

ST. FRANCIS CATHOLIC SCHOOL

Billings, Montana



Faith, Family Spirit, Academic Excellence

2023-24


***Parent/Student
Handbook***

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SCHOOL CALENDAR

2023							School Year							2024						
August-23							 <p>Billings Catholic Schools Faith, Family Spirit, Academic Excellence</p>	January-24												
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat						
		1	2	3	4	5			*	PIR	3	4	5	6						
6	7	8	9	10	11	12		7	8	9	10	11	5	13						
13	14	15	PIR	PIR	PIR	19		14	*	16	17	18	19	20						
20	♣	♣	23	24	25	26		21	22	23	24	25	26	27						
27	28	29	30	31				28	29	30	31									
September-23								February-24												
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat						
					1	2						1	2	3						
3	*	5	6	7	8	9		4	5	6	7	8	9	10						
10	11	12	13	14	15	16		11	12	13	14	15	16	17						
17	18	19	20	21	22	23		18	19	20	21	*	*	24						
24	PIR	26	27	28	29	30		25	26	27	28	29								
October-23								March-24												
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat						
1	2	3	4	5	6	7							1	2						
8	9	10	11	12	13	14		3	4	5	6	7	8	9						
15	16	17	18	PIR	PIR	21		10	11	12	13	14	PIR	16						
22	23	24	25	26	Q	28		17	18	19	20	21	Q	23						
29	30	31					24	25	26	27	*	*	30							
November-23							April-24													
2	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat							
			♣PTC	PTC	*	4		*	2	3	4	5	6							
5	6	7	8	9	10	11	7	8	9	10	11	12	13							
12	13	14	15	16	17	18	14	15	16	17	18	19	20							
19	20	21	*	*	*	25	21	22	23	24	25	26	27							
26	27	28	29	30			28	29	30											
December-23							May-24													
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat							
					1	2				1	2	PIR	4							
3	4	5	6	7	8	9	5	6	7	8	9	10	11							
10	11	12	13	14	15	16	12	13	14	15	16	17	18							
17	18	19	20	*	*	23	19	20	21	22	23	♣	25							
24	*	*	*	*	*	30	##	*	#	29	30	♣								
31							June-24													
HAVE A MERRY CHRISTMAS							Sun	Mon	Tue	Wed	Thu	Fri	Sat							
K-12 NO SCHOOL DAYS													1							
September 4	Labor Day						2	3	4	5	6	7	8							
November 3	Fall Day						9	10	11	12	13	14	15							
November 22-24	Thanksgiving						HAVE A GREAT SUMMER													
December 21 - January 2	Christmas Break						Semesters End													
January 15	MLK Day						January 12, 2023													
February 22 - 23	Spring Days						May 31, 2023													
March 29 - April 1	Easter Break						SPECIAL EVENTS													
May 27	Memorial Day						High School Graduation: May 26th													
ADMINISTRATION							8th Grade Promotion: May 28th													
President Andrew McDonald																				
215 North 31st-- Fellowship Hall-- 2nd Floor																				
Mail--PO Box 31158																				
Billings, MT 59107																				
Phone: (406) 252-0997 Fax: (406) 252-5697																				
www.billingscatholicschools.org																				
Early Childhood Education Center ~ 656-2300 ~ Director Michelle Trafton																				
St. Francis Catholic School ~ 259-5037 ~ Principals Deb Hayes & Jim Stanton																				
Billings Central Catholic High School ~ 245-6651 ~ Principal Shel Hanser																				

ST. FRANCIS CATHOLIC SCHOOLS



During the 2015-16 school year, St. Francis Catholic School earned the highest level of accreditation from the Western Catholic Education Association. The staff and administration worked very hard to gain accreditation again by reviewing the curriculum, assessments, grading procedures, and examining every aspect of the school in 2022-23. St. Francis Catholic School was granted the highest level of accreditation through June 30, 2029.

MISSION

St. Francis Catholic School will provide an exceptional Catholic education emphasizing formation in faith, family spirit and academic excellence.

VISION

Make God Smile

FAITH, FAMILY SPIRIT, ACADEMIC EXCELLENCE

FAITH

Faith is the fundamental foundation that enables a Christ-centered approach to all aspects of the educational experience, emphasizing the beliefs and traditions of the Catholic faith.

Faith is achieved by providing opportunities for staff and students to model Christ-like behavior, and to learn and grow in an atmosphere that embraces our vision of Making God Smile.

Faith is measured by sincere participation in and contribution to community service, Mass, Mass ministries, retreats, and other daily opportunities to model Christ, and is readily apparent in our school culture of unity and acceptance.

FAMILY SPIRIT

Family Spirit fosters Christian growth and maturity and encourages participation, developing a sense of community and creating strong personal connections that result in lifelong relationships.

Family Spirit is achieved by modeling the Gospel of Jesus through consistent love and support for one another in and out of the classroom, creating a safe, respectful and disciplined environment anchored in core values.

Family Spirit is measured by an unfaltering knowledge and awareness of school culture by staff, students, parents, alumni and all stakeholders, to ensure an ever-present atmosphere of respect, unity and acceptance.

ACADEMIC EXCELLENCE

Academic Excellence develops honest, responsible and accountable high-achieving learners with Christ-centered values who serve their local and global communities.

Academic Excellence is achieved by consistently teaching relevant classroom content and providing the necessary tools to empower students in a safe environment that fosters strong relationships.

Academic Excellence is measured by utilizing clear, concise, varied and comprehensive assessment methods to verify student progress and mastery.

HISTORY

The Catholic school system in Billings has evolved from a single St. Patrick parish elementary school founded in 1911, to a consolidated system of preschool through high school education supported by the city's five Catholic parishes.

Billings Central Catholic High School, with the initial graduating class in 1947, was first named St. Patrick High after St. Patrick's Co-Cathedral. During the 1950s and 1960s, parish-operated elementary schools were added at the Church of the Little Flower, Holy Rosary, and St. Pius X.

In May of 1983, a citywide "Meeting on Catholic Education and Formation" was called by Bishop Thomas Murphy to address the needs of Catholic education in Billings. Participants reviewed education policies from the Vatican Council II and the U.S. Bishops, and sought to clarify the mission of education entrusted to local parishes. After several years of study, the Catholic elementary schools were consolidated and named St. Francis and the system came under the direction of a single director.

Today, Billings Catholic Schools are flourishing, and our future is bright! St. Francis Catholic School opened in the fall of 2017. The new school is the home to all our students in grades K–8. We are at a time in our history that will change the face of Catholic education in our area for generations to come.

Students in preschool through grade twelve are provided quality academic instruction integrated with Catholic beliefs. We also offer before and after school programs.

BILLINGS CATHOLIC SCHOOLS CONTACT LIST

Website: www.billingscatholicschools.org

ADMINISTRATION

Andrew McDonald, President
215 North 31st Street (2nd Floor), 59101
P.O. Box 31158, 59107
Office: (406) 252-0997, Fax: (406) 252-5697
E-mail: amcdonald@billingscatholicschools.org

ST. FRANCIS CATHOLIC SCHOOL

Grades K-8
2202 Colton Blvd. 59102
Office: (406) 259-5037, Fax: (406) 259-7981

Mr. Jim Stanton, Principal
E-mail: jstanton@billingscatholicschools.org

Mrs. Debra Hayes, Principal
E-mail: dhayes@billingscatholicschools.org

Mrs. Danielle Watson, Education Director
E-mail: dwatson@billingscatholicschools.org

Mrs. Kelly Fallang, Administrative Assistant
E-mail: kfallang@billingscatholicschools.org

Mrs. Angela Gonzales, Administrative Assistant
E-mail: agonzales@billingscatholicschools.org

BILLINGS CENTRAL CATHOLIC HIGH SCHOOL

Grades 9 – 12
Mr. Nolan Trafton, Principal
3 Broadwater Avenue, 59101
Office: (406) 245-6651, Fax: (406) 259-3124
E-mail: ntrafton@billingscatholicschools.org

SUPERINTENDENT

Superintendent of Montana Catholic Schools
Great Falls-Billings Diocese, Montana
406-216-3344
E-mail: superintendent.gfb@greatfallscentral.org
Diocese of Great Falls-Billings (800) 332-9998

THIS PARENT-STUDENT HANDBOOK IS INTENDED TO PROVIDE SPECIFIC INFORMATION REGARDING ST. FRANCIS CATHOLIC SCHOOL. INFORMATION CONTAINED WITHIN THE HANDBOOK IS NOT INTENDED TO CONTRADICT INFORMATION FOUND IN THE MONTANA CATHOLIC SCHOOLS POLICY MANUAL SECTION 2000, STUDENT GUIDELINES AND SCHOOL OPERATIONS, which may be found on the Diocesan website, www.dioceseofgb.org.

RIGHT TO AMEND

The St. Francis School Principals and the President of the Billings Catholic Schools have the right to amend the handbook for just cause. Parents will be given prompt notice when changes are made.

ACCIDENT INSURANCE

All students in the Billings Catholic Schools are insured for school related accidents through the Diocese of Great Falls Billings. Please contact the office for more information if necessary.

ACCIDENTS

In case of a serious accident or illness in which emergency medical care is necessary, **911 will be called**. The school will make every effort to contact the parent/guardian immediately. If this is impossible, attempts will be made to contact the person(s) listed on the emergency information sheet. For this reason, it is the parent/guardian's responsibility to be sure the school emergency information is kept current and accurate. If there is a family change of address or telephone number(s), please send the information to the school office in writing **immediately**.

ADMISSION REQUIREMENTS

Students must be qualified to pursue the course of studies they are electing. They are expected to have a record of good standing from their previous school and previous semester. Students who are not living with parents or legal guardians will not be allowed to enroll. Students who move out of the parent/guardian household after enrollment will forfeit their right to attend this high school.

Students applying for admission must provide a copy of their official academic transcripts, report cards, attendance records, current national assessment scores, and immunization records. These documents must be on file along with a teacher/principal recommendation before final acceptance.

All students will begin their tenure at St. Francis Catholic School under a 90-day probationary period.

PARENT COOPERATION AS CONDITION OF ENROLLMENT

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

POLICY ON NON-DISCRIMINATION

St. Francis Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

STUDENTS WITH DISABILITIES

The Billings Catholic Schools recognize the special needs of students with disabilities and strive to provide for the educational services for all its students to the best of the schools' abilities and resources. The Billings Catholic Schools cannot be expected to meet the learning, physical, and/or emotional needs of students with severe or extraordinary disabilities when the expertise and/or resources needed to educate the child surpass appropriately and adequately those of the school faculty and staff.

SERVICE ANIMALS

Billings Catholic Schools will permit the use of service animals by an individual with a disability according to state and federal regulations. The work or tasks performed by a service animal must be directly related to the handler's disability. For the purposes of this policy, state law defines a service animal as a dog or any other animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Federal law definition of a disability includes a physical, sensory, psychiatric, intellectual, or other mental disability.

An individual seeking to have a service animal on Billings Catholic School property must complete the proper forms.

ADMISSION PRIORITY/WAITING LIST PROCEDURE

Students on the waiting list will be admitted on a first come, first served basis.

However, if multiple students are on a waiting list, precedence will be given regardless of timing to:

- Children of BCS employees who qualify for benefits.
- Siblings of currently enrolled students
- Catholics
- Children of alumni

TUITION POLICY

Families seeking quality education often consider a non-public school. These families understand the benefits of a Catholic education---smaller class sizes, excellent teaching, close student-teacher relationships, a sense of community, and a Christian environment. They are also aware of the costs, and many parents are justifiably concerned about their ability to afford a Catholic school. The Billings Catholic Schools are committed to educating a socio-economically diverse student body. Our financial aid program is designed to promote this goal.

Catholic school education is a choice for families. The school, parishes, and the families make significant financial sacrifices to support this choice. Our policies and philosophy attempt to ensure that each family is subject to the same guidelines as we evaluate the needs of your family relative to the needs of other families in our school.

Financial assistance is provided by the parishes and schools to reduce the cost of our Catholic school education. Few families find it "easy" to pay tuition at Billings Catholic Schools. Most adjust their spending priorities, maximize both parents' earnings, and carefully manage assets to do so. We would like to provide firm guidelines to help you decide whether to apply, but we have found that each family's combination of circumstances is unique. The most helpful guideline comes from your own knowledge of your family's finances.

POLICY ON RESPECT

The good name, reputation and personal safety of each student, faculty and staff member is vitally important. In order to protect students, employees, and the institution itself, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principals of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile or threatening remarks or actions directed towards any of the above by a student will be seen as a violation of this policy and an extremely serious matter, whether it is done physically, verbally or electronically through the use of a home or school computer or by remote access during school time or after hours. Some examples include, but are not limited to, text messages, blogging, images or pictures, etc. Any student who violates any aspect of this policy may be subject to disciplinary action according to school policy, including suspension or expulsion from the school and the notification of appropriate law enforcement agencies.

AFTER SCHOOL DISMISSAL

Dismissal for kindergarten through fourth grade students is at 2:50. **These children must be picked up promptly and will not be allowed to wait in the building for older siblings to be dismissed at 3:10 PM as there will be no supervision available.**

Dismissal for fifth through eighth grade students will be at 3:10. All students must be picked up no later than 3:30.

Please inform the school office as soon as possible if your child will need an alternative pick-up plan.

ASBESTOS

St. Francis Catholic School was constructed in 2017 and is asbestos-free.

ACADEMIC ELIGIBILITY

Students who participate in any extracurricular activity must be eligible according to SFC standards. These school sponsored activities include 7/8 grade football, 7/8 grade girls' volleyball, 7/8 (6th if participation numbers allow) grade softball, 6-8 grade cross country, 7/8 grade girls' basketball, 7/8 grade boys' basketball, 6-8 boys wrestling, and 7/8 track and field. The administration reserves the right to declare ineligibility at any time for a serious reason. To be able to participate:

- A student must maintain at least a 70% process score, as well as, not failing two or more classes, failing is a 65% as determined at the end of each of the following date checks: 15th and the last day of the month. If this requirement is not met, the student may practice but not participate for (5) instructional days. The suspension will begin on Monday of the week following the grade check. At the end of the suspension, the Principal or Athletic Director will obtain documentation from the teachers attesting to the students' progress before eligibility will be reinstated.
- Students must attend classes on the day of the competition.
- Students must attend the day before the competition if the competition takes place during instructional hours or on a Saturday. The exception in all cases would be medical appointments.

ATTENDANCE

The Billings Catholic Schools recognize that school attendance has a direct impact on a student's level of academic achievement and therefore expects students to attend school, on time, every school day.

School attendance, according to the laws of the State of Montana, is the responsibility of the student with support from parents/guardians. SFC complies with the mandated pupil instruction days and has established a "10-day policy" governing attendance. Over 10 days of absences in a semester are considered excessive. All students are expected to be present and punctual for assigned classes and other school activities per semester. Students who attend irregularly will be placed on probation, parents will be notified, and the terms of the probation will be discussed. It is difficult for faculty to assess ability or grant credit to students who are absent beyond the norm. The following attendance policy is designed to assist parents in helping their students recognize the importance of regular and prompt school attendance as it relates to school progress, and to carry out the policy.

ABSENCE DEFINED:

- 1) When the student is not present at school or is not in the assigned room and academically prepared.
- 2) Not present in school liturgy (Mass), assembly, or retreat.
- 3) Present at the beginning of a period but leaves a class without the teacher's permission.

TARDIES:

It is the responsibility of each student to be in class on time, prepared with necessary materials and ready to learn.

- If a student is not in the assigned room when the bell rings, he/she is tardy.
- If a student is tardy beyond 15 minutes. It becomes an unexcused absence.
- Expectations and consequences will be the responsibility of each classroom teacher. Excessive tardiness (more than 3) will be dealt with by the principal.

For all absences or tardies (anticipated as well):

- **Parent/Guardian is requested to notify the school office (259-5037 or for K-4 email agonzales@billingscatholicschools.org and for Grades 5-8 email kfallang@billingscatholicschools.org on that day and every day of continuous absences.**
- If a student is to be absent from school during a portion of any day, he/she must present to the school office a note signed by a Parent/Guardian before the school day begins.
- Parents who fail to call in an absence or tardy will receive notification and will be required to Inform the school office as to the status of the student's absence.

ABSENCE CATEGORIES: Excused Absence, Unexcused Absence, School Related Absence

All excused and unexcused absences are included in the calculation of total absences.

Excused Absences: any absence from school, liturgical events, or other activities that has been authorized by parent/guardian or school personnel.

ABSENCE GUIDELINES

The parent is responsible for determining when an absence is necessary. In the case of those students who are repeatedly absent and choose not to take school attendance seriously, SFC will provide continual consequences that may ultimately end up in student dismissal.

All work should be completed in advance when possible. Prearranged absence forms are in the office.

Vacation, Travel, and Non SFC-Sponsored Activities:

Families are encouraged to coincide family vacations, travel, and non- school related with the various vacation periods scheduled throughout the year. Check the school calendar for dates when students are not in school.

Parents will be notified on the seventh absence in any given semester. After the 10th absence a conference with the principal will determine the course of action to be taken. St. Francis Catholic may deny the student admission into the next grade level, or this may ultimately end up in student dismissal.

Medical absences longer than three consecutive days will require a note from a doctor detailing the dates of the absence. The note should be signed by the doctor with the doctor's name clearly legible.

BACKPACKS

Students in grades five through eight will not be allowed to bring backpacks into the classroom. All backpacks must be stored in lockers or on hooks for the duration of the school day. **Students in grades 5-8 are permitted to use a drawstring bag in the classroom, they may be purchased in the office,**

BILLINGS CATHOLIC SCHOOL BOARD

St. Francis Catholic School and Billings Central Catholic High School are governed by the Billings Catholic School Board. This group meets regularly. Anyone wishing to bring an issue to the board's attention should contact Mr. Andrew McDonald, BCS president at least ten (10) days before the meeting.

BLOOD BORNE PATHOGEN EXPOSURE POLICY

Billings Catholic School System (BCS) is committed to providing a safe environment to all students, employees, and volunteers who are at risk of acquiring blood borne diseases. BCS mandates the use of Universal/Standard Precautions for all those incidences that may involve blood or bodily fluid exposure.

BUSES/TRANSPORTATION

Transportation to the St. Francis Schools is provided by Sarpy Transportation (248-3667) and is available in limited areas of the city. Please contact the Administration office at 252-0997 for information regarding the bus system.

Students who ride the school bus are subject to the rules and regulations governing school transportation and the transportation company. Students who are disorderly and consistently disruptive are at risk of losing bus privileges and of being permanently removed from the bus. Bus drivers will report bus misconduct to the administration for disciplinary action.

CATHOLICISM EDUCATION POLICY

In order that our students grow in the understanding that religion is a TOTAL life response to the GOD who loves them, it is important that all those directly responsible for the child's religious formation---parents, teachers, and parish priests, pastoral administrators---work closely together in guiding the child to an even deeper relationship with their GOD.

Religion is taught as a formal subject in all grades, and **all children, regardless of church affiliation**, are expected to **attend and participate cooperatively** in these classes and religious celebrations.

All students participate in planning and celebrating liturgies, reconciliation services, prayer services, and/or other liturgical observances throughout the year.

The Sacraments of Penance, Holy Eucharist, and Confirmation will be administered by the parishes, after a special period of preparation, to members of the second-grade class.

Guidelines for Receiving Communion: (promulgated by the National Conference of Catholic Bishops, 11/08/1986).

FOR CATHOLICS

Catholics fully participate in the celebration of the Eucharist when they receive Holy Communion in fulfillment of Christ's command to eat His Body and drink His Blood. In order to be properly disposed to receive Communion, communicants should not be conscious of grave sin, have fasted for an hour, and seek to live in charity and love with their neighbors. Persons conscious of grave sin must first be reconciled with God and the Church through the sacrament of Penance. A frequent reception of the sacrament of Penance is encouraged for all.

FOR THOSE NOT RECEIVING COMMUNION

Those not receiving sacramental communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another.

FOR OTHER CHRISTIANS

We welcome to this celebration of the Eucharist those Christians who are not fully united with us. It is a consequence of the sad divisions in Christianity that we cannot extend to them a general invitation to receive Communion. Catholics believe that the Eucharist is an action of the celebrating community signifying a oneness in faith, life, and worship of the community. Reception of the Eucharist by Christians not fully united with us would imply a oneness which does not yet exist, and for which we must all pray.

FOR NON-CHRISTIANS

We also welcome to this celebration those who do not share our faith in Jesus. While we cannot extend to them an invitation to receive Communion, we do invite them to be united with us in prayer.

CELLULAR PHONE POLICY

Maintaining the integrity of the learning environment is the top priority as well as protecting the cognitive drain of our students due to the mere presence of a smartphone.

- Phones are available in the office should a student need to contact their parents. If families believe that their child needs access to a cell phone before or after school, it will be the student's responsibility to ensure that their phone remains stored in their locker while they are at school.
- The smartphone cannot be stored in the student's backpack. The student is responsible for the security of their smart phone.
- Once the morning bell rings (8:07 AM) until the dismissal bell, the phone will be stored in their locker.
- Students who fail to comply will have their phone confiscated for the remainder of the school day.
- Any Student who refuses to give up their phone to a staff member, will be sent to the office and will not be allowed to bring a phone to school for the remainder of the semester.
- Smartphones will not be allowed for instructional or non-instructional purposes, as each student has a school issued iPad.
- Any phone use discovered in the restroom or locker room will have immediate and severe consequences.
- Filming or taking pictures with the student issued iPad is prohibited unless under the supervision and approval of a staff member.
- No Wireless Ear Buds may be used in school during instructional hours. Under the teacher's discretion, students may use wired earphones with their school issued iPad. Smartphones are not allowed in the classroom for any reason.

Use of Phone during instructional times

- 1st offense- The phone will be confiscated by a staff member. The student will retrieve the phone at the end of the school day from the office.
- 2nd offense- If a student's cell phone is confiscated again, it will result in an afterschool detention.
- 3rd offense- The privilege of having a phone at school will end for the remainder of the semester Parents will be notified.

CHEMICAL USE POLICY

- The St. Francis Catholic School affirms its belief in the dignity and value of each student, each faculty member, and each support staff member.
- Everyone is a unity of body, mind, and spirit.
- Catholic education, to be complete, involves the development of body, mind, and spirit.
- The use of any substance to alter body, mind, or spirit, which is not required for medical or psychological reasons, conflicts with our Christian values and in conflict with our legal system.

PHILOSOPHY

The St. Francis Schools recognize that mind-altering chemicals are a significant health problem for all students, resulting in negative effects on behavior, learning, and the total development of each individual. Student use of mind-altering chemicals affects academic growth, achievement, and participation in activities, spiritual development, and the development of related skills. Family, faculty, teammates, schoolmates, and others are affected by illegal use of mood-altering substances. Chemical dependency is a primary disease that is progressive and treatable.

- St. Francis Schools believe the close association of teachers, coaches, sponsors, and students in the classroom or in activities can provide a unique opportunity to observe, confront, and assist one another.
- It is the philosophy of St. Francis Schools that students should be encouraged and supported in their efforts to develop and maintain a chemical free lifestyle.

CHEMICAL USE POLICY VIOLATION CONSEQUENCES APPLY TO ALL SCHOOL ACTIVITIES.

ALCOHOL, DRUGS, OR TOBACCO/VAPING USE

St. Francis Catholic School holds high standards and high expectations for the students and believe the students represent the greater Catholic community of Eastern Montana. In the event St. Francis Catholic School is notified by self-referral, a school employee, or federal, state, or local law enforcement agencies that a student has violated laws involving the use, possession or being under the influence of alcohol, drugs, marijuana or other mood-altering drugs, St. Francis Catholic School will enforce the procedures as outlined in the Chemical Use Policy. If a student is found to be in possession of or under the influence on school grounds, the Resource Officer will be notified, and criminal consequences will be administered.

FIRST OFFENSE

- Conference with student, coach/sponsor/teacher, parent/guardian, and administrator
- 2 days out of school suspension
- Assessment and Follow-up Plan
- Activity suspension for up to 2 competitive weeks

SECOND OFFENSE

- Conference with student, coach/sponsor/teacher, parent/guardian, and administrator
- 5 days out of school suspension
- Activity suspension for up to 4 competitive weeks

THIRD OFFENSE

- Conference with student, coach/sponsor/teacher, parent/guardian, and administrator
- Out of school suspension and/or expulsion from school

NOTES: Drug, Alcohol, and Tobacco offenses will accumulate and carry over from year to year.

- The selling or dealing of drugs will result in immediate expulsion
- Students and their property are subject to search & seizure at any time there is reasonable suspicion.
- St. Francis Catholic School reserves the right to have their students tested for drugs as a condition of admission, attendance, or participation in school or school-sponsored activities.
- Suspension from school may include either “in-school” or “out-of-school” suspension as determined by the school administration.

COMMERCIAL MOVIES

Commercial movies shown to students at St. Francis Schools will ordinarily have an educational purpose and be linked to a curricular plan. At times a teacher may choose to show a movie for entertainment purposes.

All movies shown will be cleared by the principal. Parents of students in a class scheduled to view a movie will be notified in advance of the planned showing of the film. If a parent wishes that their child not see the movie, they must send in a written note to the teacher and will provide an appropriate alternative activity for this class time, such as a book to read or other quiet activity. The grade and/or evaluation of any student excused from viewing the film in question will not be negatively affected.

COMMUNICATION/COMPLAINTS

Complaints should be handled at the lowest possible level. Persons with a concern about a teacher should first attempt to address the concerns with the teacher. If the issue cannot be agreeably resolved, the next levels are the building principal, Billings Catholic Schools President and Billings Catholic Schools Board Chair and Vice Chair, and finally the Dioceses Superintendent.

CONTACTING A TEACHER

Parents who wish to contact a teacher may do so by calling the school or using the teacher’s school email address. If you need to meet with a teacher in person, please call or email to make an appointment ahead of time. PLEASE DO NOT CALL TEACHERS AT HOME.

COURSE CHANGES AND WITHDRAWALS:

Students are given the opportunity to decide their classes in consultation with parents, counselors, and/or teachers. Once a student is enrolled in a class, he/she is expected to remain there for the duration of the semester or school year. Only under extraordinary circumstances may a student change a course schedule, and this must take place within the first 10 days of the semester.

DISCIPLINE/STUDENT CONDUCT

Students have a right to an education in an orderly, safe environment. They are expected to take full advantage of their educational opportunities and, with the help of a dedicated staff, to become more self-disciplined at school, in school activities, and outside of school. It is the duty of the administration to establish and enforce regulations that contribute to a productive, orderly, and safe school. The methods used in enforcing the discipline require professional judgment that should be:

- Consistent from day-to-day and student-to-student.
- Balanced against the severity of the conduct.
- Appropriate to the student's prior behavior.
- Fair to the student, parent, and others.
- Effective.

Students must recognize their responsibilities and abide by the rules and policies of SFC as well as state and federal law. Students are expected to follow the conduct code at all school events and activities. In addition, the administration has the option to notify police authorities and press charges. The administration is required to notify police authorities in the case of major violations.

CONDUCT CODE VIOLATION CONSEQUENCES APPLY TO ALL SFC SCHOOL ACTIVITIES

VIOLATIONS OF THE STUDENT CONDUCT POLICY

Violation of the student conduct policy includes, but is not limited to, detention, suspension or expulsion. In the case of field trips, students may forfeit their ability to participate in future field trips.

Detention (time spent at school other than regular class time) may be assessed. 24-hour notice will be given. Repeated detention may result in suspension and/or conference with the principal. A student must have a signed note from a parent to be temporarily excused from detention on the assigned day.

Suspension (students are not permitted to attend class) may be in-school or out-of-school. Suspension may be used for serious cases of insubordinate behavior.

Expulsion (student is dropped from the school roster) There are general situations which may lead to expulsion:

- A. When moral or physical well-being of the student body or faculty is endangered.
- B. When there is prolonged and/or open disregard for school authority.
- C. When cooperation between parents/guardians and the school becomes impossible.

The consequences for an infraction will be determined by the teachers and principal. Parents will be notified when these consequences are applied. A conference may be held, and a behavior contract may be implemented.

Additional information regarding the Discipline/Student Conduct Policy may be found in the Diocesan Policy manual, Section 2100, *Student Guidelines and School Operations*. This may be accessed on the diocesan website (www.dioceseofgfb.org) using the "schools" tab.

HARASSMENT/BULLYING

St. Francis Schools is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, employee, staff member or parent/guardian is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal.

Harassment

Harassment occurs when an individual is subject to treatment or in a school environment that is hostile or intimidating. It includes but is not limited to:

Verbal Harassment

- Derogatory comments or jokes: threatening words spoken to another person

Physical Harassment

- Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movement; any intimidating interference with normal work or movement

Visual Harassment

- Derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images and photos. Visual harassment can be communicated in person, in hard copy or electronically (including social media)

Sexual Harassment

- Unwelcome sexual advances, request for sexual favors or other physical conduct of a sexual nature.

Bullying

Bullying is **HABITUAL** harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and / or threatening of another person. Bullying, unlike isolated conflicts between individuals, occurs when a student or group of students targets an individual **REPEATEDLY** over time, using physical or psychological aggression to dominate the victim. The repeated incidents function to create and enforce an imbalance of power between the bully and the victim.

REPORTING

Report all incidents that may be considered discriminatory, intimidating, harassing, bullying or hazing to the principal, counselor or a teacher.

Complete a formal written complaint form (as appropriate or if asked) so that the school will investigate thoroughly and will involve only the necessary parties; the school will maintain confidentiality as much as possible.

POSSESSION OF A FIREARM OR DANGEROUS WEAPON

Any student who brings a firearm or dangerous weapon (ex: knife) onto school property or to any school-sponsored event or is in possession of a firearm or dangerous weapon on school property or at a school-sponsored event shall be expelled for a period of not less than one calendar year. The Administration may modify the expulsion on a case-by-case basis.

THREATS OF VIOLENCE

Disciplinary actions **MAY BE** taken simply for the threat of harm to another person. This discipline could result in student expulsion. Threats may take several forms including direct threats (“I’m going to kill you”), indirect threats (“If I wanted to, I could blow up the school”), veiled threats (“If you want to settle this, let’s go outside”), conditional threats (“If I don’t get out of detention, I’m going to cut you”), or drawings depicting the intent to harm another person.

DRESS CODE–SCHOOL UNIFORM

STUDENTS AT ST. FRANCIS CATHOLIC SCHOOL ARE REQUIRED TO CONFORM TO THE FOLLOWING DRESS CODE/UNIFORM POLICY. THE BUILDING PRINCIPALS RESERVE THE RIGHT TO DETERMINE WHAT IS APPROPRIATE. CONSEQUENCES FOR DRESS CODE VIOLATIONS MAY BE ADMINISTERED.

Daily Dress Code:

- **Pants / Shorts / Skirts / Capris:**
 - Color: Tan/khaki, black and grey (green bottoms are not acceptable)
 - Shorts may be worn during the 1st and 4th quarter of the school year. Gym shorts, mesh shorts, running shorts, and biking shorts are not allowed.
 - Shorts must have a 6-inch inseam for male and female students.
 - Compression shorts must not be visible underneath school shorts (even while in a seated position).

– if you are unsure, do not wear it to school.

****Students who wear shorts/dresses/skirts that are deemed “too short” by administration will be give alternate school appropriate attire to wear for the remainder of the school day****

- **Shirts: Polo / Blouses 1/4 Zip with collars:**

- Color: white, grey, black, forest green.

- Spirit wear logo is allowed on shirts (St. Francis, Rams, Central)
- Manufactured logos must be smaller than 2 in X 2 in, if on a solid approved color garment
- All shirts must have sleeves.

- **Sweatshirts / Sweaters with or without hoods:**

- Color: white, grey, black, forest green.

- Spirit wear logo is allowed on sweatshirts no limits on size (St. Francis, Rams, Central)
- Manufactured logos must be smaller than 2 in X 2 in, if on a solid approved color sweatshirt
 - NO Sweatshirts from non-school clubs, little league, traveling teams, etc.
 - ONLY plain or Billings Catholic School spirit wear sweatshirts shall be worn.
- Sweatshirts may not be turned inside out to meet dress code criteria; all hoods are removed once inside the building.

- **Dresses / Jumpers:**

- Color: Tan /khaki, grey, black (**GREEN DRESSES/JUMPERS NOT ACCEPTABLE**)

- **ONLY PLAIDS WITH TAN/KHAKI, GREY, BLACK, AND FOREST GREEN (NO NAVY BLUE)**

– if you are unsure, do not wear it to school.

****Students who wear shorts/dresses/skirts that are deemed “too short” by administration will be give alternate school appropriate attire to wear for the remainder of the school day****

“Sprit Wear” Dress Code: On Designated Fridays students will be allowed the following adjustments:

- **Pants / Shorts / Skirts / Capris / Dresses / Jumpers:**
 - **No change from daily dress code listed above**
- **Shirts:**
 - The daily dress code listed above is allowed and the following additions:
 - **Spirit wear logo:** T- Shirts, sweatshirts, school designed T-Shirts and other tops of choice
 - Shirts must contain Ram, Central or St. Francis logo / lettering.
 - No shirts from non-school clubs, little league, travelling teams, etc.

“Free Day” Dress: Jeans Day

- **Pants / Shorts / Skirts / Capris / Dresses / Jumpers:**
 - **Only on designated days**
 - No sweat bottoms, gym shorts or other athletic wear.
 - “Distressed” denim jeans are permitted.
 - Holes in denim jeans are permitted if:
 - No skin is showing (students can wear patches underneath or tights to cover showing skin).
 - Holes cannot be above the knee and must be no larger than 2” x 2”.
- **Shirts:**
 - Shirts must be respectful and appropriate:
 - No holes.
 - Mid-drift **CAN NOT SHOW** when student lifts their arms above their head.
 - No offensive wording/logos and no political statements.

SHOES/SANDALS/SOCKS/LEGGINGS

- Sandals with back-straps may be worn (no flip-flops).
- **Socks must be solid white, grey, or black. BC/SF Rams logo socks are permitted.**
- Leggings (footless) or tights (with feet) white, grey or black may be worn under skirts or jumpers.

HATS/STOCKING CAPS

- Hats and stocking caps may not be worn indoors.
- Sweatshirt Hoods are to be down and off the head once in the building.

HAIR

- Any alteration of hair color must maintain **natural tones**.
- Hair deemed inappropriate, at the discretion of the principal, will not be allowed.

MAKE-UP/JEWELRY/ OTHER

- Make-up must be age-appropriate and only in **subtle, natural shades**.
- Post-style nasal piercings are permitted.
- No visible tattoos allowed.

MASS ATTIRE:

Students at St. Francis Catholic will be required to wear a **solid black** polo shirt or solid black, 1/4 zip shirt to **ALL** masses. Polo shirts can be long or short sleeved, with or without the SFC logo. Manufactured logos (Nike, Under Armor, etc.) must be smaller than 2 inches X 2 inches. Shirts with the SFC logo may be purchased at St. Francis Catholic School or on-line with the link provided. Uniform bottoms are also required for all masses.

The building principals reserve the right to determine what is appropriate. Violation of the dress code may result in further consequences.

EMERGENCY PROCEDURES

St. Francis Catholic School has a comprehensive procedure guide to follow in the case of emergency. Safety drills are conducted on a regular basis. In case of a school-wide emergency, the Billings Catholic Schools Administration office will notify parents via the SchoolMessenger telephone system. **In the event of a crisis do not go to the school or call the school for information. Wait for instructions from your SchoolMessenger phone call or call the BCS Administration offices at 252-0997**

FIELD TRIPS AND PERMISSION FORMS

Field trips are a privilege and students can be denied participation if they fail to meet academic or behavioral requirements. A diocesan "Parent Request Form for Field Trip" form **MUST** be signed and returned to school before a student accompanies the class on a school function away from campus. These forms will be sent home well in advance of the field trip and will be announced in the weekly newsletters. Students will routinely travel on school buses for all-school Masses. These trips will be announced in advance in the weekly newsletters and will not require special permission. Field trips to non BCS sights will require parent permission form.

FIRE AND EMERGENCY DRILLS

Periodic fire drills and emergency preparedness drills are held throughout the school year. Procedures for evacuating the school building are posted throughout the school and explained to the students. Students will report to their assigned area where attendance will be taken. All visitors as well as staff members and students will follow the evacuation procedures.

FUNDRAISING POLICY

Billings Catholic Schools (BCS) and the Billings Catholic Schools Foundation (BCSF) are separate entities that work toward the benefit of Billings Catholic Schools, its students and families. Through open and clear communication and in the spirit of Catholic community, individuals, staff members and organizations representing BCS or BCSF will be made aware of and will follow the BCS and BCSF Fundraising Policy and Guidelines.

The BCS and BCSF Fundraising Team will be comprised of the BCS president, business manager, director of marketing, BCCHS principal, and the BCSF executive director and director of special events. Members of the BCS or BCSF governing boards or the BCS community at large may also participate at the request of the Team or either of the governing boards.

Fundraising Events to Benefit BCS or BCSF

All events that benefit BCS or BCSF will be coordinated by the BCSF Director of Special Events. The funds generated by these events will be deposited in the Foundation and the Foundation will distribute the net income to the schools. BCSF will generate all correspondence i.e., mailings, thank you letters and tax receipts. A BCSF staff member will update donor information in Donor Perfect.

(Examples of these events include but are not limited to, Mayfair, Annual Fund, Year End Appeal, and golf tournaments.)

The above events do not include events that require mandatory participation from BCS families including, but not limited to, SCRIP and the jog-a-thon. These events will be coordinated by a BCS staff member who will send all correspondence including mailings, thank you letters, and tax receipts. A BCS staff member will provide donor information to the executive administrative assistant to be entered Donor Perfect.

All mandatory events need to be approved by the BCS Board of Directors in concert with the BCSF Board of Directors. If team members cannot agree on the approval of an event, they will defer to a Board member from each BCS and BCSF Board of Directors.

Fundraising Appeals by Academic Departments, Programs, Student Organizations or Third-Party Fundraising to Benefit BCS or BCSF

BCS and BCSF recognize that individual departments, organizations, teams, and clubs have a need for occasional fundraising activities for the group's benefit or for the benefit of designated charities. All such efforts will be coordinated through the building principal in order to coordinate all fundraising efforts and ensure that communication with donors and potential donors from any individual, staff member, or organization representing BCS and BCSF is consistent with the overall needs and priorities of both entities. All fundraising efforts must complement fundraising priorities and support overall efforts to secure from these donors funding for our annual operating needs and gifts to build the endowment and facilities fund.

(Examples of fundraising appeals include, but are not limited to, those conducted by academic departments, programs, student organizations or third-party fundraising to benefit BCS or BCSF, such as sales to students, Booster Club fundraising, Ram Jam, student council sales, book fairs, dances, flowers, and Lenten projects.)

All parties seeking a fundraising event should follow the **Special Events/Project Guidelines and must submit the Event/Project Proposal to the Fundraising Team for approval**. If approved, the event will be entered on the system's fundraising calendar. A BCS staff member will provide donor information, if applicable, to the Foundation executive administrative assistant to be entered into Donor Perfect and generate follow-up correspondence including thank you letters and tax receipts.

Soliciting on Behalf of Individuals

Billings Catholic Schools prohibits the use of School trademarks and provided or originated contact lists (mailing lists, phone lists, e-mail lists, directories, and the like) for the solicitation of funds to benefit specific individuals, as individuals do not have designated non-profit status. This does not preclude fundraising efforts to recognize an individual associated with BCS/BCSF where the resulting funds are used to benefit BCS/BCSF (classroom to honor a retiring faculty member or a book fund to memorialize a deceased staff member or student).

Individuals wanting to have a benefit specifically for a person or family facing extreme hardship such as critical illness or loss of home due to fire are encouraged to make arrangements with parishes for facility use.

Conclusion

The ongoing and generous financial support BCS and BCSF receive each year from alumni, friends, local businesses, Foundations, and other donors is essential to the continuing operation of BCS. These gifts provide financial aid for students, salaries for faculty and staff, and other crucial operating expenses. To ensure that this support continues and grows, it is essential that the BCS and BCSF Fundraising Team be aware of all fundraising appeals in order to ensure that relationships with donors and potential donors at any level are not inadvertently jeopardized. Those representing BCS and BCSF fundraising efforts must show donors and potential donors the utmost respect regarding preferred contact method, timing and frequency. Donor intent should consistently be honored, regardless of the size of the gift or request. Students, faculty, staff, and school affiliated organizations all play a critical role in these relationships. Open communication and coordination of efforts by all involved parties will result in the best possible outcome for BCS, BCSF and the generous supporters who enable us to fulfill our mission.

GRADING SYSTEM

GRADING CRITERIA FOR ST. FRANCIS CATHOLIC SCHOOL

Standards Based learning and grading:

At St. Francis Catholic school we use standard based learning and grading which provides clear methods, and efficient process and transparent and honest feedback for students and parents on the learning targets at each grade level and subject area. The score is the product of assessing students over a given period of time. All K-8 students will receive a report with the following scores.

4: Above Proficient/Advanced: Excels at grade level expectations, produces exemplary work.

- Demonstrates advanced thinking and understanding of skills.
- Masters and applies knowledge and skills that lead to consistent, high-quality work that excels at grade level expectations
- Requires no support to complete work.

3: Proficient/At grade level: Strong performance at grade level expectations, produces quality work.

- Demonstrates solid and consistent understanding of skills
- Applies knowledge and skills on grade level work and expectations
- Requires minimal support to complete work

2: Nearing Proficient: Satisfactory performance, produces inconsistent work at grade level.

- Demonstrates partial or inconsistent understanding of skills
- Requires additional reinforcement and practice of skills to produce work that is average based on grade level expectations
- Requires regular support to complete work

1: Below Proficient: Does not meet grade level expectations. Requires teacher direction, support, and assistance to learn and use skills, concepts and strategies.

- Demonstrates minimal understanding of skills
- Requires additional instruction and practice of skills, work produced does not meet grade level expectations
- Requires additional time and significant support to complete work

There will also be a percent score for all 5-8 students. This score reflects the process (homework, class participation, work ethic) and progress (growth on assignments and tests)

HOMEWORK/INCOMPLETE WORK

The purpose of homework is to complement and reinforce the learning process.

- It is the responsibility of the student to see that homework is completed and turned in on time.
- Incomplete or late assignments may be deemed unacceptable by the teacher.
- It is the responsibility of the student to ask the teacher for make-up assignments when the student has been absent.
- Arrangements for make-up assignments should be made before the end of the school day.
- Parents and /or students can check Schoology to see if there are any missing/incomplete assignments and access all work provided by the teachers.
- Students are expected to pace the completion of long-range assignments.

If a student is spending an excessive amount of time on homework, a conference with the child's teacher is suggested. Usually, teachers give time in class for homework to be started. If a child is spending too much time on homework, it may mean that classroom time is not being utilized.

GUIDANCE AND COUNSELING

The St. Francis Catholic School has two counselors in the building. **These people are not intended to be therapists, but are available for the support of students, their families, and the school staff.** Students may make a “self-referral” to see the counselor by the procedure outlined in each building. The counselor will notify parents if he/she expects to see the student more than one time. Teachers and principals may ask the counselor to work with a student or a group of students to assist in developing problem-solving strategies and skills. The problems addressed may include, but are not limited to, difficulties in peer relations, problems in classroom behavior, personal problems, or problems with appropriate interactions with others. The counselor may form peer groups to assist newcomers, to assist those experiencing grief or loss, and those experiencing divorce or separation of parents. Parent permission will be requested for students participating in these groups. Parents may contact the school counselor for assistance with problems a child may be experiencing. The counselor may be invited to attend parent-teacher conferences and Child Study Team sessions. Parents wishing for their child not to take part in counseling services need to sign an opt-out form.

HALL PASSES:

Students should have a “hall pass” designated by a teacher if he/she needs to leave the room. **No students will be granted a hall pass during the first ten minutes of class.** Students should attend to personal needs during the five (5) minutes between classes.

HEAD LICE

If live lice or nits are found on the child, he/she will be sent home for treatment, and may not return to school without verification by school personnel that treatment was successful. When an outbreak occurs, the school nurse will check all students in that class.

ILLNESS

If a child becomes sick enough to be sent home from school, his/her parent/guardian will be notified, and they will make arrangements concerning transportation. In case of a serious accident or illness in which emergency medical care is needed, **911 will be called.** The school will make every effort to contact the parent/guardian immediately. If this is impossible, the nearest relative or person listed on the **Emergency Information Sheet** will be contacted.

Do not send a sick child to school, or one who has not fully recovered from a contagious illness, such as pink eye, strep throat (must be on medication at least 24 hours before returning to school), chickenpox, measles, flu, Covid, or vomiting/diarrhea. A student who is running a fever may **not** come to school or be in school.

IMMUNIZATION REQUIREMENTS

Students entering Kindergarten must be five years old on or before September 10. Students entering first grade must be six years old by September 10 or have successfully completed a certified Kindergarten program.

All students attending Billings Catholic Schools must be immunized against communicable diseases as required by the State Department of Health and Environmental Sciences.

Before they are allowed to attend school, the State of Montana REQUIRES all children entering school for the first time to have immunizations as follows:

- **Minimum of 4 shots (Tetanus-Diphtheria-Pertussis), including one given after the child's 4th birthday.**
- **2 MMR (Measles-Mumps-Rubella) vaccine given on or after the first birthday. A second dose is required at school entry.**
- **Two Chicken Pox vaccinations are required for K-12 students. Students in PK need only one Chicken Pox vaccination. Students who have had Chicken Pox must show documentation from their physician.**
- **T-D to include Pertussis: Prior to entering the 7th grade a pupil must receive a second dose of T-D and Pertussis vaccines.**

***Students that are not current with immunizations will not be allowed in school.**

A pupil entering any grade from 7-12 who has not already received the 2 required doses of MMR at kindergarten age must receive the second dose.

Immunization records, recorded on the "Blue Form" (HES-101), must show month, day and year and a copy of the adequate documentation must be attached to the blue form. This form needs to be filed with the school no later than the first day of school---this includes new students and transfer students. Legal documentation is a must.

Exemptions are allowed when:

The school allows exemptions for medical reasons. For medical contraindications, parents need to have the back of the blue immunization form (HES-101) completed and signed by a physician licensed to practice medicine in the United States or Canada.

2023-24 Student Immunization Requirements

Catholics have a "moral obligation to guarantee the vaccination coverage necessary for the safety of others..., especially safety of more vulnerable subjects such as pregnant women and those affected by immunodeficiency who cannot be vaccinated against these diseases," according to a 2017 document on vaccines from the Pontifical Academy for Life. Bishop Michael Warfel reminds parents that "the decision to vaccinate comes down to a simple concern for life, dignity, and the common good, as do most of our decisions as Catholics."

We recognize some parents maintain religious or philosophical objections to vaccinating and our schools offer a philosophical objection option for vaccinations.

- The Catholic Schools will comply with MCA § 20-5-403 that requires all students to be current with regard to immunizations prior to the first day of school.
- MT Catholic Schools-Great Falls Billings allows a properly filed medical exemption.
- MT Catholic Schools-Great Falls Billings will allow a filed exemption for philosophical objection. Students already enrolled under religious exemption may continue uninterrupted enrollment.
- For resources on the Catholic Church's position on vaccinations, please consult the [National Catholic Bioethics Center](#)

Whenever there is good cause to believe that a person for whom an exemption has been filed has a disease, or has been exposed to a disease listed, or will, as a result of school attendance, be exposed to such a disease, the person may be excluded from school by the local health officer until that person is no longer at risk.

INVITATIONS

Invitations to parties may NOT be handed out on school grounds. Due to confidentiality, the school office cannot give out phone numbers and addresses to other parties.

LIBRARY

Students are given the opportunity to use the library on a weekly basis. Books may be kept for seven days and may be renewed. A replacement fee will be charged for lost or damaged books. Library use is a privilege, which may be suspended for improper use of materials or lack of responsibility.

Selection of books at our schools is based on the Mission and Beliefs Policy. Acquisitions will reflect the opportunity for students to develop their potential academically, socially, physically and spiritually. They will promote diversity in learning activities and will be aligned with Catholic Identity. Faculty members may request materials that support curriculum goals. The principal and librarian in each building are responsible for monitoring library selections.

LOCKERS

Lockers are the property of the Billings Catholic Schools and therefore are subject to search, with reasonable cause, at any time by the principal or the principal's designee.

LOST AND FOUND

All personal items, especially outdoor clothing, should be marked with the student's name. Lost and found articles are placed in designated areas throughout the building. Children who lose things may claim them from this box. Parents are encouraged to check this box when their children lose something. Unclaimed items are sent to the St. Vincent de Paul Society periodically throughout the year.

Unclaimed lunch bags will be thrown out in a timely manner.

LUNCH PROGRAM

Our hot lunch program is provided by Sodexo. Children may either purchase a hot lunch at school or bring a cold lunch from home. Milk is available for purchase for those bringing cold lunches. All lunches are to be eaten in the cafeteria unless under the supervision of a teacher in his/her respective classroom.

The lunch program is subsidized by the Federal Government. **Parents wishing to apply for free or reduced cost meals for their children need to complete an application and all of this information remains confidential. The school receives Title funds based on the number of students receiving free/reduced meals.** Title funds are federal monies that are meant to supplement existing state funding for education. All children are treated the same regardless of the ability to pay. **Applications are located in the school office.** Any questions regarding the lunch program should be addressed to the principal.

In accordance with Federal Law and U.S. Department of Agriculture policy, BCS is prohibited from discrimination in the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Ave. SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

MAYFAIR

Mayfair is held on the first Saturday of May. It is the main fundraiser for the Billings Catholic School system. All parents are encouraged to volunteer for and support Mayfair. The Mayfair office may be contacted at 252-5731.

MEDICATION

- In the event a child must take medication during the school day, the following procedures must be followed:
- Non-prescription drugs must be sent in the **original container**.
- Prescription drugs must be sent in the original prescription container.

Student Self-Administration of Medication

These must be sent to the SCHOOL OFFICE accompanied with the **Request for Self-Medication** form. School personnel may not supervise ANY medication for a student unless the medication is SENT to school, with the WRITTEN instructions accompanying it. All medication will be supervised by designated school personnel.

1. The initial dose must be administered at home to avoid adverse reactions from occurring at school.
2. School personnel reserve the right to review and deny requests for administering medication taken during school hours.
3. All medication (except those approved to be in a student's possession) must be stored in a designated area that is to remain locked when not in use.
4. School personnel may not accept or supervise the self-administration of medication unless it is accompanied by a Request for Student Self-Administration of Medication form, signed by the parent/legal guardian.
5. Students taking medication (non-prescription or prescription) must present the medication in its original container to the principal or designee.
6. The student will self-administer the medication with adult supervision.
7. Students must take all medication in the presence of the designated school personnel (exception; with consent form and original container, student with inhaler, EpiPen, or insulin).
8. The school staff is responsible for informing the nurse in writing of any parent requesting a child to take medication at school.

Inhalers: If a child must carry an inhaler on his/her person or backpack due to doctor's orders, the **Request for Self-Administration of Inhalers** form must be completed and returned to the school office. If a student must carry an EpiPen or insulin on his/her person, an **Emergency Protocol Information** form **must be** completed with the school nurse. These requests must be on file in the office building BEFORE a child may have medication in the school.

MONEY SENT TO SCHOOL

All currency or checks must be sent to school in a sealed envelope marked with the following:

Student's name

Student's grade/room

Amount in envelope

Purpose of payment

NON-CUSTODIAL PARENT/COURT ORDERS

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

A copy of a current court order (restraining order) limiting contact of a parent with a child (student) at school must be given to the principal. If the stated parent comes to school and attempts contact, the police and custodial parent will be notified. The safety of all students, faculty and staff will be the first priority.

PARENT COOPERATION AS A CONDITION OF ENROLLMENT/ATTENDANCE

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration has the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. **Parents and students are expected to support the rules and policies of the school.**

PARENT-TEACHER CONFERENCE

Conferences are a valuable means of communication, providing an opportunity to get acquainted, share common problems, and understand one another better. Conferences are usually held in the first part of November; however, parents and teachers are free to visit each other at any time during the school year. Parents should call the school or email the teacher to make arrangements for unscheduled conferences.

POWERSCHOOL/SCHOOLGY

Billings Catholic Schools utilizes a Student Information System called PowerSchool which you can use to view your child's schedule, attendance, and report cards. Schoology has been adopted as the Billings Catholic Schools Learning Management System. Students and family members can access Schoology to view assignments, grades, and all academic requirements for classes. If you have not created a parent account, please notify the office and your account information will be provided for you.

These are very useful communication tools and can be accessed from any computer, smartphone or tablet that has Internet access using a web browser. Parents can set up notification preferences to be contacted by email when their student is absent, tardy, or has a failing grade. Summary emails can also be provided on a daily, weekly, or monthly basis.

PREGNANCY POLICY

St. Francis Catholic School does not condone premarital sexual activity. However, we take our responsibility of educating the pregnant student in a Catholic environment seriously and will assist the student academically and spiritually to make the most of the situation. The school curricula will continue to emphasize Catholic religious beliefs, morals, and values about sexual issues as well as how to take responsibility for life choices.

A pregnant student and the expectant father are welcome to remain in the school or, as new registrants, may be accepted for admission. The student will receive the support, nurturing, and guidance necessary to succeed academically. However, certain guidelines will apply for the duration of the pregnancy. St. Francis Catholic School teaches and upholds the moral values and standards of the Catholic Church and prides itself on being compassionate, caring, and Christ-like to the students and families it serves. A pregnancy in school evokes strongly mixed feelings as well as sharply conflicted reasoning about religious values and teachings. While there is joy that the student has chosen life, there is concern that the pregnancy ignores the moral teachings of the Catholic schools and presents everyone with genuine moral dilemmas.

Any expectant parent, if he or she is a student at SFC, is required to receive counseling approved by the administration. The parents or legal guardians of the expectant student must participate in this counseling process as well. The counseling service will communicate with the administration to assure that the requirements have been met.

Any expectant parent may participate in extra-curricular activities at the discretion of the administration. In the case of athletics, the pregnant student may play only with the written permission from her doctor and with the documented understanding that the school is absolved of neglect or liability.

Non-compliance with the full policy, or a second pregnancy, will result in immediate dismissal from this high school.

SACRAMENTAL PREPARATION

In the spirit of the Church's teaching today, all sacraments require a period of preparation before reception.

Each parish determines this period of preparation, and these are the requirements:

The school board policy states that since the child will receive the sacraments with the family it is **IMPERATIVE** for the parents to understand how the rite is received today and therefore parents who have children preparing for the sacraments must take an active part in this preparation. The child should understand the sacraments of Reconciliation, Eucharist, and Confirmation. Parent meetings are a vital tool in helping you prepare your children. Meetings are planned to help you. If you do not attend these in your parish, you run the risk of delaying your child's reception of these sacraments. If it is impossible for you to meet these requirements, you must let your parish priest/religious education director know how you plan to fulfill these policies.

SAFE ENVIRONMENT TRAINING

The Diocesan Policy requires that all adults who have contact with children, including volunteers, take the Recognizing Child Abuse Course. Go to <https://safeandsacred-diocesegfb.org> to access this course. The Diocese monitors compliance and those not in compliance may be released from employment or volunteering. Please ask our building principals if you have questions about this program.

SAINT FRANCIS CATHOLIC HOME & SCHOOL ASSOCIATION

The Saint Francis Catholic Home and School Association (SFC H&SA) is a K-8th grade parent-staff organization dedicated to the support and benefit of our students, staff, parents and school. All SFC parents/guardians are members of the H&SA. The H&SA coordinates school volunteer programs and sponsors a variety of activities and events funded by yearly H&SA membership dues.

SCHOOL SCHEDULE

Only students participating in the SFC school breakfast program will be allowed in the building at 7:40 AM

Supervision for all other students will begin at 7:50 AM and they should not be dropped off before then. Doors will open for all students at 7:55AM. At this time all students will go directly to the classroom/lockers.

K-4 students will enter through the main doors at the front of the building. Students in grades 5-8 will enter through the gym doors. Exceptions may be made if there is inclement weather.

Students who arrive after 8:10 are considered tardy and should report to the main office.

SUPERVISION

Students should not remain in the classroom without adult supervision. Students are not permitted to stay inside during recess or lunch periods unless arrangements have been made with the teachers or principals. Students are responsible for coming to school appropriately dressed for the weather. **The school's general guideline for outdoor recesses is that if temperature with or without the wind chill do not go below zero; students will be going outside.**

TECHNOLOGY

Students may use the school computer system only for legitimate educational purposes, which include classroom and independent academic research that is supported by the subjects studied in school. Students shall not access entertainment sites, such as social networking sites or gaming sites, except for legitimate educational purposes under the supervision of a teacher.

Maintaining or posting material to a web site or blog that threatens a likelihood of disruption in the school or whose messages and/or intent is contrary to the teachings of the Catholic Church and mission of the school, including harming or interfering with the rights and reputation of students, employees, alumni, or the school itself, is a violation of the student code of conduct.

ACCEPTABLE USE POLICY-MONTANA CATHOLIC SCHOOLS

Montana Catholic Schools supports the rights of students and staff to have reasonable access, in school, to various information formats and believes it is incumbent upon students and staff to use this educational advantage in an appropriate and responsible manner. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the campus administrators will deem what is inappropriate use and their decisions will be final. This user agreement will be signed upon hiring/admission and will remain in effect. Montana Catholic Schools reserves the right to modify all changes in subsequent years.

- I accept that using computers and accessing the Internet is an educational advantage afforded me by the Montana Catholic Schools and that inappropriate use of computers, smartphones, iPads, and other devices may result in my loss of their utilization and other possible disciplinary action.
- I accept that the primary use of computer resources and the Internet is to support research and education.
- I will follow all copyright regulations and will not copy programs or pirate software. I will not take, modify, or degrade hardware, software or computer supplies provided by the school.
- I will not invade the privacy of others or access the network or files of any business, person, or agency with intent to steal, subvert, destroy, or view information which is not appropriate.

- I understand that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail and all Internet activity can be monitored.
- I will not access information which is considered dangerous or potentially damaging, such as instructions on the preparation of illegal or dangerous mechanisms or activities.
- I will not conduct business transactions, commercial activities or political lobbying.
- I understand that for my safety I will not give out my full name, home address or telephone number, or school information to strangers that I meet online. I agree not to meet with any stranger that I have met online. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is prohibited.
- I will be polite and use appropriate language. I will not swear, use vulgarities, harass others, use ethnic or racial slurs, access inappropriate websites, engage in hacking or vandalism, or transmit or view obscene or offensive material.
- I understand that I am prohibited from downloading or installing any personal software with inappropriate material on school technology.
- I will not degrade or disrupt school or Internet network services or equipment, as such activity is considered a crime under state and federal law; this includes but is not limited to tampering with computer hardware and software, vandalizing data, invoking computer viruses or attempting to gain access to restricted or unauthorized network services.
- I understand that Principals, or their designees, will be responsible for disseminating and enforcing policies and enforcing procedures in the buildings under their control and will ensure that all users complete and sign an agreement to abide by the policies and procedures. All such agreements are to be maintained at the building level.
- I understand that Montana Catholic Schools will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the district's system or network.
- I will not record (video or audio) staff members or students without their permission. I will not distribute any recordings via social media or other channels/methods without permission.
- I understand that should I break this contract my access to the Internet will be revoked and disciplinary actions taken.

Montana Catholic Schools will abide by the Children's Internet Protection Act of 2011 (CIPA). Specifically, these criteria will be followed:

- Filtering will be provided for all Internet-enabled computers used by students, patrons, and staff.
- Filtering will be disabled only for bona fide research or other lawful purposes. ☐ Online activities of minors will be monitored for appropriate us.
- Safe and secure use by minors of direct electronic communications (including e-mail, chat rooms, and instant messaging) will be assured. All students will receive instruction on the safe use of the Internet, including safety precautions for e-mail, online chat, instant messaging, texting and other online behaviors.

TELEPHONE

The school telephones may not ordinarily be used by students. If an emergency arises (illness/injury), the office will phone the parents. Forgetting assignments, lunch, permission slips, signed papers, or arranging for after-school activities are not emergencies. Neither teachers nor students are called to the telephone during school hours unless it is an emergency. Only messages of importance are delivered during school time.

TITLE IX

There will be no discrimination against any student based on sex, race, or creed, in providing access to extra-curricular activities. It is the purpose of our activities programs to provide equal access, share in equal use of facilities, transportation, coaching/sponsorship, and support services. Complaints are to be presented to the school administration.

TUTORING (PRIVATE)

Private tutors hired to serve St. Francis Catholic School students are welcome to use the SFC facility **before school begins and after the students have been dismissed**. Those students that receive private tutoring as written in their service plans may be granted time during the school day for such services, if those services can be scheduled so as to not interfere with the students' current curriculum.

TOYS AND PERSONAL SPORTING EQUIPMENT

Please leave personal sporting equipment and toys at home. Pokemon cards are not permitted.

VISITORS

Parents are always encouraged and welcome to visit SFC. Appointments should be made in advance to see a teacher, counselor, and administrator or to visit a student's class by calling the main office. All visitors must report to the school office before proceeding to a classroom. Guests of students will not be allowed to accompany them to class without administrative and faculty permission, which must be secured a minimum of one school day in advance. Trespassers who do not have legitimate business in the school building or on the school grounds will be requested to leave the premises.

VOLUNTEERS

We at SFC welcome parents to help; your involvement is so valuable. Please call the school and let us know how you are willing to assist in the services we provide your students. If you have a gift/talent, please share that with us as well. All volunteers must complete the Recognizing Child Abuse Course. Go to <https://safeandsacred-diocesegfb.org> to access this course.

WITHDRAWALS

Parents should contact the office before withdrawing a child from school. Transcripts will be mailed to the new school upon receipt of the parent release form (available when enrolling at a new school) and payment of all outstanding monies.