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# **St. Frances Cabrini School**

Serving the Catholic Church in Western  
Washington since 1953

**2017-2018**

**Parent-Student-Staff**

**Handbook**

Of Policies and Procedures

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## APPENDIX

- A. Personal Electronic Device (PED) Policy and Registration Form
- B. Handbook Acknowledgement Form

This handbook is intended to provide a clear guide to the policies and procedures which foster the spirit and mission of St. Frances Cabrini School. It cannot possibly cover every circumstance or every situation. It is the Principal's prerogative and right to amend these guidelines as necessary. It is the partnership which all parents, by registration in this school have agreed to support, and with God as the reason and purpose of our presence in this school, good order and Christian principles must prevail.

*Our School Mission Statement, Philosophy and Student Learning Expectations were revised in the 20015-16 school year as part of the preparation for the 2016-17 Accreditation process. Many people who are representative of the St. Frances Cabrini School and Parish community contributed to these statements of who we are as a Catholic school and the purposes for which we exist.*

## **Mission Statement**

*St. Frances Cabrini School provides a quality Catholic education which inspires academic excellence and motivates students to become respectful, responsible individuals, who are active Disciples of Christ.*

## **Philosophy**

St. Frances Cabrini Catholic School, in partnership with parents, fosters the formation of the whole child by empowering students through a quality Catholic foundation. We are a diverse community which adheres to high academic expectations and committed to education in Scripture, Tradition, and Catholic Social Teaching. St. Frances Cabrini School provides a safe, nurturing environment where students are encouraged to reach their fullest potential.

## **ST. FRANCES CABRINI SCHOOL SCHOOLWIDE LEARNING EXPECTATIONS**

### **A Student of St. Frances Cabrini School will be:**

#### **A Person Rooted in Faith who**

1. Knows required prayers traditions and catholic teachings
2. Is Christ like in words and relationships
3. Engages in a relationship with God through participation in prayer, worship and stewardship

#### **An Active Learner who**

1. Writes, communicates and listens effectively
2. Exhibits a strong foundation in academics
3. Demonstrates problem solving and critical thinking skills

#### **A Responsible Citizen who**

1. Works independently and cooperatively
2. Makes good moral decisions
3. Serves the needs of the school and the greater community

## **HISTORY OF ST. FRANCES CABRINI SCHOOL**

"You have no money, no property, no place to live. God bless you and goodbye." These were the approximate words spoken by Archbishop Thomas A. Connolly as he commissioned Fr. Andrew J. Squier\* to build St. Frances Cabrini Church and School. Much work was accomplished between those words and the beginning of classes on September 21, 1953.

The school was staffed by five Holy Names Sisters and two lay teachers. The enrollment was expected to be 144. Instead, 253 registered into grades one through six. The average class size was 40 to 50 students, definitely an unheard of number according to today's standards. Seventh grade was added in the fall of 1954 and eighth grade in the fall of 1955. The first eighth grade graduation occurred May 31, 1956. Since then, St. Frances Cabrini School has graduated hundreds of students from Catholic education in the Lakewood community.

Throughout the years we have seen many changes in our school. From 1959 to 1961 eight more classrooms were erected to meet the needs of the increased school enrollment. By November, 1968 Cabrini School was the third largest in the Seattle Archdiocese. At one point, our enrollment was 720 students.

In the 70's things changed. Catholic Schools all over the nation suffered a decrease in enrollment. Within religious communities there was a change of focus to other ministries and a large decrease in vocations. Schools began to have fewer and fewer sisters teaching in them. Lay teachers began to carry on the ministry of Catholic education.

Throughout the past 50+ years at St. Frances Cabrini, thousands of students have come and gone. Friendships have been made and remembered; life has been lived, shared and changed. Many awards, many sports trophies, and much learning has occurred.

Today, that spirit lives on. St. Frances Cabrini School continues to pass on the same Faith in God, the same quality of academics, the same belief that each child is an important part of the school community, our hope for the future.

### **MOTHER FRANCES XAVIER CABRINI: OUR SCHOOL PATRON**

Mother Frances Cabrini was born in Italy in 1850. She was blessed with great faith, fortitude and a desire to be a missionary. But, because of her poor health, no community of religious would accept her. So, in 1880, with the spirit of faith and determination, Frances Cabrini founded her own community, the Missionary Sisters of the Sacred Heart of Jesus.

Upon hearing of the plight of Italian immigrants in America, she and six companions came to New York in 1889. Despite tremendous hardships, Cabrini's spirit and desire for action infused her companions with confidence and nurtured their faith in God. She demanded simplicity, piety and obedience from them and, at the same time, provided them with the love of a mother.

Over the years, her dedication enabled her to establish orphanages, hospitals and schools from New York to Chicago to Denver to Seattle. It was in Seattle that she "let her love for America blossom and she quietly visited city hall and announced her desire to become an American citizen."

Mother Frances Cabrini traveled thousands of miles around the world. In less than 30 years she established 65 houses of the Missionary Sisters, crossed the ocean thirty times and visited eight countries. She worked at an amazing pace. In 1917 she came down with malaria and died at the age of 67.

Her total trust in God and the belief that He worked through her made Mother Cabrini an exceptional woman. The motto she chose for her community of sisters was, "I can do all things in Him who strengthens me." (Phil.4:13) Because of her great faith and dedication to serving others the Church proclaimed her a saint in 1946. She was the first United States citizen to be canonized a saint. We celebrate the life and spirit of our school's patron on November 13.

Note: Our school's name is often misspelled, with an "i" instead of an "e". Our school patron is a woman and the female form is correctly spelled with an "e".

## ORGANIZATIONAL STRUCTURE

While the oversight for Archdiocesan and parish institutions flows from the Archbishop to the Pastor as described in the Revised Code of Canon Law, this is done within the framework of collaboration with many individuals and consultative groups. In a Parish School, the decision making process moves from broad to specific and is entrusted to various groups and persons.

St. Frances Cabrini School functions within the framework of the total parish of St. Frances Cabrini. Pastor, Principal, Pastoral Council, School Commission, Parish Finance Council, Parents Club and a variety of other groups collaborate in the various ministries of the parish, which includes the school. Parish governance is based on the Archdiocesan publication, "Many Gifts, One Spirit" (March, 2007).

**School Commission:** The Catholic school is an expression of the educational mission of the parish/es with which it is associated and of the Archdiocese. Therefore, the Pastor is responsible to the Archbishop for the administration of the total parish, including the parish school. The Principal functions as the chief administrator of the school and is a member of the Parish staff. Just as the Parish Council serves with the pastor on behalf of the total parish community, so the School Commission serves with the Principal for the good of the school community.

The Commission serves the pastor/priest administrator and principal as a consultative body. In the spirit of collaboration, the Commission recognizes the role and authority of the pastor/priest administrator and principal as his delegate, while the pastor/priest administrator and principal respect the authentic witness and expertise offered by commission members. All parties work collaboratively to build consensus for the good of the school community.

The School Commission is established by the Pastor, in accord with Archdiocesan policy, to advise him and the Principal in policy development and long range planning for the school. The Commission is an advisory body to the Pastor and Principal in the formulation of local policies affecting the parish school. The Principal functions as the Commission's executive officer.

The overall purpose of the Commission is to advise and support the pastor/priest administrator and principal in the operation of the parish school. The Commission may be responsible for the following:

- A. Assessing the needs of the school community.
- B. Evaluating the effectiveness of the school in performing its educational and formational missions.
- C. Recommending policies and conducting strategic planning for school operations.
- D. Collaborating with the pastor/priest administrator and principal in educating the parish as a whole about the importance of the school, while building a sense of connection with the overall parish mission.
- E. Collaborating with the pastor/priest administrator and principal in educating other parishes about the school's mission.
- F. Working collaborative with the pastoral council and other consultative bodies.

The Commission consists of seven-nine members. Names are placed in nomination by the parents of students enrolled in the school and school staff. Members are selected by a process of discernment and consensus. Additional voting members are the Chairperson of the Parents' Club and two members appointed by the Pastor and Principal. All members are voting members, except the Pastor and School Staff. Members usually serve for a period of three years and terms are staggered to maintain stability of long range goals and directions.

The Commission may establish temporary committees according to the current needs of the school. Members of the committees may be other school parents or parishioners, according to the expertise needed to meet the goals of the committee.

Parents and Parishioners are always welcome to visit Commission meetings. Meeting dates/times are noted on the school calendar. Prospective speakers with specific concerns are requested to submit their request at least ten days prior to the meeting.

The St. Frances Cabrini School **Excellence Award** is presented annually by the School Commission to an individual or individuals who have given outstanding volunteer service to the school during the school year. This is a very special award and is given for continued, dedicated service and a demonstrated commitment to the school. The name of the award recipient will be engraved on a plaque that is displayed in the school.

**Parents' Club:** All Parents/guardians with children enrolled at St. Frances Cabrini School and school staff are members of the Parents' Club.

- The overall purpose of the Parents' Club is to facilitate, encourage, and ensure ongoing community building by providing activities, fundraising events, and service to the school.
- The Club is a vehicle which supports communication between home and school, offers a mechanism for parent education and serves as a structure for political action when needed.
- The Parents' Club is established by the Principal in accordance with Archdiocesan policy.
- It is the responsibility of the Parents' Club to organize and conduct fund raising activities that support the school.
- The Parents' Club works within the framework of the Parish school and will consult the Principal before decisions are made.
- Parents Club is a vehicle in which parents can provide support and service to the school.

The Parents' Club works in cooperation with the School Commission and Parish Council. The chairperson of the Parents' Club is a voting member of the School Commission and acts as liaison between these two organizations.

The Executive Committee of the Parents' Club consists of four officers elected by the parents of students enrolled in the school and the chairs of the standing committees. The officers are: Chairperson, Vice-chair, Secretary, and Treasurer. The committees are: Athletics, Care/Concern, Emergency Preparedness, Facilities, Fundraising, Hospitality, Hot Lunch, Newsletter, Scrip, Welcoming and other committees as needed.

**Development Office:** The development office works to communicate the mission and purpose of SFC, facilitates the involvement of past and present parents, alumni and others, and coordinates efforts to provide opportunities for donors to contribute funds, especially through the Annual Giving Campaign, which supports the school's programs.

The Development Office is the public relations and major fund raising department of the school. The personnel of this office organize and manage the school's Annual Giving Campaign and coordinate the Auction/raffle committees. In addition, the Development office works with SFC Endowment and the Pierce County Association of Catholic Schools (P.A.C.E.), a consortium of Catholic schools in Pierce County. The Development Office is located next to the "Parent Place", near the school office.

## **ADMISSION PROCEDURES AND REQUIREMENTS**

St. Frances Cabrini School admits students without regard to race, color, sex and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in the school. It does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

Admission policies are determined by the Pastor and Principal in consultation with the School Commission. The Principal determines admission and appropriate placement of the student according to the child's individual needs in relation to the programs of the school.

**PARENT COMMITMENT:** St. Frances Cabrini School recognizes parents as the primary educators of their children and seeks to form a strong and active partnership to foster the spiritual and academic education of each child. Within the school's community of faith, students are given opportunities to grow and achieve the Schoolwide Learning Expectations. Every parent is expected to be a good role model of those principles and expectations essential to the purpose of the school and to support the staff in its role of educating.

By registering a child in St. Frances Cabrini School, you accept and agree to...

- ... be actively involved in your child/ren's Faith development.
- ... uphold Christian standards of conduct and discipline as outlined in the school handbook.
- ... participate in a positive manner to build up the Christian community of the School & Parish
- ... pay in full your fair share of the cost of education and other required fees
- ...support and abide by the policies and procedures outlined in the school handbook

**ADMISSION:**

St. Frances Cabrini School admits students without regard to race, color, sex and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in the school. It does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

Children entering Pre Kindergarten must be four (4) by August 31. Those entering kindergarten must be five (5) by August 31. Those entering 1st grade must be six (6) by August 31. A birth certificate must be presented at the time of registration. Students who are able to benefit from the programs provided by St. Frances Cabrini School shall be admitted on a space available, first come, first served basis within the following guidelines:

1. A student who is returning after attending St. Frances Cabrini in the previous year and the family is in good standing in regards to participation, finances, and support of the programs and mission of the school/parish.
2. A child of a St. Frances Cabrini School or Parish employee.
3. A sibling of another child who attended Cabrini School in the previous year.
4. A Catholic family who is registered, contributing and active in St. Frances Cabrini or St. John Bosco parish.
  - a. The child must be baptized prior to enrolling in the school.
  - b. The family must have been on the parish registry a minimum of six (6) months.
  - c. The family must have established a pattern of consistent financial support of the parish.  
(Consistency, not amount, will be verified with the parish.)
  - d. The family must demonstrate support of the Catholic Christian mission of the school/parish through regular Church attendance.
5. A Catholic family who is registered, contributing and active in another parish and meets the qualifications in 4.a.b.c.d. above. A letter of recommendation from the former pastor is advised.
6. A family who professes to be Catholic but has not been registered, contributing and active in a parish but desires a child to receive a quality Catholic education.
7. Any family who desires a quality academic program within a Catholic Christian environment and supports the Christian way of life.

In order to assure that the school programs are the best placement for a child and to assist teachers in meeting the needs of each child, an assessment of each student is required before registration may begin. In addition, parents are required to provide report cards and standardized test scores from the two prior years, and any other information which will assist the school to determine whether Cabrini's programs are suited to a child learning successfully.

**Fair Share Tuition:** St. Frances Cabrini School is a Fair Share school. That means that every family is expected to pay their fair share of what it costs to educate a child. Fair share strives to make Catholic education affordable to all who commit themselves to the purpose and goals of the school. Discounts are not built into the tuition schedule because the total costs are divided equally. However the ability of a family to pay the full cost is unique to each family. Some can afford the full cost and believe that is their fair share. Each family is expected to prayerfully determine the maximum amount it can pay in relation to the cost. Some families may choose to pay more than the actual cost. Some families cannot afford the full cost. If the family is truly unable to pay the full cost, the family decides how much it can afford and then applies for a Parish grant and/or tuition assistance. As Christians and people of Faith, we choose to trust one another. Fair share provides the opportunity to challenge ourselves, to grow in the trust and truth of God. We trust that everyone who chooses Catholic education is committed to these same values.

There are multiple kinds of assistance available. Tuition assistance funds come from donors who give to the school's Annual Giving Campaign and the Cabrini Endowment Fund- The 21<sup>st</sup> Century Fund. Parish grant funds come from the faithful donations made by all the parishioners who support the ministries of the Parish.



**Parish Grants:** St. Frances Cabrini Parish and St. John Bosco Parish generously support Catholic education at St. Frances Cabrini School. This support is for the benefit of those who are active parishioners and cannot afford the full cost of a Catholic education. Each family desiring assistance must make formal application to the parish for that assistance. Parish grants are allocated by the Pastor and Parish Grant Review Committee based on the level of family commitment. No financial disclosure is required. The Parish Grant requires that four commitments have been established by the family. These are:

1. The family regularly celebrates with the worshipping community, participates weekly in the sacramental life of the parish, especially on Sundays and Holy Days.
2. The family is actively involved in the life and activity of the parish; shares time and talent with the parish.
3. The family has a record of contributing according to its means to the financial support of the parish.
4. The family is registered in the Parish; has completed a registration form with the Parish.
5. The Grant application form for St. Frances Cabrini Parish is attached to the registration packet. Members of St. John Bosco Parish must request the application directly from their parish office. Others need to inquire at their own parish office.

**School Tuition Assistance** is for lower income families. A financial disclosure form and an income tax report are required parts of the application. The amount of financial assistance given by the school depends on the level of family need (based on income tax report) and the amount available in the school tuition assistance fund which is created through donations to the School Annual Giving Campaign and The 21<sup>st</sup> Century Endowment Fund. All who receive financial aid are expected to participate in fund raising and commitment hours. Applications are included with registration materials.

The information given on the family application is transferred into a data program. The program automatically ranks all the applicants in relation to family size, income, the cost of living index for our area, and the amount of funds the school has available for tuition assistance. The program objectively assigns tuition assistance amounts. The family needs to meet with the principal if the amount granted is insufficient. All information is kept strictly confidential.

**Tuition Payment Plans:** Families can pay their tuition bill in one of **three ways:**

1. **Full Payment:** Pay directly to the school by June 20. If payment is more than 10 days late, payments must then be made through F.A.C.T.S.
2. **Two Payments:** Pay directly to the school in two equal installments by June 20 and October 20 with half due on June 20th and half due October 20. If you select this option and miss the payment date, you will be required to pay the balance through F.A.C.T.S.
3. **Automatic Withdrawal Monthly Payments:** Pay through automatic withdrawal system (F.A.C.T.S.) in 11 equal installments from June through April. The family may choose to make payments on either the 5th or the 20th of the month. Payments are automatically transferred from your account and paid to F.A.C.T.S. Families who select this option and miss a tuition payment due to insufficient funds will automatically be charged a penalty assessed by F.A.C.T.S.

**It is important to note that the F.A.C.T.S. Management Company and St. Frances Cabrini School never see the family bank account or have any direct access to the account.** An annual \$35 per family F.A.C.T.S. service fee is charged to families for the services of F.A.C.T.S. This non-refundable fee is automatically deducted from the once it is activated.

If a family should experience an unexpected financial crisis, it needs to be discussed with the principal at least **10 days before** the payment is due.

**Tuition Payments:** Tuition for families who register after October 1 will be prorated based on 180 days. All other financial obligations will be determined by the principal on a case by case basis.

St. Frances Cabrini School contracts with its faculty and staff and incurs other financial obligations for the entire school year. In order for the school to meet its financial obligations, the parent/ guardian contracts to pay promptly and in full all tuition and fees.

**NOTE:** The obligation to pay the full year's tuition is for the full year. Removal of a student from the school does not lessen expenses or obligations incurred by the school for that year. Therefore, **no amount of tuition paid is refundable.** An exception to paying for the full year may be possible only for one of the following reasons and must be discussed and approved by the principal:

- (1) the family must move from the area as a condition of employment or military service.
- (2) the uninsured death of a wage earner of the family or of the student.
- (3) a substantial change in the family financial situation due to extended liability, illness or extended unemployment of a wage earner.
- (4) mutual agreement of the parents and the school for the child's welfare.
- (5) the child is permanently expelled from the school.

### **Financial Obligation**

**The school reserves the right, if any tuition/fees accounts are past due, to refuse students to participate in the last week of school and or graduation as well as no child will be re-enrollment for the following school year until financial commitments have been met. All financial obligations including library fees etc. must be paid prior to the last week of school or students will not be allowed to attend. No transcript of grades or school records shall be prepared without prior payment to the school of all accounts due and owing. Report cards will be held until all financial obligations are current.**

### **Fund Raising Commitment**

1. To offset greater tuition increases, to enhance the school programs and to promote a greater sense of community participation, there are several fund raising opportunities. Those which require parent participation are the auction and/or the raffle. (see pg. 29) These are major fund raisers which raise funds needed to support the school budget and reduce the cost of each child's education. Parents commit themselves to participation at the time of registration. Every family is required to pay additional tuition or commit to fund raising by:
  - a. giving a total of \$250 through contribution of new items and/or services to the auction and/or selling raffle tickets. Any amount of the \$250 unfulfilled by the deadline date is added to tuition.
  - b. working on an auction/raffle committee a minimum of five hours per family (in addition to the commitment hours). Unworked auction/raffle hours are charged at \$50 per hour.
2. To assist with school operating costs, families are required to participate in the mandatory *SCRIP* Program by accruing a minimum of \$250 profit of Scrip annually (March 1, 2016 – February 28, 2017) or by donating to St. Frances Cabrini School Scrip a \$250 "buy-out" by March 1, 2017. After March 1, 2017, I/we will be charged the difference of the earned profit and the \$250 requirement. (Example: Earned profit of \$175; family will be charged \$75.)

**Registration:** The registration fee must be paid in full and accompany the registration forms. Placement of a child on the class list is not assured until this fee is paid in full and these forms are filed in the office. The registration fee is non-refundable.

**Commitment Hours:** Volunteers, through the services they provide, decrease the cost of education and strengthen the partnership between home and school. The support backbone of the school depends on its parent commitment program. Volunteers are very welcome and very needed. Volunteering at school is a tangible sign of commitment to your child's education. Therefore, hours of service to the school are required of each parent.

Commitment hours are time given as a volunteer in activities which visibly benefit and support the school and/or parish community. Commitment activities must be those sponsored by the parish or school community. One-third of a family's commitment hours may be spent in Parish activities.

Commitment hours are fulfilled by volunteering time to coordinate Parent s' Club fund raisers, as office, library, health room, and classroom aides; assisting teachers with projects and needs; as room parents, on calling committees, work done on school clean-up days, by working on Parish committees and Parish events and many other school/parish related needs. Two-thirds is to be spent in specifically school-related areas. The principal is

responsible for approving any activities counted as commitment hours. In addition, the principal may waive certain hours on a case by case basis.

Record keeping of commitment hours is an honor system. **Parents need to record their hours monthly on the front of the family envelope.** The school office will call on those who seem to lack commitment hours. Families will be billed \$25 per unworked hour.

Failure to perform hours of service and/or pay the fee in lieu thereof is subject to the same penalties as specified for failure to pay tuition or related fees.

## ATTENDANCE

### School Schedule:

8:15-8:25am	Carpool Drop-off Time	12:15 P.M.	Pre-Kindergarten Begins
8:25am	Building Opens; students go to classrooms	12:00-12:20	Lunch, Grades 4-8
8:30am	Tardy Bell; Classes Begin	12:20-12:40	Recess, Grades 4-8
11:15am	A.M. Pre-Kindergarten Dismissal		
11:30	K-3 Lunch	3:00	Dismissal for P.M. Pre-Kindergarten, Kindergarten & Grades 1-8
12:00-12:20	K-3 Recess		

*Children need to be seated in their classrooms by 8:25 and ready to begin class promptly at the 8:30 bell.*

Children cannot be on the grounds any earlier than 8:15 unless accompanied by a parent. *Children who arrive before 8:15 will be sent to Extended Care and parents will be charged according to Extended Care drop-in rates.* The same applies when children are not picked up within 15 minutes of dismissal time. **The charge is \$1 per child for every minute until the child is picked up.** This charge will be due when the child is picked up.

**Tardiness:** Students are to arrive at school and be settled in their classrooms at 8:25. A child is counted tardy if not in the classroom when the 8:30 bell rings. Repeated tardiness is a poor reflection on a student's records. It also interferes with the child's education. Children who arrive after the 8:30 bell are to report to the office before going to their classroom.

If tardiness continues, the teacher and/or principal will call the parent to discuss the problem. Parents need to make every effort to consistently have children at school on time. *Dental/doctor appointments are to be made outside of school time.*

**Absence:** According to Washington State Law regarding school absence: *"Teachers shall require excuses from the parents/guardians of pupils in all cases of absence, tardiness or dismissal before the close of school, and no excuse shall be deemed valid except that of illness and such other causes as may be approved by the school district."* (WAC180-44-030)

Attendance on all school days is essential for a child to meet the requirements of the grade. Frequent tardiness/absence disrupts learning and students miss needed instruction which teachers cannot redo. Parents need to make a conscientious effort to have children present at school unless they are ill. A sick child needs to stay at home.

Parents/guardians need to call the school office between 8:00 a.m. and 9:00 a.m. to report student absence. If the school doesn't receive a call, the school will call the parent to determine the child's whereabouts.

A child shouldn't return to school until **at least 24 hours after** his/her temperature has returned to normal and at least 24 hours after any vomiting has stopped, and symptoms are gone. If a child is not well enough to go outside for the recess periods, he/she is not well enough to be in school. The child should remain at home until he/she can participate in the regular school day schedule. The well-student is to return to school with a written note regarding the absence.

When your child returns to school after an absence, a written excuse must be provided. Excuses must have the child's first and last name, be dated, mention the day(s) of absence and state the reason for the absence.

Students are responsible for school work missed due to absence or early dismissal. They are expected to follow the procedure described under Homework.

The school is very appreciative of those parents who report to the school any contagious diseases or a case of lice. If a child has had lice, all nits must be gone before the child will be readmitted to school.

**Early Dismissals:** Appointments need to be made outside of school time. Absences for appointments are considered "unexcused". If a parent plans a late arrival or an early dismissal, a written note must be sent to the teacher. A child who comes late to school or leaves early must report to the school office. Parents who bring a child late to school must sign the child in at the office.

When a child is picked up before dismissal time the parent must come to the school office and sign the child out.

**At no time are parents to go directly into the classroom.**

**Absence from class of 90 minutes in either morning or afternoon will count as a half-day of absence.**

**No child will be released during the school day except to the parent**, unless (1) verified in writing by the parent/ guardian, (2) the person presents I.D. at the office, and (3) the child knows and recognizes the person. If a parent instructs a child to leave school grounds with someone who doesn't normally pick him/her up or the child is to walk somewhere after school, the parent must send a note to school which gives parental permission.

Early dismissals for the entire school are noted on the monthly calendar and reminders are put in the weekly bulletin. The child/ren must be **promptly** picked up on early dismissal days and after-school activity days (such as sports practices/games). Teachers are not available to supervise more than 15 minutes after dismissal. Children not picked up within 15 minutes of dismissal or the end of the after-school activity will be sent to Extended Care and parents will be charged \$1 per child for every five (5) minutes, payable when the child is picked up.

**Vacations/Trips:** Parents need to plan vacations according to the school calendar holidays. Student withdrawal from school for trips and vacations is strongly discouraged. Direct instruction and classroom interaction cannot be replaced nor made up. Therefore, it is in the child's best interest that he/she is in attendance regularly and absence occurs only for illness. Teachers are **not** required to provide assignments during a child's absence. It must be realized that assignments during absence in no way compensate for the instructional process a child experiences when present in the classroom. It is at the discretion of the teacher whether students are allowed to make up tests missed.

**Illness/Injury at School:** A child who is taken ill or is injured during the school day will be evaluated by the principal or other designated person to determine whether the parent should be contacted. Often these cases are able to be treated by the teacher, school secretary or health room volunteer. In case of serious injury, every effort will be made to contact the parent. If the parent or person designated on the emergency card cannot be reached for instructions, the injured child will be taken to the closest treatment facility. *Parents are responsible to keep their family emergency card updated.*

**Emergency Closures-Snowy Weather:** In the event of bad weather/roads, the school may decide, for the safety of all, to change the schedule. These changes are announced via SchoolReport.org. Announcements begin at about 6:00 am. Parents are advised to check email and text messages, the internet, and watch TV and NOT to call the school.

St. Frances Cabrini School subscribes to SchoolReport.org. To register to receive email or text messages regarding schedule changes, go to SchoolReach- [www.schoolreport.org](http://www.schoolreport.org) and choose St. Frances Cabrini School. Once the announcement is made, it will also be available on local radio and TV stations as well as on the School Reach/SchoolReport webpage. Please **do not call** the school office.

We always try to make a good and safe decision on school schedule changes. Many of the staff drive from considerable distances. We cannot bring the staff in early to watch children whose parents bring them earlier than the scheduled opening.

Parents are asked to make their own decision about attendance based on their own local conditions. Only you can decide what is best for you. Children who arrive after the scheduled opening time will be marked tardy (except during snowy weather). Dismissal time is as usual on late start days.

**Extended Care:** St. Frances Cabrini School offers before and after school child care. It is provided at a reasonable per child cost for PreKindergarten through eighth grade. Extended Care is staffed by school personnel and serves ONLY those children enrolled at Cabrini School. It is available on most early dismissal days except those attached to a holiday. The EC calendar provides current information on the days it is open. There is no EC on days when the school has an emergency (such as snow) cancellation. Applications for Extended Care are available in the school office. Acceptance is on a space available basis and when all necessary forms are on file at school. For more detailed information, parents should contact Extended Care or the school office.

**Note:** Ordinarily, families who regularly attend morning Extended Care will be called about a change of schedule.

### **CARPOOL AND PARKING** (See Carpool Diagrams at end of handbook)

**Morning Arrivals:** Students are to be dropped off according to the procedure outlined on the carpool diagram in the back of this handbook. Drivers are expected to follow the directions of the safety patrol students on duty and to model to these students respectful, cooperative behavior.

Drivers should always be considerate and respectful of one another, of the Staff and of Student Patrol members.

If a child has projects or things to get out of the car trunk, the parent needs to park the car in the church parking lot and walk the child to the classroom.

Students are **not** to be dropped off in front of the school. They must be walked into building.

**\*\*The Church parking lot is NOT to be used as a drive thru to pick up and drop off of students.\*\***  
Carpool drivers are expected to follow carpool rules and set a good example for the children.

**Afternoon Departures:** Cooperation is needed from every driver to make the carpool procedure run smoothly and safely. Every driver picking up children is expected to observe the school plan. A good example is not set for the children if a driver chooses to pick up/drop off in front of the school or in the Church parking lot. Please be patient and cooperative. The dismissal carpool procedure is outlined in the diagram at the end of this handbook. Please observe the following, and make sure substitute drivers are aware of these rules:

1. Cars are not to enter the parking lot until 2:45pm. If you need to arrive early, you may wait in the church lot so as to not block traffic on 108<sup>th</sup> street.
2. Vans and large cars are to park in the back parking spaces.
3. Pull forward to leave the carpool area. **NEVER BACK OUT OF YOUR PARKING SPOT.**
4. ALWAYS drive slowly.
5. As soon as children come to your car, get them quickly into the car and exit the parking area.
6. NEVER block any of the drive through areas. Follow the direction of the arrows.
7. Parents are asked not to visit in the parking area once the children have crossed the crosswalk or arrived at the car. Please exit the area immediately to make room for other incoming cars.
8. Drivers are asked NOT to bring pets to the crosswalk area as it is a distraction to the children.

**It is important that cars move in and out of the car pool area as quickly and safely as possible. Do not leave cars parked in the carpool area to go into the building or visit with others. These spaces need to be vacated to make room for other cars.**

**Visitors:** If parents have business to take care of in the school building, they need to park in the Church parking lot, not the carpool area. Use the back entrance near the office to enter the building. NEVER PARK IN THE CARPOOL AREA DURING SCHOOL HOURS, (except according to the P.M. car pool plan). All who enter the school need to stop by the school office to sign in.

### **DRESS CODE**

**PARENTS are expected to help children comply with the school uniform rules.** At St. Frances Cabrini School we wear uniforms because . . . .

- 1) They **discourage differences** brought about by various income levels, thus eliminating unnecessary peer pressure and allowing the attention of the student to be directed to learning.
- 2) They assure that the dress standards of the school emphasize **neatness**.
- 3) They promote an image of pride both at and away from school. They represent our Catholic school image.
- 4) They help create a positive climate of **discipline and responsibility**.
- 5) They are financially less costly to families and more easily maintained.
- 6) They promote an attitude of **moderation and modesty**.

#### **EXPECTATIONS:**

- It is expected that students will be in uniforms that fit properly and are neat and clean.
- It is expected that students will be in uniforms that are in good repair.

- Shirts and blouses are to be tucked in.
- T-shirts worn under the uniform shirt or blouse must be plain white.
- Uniforms must be appropriately sized and must be appropriately worn.

At no time are sleeveless shirts, tank tops or bare mid-riff tops to be worn. This includes free dress days. All uniform rules apply in any situation in which uniforms are required.

**Parents are to write a note anytime a student is not in uniform. The administration and staff reserves the right to determine whether an individual student is in accord with the dress code policy.**

**If, in the judgment of the staff and/or administration, a student is in violation of the rule or spirit of the uniform code, the student will be sent to the office and given a uniform from the used uniforms on hand to change into or may call the parent to bring the proper uniform. The student will not be admitted to class until the violation is corrected.**

School uniforms are available from Dennis Uniform Company or the school's used Uniform Store. If purchased elsewhere, the item must be identical to the style, color and design provided by Dennis Uniform s. Used uniforms may be purchased at school anytime.

**School sweatshirts** may be purchased at school. PK-5<sup>th</sup> grades may wear the red school logo sweatshirt or CYO hooded sweatshirt only on **Thursdays**. No other sweatshirts of any kind are to be worn during the school day. Jackets/coats and other sweatshirts are to be worn only during recess and at arrival and departure times. 6<sup>th</sup>-8<sup>th</sup> grades wear their navy, quarter-zip school logo sweatshirt every uniform day.

**Shirts/Blouses** must be tucked in at all times. No lace or frilly collars.

**SHOES:** Must be athletic or dress shoes with non-scuff soles; must be brown, white, navy blue, or black, tan, or gray in color with no bright colors, lights or designs, no black rubber heels. When not possible to purchase single color shoes, a combination of brown, white, navy blue or black is acceptable. All shoes, for safety, must have Velcro or lace closures and must always be tied/fastened. All shoe laces must also be brown, white, navy blue or black. Flip-flops, strapless sandals or loose-fitting footwear are not acceptable at any time, including free dress days. Boots are not to be worn at school.

**WALKING SHORTS:** Students may wear walking shorts (PreK-5...Navy twill; 6-8...gray or navy twill) as weather permits. Walking shorts must be the same length as those provided by the Uniform Store, *not more than 2" above the kneecap*. This policy also applies to free dress days.

**HAIR:** Hairstyles are to be neat, clean and conducive to a quality learning environment. Hair coloring and style must be natural, without dyes, bleaches or streaks. Girls may not wear hairpieces. Length of hair on boys is to be above the shirt collar, and not covering the ears. Boys and girls are to keep hair out of the eyes. **Bows and hair decorations must be small, simple and in accord with the school uniform colors.** Boys must be clean-shaven.

**JEWELRY/MAKE-UP:** Make up is not allowed at any time, including "free dress" days. No fingernail polish, glitter, tinted lip gloss or lipstick, rouge, mascara, eye shadow, face creams and powders. Body piercing and tattoos and/or other body art is not allowed. Girls (only) may wear one small (smaller than a dime) pair of earrings in the earlobes. No bracelets, necklaces or other jewelry is to be worn at school. A small cross or saint's medal may be worn on a short chain inside the shirt/blouse.

**GIRLS:**  
PreK-5: Jumper - Lloyd Plaid  
PreK-8: Navy Cords or pants; navy walking shorts  
6-8: Navy Skort (**not more than 2" above the kneecap**)  
6-8: Navy or gray or Cord Pants; gray walking shorts  
PreK-8: Plain, no logo, white (only) blouse; Peter Pan collar, oxford cloth blouse, knit polo shirt or turtle neck; long or short sleeves. (Shirts are always to be tucked in.)

**BOYS:**  
PreK-5: Navy cords or navy pants; navy walking shorts  
6-8: Navy or gray cords or pants (worn at the waist; kept up with black or navy belt) or gray walking shorts  
PreK-8: Plain, no logo, white (only) shirt; broadcloth, oxford-cloth, turtleneck or knit polo shirt.; long or short sleeves. (Shirts are always to be tucked in.)

**Socks: Socks must be worn.** During cold weather, students may wear fitted tights or leggings with feet which are the colors listed below for warmth under their skirt or pants. Long underwear is not allowed.

**Uniform Code Socks:** PreK-5: Red, white, or navy crew socks, knee-hi's or tights with feet, **clearly visible above the shoe (solid colors and no logos)**.

6-8: Red, white, navy or gray socks (**clearly visible above the shoe**), knee-hi's or tights (solid colors and no logos). Thigh-high stockings and leggings are not allowed.

### **Girls and Boys - Sweaters/Vests/Fleece:**

**Students must always have their school sweater, sweater vest, fleece, or school sweatshirt at school** to be worn for church and assemblies.

**PreK-8** wears the red, monogrammed sweater- V-necked cardigan, V-neck pullover, sleeveless **fleece** or sweater vest, or **fleece jacket**. No other sweatshirts or jackets are permitted in the classrooms, church or assemblies.

**Grades 6-7-8:** A navy blue, fleece, quarter--zip sweatshirt, **fleece jacket, or vest**, with the school logo may be worn during school. **Hooded Cabrini Athletics sweatshirts may be worn on Thursdays only (Sweatshirt Day)**.

### **Physical Education:**

**Grades 4 - 8: Required:** Gym shorts - red or navy (solid color or with white stripe) and red or navy T-shirt - with or without school logo or gray school logo T-shirt; athletic/tennis shoes  
**Optional:** Red or navy pull-on sweat pants (solid color only); Red or navy crew neck sweat top (Solid color only)

**Grades K-3: Required:** Athletic/tennis shoes, preferably with velcro closures.

**"Free Dress" days** are given to students from time to time. Students may wear modest, moderate clothing, not tight or low cut. No torn or tattered clothing. Shorts are allowed that are school code length. T-shirt logos must be in good taste and appropriate for a Catholic school. Logos that advertise alcohol, illegal substances, sexual exploitation or any suggestive lettering or pictures are prohibited. All rules regarding makeup, hairstyles, etc apply on free dress days. On occasion, a free dress day may include a theme (ie. red & white day; famous person day, etc.). Theme days will be announced in the school bulletin.

**All uniform rules and regulations apply at any event in which uniforms are required.**

## **COMMUNICATIONS**

Consistent, timely and effective communication is essential. Parents need to make every effort to communicate questions and concerns promptly and directly to the appropriate person/s - the teacher/s and/or the principal.

Parents are encouraged to confer with the school staff in regard to their child(ren)'s progress in school. It is considerate and appropriate that an appointment be made with the person(s) concerned.

All parents are welcome to contact the Principal and/or teacher whenever necessary. If the Principal or teacher cannot be reached immediately, leave a message and you will be contacted as soon as is possible. Email is an effective method of communication. Parents are asked to respect the personal privacy of the school staff by not contacting them at their homes or on their cell phones unless that staff member specifically makes this an option.

A difficulty which involves a child should first be discussed with the teacher. Communication should occur promptly after the situation arises. If, after discussing a problem with the teacher/s the problem seems unresolved, parents are encouraged to contact the principal. The principal will gladly arrange a conference to include the teacher, parent and Principal to discuss the concern and to seek a satisfactory solution.

Should a parent still feel the problem has not been resolved an appointment may be made with the Pastor. If further resolution is sought, the parent may then opt to proceed with the grievance/due process procedures. The mission of the school is always to reach mutual reconciliation in the best interest of the child.

There are occasions when the behavior of a parent renders any meaningful school-home relationship impossible. An example might be a parent who consistently refuses to cooperate with a policy of the school. Parental

cooperation is essential. If, in the opinion of the administration, parent behavior seriously interferes with the smooth functioning of the school, the parent/s will be required to withdraw the child/ren from school.

**The Steps to home-school communications:**

- STEP 1** Always talk directly with the staff person involved first. Often a problem can be quickly resolved or a plan made simply by two adults respectfully communicating.
- STEP 2** If the problem is not resolved to your satisfaction, arrange for a meeting with the Principal. A time will be set up for you, the staff person and the Principal to work together toward a solution.
- STEP 3** If you believe the concern is not yet resolved, contact the Pastor to arrange for a meeting with the parties involved.
- STEP 4** See pg 17, "Grievance Procedure."

**Family Envelopes:** Our school is committed to keeping our parents informed. Each Wednesday an email will come home from the office with the Connection, bulletins, announcements, the monthly calendar, etc. The Family envelope will be sent home with the youngest child. A parent may also use the envelope to send messages and other communications to school. Commitment hours are submitted monthly on family envelope.

The family envelope needs to be returned to school each **Friday**. Your cooperation in returning the envelope promptly is appreciated. A lost or damaged envelope may be replaced by sending **\$1.00** to the school office.

Materials other than staff-initiated communications may not be distributed or sent home with students without prior authorization of the Principal. School authorization to distribute information does not necessarily imply endorsement of that material.

Organizations that wish to use the family envelope for notices or other communications must have the prior approval of the principal and the materials must be in the office not later than 3:00p.m. on Monday. All notices and communications should be sent to the office in electronic form.

**Calendars:** Monthly calendars are sent home on the last Wednesday of each month for the following month's activities. Parents are asked to keep the calendar handy in order to be well informed about current school activities.

**Visiting School:** Parents are always welcome at school. Parents/visitors must check in at the office when entering the school. If the visit is to deliver forgotten items or messages, the school secretary will see that the child receives the item or message. It contributes to a better learning climate when classes are not interrupted during the day.

Every person who comes into the school must sign in at the office and pick up a volunteer/visitor pass before going to your work/visit area. To provide a safe environment for our children, it is imperative that the school staff always know who the adults are in the building and why they are there. Everyone is to enter the building only through the doors near the school office. All other exit doors are to be kept locked and the students are not allowed to open the doors. **Please do not ask them.**

**DISCIPLINE**

**Statement of Philosophy:** At St. Frances Cabrini School, students are expected to share the responsibility for creating an orderly learning environment. They are to respect the rights of others, both educational and personal, and actively demonstrate respectful behavior. Our goal is to maintain a positive school climate that encourages students to develop Christian values, to respect the dignity and freedom of all individuals, and to become successful self-managers.

Children need to be aware that parents and school staff work together. Respect for authority helps maintain good order for all. Good discipline is based on respect for the individual and consideration for the good order of the school in relation to what is best for the whole.

The Christian principle of respect for self, others, and property is the basis for all behavior at St. Frances Cabrini School. Students are expected to...



- a. Practice Christian principles and values and the Gospel's admonition to "Love one another."
- b. Behave with respect, courtesy, and cooperation towards staff, volunteers, all adults and fellow students.
- c. Maintain respectful behavior in church, classrooms, hallways, assemblies, restrooms, and playground.
- d. Act in a manner that assures each one's safety, dignity and the individual's right to respect.
- e. Accept responsibility for one's actions.

The rewards a student will experience from making good behavior choices are:

- a. positive self esteem
- b. earned respect and trust of teachers, fellow students and other adults
- c. a sense of well-being and security

At the beginning of each school year, the classroom teacher in grades PreK-5 will outline and explain rules and guidelines for the school and classroom. Teachers use a color-coded card system to help students track their own behavior. Each pocket chart is labeled with a student number, not the student name. Each day a student starts at the beginning of the four (4) steps. The following is the discipline plan used throughout the school:

STEP*	CONSEQUENCE
<b>Green (Step 1)</b>	Student is on task; attentive, listening, participating
<b>Yellow (Step 2)</b>	Verbal warning to remind student of behavior expectations.
<b>Purple (Step 3)</b>	Second reminder. During recess or after school the student will fill out a behavior report form. He/she will name the inappropriate behavior and the better choice/s that could have been made. This form will be brought home for parent signature and is to be returned the next school day. If a serious offense occurs, a student may go directly to red, the parent will be called for a conference and the student will be assigned community service.
<b>Red (Step 4)</b>	A third reminder was needed. The teacher will contact the parent and the student will be assigned extended community service. <sup>1</sup> In very serious matters the principal will be present for a conference. The student may be put on probation at this time.

**\*The seriousness of the behavior/circumstances may require a teacher to by-pass one or several steps. Parents will be notified.**

- 1 Community service is to be completed after school or on a weekend under parent supervision. The number of days will depend upon the circumstances.

**Consequences:** A student who is uncooperative and chooses not to follow school/classroom rules takes something (good order, respect, etc.) away from the community. Community service allows the student to give something positive back to the community. Community service activities may involve sweeping, washing desks, picking up litter, helping a teacher, staff person or another student.

Should a student persist in behavior which interrupts the learning environment or threatens the safety of others, and after parental and school mediation attempts have failed, suspension and/or expulsion may be required.

Failure to respect self, peers, adults or property interrupts the learning environment and infringes upon the rights of others. The school has an obligation to assure that all students enjoy a safe and respectful environment. Students are expected to demonstrate self-discipline by...

- 1) raising their hand to speak; being cooperative with classroom rules
- 2) respecting school and other's property -not chewing gum, littering, or running in the hallways
- 3) following the school dress code; being in proper P.E. uniform
- 4) following lunch period and playground rules; playing safely and in designated area
- 5) being respectful and orderly when lining up, going to class, in church, in assemblies, in bathrooms, and elsewhere.

Students who behave in a manner that is harmful or disrespectful to themselves or others or behave in a manner that is contrary to moral teachings will be seriously disciplined. Such behaviors include, but are not limited to:

- 1) stealing, cheating, lying to a staff member, forgery
- 2) fighting, rough play, physical contact that could be harmful to self or others
- 3) language, gestures, touching, drawings, writing anything that is sexually suggestive or sexually derogatory
- 4) threatening, intimidating, hostile behavior toward anyone; retaliation, defamation, cyber-bullying

- 5) epithets, slurs, negative stereotyping related to race, color, religion, gender, national origin, age or disability
- 6) smoking, being in possession of tobacco, alcohol, or drugs
- 7) vandalism, graffiti, destruction of property – the school's, their own or other's.
- 8) leaving the school grounds during school hours without proper authorization
- 9) inappropriate behavior off campus which reflects negatively on the reputation of the school

**Immediate suspension and/or expulsion and/or legal intervention will result if a student...**

- 1) commits arson/false alarm; is in possession of fireworks or any form of explosive
- 2) is in possession of alcohol or drugs; possession of drug paraphernalia.
- 3) is in possession of a gun, knife, harmful objects (or facsimiles) and/or uses these to threaten, intimidate or coerce.
- 4) has repeatedly demonstrated lack of respect or cooperation.
- 5) brings and/or is in possession of pornographic material
- 6) uses the internet and/or email inappropriately and in violation of the school guidelines.
- 7) talks or acts in an immoral and/or illegal manner
- 8) conducts self, either at or away from school, in a manner that is detrimental to the reputation of the school.

Parents are asked to reserve judgment or comments to the child about disciplinary actions until the parent, teacher and principal have been consulted for further information and to arrive at mutual support that will foster the child's growth in self-responsibility and self-discipline.

At no time, in any form, will corporal punishment be used at school. Actions taken will be timely, appropriate to the age of the child and to the behavior which caused the need for discipline. This may be in the form of a verbal reprimand, staying in from recess or after school community service for the school, and/or writing a letter of apology. If the behavior is serious or repetitive, more serious consequences will be given.

**Probation:** is a defined period of time in which a student's behavior and/or academic performance is carefully scrutinized and the student may be excluded from participation in certain activities. Probation may either follow suspension or serve as a warning that suspension is pending. Parents are immediately notified.

**Suspension:** is a temporary denial of a student's access to the school grounds and school activities. An appropriate period of suspension for unacceptable behavior may be issued by the school's administration. Parents are immediately notified. During the course of suspension, especially for acts of violence, the principal may require that the student receive therapeutic intervention such as a risk assessment. In this case, the parent is required to provide a written report before the student will be considered for re-admittance to class. A period of probation will follow suspension.

**Expulsion:** is the school's refusal to continue a student's enrollment in the school. Notification is given by telephone and in writing. Parents have the right to appeal in writing within 5 school days. Expulsion is recorded on the student's permanent record.

**Extraordinary Student Conduct:** Usually the school does not involve itself in student conduct away from the school campus. However, there may be an occasion when student conduct, even though separate from the school, will be of such nature as to negatively reflect on the school and will call into question the student's continuance as a member of the St. Frances Cabrini School Community.

**Grievance Procedure:** If a hearing is requested on the expulsion decision, parents must notify the Pastor and/or Principal by certified mail within 5 school days of receipt of the official expulsion letter.

- A hearing will be arranged within 5 school days of receipt of the request.
- The Pastor or his delegate, the Principal, and the School Commission of at least a quorum are present at the hearing along with the parents of the expelled student.
- The Pastor or his delegate, within three school days following the hearing states his findings and evaluation of the disciplinary action. The decision of the Pastor is final.

**SCHOOL PROPERTY**

The orderliness and appearance of our school reflect our care and school pride and spirit. Therefore, all students should take care of whatever school property is allowed for their use. This includes desks, furniture, books, playground and sports equipment.

Fines equal to the repair or replacement costs are required for loss or damage to school property resulting from carelessness or negligence. Books must be taken home in backpacks or other waterproof bag.

It is the student's responsibility to keep library and textbooks in good condition. Accidental damage to school property (such as broken windows) must be reimbursed as part of a student's social responsibility.

Library books must be returned in a timely manner. Lost library books must be replaced or the cost reimbursed to the school. Failure to do so will result in the loss of library use and withholding of the report card until obligations are met.

**Student Lockers & Desks:** Desks and lockers are assigned to students in grades 6, 7, and 8 for their use but remain the property of the school. Lockers are usually shared by two students; each student is expected to keep their locker in order and to respect their partner's personal property. If a student desires to use his/her own lock, the homeroom teacher and Principal must be given the combination. Key locks are not to be used. School officials may search these areas if there is reasonable suspicion that materials prohibited by school/state regulations are contained within.

## PERSONAL PROPERTY

The student's name **MUST** be clearly marked on sweaters, lunch containers and school materials.

Students are not to bring personal possessions (toys, balls, cd/radios, etc.) to school unless the child has the permission of the teacher beforehand. **At no time are students allowed to bring war-like or weapon-like toys – to school.** Students are encouraged to not have **Cell phones and other electronic devices**, at school. If brought to school, it must be clearly marked with the student's name, be kept off, be stored away throughout the day, and not used between arrivals on campus to 3:15pm. Any violation will result in confiscation for an indefinite period of time.

## HOMWORK & ASSIGNMENTS

Achievement in the classroom, as well as in later life, depends to a large extent, on how conscientiously and responsibly a student applies him/her self to school work. It is important that children develop good out-of-class study habits. Homework fosters and supports good study habits. Good study habits are good life-skills.

Homework includes practice, review, enrichment and/or reinforcement of what is taught during class time. Homework provides valuable feedback to the teacher regarding a student's progress and valuable feedback to parents regarding what is being taught in the classroom. In addition to reinforcing academic learning, homework teaches and encourages the development of these life-skills:

independent study	accountability	responsibility	organization
self-discipline	time-management	self-satisfaction	dependability

Parents can help a child with his/her homework, not by doing the work for the child, but through encouragement, interest, and recognition of success and efforts, listening and asking questions. Parents need to provide an atmosphere conducive to study. That is, a specific, quiet place, and a consistent appointed time for study at home.

Parents need to contact a child's teacher if a student consistently brings home no homework or has consistent difficulty with assignments or greatly exceeds the time guidelines.

### **Homework Expectations:**

Teachers expect that students will:

1. complete the work neatly and accurately
2. complete the work according to grade level expectations
3. hand in the work at school on the day it is due
4. promptly seek assistance from the teacher if work is not understood
5. redo the assignment that does not meet the expectations

### **Suggested homework/study time allotments:**

Homework is intended to support instruction and learning. Homework will usually be assigned on Monday through Thursday.

On weekends we strongly recommend that students spend time reading, reviewing, working on long-term projects and making up assignments missed through absence. Occasionally, especially in the junior high, if necessary, teachers may assign homework on weekends.

The amount of homework time will range from about 10 minutes in Kindergarten through 90 minutes or more in 8th grade. Time allotments are suggested approximations. Actual time spent depends upon the individual student's needs. If at any time you feel that your child is spending excessive time on homework, you are encouraged to contact your child's teacher.

Students returning from an absence are expected to make up all assignments. It is the student's responsibility to ask for assignments he/she has missed. When a child is absent due to illness for more than 2-3 days, parents should make arrangements with the teacher to get the child's work. Teachers appreciate parents who contact the school in the morning to let them know assignments will be picked up after school. Assignments may be picked up at the office between 3:15 and 3:30pm. Teachers may require a student to stay after school if the student chronically misses assignments. Missed assignments must be made up within the time designated by the teacher. Missing and make-up assignment policies will be determined by classroom teachers.

## EVALUATION OF STUDENTS

### Report Cards:

Students are expected to work to the best of their ability. They are to contribute to the learning situation by their attention, participation and by being prepared.

Assignments are to be done promptly, neatly and with a high degree of effort. Incomplete assignments seriously affect learning and grades.

Parents give their child a better chance to learn by making certain that attendance is consistent, that they come to school with a good breakfast, a nutritious lunch and get plenty of rest on school nights.

Formal report cards are sent home every Trimester (60 days). Report card dates are noted on the school monthly calendar. Throughout the school year, parents are encouraged to make an appointment with the teacher if there is a question concerning any aspect of a child's learning. Teachers will also contact parents at any time there is a concern.

### Report Card Evaluation Code:

***Children in PreKindergarten and Kindergarten have a report card specific to their learning activities.***

***Student progress in grades 1-3 is evaluated using the following:***

#### EVALUATION CODE:

- 4 = Exceeds the Standard:** Student demonstrates superior performance with in-depth understanding of the standard and can apply the knowledge and skills in a thorough, consistent, independent way.
- 3 = Meets the Standard:** Student has a solid academic performance and consistently demonstrates proficiency of the standard with few errors.
- 2 = Improving, but not yet meeting the standards:** Student demonstrates partial mastery of the standard and occasionally meets standard.
- 1 = Does not meet the Standard:** Student demonstrates limited or no understanding of the standard Blank indicates not evaluated at this time

***Student progress in grades 4-8 is evaluated using the following:***

#### EVALUATION CODE:

All Grades except religion are percentage-based

Religion is based on standard base grading scale

- 4 = Exceeds the Standard:** Student demonstrates superior performance with in-depth understanding of the standard and can apply the knowledge and skills in a thorough, consistent, independent way.
- 3 = Meets the Standard:** Student has a solid academic performance and consistently demonstrates proficiency of the standard with few errors.
- 2 = Improving, but not yet meeting the standards:** Student demonstrates partial mastery of the standard and occasionally meets standard.
- 1 = Does not meet the Standard:** Student demonstrates limited or no understanding of the standard Blank indicates not evaluated at this time

### Promotion and Retention:

Students are promoted once each year only at the end of the school year. Promotion to the next grade level is based on the student having fulfilled the requirements of the current grade placement.

Students may be retained in their current grade placement for the succeeding school year if, in the judgment of the student's teacher(s) and the Principal, and with the consultation of the parent, it would be for the child's developmental advantage to remain at the current grade level. When there is a possibility that a student may be retained, the parent will be alerted of this at the end of the second trimester.

Once the parent is notified, the student is considered to be on academic probation. Whether the student will be promoted or retained at the end of the year will then be determined by his/her progress in the balance of the year. If the school advises retention and the parent refuses the school's decision, a signed statement of refusal is required of the parent.

**Achievement Testing:** Ordinarily, grades 2 through 7 take the national achievement tests yearly. Results of these tests will be sent home to parents shortly after they are received at the school. Kindergartners are given readiness tests prior to first grade.

**Parent Conferences:** Parent-teacher (and sometimes, student) conferences are encouraged at any time parent or teacher feels there is a need. Formal conferences are held twice during the school year - once in the fall and once in the spring. The school expects that parents make every effort to attend these conferences. These conferences are scheduled on the school calendar and parents are notified through the Wednesday Connection. A parent or teacher may request a conference at any time there is a need.

**Special Needs:** It is our hope that each child is able to perform at grade level and meet at least minimum grade requirements. If it becomes apparent (through teacher and/or parent assessment) that a child is having serious difficulty, the school will make one or more of the following recommendations to parents...

- a. have the child privately tutored
- b. seek counseling or other child behavioral services and/or
- c. have the child assessed through the public school district or other private resources.
- d. have the child assessed through the school classroom support specialist.

If a formal assessment is requested, parents are expected to follow through with this recommendation. Test results will assist the teacher, principal and resource teacher to determine how to best meet the students' needs. An assessment may result in a Classroom Accommodation Plan (CAP) and/or resource room services, or a recommendation for further assessment. In some cases, it must be recognized that Cabrini School may not be able to meet the needs of all students.

## **EDUCATIONAL RECORDS & DIRECTORY INFORMATION**

**Transfer of Educational Records:** When a student transfers to another school, the parent/guardian must sign a Cabrini School student withdrawal form. All educational records will be mailed by Cabrini to the receiving school. Cabrini School keeps a record of where the information is sent. However, all fees, tuition, commitments and any fines must be paid to date and all textbooks returned. The records are made available only to officials, teachers and specialized personnel in the receiving school who have legitimate educational interest in the records.

Student records are secured in the school office. Generally the records contain the registration form, health and immunization record, copies of past report cards, testing data, student pictures and records of attendance (tardy, absence). A record of attendance and academic progress is kept permanently at the school.

Educational records are available for parents to review when a written request which identifies the record/s they wish to inspect has been submitted to the principal. The principal will make arrangements for access and notify the parent of the time and place where records may be inspected.

The right to amend a student's records of something believed to be inaccurate or misleading may be requested in writing to the principal and must clearly state the part of the record requested for change and specification of what is believed to be inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify the parent and advise him/her of the right to a hearing.

Only those persons with legitimate educational interest in the child are permitted to have access to a student's records. At the time a student transfers to another school, records are sent upon request of that school.

Concerns regarding alleged failure of the school's compliance with the requirements of the Family Educational Rights and Privacy Act should be sent to the Family Policy Compliance Office, U.S. Department of Education.

**Emergency Information Cards:** A card is kept on file for each student which contains information as to how to contact a parent or designated adult during the school day. Throughout the school year parents must keep this information current and inform the school of any changes.

**Directory Information:** Directory information refers to that portion of a student's record which may include the student's name, picture, family members' names, address, and phone number/s. Parents who do not wish to have this information disclosed must notify the school in writing not later than September 15th of each school year. The school directory is made available to all registered school parents and is not to be used by anyone for commercial purposes.

### **RIGHTS OF THE NON-CUSTODIAL PARENT**

As a school we recognize that students do not always live with both parents. Therefore, it is our position that the non-custodial parent has identical rights and access to his/her child's academic records and to other school-related information regarding the child. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **STUDENT SERVICES/ACTIVITIES**

**Health & Alcohol & Drugs Policy:** St. Frances Cabrini School provides and maintains policies that reflect a commitment to a safe and healthy school environment marked by standards that demonstrate accountability and responsibility for the common good. As a part of that commitment:

1. The manufacture, distribution, dispensing, possession or use of illegal drugs and/or use of any drug that may pose a threat to the health and safety of employees, children or others is prohibited.
2. The use or possession of alcohol on school premises during hours of operation, at school-sponsored events during school hours, or when children are present, is prohibited, with the exception of the reception of the Eucharist under both species.
3. Alcohol, alcohol related products, or the promotion of alcohol will not be used in class work or projects without the explicit, prior approval of the principal.
4. Alcohol, alcohol-related products, or the promotion of alcohol will not be used in any class auction project.
5. Outside hours of operation and when children are not present, alcohol, served in moderate amounts may be served to individuals over the age of twenty-one for certain celebrations such as a retirement or the auction (which requires a State Liquor License) with the prior approval of the pastor and/or principal.

**Health Services:** A committee of volunteer parents provides certain health services to our students. This team of parents staffs the health room each day during the lunch period to dispense bandaids, cold packs and TLC.

Student hearing, vision, and scoliosis screening are done each year. The health committee also maintains health records and State immunization requirements.

**Medications:** State law does **not** permit the administration of medications at school. Prescribed oral medication and over-the-counter medication should be dispensed before and/or after school hours. Only when **required** by a physician (**only an MD, Do or Dentist**) and when very specific conditions have been met will designated staff members administer medication. This applies to prescription as well as over-the-counter medications. **Only medications administered by mouth (includes inhalers)** will be administered at school. Any other medication must be administered at school by the parent.

Medications such as ointments, eye or ear drops, nose drops, suppositories or injections either ordered by a physician or OTC can **only be administered by family members.**

**The parent and physician are urged to design a schedule for giving medication outside of school hours. If this is impossible, the following conditions apply to both prescription and OTC medications:**

1. The parent must get the "Physician's Order for Medication at School" form from the school office. Verbal

requests will not be accepted.

2. Only an MD, Do or Dentist may sign the request for administration of medication.
3. The request must state that there exists a valid health reason which makes administration of the medication necessary at school or during such time that the student is under the supervision of school officials.
4. The State statute requires that the parent obtain from the physician or dentist written, current, and unexpired instructions regarding the prescribed medication.
5. The parent must sign an agreement which states that it is the primary responsibility of the student to go to the office for any particular dose; that school staff will make one attempt per dose missed by the child to contact the student and administer the medication; that the school staff cannot be held accountable for a missed dosage; that the parent understands and accepts that school schedules and other responsibilities of the staff person may cause a child's medication to be delayed or missed.
6. Not more than a 20 day supply of the medication is to be at school at one time.
7. The medication must be in the original container labeled by the pharmacy/physician and state clearly the physician's name, the name of the medicine, the amount to be taken, and the time of day to be taken.
8. The parent (**not the child**) must bring the medication to the school office where the parent and designated staff person will be required to count the medication, then sign and date the "medication log" which will record each dosage the child receives at school.
9. At the end of the school year, the parent must pick up and dispose of any medication left at school. If the parent does not pick up any remaining medication within 10 days of the last day of school, a school official will dispose of it.

**At no time should a child have any kind of medications in the classrooms.** This includes aspirin, Tylenol, cough drops, throat lozenges, eye drops, nose spray, etc. The only exception is an inhaler which the student can self-medicate. If a student carries an inhaler, the student shall also carry on their person, written permission from the parent indicating the name and dosage of the medication and the date/s and time/s to be taken.

**Snacks/Treats/Party Food:** Parents who send to school snacks, treats or food for parties are asked to be very conscientious about food allergies. **Do not send anything with nuts or peanut butter.**

**Health Cards:** State law requires that all students have up-to-date immunization records at the time they enroll in school. Information on these requirements may be obtained from the Pierce County Health Dept., your own physician or the school office.

**School Lunch/ Milk:** Each day K-8 students need to have a lunch at school. Parents need to send a nutritious lunch with a child and make sure that the size is appropriate for what a child can actually eat. **Milk** is sold by the half year or by the full year. Prices are published at the beginning of each year.

**Hot Lunch:** Depending on available parent volunteers, the Parents' Club. The days and costs are published in September. Orders must be placed by the date designated on the order form. **Charges are not accepted.** Only students whose parent has pre-ordered are to pick up a lunch. Otherwise, students who have ordered and paid are deprived of their meal. For questions/concerns about hot lunch, parents are asked to contact the Parents' Club.

**Field Trips:** Field trips are important learning experiences. Teachers who plan field trips will notify parents well in advance. Occasionally there is a cost for field trips but cost should never prevent a child from attending with his/her class. A parent should contact the school if there is a problem.

Signed, field trip permission forms are required when an activity is planned. The form must be completed, signed, and returned to the school prior to departure for the activity. **A note from home, even though signed by the parent, DOES NOT constitute permission for your child to participate. Also not acceptable is a verbal permission by the parent or someone who does not have legal custodial care of the student. A faxed, signed by the parent, permission form IS acceptable.**

Students need to understand that field trips are a privilege. Only those students who will benefit from an off-campus activity and those whose who consistently demonstrate responsible behavior will participate.

Ordinarily the school uniform is to be worn on all field trips. Teachers will notify parents of any exceptions. Parents who volunteer to drive for field trips are required by the Archdiocese of Seattle to annually file with the school office a Driver Information Form. A background check is required every three years. Each child riding in a vehicle on a school sponsored trip must be provided with and wear a seatbelt and/or be in a booster seat according to State law. Field trip drivers have the authority of the school to correct any child who causes problems while on a trip. Drivers

are not to bring toddlers or other non-student passengers on field trips. Drivers are authorized to drive to and from the destination. In-between stops (such as for treats) are not permissible.

**Outdoor Education-6th Grade:** Each year, the sixth graders are given the opportunity to attend an outdoor education overnight camp. The activities are supervised by counselors and parent or high school aids. The 6th grade teacher accompanies the class. Lessons in earth science, environmental, and ecological studies are the focus of the camp days. Selected time is given to creative activities, games and community experiences.

6th grade camp is a required part of the class curriculum. Prior to the camp experience the 6th grade teacher calls a meeting of the parents to give them information about this experience.

Sixth grade families pay the portion of the cost that is not earned by class fund raisers. This is a memorable event for the entire class. Grants are available for campers who might need financial assistance. Parents are encouraged to contact the teacher or principal.

**Band:** Beginning and advanced band is offered at Cabrini. Parents of students in grades 4 through 8 may elect for the child to take band on a "fee for service" basis. The fee is paid to SFC School. Information on this program is sent home with the students when the band teacher meets with the students at the beginning of the school year.

### **School Physical Education/Athletics Programs:**

It is the philosophy and mission of St. Frances Cabrini School that students develop a commitment to lifelong learning and self-realization within a Catholic Christian context. One of the primary purposes of the school is to help each child achieve academic success. Therefore, it is essential that enrichment and/or extra-curricular activities be secondary to this goal.

Athletic programs are an important adjunct to the programs and purposes of St. Frances Cabrini School. Therefore, students, parents, staff, coaches and all others who work within the school/parish programs strive to assist the school in meeting its primary goals.

The school has an active physical education program supervised by the faculty. In addition, the school offers teams for: boys'/girls' basketball (4-8), cross-country (PK-8), and co-ed volleyball (4-8). Teams for these sports are subject to interest of students and availability of parent volunteer coaches who meet policy requirements and have approved background checks.

The volunteer Athletics Coordinator supervises coaches, collects and pays fees, coordinates with the Pierce County CYO league, publishes schedules, makes arrangements for Sports' Award events, and communicates with the Principal and school staff. The Coordinator is a parent volunteers and needs the support of all parents.

In mutual support and cooperation, all involved in the students' curricular and extra-curricular activities are to observe the following:

All students in grades 4-8 who wish to participate in athletic programs shall maintain passing grades in all classes. A "70%" is considered a passing grade. If a student fails to maintain passing grades in any subject, that student shall be suspended from participation in extra-curricular sports until the student's academic performance improves. The minimum suspension will be one (1) week from notification by the teacher.

The above shall be implemented in the following manner:

1. When a student's progress report reflects a below passing grade in any subject, the teacher will notify the student, parent, principal and coach in writing.
2. Suspension from the team will be effective the date the notice is written.
3. The student will be removed from the active roster (practices and/or games) during the period of suspension.
4. At the end of one week, the student is to obtain from the teacher a written report of acceptable grades.
5. Should the student's grade/s not be above the standard, the student will remain on suspension until the grade/s meet/s the acceptable level of performance.
6. Should a student's grade/s meet the minimum standard, that student may be reinstated on the team's active roster.

Student athletes represent St. Frances Cabrini and are to be of good character, demonstrate good sportsmanship and be in good academic standing.

The school does not support early dismissal of students for participation in non-school sponsored sports. Parents who have their child participating in non-SFC sponsored sports which require an early dismissal must submit a



written request to the teacher and principal. Permission is contingent upon the student meeting the same criteria as applies to students who participate in school sponsored sports and requires that the parent and student sign a contract/ waiver. Students will not be allowed to leave school more than 30 minutes prior to school dismissal.

**The “Cabrini Award:”** The “Cabrini Award” is given to an individual student who demonstrates sportsmanship, encourages all team members, is courteous and cooperative, and is dedicated to the team,.

**Room Parties:** Room parties are planned by the teachers in cooperation with room parents.

**Halloween:** Halloween is celebrated in grades K-8 either with a class party or with an all-school event such as a bowling party. (A fee is charged to each child for a bowling party.)

**Valentine's Day:** Saint Valentine's Day is celebrated in grades K-5. Grades 6-8 observance is at the teachers' discretion.

**Birthdays:** Birthdays may be observed in the classroom. Parents are welcome to bring a class treat but need to talk to the classroom teacher beforehand. Parents are encouraged to NOT bring/send gifts to school for the birthday child.

**Note:** At no time are parents to collect funds for teacher/staff gifts, class parties or other activities, without prior permission from the Principal.

**Parties - Private:** If a private home party is going to take place, the school staff requests that invitations **NOT** be handed out at school. Also, collecting funds for non-school sponsored parties, gifts or any other activity is not allowed.

**Dances:** Cabrini 7th and 8th graders may go to Pierce Deanery dances. 6<sup>th</sup>-8<sup>th</sup> graders may attend dances held at Cabrini. These may be held in the school gym. A school staff member coordinates planning with the students and parents must be available as chaperones.

**Graduation Parties:** The seventh grade sponsors a reception at school immediately following the graduation ceremony. This is planned by the seventh grade students, their parents and the 7th grade teacher.

Private graduation parties are discouraged until after the eighth graders have graduated. Graduation parties that occur in private homes before the students are actually graduated often have a negative affect on the students' remaining days and time together as a class. The entire staff requests that these celebrations occur after the graduation ceremony, which is usually one week before the rest of the school is dismissed for summer.

**Safety Patrol:** School patrol fosters qualities of leadership and responsibility. The primary aims of the school safety patrol are:

- a. to help protect children from automobile accidents while crossing the street or during car pool.
- b. to help children develop good habits of safety.
- c. to assist school authorities in maintaining order, discipline and a safe environment.

Students in grades 7 and 8 serve the school as safety patrol members. Although the program is voluntary, every student is strongly encouraged to participate. Parents are asked to endorse this program of service to others.

### **REGULATIONS FOR STUDENT ACCEPTABLE USE of SCHOOL TECHNOLOGY RESOURCES**

(Including, but not limited to the intranet, internet access, fax, e-mail, computers, Personal Electronic Devices and telephone.)

**Purpose:** St. Frances Cabrini School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote education excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in context of the school setting. St. Frances Cabrini School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of school activities. All users are expected to use the computers and computer networks in a responsible, ethical, and

polite manner. The following is intended to clarify those expectations as they apply to computer and network usage and is consistent with school policy.

**Regulations:** Improper use of the St. Frances Cabrini School Technology Resources is prohibited. Uses that are prohibited include, but are not limited to:

1. Violating students' right to privacy/confidentiality.
2. Attempting any unauthorized access to any computer system.
3. Downloading unacceptable materials.
4. Re-posting personal communication without the author's prior consent.
5. Violating copyright law.
6. Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and for political purposes.
7. Downloading, installing or storing software on a school computer without the approval of appropriate school personnel.
8. Changing or attempting to alter any configuration, program, password on any computer.
9. Using a school computer without knowledge/approval of school personnel responsible for the computer.
10. Using inappropriate language, pictures, gestures in any form on the internet.
11. Using the internet for entertainment or limited self-discovery function.
12. Using the internet for unauthorized purchases.

**General Information:** The internet is a worldwide telecommunications network that allows millions of computers to exchange information, is accessible to students. The school has the right to place reasonable restrictions on the material accessed or posted throughout its system.

The school provides internet access to students as a means to facilitate resource sharing, innovation, and communication. Information gathered from the internet is viewed in the same manner as other reference material in the school; such resources enhance the learning environment.

School personnel provide guidance to the student in internet use and monitor the program to the best of our ability as a regular instructional activity. Controlling all materials on a global network is impossible, and an "industrious" user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. Therefore, the school encourages parents to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the internet.

School Personnel will:

- Teach proper techniques and standards for internet participation.
- Guide student access to appropriate areas of the internet.
- Assure that students understand that misuses of the internet could result in loss of access privileges.
- Monitor related concerns ...privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of the school's internet resource sources.

#### **SEE APPENDIX A FOR PERSONAL ELECTRONIC DEVICE POLICY AND REGISTRATION**

**The student and parent/guardian must sign an internet use agreement before the student is given access to the school's internet resource.** (These forms are sent home at the beginning of each school year.) **School personnel or the parent/guardian may withdraw student internet access at any time.**

#### **Student Awards:**

At the end of each trimester the classroom teacher identifies those students who have consistently performed in an exceptional manner. Awards are given based on the student's clearly demonstrated behavior as observed by the classroom teacher and other school staff as defined by the following criteria:

##### **Academic Award:**

- Grades 4-8: The student must have a 90% or above in all major subject areas with no single subject grade lower than an 80%.

##### **Academic Excellence Award:**

- Grades 4-6: The student must have a 95% or above in all major subject areas with no single subject grade lower than an 85%.

### **Student Council:**

The purposes of Student Council are:

1. To develop, model and exercise positive leadership.
2. To build school spirit and a sense of belonging to the total community.
3. To promote good citizenship, demonstrate the democratic process, and contribute to the good of the school.

Members of the Student Council will be role models for themselves and others. They will demonstrate development as active Disciples of Christ, respectful, responsible citizens. Students must have a true desire to be a leader, consistently demonstrate cooperation with the spirit and rules of the school, show respect for others, and set a good example in word and action to the school community. In addition, a student must:

1. have fewer than three behavior demerits in one week.
2. maintain a minimum grade average of "75%" in all subject areas.
3. complete an application for the leadership position, including the student self-assessment form

The Student Council President and Vice-President positions are to be held by 8<sup>th</sup> grade students. All other offices – commissioner of communications/secretary, commissioner of finance/treasurer, commissioner of publicity and commissioner of order are open to both 7<sup>th</sup> and 8<sup>th</sup> grade students. If there are not at least two candidates for any given office, the moderator may choose to open the position to other grades.

Elections for student council are posted on the monthly school calendar. Parents are encouraged to give their child encouragement to become a school leader

### **Emergency Preparedness**

St. Frances Cabrini School has an Emergency Preparedness plan. The purpose of this plan is to provide the staff with clear, concise responsibilities needed to be prepared to protect lives and respond to emergencies. The plan assists school employees to protect the health and safety of the students, staff and property. Our plans cover Classroom Safety Procedures, fire, earthquake, bomb threats, intruders, lock downs, war, emergency dismissal and many other situations.

Located in every room is an emergency backpack well equipped with information, supplies and resources for a multitude of situations. Every staff member has a specific task assignment.

The following are those parts of our plan that parents must be aware of:

1. **It is essential that parents maintain an updated emergency card at school.** Always call or send a note when there is a change of phone number/s, change of doctor or change in who to contact in case the parent cannot be reached.
2. If an emergency dismissal should occur, **do NOT** call the school! The school will call you.
3. If you hear of the emergency at school (on the radio or from another source) and are able to come to school, please do so.

**School Emergencies will be communicated via Flash Alert/SchoolReport.org. For this reason, it is critical that parents go to Flash Alert/SchoolReport.org to register for email/text message notifications.**

**In Case of An Emergency Dismissal** (when the classrooms must be evacuated)

1. Anyone arriving at school to pick up a child ...
  - a. must go first to the school office ( the "command center")
  - b. will be sent to the area where students are assembled
  - c. will be asked to present I.D.
  - d. will be required to sign out child/ren
2. **NO ONE** will be allowed to take another child unless that person is designated as an emergency contact on that child's emergency card.

## SAFE ENVIRONMENT

One of the paramount duties of all who work with children is their safety. The Archdiocese of Seattle, in its commitment to this end, has developed the "Safe Environment Program" which requires all those who have ongoing unsupervised contact with minors or vulnerable adults to take a 3 hour class – "Protecting God's Children". This training class teaches us to recognize and respond to issues of abuse in children and vulnerable adults. By Archdiocesan policy, all schools are required to have their personnel and volunteers attend this class. Those required to attend must file a certificate of completion at SFC along with background a check before working with the students. More about this program can be found at [www.seattlearchdiocese.org](http://www.seattlearchdiocese.org),

## VOLUNTEERS

The support back-bone of the school depends on the parent volunteer program. At Cabrini School, parent and parish volunteers are an integral part of the school day. They are welcome, needed and very much appreciated.

Volunteers coming in or going out of the building need to stop by the school office and sign in and out. After completing the volunteer activity each parent is responsible for recording hours on their family envelope.

The principal encourages teachers to facilitate parental commitment with clear and specific explanations of specific tasks, and materials, teaching methods and skills to be used. In addition, parents who work as teacher aides in the classroom need to keep in mind that observation of children's behavior and academic performance are of a **confidential nature**. It is inappropriate and **unethical** for volunteers to share this information with anyone other than the teacher.

Not all volunteer work must be done at school. Many worthwhile contributions can be done at home, on weekends and in parish activities. The success of our volunteer program is reflected in the consistency with which our school needs are met.

Common areas of need each year include: Clerical work in the office, library, reading center, and classrooms; special project assistance, computer assistance; field trip drivers and chaperones; coaches; parish programs and many other activities which benefit the children and the entire school.

Parents who are scheduled at school for a volunteer time are asked to find their own substitute if unable to come at the designated time. Also, notify the school office as soon as possible. The school staff counts on faithful volunteers and plans accordingly.

**Room Parents:** Room parents are special assistants to the classroom teachers. They work closely with classroom teachers in the preparation of special events and needs of the class. Room parents, in cooperation with the teacher, organize class parties and call other class parents for additional help. Teachers and Parents' Club call on the room parents for various needs within the classroom throughout the year. The room parent must work in close communication with the classroom teacher.

A room parent is to initiate a class activity or coordinate with other parents only with the express permission of the teacher or principal or through the Room Parent Coordinator.

In an emergency, parents may be called upon to initiate the school phone tree. The phone tree is to be used only for emergency purposes and may be initiated only with the express direction of the teacher or principal.

Because room parents are so important, and so many parents wish to become involved, the school tries to change room parents each year to give others the opportunity.

### **Guidelines for Volunteers at School:**

The St. Frances Cabrini staff has prepared these guidelines so that your volunteer experience can be most effective and most advantageous for all. As a volunteer, you will have many opportunities to see many children in many different settings. It is essential that every volunteer be aware of the responsibilities that go with being at school.

- ◆ Volunteer time must be scheduled ahead of time with the teacher. It is important that the teacher expects you are coming so that he/she can be prepared to use your help in an effective way.
- ◆ If you cannot make arrangements for child care for your pre-school child or non-student child, you will need to do your assigned work in the Parent Place so as to prevent distractions for the students in the classroom.

- ◆ You may be asked to work in the Parent Place, in the classroom, on special projects or directly with students. If there is a substitute teacher the day you are scheduled to help in the classroom, you need to ask the substitute if you should stay or come back another day to volunteer.
- ◆ When volunteering in the classroom please help your own child understand that you are there to assist the teacher, not to give special privileges or extra attention to him/her. Be sure your child understands this prior to your volunteer day. You are a helper for the teacher, not a personal tutor or guide for your own child.
- ◆ In the course of your volunteer work, you may learn confidential information about students or staff. **You are expected to keep this information confidential** in any setting inside or outside the school, just as you would wish your own privacy rights to be respected.
- ◆ Every teacher will conduct his/her classroom differently. In preparation for your volunteering in the classroom, ask the teacher to make it clear to you what specific ways you can be most helpful.
- ◆ Whether we realize it or not, when we are in the presence of children, we are always teaching. Please help us maintain a good example for a working environment. When you are a volunteer in a classroom, keep distracting conversations to a minimum, work quietly with the students and refrain from conferencing with the teacher.
- ◆ The parent volunteer should be aware of the discipline guidelines and classroom rules. **It is fully the teacher's responsibility to make discipline decisions.** If behavior problems arise during your volunteer time, please do not try to solve the problem. Instead, refer it to the teacher promptly.
- ◆ Comparing and/or judging children (your own or others) is not a helpful or valid thing to do. Please refrain from labeling or comparing children as this can be very destructive and often creates a more serious problem. Teachers are trained professionals and are very sensitive and responsive to children's differences.
- ◆ Always do your best to affirm the children. Be sure to encourage and recognize positive behavior. Show real interest with eye contact and brief positive comments. Allow the students to solve problems on their own as much as possible or tell them to talk to the teacher for help.
- ◆ Teachers should not be asked to discuss any student's learning needs, behavioral issues, or personal information. **It is unchristian, unprofessional and unethical to do so.**
- ◆ Although at times the reason for what you see happening in the classroom might not be apparent to you or even make much sense, please trust that we are professionals and that we have a plan, a purpose and a method.
- ◆ If you have any questions or concerns, please talk directly with the teacher or principal **at an appropriate time.** It is never appropriate to discuss these matters in the classroom when children are present.

**Parent Place:** Parent Place is a space set aside for parents to meet, to find reading resources, and to do teacher and office aid activities. Parent Place is the first room on the right in the main building hallway. Everyone is asked to help keep this area neat and orderly after their use. Use of this space or other areas of the school for evening meetings must be approved and scheduled with the school office.

**Telephone:** The school telephone is not available for students to make personal calls or for forgotten items such as homework, PE clothes, etc. Permission will be granted only in an emergency. Because we expect students to be responsible citizens, use of the phone will be at the discretion of the office staff.

**Pictures:** Group and individual pictures are taken each school year for purchase by the family. The dates will be noted on the monthly school calendar. All students are required to have their pictures taken for purposes of the confidential permanent records. However, purchase of pictures by parents is strictly optional. The school does receive a percentage of the profit from sales.

Pictures of students are often taken throughout the school year. Some may be used for school publications. If any parents do not wish their child's picture to be published, they are expected to write a letter stating so, sign and file it with the school annually within the first month of the school year.

**NSF CHECKS:** There is a \$30 charge to any person who writes a check that the bank returns for any reason to the school or any school organization.

**COLLECTIONS:** At no time are parents to collect funds for teacher/staff gifts, class parties or other activities, without prior permission from the Principal.

## ST. FRANCES CABRINI SCHOOL ANNUAL AUCTION/RAFFLE

The annual spring auction and raffle are major fund raisers that support the school budget, especially in the area of instructional materials and equipment. Without these two fund raisers, the cost of education would need to be much higher. That's why parents are required to participate and make a commitment to these two fund raisers as a part of the financial contract signed at the time of registration in the school.

These fund raisers, especially the auction, serve an additional purpose – building community through a concerted effort on the part of every school parent. Every parent must be actively involved to make the auction happen. When you choose to send a child to a Catholic school you are making a choice to go the extra mile. Through full participation parents model to their children that service to the total community is an important aspect of being in a Christian community.

Each year, the auction brings together hundreds of people from the school, parishes, and the Lakewood and Steilacoom communities and beyond. The auction/raffle must raise thousands of dollars to reduce tuition costs and support the school budget. It takes everyone working together to create a success. Therefore, all parents are required to contribute items and work on auction committees.

Time, talent and energy is expected from every parent who commits to participation in fund raising. This can be accomplished through:

1. Donations of **NEW** items, services or tangibles equal to the amount indicated at the time of registration.:
  - a. Items such as electronics, household items, toys, athletic equipment, tools, gift certificates, art pieces, home furnishings, jewelry, antiques, etc.; landscaping, housecleaning, building, photography or other services; vacation packages such as condos, resorts, travel; anything you believe people would like to purchase.
  - b. It is the responsibility of the donor to accurately fill out the donation form (Procurement form) that is available from the school or downloaded from the website and to return the form promptly by the date designated. This form requires the item value. Proof of the value is the donor's responsibility. The Auction Committee reserves the right to refuse or adjust the value of any item.
  - c. Auction donations are due at school before or on the date published. **Donations will not be accepted after that date** and families who have not completed their raffle/auction commitment will be billed accordingly.
3. Chairing or working on an Auction/raffle Committee:
  - a. A small raffle committee arranges for printing and distribution of raffle tickets, monitors each family's receipt and return of money and ticket stubs and reports to the school office those families who have met the commitment they indicated on their financial agreement at the time of registration.
  - b. The Auction committees are *Procurement, Decorations, Set-up and Clean-up, Finance, Operations, Public Relations, Catalog, Display, Wrap-up and others as needed*. A more detailed explanation of the committees and the opportunity to sign up is provided in the first month of school.
  - c. The Committee Chairperson contacts the committee members when there are meetings or activities for the committee. The time given by the auction/raffle committees *is in addition to* the Commitment hour's agreement. Each family is expected to meet the time commitment. Those who do not will be billed **\$50 per hour for unworked hours**.

**Class Project:** Each year, every grade does a "Class Auction Project". These projects are determined by a parent volunteer from the class working with the classroom teacher. A letter about the project is sent home to each family in the class. Questions regarding the auction, raffle, auction participation or anything related to the auction or raffle may be directed to the school Development office staff.

## **The Faith Development of Children**

Parents are the first and most influential educators of the child. Parents form and foster physical, emotional and spiritual development as the child grows. St. Frances Cabrini School exists as a co-educator with parents in the child's faith formation. It is our goal that each child will develop a personal relationship with Jesus Christ. Prayer, speaking with God, is an essential part of that spiritual life. It is the responsibility of the adults in a child's life, to be good role models.

The Cabrini staff asks and expects parents to model the importance of God in their lives and share with their children personal prayer, attendance at church, and formal prayer. The prayers below are required (by memory) for the grades indicated. These prayers should be as much a part of home as they are of school. This is how parents demonstrate their commitment to the mission of the Catholic school.

The Spiritual and Corporal Works of Mercy and the Precepts of the Church are guides to helping all Catholics live out the Ten Commandments and to assist us in living a Christian life according to Jesus' teaching.

### **The Sign of the Cross (Gr.Pk-8):**

In the Name of the Father, and of the Son, and of the Holy Spirit. Amen

### **The Our Father (Gr. Pk-8):**

Our Father, who art in heaven, hallowed by Thy name. Thy kingdom come. Thy will be done on earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

### **Hail Mary (Gr. Pk-8)**

Hail Mary, full of grace, the Lord is with you. Blessed are you among women, and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

### **Holy Days of Obligation (Gr. 3-8):**

These are days on which all Catholics are required to attend Mass, unless exempted by the Parish:  
All Sundays, Ascension Day, January 1, Feast of the Assumption (August 15), Immaculate Conception (Dec. 8), Christmas (Dec. 25).

### **Spiritual Works of Mercy:**

Help sinners  
Teach the ignorant.  
Give advice to the doubtful.  
Comfort those who suffer.  
Be patient with others.  
Forgive injuries.  
Pray for the living and the dead.

### **Glory Be (Gr. Pk-8):**

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now and ever shall be, world without end. Amen.

### **Guardian Angel Prayer (Gr. Pk-8)**

Angel of God, my guardian dear,  
to whom God's love entrusts me here.  
Ever this day, be at my side, to light, to guard,  
to rule and guide. Amen

### **Prayer Before Meals (Gr. K-8)**

Bless us, O Lord, and these your gifts, which we are about to receive from your bounty, through Christ, our Lord. Amen.

### **Morning Offering (Gr. 1):**

Good morning, dear Jesus, Mary and Joseph and Guardian Angel. Thank you for the night. All we will do today will be for you, dear Jesus.

### **The Seven Sacraments (Gr. 2-8):**

These Sacraments are signs of Jesus' saving grace and milestones in a Christian way of Life: Baptism, Eucharist, Reconciliation, Confirmation, Matrimony, Holy Orders, Anointing of the Sick.

**Corporal Works of Mercy:**

Feed the Hungry.  
Give drink to the thirsty.  
Clothe the naked.  
Visit those in prison.  
Shelter the homeless.  
Visit the sick.  
Bury the dead.

**Precepts/laws of the Church**

Participate at Mass on Sundays and holy days.  
Do not do unnecessary physical work on these days.  
Fast and abstain on the days appointed.  
Confess serious sins at least once a year.  
Receive Holy Communion during the Easter Season.  
Contribute to the support of the Church.  
Observe the laws of the Church concerning marriage.  
Join the missionary spirit of the Church.

*The Spiritual and Corporal Works of Mercy and the Precepts of the Church are guides to helping us live out the Ten Commandments and assist us to live a Christian life according to Jesus' Teaching.*

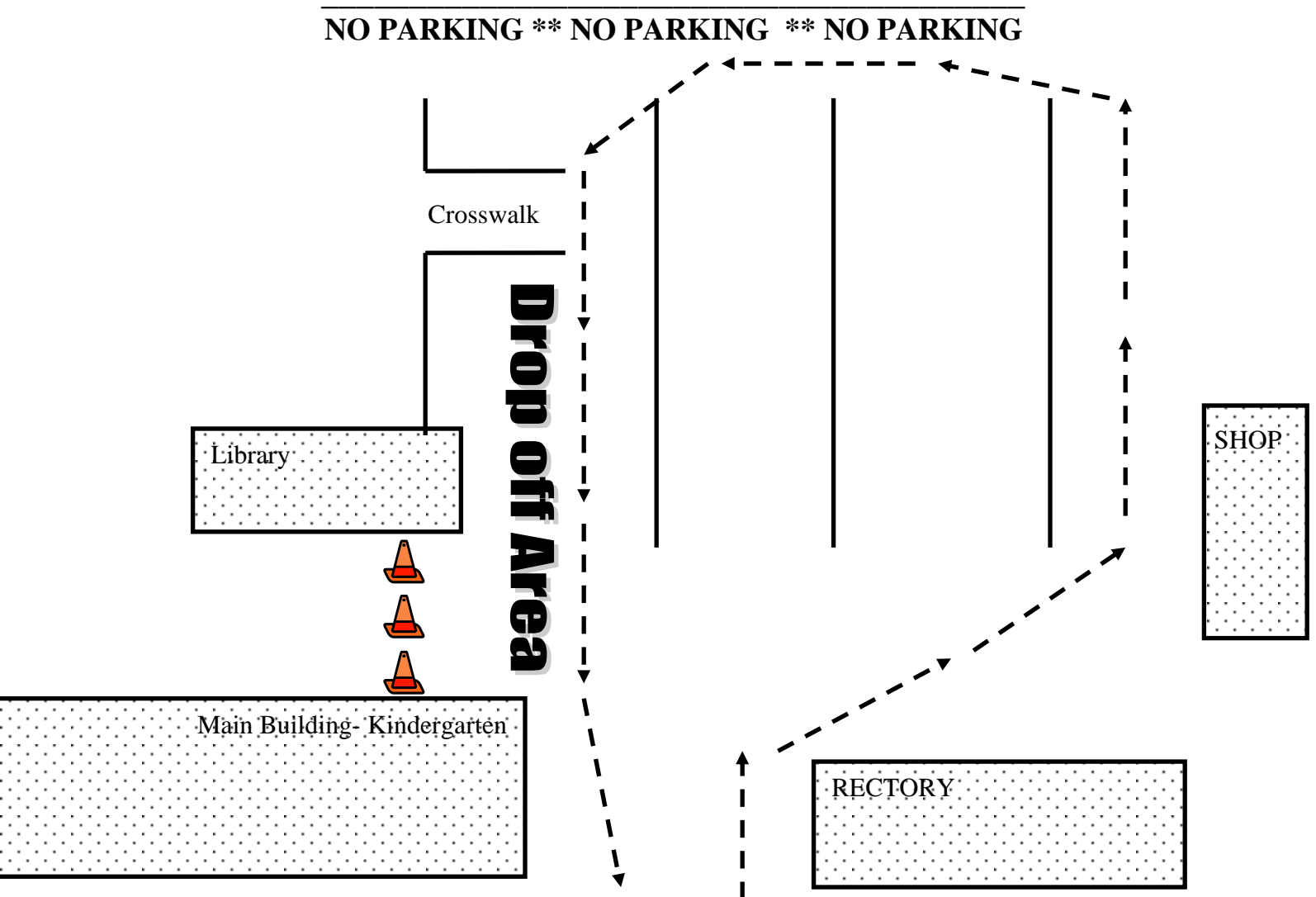
**ALL FAMILIES NEED TO SHARE THE FOLLOWING PROCEDURES  
WITH GRANDPARENTS, BABY-SITTERS AND ANYONE ELSE WHO MAY PICK UP CHILDREN**

Those whose carpool includes **A.M. PreKindergartners** are to park in the Church parking lot and walk their child to the PreK Classroom.

**MORNING CARPOOL for K through 8th Grade 8:15-8:25**

1. Make a big loop around the playground/parking area.
2. Cars need to drop off students between the crosswalk and the end of the main building (see diagram).
3. Pull up behind the car in front before letting children out of the car.
4. Children are to exit the car from the **passenger side only.**
5. Do not leave your car while in the carpool line. If you need to come into the building or help a child get things out of the car, park in one of the parking spaces and escort your child to the line-up area.
6. NEVER back up or pull out of line.
7. Be patient, courteous and watchful.
8. DRIVE SLOWLY ... KEEP ALL OUR CHILDREN SAFE.
9. If the driver needs to come into the building, park in the church parking lot.





**A.M. PreKINDERGARTEN PICK UP (11:15-11:30a.m.)**

**The teachers will take PreK children to the area near the Kindergarten classroom.**

1. Make a small loop around the playground.
2. Pick up children in the area between the portables and the main building (near orange cones).
3. Allow children to enter the car only from the passenger side. **(Never allow them to walk in between cars.)**
4. Never leave your car while in the carpool line. Keep things moving.

**ALL FAMILIES NEED TO SHARE THE FOLLOWING PROCEDURES WITH GRANDPARENTS, BABY-SITTERS AND ANYONE ELSE WHO MAY PICK UP CHILDREN**

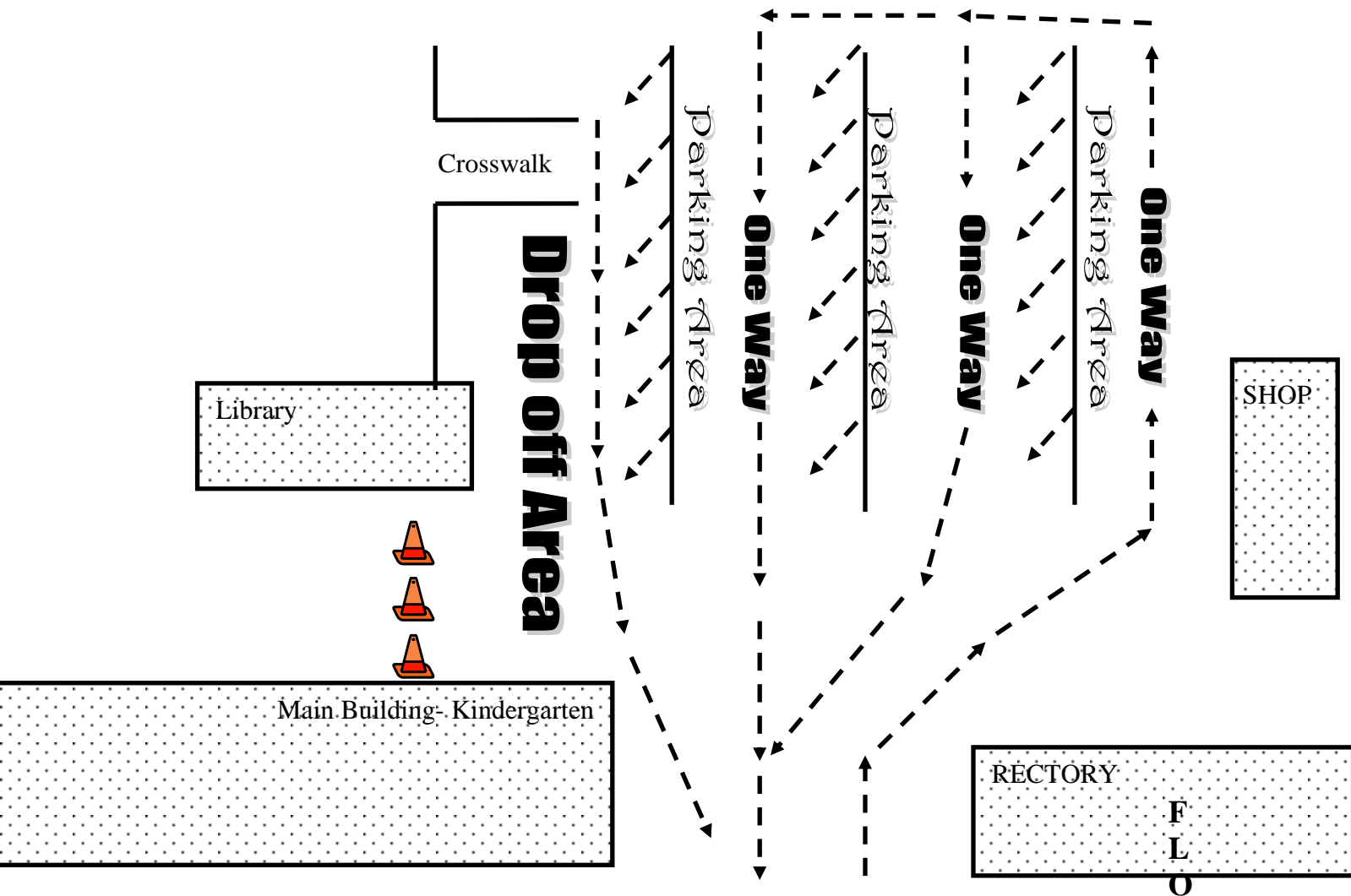
**P.M. Pre-Kindergarten Arrival: Drivers are to park in the church parking lot and walk the child to the Pre-K classroom. The teacher will meet the Pre-K children at the door at 12:10.**

**AFTERNOON CARPOOL for PreK through 8th Grade PICK UP**

1. Park only in the designated parking areas.
2. Go around the parking area to enter all parking spaces - follow the **one-way** directions indicated.
3. Students may go to their car **ONLY** by crossing at the playground crosswalk. Adults are needed to set a good example and also use the crosswalk.
4. PreK & Kindergarten drivers are to walk to the crosswalk area to meet the child. A teacher will keep the children on the other side of the crosswalk until the driver is seen.

- 5. Children are not to go to their cars until the car has come to a complete stop and is parked.
- 6. Children are NOT to be picked up in the driving lanes.
- 7. NEVER BACK UP! PULL FORWARD OUT OF YOUR PARKING SPACE INTO THE EXIT LANE.
- 8. Leave the carpool area as soon as children are in the car so that your parking space is available to other cars.
- 9. DRIVE SLOWLY. BE COURTEOUS and PATIENT. KEEP OUR CHILDREN SAFE.

**NO PARKING \*\* NO PARKING \*\* NO PARKING**



Parents are asked to please: Do not visit in the crosswalk area after your child has arrived.  
\*\*\*Do not park for more than a few minutes in the carpool area – vacate your space for someone else as soon as possible.



## Appendix A St. Frances Cabrini School Personal Electronic Device (PED) Policy

In an attempt to recognize the value of electronic tools we will allow them to be used on campus as electronic readers. While we are excited that students are using new technology to nurture their love of reading, we do have some rules for the appropriate use of these devices.

### Rules for using PED's

- St. Frances Cabrini School is not responsible for lost, stolen, or damaged **PED's**. If a **PED** is brought on campus, it is the student's responsibility to care for it.
- All **PED's** must be labeled with the student's first and last name.
- Each student is responsible for his/her own **PED** and is not allowed to lend it to another student while on campus.
- **PED's** can be used in class only when the teacher gives the student permission. If a student is using a **PED** at an inappropriate time, the teacher may confiscate it and leave it in the office for the parent to pick up after school.
- **PED's** are to be used for school related reading/assignments only.
- Any student found to be using his/her **PED** for internet access during class without prior permission will lose his/her privileges. Books must be downloaded off campus, prior to coming to school.
- Material downloaded by each student must be monitored by his/her parents.
- **PED's** may not be used on campus for audio books.
- The privilege to use a **PED** can be revoked at any time.
- **PED's** must be approved by the teacher.
- **PED** must be named in the devices settings so that it can be recognized on the SFC network.

By signing the sheet below, you are giving your student permission to use his/her **PED** on campus in agreement with the rules listed above. Please have your student submit the signed form to his/her language arts/literature teacher.

### PED Agreement

By signing below we acknowledge the guidelines for using **PED's** in the classroom at St. Frances Cabrini School as listed above and agree to abide by the rules.

We also recognize that using a **PED** is a privilege and a responsibility which may be revoked at any time.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name(Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

PED Make/Model \_\_\_\_\_

PED serial number: \_\_\_\_\_

PED MAC/Wi-Fi address: \_\_\_\_\_

PED Name: \_\_\_\_\_



**APPENDIX B**  
**St. Frances Cabrini School**  
**Parent – Teacher – Student Handbook**



**Parent and Student Acceptance Agreement**

The School Handbook contains the rules and policies which govern and direct all those who are a part of St. Frances Cabrini School. Families/students registered in the school have agreed to abide by and be governed by the contents of this Handbook. The School Handbook is a part of the contract which exists between the school and the parents/students by reason of registration in the school. Therefore, the school is obligated to provide each registered family with a copy of The School Handbook.

Parents need to sign the section below and **return it to school by August 25<sup>th</sup> 2016**

**Parent Acknowledgement**

I/we acknowledge that I/we have read the 2016-17 St. Frances Cabrini School Parent – Teacher – Student Handbook.

Family Name (please print) \_\_\_\_\_

Parent/s Signature \_\_\_\_\_

Date: \_\_\_\_\_

Comments/Questions?