

ST. FRANCES CABRINI SCHOOL

FAMILY HANDBOOK

2023-24



Mission Statement

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

5621 108th Street SW
Lakewood, WA 98499
253-584-3850

Monica Davis, Principal

Cris Cooper, Office Manager

Marie Paige, Bookkeeper

Rose Vlad, Development and Admissions

Website

www.cabrinischool.org



TABLE OF CONTENTS

MESSAGE FROM PRINCIPAL.....	<u>7</u>
DIRECTORIES	
School Faculty and Staff.....	<u>8</u>
Parish Administration.....	<u>8</u>
School Commission Members.....	<u>8</u>
School Parent Organization/Club Members.....	<u>8</u>
SCHOOL INFORMATION	
Location.....	<u>10</u>
Philosophy.....	<u>10</u>
History.....	<u>10</u>
MISSION STATEMENTS	
Archdiocese of Seattle	<u>12</u>
Office for Catholic Schools.....	<u>12</u>
School.....	<u>12</u>
NOTICE OF NON-DISCRIMINATORY POLICY	<u>13</u>
ACCREDITATION	<u>13</u>
COVENANTS	
Community Covenant.....	<u>14</u>
Teacher’s Covenant.....	<u>14</u>
Student’s Covenant	<u>14</u>
Parent’s Covenant	<u>14</u>
ADMISSION AND ENROLLMENT POLICIES	
General Information.....	<u>16</u>
Students with Learning Differences.....	<u>17</u>
Admission for Re-Registration.....	<u>18</u>
Withdrawal of Students.....	<u>18</u>
Withdrawal Regarding Financial Matters.....	<u>19</u>
RIGHTS OF THE SCHOOL AND RELATIONSHIPS	
Principal Privilege.....	<u>20</u>
Respect of School Property.....	<u>20</u>
Search and Seizure.....	<u>20</u>
Use of Student Information and Pictures.....	<u>20</u>
Use of School/Parish Grounds.....	<u>20</u>
School / Home Relationships.....	<u>20</u>
FINANCIAL POLICIES	
Tuition.....	<u>21</u>
General Information.....	<u>21</u>
Tuition Goals.....	<u>21</u>
Tuition Rates.....	<u>21</u>
Tuition Payment Options.....	<u>22</u>
Tuition Contracts/Covenants.....	<u>23</u>
Tuition Assistance.....	<u>24</u>
Fulcrum Foundation Tuition Assistance.....	<u>24</u>
School Financial Aid.....	<u>24</u>

Emergency Financial Aid.....	24
Registration and Fees.....	24
Fundraising.....	25
RAISERIGHT/Scrip.....	25
Auction.....	25
Annual Giving Fund.....	26
Service Hours.....	26

ACADEMIC POLICIES

Curriculum.....	27
Instruction.....	27
Religion.....	27
Academic Subjects.....	28
Advanced Math Placement.....	30
Assessment.....	30
Library.....	30
Mission Statement.....	30
Philosophy Statement.....	31
Responsibility Policy.....	31
Field Trips.....	31
Outdoor Education.....	32
Homework.....	33
By Grade Level.....	33
Late Work and Make-up Work.....	34
Grading.....	34
Progress Reports.....	34
Report Cards.....	35
Parent-Teacher-Student Conferences.....	35
Retention.....	35
Academic Probation.....	35
Academic Promotion.....	35
Academic Trial Period.....	35
School Supplies.....	36
Textbooks.....	36
Tutoring.....	36

DISCIPLINE AND BEHAVIORAL POLICIES

Discipline Procedures and Policies.....	36
Corporal Punishment.....	36
Disciplinary Actions.....	36
Discipline Policies.....	37
Discipline Regulations.....	37
Behavioral Contracts.....	37
Detention.....	37
Suspension.....	38
Expulsion.....	38
Due Process.....	38
Harassment/Bullying.....	39
Conflict.....	39
Harassment.....	39
Bullying and Cyberbullying.....	40
Threats.....	40
Retaliation/False Allegations.....	41
Violent Behaviors.....	41
Aggressive or Reckless Behavior.....	41

Alcohol and Drug Policy.....	41
Assault or Causing Physical Injury.....	42
Criminal or Gang-like Activity.....	42
Cheating.....	42
Disturbances.....	43
False Fire Alarms and Fire.....	43
Forgery.....	43
Gambling.....	43
Hazing.....	43
Insubordination.....	43
Leaving School Grounds without Permission.....	43
Plagiarism.....	44
Profanity.....	44
Respect of Property.....	44
Smoking.....	44
Theft.....	44
Searching Student Belongings.....	44
Weapons.....	44
Weapons Procedures.....	45
 SCHOOL POLICIES	
Daily Schedule.....	46
Calendars.....	46
Attendance.....	46
Absences.....	46
Tardiness.....	47
Appointments.....	47
Vacation.....	47
Inclement Weather.....	47
Uniforms.....	47
Policy.....	47
Where to Purchase.....	47
Expectations.....	47
Appearance.....	48
PE UNIFORM.....	50
Non-Uniform Days.....	50
Lost and Found.....	50
Educational Records.....	50
Transfer of Student Records.....	51
Types of Records.....	51
Family Educational Rights and Privacy Act (FERPA).....	51
Parents/Guardians.....	52
Non-Custodial.....	52
Divorced or separated.....	52
Phones and Electronic Devices.....	53
Cell Phones.....	53
Office Phone Use.....	53
Electronic Devices.....	53
Communications.....	54
With Principal.....	54
With Faculty.....	54
Electronic.....	54
Directory.....	55
Emails.....	55
Social Media.....	55

Health Care.....	<u>56</u>
Health Room.....	<u>56</u>
Medication.....	<u>56</u>
Counseling.....	<u>57</u>
Immunizations.....	<u>58</u>
Emergencies and Crisis Procedures.....	<u>58</u>
Emergency Form.....	<u>58</u>
General Emergencies.....	<u>59</u>
Fire Drills.....	<u>59</u>
Earthquake.....	<u>59</u>
Lockdown.....	<u>60</u>
Safety at School.....	<u>61</u>
Carpool.....	<u>61</u>
Bicycles/Skateboards/Scooters/Rollerblades Safety.....	<u>64</u>
Touching Safety.....	<u>64</u>
Financial Safety.....	<u>64</u>
Before-Care and After-Care.....	<u>64</u>
Policies and Procedures.....	<u>64</u>
Open Times.....	<u>65</u>
Fees.....	<u>65</u>
Lunch Program.....	<u>65</u>
Playground Behavior.....	<u>66</u>
Rules and Behavior.....	<u>66</u>
Playground Equipment.....	<u>66</u>
Release of Student.....	<u>66</u>
To Another Adult.....	<u>66</u>
To the Police.....	<u>67</u>
Parent Involvement.....	<u>67</u>
Visitors.....	<u>67</u>
Room Parents.....	<u>68</u>
Parties.....	<u>68</u>
Pictures.....	<u>68</u>
Animals at School.....	<u>68</u>
Dance Policy.....	<u>68</u>
Extra-Curricular Activities.....	<u>69</u>
SPECIAL POLICES AND INFORMATION AND ATHLETICS.....	<u>70</u>
PARENTS CLUB BYLAWS....	<u>72</u>
SCHOOL COMMISSION BY-LAWS.....	<u>80</u>

MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to St. Frances Cabrini School! In choosing St. Frances Cabrini School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Parent/Student Handbook reflects the policies of St. Frances Cabrini School for the 2023-2024 school year.

The St. Frances Cabrini School Handbook is available online and hard copies are available in the school's main office. All school families must read this document carefully and have a signed handbook agreement form on file. By signing this agreement form, you and your student(s) agree to abide by the policies of St. Frances Cabrini School during the 2023-2024 school year.

The faculty and staff of St. Frances Cabrini School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion. God bless you.

In Christ,

Monica Davis

Student 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.
4. Serves the needs of the school and the greater community

An active learner who

1. Writes, communicates, and listens effectively
2. Demonstrates problem solving and critical thinking skills
3. Works cooperatively with fellow students

DIRECTORIES

2023-2024 SCHOOL FACULTY AND STAFF

Principal	Monica Davis	mdavis@cabrinischool.org
Pre-Kindergarten (AM)	Patti Delgado	pdelgado@cabrinischool.org
Pre-Kindergarten	Olga Huerta	ohuerta@cabrinischool.org
Pre-Kindergarten (PM)	Violeta Herrera	vherrera@cabrinischool.org
Kindergarten	Meaghan Hanson	mhanson@cabrinischool.org
Grade 1	Lacey Zinsu	lzinsu@cabrinischool.org
Grade 2	Linda Burke	lburke@cabrinischool.org
Grade 3	Andrea Lyons	alyons@cabrinischool.org
Grade 4	Brenda Ryan	bryan@cabrinischool.org
Grade 5	Jennifer O'Farrell	jofarrell@cabrinischool.org
Grade 6	Susan McGuire	smcguire@cabrinischool.org
Grade 7	Tanner Scanlan	tscanlan@cabrinischool.org
Grade 8	Stacey Larson	slarson@cabrinischool.org
Music Teacher	Rachel Kvale	rkvale@cabrinischool.org
Physical Education Teacher	Mary Holroyd	mholroyd@cabrinischool.org
Art Teacher	Jodi Landon	jlandon@cabrinischool.org
Learning Support Specialist	Maria White	mwhite@cabrinischool.org
Technology	Mikaela Mason	mmason@cabrinischool.org
Bookkeeper/Registrar	Marie Paige	mpaige@cabrinischool.org
Development Director	Rose Vlad	rvlad@cabrinischool.org
Office Manager	Cris Cooper	ccooper@cabrinischool.org
Before/After Care	Shannon Smith	extendedcare@cabrinischool.org
Maintenance	Mike Kizer	mike@cabrini.us
Lunch monitor	Marcia Lleras	

PARISH ADMINISTRATION

Pastor	Fr. Paul Brunet	frpaul@cabrini.us
PA	Dave Whitesell	dave@cabrini.us
Administrative Assistant	Sergio Ramirez	receptionis@cabrini.us

SCHOOL COMMISSION MEMBERS

President	Annette Beerbower	drgarza@yahoo.com
Vice-President	Kerrie Fowler	kfowler0311@yahoo.com
Secretary	Mare Miramontes	mare.bennett@gmail.com
Commission Member	Tracey Baker	buckychi0@aol.com
Commission Member	Roberta Andrew-Royer	persyl32@gmail.com
Parent Club liaison	Deanna Bridenbeck	sfcparentsclub@gmail.com
Commission Member	Anai Aitken	anaiaitken@hotmail.com
Parish liaison	Amina Freeman	

SCHOOL PARENTS CLUB/ORGANIZATION MEMBERS

President (Interim)		sfcparentsclub@gmail.com
Vice-President	Lisa Parker	lisacparker@gmail.com
Secretary	DeAnna Bridenbeck	sfcparentsclub@gmail.com
Treasurer	Lesama'o	lesamao@gmail.com
Care and Concern Chair	Eliza Szymanek	eliza.b.szymanek@gmail.com
Fundraiser Chair	E. Sanford/A. Tsuneyoshi	sanforde@hotmail.com
Book Fair Coordinators	DeAnna Bridenbeck	sfcparentsclub@gmail.com
Room Parent Coordinator	Amina Freeman	katinaky_free@yahoo.com
Teacher Lunches		
Campus Cleanup		
Athletic Director	Kraig Van Vleck	knightssuniteathletics@gmail.com
Scrip Coordinators	C. Mount/S. Luna	cakiley394@yahoo.com
Used Uniform Sales	Cindee Carlsson	gecarlsson@gmail.com

ST. FRANCES CABRINI SCHOOL INFORMATION

SCHOOL LOCATION

St. Frances Cabrini School is a Pre-Kindergarten through 8th grade Catholic elementary school. It is located at 5621 108th St SW, Lakewood, WA.

SCHOOL 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.

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, 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".

MISSION STATEMENTS

ARCHDIOCESE OF SEATTLE

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

OFFICE FOR CATHOLIC SCHOOLS

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

ST. FRANCES CABRINI SCHOOL

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.

NOTICE OF NON-DISCRIMINATORY POLICY

St. Frances Cabrini School admits students of any race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, sexual orientation, color, national and ethnic origin, age or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students is decided on a case-by-case basis by the principal or his/her designee.

ACCREDITATION

WESTERN CATHOLIC EDUCATION ASSOCIATION

St. Frances Cabrini School is by the Western Catholic Education Association. Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process. The next Accreditation is scheduled for the 2023-24 school year.

COVENANTS

COMMUNITY COVENANT

St. Frances Cabrini School community strives to be a covenant community. The teachers and staff at St. Frances Cabrini School are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

CATHOLIC SCHOOL TEACHER'S COVENANT

Each teacher at St. Frances Cabrini Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at St. Frances Cabrini Catholic School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth.
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship;
- provide appropriate and challenging academic instruction;
- embrace the diversity of their students and build bridges between all cultures;
- set clear standards for behavior and be fair and consistent in discipline; and

CATHOLIC SCHOOL STUDENT'S COVENANT

As a student at St. Frances Cabrini Catholic School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- respect all students and treat each one with care regardless of race, gender, or other differences.
- obey all rules.
- respect school property and the personal property of other students.
- display proper manners and show common courtesy at all times.
- assume responsibility for all their actions and not make excuses.
- always do their classwork and homework without excuses or disrespect.
- be on time, ready to learn, and give their best effort.

CATHOLIC SCHOOL PARENT'S COVENANT

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose St. Frances Cabrini Catholic School to assist them in forming their child as a disciple of Jesus Christ and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain

enrolled in St. Frances Cabrini Catholic School. Parents understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- be a Christian role model by regularly attending Sunday Mass with their children if they are Catholic.
- promote respectful behavior in their child by setting a good example in their own speech and behavior.
- show respect for the school personnel, volunteers and visitors and teach their child to do the same.
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- follow the policies and procedures of the St. Frances Cabrini School Handbook.
- accept and embrace the diversity at St. Frances Cabrini Catholic School.
- respect the privacy of the faculty, staff, students, and their families.
- not consume, smoke, or vape cannabis products on school grounds, school transportation and/or at school activities and events.

ADMISSION AND ENROLLMENT POLICIES

GENERAL INFORMATION

It is understood that St. Frances Cabrini School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of St. Frances Cabrini School. St. Frances Cabrini School reserves the right to dismiss any student, or to deny reenrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

Prior to entry, attendance, or transfer to a Level 1 or 1b Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA)) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

Applications and registrations will be considered on the following priority basis:

1. Current students presently enrolled at St. Frances Cabrini School.
2. Students of families who have children are presently enrolled in the school.
3. Students of families who are registered, supporting and active in St. Frances Cabrini Parish. The family must be in good standing regarding participation in and financial support of the parish to receive consideration for in-parish tuition, if offered.
 - (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 months.
 - (c) The family must have established a pattern of consistent financial support. (Consistency, not amount, will be verified with the parish.)
 - (d) The family must demonstrate support of the Catholic mission of the school/parish through regular church attendance.
4. Students of families who are registered in and supporting other Catholic parishes and meets the qualifications in 3 a-d above.
5. Baptized Catholics who are not covered by the above qualifications.
6. Any family who desires a quality academic program within a Catholic environment and supports the Christian way of life.

7. St. Frances Cabrini School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
8. Final admission of students is dependent upon the results of an interview with the principal and review of current school records and entrance exam results.
9. The completion of application forms, the approval of a tuition contract, a determination of available space, and a finding that the school can meet the needs of the individual student are also required.
10. Final acceptance will be submitted in writing to all new families admitted for the following school year.
11. A child must be 5 years of age for kindergarten and 4 years old for pre-kindergarten by August 31st immediately preceding the school year for which the student seeks to enroll.
12. If there are still spots available in Pre-K after October 15, students will be considered who will turn 4 before December 31. These students will be required to complete a second year of Pre-K before entering Kindergarten.
13. A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form MUST be submitted by all new students before school begins.
14. All new students are accepted on a probationary basis. (Please refer to policy on Academic Trial Period). Students must meet and maintain academic standards and expectations.
15. Registration will begin each year after Catholic Schools' Week at the beginning of February.

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.

STUDENTS WITH LEARNING DIFFERENCES

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, St. Frances Cabrini School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. St. Frances Cabrini School will consider:

1. the severity and degree of the disability.
2. the level of support needed from special services and any special equipment or related services the student may require.
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities.
4. the accommodations, if any are necessary, and the school's ability to provide those accommodations.
5. the child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
6. Any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

St. Frances Cabrini school will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. St. Frances Cabrini school determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, St. Frances Cabrini will not discriminate against otherwise qualified individuals based on disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

St. Frances Cabrini School honors the following procedures in trying to serve students with special needs:

Phase 1: Identification – Identification of the specific area of concern(s), documentation of concern, consultation with the student's family.

Phase 2: Assessment – Comprehensive assessment through the local public school or through private, professional consultants.

Phase 3: Planning and Placement – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan would be created to match the needs of each individual student with on-going communication and assessment.

****For the complete procedural plans for serving students with special needs, please contact the school office.**

ADMISSION FOR RE-REGISTRATION

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. After review of the family's current tuition contract/covenant compliance a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded) and health/medical compliance. The registration fee is non-refundable and due with the tuition contract.
2. Non-compliance could result in a change of tuition contract status.

WITHDRAWAL OF STUDENTS

In the event students are withdrawn from school, parents are asked to follow this procedure:

1. Notify St. Frances Cabrini School of the withdrawal via a note to the school office with a copy sent to the principal.
2. All financial obligations must be met before a student's education records will be released.
3. Student's records will be sent at the request of the student's new school.

WITHDRAWAL REGARDING FINANCIAL MATTERS

St. Frances Cabrini School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order for St. Frances Cabrini School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

In order to receive a full refund of tuition paid, the parent/guardian must advise the principal by August 1st, if the student will be withdrawing. The registration fee is non-refundable under any circumstances.

- If a student is withdrawn by the first day of school, 95% of the tuition is refundable.
- If a student is withdrawn between the first day of school and the end of the first trimester, 50% of the tuition is refundable.
- If a student is withdrawn between the first day of school and the end of the first trimester, 50% of the tuition is refundable.
- If a student is withdrawn after the end of the first trimester, 100% of the tuition is owed.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis. Some exceptions that will be considered are:

- (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.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. 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. Additionally, no child will be re-enrolled 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.

RIGHTS OF THE SCHOOL AND RELATIONSHIPS

PRINCIPAL PRIVILEGE

The principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader and school commission. Parents will be notified of any changes in the handbook through the school newsletter.

RESPECT OF SCHOOL PROPERTY

Care of school property portrays a sense of pride and strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

SEARCH AND SEIZURE

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing, and other items in a student's possession. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

USE OF STUDENT INFORMATION AND PICTURES

The school reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year.

USE OF SCHOOL/PARISH GROUNDS

St. Frances Cabrini School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the covered play area, field, and play zones during active school hours.

SCHOOL/HOME RELATIONSHIPS

St. Frances Cabrini School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, St. Frances Cabrini may require parents to withdraw their children and sever their relationship with the school.

FINANCIAL POLICIES

TUITION

General Information

1. The School Commission, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
2. All tuition contract/covenant obligations for the prior year must be paid in full to insure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

Tuition Goals

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the Catholic family.
3. To generate funds the school has a solid financial base that can more effectively improve programs and services.

ST. FRANCES CABRINI Tuition Rates

1. **In-Parish Tuition Rate**
 - a. A St. Frances Cabrini In-Parish family is one who is registered in the parish prior to school registration.
 - b. A St. Frances Cabrini In-Parish family is one who is participating in the sacramental life of the parish by regularly attending Mass, supporting parish activities, and contributing at least 4 hours per month in school/parish service hours.
2. **Monitoring of the St. Frances Cabrini In-Parish Tuition Rate Privilege**
 - a. A Catholic family receives the gift of the “In-Parish” rate provided the criteria of being parishioners as stated in the St. Frances Cabrini School Admissions and Enrollment policies and included in the registration materials is met.
 - b. If there is a financial challenge being incurred by a parish family, the family should notify the school directly. There is a process for applying and receiving St. Frances Cabrini scholarships and there is a deep commitment to make sure all our Catholic families have the financial support they need. Any Catholic families may make an appointment to discuss this matter privately with the principal and the pastoral leader.
 - c. For returning students, family financial obligations will be assessed each spring. Catholic families receiving the “In Parish” rate may be moved to “Out-of-Parish” rate for failure to live up to the requirements of the tuition contract and the Family Handbook. This decision is made by the pastoral leader in accordance with the principal.
3. **Out of Parish Tuition Rate**
 - a. A non-Catholic student is one who has not been baptized into the Catholic Church and does not receive in-parish tuition.

TUITION PAYMENT OPTIONS

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

1. **Full Payment:** Pay directly to the school by August 15.
2. **Two Payments:** Pay directly to the school in two equal installments by August 15 and November 15 with half due on August 15th and half due November 15. If you select this option and miss the payment date, you will be required to pay the balance through SchoolAdmin.
3. **Automatic Withdrawal Monthly Payments:** Pay through automatic withdrawal system (SchoolAdmin) in 11 equal installments from July through May. 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 Finalsight Enrollment formerly known as SchoolAdmin. Families who select this option and miss a tuition payment due to insufficient funds will automatically be charged a penalty assessed by SchoolAdmin.

It is important to note that the Finalsight Enrollment 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 and the service fee is charged to families for the services of Finalsight Enrollment formerly known as SchoolAdmin. This non-refundable fee is automatically deducted once Finalsight Enrollment 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. For the school to meet its financial obligations, the parent/ guardian contracts to pay promptly and in full all tuition and fees. Students will be responsible for replacing their own broken supplies/materials.

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

- A. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. If a family fails to pay tuition on time, the school principal will initiate the following procedures:
 - a. If at the end of **thirty (30) days** the tuition account is not current, the parent will be notified by the principal of the past due amount. A late fee of \$25 will be added to the total tuition balance, and additional late fees of \$25 each month will continue to be added until the account is current.
 - b. If at the end of **sixty (60) days** the past due condition continues to exist, the parent will be notified in writing by the principal that the account must be brought current.
 - c. If at the end of **ninety (90) days** the account has not been brought current, school services to the family will be immediately discontinued and the account will be referred to a collection agency.

- B. St. Frances Cabrini School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.
- C. Families that are experiencing financial difficulties should contact the principal immediately.
- D. No charitable (goods or services) contribution shall be accepted in consideration of a student's enrollment at St. Frances Cabrini School.

Non-sufficient Funds on Finals site Enrollment (previously SchoolAdmin)

There is a \$35 charge each time Finals site attempts to draw money from your account and is unable to do so. Please make sure your account information is up to date, whether it is a credit card or bank account.

NSF CHECKS: There is a \$35 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.

TUITION CONTRACTS or COVENANTS

1. Each family signs a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at St. Frances Cabrini School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or school bookkeeper.
2. The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. If more than one person is responsible for the tuition costs and fees, then both should sign the tuition contract. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.
3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.

TUITION ASSISTANCE

Fulcrum Foundation Tuition Assistance

The [Fulcrum](#) Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

St. Frances Cabrini School Financial Aid

Local financial assistance can be requested by any current school family. However, families must first apply through FACTS for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the

Fulcrum Foundation (See above) by the Fulcrum deadline (December 16, 2023). Once a family has submitted the application by the designated deadline, the family can then submit an application form for St. Frances Cabrini School Financial Aid. The confidential form is processed by the school administration and awardees are based on financial need only. Each new school year, the applicant must reapply through FACTS for the Fulcrum Tuition Assistance Grant and St. Frances Cabrini School financial aid. Any special circumstances will be handled confidentially by the principal and pastoral leader.

The principal will determine the process and amount of tuition assistance based on specific criteria. St. Frances Cabrini School families who belong to St. Frances Cabrini Parish receive first consideration for assistance. Members of St. Frances Cabrini Parish must meet with Fr. Paul Brunet or his designee and submit the parish verification form. Families will receive notification from the principal regarding their tuition assistance award.

Emergency Financial Aid

Life status changes occur, and St. Frances Cabrini School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

REGISTRATION AND FEES

New Student Registration Fees:

1. Families of new students must pay a \$300 registration fee to secure the student's placement at St. Frances Cabrini School. All registration fees are non-refundable. This registration fee is due with the St. Frances Cabrini School New Student Registration Application.
2. All new students are required to take a placement test to determine if they are eligible to attend St. Frances Cabrini School. There is a \$50 testing fee which is due with the St. Frances Cabrini School New Student Registration Application. New Student Testing fees are non-refundable.

Re-Registration Fees:

Re-registration is held each year in February after Catholic Schools Week for families currently enrolled at St. Frances Cabrini School. The registration process is complete when the school has received:

1. St. Frances Cabrini School Tuition Contract along with the contract fee.
2. St. Frances Cabrini School New Student Registration Application along with the new student registration fee.
3. Emergency information forms that have been completed in full.
4. New student testing fee.
5. Applications for parish assistance and scholarship applications if applying.
6. Records: Baptismal and birth certificates, immunization, health records, and transcripts from any previous school.

Additional Fees:

Beyond registration and tuition, there are several additional fees that may be charged:

1. Eighth Grade Graduation Fee—This covers cost of graduation and other 8th grade expenses. For full details please refer to Graduation Policies.
2. 6th Grade Camp Fee—For full details please refer to 6th Grade Camp Policy.
3. Field Trips—Prices vary due to field trip destination and costs.

FUNDRAISING

Each school family will be required to participate in fund raising.

Raise Right Program - Scrip

1. One fundraiser at St. Frances Cabrini School is the selling gift cards through RaiseRight. For complete details and ideas to make RaiseRight sales successful, please contact the Parent Club RaiseRight chairpersons. **Statement of liability/ waiver:** The School assumes permission to send/receive financial statements and actual SCRIP through the Wednesday envelope system or directly home with the students. Parents who prefer not to participate in the pick-up and delivery process of gift cards at St. Frances Cabrini must communicate in writing to the RaiseRight Chairperson that they will relieve the school of the burden of pickup and delivery of gift cards and establish an appropriate system for their family. (Please see St. Frances Cabrini Financial Policies for addition information on RaiseRight.)
2. A family whose last child is a graduating 8th grader may apply any RaiseRight profits back to St. Frances Cabrini School or can designate to a current St. Frances Cabrini School family to help with their tuition costs. For the profits to be designated to a current St. Frances Cabrini School family, a letter of designation must be sent to the St. Frances Cabrini School bookkeeper by August 1st.
3. RaiseRight profits from anyone else who purchases RaiseRight and is not a current St. Frances Cabrini School family go to the St. Frances Cabrini School Fragile Families SCRIP Fund, which can be designated for a particular family or for the general fund. Please see the bookkeeper for additional details. Any designations not listed must have approval by the principal and pastoral leader.

Auction

1. The auction is St. Frances Cabrini School's largest fundraiser. It is an annual dinner gala with a silent and live auction dedicated to support the full mission of the school and is held each year. The Development Director and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition contract, families donate, "procure" items for the auction, or they can buy out. Buy-out money is used by the St. Frances Cabrini procurement team to purchase quality items for the auction. (Please see St. Frances Cabrini Financial Policies for additional information).

Annual Giving Campaign

Every family must support the St. Frances Cabrini School's Annual Giving Campaign, which helps with the current and future viability of the school.

SERVICE HOURS

As part of the tuition contract or covenant, each family is responsible for finding, recording, and tracking their service hours during the school year. The annual commitment hour requirement is 30 hours for a two-parent family and 15 hours for a single-parent family. Parish volunteer hours can count for up to 1/3 of your family commitment, 10 hours for a two-parent family and 5 hours for a single parent family. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$25 per hour due May 31st each year.

Auction hours will be assessed at \$55 per hour not completed.

It is the parent's responsibility to find opportunities to serve the school or parish. Families are required to document their hours on SchoolSpeak for recording purposes. A periodic update of recorded hours is sent to all families through the school year.

How can I fulfill my service hour commitment? Get involved at the school and parish level. Any service supporting the good works of the school and parish are counted as volunteer hours. Ideas include, but are not limited to room parents, calling committees, working in the classroom, working at the volunteer project table, take home projects, St. Frances Cabrini School auction, RaiseRight program, gardening around the grounds, ministers for the masses, serving on a commission, driving and chaperoning on fieldtrips, attending the monthly Parent Club Organization meetings and MORE!

ACADEMIC POLICIES

St. Frances Cabrini School exists to teach the message of Jesus Christ to its students. The curriculum taught at St. Frances Cabrini School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. St. Frances Cabrini School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. St. Frances Cabrini School is fully accredited through the **Western Catholic Educational Association (WCEA)**. A copy of the accreditation study and report is available at the school office.

CURRICULUM

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards subject areas. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

Instruction

The instructional program at St. Frances Cabrini School continually strives toward implementing the best and most appropriate teaching practices. These practices include circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence questions and answers, teacher directed questions and answers, high level questioning, discussion, and observing.

Religion

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, St. Frances Cabrini School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs, which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Friday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

Non-Catholic Students are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected, and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.
2. Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services but are invited and encouraged to do so

to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments. Non-Catholic students, like other students, are required to participate in service-learning projects and student service hours sponsored by the school.

Religion Class - Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

Sacrament of Penance - Opportunities to receive the Sacrament of Penance are made available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

Catechetical Formation in Chaste Living - The school will offer ongoing formation in chaste living, using an approved text, as part of Catholic moral formation, as required by the WCEA's Catholic Identity accreditation standards, and by standards published by the USCCB (2008): Catechetical Formation in Chaste Living.

Community Service - Each student and class take part in Christian service activities throughout the year.

ACRE Test - The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the **National Catholic Educational Association** (NCEA) in the month of April. The school will receive a group report for each ACRE leveled assessment used in the school.

Mass - St. Frances Cabrini School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers weekly for the celebration of the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

Prayer - To foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

Academic Subjects

English Language Arts - The English/language arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

Mathematics - The math curriculum is aligned with the Common Core State Standards for all grade levels. The program emphasizes individual student abilities, and students can be placed in higher-level math classes. The math program also emphasizes basic math facts, hands-on activities, and an online visual-spatial technology program for grades K-5.

Social Studies/History - In social studies, PreK through 3rd grade students learn about communities, geography, and map skills. In 4th and 7th grade the focus is Washington State history. In 5th and 8th grade the focus is United States history and geography. In 6th grade the focus is world history.

Science – Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into the curriculum.

Music – Music class teaches the basic elements of music as well as choral activities and use of instruments.

Physical Education - Physical education is aligned with the Washington State standards. Students work on coordination, movement, and physical activities. The 6th through 8th grade curriculum also includes team-based activities.

Technology - Students are introduced to major operating systems that may include Windows, IOS, and Google. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects.

Students are preparing for a world in which technology literacy is an important part of their future educational and vocational careers. Technology allows students to develop their learning styles and explore more creative ways to demonstrate their mastery of skills, concepts, and information. Technology is a tool by which teachers can reach each student at his or her own level, pace, and interest to enhance their lifelong learning process. This is an integral part of the educational program at St. Frances Cabrini School.

Students accept the responsibilities and guidelines outlined in the agreements they sign each year for the use of all St. Frances Cabrini School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parent. Internet access is available to students for educational purposes only. St. Frances Cabrini School staff has taken precautions to restrict access to inappropriate information and students are not to use the Internet without a teacher present.

Library Skills – All students visit the school library once per week. Kindergarten through 8th grade students is given the opportunity to check out books to read for growth in reading and academic skills, as well as for enjoyment. Students are taught strategies for locating information, selecting and evaluating both paper and electronic resources, and extracting information from those resources.

Art - Art instruction takes place in Pre-K through 8th grade and is connected to subject areas, liturgical seasons, and holidays. Kindergarten through 8th grade receive art instruction from an art teacher.

Personal Safety - St. Frances Cabrini School uses an Archdiocesan required safety program in PreK through 8th grade. Current program is *Protecting God's Children*™ program by Virtus.

Band Program – Students can take band through Bellarmine High School.

Advanced Math Placement

In the 7th and 8th grades, students may be placed in an advanced math group based on the following criteria. **A student must:**

1. have a teacher recommendation as being an independent worker and learner.
2. have an A- average with no trimester grade lower than B+ in order to enter advance placement status.
3. pass all four basic computation skills time tests at mastery level – (Mastery level is 85% for 6th grade; 90% for 7th grade)
4. be able to solve story problems without help.
5. be quick to recognize numerical and geometric patterns.
6. apply thinking skills and mathematical reasoning.
7. have homework scores consistent with test scores.
8. have a history of turning work in on time.
9. have a history of showing all steps in his or her work.
10. have a history of asking teacher for help when needed.
11. have a history of good attendance with minimal absences.

All students in advanced placement status enter the new school year on a probationary period in order to demonstrate the habits and skills needed for success in the new level of challenge. The student must maintain an 85% average at the end of the first trimester to remain in the advanced class and maintain a B average throughout the year.

Exception

A teacher's recommendation of exceptional math ability may be accepted in lieu of any one of the first three criteria. No other criteria will be considered for advanced placement status.

Placement decisions for 7th and 8th grade math are made at the end of each school year and no placement changes will occur after the decision has been made.

Assessment

St. Frances Cabrini School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which includes, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Report cards are sent home three times a year. Students in grades 2 through 8 take the Measures of Academic Progress (**MAP**) standardized tests. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

LIBRARY

Mission Statement

The St. Frances Cabrini School Library exists to help develop reading skills; to encourage recreational reading; to help familiarize students with the world around them, both present and past; to enhance the curriculum taught in the classrooms; and to promote a life-long love of reading.

Philosophy Statement

The school library staff is committed to providing a highly responsive service to the entire school community. The staff strives to inform, enrich, and empower every member of the school community by providing access to high-quality, appealing, timely, authoritative, and reputable materials in a variety of genres for a variety of age levels. The library staff acquires, organizes, and provides a wide variety of children's literature; Catholic resources; other relevant library materials; and serves the entire school community with caring and expert assistance. All students are encouraged to visit the library regularly and often so that they may enjoy and benefit from these materials.

Responsibility Policy

It is a **privilege** for students to use this facility and its materials. With this privilege come the following **responsibilities**:

1. **Students are responsible** for knowing what books they have checked out and for knowing where those books are at all times.
2. **Students are responsible** for taking proper care of library books and for returning them on time.
3. **Students are responsible** for learning and always demonstrating proper library etiquette in order to maintain a quiet, studious atmosphere.

Overdue Notices: Overdue notices will be sent home periodically throughout the year. The notices are a reminder to the student and his/her parent to return the book(s) for others to use.

Final Overdue Notices: In May, as the library prepares to close for the year and take inventory, the final due date will be announced; all books will be due; and final overdue notices will be sent.

Damaged Library Books: Students whose books are returned damaged beyond what would be considered "normal wear and tear" will incur a fine in an amount commensurate with the extent and type of damage. If the damage is so extensive that the book is no longer fit for circulation, the amount of the fine will be the replacement cost of the book.

Lost Library Books: If a student believes he/she has lost a library book, the library staff should be notified as soon as possible. If the book is still lost when the library prepares to close for the year, the student/parent will be billed for the replacement cost of the book.

Questions, Comments, Concerns: If you have a question, comment, or concern about our materials, service, or library in general, please submit it in writing to the library staff. The librarians and the school administration will meet with you to respond to your concern, and the pastoral leader will make all final decisions regarding materials available for the students.

FIELD TRIPS

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. **All students must bring the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of the written form. Only students currently enrolled at St. Frances Cabrini School are allowed to participate in field trips. **Parents who volunteer for field trips must find childcare for their children not enrolled at St. Frances Cabrini School. Siblings are not permitted to attend field trips. Children not enrolled in the school may not accompany the class field trip.**

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. School uniforms are to be worn on field trips unless otherwise indicated by the principal.

In accordance with Washington state law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old.
2. The driver must submit to a background check and show no felony, DUI, or reckless driving convictions.
3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company.
4. Effective January 1, 2020
 - Children under age 2 must be properly secured in a rear-facing car seat,
 - Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing,
 - Children ages 4 and older and less than 4'9" tall must be secured in a booster seat with seat belt (or continue in harness seat).
 - Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old).
 - Children under age 13 are required to ride in the back seat when practical to do so.

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

OUTDOOR EDUCATION

The Outdoor Education Program at Camp Osprey is a part of the 6th grade curriculum at St. Frances Cabrini School and attendance and participation in camp and camp activities is highly encouraged. **Camp reflects directly upon school expectations and grades and encompasses every subject.** Camp Osprey is designed to provide students with hands-on learning and application of natural science and conservation concepts while living together in the outdoors. The outdoor education program is in direct alignment with Washington State Educational Standards and the Archdiocese of Seattle religion standards.

Payment for this important educational experience is the responsibility of the parents of 6th grade children. Limited scholarships for the camp are available; access to these funds must be obtained through the principal before October 1. Payment for camp must be paid to St. Frances Cabrini School in full before a student is allowed to attend camp.

HOMEWORK

The St. Frances Cabrini School faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with a few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

Pre-Kindergarten

Homework assigned to Pre-Kindergarten students is under the discretion of the Pre-Kindergarten teacher and there is no specific amount of time for this grade.

Kindergarten and First Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 20 – 30 minutes.

Second and Third Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 30 – 45 minutes.

Fourth and Fifth Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 45 minutes to one hour.

Middle School – Sixth Through Eighth Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately one hour to one and one-half hours.

Additional Homework Notes

1. Students in 3rd – 8th grade are responsible for writing down their homework for each class in the assignment planner they receive in September.
2. If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
3. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
4. Middle school students (Grades 6th – 8th) may periodically expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.

Late Work

In PreK - 5th grade, the late work policy is under the discretion of the homeroom teacher. In Middle School any missing assignment will be given an M (for missing which = 0) in the gradebook until that assignment is turned in per each individual teacher's grading policies.

Make-Up Work

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day.

GRADING

Students in the primary grades (PreK-3rd) are assessed using a four-tier grading scale based on meeting the academic standards for their grade level. Students in grades 5-8 assessments is percentage based except for Religion which is based on the standards-based scale. A modified academic plan may be established if a student has specific academic needs. This academic plan would be prearranged between the teacher and the principal in conjunction with parents.

STANDARDS BASED SCALE FOR GRADES Pre-K to 3RD:

- | | |
|---|---|
| 4 | Exceeds the standard |
| 3 | Meets the standard |
| 2 | Improving, but not yet meeting the standard |
| 1 | Does not yet meet the standard |

If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

REPORT CARDS

Trimester report cards are issued at the end of each 12-week term. We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child's progress. They are tools of assessment that are used to measure a student's achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress.

PARENT-TEACHER-STUDENT CONFERENCES

Mandatory Parent-Teacher-Student conferences will be scheduled for each family in the middle of the fall grading period (mandatory) and spring trimester (optional and at teacher request). The purpose of these conferences is to provide an up-to-date and personal evaluation of the students' work and progress and to discuss with parents the ways to assist their children. Conferences also give parents opportunity to ask questions and to become informed of school activities. The conferences are student-centered; each student is an active participant and all students in grades 5-8 are expected to attend. Registering for conferences is done online.

Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your child's teacher.

RETENTION

If the teacher feels that another year in the same grade would be beneficial for the student, he/she may be retained in that grade. If retention is being considered by the teacher; parents must be notified by February. A formal letter from the principal will be sent out by March 1st and a final decision regarding the retention will be made by mid-May. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

If a middle school student (Gr. 6-8) does not pass two out of three trimesters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from St. Frances Cabrini School. In all cases, the final decision rests with the principal.

ACADEMIC PROBATION

Probation may occur if a student is not meeting the academic requirements of his/her grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from St. Frances Cabrini School.

ACADEMIC PROMOTION

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student is the sole responsibility of the principal.

ACADEMIC TRIAL PERIOD

All students who are newly enrolled in grades Pre-Kindergarten through 8th at St. Frances Cabrini School are admitted on a six-week trial basis. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

SCHOOL SUPPLIES

The responsibility for having necessary school supplies belongs to each family. A supply list is sent home in June and is available on SchoolSpeak.

TEXTBOOKS

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook.

TUTORING

Teachers may offer tutoring after school based on the needs of the student. Class time may not be used for any private lesson or practices.

DISCIPLINE AND BEHAVIORAL PROBLEMS

DISCIPLINE PROCEDURES AND POLICIES

We are committed to the development of a Christian community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. To make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to re-direct energies toward growth.

Purpose of discipline at St. Frances Cabrini School

1. To provide an environment of Christian community, wherein growth and development of the person is made possible, stimulated, and encouraged.
2. To provide an opportunity for the student to practice Christian ideals and attitudes.
3. To assist students in the development of self-discipline, courtesy, and respect.
4. To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn.
5. To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

Appropriate behavior is defined as following three basic rules:

1. We respect self and others.
2. We respect and care for school and personal property.
3. We observe playground boundaries, lunchroom, library, and school safety rules.

Corporal Punishment

The use of corporal punishment in any form is prohibited at St. Frances Cabrini School. All school personnel exercise pastoral leader care in the discipline of a student and will follow carefully articulated discipline procedures.

Disciplinary Actions

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Since building a Christian community demands that each individual be given the opportunity for personal growth, infringement of these rights will result in disciplinary action.

Disciplinary Policies

To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure an optimum learning atmosphere and create a climate in which each student has the maximum opportunity to learn.

The following are in addition to the Student Covenant and rules covered in the St. Frances Cabrini School Handbook.

Basic school-wide rules:

1. Students are to always comply with every faculty and staff directive.
2. Students are to use an appropriate voice when speaking.
3. Students are to keep hands, feet, and other body parts to themselves.
4. Students are to speak respectfully to others (no profanity or name-calling).

DISCIPLINE REGULATIONS

The rules of a school, governing all conduct and discipline, are in-place to insure an optimum learning atmosphere in the classroom. "Optimum learning atmosphere" shall be defined as the climate in which each student has the maximum opportunity to learn. Conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

The principal reserves the right to waive and/or deviate from all disciplinary regulations for just cause at their discretion.

A student who engages in conduct detrimental to the school's reputation, whether on or off school grounds, can be subject to suspension or expulsion.

Detention

Lunch Time /Recess Detention

Lunch time/recess detention will be held during the students' recess break: 11:50 to 12:10 AM for K-3rd grade and 12:20 to 12:40 PM for 5th through 8th grade students.

Detention may result from, but is not limited to, the following:

- Gum chewing/spitting
- Inappropriate language
- Inappropriate classroom behavior
- Inappropriate Mass behavior

Behavioral Contracts

A student is placed on a behavioral contract when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student's parents at a conference. The behavioral contract will state specific areas where growth is needed and will provide specific directions in terms of negative and positive reinforcement.

Suspension

In School Suspension: the student is removed from their classroom but attends school in a different environment which may be the resource room, principal's office, or another teacher's classroom. The student is required to complete assigned classwork but is not permitted to be with their regular

class for recess or lunch. Parents will be notified immediately and must attend an in-person meeting for the student to return to the regular classroom. A period of probation will follow in-school suspension. Extreme or serious behaviors can result in an immediate suspension. Persistent and serious offenders may be asked to withdraw from St. Frances Cabrini School.

Out-of-School Suspension

A student is expected to conduct himself/herself in a manner that is consistent with the Catholic faith. At the sole discretion of school leadership, a student may be placed on suspension for serious misconduct that is deemed to be detrimental to the school or the school's reputation on or off campus, during a school or parish sponsored activity, that happens off school grounds, or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period (generally not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

Expulsion

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.

Due Process

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from St. Frances Cabrini School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

HARRASSMENT/BULLYING

St. Frances Cabrini School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of St. Frances Cabrini School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. St. Frances Cabrini School will promptly respond to allegations

of harassment and bullying and take each allegation seriously. St. Frances Cabrini School will review and investigate such matters in a professional and timely manner.

1. St. Frances Cabrini School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
2. St. Frances Cabrini School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

Conflict

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

Harassment

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- (A) Physically harms a student or damages the student's property;
 - (B) Has the effect of substantially interfering with a student's education;
 - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - (D) Has the effect of substantially disrupting the orderly operation of the school.
- and that creates an intimidating, hostile or offensive school environment.

Descriptive Terms

1. Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.
2. Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.
4. Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
 - (A) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment.
 - (B) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or

(C) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

5. Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

Bullying and Cyberbullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over a period of time.** Bullying is not: single episodes of social rejection or dislike, mutual arguments, disagreements or fights.

There are three types of bullying:

1. Verbal bullying involves saying or writing mean things.
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
3. Physical bullying involves hurting a person's body or possessions.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

Threats

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended, or expelled and the police will be notified.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline

VIOLENT BEHAVIORS

St. Frances Cabrini School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

The following are examples of infractions requiring action:

Aggressive or Reckless Behavior

Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

Alcohol and Drug Policy

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of St. Frances Cabrini School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the health room or school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

Assault or Intentionally Causing Physical Injury

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive an in-school suspension. For severe cases, parents will be called, and the student must go home.

Criminal or Gang-Like Activity

Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts. Criminal / gang-like activity shall not be tolerated on school/parish grounds or at any school/parish - sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

Cheating

St. Frances Cabrini School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz or any assignment, or forges a signature on any test, note, or report, the person cheating will receive a failing grade on the test or assignment, and any person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include:

1. leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so
2. writing answers on desktops, clothing, or on hands, legs, arms and other parts of the body
3. looking on another's test paper
4. copying another student's assignment and/or homework
5. talking with another student during a test period
6. writing down answers copied from others when tests are handed in
7. talking with students from previous class periods in order to get test information
8. using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz or test
9. handing in a paper for credit which has already been graded in another class, without the approval of the teacher

Disturbances

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

False Fire Alarms and Fire

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms can be a misdemeanor subject to a fine up to \$1000. **Arson is a felony.** Any student who sets a fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

Forgery

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required will result in a disciplinary action.

Gambling

Gambling on school/parish grounds is illegal and not allowed.

Hazing

Hazing in any form or of any type is not allowed at St. Frances Cabrini School and can result in suspension or expulsion from school.

Insubordination

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.

Leaving School Grounds without Permission

Any St. Frances Cabrini student who leaves the school grounds without permission from the school will receive a suspension or expulsion for his or her actions.

Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author. Students who use plagiarized material will be subject to a reduction in grades and disciplinary consequences.

Profanity

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

Respect of Property

All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.

Magic cards, Pokémon cards, and/or any type of trading or game cards are not allowed at school. Students are not permitted to buy, sell, or trade items to other students at school.

Smoking

Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school/parish premises or at school-sponsored activities or on school transportation. Students caught smoking will receive a suspension and or expulsion for their actions.

Theft

Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

WEAPONS

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.**

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or causes bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items.

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

Weapon Procedures

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.
3. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
5. In cases that result in expulsion, the student has the right of appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the "no trespassing" order.
6. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
7. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

SCHOOL POLICIES

DAILY SCHEDULE

School begins promptly at 8:25 AM each day and finishes at 3:00 PM. Children should not come to school before 8:10 AM since there is no supervision prior to that time. Children arriving before 8:10 AM or staying past 3:15 PM and not participating in before or after-school programs will be sent to the Extended Care program, and parents will be billed accordingly. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

CALENDARS

The school year calendar is sent home before the summer break and is available on the school's website and SchoolSpeak. Monthly school calendars will be sent home in the Wednesday envelope and via email. The monthly calendar is also posted on the school's website. Should you not receive either calendar, please notify the school office. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is distributed, families will be notified via email and through the school's website.

ATTENDANCE

Absences

St. Frances Cabrini School hours are from 8:25 AM to 3:00 PM. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. When a student is absent from school, parents must verify the absence by phoning the school office, 253-584-3850, before 8:45 AM. If there is no contact from the parents, the school will call for verification. If parents cannot be reached, persons listed on the emergency form will be contacted.

If a student is absent more than 10 days in a trimester, a parent conference will occur, and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.

Missing school for any reason is considered an absence. Students who miss school or a class because of any absence may be provided an opportunity to make-up work. Failure to make up assignments or tests may result in an adverse effect on grades.

Tardiness

The school day starts at 8:25 AM and a student is considered tardy if he/she is not in his/her classroom at 8:30 AM. All students arriving after 8:30 AM must stop in the office and receive a tardy slip to admit them into their classroom. Children should then proceed to the classroom and enter the classroom with as little disruption as possible. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy.

Students who arrive after 9:30 AM will be considered absent for the morning. Students who arrive after 1:00 PM will be considered absent for the afternoon.

Appointments

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the School Calendar to note in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents must go to the school office to sign the student out and return to sign the student back in. If a child is gone from school for more than three hours, it is considered a one-half day absence.

Vacations

Daily attendance is an integral part of the educational experience at St. Frances Cabrini School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations and arrange trips during school breaks. Students are responsible for all work assigned during their absence.

Inclement Weather

When inclement weather makes it necessary to close the school, parents will receive notice via text message through Schoolspeak, the St. Frances Cabrini School website, and Facebook. Please check for text messages. Please do not send students to school or **Extended Care** until it is confirmed that the school is open.

If the weather turns hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible. All missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the principal.

UNIFORMS

Policy

St. Frances Cabrini School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day. Failure to cooperate with the uniform policy will result in uniform infractions; **3 uniform infractions will result in the loss of a non-uniform day.**

Where to Purchase

New uniforms are available through Tommy Hilfiger or the Dennis Uniform Store at <https://www.dennisuniform.com/> National Customer Service phone number is 800-854-6951. Used uniforms are available for purchase through the St. Frances Cabrini Parent Club.

Expectations

Parents are expected to help children keep the school uniform code. At St. Frances Cabrini School we wear uniforms because:

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

Student Uniform Rules:

1. Students will be in uniforms that fit properly and are neat and clean.
2. Students will be in uniforms that are in good repair.
3. Uniform shirts and blouses must be worn under the school sweatshirt, sweater or vest and are to be tucked into their pants/skirts.
4. T-shirts worn under the uniform shirt or blouse must be plain white.
5. No sweatshirts, large shirts, sweaters, jackets (other than uniform logo wear) will be worn during school time.
6. All hats are to be taken off as students enter the building.
7. Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom.
8. All students shall have a uniform sweater, vest or sweatshirt and will wear "full uniform" on designated days. Students always wear dress uniform for Mass days, picture days, and other special events. "Full uniform" means uniform sweater, vest or sweatshirt (not athletic) as part of the uniform.

Appearance

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 or powders. Body piercing and tattoos and/or other body art is not allowed. Artificial fingernails are not appropriate and not allowed.

Hair - Hair must be neat, clean, with no artificial colors, and well groomed. If a student comes to school with colored hair or highlighted hair, they will be required to have it dyed back to their natural color within a time frame designated by the school. Hairstyles or colors that draw attention to the individual are not acceptable. Hair ornaments should complement the colors of the uniform and not be distracting. Hairstyles deemed distracting by the faculty and/or the administration are not appropriate. Boys and girls are to wear their hair neat and tidy, off the face and keep their hair out of their eyes. Long hair may be tied back in a ponytail, braid, or bun at the back of the head only. Boys must be clean-shaven. Mohawks of any type are not allowed.

Belts - Belts will coordinate with uniforms: black, blue, gray, or brown in color.

Blouses – Short-sleeved white blouse or designated color with Peter Pan or sports collar; white knit turtleneck pullover; short-sleeved button-front white knit with collar. All blouses and shirts must be tucked into the waistband. **NO logos**, trim or crests are permitted.

Coats – Coats/jackets are a requirement between November and April. Coats may not be worn in the classroom. They are to be hung in the coat areas except during recess or P.E.

Jewelry – Should be simple, not distracting, dangling or overly large, or of a color or style that does not compliment the uniform. Only one set of pierced earrings may be worn for girls and only one religious necklace may be worn for girls and boys.

Earring guideline: earrings should be the size of a dime or smaller. Boys may not wear earrings. No jewelry should be worn which would impact the students' safety. Hair ornaments should be of colors that complement the uniform. **No** rubber band bracelets, rubber character bracelets, character silicone bracelets or character wristbands are allowed. Wristbands that promote a charity or health awareness are fine as long as they are appropriate and have approval from the student's teacher.

Jumpers, skirts, and skorts – Girls in PreK - 5 wear the Lloyd plaid jumper (to be worn within 2 inches of the knee) available at the Dennis Uniform Company or School Uniforms by Tommy Hilfiger. **2nd through 5th grade girls** may wear the knife pleat skirt from Dennis Uniform Company or and School Uniforms by Tommy Hilfiger. Girls in **grades 6-8** may wear the Dennis Uniform or Tommy Hilfiger; no other brand is allowed. Girls in **grades 7-8** may wear navy skorts. Shorts should be worn under the jumper, skirt, or skort but may not be visible. During cold weather, red, white, or navy leggings or tights may be worn with the uniform in the colors listed below.

Pants - All pants must be uniform-style pants. Students in grades PreK -- 8 wear plain navy blue, regular navy corduroy, or cotton twill long pants, available at the Dennis Uniform or Tommy Hilfiger Store. Students in grades 6 – 8 may wear grey or blue pants uniform style pants. Pants must not have contrasting stitching or adornments, and be ankle length, straight legged, and hemmed to shoe tops. Pants must be worn snugly around the waist and may not be baggy and oversized. No cargo-type pants are allowed.

Shirts – Students in PreK – 8 wear short sleeved, button front, white knit-polo shirts with collars. All shirts must be tucked into the waistband. (NO LOGOS or crests permitted.)

Shoes – Students must wear casual or tennis shoes. They should be colors that coordinate with the uniform: black, white, blue, navy blue, red, brown, gray, or tan. No print, plaid or bright neon colors. Plain matching **white laces** are acceptable, and all shoes must be tied for safety purposes. Velcro laces are acceptable. No sandals, slip-ons or slippery-soled party shoes. No flip flops. Please avoid shoes with thick black soles as they mark up the floors. (Also applies to any non-Uniform days.)

No boots of any kind are allowed to be worn with the uniform.

Shorts – Students may wear uniform navy-blue walking length shorts in cotton twill (not knit or athletic style). They may be worn from the start of school through the last day of school. Shorts must be worn within 2 inches of the knee. Grades 6-8 may wear gray shorts.

Socks - All students are to always wear socks. They should be colors that coordinate with the uniform: solid black, white, navy, red or gray. Girls may wear knee-highs, anklets or coordinated tights during cold weather. All socks should be plain without adornments, logos, or lace. Tights in the above colors are allowed (no leggings) during the winter months.

Sweaters, Vest or Sweatshirts – Uniform sweaters, vests or sweatshirts are a part of the full uniform. There are many comfortable choices available to complement your student's uniform.

Gr. K- 5 choices include: Red cardigan sweaters, V-neck sleeveless vests, crew neck pullovers, and red fleece logoed sweatshirts. All sweaters and sweatshirts must fit appropriately and need to be kept in good repair and replaced when needed.

Gr. 6- 8 choices include: Navy Blue cardigan sweaters, V-neck sleeveless vests, crew neck pullovers, and blue fleece logoed sweatshirts. All sweaters and sweatshirts must fit appropriately and need to be kept in good repair and replaced when needed.

PE Uniform

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; athletic/tennis shoes. **Optional:** Red or navy pull-on sweatpants (solid color only); Red or navy crew neck sweat top (Solid color only)

Grades PreK-8: Required: Athletic/tennis shoes **specifically** for PE.

Knights Unite T-shirts -

Are to be worn untucked on half days that are not Mass days during the school year. It is recommended that you purchase one long sleeve shirt (winter) and one short sleeve shirt (fall and spring). School uniform pants, jumpers or jeans and school-colored shoes and socks are to be worn on Knights Unite Days.

Non-Uniform Days

Occasionally the school will announce non-uniform days. It is the parents' responsibility to send their children in appropriate attire for school. Dress on these days must be neat, modest, and appropriate for school. Students may not wear cut-offs, tank tops/spaghetti straps, mini-skirts, spandex-type fashions, sweat clothes or yoga pants, or T-shirts with sayings or designs which advertise drugs, alcohol, or any other inappropriate subject matter or sexual innuendos. Shirts, sweatshirts, and dresses must cover the shoulders. No exposure of the mid-drift is allowed. Shorts must always be of walking length, not athletic type or oversized, below the knee style. No jeggings, skinny, or tight jeans are allowed on non-uniform days. Jeans must be in good repair and may not be ripped, have holes, or any adornments on them. Sweatpants (including yoga pants) and track suits are not allowed. Tutus are not allowed at any time, even on spirit days.

Knights Unite T-shirt and Jeans Day: On special days designated as "Knights Unite T-shirt and Jeans Day" all students are welcome to wear a casual uniform. This includes any Knights Unite T-shirts. These may be worn with blue denim jeans. Blue denim jeans must be presentable. No jeggings, skinny, or tight jeans are allowed. Jeans must be in good repair and may not be ripped, acid-washed, or have holes or any adornments on them. Skirts, shorts and/or capri pants are not allowed on Knights Unite T-shirt and Jeans Day. If a student chooses not to participate in T-shirt and Jeans Day, then they may always wear their uniform.

Lost and Found

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

EDUCATIONAL RECORDS

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

Transfer of Student Records

If a parent is registering a child in another school, St. Frances Cabrini school will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

Types of Records

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at St. Frances Cabrini School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask St. Frances Cabrini School to amend a record that they believe is inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by St. Frances Cabrini School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, St. Frances Cabrini School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by St. Frances Cabrini School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

PARENTS AND GUARDIANS

Non-Custodial Parents

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

Divorced or Separated Parents

Our school exists to aide parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

PHONES AND ELECTRONIC DEVICES

Cell Phones

Students are encouraged not to 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 arrival on campus to 3:15pm. Any violation will result in confiscation for an indefinite period. School will not be held responsible for any lost or stolen items. The cell phone is to be kept completely off and in the student's backpack. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

1. Any cell phone use, including text messaging, during the school day, including after school and at Extended Care is prohibited.
2. The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited.
3. Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
4. No harassment or threatening of individuals via cell phones is permitted.
5. Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
6. If a parent needs to contact a student during the school day, such communication shall be through the school's office.

Office Phone Use

The school office is open from 8:00 AM to 3:30 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

Electronic Devices

The use of electronic communication devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, I-pods, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or Kindle), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered as and treated as cheating.

COMMUNICATION

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at St. Frances Cabrini School. Correspondence from the school is delivered to families in several ways including but not limited to email, telephone, and the weekly Wednesday envelope. Important information such as weekly school and classroom newsletters, yearly and monthly calendars, school and parish flyers, and St. Frances Cabrini items, athletic forms, and other materials may be sent via email to every family each week on Wednesday. In order to be well-

informed of academic and community news, it is essential that each family take time to open and read the school emails and newsletters when they arrive.

With Principal

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. For the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

With Faculty

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

Electronic

Whether occurring within or outside of St. Frances Cabrini School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through e-mails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

Directory

The St. Frances Cabrini school directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, addresses, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to have this information published must notify the school in writing no later than the third week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The

directory is updated annually in late September and sent to families electronically. The St. Frances Cabrini school directory is intended solely for the use of St. Frances Cabrini school families and employees to strengthen their mutual support and the education of St. Frances Cabrini school students, and any other use of the information in this directory is strictly forbidden.

Student E-mails

St. Frances Cabrini School provides students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or un-trusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students are not allowed to use chat features or email each other during school hours.

Social Media

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching and/or interfere with the educational environment of the school. St. Frances Cabrini School students and their parents must adhere to and sign the St. Frances Cabrini School Student Computer and Internet Agreement.

HEALTH CARE

Communicable or Contagious Disease

Students with contagious diseases should always be treated with justice and respect in every way consistent with protecting the safety of those not afflicted with such diseases.

Schools shall act to limit the spread of contagious diseases in order to preserve and protect the health of students and staff. Staff shall report to the school administrator or designated person any individual suffering from a communicable disease or one suspected of being contagious.

Parents will notify the school of a diagnosis of a contagious disease. The administration will notify other parents and/or the health department, if necessary, to stop the spread of the disease. Before returning to school the student must be past the period of communicability, that is: free of fever without medication, vomiting, and/or diarrhea for 24 hours, and be able to participate in normal classroom activities.

All employees and health volunteers who work in schools will be trained in appropriate methods of responding to situations that involve human blood and other body fluids and solids and will have available to them the materials necessary for making a response.

Health Room

A Health Aid room is located near to the school office. This room is staffed by school staff, who will check children's temperatures, treat minor injuries, conduct health and vision screenings, and maintain student health records. All medications will be kept in the office.

Medication

St. Frances Cabrini School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, St. Frances Cabrini School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

Students at St. Frances Cabrini School are not permitted to have either prescription or non-prescription medication in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D, written, signed and current permission from parent or guardian, and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e. an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e., an EpiPen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.

2. Students needing to use an inhaler may always carry one on their person once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

Counseling and Referrals

School support counseling is available through various local agencies such as Catholic Community Services.

Family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services to shed additional light on some need or concern. Since we do not yet have the resources for on-site assistance, it is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialog with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, give us a call sooner than later. Contact your child's teacher or administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the school office.

REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT

Church personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

"Reasonable cause" means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.

Immunizations

Prior to entry, attendance or transfer to a Level 1 Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law RCW 28A.210.060 through 28A.210.170.

Every student enrolled in a Level 1 Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington, including the physicians license number.

EMERGENCIES AND CRISIS PROCEDURES

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, St. Frances Cabrini School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via the St. Frances Cabrini School website, text messages and emails via SchoolSpeak. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. Your help in providing and completing accurate information on the emergency forms is essential in ensuring immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

Emergency Form

The school must have an emergency form on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very **IMPORTANT** that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

General Emergencies

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

1. Student illnesses--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.
2. First Aid--The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately, and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.
3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
5. Medications--School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

Fire Drills

Fire drills are held monthly. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency backpack and first aid kit that should travel with them during times of drills.

Earthquakes

1. Instructions on what to do during an earthquake:
 - a. Remain calm and think through the consequences of any action you take.
 - b. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
 - c. If in a **CLASSROOM or Squier Hall** you should: Get under desks or tables and begin counting slowly, "One, Two", etc. up to sixty. Face away from windows.
 - d. **DROP**-crouch on knees, close to ground. **COVER**-Place head close to knees. **HOLD**-Clasp hands firmly behind the neck. Close eyes tightly.
 - e. Remain in place until ordered to evacuate or until the "**ALL CLEAR**" signal is given.
 - f. If in **CHURCH HALL or ASSEMBLY** areas -- (Chairs and tables may be lacking and exterior walls and roofs could collapse.) You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.

- g. If in a **STAIRWAY**, during an earthquake – Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position as described in (C).
 - h. If **OUTDOORS** – Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until "**ALL CLEAR**" signal is given. A teacher or other adult employee will take charge.
2. Specific considerations in the case of earthquakes/emergencies:
- a. Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
 - b. Downed power lines or objects touched by the downed power line/wires should never be touched. **All WIRES SHOULD BE TREATED AS LIVE.**
 - c. If possible, any spilled medicines, drugs, chemicals, and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.
 - d. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
 - e. Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been met. Parents may go to designated areas such as the church, adjacent to the school grounds, to meet their children.
 - f. Do not spread rumors. They often do great harm following emergencies.
 - g. Keep the streets clear for passage of emergency vehicles if necessary.
 - h. Be prepared for additional earthquake shocks called "**AFTERSHOCKS**." Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
 - i. Respond to request for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
 - j. Cooperate fully with Public Safety officials.

Lockdown Shelter-in-Place

Lockdown/Shelter-in-Place is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown/shelter-in-place procedures routinely so they can be prepared in the event of an emergency. Lockdown/shelter-in-place procedures are not meant to scare the community but to empower all members to always use safety precautions. RCW 28A.320.125

SAFETY AT SCHOOL

St. Frances Cabrini School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of St. Frances Cabrini School.

Carpool

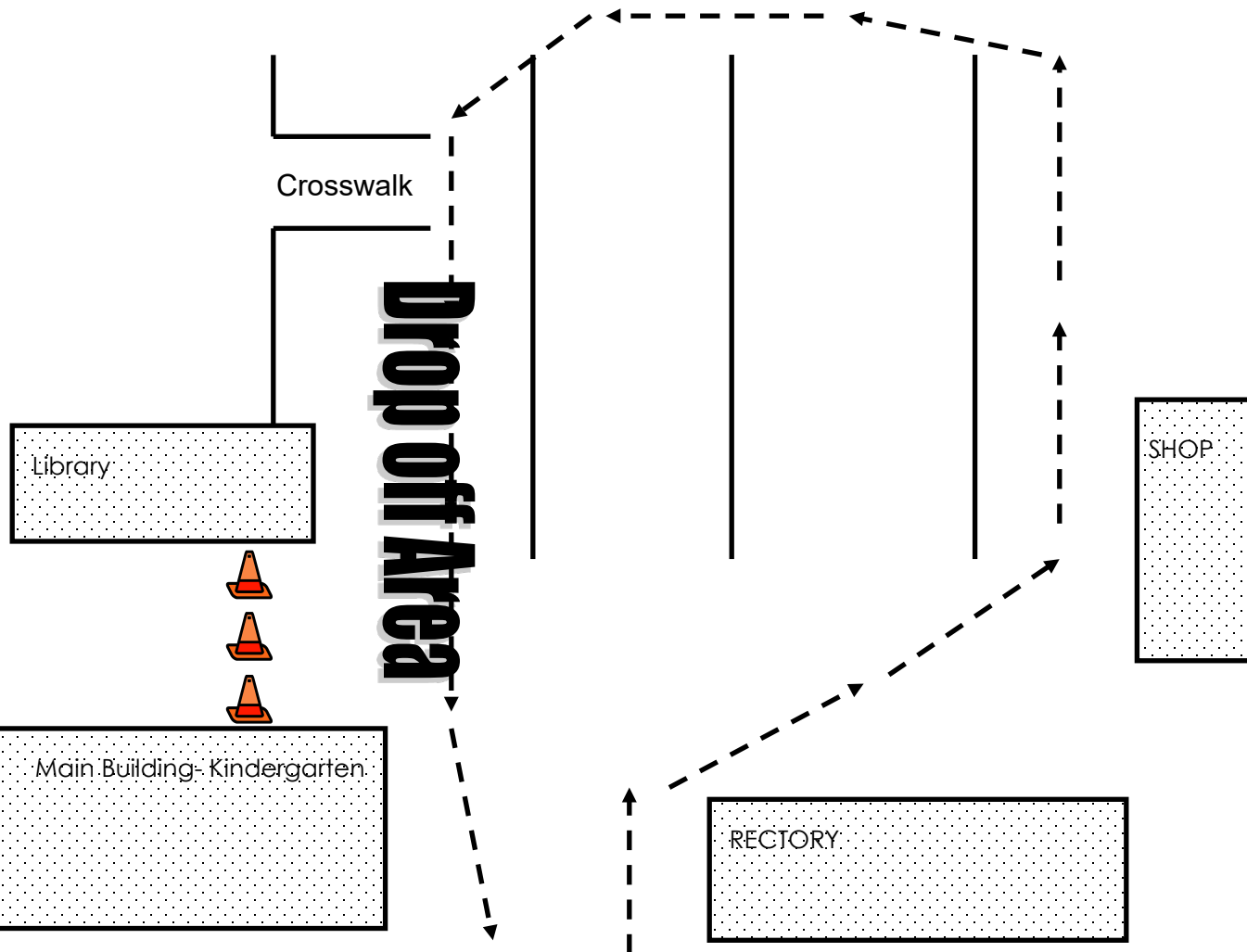
ALL FAMILIES NEED TO SHARE THE FOLLOWING PROCEDURES WITH GRANDPARENTS, BABY-SITTERS, AND ANYONE ELSE WHO MAY PICK UP CHILDREN

Those whose carpool includes Pre-Kindergartners 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 help a child get things out of the car or would like to escort your child to the line-up area, park in one of the parking spaces and escort your child across the crosswalk 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.
10. Due to safety concerns only PreK class, classroom volunteers and parents coming into the building may park in the Church parking lot. All drop-off is at the carpool area.
11. NO handheld cell phones during carpool procedures.

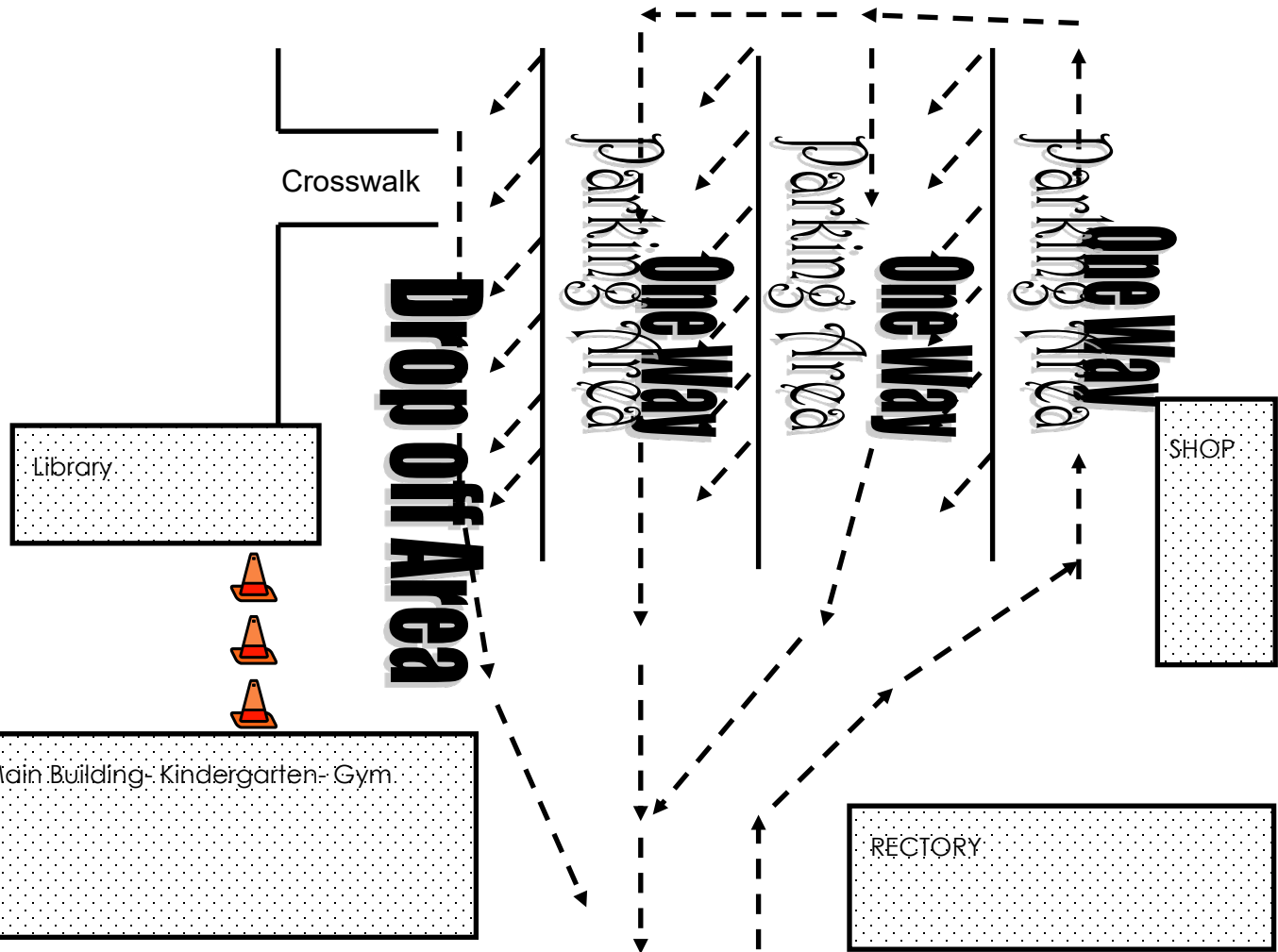
NO PARKING ** NO PARKING ** NO PARKING



AFTERNOON CARPOOL for K 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 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



**F
L
O**

Parents are asked 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.

Bicycles/Skateboards/Scooters/Rollerblade Safety

For security and safety, we do not advise students to utilize these modes of transportation to school.

Touching Safety

Protecting God's Children™ program by Virtus is provided and required by the Archdiocese of Seattle and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in October and in March. This is a mandated program from the Archdiocese; however, if you would choose to have your child opt out of the program, you must sign the *Touching Safety opt out Form*™, available from the classroom teacher.

Financial Safety

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

BEFORE-CARE AND AFTER-CARE

St. Frances Cabrini School offers a before and after school program, referred to as St. Frances Cabrini Extended Care. This program is in the Extended Care room.

The primary focus of St. Frances Cabrini Extended Care is to provide onsite quality supervised care for St. Frances Cabrini School. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

Students are supervised by St. Frances Cabrini Extended Care Assistants that are employees of St. Frances Cabrini School. St. Frances Cabrini Extended Care assistants have CPR and First Aid training, Safe Environment training and adhere to yearly updates, and have passed background checks. St. Frances Cabrini Extended Care assistants are under the supervision of the St. Frances Cabrini Extended Care Director. Day-to-day management of the St. Frances Cabrini Extended Day is the responsibility of the St. Frances Cabrini Extended Care Director, who reports to the principal.

There is a separate charge for students attending the St. Frances Cabrini Extended Care program. Applications for Extended Care program are available in the school office.

Policies and Procedures

Extended Care is open for K-8 students in the morning from 6:45 AM -8:15 AM and in the afternoon from 3:00 – 6:00 PM for K-8 students and 3:00 – 5:00 PM for Pre-K students, Monday through Friday.

- Parents must sign in their student in the morning session of Extended Day. At 8:15 AM, the Extended Day staff will dismiss the students to the school grounds for morning line-up.

- For the afternoon session, the Extended Day staff will sign in students. Parents must sign out their child when picking up for the afternoon session. Please park in the church parking lot and come through the gate to the Extended Care door.
- Pre-K students will have extended care in their classroom. Extended Care for Pre-K begins at 7:00 AM and ends at 5:00 PM.

After school students in PreK – 2nd grade will go outside (weather permitting) for recess until the supervisors take them into the building. A study hall period is required for all students in 3rd – 8th grade. However, it is not our expectation that the Extended Care personnel supervise or require the students to do homework. It is expected that all students will bring a snack for the afternoon. Please plan accordingly when packing the student's lunch.

Students are expected to treat each other and all Extended Care assistants with respect. This program is an extension of the school day and all expectations of behavior reflect school policies. If students do not exhibit respectful behavior, they may be removed from the program after a parent conference with the principal. The assistants will notify parents of concerns.

A copy of the student's emergency form is kept on file at Extended Care. If you are sending someone new to pick up your student, please notify us either in writing that morning, or by a phone directly to Extended Day.

Open Times

K-8	Pre-K
Mornings – 6:45 – 8:15 AM	Mornings – 7:30 – 8:15 AM
Afternoons – 3:00 – 6:00 PM	Afternoons – 3:00 – 5:00 PM
Half Days – 12:00 – 6:00 PM	Half Days – 12:00 – 5:30 PM

Extended Day is open during conferences, early dismissal, and various other days unless otherwise noted. Extended Care is not open on federal holidays.

Fees

\$10 per child one time registration fee
 \$8.00 per hour for first child
 \$6.00 per hour for additional children in family
 \$10 per hour drop-in fee for children not registered with the program.
 Late fees – \$1.50 per K-8 student per minute after 6:00 PM or 5:00 PM for Pre-K students.

Extended Care bills monthly. All bills are due within 5 days of receipt. If your bill is not paid by the end of the month, your student may not attend the program until your account is paid in full. If the accounts are not current, report cards and records may be withheld.

LUNCH PROGRAM

School Lunch/ Milk: Each day PreK-8 students need to have a lunch at school. Parents need to send a nutritious lunch with the child and make sure that the size is appropriate for what a child can eat. Candy and soda should not be included in lunches. **Milk** is sold to kindergarten through 8th grade students by the half year or by the full year. Prices are published in August.

Hot Lunch: The days and costs will be published in September. Orders must be placed by the date designated on the order form/online. Meals must be prepaid. Only students whose parents have 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, please contact Mrs. Vlad.

Lunchroom Rules:

- Come to the gym for lunch quietly and respectfully.

While in Squier Hall:

- There is absolutely no running in the hall.
- Use a normal conversation voice, no yelling or shouting is allowed.
- Do not throw food or objects.
- Clean up after yourself.

Failure to follow these rules will result in loss of recess.

PLAYGROUND BEHAVIOR

Rules and Behavior

Below are the guidelines to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action.

1. Inappropriate, vulgar, or profane language is not allowed on the playground.
2. Spitting is not allowed.
3. No food is allowed on the playground during recess.
4. Keep hands and feet to yourself. (Play-fighting, fighting, rough games, and contact sports are not allowed.)
5. Respect for adults is to be demonstrated.
6. Report all injuries to the playground supervisors immediately.
7. Students may not throw rocks or any projectiles at any time.
8. Students may not bring their own equipment/toys out to recess. This includes all electronic devices.

Playground Equipment

Recess equipment is available for all students and should be shared with all those who wish to use it.

Only tennis shoes are allowed to be worn on the field. Students are not allowed to climb or hang on the fences. All posted signs need to be honored. Students are to pick up and dispose any trash prior to leaving the field.

RELEASE OF STUDENTS

Release of Students to Another Adult

If anyone other than a parent or guardian is sent to pick up students, St. Frances Cabrini School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor

to anyone not on the emergency form. St. Frances Cabrini School will check identification of anyone who is not the child's parent and who is picking up a child from school.

Release of Students to Police

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal or Principal delegate. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

PARENTAL INVOLVEMENT

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

It is expected that parents will become actively involved in their child's progression through St. Frances Cabrini School. It is our hope that this will include assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in Parents Club, attending fall and winter conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?
9. How can I help my child gain more self-reliance, self-confidence, and self-respect?

Visitors

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure. Adults are asked to wear a volunteer badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building. All visitors who may come into contact with the students inside the building must show proof of Covid-19 vaccination or complete a vaccination form to request exemption from the Office of Catholic Schools.

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

All visitors will enter the building through the main door of the school. Side doors are always locked, and students/staff are encouraged to keep these doors always closed and not to open them to anyone.

Room Parents

Each grade has a team of Room Parents whose role is to assist the teacher in whatever ways she/he can. Some specific ways in which the Room Parent helps the teacher may be:

- Calling parents to help the teacher as requested.
- Arranging for classroom parties with the teacher.
- Coordinating and serving coffee and donuts after Sunday Mass once each school year.

Parties

Students are welcome to bring birthday treats for each student in their class, but parents need to talk with the teacher beforehand. Individual cupcakes, cookies, or other small goodies are best. Please do not bring in cakes or other types of treats that take more time and need utensils. Please do not bring in beverages with the birthday treats. Birthday treats are served at the discretion of the classroom teacher. Please adhere to all allergy concerns in the class. At the discretion of the teacher, party invitations to **all** the students in the class may be sent in for the teacher to hand out to students.

Halloween: Halloween is celebrated in grades K-8 either with a class party or with an all-school event.

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

PICTURES

Individual and class school pictures are taken in the fall. Pictures are distributed via the Wednesday envelope. Information concerning prices and packages is sent home at least one week before picture taking day. No parent is required to pay for pictures unless they choose to order them.

ANIMALS AT SCHOOL

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to St. Frances Cabrini School. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

DANCE POLICY

St. Frances Cabrini School students attending other Catholic school middle school dances must abide by the codes of conduct set forth by St. Frances Cabrini School and the Catholic school hosting the dance. Students will be disciplined for any behaviors that are detrimental to themselves or to the reputation of St. Frances Cabrini School.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities sponsored by the school or parish such as band, choir, after-school clubs, scouting, sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

REGULATIONS FOR ACCEPTABLE USE of SCHOOL TECHNOLOGY RESOURCES

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 technological 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 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.

Athletics

The mission of Saint Frances Cabrini sports is to strengthen all students through participation in excellent, fair, safe, and accessible sporting activities.

Key objectives are:

- To lay down life-long habits of physical activity.
- To have fun.
- To provide a safe environment where participants pursue positive relationships and healthy activities.
- To challenge all students to attain personal excellence through participation, competition, and teamwork.
- To strengthen character, build confidence, and maximize potential through sportsmanship, leadership, and service.

St Frances Cabrini participates in two sports leagues.

The Chinook League: This league is for middle school students (6th-8th). There are currently 14, private middle schools enrolled in the Chinook League. Sports include cross country, girls' volleyball, basketball and track and field. Students who participate in middle school sports are required to have a current sports physical.

Elementary League: This league is coordinated through Annie Wright School and includes numerous private schools throughout Pierce County. Sports include cross county, volleyball and basketball.

Coaches: St Frances Cabrini is highly dependent on parent volunteers and coaches to make these sports successful! If you are interested in coaching (or helping in any way) please let the school Athletic director know.

Please contact the SFC athletic director at knightsuniteathletics@gmail.com

What can I expect if I enroll my son or daughter into Chinook League? It is important to note that the Chinook League is only for our 6-8th graders. The intent is to still participate in our four main sports: Cross Country, Basketball, Volleyball and Track and Field. Co-ed soccer is also offered. The schedule for the school year is:

<u>Sport</u>	<u>Start</u>	<u>End</u>
Cross Country	29 Aug	21 Oct
Volleyball (Girls only)	29 Aug	21 Oct
Coed Soccer	29 Aug	21 Oct
Boys Basketball	24 Oct	16 Dec
Girls Basketball	9 Jan	3 Mar
Track	13 May	19 May

What about K-5 graders interested in participating in school sports? There is a tentative plan to incorporate K-5 grades into a new Pierce County league with numerous private schools around the South Sound. This league will include cross county, basketball, volleyball and track and field. More information to follow, as the plan develops. Currently, we are focused on the upcoming K-5 grade, cross-country season with meets set for Sept. 18th, 25th and Oct. 2nd. The meets will take place at Bellarmine High School in Tacoma.

PARENT CLUB/ORGANIZATION

The Parent Club/Organization is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

ST. FRANCES CABRINI CATHOLIC SCHOOL PARENTS' CLUB

Bylaws- 7/14/22

ARTICLE I: NAME

The name of this organization shall be the "St. Frances Cabrini Catholic School Parents' Club," hereafter referred to as the "Parents' Club."

ARTICLE II: GENERAL PURPOSE

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

ARTICLE III: MEMBERSHIP

Section 1:

- a. Membership of the Parents' Club shall consist of all parents and/or guardians of children enrolled at St. Frances Cabrini Catholic School.
- b. All school staff are members of the Parents' Club.

ARTICLE IV: MEETINGS

Section 1: General Meetings

- a. General membership meetings shall be held at least twice during the school year.

Section 2: Executive Committee Meetings

- a. Executive Committee meetings shall be held monthly, from August through June. These meetings will include all Standing Committee chairs.
- b. Additional meetings may be called by the Chair and/or by other officers of the Executive Committee.

ARTICLE V: THE EXECUTIVE COMMITTEE

Section 1: Membership in Executive Committee

- a. The Executive Committee of the Parents' Club shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer, and all Standing Committee Chairpersons.
- b. Members of the Executive Committee shall be not fewer than seven (7) and no more than thirteen (13).

Section 2: Voting Members

- a. All the members of the Executive Committee shall be voting members. A quorum shall consist of a majority of Executive Committee members with either the Chairperson or the Vice Chairperson in attendance.

Section 3: Role of the Principal in the Executive Committee

- a. The Principal of St. Frances Cabrini Catholic School or his/her designated representative, serves in an advisory role attending all Parents' Club/Executive Committee meetings.

ARTICLE VI: OFFICERS

Section 1: Elected Officers

- a. The elected officers of the Parents' Club shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer.

Section 2: Term of Office

- a. The Term of all officers is two years. The Secretary and Treasurer serve for two (2) consecutive years. The term shall be from the April meeting of the Executive Committee in the election year through June 30th of the following election cycle. They will serve in an ex-officio capacity at the April, May, and June meetings of their election year.
- b. The Vice Chairperson serves for one year as Vice Chairperson and the second year as Chairperson. The term shall be from the April meeting of the Executive Committee in the election year through June 30th of the following year whereupon he/she moves into the Chairperson position. They will serve in an ex-officio capacity at the April, May, and June meetings of their election year.

- c. No elected officer may serve more than two (2) consecutive terms in the same office unless voted on by the remaining officers and approved by the Principal.

ARTICLE VII: DUTIES OF THE EXECUTIVE COMMITTEE

Section 1: General Duties

- a. The Executive Committee of the Parents' Club shall develop annual goals and a schedule of activities and events for the school year.
- b. The Executive Committee of the Parents' Club shall develop an annual budget to support the year's activities and goals.

ARTICLE VIII: DUTIES OF THE OFFICERS

Section 1: The Chairperson

The Chairperson shall preside at all general membership and Executive Committee meetings of the Parents' Club. The Chairperson shall:

- a. be responsible for establishing the agenda for all meetings.
- b. serve as the liaison and voting member of the School Commission, reporting on the Parents' Club activities, including the Parents' Club and Scrip financial reports.
- c. facilitate the development of the annual Parents' Club goals and proposed schedule of committee activities and events for the school year for consideration at the August meeting of the Executive Committee.
- d. facilitate the preparation and presentation of the August meeting of the Executive Committee, a proposed budget to support the annual activities and events.
- e. assure consistent communication with the Principal.
- f. oversee the Facilities and Hospitality Committees' activities, facilitate reporting activities, and ensure the support and consistent communication with the Committee Chairs.
- g. at the first meeting of the new school year review and re-affirm the Parent Club By-laws with the Executive Committee.

Section 2: The Vice-Chairperson

The Vice Chairperson shall attend all general membership and Executive Committee meetings of the Parents' Club. The Vice Chairperson shall:

- a. assist the Chairperson with the business of the Parents' Club and its related tasks.

- b. keep an accurate timeline of the annual projects and activities and prepare a year-end summary to be presented at the end-of-the-year general meeting.
- c. shall preside over meetings in the absence of the Chairperson.
- d. oversee the Scrip, Fundraising, and Athletic committees' activities, facilitate reporting of activities, and ensure the support and consistent communication with the Committee Chairs.

Section 3: The Secretary

The Secretary shall attend all general membership and Executive Committee meetings of the Parents' Club. The Secretary shall:

- a. take and maintain accurate minutes of all meetings.
- b. provide the Chairperson with the minutes, reports, and related information prior to each Executive Committee meeting for dissemination with the agenda for each meeting.
- c. assure that a complete record of minutes, written reports, and related information are filed in the Parents' Club records.
- d. each month post a copy of the minutes, written reports, and related information in the area designated by the principal.
- e. be responsible for any necessary correspondence of the Parents' Club as determined by the Executive Committee.
- f. oversee the Communications Committee activities, facilitate reporting of activities, and ensure the support and consistent communication with the Committee Chair(s).

Section 4: The Treasurer

The Treasurer shall attend all general membership and Executive Committee meetings of the Parents' Club. The Treasurer shall:

- a. with the approval of the Executive Committee establish procedures for the collection and expenditure of Parents' Club funds.
- b. keep accurate records of all funds received, deposits made, and expenditures incurred, and maintain ledger and a copy of all monthly reports.
- c. provide a written report, including copies of bank statements, both checking and savings, of all financial activity at each meeting of the Executive Committee.

- d. report on the Parents' Club financial activities at each meeting of the general membership.
- e. prepare an annual financial report of the previous fiscal year by the August meeting of the Executive Committee.
- f. ensure that all signature cards for all bank accounts are current.

ARTICLE IX: THE COMMITTEES

Section 1: Standing Committees and associated sub-committees of the Executive Committee

- a. **Athletics**
- b. **Facilities**
 - 1. Building and Grounds
 - 2. Emergency Preparedness
- c. **Fundraising**
 - 1. Hot Lunch
 - 2. Book Fair
 - 3. School Store
- d. **RaiseRight (Scrip)**
- e. **Hospitality**
 - 1. Care and Concern
 - 2. Special Events
- f. **Communications**
 - 1. Newsletter
 - 2. Parent Enrichment

Section 2: Purpose of Committees

- a. A description of the purpose and procedures for each committee shall be reviewed, recorded, and published annually by the Executive Committee in consultation with the Principal.
- b. Ad hoc and other sub-committees may be added and removed, as determined by the officers of the Executive Committee.
- c. Standing Committees may only be added or removed with an amendment to the Parent Club by-laws.
- d. Sub-committee chairs are not voting members of the Executive Committee and report to the Chair of the Standing Committee under which their committee falls.

Section 3: Standing Committee Chairs

- a. Standing Committee Chairs are Parents' Club volunteers approved by the Officers of the Executive Committee and the Principal.
- b. All Standing Committee Chairpersons shall attend Executive Committee meetings and shall report on their Committee activities, including the activities of their sub-committees. If the Chairperson is unable to attend, a written report shall be submitted to the appropriate officer at least 1 week prior to the meeting.
- c. Each Standing Committee shall have a Chairperson and each sub-committee will have a Coordinator who will report to their Standing Committee Chairperson.

Section 4: Committee Funding

- a. Funding for Committee activities must be approved by a vote of a quorum of the Executive Committee.

ARTICLE X: RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE:

Section 1: Communication

- a. Keep parents informed about Parents' Club activities, projects, and events.
- b. Provide social opportunities for parents to foster community.

Section 2: Service to the School

- a. Provide an opportunity for volunteerism to meet school needs.
- b. Provide revenue to the school through fundraising efforts.

Section 3: Education

Provide a forum for parent education on current topics of interest to parents.

Section 4: Advocacy

- a. Promote the school to the parents, parish, and wider community.
- b. Provide letter writing, phone calls, and/or visit legislators and/or local government when needed for issues that might concern the school and Catholic/private education.

Section 5: Evaluation

- a. Determine whether Parents' Club goals and plans are being met.

- b. Evaluate the Parents' Club effectiveness.

ARTICLE XI. FISCAL PROCEDURES

Section 1: Fundraising Responsibility

It is the responsibility of the Parents' Club to organize and conduct fundraising activities to support the school and activities of the Parents' Club.

Section 2: Budget Development

The budget is developed by the Executive Committee with input from the Principal, Pastor, and School Commission. Budget is considered final after approval by the School Commission.

Section 3: Disbursement of Funds

- a. The Executive Committee may authorize expenditures for the following purposes without a general membership vote:
 - 1) The net proceeds from the Fall Book Fair are dedicated to the school library.
 - 2) Expenses incurred as a part of a standing committee activity or necessary to conduct a fundraiser.
 - 3) Expenditures for a project or activity, other than those designated above, which do not exceed \$2000 during the fiscal year.
 - 4) Funds provided at the beginning of each school year for use by teachers in classrooms and by staff in other work areas of the school.
- b. Requests for funds should be made to the Executive Committee which shall consider and vote on such requests at their next meeting. Requests must be made prior to the meeting, discussed with an Officer, and presented to the Chairperson to be placed on the agenda.
- c. Requests are considered approved by a quorum vote of the Executive Committee.
- d. Any disbursement of funds in excess of those designated above must be approved by a simple majority of the total Parents' Club membership at a general meeting or by a simple majority of ballots returned from the general membership. The reason for the request must be provided either orally at the meeting or in writing with the ballot.

Section 4: Fiscal Calendar

- a. Scrip fiscal year is May 1st to April 30th to accommodate the school registration schedule.

- b. Parents' Club fiscal year is July 1 to June 30 which follows the school's fiscal year.

ARTICLE XII: ELECTION OF OFFICERS

Section 1: Nominations

- a. The Chairperson, with the approval of the Executive Committee, shall appoint a Nominating Committee Chair who is a member of the Executive Committee. The Nominating Committee Chair shall choose three additional members from the Parents' Club for that Committee.
- b. The Nominating Committee shall request nominations from all Parents' Club members and provide information about position requirements through the weekly school envelope.
- c. The period of nominations shall be during the month of February. Nominations shall be returned to the nominating committee within a designated time and the committee shall contact each nominee to confirm their candidacy.
- d. Confirmed candidates shall be placed on a ballot and elections will be conducted by use of the weekly school envelope during the first two weeks of March. Ballots must be received by the deadline on the ballot in order to be counted by the Nominating Committee and reported to the Principal and the Executive Committee.
- e. The candidates receiving the highest number of votes for the respective offices shall be elected. In the case of a tie in the election process, a runoff election shall be held within two weeks after the closing of the initial election. This election shall be by use of the weekly school envelope.

Section 2: Schedule of Election of Officers

- a. Election of Officers shall occur each year. The Treasurer shall be elected in even years. The Secretary shall be elected in odd years. The Vice Chairperson is elected annually and will move into the office of the Chairperson the following year.
- b. Newly elected officers will attend meetings in an ex-officio capacity of the Executive Committee with outgoing officers during the months of April, May, and June of the year of their election.

ARTICLE XIII: VACANCY OF OFFICE

Section 1: Vacancy of Offices

- a. In the event of a vacancy in the office of the Chairperson, the Vice Chairperson shall assume the duties and responsibilities of that office and a special election shall be held to fill the office of Vice Chairperson.
- b. In the event of a vacancy in the office of the Vice Chairperson a special election shall be

held to fill the vacancy.

- c. In the event of a vacancy in the office of Secretary or Treasurer, the Executive Committee shall appoint a member of the Parents' Club to fill such position until the next annual election.

ARTICLE XIV: AMMENDMENTS

Section 1: Procedures

- a. The Executive Committee shall submit amendments to these bylaws to the School Commission for consideration and approval prior to submission to the general membership of the Parents' Club.
- b. When the amendments to these bylaws have been reviewed and approved by the School Commission, they are submitted to the general membership of the Parents' Club.
- c. Following approval by the School Commission, the proposed amendments shall be published and sent home in the weekly school envelopes not less than ten days prior to the next general meeting at which a vote shall occur. These bylaws may be amended by an affirmative vote of two-thirds of those present and voting at a meeting of the general membership
- d. Alternatively, balloting may occur through the weekly school envelope. The proposed amendments shall be sent home not less than ten days before the ballots are to be returned. When ballots are used in this manner, an affirmative vote of two-thirds of those ballots returned is required to amend these bylaws.

ARTICLE XV: DISSOLUTION

Section 1: Procedures

- a. In the event of dissolution of this organization, the net assets shall be turned over to St. Frances Cabrini School.
- b. Records, notes, and any other written instruments shall be transferred to the school for safekeeping.

BYLAWS OF SCHOOL COMMISSION

SAINT FRANCES CABRINI

BYLAWS FOR SCHOOL COMMISSION

December 9, 2020

The Catholic school is an expression of the educational mission of the parish. The parish school commission serves as an advisory body in support of the ministry for the good of the school community.

The pastor is responsible to the Archbishop for the administration of the total parish, including the parish school.

The principal serves as the chief administrator of the parish school and is responsible to the pastor.

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.

Article I. Name of the Organization

The name of this body shall be Saint Frances Cabrini School Commission.

Article II. Purposes and Functions

The commission is established by the pastor, in accord with archdiocesan policy, to assist the pastor and principal in policy development and long-range planning for the school. When the commission meets with the pastor, principal and members and agrees on a policy matter, the decision is effective and binding on all. The commission will be consulted prior to decisions being made in its areas of responsibility.

The commission responsibilities are in the following areas:

A. Planning

- Establishing a mission statement for the school
- Establishing commission goals for the school
- Establishing future plans for the school

B. Policy Development

- Recommending policies that give general direction for the school to the pastor and principal.
- C. Finance, which includes
 - Developing a plan and means to finance school programs, including tuition, development and fundraising;
 - Allocating resources according to the budget;
 - Monitoring the budget.
- D. Public Relations, which includes
 - Communication with various public groups or interested persons about the school;
 - Listening to the needs and concerns of the school community through appropriate forums set up for this purpose;
 - Recruiting students;
 - Promoting the school to the parish and parents.
- E. Evaluation, which includes
 - Determining whether commission goals and plans are being met, using the criteria within the strategic plan at the August retreat.
 - Evaluating the commission's own effectiveness at the monthly Commission meetings.

Article III. Membership

The membership of the parish school commission shall consist of seven to nine members in addition to the pastor and principal. Members ordinarily serve for three years, renewable once and staggered so that council membership can rotate.

Nominations and Selection

A committee of the school commission would seek and prepare a slate of prospective commission members by nomination either by self or others. The nominees would meet the following criteria:

- A. Interest in and commitment to Catholic education and to this school's philosophy and mission;
- B. Availability to attend meetings and periodic in-service programs and to participate in committee work;
- C. Maintain high level of integrity and confidentiality;
- D. Deal with situations as they relate to the good of the entire school community,
- E. Be a credible witness of the Catholic faith to the school community and the other publics the school serves. (A non-catholic parent of child/ren enrolled in the school may be a member of the commission.)

Composition

The membership should represent the parish and school community and may include the following:

- A. Five members selected by discernment from parents or legal guardians of children attending St. Frances Cabrini School.
- B. Chairperson of St. Frances Cabrini Parent's Club.
- C. Liaison from St. Frances Cabrini Pastoral Council.

- D. Members appointed by the pastor/priest administrator and principal, or added at the discretion of the existing commission.
- E.

Ineligibility

A person currently employed by the parish or parish school or a close relative or in-law of or living in the same household as a parish or school employee.

Selection

- A. The process should promote a sense of ownership throughout the school and parish community.
- B. Ideally, the selection of new member should begin in February. Selections should be made by March or April and new members should attend several school commission meetings for orientation purposes prior to beginning their term on July 1st.

Resignation, Removal, and Vacancy

- A. A commission member may resign at any time by mailing or delivering a written resignation to the chairperson or secretary of the Commission.
- B. A member who is absent from three regular meetings of the Commission (i.e., January through March) shall cease to be a member, unless excused by the chairperson.
- C. Any member may be removed whenever, in the Commission's judgement, that member has become incapable, unfit, or refuses to perform their commission duties.
- D. A member considered for removal shall be notified in writing, by mail, or personal delivery, at least five days before the meeting in which the removal is decided. The member is entitled to appear and be heard at a closed meeting, comprised of voting commission members. This entitlement will be addressed in the removal notice. The member may resign prior to the meeting. Minutes resulting from this meeting are not available for public dissemination.
- E. Vacancies to the Commission, in positions other than the non-voting and appointed positions, will be filled according to a consensus of the Commission.

Membership Committee

- A. The commission chairperson forms the Membership Committee. A coordinator will be appointed by the commission chairperson.
- B. The Membership Committee seeks and prepares a list of prospective commission members through the nomination process. The committee plans and organizes the Discernment Meeting for commission nominees.

Nomination Process

- A. Parents or legal guardians of children attending St. Frances Cabrini School, and school staff, may nominate those whom they believe have the qualifications and leadership abilities needed for the Commission. Self-nominations are encouraged.
- B. The Commission will be composed of a diverse group that reflects the Parish and School community, and has the criteria, skills, experience, and desire to commit to the success of St. Frances Cabrini School.

- C. Nominees are invited by letter or phone to attend a Discernment Meeting designed to orient them to the work of the Commission. At the Discernment Meeting the nominees are formally asked to be part of the discernment process for commission selection. The nominees are asked to reflect and pray for insight as to how their gifts might be used as a commission member.
- D. Shortly after the Discernment Meeting, those nominees who feel called to serve in this ministry will be invited by the Commission to attend the final commission meeting of the school year, at which time will be officially appointed as commission members beginning their term on July 1st.

Article IV. Officers

The commission will select from its membership those who will serve in the positions of chairperson, vice-chairperson and secretary. The officers are selected by the commission and serve one-year renewable terms. The duties are those ordinarily performed by such officers.

The above officers, pastor and principal form the executive committee. The executive committee may be called to meet and make decisions if necessary in the absence of a full commission meeting.

Duties of Officers

- A. The chairperson presides at all regular meetings of the Commission.
- B. The vice chairperson performs all duties of the chairperson when the chairperson is absent or unable to act.
- C. The secretary:
 - i. maintains a written/electronic record of all commission actions and meetings;
 - ii. prepares, receives, and dispenses all correspondence as directed;
 - iii. preserves all reports and documents committed to the secretary's care;
 - iv. ensures hard copy records are maintained for three years in the Principal's office.

Article V. Meetings

- A. The chairperson and principal will coordinate in planning the agenda for the commission meetings. The agenda, minutes of the previous meeting, and any other required written documents should be available to members at least one week prior to regularly scheduled commission meetings. The school commission meets monthly from August through June. Standing committees meet at other times.
- B. The August meeting will be a retreat, which may include goal setting, selection of officers, training, and planning the Commission focus for the school year.

Decision Making

- A. In directional and strategic planning (e.g., budget, policy, and long-range planning), the Commission will use a consensus-building process.
 - i. Consensus implies that all voting members commit to accept and support the motion presented to the Commission
 - ii. If consensus cannot be reached, the Commission can choose to either defer the decision until consensus can be reached at another time or accept the motion by majority vote.
- B. In administrative and operational planning (e.g., minutes and calendar events), the Commission will use a majority vote process.
 - i. When a majority vote is used all members will be voting members except the pastor/priest administrator, principal, and Development Director/Liaison, who serve as non-voting members. However, the pastor/priest administrator (or principal in his absence) will vote to determine the outcome of a tie vote.
 - ii. When a vote is required, a simple majority of those present and voting may decide on the motion.
- C. The following are common to both decision-making processes:
 - i. A quorum is when fifty percent or more of the voting members are present.
 - ii. When necessary as determined by the principal and chairperson, electronic voting is permitted but is not to be the standard practice of the Commission.
 - iii. If the meeting has less than a quorum, commission business can still be conducted. Items requiring a commission decision will be suspended until a quorum can be reached.

Open Meetings

- A. Non-members may petition to address the Commission. A non-member's petition shall be received by the commission secretary at least ten days before a scheduled commission meeting. The petition shall state the reason for addressing the commission and the time required to make the address. Petitions will be reviewed for the agenda by the chairperson and principal, and the petitioner will be notified at least five days prior to the meeting. Petitions received less than ten days prior to a commission meeting will be considered for the next meeting.

Rules of Order

- i. Decisions regarding policy matters and other major issues are not ordinarily made at the "first reading" for information, clarification, and the consensus process. The "second reading" of the policy or major issue occurs after additional consultation and clarification.
- ii. When the pastor/priest administrator is present at a commission meeting involving policy/budget decisions, the minutes should report the concurrence.
- iii. When the pastor/priest administrator is not present at a commission meeting involving policy/budget decisions, the motion and minutes will be sent to the

- pastor/priest administrator or designated representative for review and concurrence.
- iv. Policies become official when signed by the pastor/priest administrator, principal, and commission chairperson.

Article VI. Standing and Ad Hoc Committees

Standing Committees (i.e., permanent) will be named and a chairperson delegated. The committees will address the current and future needs of the school and include the following:

- Catholic Identity
- Curriculum
- Budget and Finance
- Marketing, Enrollment, and Retention
- Technology

Standing Committees

- A. Standing committees may be activated by the principal and/or commission chairperson whenever there is a need to plan and develop proposals related to the goals determined by the Commission.
- B. Selection of committee members will be made by the Commission.
- C. The coordinator of a Standing Committee must be a voting member of the Commission.
- D. Other members of the Standing Committee will include school parents, parishioners, or others according to the expertise needed for the purpose of the committee.
- E. Non-Commission members of a Standing Committee do not have decision making authority at Commission meetings.
- F. When activated, the coordinator is required to report monthly to the Commission. Reports will be emailed to the commission chairperson who will distribute the information to commission members. The commission secretary will include the report in the minutes of the Commission Meeting.

Ad Hoc Committees

- A. Ad Hoc Committees (i.e., temporary) address a specific immediate need. Ad Hoc Committees may be formed by the principal and/or commission chairperson for a specific task or objective and dissolved after the completion of the objective.
- B. Selection of committee members will be made by the Commission.
- C. The coordinator of an Ad Hoc Committee must be approved by the Commission
- D. Members of the Ad Hoc Committee will include school parents, parishioners or others according to the expertise needed to meet the objective of the committee.
- E. Non-Commission members of an Ad Hoc Committee do not have decision making authority at Commission meetings.

- F. When activated, the coordinator is required to report monthly to the Commission. Reports will be emailed to the commission chairperson who will distribute the information to commission members. The commission secretary will include the report in the minutes of the Commission Meeting
- G. The committee will be dissolved once the objective has been met or when the Commission determines the committee is no longer needed.

Article VII. Amendments

These bylaws may be amended by decision of the Commission.

Fr. Paul Brunet

Mrs. Monica Davis

Amina Freeman

Pastor

Principal

School Commission Chair