:** To protect my identity, personal information such as my last name, address, telephone number, school name, cell phone number, screen name, and password is never to be given out.
3. **Legal Issues:** I am aware that equipment vandalism will not be tolerated. I will not install or download anything found on the Internet, including software, MP3 files, pictures, etc., without direct permission from the instructor. I also understand that the installation of certain files can damage the computer and may be considered vandalism.
4. **Copyright and Plagiarism:** I will cite all my resources in the proper research format for all text and other research items used, including pictures, MP3 files, videos, etc. I will respect copyright laws.
5. **Inappropriate Materials or Language:** The use of profanity, offensive, or sexually explicit material and/or language shall not be used to communicate online. I understand that I shall not view, send, or access materials that do not comply with the School's standards. This includes, but is not limited to, materials I wouldn't show to my parents, teachers, or law enforcement. If suggestive, harassing, demeaning, or belligerent communication is encountered, I will bring it to the instructor's attention immediately. I will never respond to such messages.
6. **Safety Issues:** I will not use computers or any other technological device to participate in cyberbullying. If I come across any communications that are inappropriate, I will notify my instructor immediately. If I become aware of any student participating in cyberbullying, I will notify my instructor and/or an administrator. If I come across anything (picture, ad, website, etc.) on the Internet

that is inappropriate, then I will let the instructor know so corrective action can be taken.

7. **Social Media and Other Technologies:** I will not use social media and other technologies unless I meet the required age limits set by the social media terms of service

St. Francis Student iPad User Agreement

School Year 2026-2027

St. Francis of Assisi School is committed to providing excellence in education, enabling students to thrive in the 21st Century and beyond. We believe that the use of real-world technology tools has the potential to transform the educational process and encourage more active student engagement in learning.

In order to implement this vision and improve student learning experiences, both in and out of the classroom, all students will receive an iPad, case, charger, and Keyboard (2-8th). The policies, procedures, and information in this document apply to all school-owned iPads used at St. Francis of Assisi School. Teachers may set additional requirements for use in their classroom, but by signing below, I agree to the following terms of this iPad User Agreement.

General Information

While the students will have their iPads with them at all times, there will be certain times during the year when they will need to turn in their iPads.

Receiving your iPad

- Most students will receive their iPad at the beginning of each school year (including school-purchased accessories). At this time, students will receive preliminary training on their iPad. This will include login procedures, familiarization with school systems, and an annual review of this document.
- Students will receive their iPad each year along with this user agreement that needs to be signed by both the student and their parents/guardians. All students will receive a beginning-of-the-year technology digital responsibility information session with the Technology Team. Parents and guardians may be required to attend an annual orientation covering any revised policies.

Collection of iPads

- iPads must be returned to the Technology office at the end of each school year. During this time, the school may restore, update, and add programs to the iPads. Students will have an iPad returned to them at the start of the next school year.
- I acknowledge that the contents of the iPad will be deleted and the storage media reformatted in the course of repairs or at the end of the year.

- Students may be required to submit their iPads throughout the school year as deemed necessary. St. Francis of Assisi School reserves the right to collect an iPad for any reason.

Leaving St. Francis of Assisi School

- I understand that the privilege of using the technology resources provided by St. Francis of Assisi School is terminated when a student is no longer attending St. Francis of Assisi School. In the event that my enrollment with St. Francis of Assisi School ends, I will return the equipment (including school-purchased accessories) to the Technology Coordinator on or before my last day of school.
- I acknowledge that if the iPad or any of its school-purchased accessories are not returned to the school on or before leaving the school, the parents or guardians of that student are responsible for reimbursement or replacement. Should the student lose or damage their iPad beyond repair, the parent(s) are responsible for the replacement cost of the iPad (\$600), case K-5 (\$40), case 6-8 (\$110), keyboard 2-5 (\$25), and USB cord & charger (\$40), plus tax and shipping costs.
- If the iPad or its accessories are found to be damaged upon return, I acknowledge that the parents or guardians of that student are liable for any costs not covered by the warranty.

Care for the iPad

The screen of the iPad is delicate and expensive, and is particularly sensitive to damage from excessive pressure on the screen and at the corners. The protective case provided to you has sufficient padding to protect the iPad during normal use. Please observe the following rules to ensure that your iPad is not damaged:

- Do not lean on the top of the iPad or put excessive pressure on either the front or back surfaces.
- Do not put anything on the top of the iPad.
- Do not put the iPad on the floor.
- Do not remove the case provided by the school at any time.
- No food or liquid of any kind should be used on or near the iPad.
- Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- Cords and cables must be inserted and removed carefully from the iPad to prevent damage.
- The iPad must be placed in a protective sleeve backpack.
- iPads and iPad cases must remain free of any writing, drawing, stickers, labels, or other accessories. Students should not pick at or mark up the protective case in any way. Do not remove any serial numbers or identification stickers placed on the iPad or USB cord/charger by the school. If any of the identification stickers come off,

students are to notify the technology coordinator within one school day to arrange for a replacement.

Battery

iPads must be brought to school each day in a fully charged condition. It is the responsibility of the student to charge their iPad each evening. Students are not excused from work for failing to charge their iPad. Students will notify their homeroom teacher if their iPad is not fully charged when they arrive for their first-period class in order to arrange for work for the day. Students will receive a sign-in in their homeroom for not coming to class prepared. Students who arrive with a low battery will not be able to charge while on campus. Students are not to share or loan their power cords to other students.

Storage

Each student has been provided a case for their iPad. These cases have sufficient padding to protect the iPad during normal use. However, the case will not protect the iPad from negligence and abuse. Proper storing and handling of the iPad will prevent damage. Because of this, students are expected to adhere to the following rules:

Students must be careful when putting the iPad in a protective sleeve backpack so that pressure is not placed on the screen. iPads should never be placed at the back or bottom of a backpack, nor placed in an excessively full backpack.

If an iPad is stored within a backpack, do not toss or throw the backpack.

Never store iPads in sunlight or in extreme temperatures.

iPads are not allowed out at recess or lunch unless the student is attending the Study Hall

Water bottles should never be stored in a backpack with an iPad.

Under no circumstances should iPads be left unattended in or outside the backpack in unsupervised areas. Unsupervised areas include, but are not limited to, the school grounds and campus, the lunch tables, the library, unlocked classrooms, hallways, and the science lab. Any iPad left in these areas is in danger of being stolen/damaged. Unsecured iPads, if found, will be confiscated and taken to the Dean of Discipline's office. Students will receive an automatic sign-in for this choice for the first offense. Multiple offenses will result in detention and loss of use of the iPad in the future.

Monitored Use

I acknowledge that the iPad is the property of St. Francis of Assisi School until deemed otherwise by the administration. Because it is a school-owned device, I agree to the following:

St. Francis of Assisi School reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned iPads, and to investigate inappropriate use of

these resources. This may include blocking or deleting apps, and/or locking or restricting iPad capabilities based on need or misuse.

Any user profiles installed on the iPad may not be deleted or changed. Profile images may not be edited and should remain as they were when issued the iPad (Google)

Students have no expectation of privacy of information or files stored on their iPads.

Apps & Content

In order to individualize their learning experience, students are encouraged to find apps that work for their own personal learning styles and save their work on the device. In doing so, I acknowledge the following:

- All downloaded apps and content installed on the iPad will fall within the Diocesan and school guidelines of acceptable and appropriate use. St. Francis of Assisi School uses Moysle MDM management to manage all apps on the school-issued iPad.
- The iPads are set with a limit of 32 GB. It is the responsibility of the student to ensure that there is enough space on the iPad for required apps and content set by the teacher or school. Images and videos should not be saved to the student's iPad unless instructed to by the teacher.
- Only the school-provided Gmail account may be installed/added to the iPad.
- I understand that St. Francis of Assisi School is not responsible for the loss of or damage to any of my work on the iPad. I am responsible for all data stored on the iPad in terms of security and backup by saving all files to my Google Drive.

Responsible Use

Because the 1:1 model encourages students to feel personal ownership over the device, I agree to follow the following terms of responsible use when on and off campus:

- Use this device in accordance with Diocesan and school policy.
- I understand that this device should be used for educational purposes only.
- Respect the rights and privacy of others.
- Use all modes of electronic communication with integrity, honesty, and sensitivity to others.
- Adhere to the Diocese of Orange's Acceptable Use Policy when using the Internet or other communication devices at school, at home, or at any other location. This may include, but is not limited to, harassing others, making threats, derogatory, defaming, or hurtful comments, or bringing the school's reputation into dispute.

If you experience harassment at school, print off the offending material and give it to a member of the staff. If you experience harassment off campus, print off the offending material and give it to your parents/guardians as soon as reasonably possible. After

discussion with your parents/guardians, the incident should be reported to a teacher or administrator if the harassment involves other students, teachers, or members of the St. Francis community.

- Do not make comments on the Internet or send comments via SMS, MSM, or other means of electronic communication that could hurt the reputation of St. Francis of Assisi School, school staff, and fellow students.
- Do not use the school's Internet network to chat or send messages via messenger under any circumstances without the consent of a teacher or staff member.
- Remain on the apps or content that your teacher is asking of you at all times. Do not reveal personal details, impersonate others when using the Internet, or plagiarize or violate copyright law in any fashion.
- Do not log onto someone else's account (email, etc.) or iPad.
- Do not share passwords with any other student.
- The iPad should be carried with the student for all classes (with the exception of PE) and stored in their classroom at recess, lunch, and during assemblies.
- The iPad must return to the student's home at the end of each day for grades 2-8.
- Airdrop is not allowed unless a teacher specifically instructs students to do so.
- Photos and videos taken during the school day must be educational in nature and purpose. Any content stored on the iPad (including photos and videos) must meet Diocesan and school policies.

The distribution or posting of photographs, graphical images, or videos of students, teachers, staff, administrators, or their relatives on the Internet without permission of the particular student, teacher, staff, administrator, or relative is strictly prohibited. The school shall retain all intellectual property rights in all recordings made on student iPads, and subject matter may be subject to copyright.

- I acknowledge that the Internet filtering located on campus at St. Francis of Assisi School will be applied when the device is taken off campus. I will not intentionally disable or attempt to work around any filtering currently put in place by the school. Any restricted websites will remain restricted even when connected to a different WIFI network.
- I understand that the use of this device is a privilege, not a right. The privilege of using the technology resources provided by the school is not extended to people outside the school, and the iPad may not be used by anyone other than the student to whom

it

is

issued.

Damage, Loss, and Theft

I acknowledge that because this device will be placed in my care, I am accountable to the following conditions:

- Each student is responsible for the care and upkeep of their school-issued iPad. In the event of damage or malfunction to the equipment, it is my responsibility to report the incident within one school day to the Technology Coordinator and return the equipment to the Technology Coordinator for repair.
- I acknowledge that my iPad is covered by a standard, limited warranty, which only covers the replacement of defective hardware parts. This warranty does not cover drops, falls, electrical surges, or liquids spilled on the unit, fire damage, intentional damage, normal wear and tear, lost parts (power units, adapters, cables), or consumables (batteries).
- I understand that I may be responsible for repair and/or replacement costs if said costs are not covered by the limited warranty and are the result of misuse or abuse. (Cracked Screen/Water Damage replacement cost \$49)
- Students are responsible for reporting a lost or stolen iPad immediately to both the Technology Coordinator and/or the Educational Technology Manager.

School-issued iPads are managed by Apple Mosyle systems, which allow the Technology team to send alerts to missing iPads and place them in lost mode. The Technology Team will use Mosyle and the school Merakai system to identify the last place the iPad was attached to a router or internet connection. Though we are unable to identify the EXACT location of the iPad, the Technology Team is able to get an approximate location that helps students locate the missing iPad. Apple Education accounts do not use "Find My iPad" technology.

Steps for missing iPads should include

- Notify your teacher that the iPad is missing and search your classroom(s) and classmates' desks and backpacks.
- Notify the Technology Coordinator and/or Educational Technology Manager that the iPad is missing to assist in determining the location of the device.
- Additionally, if the iPad is stolen, the student is to report the theft to their parents/guardians, who will be responsible for filing a police report. The parent or guardian must provide a copy of the report to the IT support Technician and the Educational Technology Manager. If the lost/stolen iPad is not recovered, the parent or guardian will be responsible for purchasing a new one.

- If the iPad is not found, the Educational Technology Manager will work with parents to identify next steps.

In the event that the device is inoperable, St. Francis of Assisi School has a limited number of spare iPads for use while the iPad is repaired or replaced. This agreement remains in effect for the substitute.

If a student forgets to bring their iPad or power charger to school, a substitute will not be provided.

In the event a charger or cord is missing or damaged, there will be a \$10 cost for a charging adapter and \$20 cost for a charging cord.

In the event a keyboard (Grades 2-5) is not returned or damaged, there will be a \$25 cost to replace the device.

In the event a keyboard case (Grades 6-8) is not returned or damaged, there will be a \$125 cost to replace the device.

Consequences

If a student violates any part of this policy, the student will contact their parent(s) with an administrator present. Consequences for violating any part of this policy may range from a sign-in, detention, counseling (in or out of school), in and/or out-of-school suspension, expulsion, greater restrictions on iPad content and capabilities, or revocation of the iPad. Additional violations will result in additional and more severe consequences. If iPad privileges are suspended or revoked, the student is still responsible for all work with no time extension.

In the event that any student is found to have inappropriate materials, images, music, etc., and/or is using the device to bully or harass another, that student will face disciplinary action according to the Parent and School Handbook policies, including the loss of their iPad privileges.

St. Francis of Assisi School is committed to providing excellence in education, enabling students to thrive in the 21st Century and beyond. We believe that the use of real-world technology tools has the potential to transform the educational process and encourage more active student engagement in learning.

To implement this vision and improve student learning experiences, both in and out of the classroom, all students will receive an iPad, case, and charger. The policies, procedures, and information in this document apply to all school-owned iPads used at St. Francis of Assisi School. Teachers may set additional requirements for use in their classroom, but by signing

below, I agree to the following terms of this iPad User Agreement.

St. Francis of Assisi Catholic School

AI Policy

*Adapted from the Diocese of Orange,
Department of Catholic Schools AI Policy for Catholic Schools*

Artificial Intelligence (AI) is the ability of a computer or machine to perform tasks that typically require human intelligence. These tasks include learning, reasoning, problem-solving, understanding language, and making decisions.

Introduction

Artificial intelligence (AI) offers great promise but poses significant ethical challenges, as highlighted by Pope Francis in his reflections on technology. The Pope described AI as "an exciting and fearsome tool," emphasizing that it must be used responsibly, with a clear focus on serving humanity. In Catholic education, AI should always be a tool that supports the dignity of every person, contributing to the holistic development of students, rather than diminishing their individuality or personal growth.

In Catholic schools, AI has the potential to revolutionize personalized learning, helping teachers meet the diverse needs of students more effectively. At the same time, it can streamline administrative tasks, allowing educators to focus more on what truly matters—the formation of young minds and hearts. However, AI should never replace the human relationships and community central to Catholic education. Instead, it must be a tool that assists teachers in fostering creativity, critical thinking, and moral discernment in their students.

AI Philosophy and Objectives for Catholic Schools

The integration of artificial intelligence (AI) into Catholic schools must be guided by the mission of Catholic education, which seeks the holistic development of students—spiritually, intellectually, morally, and socially. AI should serve as a tool that enhances the educational experience, always aligning with the values of the Church, the dignity of the human person, and the common good.

Core Principles

1. **Enhancing Student Learning:** AI in the form of adaptive software should support personalized learning pathways that engage and challenge each student, reaching his/her potential. By providing tailored resources, AI can help students achieve academic success while nurturing their spiritual and moral growth.
2. **Supporting Teacher Effectiveness and Efficiency:** Generative AI can assist teachers in the creation of engaging lessons and differentiating instruction. AI in our assessment and proactive platforms can support teachers by offering real-time insights into student progress. *These lessons* and data insights can provide teachers with the ability to engage students where they are and assist students with just-in-time support.
3. **Fostering Creativity and Critical Thinking:** AI should complement, not replace, human-led education. It should inspire creativity, problem-solving, and critical thinking, while ensuring that students remain active participants in their learning journey.
4. **Protecting the Human Connection:** AI must never undermine the essential relationships between teachers and students. Catholic education emphasizes community, personal relationships, and mentorship—none of which can be replaced by technology.
5. **Ensuring Ethical Use of AI:** AI should always be used in ways that respect privacy, protect data, and mitigate biases and inequalities. Ethical AI usage aligns with the Church's commitment to justice, equity, and human dignity.
6. **Safeguarding Human Dignity:** AI must be implemented in ways that honor the inherent dignity of every student, teacher, and staff member. As Pope Francis clearly stated, AI is a tool to be used to improve the well-being of people. Its role in education should be to support individuals reaching their potential, grounded in the belief that each person is made in the image of God and deserves dignity.

Educational Applications of AI

The use of generative AI can play a crucial role in supporting differentiated instruction, ensuring that all learners in a Catholic classroom receive the appropriate level of challenge and support. Schools are encouraged to use this template to tailor

AI resources and practices to the specific needs of their students and faculty. It is critical that teachers are actively engaged in monitoring student progress and supporting them with direct instruction when engaging in AI tools that are embedded in platforms such as IXL, and STAR.

Purpose:

Generative AI can help teachers meet the diverse needs of their students by personalizing content, pacing, and learning styles. This resource kit offers guidance on how AI tools can be integrated into Catholic schools to enhance differentiated instruction while maintaining the core values of human dignity, equity, and inclusion.

Suggested Applications of AI for Differentiated Instruction:

- 1. Personalized Learning Paths:** AI-powered tools can analyze individual student performance and suggest personalized learning materials that meet the student's current ability level, whether they need enrichment or remediation. For example, AI can adjust reading levels, generate practice problems, or suggest additional resources that align with a student's specific learning needs. It is incumbent on the teacher to review student progress in purposeful practice platforms such as IXL and SplashLearn, and to support their progress towards mastery.
- 2. Multimodal Instruction:** AI can generate diverse types of learning materials (videos, texts, interactive exercises, etc.) that cater to different learning preferences.
- 3. Real-Time Feedback:** AI can offer instant, individualized feedback to students, helping them to understand their errors and guiding them toward improvement. This empowers students to take ownership of their learning, while also giving teachers insight into where students might need additional support.
- 4. Scaffolding and Supports for Special Needs:** AI tools can be used to provide accommodations for students with learning disabilities or other special needs, such as generating text-to-speech options, creating simplified summaries, or offering alternative explanations for complex concepts.

Generative AI Tools being used for Classroom Instruction at SFA

MagicSchool AI

MagicSchool AI empowers the SFA teachers by automating time-consuming tasks—like planning, differentiation, and communication—while keeping educators in control. Through the use of over 80+ standards-based, time-saving AI tools, teachers are able to explore fresh ideas and innovation in lesson planning and curriculum activities.

Snorkl

Snorkl allows teachers to interact with their classes using their own voices and receive immediate feedback to drive the discussions while keeping the teacher at the heart of the process as they continue the learning. By analyzing student explanations, Snorkl is able to offer deeper insights than traditional text-based tools. Teachers can guide the AI's focus, tailoring it to specific instructional goals, making Snorkl an innovative partner in effective teaching.

WayGround (Quizziz) AI

WayGround AI allows teachers to take the material in the classroom and create interactive activities that meet the needs of all learners. WayGround AI also provides data to assist the teacher in tracking the students' understanding and identifying skills that need to be retaught.

Magisterium AI

Magisterium AI is an AI tool designed to provide information based on the teachings of the Catholic Church. It can be a valuable resource for teachers seeking to understand and explain Catholic doctrine and tradition. Teachers can use Magisterium AI for research and lesson preparation.

Adaptive AI tools being used for classroom instruction at SFA

IXL Learning is an adaptive learning platform that supports personalized instruction in English Language Arts and Math for students in grades K–12. It leverages artificial intelligence, rule-based adaptivity, and learning analytics to tailor content to individual student needs, helping them progress at their own pace while addressing specific learning gaps.

- Used: Students in grades K-8 complete a continuous diagnostic assessment that identifies each student's individual proficiency level and assigns recommendations and tasks that address the learning gaps determined by the assessment. Additionally, teachers assign specific standards-based skills in English Language Arts (3-8) and math(K-8). Students' progress through problems at their own pace.

SplashLearn: SplashLearn utilizes AI in its educational platform to personalize learning experiences for children. The platform leverages AI to adapt to each child's unique learning pace and style, offering customized lessons and practice exercises.

- Used: Teachers in K-4 use SplashLearn to assess student learning on specific concepts in both math and English language arts. Through time spent in the diagnostic area, students are given assignments based on their individual learning levels. In addition,

teachers are able to assign activities and lessons in areas where students are currently exploring or needing intervention.

For Students- AI:

Acceptable Use:

- **Educational Assistance:** Students may use AI tools with teacher guidance to support their learning as directed by their teacher.
- **Educational Research and Brainstorming:** Students may use AI-powered tools to conduct research or brainstorm ideas for educational assignments and assessments. Any research conducted by AI should be cited properly by the student.
- **AI Tutoring Chatbots (Khamingo):** Students may use tutoring AI tools like Chatbots to brainstorm ideas, ask for clarification on problems, and work through learning objectives. These AI tutoring services may not be used to give answers to the students. This may result in academic dishonesty.

Unacceptable Use:

- **Academic Dishonesty:** Using AI to complete assignments, exams, or any academic work to cheat or plagiarize is unacceptable. Students must not rely on AI to generate content that they claim as their own. Students must adhere to the assignment-specific guidance on the level of use of AI in the completion of said assignment. If research is conducted, students should acknowledge the original author by using proper MLA citation format. Misuse of AI for assignments and assessments can result in academic dishonesty.
- **Inappropriate Content Creation:** AI must not be used to generate content that goes against Catholic teachings, such as offensive language, inappropriate images, or materials that undermine the Church's, and the school's, mission.
- **Respecting Privacy:** Students may not share personal or sensitive information or images with AI platforms about themselves or other students, faculty, or staff at St. Francis of Assisi.
- **Misuse of AI Tools:** Students should not use AI for activities that could harm themselves or others, including cyberbullying, harassment, or any malicious activity. AI must not be employed in ways that violate the school's code of conduct or moral guidelines.

Consequences for Misuse

Violations of the acceptable use guidelines will be handled according to the school's Restorative Practices, ensuring that students understand the importance of academic integrity and ethical behavior when using AI. Consequences for misuse may include redoing assignments, loss of AI tool access, and other measures depending on the severity of the violation.

Ways to Support Teachers and Students in the Use of AI

Parents play a crucial role in supporting the use of AI in the education of their children. Parents can encourage students to be transparent about the use of AI in the completion of assignments. Parents can also provide support to teachers by helping students know and adhere to the AI policies of the site and specific classes and lessons. It is incumbent on the site and the teacher to communicate the parameters of the use of AI in general and in specific assignments. Parents can also support the school by honoring the evaluation process in determining if AI has been misused.

Conclusion

As Pope Francis has said, AI is “an exciting and fearsome tool” that must always serve to satisfy the needs of humanity, to improve the well-being and integral development of people.” Catholic schools must embrace AI responsibly, ensuring that its use always honors the dignity of the human person and fosters the spiritual and intellectual growth of students