

SAINT FRANCIS OF ASSISI CATHOLIC SCHOOL PRE-KINDERGARTEN  
HANDBOOK



# Catholic Schools

**Learn. Serve. Lead. Succeed.**

Saint Francis of Assisi Catholic School Prekindergarten  
700 West 18th Street  
Yuma, Arizona 85364  
928-782-1539  
[www.stfrancisschoolyuma.org](http://www.stfrancisschoolyuma.org)

# I. Table of Contents

Page 2	II. Catholic Mission
Page 2-3	III. Mission Statement and Philosophy <ul style="list-style-type: none"><li>A. Hours</li><li>B. Tours</li><li>C. Inspection</li><li>D. Department of Health Services</li></ul>
Page 3-4	IV. Admission, Registration, Withdrawal <ul style="list-style-type: none"><li>A. Admission Policy</li><li>B. Withdrawal</li></ul>
Page 4-6	V. Parent Responsibilities <ul style="list-style-type: none"><li>A. Tuition and Fees</li><li>B. Family Service Hours</li><li>C. SCRIP/ Community Reward Programs</li><li>D. Refunds</li><li>E. Attendance Policy</li></ul>
Page 6-9	VI. Program Overview <ul style="list-style-type: none"><li>A. Report Cards</li><li>B. Conferences</li><li>C. Field Trips</li><li>D. Transportation Policy</li><li>E. Daily Schedule</li></ul>
Page 9-11	VII. Health and Safety <ul style="list-style-type: none"><li>A. Open Door Policy and Parent Involvement</li><li>B. Arrival and Dismissal Procedures</li><li>C. Illness</li><li>D. Emergency Procedures</li><li>E. Medications</li></ul>
Page 12	VIII. Meals
Page 12	IX. Naps
Page 12-13	X. Discipline Policy
Page 12-14	XI. General Policies <ul style="list-style-type: none"><li>A. Communication</li><li>B. Pesticide Application</li><li>C. Insurance</li><li>D. Handbook Regulations</li><li>E. Title IX Compliance</li><li>F. Computer and Information Resource Agreement</li></ul>
Page 14-16	XII. Uniform Policy <ul style="list-style-type: none"><li>A. Uniform Purchases</li><li>B. Prekindergarten Girls</li><li>C. Prekindergarten Boys</li><li>D. General Uniform Guidelines</li><li>E. General Dress Codes</li><li>F. Spirit Dress Code</li></ul>
Page 16	XIII. Electronic Devices
Page 16-17	XIV. Parent Organizations <ul style="list-style-type: none"><li>A. School Advisory Commission</li><li>B. Home and School Association</li><li>C. Dad's Club</li></ul>
Page 18	Photo Release
Page 19	Parent/Guardian/Student Signed Handbook Agreement

## II. CATHOLIC MISSION

The Faculty and Administration of Saint Francis of Assisi Catholic School welcome you into our school, a community of prayer, study, and fun. Let it be known to all who enter Saint Francis of Assisi Catholic School that Christ is the reason for this school. He is the unseen but ever present teacher in its classes. He is the model of its faculty and the inspiration for its students.

### Student Daily Prayer

I promise to do my best today to be Christ-like and accept responsibility for my words, actions and deeds. With Jesus as my model, I will refrain from anything that can be hurtful to my classmates, but will do my best to be kind, courteous, friendly, respectful and welcoming to everyone I encounter.

“Catholic Education is an expression of the mission entrusted by Jesus to the Church he founded. Through education the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action.” *(To Teach as Jesus Did)*

“The educational mission of the Church is an integrated ministry embracing three interlocking dimensions:

1. The message revealed by God which the Church proclaims.
2. Fellowship in the life of the Holy Spirit.
3. Service to the Christian Community and the entire human community.”

*(To Teach as Jesus Did)*

“Catholic Schools are unique expressions of the Church’s effort to achieve the purposes of Catholic Education among the young. They are the most effective means available to the Church for the education of children and young people.” *(Sharing the Light of Faith)*

The mission of Catholic school education in the Diocese of Tucson is the formation of students to be true Christians. Every effort is made to assist the students in securing knowledge and acquiring habits, which will enable them to lead a thorough Christian life. As educators in the Diocese of Tucson, we assume the responsibility to teach as Jesus did as our role in the teaching mission of the Catholic Church. This mission includes student’s spiritual, intellectual, moral, physical, social, and cultural aspects.

## III. MISSION STATEMENT

Saint Francis of Assisi Catholic School Prekindergarten is committed to educational excellence within the traditions of the Roman Catholic faith. We, along with parental support, educate our students to grow in the image and likeness of God, so they may become confident leaders in service to others as well as beacons of hope for all.

## PHILOSOPHY

Saint Francis of Assisi Catholic School Prekindergarten is a Roman Catholic and early childhood focused preschool. Our mission is to provide a Christ-centered and developmentally appropriate environment that supports our students’ spiritual, educational, emotional, social and physical development. Saint Francis of Assisi Catholic School Prekindergarten believes that each student, as a child of God, has basic needs: to know God as Father, Son and Holy Spirit; to grow spiritually in the traditions of the Roman Catholic Faith as well as

intellectually; to respect the dignity of self and others. We assist parents, the primary educators of their children, through the educational mission of the Church.

## **A. School Hours**

### Half Day Schedule

Monday through Thursday

7:30am - 11:30am

Breakfast (available from home or a breakfast bar and milk will be available) and hot lunch (available for purchase or lunch from home)

### Full Day Schedule

Monday through Thursday

7:30am - 3:15pm

Breakfast (breakfast from home or a breakfast bar and milk will be provided), hot lunch (available for purchase or lunch from home), and afternoon snack (provided by parents on assigned snack day)

### Friday Schedule

7:30am - 12:05pm

Breakfast (breakfast from home or a breakfast bar and milk will be provided) and morning snack (provided by parents on assigned snack day)

## **B. Tours**

Tours are provided by appointment for new and inquiring families.

## **C. Inspections**

All inspection reports are available in our main school campus office upon request.

## **D. Department of Health Services**

Our Prekindergarten is regulated by the Arizona Department of Health Services. Their contact information is: 150 N. 18th Ave Suite 400, Phoenix, AZ 85007. 602-364-2539.

## **IV. ADMISSION, REGISTRATION, WITHDRAWAL**

### **A. Admission Policy**

All children regardless of race, national origin, or religious affiliation are welcome. By registering at Saint Francis of Assisi Catholic School Prekindergarten, students and their parents indicate their intention to accept the philosophy of the school and observe the regulations and policies of the school and the Diocese of Tucson. Upon enrollment parents must provide:

- Copy of a birth certificate
  - Prekindergarten students must be 4 years old prior to September 1st.
- A completed registration form

- All Catholic students must also provide a copy of their sacramental certificates if applicable.
- A current immunization record
  - Copy of immunization card or document from the child’s health care provider
 or
  - An exemption affidavit that contains a statement signed by a health care provider that the immunizations required would endanger the child’s health or medical condition OR a statement signed by a parent that the child is being raised in a religion whose teachings are in opposition to immunizations

Parents of an enrolled child who **does not** have age appropriate immunizations required by 9A.A.C.6, A 7 will receive written notice that the child may attend school in the facility for **not more** than 15 days after the notification unless the enrolled child’s parent complies with the immunization requirements. Once the requirement is fulfilled, the student will be allowed to attend. Furthermore, a child without proof of immunization from disease will not be able to attend class between the start and end of an outbreak of the disease. (Arizona Department of Health Services Bureau of Child Care Licensing R9-5-305).

## B. Withdrawal

To withdraw from Saint Francis of Assisi Catholic School Prekindergarten during the school year:

- Set up an appointment with the Director
- Make sure all tuition and other payment are current

Withdraw on the grounds of behavior:

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, when this behavior significantly reduces the school’s ability to effectively serve its students, the parents/guardians may be requested to remove their child from the school for any of the following reasons, but not limited to:

- If payments are delinquent after 2 months and arrangements have not been made to be paid in full
- Refusal to cooperate with school personnel
- Refusal to adhere to the Saint Francis of Assisi Catholic School Prekindergarten or Diocesan policies and regulations
- Interference in matters of school administration of discipline
- Insults to or abuse of any faculty/staff or administrator at any time of the school premises, or at some place if the faculty/staff or administrator is required to be present in connection with assigned school activities.

## V. PARENT RESPONSIBILITIES

### A. Tuition and Fees

#### Half Day Tuition

\$4590.00 (Full) / \$459.00 (monthly for 10 months)

Payments:

- In Full: by August 1, 2017
- Monthly: Payments will be invoiced through Smart Tuition Management.

Payments are due the 1st of each month. Payments made after the 15th of the month will be considered delinquent and an \$45.00 late fee will be charged.

### Full Day Tuition

\$5400.00 (Full) / \$540.00 (monthly for 10 months)

Payments:

- In Full: by August 1, 2017
- Monthly: Payments will be invoiced through Smart Tuition Management. Payments are due the 1st of each month. Payments made after the 15th of the month will be considered delinquent and an \$45.00 late fee will be charged.

Should tuition remain past due for two consecutive months, the student is considered ineligible to return to class until the tuition and fines are paid in full.

Required dues for each family at the commencement of the school year will be for:

- \$10 Home and School Membership Fee
- 10 tickets for \$10 each (\$100 total) for the Annual Fall BBQ
- One couple's ticket for \$125 to the Benefit for the Children Dinner/Dance
- \$10 Dad's Club Membership Fee

## **B. Family Service Hours**

Any adult who serves as a volunteer, where they will be working independently with children, must meet the child safety criteria as described by the school's Safe Environment policies. (Section V. B.)

Each family is required to contribute **twenty service hours** to the school (**ten hours per semester**). A fee of \$50 per hour will be charged if not completed. Service hour forms must be completed for all activities and turned in at the end of the month in which they are served. All service hours must be completed by the second week of May.

Of the twenty hours, every family must serve a **minimum of four hours at the annual Barbeque and two hours at a Dad's' Club sponsored event**. Additional opportunities to complete service hours include, but are not limited to:

- Recess duty
- Before and after school duty
- Lunch duty
- Home and School activities
- Dad's Club activities
- Cleaning on Saturdays
- Serving on school committees
- Chaperoning dances

This policy applies to all school volunteers, parents, and/or non-parents. It is recommended that all parents/guardians, or any adults who volunteer at the school, go through all compliance procedures so that they are qualified as volunteers.

## C. SCRIP/ Community Reward Programs

SCRIP is a vital and necessary fundraiser for Saint Francis of Assisi Catholic School's operation. SCRIP turns everyday shopping into cash when our families use retail gift cards to pay for everyday purchases like gas and groceries. Each family is required to purchase a minimum of \$2000 of SCRIP per school year **or** pay a one-time annual buyout fee of \$200. You can choose from nearly 400 national retail stores. A list of retailers is available in the office or on our website. Families are able to check your current balance by contacting the front office.

### Community Reward Programs

Fry's shoppers can earn money towards their SCRIP requirement by registering their Fry's VIP card under their Community Rewards Program. Our organization number is 81446. You do not need to save your receipts.

Fry's tracks your qualified purchases and will post your rebate earned in a quarterly report to your Fry's account. In order to receive credit for your purchases towards your SCRIP requirement, they will need to print out your quarterly report and turn it into the office within 30 days from the end of each quarter.

- o First quarter: September 1st - November 30th
- o Second quarter: December 1st - February 28th
- o Third quarter: March 1st - May 31st
- o Fourth quarter falls within summer break

## D. Refunds

Refunds are given at the discretion of the Director.

## E. Attendance Policies

Parents are required to call by 9:00 am if their child is absent. The school will call the parent if a child is absent and if a parent has not yet called. This procedure is our way of ensuring that parents are aware that their child is not in school.

## IV. PROGRAM OVERVIEW

Saint Francis of Assisi Catholic School Prekindergarten offers a highly academic, yet hands on Christ and child-centered curriculum to teach and explore literacy and numeracy while supporting the developmental needs of a pre-kindergartener. The Saint Francis of Assisi Catholic School Prekindergarten staff supports and partners with parents in their mission to nurture the Catholic faith and academic readiness of their child.

Academics aside, a solid prekindergarten program puts just as much emphasis in its social teachings as it does in its academic teachings. Saint Francis of Assisi Catholic School Prekindergarten offers this emphasis in two ways. First, and foremost are our Catholic teachings through the Gospel Values. As our prekindergarten aligns with Saint Francis of Assisi Catholic School K-8th grade's philosophy of a Catholic School's Gospel Values, we teach and model to our student body to be a community of faith, knowledge and service. In that spirit, we bring this powerful message down to the prekindergarten level with *Stories of God's Love*, a Bible based curriculum that teaches God's message and scripture through stories that are relevant to the everyday life of a preschool aged child. God's message and His teachings will be taught and modeled through daily prayer: morning prayer, prayer at snacks and meals, and the end of the school day. The prayers that are taught and

modeled for Saint Francis of Assisi Catholic School Prekindergarten students are: Angel of God, Hail Mary, Our Father, and Grace Before Meals. Students will also gain an understanding of the Catholic Church's traditions, symbols, and sacraments. The second emphasis will be placed on character building, peer relationships, social skills and problem solving with our *Second Step* curriculum. This program teaches everyday social situations with the use of puppets, roll plays and stories. These stories are relevant to complexity of a preschooler's day. Communication skills, frustration tolerance, acceptance of others, turn taking and fairness are challenges all preschoolers face daily.

Students explore literacy in the areas of English/language arts with the *Engage NY* curriculum. This curriculum is highly engaging while providing students with early English and language arts readiness skills. The curriculum is taught in thematic units where stories, both familiar and new, are told, retold and acted out in art, dramatic play, blocks, writing, music, movement, science, social studies, child initiated writing, and games.

Students will explore numeracy in the area of math. Math is a very complex curriculum at the preschool level. Aside from the basics of numbers and shapes, math concepts are taught and explored through music, movement, trial and error, and hands on play. Our math curriculum, *Engage NY*, will provide a sound foundation in math concepts to prepare children for a strong understanding of numerals, spatial awareness, shapes, quantities, and groupings.

The whole child is our focus, therefore, our program provides daily gross motor and fine motor activities. Whether a child is playing on the playground, water table, sand table, playdough, thematic sensory exploration or working on their coloring and writing skills, each and every student has the opportunity for movement, experimentation, exploration, and discovery.

## **A. Report Cards**

Students will be assessed on developmental milestones which are aligned with both the *Arizona Early Learning Standards* along with the benchmarks for the *Engage NY* curriculum. Items on the report card that are shaded are not in the zone of developmental mastery at that time and therefore, are not assessed. Report cards will be sent home quarterly. A \$2 fee will be paid to the office for a lost report card.

## **B. Conferences**

All students and parents will be required to attend a conference in the fall and spring. Additional conferences are available upon request of parents or teachers. The fall conference will address academic goals and benchmarks, along with developmental and emotional adjustments to the prekindergarten year. Spring conferences will be looking ahead to kindergarten readiness and a scope and sequence of the mastery of developmental skills throughout the year.

## **C. Field Trips**

Field trips provide a learning experience with the purpose of expanding students' insight into a particular curricular concept. Written notice of a field trip will be given to parents in advance. Parents/guardians must sign and return a permission form by the due date indicated on the permission form in order for your child to attend the field trip. Phone calls in lieu of the permission slip will not be accepted. Saint Francis of Assisi Catholic School Prekindergarten and its staff do not provide transportation for its students, therefore,

Volunteer field trip drivers must:

- be at least 25 years of age or older
- have proof of current insurance
- a copy of their driver's license
- a copy of their vehicle registration
- a driving record check and list of moving violations and accidents
- must be in compliance with the Diocese of Tucson Safe Environment requirement, including fingerprint and criminal background, and up to date Safe Environment Program
- vehicles must have seat belts for each student and carseats

This information must be on file in the school office. Drivers must be in compliance with the Diocese of Tucson Safe Environment requirement, including fingerprint background clearance, and current First Aid/CPR certification.

## D. Transportation Policy

Saint Francis of Assisi Catholic School Prekindergarten does not transport children.

## E. Daily Schedule

### MONDAY- THURSDAY

Time	Task
7:30- 8:10	Arrival/ Breakfast
8:10- 8:25	Morning Circle Time
8:25- 8:40	Religion
8:40- 8:55	Outdoor Play
8:55- 9:30	Math
9:30- 10:05	ELA (with Small Group)
10:05-10:55	Centers
10:55- 11:00	Lunch Prep
11:00-11:20	Lunch
11:20- 11:30	Pack up/ Half Day Dismissal
11:30- 11:45	Read Aloud
11:45- 1:15	Nap
1:15- 1:30	Wake up/ Snack
1:30- 1:50	Outdoor Play
1:50- 2:50	Centers

2:50- 3:10	Closing Circle
3:10- 3:15	Pack-up/ Dismissal

**FRIDAY (August- January)**

Time	Task
7:30- 8:10	Arrival/ Breakfast
8:10- 8:25	Morning Circle Time
8:25- 8:40	Second Step
8:40- 9:00	Outdoor Play
9:00- 9:15	Snack
9:15- 9:55	Math
9:55- 10:35	ELA (with Small Group)
10:35- 11:35	Centers
11:35- 11:55	Closing Circle
11:55- 12:05	Pack-up/ Dismissal

**FRIDAY (February- May)**

Time	Task
7:30- 8:10	Arrival/ Breakfast
8:10- 8:35	Morning Circle Time
8:35- 8:50	Read Aloud/ Bathroom
8:50- 10:00	Mass
10:00- 10:10	Snack
10:10- 10:30	Outdoor Play
10:30- 10:45	Second Step
10:45- 11:45	Centers
11:45- 11:55	Closing Circle
11:55- 12:05	Pack-up/ Dismissal

## **VII. HEALTH AND SAFETY**

### **A. Open Door Policy and Parent Involvement**

Saint Francis of Assisi Catholic School Prekindergarten has an open door policy for parents whose children are registered at Saint Francis of Assisi Catholic School Prekindergarten and are welcome anytime. Parents are asked to enter the campus through the office as all comings and goings are recorded. Upon arrival, all visitors must check in at the front office to obtain a pass. Visitors must check out at the office when leaving campus. Anyone without a pass will be asked to go to the office and check in. Parents are welcome at any time to volunteer in their child's classroom. The prekindergarten class will participate in thematic parties throughout the year and parent involvement is encouraged.

### **B. Arrival and Dismissal Procedures**

Parents will park in the west parking lot to walk their child to the classroom. Students will be welcomed to enter the classroom at 7:30 am. Any student who arrives before 8:00 am will be required to bring a breakfast from home. In the event a child forgets a breakfast, a breakfast bar and milk will be provided. A parent/guardian/authorized caregiver must accompany the child to the room and sign the child in for the day. A signature must include the initial of the first name and full last name of the parent/guardian/caregiver per Arizona Code, R9-5-306. Students will be dismissed at either 11:30 (half day) or 3:15 (full day) when the teacher opens the classroom door. Parent/guardian/authorized caregiver must sign the child out following the same signature requirements as sign in. If a child needs to be dismissed before the designated dismissal time, the parent/guardian/caregiver may enter the room to pick up the child and sign them out. If a child is not being picked up by a parent/guardian, written authorization needs to be provided stating the name of the authorized caregiver. The authorized caregiver **MUST** bring picture identification for verification before a child may be released. Older siblings may not sign out prekindergarten students. Older students in grades K-8 may be picked up under the ramada **after** your pre-kindergartner is signed out.

### **C. Illness**

If your child is ill, please keep the child at home. If your child becomes ill at school, we will call you immediately. We will call an authorized person on the emergency contact list in the event a parent/guardian is unable to be reached. Your child will need to be picked up within one hour of a parent/guardian being contacted. If your child is sent home from school for illness or fever, s/he may not return for 24 hours. Further, a child must be fever free for 24 hours before returning to school. If your child returns to school before the 24 hour period, a doctor's note is required. If your child was sent home with an infectious illness, a doctor's note is required upon returning to school.

### **D. Emergency Procedures**

In the event of a serious injury, if we cannot reach a parent/guardian/authorized caregiver, a staff member of Saint Francis of Assisi Catholic School Prekindergarten will accompany the child on an emergency vehicle if necessary.

## E. Medications

To ensure that medications are properly administered, the following guidelines will be followed:

- A Medication Authorization Form is available in the front office and must be filled out for both over the counter and prescription medications, to include sunscreen.
- The medication must be provided with a medication request with the child's first and last name, name of the medication, prescription number, instructions for administration, starting and ending dates of dosage periods, times and frequency of administration, reason for medication and the date of authorization.
- Only designated staff will dispense both prescription and nonprescription medications. Ms. Ochoa, the Saint Francis of Assisi Catholic School designated medication administrator, will dispense medications to students while chaperoned by a prekindergarten classroom teacher.

## VIII. MEALS

Breakfast, snack and lunch menus will follow the Arizona Department of Health's Table of Meal Pattern Requirements, R9-5-508.

- If your student is dropped off between 7:30 am and 8:00 am a breakfast should be sent with the child to be eaten in classroom. In the event a breakfast is not brought from home a breakfast bar and milk will be offered.
- It is mandatory that milk is served with lunch.
  - Parents and/or guardians will provide milk in addition to the scheduled snack.
- An afternoon snack will be provided for the class by parents and/or guardians as assigned on a rotating basis throughout the year.
- The options for snack are not limited to the food listed but offer some examples.

**Snack-** Choose one option from two categories.\*\*

Category	Options
<b>Milk (fluid)</b>	<b>½ cup per child</b> 1% or 2% in original container
<b>Vegetable/Fruit</b>	<b>½ cup 100% full strength juice</b> apple, orange, grape, cranberry, etc. in original container <b>½ cup of vegetables</b> carrots, cucumber, celery, broccoli, cauliflower, sugar snap peas, etc. <b>½ cup fruit</b> strawberries, apples, blueberries, watermelon, etc.
<b>Bread or Bread Alternates (whole grain or enriched)</b>	<b>½ slice of bread</b> <b>½ serving</b> cornbread, rolls, muffins, or biscuits <b>½ cup</b> cold, dry cereal <b>¼ cup</b> cooked cereal, pasta, noodle product, or cereal grain

<b>Meat or Meat Alternates</b>	<b>½ ounce</b> cooked lean meat, fish, or poultry <b>½ ounce</b> cheese <b>½ hard boiled egg</b> <b>⅛ cup</b> cooked dry beans or peas* <b>1 tablespoon</b> peanut butter, soy nut butter, or other nut or seed butters <b>½ ounce</b> peanuts, soy nuts, tree nuts, or seeds OR an equivalent quantity of any combination of the above meat/meat alternates <b>2 ounces</b> yogurt
<p>* In the same meal service, dried beans or dried peas may be used as a meat alternate or as a vegetable; however, such use does not satisfy the requirement for both components.</p> <p>** Juice may not be served when milk is served as the only other component.</p>	

\*If a child has a peanut allergy, St. Francis of Assisi Catholic School Prekindergarten will be peanut free.

For children attending both half day and full day prekindergarten, lunch will be served at 11:00. A lunch from home is welcomed. There will be an option to buy lunch that is prepared under the AZ Department of Health’s requirements. The Saint Francis of Assisi Catholic School hot lunch program is available for \$4.50 per lunch. If your child is absent and has ordered hot lunch, you will have the option to come and pick up the hot lunch during the scheduled lunch period. No refunds will be given. Weekly menus/order forms are available the week in advance. Lunch orders are due the Thursday prior to the lunch week. No late orders will be accepted. If your child forgets a lunch, parents will be called to drop off a lunch. If parents are unable to drop off a lunch, one will be provided by the office at the hot lunch cost of \$4.50. Parents may eat with their child but must first check in with the office.

## IX. NAPS

All students in the full day prekindergarten program will nap or have a quiet rest time from 11:45 am until 1:15 pm. Our prekindergarten program furnishes a cot, sheet, and blanket for each child. Parents may provide an additional blanket as well as any comfort items (i.e. stuffed animal, pillow). Please label all items. All personal nap items will be sent home on Fridays to be washed and returned to school the following Monday.

## X. DISCIPLINE POLICY

Saint Francis of Assisi Catholic School Prekindergarten practices positive reinforcement. With constant communication, parent involvement, and patience, students will be successful in their day to day interactions. We assist children in helping them learn acceptable social interactions with peers and teachers.

The first weeks of school will greatly focus on our independence, classroom rules, and friendships. Our pre-kindergarteners will be follow a color coded behavioral system. Our goal is for all students to be kind, courteous and friendly learners. This color system provides a visual reminder to each student to monitor their progress in this area in the most efficient way.

Color	Description
Purple	Consistently Follows Behavior Expectations
Blue	Role Model
Green	Ready to Learn
Yellow	Warning
Orange	Timeout (3 minutes)
Red	Time Out with Teacher Interaction

All students will start their day with their name on green. This behavior chart is fluid to encourage students to be aware of their behavior, apply their behavior skills, and to work towards meeting school wide behavioral expectations. Those students who show exemplary behavior will move up the scale, providing positive encouragement and modeling desired behaviors. Students that need a warning, will move down to yellow. If further behavior warrants, the student will move even further down the scale. In the event of a disciplinary situation where redirection is unsuccessful, a child may sit in time out for no more than 3 minutes. In the event that the child is not ready to return, the child may stay in time out up to 10 minutes, however a staff member will provide interaction with that child during those 10 minute period. If behaviors continue and become routine, parents will be contacted for a team plan to be put in place consisting of the director, teacher, and parents.

\*At no time does Saint Francis of Assisi Catholic School Prekindergarten use corporal punishment.

## **XI. GENERAL POLICIES**

### **A. Communication**

Parent boards are located in your child’s classroom and have postings of a weekly menu, lesson plans as well as information regarding our license, staff, and emergency plan. In addition to our parent board, a weekly newsletter will go home with your child for an overview of the week ahead. Each student will be given a daily folder with a communication log. This log is to be used as home and school correspondence, as needed. Parents will also receive communication via Renweb from both teachers and office staff. Communication from the director/principal goes out on Wednesday via the “Brown Envelope” link located on the homepage of the Saint Francis of Assisi Catholic School website. Parents should correspond via email to office staff or via daily folders and/or email with teachers.

### **B. Pesticide Application**

In the event that Saint Francis of Assisi Catholic School Prekindergarten, parochial school, and/or church building(s) is being treated with pesticides, written notice will be posted at all entrances of each building 48 hours in advance.

### **C. Insurance**

Saint Francis of Assisi Catholic School Prekindergarten carries a \$1,000,000 insurance policy.

### **D. Handbook Regulations**

By registering your child at Saint Francis of Assisi Catholic School Prekindergarten, you agree to abide by the Parent and Student Handbook in its entirety. Parents/guardians are required to sign a form indicating they have read and understood its contents. The director is the final recourse and reserves the right to amend the handbook. Parents/guardians will be given prompt notice of any handbook changes.

### **E. Title IX Compliance**

Saint Francis of Assisi Catholic School Prekindergarten is in compliance with Title IX of the Education Amendments of 1972 to the extent that no person shall, on the basis of gender, race or national origin, be excluded from participation in, be denied the benefits of, not to be subject to discrimination under any education programs or activities, nor shall there be discrimination by gender, race, or national origin in the employment of personnel.

### **F. Computer and Information Resource Agreement**

All students enrolled in Saint Francis of Assisi Catholic School Prekindergarten and their parents/guardians are required to sign the *Computer and Information Resource Agreement* policy, located at the back of the Parent Handbook. Failure to sign this policy, by either student or parent/guardian, will result in the student not being allowed use of the computer network or internet at school.

## **XII. UNIFORM POLICY**

Saint Francis of Assisi Catholic School Prekindergarten will follow a dress code similar to that of Saint Francis of Assisi Catholic School. Uniforms are required and must be in their full uniform by the time they enter school grounds until they are picked up at the end of the school day. Uniforms should be clean, pressed, labeled and appropriate in size and length. Polos, cardigans, and sweatshirts must have the Saint Francis Catholic School logo.

Refer to general uniform guidelines and general dress code for further specifications.

### **A. Uniform Purchases**

Uniforms should be purchased from:

- Desy's Alterations and School Uniforms located at 1406 S. 4th Ave (783-1880)
- French Toast Uniforms for Kick Pleat Scooter for girls at [www.frenchtoast.com](http://www.frenchtoast.com)

## **B. Prekindergarten Girls**

- White or navy cotton polo
- Navy cardigan OR
- Navy crew neck sweatshirt
- Navy scooter OR
- Navy twill or canvas pants
- Solid black or white socks or white tights
- Tennis shoes

\*Refer to general uniform guidelines and general dress code for further specifications.

### Friday Mass Dress February– May

- White or navy cotton polo
- Navy cardigan
- Navy skooter
- Solid black or white socks or white tights
- Tennis shoes

\*Refer to general uniform guidelines and general dress code for further specifications.

## **C. Prekindergarten Boys**

- White or navy cotton polo
- Navy cardigan OR
- Navy crew neck sweatshirt
- Navy twill or canvas shorts OR
- Navy twill or canvas pants
- Solid black or white socks
- Tennis shoes

\*Refer to general uniform guidelines and general dress code for further specifications.

### Friday Mass Dress February– May

- White or navy cotton polo
- Navy cardigan
- Navy twill or canvas pants
- Solid black or white socks or white tights
- Tennis shoes

\*Refer to general uniform guidelines and general dress code for further specifications.

## **D. General Uniform Guidelines**

- Polos, cardigans, and sweatshirts must have the Saint Francis of Assisi Catholic School logo
- All uniform shirts are to be worn tucked in
- Polos may be short or long sleeve
- Only plain white undergarments under uniform shirts and blouses
- Turtlenecks or long sleeve shirts may not be worn under uniform tops
- Shorts and scooters may be no shorter than three inches when kneeling
- No hoods, drawstrings, or zippers on cardigans and/or sweatshirts in the classroom
- Shorts, scooters, and pants may not be denim, jean, or cargo

- No sandals, open-toed, or backless shoes
- No boots

## **E. General Dress Code**

- Students should practice personal hygiene
- Boys' hair should be clean, trimmed above the ears and shirt collar, and out of the eyes (No razor designs)
- Girls' hair should be clean and out of the eyes
- Hair coloring must appear natural
- Marking on body is not permitted
- No makeup or colored lip gloss
- Colored nail polish or artificial nails may not be worn
- Girls may wear one pair of earrings no larger than one inch in dimension
- Boys may not wear earrings
- No other jewelry is permitted in prekindergarten
- Saint Francis of Assisi Catholic School is not liable for lost, stolen, or damaged jewelry
- Hats or sunglasses may not be worn inside the school building

## **G. Spirit Dress Code**

Spirit dress is worn on designated days.

- Appropriately fitting jeans
- Shorts, skirts, and dresses no more than 3 inches above knee when kneeling
- Shirts containing images and slogans must be appropriate
- Boys must have sleeves on their shirts
- Tank top straps must be at least two inches
- No spaghetti strap, racerback, mid-drift, or low-cut tops
- No flip-flops, sandals, open-toed, or backless shoes

In order for your child to participate in the designated spirit days, the fee must be paid by the due date.

## **XIII. ELECTRONIC DEVICES**

Electronic devices (cell phones, smartwatches, tablets, leap pads, iPods) are not allowed to be used at school. In the event an electronic device is brought to school, the device must be powered off and turned into the teacher at the beginning of the day and will be returned at the end of the day.

## **XIV. PARENT ORGANIZATIONS**

### **A. School Advisory Commission**

Saint Francis of Assisi Catholic School advisory board is board composed of the principal, clergy of Saint Francis of Assisi Parish, and appointed representatives from the school and parish community. To be a member of the commission one must have children in the school, are alumni of the school, or are parishioners with a devoted interest toward the continuing growth of the school.

## **B. Home and School Association**

Home and School Association is an organization through which parents/guardians can exercise their roles as partners with the school in the education of their children. Every family is a member of the Home and School Association. The Home and School Association consists of six elected parents to serve as Saint Francis of Assisi Catholic School officers. At Home and School meetings, parents/guardians become more informed about various areas of education involving their children.

Home and School assists Saint Francis of Assisi Catholic School and Prekindergarten through service functions such as classroom, library, or office help, room-parents, playground supervision, health screening, special lunches, school picnics, preparation for special receptions and celebrations, school maintenance, P.E. activities, etc.

Home and School is a great financial help to Saint Francis of Assisi Catholic School and Prekindergarten. The major fundraising activities are the Annual Fall Barbecue, Benefit for Children Dinner/Dance and Annual Walk-A-Thon. Each family's participation is important for the successful operation of Saint Francis of Assisi Catholic School and Prekindergarten.

Required dues for each family at the commencement of the school year will be for:

- \$10 Membership Fee
- 10 tickets for \$10 each (\$100 total) for the Annual Fall BBQ
- One couple's tickets for \$125 to the Benefit for the Children Dinner/Dance

All Home and School fees are due by September 1st and are non-refundable.

## **C. Dads' Club**

Dads' Club is an organization in which the fathers, grandfathers, uncles and friends of our students exercise their role as partners with the school in the education of their children. Women may also attend meetings and be involved. Every family is a member of the Dad's Club. The Dads' Club meets once a month at a predetermined meeting place. They have elected officers that serve for two years.

The Dads' Club is a great benefit to the schools, not only through the presence of dads at school functions, but in raising money and working to make improvements to the school grounds, school picnics, and school maintenance.

Each family is required to help with one fundraiser. Their fundraisers include but are not limited to Texas Hold'em tournament. Dads' Club membership fee of \$10 is due by September 1st and is non-refundable.

## Photo Release Authorization Form

St. Francis Catholic School  
700 W 18<sup>th</sup> Street  
Yuma, AZ 85364  
Phone: 928-782-1539  
Fax: 928-783-0403  
E-mail: vlopez@stfrancisuyuma.com

From time to time, photos will be taken of students, student activities, etc. The school reserves the right to use these photos for news releases, the school's website, the year book, school-related video and slide presentations, marketing purposes, etc. The school will allow members of the media to take pictures of students, athletic events, and other school activities for publication. The school feels that these are legitimate opportunities for students to be in the "lime light" and also promote the school.

STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

\_\_\_\_ Yes, I grant permission for (school) to use my child(ren)'s photo for the publications listed above.

\_\_\_\_ No, Please do not use my child(ren)'s photo.

The Photo Release Authorization must be returned by August 25, 2017.

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

## PARENT/GUARDIAN/STUDENT HANDBOOK AGREEMENT

The school administration reserves the sole right to amend or waive any of the included policies. Common sense, order, safety, and charity are the rationale behind these guidelines and policies, which are in compliance with Diocese of Tucson policies. Saint Francis of Assisi Catholic School Handbook is designed to help provide an environment that enhances spirituality and respect for God's creations, academic excellence, and personal responsibility. Thank you for your support in upholding the policies and regulations in Saint Francis' Handbook.

The Parent/Guardian/Student Agreement must be returned by August 25, 2017.

THE STUDENT/PARENT HANDBOOK REMAINS IN FORCE IN THE SCHOOL FOR EACH STUDENT, EVEN WITHOUT STUDENT AND PARENT SIGNATURES.

My parents/guardians and I have read and discussed Saint Francis of Assisi Catholic School Handbook. I agree to cooperate with all the rules and regulations of Saint Francis of Assisi Catholic School.

---

Signature of Student

grade

We have read the St. Francis of Assisi Catholic School Handbook. As parents/guardians, we accept the full responsibility to see that our child/ren cooperate with the rules and regulations of the school and personally uphold the school's rules and regulations.

---

Print Family Name

---

Signature of Mother/Guardian

Date

---

Signature of Father/Guardian

Date