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School Office Hours
 7:30am – 3:30pm

Position	Name
Bishop of the Diocese of Fairbanks	Most Reverend Chad Zielinski
Director of Schools	Nancy Hanson
ICS Principal	Amanda Angaiak
Religion Coordinator	Kathleen Kohler-Balko
After School Program Director	Michele Vangelas
Head Maintenance	Bill Weis
Technology Support Specialist	Matt Gray
Executive Administrative Assistant	Kelly Hughes
CSF Secretary	Kim Stokes
Receptionist & Attendance Assistant	Stephanie Wallace
School Nurse	Karen Footit

Faculty and Support Staff

Position	Name	Position	Name
PK Teacher	Wendy Anderson	Fifth Grade	Katie Villafranca
Kindergarten	Katherine Melville	Sixth Grade	Molly Wood
Kindergarten	Mary Vail Butcher	Sixth Grade Religion	Carolyn Brown
First Grade	Kate Butcher	Sixth Grade Social Studies	Frank Ostanik
First Grade	Gena Horine	Art Teacher	Nancy Krzymowski
Second Grade	Amanda Deloughery	Music-Band/Orchestra	Stuart Hudson
Third Grade	Marci Ward	Music-Vocal	Jessica Anderson
Third/Fourth Combo	Marie Willcoxon	PK-6 Counselor	Matthew Martino
Fourth Grade	Brianna Chmiel	Safety Liaison	Lorna Illingworth

Parent-Teacher Organization Officers

Position	Name	Position	Name
President	Ann Marie White	Treasurer	Dawn Martin
Vice President	Denise Werle	Secretary	Andrea Head

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HISTORY

The Catholic Schools of Fairbanks started in 1946 when Immaculate Conception School opened in the basement of the original parish church. Teachers were provided by the Sisters of Charity of Providence, who operated a hospital adjacent to the church. In 1951 the school expanded from a few grades to a full 1-8 organization housed in military surplus buildings. In 1955 a high school building was constructed, and in 1967 a gymnasium was added. A new elementary school was completed in 1979, and in 2000 a new chapel, school office, library, computer room and commons area were built. Jesuit priests and Sisters of Providence comprised the majority of the instructors until the 1970s.

Current PK-12 enrollment is about 475 students. The schools operate with 46 teachers and ten administrative and support staff, who are a mixture of Catholic and non-Catholic professionals. The schools have kept tuition significantly below the actual cost of operations, and because of this constantly engage in fundraising activities. Most of these activities are handled by Monroe Foundation, Inc., a nonprofit organization which coordinates fundraising with volunteer and parent help.

The largest fundraiser each year since 1970 has been HIPOW (Happiness is Paying Our Way), which currently brings in almost \$550,000 annually during a three-day auction of donated goods and services. HIPOW is significantly supported by local merchants and community members who have no other connection with the Catholic Church or the schools, but see the schools as a valuable community asset.

The Catholic Schools of Fairbanks holds K-12 accreditation through the Northwest Association of Accredited Schools (NAAS). CSF's last evidence-based self-evaluation and site visit happened over the 2009-2010 school year. The next evidence-based self-evaluation and site visit is required during the 2015-2016 school year. Yearly accreditation-review reports are sent to the NAAS Alaska Committee office in October.

MISSION, BELIEFS, SCHOOL-WIDE EXPECTATIONS FOR STUDENT LEARNING

Mission Statement

The Catholic Schools of Fairbanks is a pre-K through 12 family that engages the world through the integration of knowledge and wisdom. We are guided by the Jesuit principles to become Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice.

Belief Statements

WE BELIEVE the life and message of Jesus Christ as shared through the Gospel is a foundation of our school community, encouraging all members to accept the call to leadership and service in church and society.

WE BELIEVE our school is a center of knowledge, cultural enrichment, and disciplined thinking.

WE BELIEVE all students can learn, achieve, and succeed with the team effort of student motivation, parent support, and teacher guidance.

WE BELIEVE the school must foster academic, spiritual, social, and cultural development of the whole child.

WE BELIEVE in the importance of developing a community that prays together, learns together, and plays together.

WE BELIEVE reflective self-evaluation is essential to continual growth and progress, both individually and collectively.

Characteristics of a Graduate @ Graduation

A graduate of Catholic Schools of Fairbanks strives to be open to growth, intellectually competent, religious, loving, and committed to doing justice.

PARENTAL SUPPORT AND INVOLVEMENT

Since by far the greatest influence on a child's thinking and behavior is his/her parents, the school cannot attain excellence in education without active support from the parents. It is the parents' responsibility to encourage in the child a positive attitude toward learning and to guide the child in becoming an academically successful and morally responsible human being.

This includes the following:

1. Supporting the spiritual development of your child by attending Sunday Mass or if non-Catholic, attending worship services of your faith.
2. Fostering in your child a Christ-like concern for all classmates and their reputations.
3. Sending your child to school on time.
4. Upholding the policies and rules of the school.
5. Supporting the authority of school personnel by refusing to criticize them in the presence of children.
6. Consulting the teacher or principal before forming a final opinion regarding any situation in which a child seems to be treated unfairly.
7. Sending your child to school in proper attire.
8. Being available for conferences.
9. Assisting your child to establish a specified time and place to complete homework.
10. Seeking professional counseling and/or diagnostic evaluation when recommended by school personnel.
11. Displaying courteous and respectful behavior at all school activities.

Visiting the school

ICS welcomes parents/guardians as visitors at the school. Please keep in mind, however, that interrupting classrooms during instructional time is highly discouraged, as students and teacher need to concentrate on the lesson at hand. Between 8:00 a.m. and 2:20 p.m., parents and visitors must report to the office and pick up a visitor/volunteer tag before going to any classroom.

Communication

Calendars

Calendars detailing important upcoming events and meetings that affect parents and students are available via the Catholic Schools of Fairbanks (CSF) website (www.catholic-schools.org) and through the classroom teacher. Administration makes available a weekly newsletter to parents/family via the CSF site.

PowerSchool

PowerSchool is the student information service used by CSF to provide web access to school and classroom information. PowerSchool includes access to academic information and links to announcements, calendars, classroom information for students and their families.

The use of PowerSchool & PowerTeacher is mandatory by all staff in order to create consistent and equitable access to information for parents and students of the Catholic Schools of Fairbanks. Parents and students receive access codes to PowerSchool by the end of the second week of the school year or within one week of enrolling if starting after the second week of school.

Classroom Page Information: Online access to school and classroom information is provided through the school's website: www.catholic-schools.org. The website allows access to announcements, calendars and classroom information for students and their families, including access to teacher classroom pages. The teacher will maintain the following, at a minimum, on her/his class page:

- ✓ Class overview
- ✓ Grading procedures
- ✓ Behavior expectations
- ✓ Weekly Newsletter to Parents

Teachers will update their page each week by adding information such as class news/events and notes. Assignments and grades in 4th-6th will update in PowerSchool each week as teachers enter them.

Maintaining Grade Books (Grades 4 – 6): Teachers are expected to enter a minimum of two (2) meaningful academic grades into the PowerTeacher grade book per week per CORE subject/class. Teachers will maintain real-time visibility of grades for parents and students.

Progress Reports (Grades 4 - 6)

Real-time visibility of grades throughout each quarter replaces the need for progress reports every three weeks. Parents are asked to understand that it is common for grades to fluctuate significantly during the first three weeks of each quarter.

Required Dates for Finalizing Grades

PowerSchool requires that teachers finalize grades before a Report Card can be created by administration at the end of each quarter. The Finalize Grades Process will be completed electronically through PowerSchool. Teachers are required to finish the Finalize Grades Process by 3:00 p.m. on the following dates:

Quarter 1	Quarter 2	Quarter 3	Quarter 4
October 18	January 10	March 21	May 22

Conferences

Parent/Teacher/Student Conferences are held after the end of the first quarter and during the third quarter. At any time during the marking period, parents or teachers may request an additional conference. Children receive report cards at the end of each quarter. Information is based on tests, homework, and class work in each subject during the quarter. The grading code is as follows:

Grades K-3: E Exceeds grade level expectations
S Meets grade level expectations
P Progressing towards expectations
N Below Expectations/Needs Improvement

Grades 4-6: A 90-100 %
B 80-89 %
C 70-79 %
D 60-69 %
F 0-59 %

Students participating in extra-curricular activities, including choir, student council and basketball must have all grades at 70% or higher at the beginning of the activity and maintained at 70% throughout. Students participating in extra-curricular activities must also have satisfactory marks in attitude and conduct grades in order to participate.

Changes in a child's daily routine

When a parent(s) is out of town and another adult is in charge, please notify the classroom teacher and the office (see also: Duties of Supervision)

Guardianship

Proper guardianship must be established and maintained for all students. Students may not attend school if they are not in the care of a proper guardian. Parents/guardians, if it is necessary to leave your child(ren) in the custody of a temporary guardian, it is essential that written notice is provided to the school office. Notice need include the temporary guardian's full name and contact information, plus the dates/duration of temporary guardianship.

Proper Channels of Communication with Teachers and Administration

In order to keep the channels of communication clear and direct and to promote an open Catholic community, we ask the following of parents/guardians:

Contact your child's teacher if there is any problem concerning your student's academic progress, behavior, child-teacher relationship, or classroom procedure.

Contact the principal if there is concern about the administration of the school.

Contact the Director of Schools if there is concern about a school policy, school expenditures, admissions policies and procedures, plant improvements, or the direction of the schools.

Contact the Board of Directors if you would like to provide input regarding a school policy, expenditures, parent participation in the school, or the direction of the schools.

Procedure When a Conflict Arises

It is important that the following procedures be adhered to so the rights of all are ensured. The parties involved should make an attempt to solve differences of opinion or conflict at that level. Appeals to a higher authority may not be considered unless an attempt at resolution has been completed.

1. *Teacher*

If a conflict arises between a teacher and a student, or a teacher and a parent, the parent should request a conference with the teacher as soon as possible. Every effort must be made to resolve the issue at this level. The teacher is required to keep a written comment regarding the conference on file. This should include the student name, date of conference, parent and/or teacher concern, outcome and follow-up by teacher.

2. *Principal*

If communication with the teacher does not meet parent satisfaction, the parent should contact the principal to schedule a conference to relay his/her concern. The principal will make appropriate efforts to consult all parties and will schedule a conference if appropriate. After considering input from the

appropriate parties, the principal will render a decision. The principal is required to keep a written comment regarding the communication on file. This should include the student name, date(s) of communication(s) and any related conference(s), parent concern, comments and follow-up action by principal.

3. Director of Schools

If the decision of the principal does not meet parent satisfaction, the parent should contact the Director of Schools. The Director of Schools will contact the necessary parties for input and will schedule a conference as appropriate.. The Director of Schools will work with all parties involved to produce the best possible solution, adhering to school philosophy and policy. The Director of Schools' decision will be presented in writing, with a copy to the school administration.

4. Board of Directors

If the decision of the Director of Schools does not meet parent satisfaction, the parent may make a written appeal to the Board of Directors. The Board of Directors will consult all parties involved, review the case and render a final decision, adhering to school mission and policy.

ATTENDANCE

Regular attendance is an essential requisite not only for individual participation and achievement, but also for the overall achievement of the total education program. This inherent necessity has been reflected traditionally in state laws, which insist that school authorities and parents must see to it that students are not absent from school.

Vacations and trips should be scheduled only when school is on break or out of session.

Routine medical and dental appointments should be made during out of school hours.

For each absence, a phone call and/or a note from the parent is required before admitting the student to school.

Students are admitted to class each morning at 7:45. Any student arriving at school after 8:00 a.m. will be considered tardy unless the tardiness is due to bus trouble. Students arriving after 11:00 a.m. are considered absent 1/2 day. Upon the 10th tardy in any given semester, a conference will be required for re-admittance to school.

A student who leaves school during the school day for any reason, including lunch, must have written permission and must check in through the office when leaving and immediately upon returning. No ICS student will be allowed to leave the school

premises to go to the store, etc., during the lunch period. All students are to remain at school during the entire lunch period.

A student who is absent for any reason will not participate in any extra-curricular activities, nor will that student be allowed to attend the After School Care Program on that day.

When a student misses school for any reason, he/she must see the teacher on the day of returning to school to learn what assignments must be completed. In such cases teachers will supply reasonable assistance appropriate to the circumstances in helping the student complete assignments.

The principal and classroom teacher must be informed in writing of a prolonged, planned absence (more than 5 consecutive days) at least one week in advance of the absence. Parents are responsible for teaching missed lessons and seeing that the work is completed and returned to the teacher. Students are responsible for completing missed assignments. Long absences are detrimental to the child's scholastic development and it is nearly impossible for teachers to prepare equitable work for the child to complete independently. Vacations and trips should be taken at regularly scheduled holidays and break times.

The absence rate may not exceed ten (10) days of any semester. Upon occurrence of the 10th absence in a semester, a formal process will be followed to determine the student's continued enrollment in school. In cases of extensive illness, a written verification from the doctor is required, with the knowledge that promotion is dependent on subsequent achievement.

DUTIES OF SUPERVISION

Supervision of Students Outside School Hours

No student or groups of students shall be on school grounds outside regular school hours (8:00am-2:20pm) unless supervised by authorized school personnel or attending a school event under direct supervision of a parent. CSF cannot allow an older sibling who is participating in an after school activity to be the designated supervisor of his/her younger sibling, as the older child's focus is to be on the activity, not his/her sibling. Unsupervised students found on grounds between 2:20 and 6:00 PM will be escorted to the After School Care Program and placed in care until parents/legal guardians can pick up the student. Parents will be billed for the After School Care service.

Daily Dismissal of students

No class may be dismissed before the established hour for dismissal except with the approval of the principal or her/his designee. School may not be dismissed before the established hour for dismissal except with the approval of the Director of Schools.

No teacher may permit any individual pupil to leave school prior to the established hour of dismissal except by permission of the principal.

A parent (or emergency contact) must be contacted before a pupil is sent home during school hours.

No pupil will be permitted to leave school at the request of or in the custody of anyone other than a parent, legal guardian, emergency medical responder, state social worker or peace officer without the prior permission of the child's parent or legal guardian.

The school cannot honor the request of a custodial parent/legal guardian that the other parent not be allowed to pick up their child unless provided a valid court order, restraining the non-custodial parent from having custody of the child. The school's only permitted response in such a situation, absent a court order, is to notify the requesting parent that the other parent has picked up the child.

Transportation of Students

Staff

The school is governed by the insurance policies of the Diocese of Fairbanks regarding transportation of students for school-sponsored activities and events. Employees of the Catholic Schools of Fairbanks may not transport students (other than their own children) for school purposes without prior written authorization by the principal. In no instances will CSF employees be authorized to transport a student alone.

Parent as Transporters

Bus transportation is the most desirable method to be utilized for any field trip and, whenever possible, this mode of transportation should be provided. If a private passenger vehicle must be used, then the following information must be supplied and the driver must certify this information in question.

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and valid and current license plates.
4. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.
5. Vehicle must have a seat belt for the driver and one for each passenger.
6. A signed driver information sheet on each vehicle used must be submitted to the principal prior to the field trip.

Journals

Journals may be used when appropriate and relevant to the subject area. Teachers will not encourage or invite students to share personal or intimate information. Journals will be open for viewing by each student's teacher and parent. Teachers will report to the student's parents and the principal any information in the journal that may concern the life/health/safety of an individual. Teachers will inform students that their journals will not be confidential.

CAMPUS MINISTRY

Mass

We celebrate weekly liturgies in Holy Family Chapel on Tuesdays at 9:00am for junior/senior high school and Fridays at 8:15am for grade school.

Expected behavior at Mass

1. Show reverence for God and respect for one another.
2. Participate in the Mass by praying, singing and answering the responses.
3. Look at the altar and the priest during Mass, especially during the Consecration.
4. Be respectful during the sign of peace.
5. Use song and mass books appropriately and with respect.
6. Following Mass, sit down quietly until dismissed by the teacher.

Retreats

Retreats allow students to take time from their everyday routines to examine their lives and spirituality. CSF holds retreats as an integral part of the religion curriculum beginning in fifth grade through senior year in high school. Day retreats for students in grades 5-10 are held once a year during school hours, usually at St. Raphael's Catholic Church. Retreats for students in grades 11 and 12 may be multi-day. Student attendance at retreats is mandatory.

Service_

Service is central to the Catholic Schools of Fairbanks. We are preparing students to live a life of service in church and society. In grade school, teachers incorporate various class service projects throughout the year. In high school, students are required, in religion class, to have a certain amount of service hours to be done in the community each year. By senior year, each student is to complete a minimum of 50 hours of service in an approved placement with a supervisor.

Annual School-wide Service Projects

In November, ICS students take part in a Day of Caring where they make things for various agencies in town, like soup mixes for the Food Bank and scarves and blankets for the Rescue Mission. In March, the grade school students participate in Operation Bunny Hop where they put together bunny bags filled with Easter prayers and blessings and deliver them to the senior citizens in our community. Also, ICS collects canned food for the Immaculate Conception Church Soup Kitchen every month.

Student Ministries

All students are encouraged to participate in our school Masses as a greeter, reader, gift bearer, singer or musician. Students may also be invited to write and/or read a prayer or reflection.

Altar Servers—Catholic students in grades 3-12 who are active members in their Church and are receiving the Eucharist regularly are invited to be trained as altar servers who assist the priest during our school Masses.

Eucharistic Ministers – Catholic high school students who are at least 16 years old, have celebrated the sacrament of Confirmation, and receive the Eucharist regularly are invited to be trained as Eucharistic Ministers who will assist the priest at Communion during our school Masses.

Student Retreat Team Leaders -- High school students are selected by the administration to act as peer ministers in leading retreats throughout the year.

Sacramental Preparation

Parents of second graders interested in having their child prepare and celebrate his/her First Reconciliation and First Eucharist, please contact your parish community to enroll in the parish sacramental preparation program.

COUNSELOR SERVICES

Counseling services are integral to the overall educational program and help students achieve school success. School guidance counselor services blends the expertise of a professional educator with a mental health perspective; understanding and responding to the variety of challenges that may face our student population. In general, CSF school guidance counselor services provide school guidance for students on a group and individual level, responsive services for students at the individual and group level (including referral services), and collaborative, system-wide support across grade levels and departments.

STUDENT BEHAVIOR

Classroom rules and school rules are posted in classrooms and halls as a means of teaching positive behavior. Administrators and teachers will discuss the specifics of these rules with students. Copies of the Student Handbook are distributed to all families at the start of each school year. Students enrolled after the start of the school year receive their handbook within the first week of attendance. Parents are required to sign and return the form on the final page of this handbook, acknowledging receipt and review. Students grade three (3) and higher are also required to sign.

Expected Behavior for Students

1. Be courteous and respectful to all.
2. Follow directions of adults promptly.
3. Use hands, feet and objects appropriately.
4. Respect property of people and school.
5. Attend all classes on time; be ready to work, with necessary learning materials, and complete assignments.
6. Refrain from expressing personal prejudices against any individual or group.
7. Walk inside the school building and to assigned area.
8. Use inside voices in the school building.
9. Use appropriate language.
10. Dress appropriately according to school dress code.

Students' Rights and Responsibilities

I have the right to learn in a positive environment, to express myself in a respectful manner and to be treated with understanding in this school.

I have the responsibility not to laugh at others or hurt their feelings.

I have the right to be safe on school grounds, during school hours.

I have the responsibility to use my hands, feet and voice appropriately and to follow school rules.

I have the responsibility to be fully truthful and to report situations that may involve risk, harm or serious ethical concern.

I have the right to quiet times to learn and study in this school.

I have the responsibility to be respectful of other people's quiet time and to complete my assignments.

I have the right to use learning materials.

I have the responsibility to respect property and materials.

I have the right to enjoy playing safely on the playground.

I have the responsibility to follow school and safety rules on the playground.

I have the right to be treated fairly.

I have the responsibility to defer to authority.

Unacceptable Student Behavior

Students are expected to share responsibility for creating an environment of effective learning. They must learn to respect others' needs, both educational and personal, and support those rules that affect themselves as well as the total school. Examples of unacceptable behavior may include, but are not limited to:

1. Academic dishonesty
2. Defiance or flagrant disrespect
3. Threatening and/or harassing behavior or language
4. Stealing
5. Not having homework complete, on time
6. Inappropriate displays of affection
7. Not adhering to school policy
8. Profanity

General School Regulations

- Hall rules:** Walk
Use a quiet voice
Keep hands, feet and objects to yourself
Eat in the classroom only
- Class rules:** Be kind to others
Follow directions
Be ready to learn
Homework should be completed and returned on time
- Bathroom rules:** Flush and wash
Use quiet voices
Follow supervisor instructions
Return to the classroom promptly
Respect property and keep bathroom free of graffiti
- Playground rules:** Appropriate behavior is expected on the playground
Follow teacher directions and rules
Walk to the playground
Play in the snow, without throwing snow
Stay off the fence
- 1st whistle: Freeze
2nd whistle: Walk quietly to your line
- Swings: Swing one at a time
Swing in one direction; sit on swings
- Slide: One person on a slide at a time
Slide on bottoms only. Use ladder to climb

Students may not play on the playground after school unless a parent is present at the school. Insurance liability is the reason for this regulation.

Gum chewing: Gum chewing is not allowed

Pop/Soda: Pop/soda is not permitted in lunches. The only day students may have pop for lunch beverages are Lunch Sale Days. Pop may be packed in lunches on Lunch Sale Days, only.

UNIFORM DRESS CODE

Dress Code

Every student, grade pre-kindergarten through sixth, shall wear the designated school uniform, unless unavoidable circumstances prevent her/him from doing so, or unless it is a non-uniform dress day. A handwritten note from parent(s) must accompany any student not in uniform. A student not in uniform will receive a verbal notice and parents will be contacted. If the non-compliance persists, parents will be contacted to bring a change of clothing.

Uniform

Approved tops

Uniform tops for boys and girls can be either polo shirts or Oxford cloth button-down style shirts. **Polo shirts may be solid red, solid white, solid light blue, and solid light pink.** Button-down shirts may be white, light blue, or light pink. Polos and button down shirts may have long or short sleeves and may have Peter Pan style collars for girls. Boys and girls may wear v-neck, vest, or cardigan style navy blue sweaters. (Sweaters are *not* required.)

Navy blue sweatshirts, fleece vests and fleece coats with the ICS logo are also approved, and are available through the Lands End and French Toast. The sweatshirt styles are navy blue crewneck or zippered with hood.

Spirit Wear: ICS Spirit Wear (tees/sweatshirts) is available for purchase through the main office courtesy of CSF PTO. Thursdays are designated as Spirit Wear days, when ICS students, faculty, and family are invited to wear their ICS Spirit Wear.

Approved bottoms

Uniform bottoms for boys and girls must be solid navy blue. The approved style of slacks, for boys and girls, is dress pants, with or without pleats that sit at or above the hip bone and fit properly. Corduroy bottoms and/or bottoms with patch or cargo pockets are not approved.

Girls also have the option of wearing skirts or skorts with or without pleats, or jumpers, all of which must be solid navy blue. **Skirts, skorts and jumpers must reach to the top of the knee or below.**

If the administration permits shorts during warm weather, approved styles are limited to navy blue Dockers style shorts, with or without pleats, Uniform style cargo shorts, and Uniform style Capri pants.

Approved shoes and accessories

Shoes must be closed-toe and worn with socks or tights (for girls). Socks may be knee-, crew-, or ankle-sock style, in white, grey, or navy. Tights may be white, grey, black or navy.

Ties and belts are optional. Ties may be any color; belts must be brown or black.

Appearance

1. Clothing must be clean, neat, and appropriately sized.
2. All shirts must remain tucked in throughout the day.
3. Shoes for both boys and girls are to be in good taste, in good condition, and must be worn with socks at all times. If tennis shoes are worn, they must be clean and in good condition. They may not have holes, tears, or unstable soles.
4. White undershirts only may be worn under the uniform blouse/shirt (no T-shirts with pictures or designs).
5. Torn or excessively worn or stained uniforms shall be considered non-uniform dress.
6. Socks must be at least high enough to cover the ankle.
7. Hair must be clean and groomed appropriately. Hair is not to be dyed an "unnatural" color, either wholly or in part. Colored extensions are not allowed. Make-up is not allowed. Earrings below the ear lobe are not allowed.
8. Hats and coats are not to be worn in school. Hoods on sweatshirts are not to be worn on the head while in school.
9. If a child regularly wears tennis shoes, a separate pair is required for the gym. Every child must have a pair of well-marked gym shoes. For safety and maintenance reasons, no child will be permitted into the gym without this requirement.
10. During winter, students are to wear coats, snow pants, hats, mittens and boots for recess. Snow pants and boots should have the student's names on them, as they are easily mixed up in the classroom.

Mass Day Dress

Celebrating the Eucharist together as a school is one of the most profound experiences we can share as a community of believers. Our outward appearance should convey respect for the gathering. Uniform dress is required for mass days. Although daily uniform dress is acceptable, students are

encouraged to wear more formal uniform attire on mass days. Formal uniform attire includes: Oxford cloth shirts (short- or long-sleeved), with or without ties for boys; blouses and navy blue skirts or jumpers for girls, with tights or socks. ICS Spirit Wear (sweatshirts and/or fleece) is not considered appropriate attire to wear during Mass, and will not be permitted in the chapel.

Non-Uniform Dress Days

Non-uniform dress, Free Dress,” or ICS Spirit Days will be announced to the students and parents through the weekly newsletter and the school calendar in advance of the occasion. There are no pre-specified days. The students may, of course, wear a uniform on these days. All students must abide by the provided guidelines on free dress or spirit days. If a student does not abide by the provided guidelines, he/she will dress in school uniform for the remainder of the free dress days for that school year.

STUDENT USE OF TECHNOLOGY

The Catholic Schools of Fairbanks provides a technology rich environment to enhance student learning. Technology is an integral part of a student’s educational experience and must be used in support of the learning objectives of the school. The school is responsible for educating students regarding appropriate and safe use of technology resources. Students shall use technology, including the Internet, in a safe, responsible and ethically appropriate manner. Violation of this policy is subject to school discipline. This policy applies to the students’ use of all technology in all settings and instances that affect the school community, including but not limited to the following:

1. a student’s use of his or her own technology device;
2. a student’s use of his or her personal email account, social network, web page, blog or any other use of the Internet/Intranet to post information;
3. a student’s use of CSF technology.

Students should not expect any privacy in the contents of their personal accounts on the school system. The administration reserves the right to examine, use, and disclose any data found on the school’s information networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. The school may also use this information in disciplinary actions, and will furnish evidence of a crime to law enforcement.

Acceptable Uses

Acceptable student uses of technology are those uses that support educational purposes and enhance learning opportunities in order to meet the instructional standards for class learning. Examples of acceptable use of technology include, but are not limited to, the following:

1. conduct research;
2. communicate with others;
3. complete school-related projects and assignments.

Unacceptable Uses

Unacceptable uses of technology are those uses that are counter to the goals and objectives of the Catholic Schools of Fairbanks for optimizing the learning environment, or blatant misuses of technology resources. Students should report any instances of unacceptable use, cyberbullying, or system security breaches to the administration. It is unacceptable to use technology in violation of federal, state or local law, school policy, or regulation. Examples of unacceptable uses of technology include, but are not limited to, the following:

1. knowingly accessing or visiting, obscene, pornographic, or sexually explicit sites or materials;
2. transmitting, sending or knowingly accepting inappropriate material using technology;
3. using hardware and/or software that disrupts or interferes with the safety and welfare of the school community;
4. altering the pre-set school software applications;
5. using a photograph, image or likeness of any student, or employee without express permission of that individual (their parent) and of the principal;
6. maintaining or posting material to a Web site or blog that threatens substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school.
7. attempting to access websites that are blocked by school filters.
8. sharing passwords or using another user's password, or attempting to circumvent the network security systems.
9. accessing personal email accounts, blogs, chat rooms, or other social networking sites without the permission and supervision of an instructor.
10. Plagiarizing with the aid of technology.
11. Copying, downloading or sharing of copyrighted materials without the owner's permission.

Any technology use occurring off school property (including home, other private property, business or commercial establishment, or public space) that disrupts or interferes with the educational process or safety and welfare of the school community, including cyberbullying of a school community member, is subject to school discipline that may include the loss of access to school technology, detention, suspension or expulsion.

Use of the Internet

The Catholic Schools of Fairbanks provides student access to the Internet as a means to enhance education. The following limitations are imposed on student use of Internet resources.

1. Students are prohibited from accessing or attempting to access Internet communication, including instant messages, chat rooms, forums, social networks, email, message boards, or hosting personal web pages unless authorized and supervised by a teacher or administrator for instructional purposes.

2. Student file sharing must be approved and directed by the teacher.
3. Students are prohibited from playing Internet games during the instructional day unless otherwise directed by a teacher or administrator for educational purposes.

Personal Computing Devices

A student may bring his or her personal computing device to school with pre-approval of the parent, teacher, and principal; however teachers reserve the right to direct when the student may use the device for educational purposes. A student who wishes to connect his or her personal computing device to school network must be granted permission from the school's Technology Support Specialist and the principal, and then only under the direct supervision of a teacher.

All rules and procedures that pertain to school computers apply to personal computing devices that are brought to school. Students should not have the expectation of privacy while using their own computers at school. The school reserves the right to search a student's privately owned computing devices if there is reasonable suspicion that the student has violated school rules. The school will not be responsible for damage, loss or theft of any privately owned computing device.

Cell Phones/Music Devices

Cell phones, walkie-talkies, pagers, iPods, CD players, MP3 players, etc. are not to be used, turned on or in sight during the instructional day, as they will be confiscated by the teacher, turned into the office and picked up by the parent. Failure to abide by this policy may additionally lead to discipline for failure to abide by school rules. The phone in the faculty workroom is not for student use. Students may ask to use the phone at the front office to contact a parent.

Cyberbullying

The Catholic Schools of Fairbanks is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as cyberbullying, by students, staff or third parties is prohibited and will not be tolerated by the school.

Cyberbullying is the use of any electronic communication device to convey a message in any form (e.g. text, image, audio, or video) that defames, intimidates, harasses, insults or humiliates another in a deliberate, repeated, hostile or unwanted manner. Any communication of this form, regardless of time or place, which disrupts or prevents a safe and positive educational or working environment at the Catholic Schools, may be considered cyberbullying.

The Catholic Schools of Fairbanks will take any report of cyberbullying seriously and an administrator will investigate reports promptly. Students and parents are encouraged to report an incident immediately to a staff member, who will take

appropriate action. Individuals who make a report should also preserve evidence of the cyberbullying.

Students whose behavior is found to be in violation of this policy will be subject to loss of technology privileges and discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to sanctions as determined and imposed by the administration or Board. Any perceived criminal conduct will be reported immediately to local law enforcement.

DISCIPLINE POLICY

Our regulations and procedures aim to establish the conditions necessary for achieving the purpose and ideals of the school. If the school is to function successfully and if students are to benefit from the schools' program, it is essential that students, parents and faculty understand and support school regulations and school authority. **In choosing the Catholic Schools, both parents and students are choosing the Catholic Schools' philosophy, regulations and procedures.**

Search and Seizure

Desks are the property of the school and will be subject to search by administration when deemed necessary in disciplinary situations.

If reasonable suspicion is present, any and all personal items on school property (including, but not limited to, backpacks, automobiles, cell phones/mobile devices) are subject to search in disciplinary situations.

Discipline Reports

The principal utilizes Discipline Reports and detentions as a first-level consequence when classroom interventions have failed to help a student make changes in his/her choices and behavior. Upon receiving a Discipline Report from the principal a detention is assigned by the principal and the report is sent home to the parent or guardian. Records of Discipline Reports are kept on file by the principal. Upon a student receiving three Discipline Reports, the principal will consult the Catholic Schools of Fairbanks Discipline Policy to discern the reasonable course of action.

Suspension

1. Suspension shall be used as an administrative and guidance technique according to the following:
 - a. As a method of effecting a behavior change after other approaches have been unsuccessful.

- b. As a means of alleviating school or classroom situations when the administration believes that the continued presence of the misbehaving student will have an undesirable influence on other students.
 - c. As an administrative solution to a situation wherein a student breaks a significant school regulation or commits a serious misconduct.
2. **Suspension by Teachers:** Teachers may suspend, for good cause, any student from the class for a time not exceeding the one period during which the suspension is ordered and shall immediately report the suspension to the principal of the school and send the student to the principal for appropriate action.
3. **Suspension by Principal:** The principal may, after a review of circumstances, suspend a student from school for the remainder of a day or for any period of time up to ninety (90) full days. In all instances, parents shall be notified of the action. A conference involving the parents, the student and the principal may be requested. For any suspension of three (3) days or more, the principal must notify the parents, by letter, of the action taken and the reasons for the action. A copy of the letter will be sent to the Director of Schools and the Board of Directors.

The principal will keep a record of all suspensions and will present a copy of this record to the Board at their regular monthly meeting.

Responsibility of Parents: Parents are to be considered notified that the school assumes no responsibility for the supervision of a student during a period of suspension.

Follow-Up of Suspension Action: Appropriate guidance follow-up shall be in place for all students following the period of suspension.

Probation

Probation is defined as a period of restriction that allows a student a second chance to assume responsible direction for his/her own behavior.

When a student's application and/or conduct falls below the minimum standards of acceptability, that student not only jeopardizes his or her own future success, but creates an unnecessary hardship for the other students in the school. While we recognize that taking ownership of one's motivation is itself a learning experience, we must also make it clear that a student's persistent refusal or inability to meet the minimum standards of application and conduct constitutes grounds for dismissal from ICS.

The following guidelines indicate the framework according to which a decision to dismiss will be made.

Grades PK-3:

ICS will employ developmentally appropriate expectations of improved behavior as students mature and internalize school rules.

Grades 4-6:

At the end of the second quarter or during second semester, if a student has three or more grades of “4” or “5” in the areas of **Work Habits, Attitude and Conduct** on a quarterly report card, a meeting shall occur with administration, parents, and the classroom teacher.

Work Habits, Attitude and Conduct, per ICS Intermediate Report Card:

- Assumes Responsibility
- Works cooperatively in groups
- Works independently
- Completes homework
- Completes class work
- Has a positive attitude
- Follows directions
- Listens attentively
- Uses time wisely
- Respects property
- Respects others

At this time, a plan of improvement shall be articulated/implemented as a means of offering guidance/structure for the student during the school day. Additionally, the student shall be placed on probation.

The probationary period shall be two quarters; at the end of that time, the student’s quarterly report may have no grades of “4” or “5”. Failure to comply may result in the dismissal of the student from ICS.

Expulsion

Egregious misconduct that affects the safety and well-being of students and staff may result in immediate expulsion.

Conduct that has escalated over time without improvement through other means of correction will be referred to an advisory council (see below).

Procedure:

1. The principal shall expeditiously refer the student's case to an advisory council composed of the principal (or his/her designated representative), the school counselor and the student's teacher.
2. The advisory council must either:

- a. Recommend another means of correction.
 - b. Recommend expulsion.
3. Whichever recommendation is decided, the principal will notify the student and parents of the decision and the reasons for it. The principal will advise the student and parents of their right to appeal the decision to the Director of Schools and Board of Directors. Subsequently, the principal will send the same decision, reasons and advice to the student and parents in writing and a copy of this letter will be sent to the Director of Schools and Board of Directors.
4. When the student and/or parent does not appeal the decision at the designated board meeting, the Board of Directors will ratify the expulsion.
5. When the student and/or parent does appeal at the designated meeting, the Board:
6. May take testimony from the student, parent, principal, teachers or other involved parties.
7. Will go into executive session to discuss and then sustain or overrule the expulsion.
8. If the board overrules the expulsion it must give in writing to the principal, parents, and student the specific conditions for the student's probationary re-admittance to the school.

Recommended Transfer of Students

For reasons other than discipline

The school may dismiss a student and recommend transfer to another school for reasons other than class or school discipline. A recommendation of transfer is a determination by the school administration that continued attendance either will not benefit the student or will make demands on the school that the school cannot meet. The following procedure is used for a student who is unable to benefit from schoolwork by reason of ability, emotional instability or the uncooperative attitude of the parents.

1. There is consultation between the teacher and principal as early as possible;
2. Conferences are held with the parent(s) concerning the possibility of dismissal and to discuss possible actions, alternatives and solutions. If a course of action is agreed upon, a timeline for evaluation of student progress will be established.
3. Follow-up conferences are held with the parents to evaluate the progress of the student.
4. At the conclusion of the improvement timeline, if dismissal and transfer is necessary, the principal will meet with the parents to inform them of

this decision. Written documentation of compliance with the above procedures is to be retained on file in the principal's office.

Due to parental behavior

Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, the principal may recommend dismissal of a student and transfer to another school when parents are consistently uncooperative and conduct themselves in a manner that is disruptive to the harmonious relationships in the school.

After a reasonable effort to elicit parental cooperation, the principal may recommend student dismissal and transfer in accord with the terms stated in the above paragraph. Documentation of the basis for this action and of all consultations with the parents must be retained on file.

Corporal Punishment

Board policy prohibits the use of corporal punishment.

Discipline Issues

Drugs, Alcohol and Tobacco

The abuse of drugs, alcohol and tobacco is both dangerous and illegal. Students are prohibited from possessing, using, selling, giving, bartering or transporting narcotic, depressant, hallucinogenic and stimulant drugs, and alcohol and tobacco on school property or at any school-sponsored activity. Such possession is grounds for suspension or expulsion from ICS.

Weapons

Students are not to bring any weapons, knives, or look-alikes to school, onto a school bus, or to any school-related activity. Possession of such may result in suspension or expulsion. The weapon, knife or look-alike will be taken and kept in the office until a parent or law enforcement agent can pick it up.

Harassment or Bullying

Harassment or bullying in any form is counter to Christ's teachings and will not be tolerated at ICS. Students engaging in peer on peer harassment (real or in jest) are subject to administrative discipline, including possible suspension or expulsion from ICS.

Harassment includes, but is not limited to, any verbal, written, physical conduct, or electronic communication relating to race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social or cultural background, gender identity, or sexual orientation that is sufficiently severe, pervasive, or persistent that it substantially interferes with or

limits an individual's academic performance, athletic activity, or creates an intimidating, hostile, or offensive academic or social environment.

Allegations of harassment should be reported immediately. Reports may be submitted to the counselor or principal. Students engaging in peer on peer harassment are subject to administrative discipline, and depending on the severity and frequency, possible suspension or expulsion from Monroe. CSF is bound by the policies and procedures of the Diocese of Fairbanks regarding sexual harassment.

ACADEMIC POLICIES & PROCEDURES

Grading Scale

Grades K-3

- E Exceeds grade level expectations
- S Meets grade level expectations
- P Progressing towards expectations
- N Below Expectations/Needs Improvement

Grades 4-6:

- A 90-100 %
- B 80-89 %
- C 70-79 %
- D 60-69 %
- F 0-59 %

Grades 4-6 Work, Attitude, and Conduct:

- 1 Excellent
- 2 Commendable
- 3 Satisfactory
- 4 Needs Improvement
- 5 Unacceptable

Homework

The Catholic Schools of Fairbanks believes homework is an integral element of the learning process. Homework shall be directly related to what is being studied in class. Homework shall be assigned regularly in grades 4-12. Homework shall be encouraged in grades K-3. Homework shall be planned to meet student's individual educational needs as follows to:

- a. practice and apply skills learned in school
- b. enrich learning experiences
- c. extend educational experiences related to class
- d. complete class work

- e. provide opportunity to develop study skills, to learn to complete tasks independently, to take responsibility for his/her learning

In order to accomplish the above educational needs, homework shall be reviewed and returned promptly to the student. Teachers shall communicate with parents through progress reports and/or telephone conversations regarding missing homework.

Each grade can expect the following amount of homework: (Times are approximate)

First	20 to 30 minutes	Fourth	30 to 45 minutes
Second	20 to 30 minutes	Fifth	up to 1 1/2 hours
Third	30 minutes	Sixth	1 1/2 hours

Work on long-term projects should continue during the time intervals given by teachers. Students should not wait to the last day to complete these projects. Most weekends and vacation time are ordinarily free of homework. However, project work may continue over the weekends. Unfinished or incomplete work may be required to be completed over vacation time/weekends. Unfinished Friday class work may need to be completed and returned the following Monday, at the discretion of the teacher.

INTERMEDIATE HOMEWORK Policy (4th, 5th, & 6th)

One objective of homework assignments is to help each student develop initiative, responsibility, and self-direction. Homework also helps reinforce learned skills and prepare for the next day's lesson. The type/length of assignment given and the child's rate of individual application will determine the amount of time a child spends to complete homework.

If a parent/guardian deems that his/her child is spending an excessive amount of time on homework assignments, you are encouraged to contact his/her teacher or set up a conference.

Late Homework

Turning in late homework is unacceptable. Students who turn in work past the due date will be penalized. Late or missing homework assignments due to extenuating circumstances will be dealt with per the discretion of each teacher. All homework is due the following school day by 8:00 AM, unless otherwise indicated.

Listed below are the consequences for late homework:

- ✓ Turned in one day late 10% deduction
- ✓ Turned in two days late 20% deduction
- ✓ Turned in three days late 30% deduction
- ✓ After three days a "zero" will be placed in the grade book and the assignment will not be accepted.

Please help us teach your child to be responsible for his/her duties as a student. Though parents/guardians are welcome to bring in a student's work during the school day, this does not reinforce student responsibility and the work will still be considered late.

Honors Awards: Description & Criteria

Sixth graders are eligible to earn Honors Awards for each of the four quarters of the school year.

Fifth graders become eligible to earn Honors Awards beginning the 3rd quarter of the school year.

First Honors:

3.5-4.0 grade point average

No C's

No conduct grades of 4 or below

Second Honors:

3.0-3.49 grade point average

C grade acceptable

No conduct grades of 4 or below

Third Honors:

To earn 3rd honors, one must be very dedicated to their academics as well as conduct in the classroom, striving to put forth their very best efforts as an ICS student.

Letter grades are determined by the percentage grades within the ICS Handbook

Academic Subjects included in the Honors Award evaluation are:

- Reading
- Spelling
- Math
- English
- Science
- Social Studies
- Religion
- General Music
- Physical Education

Academic Duties & Extra-Curricular Activities

Students participating in extra-curricular activities, including choir, student council and basketball must have all grades at 70% or higher at the beginning of the activity and maintained at 70% throughout. Students participating in extra-curricular activities must also have satisfactory marks in attitude and conduct grades in order to participate.

Journals

Journals may be used when appropriate and relevant to the subject area. Teachers will not encourage or invite students to share personal or intimate information. Journals will be open for viewing by each student's teacher and parent. Teachers will report to the student's parents and the principal any information in the journal that may concern the life/health/safety of an individual. Teachers will inform students their journals will not be confidential.

Academic Honesty Standards

Academic honesty is essential to the traditions, ideals, and goals that define the kind of education offered at the Catholic Schools of Fairbanks. Teachers at each grade level will teach their students about both academic honesty and academic dishonesty.

ACADEMIC HONESTY consists of truth-telling and truthful representations in all academic contexts.

ACADEMIC DISHONESTY consists of any of the following activities, which are defined and illustrated in Section II below: **cheating, fabrication, plagiarism, and facilitating academic dishonesty**. Academic dishonesty is an attempt to deceive in order to gain a record of academic accomplishment greater than deserved.

This section gives general definitions and illustrations of the four kinds of academic dishonesty, which are penalized at CSF. Academic dishonesty is not limited to the conduct illustrated here, because it is not possible to illustrate all the possible ways of being dishonest academically. A student in doubt about whether a particular course of conduct might violate CSF standards of academic honesty should talk with the teacher before engaging in that conduct.

CHEATING consists of intentionally using or attempting to use prohibited materials, information, or study aids in any academic exercise. In-class tests and exams are not the only place cheating may occur. Any required academic assignment for example, papers, lab reports, computer programming, studio work may involve cheating. Unless a particular teacher stipulates otherwise, the following constitute cheating. (These are not rules, simply illustrations.)

- ✓ A student obtains a copy of a test to be given in a course;
- ✓ A student brings notes to an exam and keeps them where he or she can see them during the exam (whether or not there is proof they are used);
- ✓ A student communicates to another student during a test about the test, or copies another student's answer;
- ✓ A student programs information into a portable device's memory and brings the device to a test (a technologically advanced crib sheet);
- ✓ A student misrepresents practicum, internship or service hours or experience;
- ✓ A student submits the same paper or report for assignments in two courses when an instructor has announced that assignments should be original work for that course only;

- ✓ A student obtains a copy of the teacher's edition;
- ✓ A student changes a grade in the teacher's physical or computer grade book.

FABRICATION is a special kind of cheating that consists of intentional falsification or invention of any information or citation in an academic exercise. For example, to make up data, bibliographic sources, and lab or research results is fabrication. Fabrication also includes any action that alters (or destroys) the work of another student.

PLAGIARISM consists of intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise, written or oral. Compositions, term papers, lab reports, or computer programs acquired in part or in whole from published or on-line sources, commercial sources, or from other students and submitted as one's own work is plagiarism. It is not plagiarism to use lecture notes in the same course without acknowledgement, but any other source must be acknowledged. For example, it is plagiarism to copy material from a web site and then present that material, or a summary of that information, as one's own reflection without acknowledgment.

FACILITATING ACADEMIC DISHONESTY consists of intentionally helping or attempting to help someone cheat, fabricate or plagiarize as described above. For example, to tell a classmate who is going to take a makeup test what kinds of questions were on the test would facilitate the classmate's academic dishonesty. However, since copying class notes is not cheating, to let someone who missed a class lecture copy one's own lecture notes would not facilitate academic dishonesty. (Examples of possible consequences include, but are not limited to the following.)

Consequences for Academic Dishonesty

Consequences for academic dishonesty and for facilitating academic dishonesty in the elementary school may vary depending on the severity of and age and grade level of the student, whether the dishonesty is first-time or repeated, and the level of the student action.

- ✓ The teacher talking with the student and his/her parents;
- ✓ The teacher conferencing with the student and principal;
- ✓ The student writing a letter of apology acknowledging his/her understanding of the action;
- ✓ The student receiving a zero for the assignment or test, with the requirement that the assignment/test be redone without credit.

Repeated offenses, especially in the intermediate grades, may result in a failing grade in the subject and/or suspension from school.

Obtaining knowledge is an exciting adventure. Knowledge is a building block of life.

Without honesty knowledge would be neither taught nor learned. Our Mission Statement requires honesty. Creativity without honesty becomes selfindulgence, intelligence without honesty degenerates into mere mental power. Selfknowledge without honesty cannot rise above selfdeception, and the desire for truth becomes a craving for the rewards of those who have

honestly found the truth. Without honesty, a concern for others may easily serve as a disguise for manipulation. The commitment to justice requires honesty, for to cheat, to fabricate, or to plagiarize is to act unjustly. Professional expertise requires honesty: cheating or plagiarizing denies the essence of what it means to be a professional in any field.

Excerpted from Gonzaga University Code of Conduct

HEALTH AND SAFETY

Emergency procedures

ICS reviews and practices fire, earthquake and intruder emergency procedures annually.

Mandated Reporting

Immaculate Conception School abides by the Child Abuse laws of the State of Alaska. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Office of Child Protective Services within 24 hours.

Staff Reports

Any employee who suspects that a child has experienced physical or sexual abuse or physical or emotional neglect shall notify school administration and make a report to the Office of Child Services. Any doubt about reporting suspected child abuse and neglect is to be resolved in favor of protecting the child.

Staff Interviews

At all times, the validation of suspected child abuse or neglect is the responsibility of the Office of Child Services. In cases where abuse or neglect is apparent, it is not necessary to speak with the child prior to initiating the report to the Office of Child Services. When appropriate, school staff members may initially talk with the child to determine if a report to the Office of Child Services is indicated.

Social Worker/Law Enforcement Interviews

In cases of suspected physical or sexual abuse or of physical or emotional neglect, the child may be interviewed at school by the OCS assigned social worker or a law enforcement officer without the prior permission of the parent or guardian. An appropriate staff member shall attend the interview unless the student objects, or the social worker or the law enforcement officer determines this will interfere with the investigation, per A.S. 47.17.027(a).

Parent Notification and Contact

Alaska Statute 47.17.027(a), provides:

If the department or a law enforcement agency provides written certification to the child's school officials that

- (1) there is reasonable cause to suspect that the child has been abused or neglected by a person responsible for the child's welfare or as a result of conditions created by a person responsible for the child's welfare;

- (2) an interview at school is a necessary part of an investigation to determine whether the child has been abused or neglected; and
- (3) the interview at school is in the best interests of the child, school officials shall permit the child to be interviewed at school by the department or a law enforcement agency before notification of, or receiving permission from, the child's parent, guardian, or custodian.

A school official shall be present during an interview at the school unless the child objects or the department or law enforcement agency determines that the presence of the school official will interfere with the investigation. Immediately after conducting an interview authorized under this section, and after informing the child of the intention to notify the child's parent, guardian, or custodian, the department or agency shall make every reasonable effort to notify the child's parent, guardian, or custodian that the interview occurred unless it appears to the department or agency that notifying the child's parent, guardian, or custodian would endanger the child.

Student Medical Information: Life threatening conditions

When a child joins the Catholic Schools of Fairbanks, parents are asked to submit a child's medical record. All parents of children with a specific health condition, such as a life threatening food allergy or asthma, are provided an action plan to give to their child's pediatrician to complete and return to the school. From this information, the school keeps its student health register that is available for all school staff. Action Plans are then sent to parents on an annual basis to update. If medication changes at any point in time, parents are expected to inform the school.

Administering Medicines to Students

The parents/guardians must advise school personnel of a student's medication to be taken at school. Except as directed by a physician or medical provider, the medication must be left with the building principal or his/her designee who will supervise its administration. In most cases, the designee is the school nurse.

Whenever possible, medication should be administered outside of school hours. The school nurse, in consultation with the principal, physician, parent, or medical advisor, may deny any medication request not deemed necessary to maintain sufficient health and participation in the school program. Medication requests that can be denied include but are not limited to the following: expired medication, improper medication, improper dosage, or the absence of need.

Herbs, vitamins, dietary supplements, homeopathic medicines, and other "natural remedies" will not be administered during school hours without

- ✓ a written order from a healthcare provider authorized to prescribe in the state of Alaska,
- ✓ identification of the condition for which the product is being used,
- ✓ a written request from the parent/guardian,

- ✓ verification that the product and requested dosage are safe for the student, and
- ✓ reasonable information about therapeutic and untoward effects and interactions.
- ✓ (Per NASN Position Statement Guidelines, June 2006)

A record must be kept of all students receiving medication. This record must be accessible in the nurse's office.

Long-term administration of prescription medication (more than 10 school days)

Long-term (longer than 10 school days) administration of prescription medication by school personnel requires a *Request for Administration of Medication* form completed and signed by a physician or medical provider and signed by the parent/guardian.

All long-term medication and controlled substances must be delivered by the parent/guardian/adult designee to the nurse or the principal's designee. At that time the number of pills will be counted, with documentation signed by the nurse or principal's designee and the parent/guardian/adult designee. Long-term medication brought to school by a student will be held in the nurse's office and will not be administered until the parent/guardian/adult designee is available to document receipt of the medication.

Prescribed medication must be in the original container with a current prescription label.

Students with prescribed long-term multi-dose inhalers for asthma symptoms may keep an inhaler in their possession and self-administer as needed, if directed by their physician.

All prescribed short- and long-term controlled substances (e.g., Ritalin, narcotics) must be brought to school by a parent/guardian/adult designee, accompanied by a completed *Request for Administration of Medication* form. These medications may not be self-administered and will be kept and administered by the nurse or principal's designee in accordance with the directions of the legal prescriber. At the end of the school year, or if a medication is discontinued, the parent/guardian/adult designee will pick up the medication from the nurse or principal's designee. If the parent/guardian does not want the medication returned, the school nurse or principal's designee and one other staff member will count and dispose of the medication and document the action taken.

Short-term Administration of Prescription Medications (10 days or less)

For elementary students, short-term administration of prescription medication by school personnel requires the medication be sent to school in its original container

with the student's name on the printed prescription label and a written note or telephone permission from the parent/guardian authorizing the administration.

Self-Administration of Inhalers and Autoinjectable Epinephrine

In accordance with Alaska Statute 14.30.141, a student may carry and administer medications for certain types of medical conditions (asthma or anaphylaxis) if the following criteria are met:

- ✓ the parent or guardian will annually update the school health history form
- ✓ the parent or guardian provides written (not verbal) authorization for the self-administration of the medications
- ✓ the parent/guardian provides written certification from the student's health care provider that the student has asthma or a condition that may lead to anaphylaxis
- ✓ the health care provider provides written verification that the student has received instruction in the proper method of self-administration of the medication and has demonstrated to the health care provider the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed
- ✓ the parent/guardian signs a release of liability for the school and its employees or agents for injury arising from the self-administration or storage of the medication
- ✓ the parent/guardian agrees to indemnify and hold harmless the school and its employees or agents for any claims arising out of the self-administration or storage of the medication
- ✓ the parent/guardian will provide a written treatment plan for the student that is signed by the student's health care provider. The treatment plan will be consistent with school policy that if epinephrine is administered, emergency medical services (9-1-1) will also be notified
- ✓ health care provider means a licensed physician, advanced nurse practitioner, physician assistant, village health aide, or pharmacist (ref. Alaska Statute 14.30.141).

Nonprescription Medications

In acute illness and with parent/guardian telephone or written permission, non-prescription medications, which are on the approved standing order list, may be administered to students for fever, pain, or discomfort at the discretion of the school nurse. If a written consent form is not in the student's health record, the parent/ guardian may provide a verbal/ telephone consent for a one-time administration of that medication. The parent/ guardian must complete the over-the-counter request form for future administration of over-the-counter medications.

Nonprescription medication may not be self-administered by elementary school students while at school except as directed IN WRITING by a physician/medical provider AND parent. Before the school nurse may administer any nonprescription medication to an elementary student, the child's parent/ guardian must be contacted or prior written/ verbal permission granted from the parent/

guardian, and the nonprescription medication must be listed on the approved standing orders from the school's medical advisor.

Discipline Related to Medicine

A student found to have misused or possessed prescription or nonprescription medication with the purpose of altering his or her consciousness, or under circumstances presenting a potential of harm, will be considered in violation of Board policy.

Immunizations

According to State Law, prior to first entry to an Alaskan public school district or non-public school offering pre-elementary education through the 12th grade, or any combination of these grades, a child shall be immunized against diphtheria, tetanus, polio, pertussis, measles, and rubella, except that pertussis is not required in children 12 years or older. Documentation of such must be provided to the school.

Communicable Diseases

In order to protect students, the Board of Directors may require physician's statements of fitness for continued school attendance. Students shall not attend school until the health hazard no longer exists.

Diagnosis: Parents and/or guardians may be required to procure and submit physician's statements of fitness to the School Board that their son, daughter, or ward poses no health hazard to students or employees of the Fairbanks Catholic Schools by attending school.

School Attendance: If a physician's statement of fitness states that a student's school attendance poses a health hazard to other students or employees, the student shall not attend school until the health hazard no longer exists.

Alternate Educational Opportunities: If a student is denied school attendance because s/he poses a health hazard to students of employees, alternate educational opportunities will be recommended.

ADDITIONAL INFORMATION

Schedule

School begins at 8:00 a.m. each morning and is dismissed at 2:20pm each afternoon. Classroom doors open at 7:45am. Students who do not ride the bus should be picked up no later than 2:35pm.

Noon recess includes one half hour for eating lunch in the classroom and one half hour of active play, either outdoors or indoors. There is no hot lunch program. Each class has a very short morning snack break in the classroom. Students are to provide their own snack.

Procedures For Dropping Off and Picking Up Students

Park & Walk in Families: FRONT (NORTH) LOT ONLY

Morning and Afternoon:

Parents parking and walking students in will **access** and **exit** the North lot via Illinois Street, using the north entrance.

Please do not pull into the bus loading lot between the hours of 7:00am and 8:00am, and 2:00pm and 2:45 pm.

Do not leave vehicles unattended along the front sidewalk adjacent to Holy Family Chapel, or along the sidewalk adjacent to the visitor parking lot.

Do not park in the lot and allow your child to walk unattended from the lot to the school building.

Yield to all pedestrians.

Do not drive over the sidewalk to travel between the bus loading lot and the visitor's parking lot.

Stop and Drop Families: GYM LOT ONLY

Morning and Afternoon

Parents dropping students off and picking up at day's end in the gym lot: we prefer you use Minnie Street to Betty, or Minnie St. to Monroe to Ina. The south entrance to the Illinois Street parking area will be clogged at times with buses with buses entering and then leaving after dropping off students.

After dropping your student off or picking your student up, please leave via Betty St. to Minnie or Ina to Monroe to Minnie.

You will not be able to exit onto Illinois as the buses will be in that lot. From 7:15am 7:45am and from 2:20pm—2:45pm, the section of Monroe St. connecting to the front lots will be closed.

Students and Faculty

Morning and Afternoon: 7:15am—7:45am and 2:20pm—2:45pm

Students and faculty; Avoid using the Illinois Street entrance. Use Minnie Street to Betty, or Minnie St. to Monroe to Ina. The South entrance to the Illinois Street parking area will be clogged at times with buses.

Bus Services

Bus routes are established by the North Star Borough School District, 452-2000 ext. 350. Our bus company is First Student, Inc. 456-6921 (Fairbanks) and 488-4477 (Two Rivers, North Pole, and Moose Creek).

Required behavior on the bus:

1. Obey driver at all times.
2. Classroom voices only.
3. Keep hands and feet to yourself.
4. Stay in your assigned seat at all times.
5. No fighting, spitting, or throwing objects.
6. No eating or drinking on the bus.

Bus misconducts: The following procedure is followed by administration regarding misconducts reported by the bus driver.*

First: Warning

Second: Warning

Third: Three (3) day bus suspension

Fourth: Suspension from riding the bus for the rest of the school year.

*The application of consequences is subject to administrative discretion depending on the severity of infraction.

*Suspension from the bus does not excuse a student from school attendance.

Any bus deviations will be approved in the ICS office with a written note from the parents requesting such deviation. The written note must include the following: bus number, where student is getting on/off and/or with whom the student is riding.

Students who do not ride the bus and are not enrolled in After Care should be picked up no later than 2:35 p.m. The school will not be responsible for the children who remain on the premises after that time. Please follow this regulation carefully.

We ask all arrangements/messages for after school activities are made before 1:30 p.m. Children, as a rule, may not use the office phone to make arrangements during school time.

Field Trips

Permission slips

Written consent of parents and/or legal guardians must be received from every student participating in a field trip. Permission forms inform the parents/and or legal guardians of the following:

1. Name, location and date(s) of the event.
2. Mode of transportation to be used.
3. Name of school employee in charge of the field trip.
4. Parents'/guardians' responsibility.
 - a. Bring child to school at what time.
 - b. Pick child up at what time.

- c. Provide proper clothing/equipment for child.
- d. Provide necessary money for stated purpose.

No student will be allowed to participate unless a signed permission form is on file with the school prior to the field trip. The parent and/or legal guardian must sign the permission form.

Parents as Transporters

Bus transportation is the most desirable method to be utilized for any field trip and, whenever possible, this mode of transportation should be provided. If a private passenger vehicle must be used, then the following information must be supplied and the driver must certify this information in question.

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and valid and current license plates.
4. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.
5. Vehicle must have a seat belt for the driver and one for each passenger.
6. A signed driver information sheet on each vehicle used must be submitted to the principal prior to the field trip.

Severe Weather

If there is a question about school being in session, or if there is early dismissal due to severe weather, kindly listen to the radio or television, or call the school for information about closing or late buses. ICS and Monroe Catholic follow the same bus schedule. CSF follows the recommendation of the Fairbanks North Star Borough School District superintendent regarding early dismissal for the safety of students due to heavy snow, ice, or severe cold.

Cold weather policy for K-6 after school clubs: if the temperature is -25 degrees or lower at noontime (check by calling 844) ICS clubs and activities will be canceled.

Outdoor Recess

Outside recess classes may be conducted for students if the temperature is 20 degrees below zero or warmer, unless other factors make such arrangements inadvisable.

1. The building professional staff will consider individual student health and available clothing as well as weather factors before requiring outside recess participation.
2. Parent or guardian requests for outside recess exemptions will be considered for short-term student illnesses. A doctor's request may be required to obtain an outside exemption for a longer period.

Addresses

To keep school records current, parents are requested to notify the school of any address or telephone change ASAP. If your mailing address is different from your residence address, we should have your box number as well as your residence address. In cases of emergency, this information needs to be readily available. Please also insure the school has an emergency contact other than parent/guardian on file, should it be impossible to reach you.

Supplies

During the first week of school, teachers will tell the students about required supplies. All children must have a book bag or back pack for carrying books to and from school. All school-issued texts need book covers throughout the school year.

Valuables and Personal Belongings

We discourage students from bringing valuables to school. The school is not responsible for the loss or damage of private articles and or valuables.

Class size

Elementary classes, excluding band, chorus and physical education, will not exceed twenty-five students, without approval from the Director of Schools.

Milk

Beginning as soon as possible after school starts in August, milk will be delivered to the school for the lunch period. For the convenience of our bookkeeping, we ask that milk be ordered (and paid for) for the entire year.

Catholic Schools of Fairbanks participates in the *Special Milk* program and all enrolled students are served the same milk regardless of race, sex, color, national origin, age or handicap, per guidelines of the State of Alaska. There is no discrimination in the course of the milk service.

Media Contacts

News affecting the Catholic Schools as a whole shall be released by the Director of Schools or her/his designee. Each school principal is encouraged to release information concerning events, personnel, students, and programs in her/his school.

Media Interviews and Photographs

Members of the public news media wishing to interview or photograph students at school need the prior permission of the principal. At the beginning of each school year, or upon enrollment, parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child(ren) at school.

Special Needs Policy

We are an open and caring Catholic community. We would like to provide a Catholic education for all; however, we do not have the facilities or resources to accommodate students who are not able to work and learn in the regular classroom setting.

Tuition policy

Unless tuition and all fees are paid in full at the time of registration for school, each family will formalize its financial intention by signing a tuition agreement. This contract describes the parent/guardian method of tuition payment. If for some reason a family is unable to meet the terms of the tuition agreement, that family must meet with the Director of Schools to determine an alternate schedule of payments. The tuition committee of the Catholic Board of Directors may substitute for the Director of Schools.

Tuition is considered delinquent if the scheduled payments are not met as agreed. Delinquencies will result in grades being withheld, including the semester grading period and transcripts. Should the school incur any attorney's fees, court costs or other expenses in collecting the balance due, such costs will be considered additional fees due. Fees, tuition and other expenses shall be paid when stipulated by the school.

Unless otherwise authorized by the Director of Schools, all scholarship monies are applied to the second semester tuition. A student receiving a scholarship who withdraws from school during the first semester will not receive credit for the scholarship and all monies will become due even if tuition fees have been prorated.

No student will be admitted to classes on the first day of school unless written arrangements have been made regarding payment of tuition and a tuition agreement has been executed.

If you send tuition with a child, be sure he/she brings you office documentation indicating receipt.

Right to Amend

The Catholic Schools of Fairbanks administration reserves the right to amend this Handbook.