

*St. Francis of Assisi
School*



“HeartPaths: A Journey to Caring”
SAINT FRANCIS OF ASSISI CATHOLIC SCHOOL

Parent-Student Handbook
&
Peace Education Manual
2014-2015



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“A Small School with a Big Heart”

“A Small School with a Big Heart”

Community of Faith

We believe in inspiring spiritual growth through personal prayer, sacramental preparation, liturgy planning and participation.

Committed to Family

We believe in the partnership with parents to foster the success of each student.

Service with Heart

We believe in creating a Christian educational environment within the school and community, demonstrated by student service to others.

Focus on Excellence

We believe in setting high standards of excellence, providing support for children to reach their full potential.

Achievement for Life

We believe in educating students to become productive, contributing members of our global society.

St. Francis of Assisi Catholic School

1938 Alfresco Place
Louisville, KY 40205
502-459-3088

INTRODUCTION

St. Francis of Assisi Elementary School is one of the 39 schools in the system under the direction of the Archdiocese of Louisville school system. As a member school, there are certain policies which we must follow. Those are stated in the official Handbook of the Archdiocesan schools. (Located in the Principal's Office)

This handbook of St. Francis of Assisi, which incorporates some necessary points of the Diocesan Handbook, is designed to give parents and students the information they will need to participate fully in the spiritual and academic program of the particular school. We hope that you will find within these covers beliefs, hopes and goals which are similar to those you personally hold for our Catholic School.

SCHOOL HISTORY

St. Francis of Assisi parish opened its first school in 1886 under the auspices of the Bishop of Louisville and the Rev. B. H. Westerman, the first pastor. The mission to teach the first classes of farm children in the new school was given to the Mercy Sisters who continued in that capacity for twenty-five (25) years.

In 1911, at the request of the Rev. Henry Rothheut, the new pastor, the Community of Ursuline Sisters located on Lexington Road staffed the St. Francis of Assisi School. The first Ursuline Sisters assigned to the parish were Sister Mary Rose and Sister Mary Agnes, teachers of grades 1 through 4, and 5 through 8 respectively. By 1918 there were one hundred fifty (150) students in grades 1 through 8 with one teacher for each grade. On January 12, 1925, ground was broken for the new school. Completion of the project came on July 4, 1926, and resulted in the present school building, a handsome structure renovated in the past years to meet current program needs.

Since its founding in 1886, St. Francis of Assisi School has served the Louisville community by providing a quality catholic elementary education. Generations of students have enjoyed elementary years as students engaged in a full academic program as well as a sports program. Current enrollment is 253 students.

PARISH STAFF

Rev. Lou Meiman, Pastor	456-6394
Mr. Steve Frommeyer, Principal	459-3088
Mrs. Jo Ann Jones, Director of Religious Education	456-6394
Ms. Laura Lea Duckworth, Music and Worship	456-6394
Mr. Scott U'Sellis, Parish Administrator	
Mrs. Suzann McGarvey	456-6394
Mr. Steve Walker	456-6394

SCHOOL FACULTY

Mr. Steve Frommeyer

Principal

Mrs. Sue Dunaway

Office Manager

Mrs. Marilyn Shanks

Kindergarten

Mrs. Donna Kamer

Grade 1

Mrs. Nancy Schroeder

Grade 2

Mrs. Paula Do

Grade 3

Mrs. Catie Jones

Grade 4 - Science / Math Grade 5

Mrs. Jody Bolduc

Grade 5 - Language Arts/Reading Grade 4

Ms. Theresa Steinbock

Grade 6 – Math 6/7/8 / Religion 6, American History 8

Mrs. Melinda Erickson

Grade 7 - Technology Curriculum Coordinator K-8

Mrs. Mary Lou Whitfield

Math 6/7/8

Mrs. Pam Conway

Co-Grade 8 - Language Arts/ Literature 6,7,8

Mr. Fred Whittaker

Co- Grade 8 - Grade 6/7/8 Science, World History 7,
Religion 7/8

Ms. Nicolasa Menchú

Spanish Grades K-8

Ms. Regina Eberenz

Music / Drama K– 8, Grade 6 World Geography

Ms. Allison King

Counselor

Mrs. Mary Horecny

Learning Consultant

Mrs. Susan Messerschmidt

Librarian

Ms. Laura Dant

Art K-8

Mr. Craig Jones

PE K-8

Instructional Assistants

Mrs. Chantel Jaso

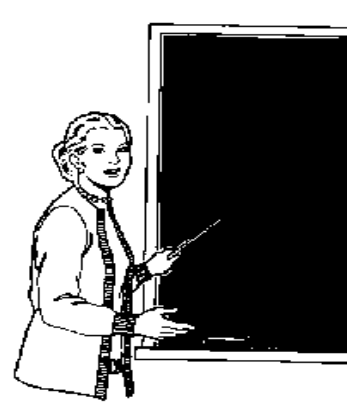
Mrs. Donna Hall

Ms. Kathy Henry

Mrs. Jill McLaughlin

Mrs. Beth Pendleton

Mrs. Tracey Meador



MISSION STATEMENT

St. Francis of Assisi Catholic School is a value-centered learning community dedicated to preparing our students to become lifelong learners and Christian stewards.

VISION STATEMENT

St. Francis of Assisi School serves as a vital component of the Parish Community and strives to reflect the greater diversity prevalent to the Louisville Highland area. We recognize that effective teaching and learning rests upon the recognition of the unique talents and learning style of each individual. We maintain that the grade school years are vital for children to be exposed to a variety of opportunities in order to determine their own strength-based areas.

St. Francis of Assisi will be recognized nationally for academic excellence and differentiated instruction that allows students to find opportunities for success. We will promote critical thinking, teamwork and ownership through compelling and challenging work that builds on the fundamentals. Through stewardship education, social justice teaching, creative and expressive arts, academic competitions, leadership training, technology integration, and community service projects, our commitment is to the growth and development of the whole person. The administration and staff's commitment will be to continual analysis and evaluation of the programming to make curricular decisions based on up to date educational best practices.

It is our intent to maintain the intimate, family-centered, small school setting. By the very nature of our size, we are able to know each individual child and family by name. We are enhanced by the collaborative relationship with our parents, surrounding Catholic schools and entire Parish community. It is with this partnership that we can provide caring Christian formation and promote individual academic expectations to ensure the success of ALL our students.

STATEMENT OF PHILOSOPHY AND OBJECTIVES

St. Francis of Assisi School provides in accordance with the philosophy of the Catholic Elementary School System for the full spiritual, intellectual, physical, and social development of the student. Our goal is the formation of a responsive, Christian person. Each area of the school program is directed toward this goal.

The following objectives have been identified as essential to the education of a Christian person:

1. To create a Christian educational community within the school and in the community demonstrated by student service to others.
2. To inspire growth through personal prayer, Sacramental preparation, liturgy planning and participation.
3. To help the student discover and develop a positive sense of self-esteem, through self-discovery of basic gifts and personal talents.
4. To broaden social skills through the practice of effective communication and cooperation.
5. To include the parish community in the school educational process by frequent communication and volunteer opportunity.
6. To motivate students' personal development of discipline and study habits.
7. To enable students to acquire basic skills of learning while recognizing the student's learning styles and potential.

8. To help each student develop the power to think constructively, to solve problems, to reason independently and ethically.
9. To encourage creative response in the student by developing an appreciation of the humanities acquired through continuous exposure to art, music, theatre, literature and foreign language.
10. To encourage a response in the student to the sciences, by developing in them the ability to understand the contribution of science to the well being of all life.
11. To develop in the student sound habits and attitudes of physical and mental health.
12. To respond to hurting students and families with caring and professional help.
13. To model respect for all the cultural, political, and religious differences found in a society.
14. To provide for each student educational opportunities and participatory experiences which emphasize the heritage, privileges, and responsibilities of American citizenship.

ARCHDIOCESE OF LOUISVILLE MISSION STATEMENT (July 2010)

The Catholic schools of the Archdiocese of Louisville exist to serve and engage young people in response to the call of Jesus Christ to “teach all nations”. In partnership with families and parishes, we seek to form our students, and through them, transform our world in light of the Gospel message. Our diverse community of schools, each with its own unique history, spirit, and tradition, prepares our graduates to live their faith as maturing adults and provide Christian leadership for Church and society.

ADMISSION INFORMATION

The basic purpose of Catholic Schools is to assure that Catholic truths and values are fully integrated with the student's life and academic program. Students are expected to participate fully in the religious program of the school. No one shall be refused admission on the grounds of race, sex, national or ethnic origin, or religion.

APPLICATION POLICIES FOR ST. FRANCIS OF ASSISI SCHOOL

1. There will be a well-publicized registration day early in the second semester of one school year for all children wishing to enter in the fall of the next school year.
2. Once a child has been admitted to a class that place is reserved for the remainder of elementary school, as long as the child is in continuous enrollment.
3. Entrance into St. Francis of Assisi School begins in kindergarten. From that time forward, children new to the school in grades 1 through 8 will be considered as **transfers**.
4. All children who register during the announced window with a well-publicized **deadline date** will be prioritized for admission in the following sequence:

Children of registered parishioners: (Completed all paperwork and met with Mr. Scott U’Sellis.

- If a family is transferring Parishes, a letter of good standing must be presented)
- a. Children from parish families with children already enrolled
*This includes Non-Parishioners and Parishioners of other Parishes without a school who already have children enrolled at SFA (So as not to break up the family).
 - b. Children who leave SFA to receive remedial educational support and wish to return. These families must have left in good standing.
 - c. Children from parish families in which the oldest child is just reaching school age and children of other parishioners who may wish to transfer into SFA.
 - d. Children of new parishioners who are newly moved into the neighborhood who are transferring from a Catholic school or from an area where a Catholic school was not available but participated fully in the religious education programs offered.
 - e. Transfer Students: Other Catholic children if the parish authority (a person designated by the pastor) judges the intent and motivation for attendance to be in accord with the purposes of Catholic education.
 - f. Transfer Students: Non-Catholic students if the parish authority, on the basis of a personal interview and educational assessment, judges the intent and motivation for attendance to be in accord with the purposes of Catholic education.
- **Applications will be prioritized based on date the application is received.
5. Should there be more potential entrants than spaces in kindergarten or any other class, a waiting list will be developed from those who applied on registration day and the child's parent or guardian will be notified as a place opens in the class. This place must be accepted or rejected within 3 days.
 6. Class cap size will be as follows: Kindergarten through 8th – 30 students. The Principal reserves the right to admit a student beyond this cap taking the following into consideration: current educational needs of the students already enrolled, age level of the students, and other unforeseen factors.
 7. Late applicants will be added to the waiting list for a particular grade in chronological order.
 8. A new waiting list for potential new entrants will be formed each year at the completion of the announced registration day.
 9. For classes which are under subscribed, immediate entrance will be allowed at any time with the approval of the Principal.
 10. Children shall be 5 years of age on or before October 1 of the current school year to enter kindergarten. Children shall be 6 years of age on or before October 1 of the current school year to enter first grade.

ACTIVE PARISHIONER STATUS

(Letter from Father Lou Meiman) as of April 18, 2012

Dear parents,

When parish council initiated a policy to look at families' active involvement in the parish a year ago, it was accepted that we would have to adjust the policy over time given that it was developed based on the experience of other parishes. Looking at what we have learned in our own experience in the past year, council has decided to amend the policy as follows:

The parish will rely solely on a family's self-assessment in **all three areas** of parish involvement. This includes participation in worship as well as commitments of time and talent,

and commitment of resources. The parish will no longer track attendance at worship as a part of the assessment. Each family will be asked to complete a reflection on their commitment in the three areas of involvement. All parish households will be asked to reflect on these areas of commitment as part of the stewardship process in the fall, but because school commitments begin before stewardship renewal, school families will be asked to do this in the spring. All families that complete a reflection will be considered to have active parishioner status.

Our church teaches that the first church and first school for each of us is the family. Our parish school exists to support families in raising active, engaged Catholics. Our experience of the past year has given us firm data that the majority of our families are active and engaged in the wider parish, which is the single most important factor in achieving the goal of our parish and our school. However, the data also show that a significant percentage of our families have not shown much involvement in our parish outside the school. This shows the necessity of our entire community working harder to ensure that all are engaged in our parish community.

Our parish mission statement commits us to “passing on the gifts we have been given.” At the core of those gifts is being an active member of the Catholic Church and of a parish community. Let us renew our commitment of passing on this most important gift to the youngest members of our parish community.

Peace,



Rev. Louis Meiman

TRANSFER STUDENTS TO ST. FRANCIS OF ASSISI

1. Contact the school office for a tour/appointment with administration
2. Educational assessment to be completed by Learning Consultant
3. Provide school with all documentation from current placement (report cards, testing information, 504 plan/IEP, etc.)
4. If Catholic and transferring parish/school, a letter of good standing must be presented.
5. Inquiring family MAY choose to have the student shadow. (depending on age)
6. Administration will contact inquiring family after testing and review of records is complete as to whether or not enrollment will be granted. ****All transfer students who are allowed to enroll are accepted on a probationary status, which will be reviewed at the end of the first quarter.**

APPLICATION PROCEDURE

Application for consideration will include:

Contact principal for application information and interview. For kindergarten or first graders new to school and new students to Saint Francis of Assisi, a Kentucky birth certificate, baptismal certificate (if Catholic), copy of social security card, school records, immunization slip, and medical exam will be required. A NON REFUNDABLE deposit of \$250.00 is also required to process the

application (This will be deducted from tuition for the coming year). If SFA is unable to enroll your child, we will refund the money. If we offer enrollment and the family chooses not to accept, the deposit is NON REFUNDABLE. The school will send for permanent record information from the previous school.

Parents should present the school with information dealing with custodial and non-custodial parents/guardians. All health and medical forms and Divorce/Custodial forms will be maintained in a confidential, locked file but must be kept up to date by the student's parents. Failure to keep the school administration informed of any and all such issues (or changes in status) due to the safety of the child could result in dismissal from SFA school.

It is the responsibility of the parents to notify the school if their child has or has ever had an Individual Educational Plan (IEP) or 504 Educational Plan, attendance/tardy issues or behavioral issues at their transferring school.

ADMISSION INTENT FOR COMING YEAR – CURRENT STUDENTS

Each year, SFA will ask for all currently enrolled families to declare their intent for the coming year. When doing so, a \$250.00 NON REFUNDABLE FEE will be required. (This will be deducted from tuition for the coming year). Families must declare intent with deposit by the stated date on the form or they may forfeit their child's position in the class for the coming year.

READINESS ASSESSMENTS

According to the Archdiocese of Louisville, each school shall establish a specific protocol defined by sound principles of child development for making school readiness decisions. This protocol shall include ample time for gathering student information from a variety of sources such as teacher observation, family interviews, student work samples, valid readiness test, etc.

School readiness and placement decisions shall be based on multiple factors and consultation with a variety of individuals including, but not limited to, parents, teachers, administrators, counselors, etc. Specific programs design shall be ever changing, based upon the developmental levels of incoming students, and include instructional plans to address those students who may be considered at risk for early school success.

PARENTAL PARTICIPATION

Volunteer participation in school and parish activities is required of parents sending children to St. Francis of Assisi School. For families identifying themselves as "Parishioners", a current stewardship form pledging time, treasure and talent must be on file with the parish in order to register your child(ren) for the current school year.

NON-DISCRIMINATION POLICY

The schools of the Archdiocese of Louisville will not discriminate on the basis of sex, race, color, nationality, or ethnic origin in administration of their educational policies, admission policies, scholarships and loan programs, athletic or other school administered programs.

PAYMENT AND BUSINESS PROCEDURES

TUITION - Member

For registered members of St. Francis of Assisi Church for the 2014-2015 School year is:

Families with one child	\$5,310 per year
Families with two children	\$8,580 per year
Families with three or more children	\$11,040 per year

For the 2014-2015 school year there is a 2% discount offered for pre-payment of annual tuition.

TUITION - Non-Member

Non-parishioners with children in grades K through 8 are required to pay tuition of:

Families with one child	\$7,280 per year
Families with two children	\$13,000 per year
Families with three or more children	\$17,270 per year

For the 2014-2015 school year there is a 2% discount offered for pre-payment of annual tuition.

Parishioners and Non-Parishioners with children in grades K through 8 are required to pay tuition through the SMART Tuition Management System. An annual enrollment fee will be added to your account. Contact the Parish Office Manager, Suzann McGarvey, by July 1st at 456-6394, if you have not yet enrolled in this program. Records must be current on registration day. You have the option to pay your child's tuition in advance directly to St. Francis of Assisi School.

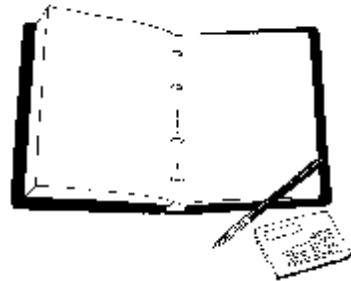
RESOURCE FEES

One Student	\$475 per child*
Two Students	\$475 per child = \$950 total*
Three Students	\$475/per child = \$1425 total*

*TOTAL RESOURCE FEE

The resource fee assessed each family covers:

- ◆ rental for all textbooks ** books that are rented from the school are to be covered at all times. Students who lose rented books must pay the full price for a new book. If a book is damaged or defaced the student may be required to pay a fine or pay the full price of the book if it is considered beyond usable condition
- ◆ all workbooks and worksheets
- ◆ testing materials
- ◆ weekly magazines for some grades
- ◆ Field Trips
- ◆ art, music, and science lab costs
- ◆ office supplies and teacher materials
- ◆ fees for special visitor performances
- ◆ media maintenance and purchasing to maintain and enhance the current level of programming - technology
- ◆ grade appropriate supplies
- ◆ library books, A-V materials and repair costs
- ◆ PVO Fee (\$10.00)



OFFICE OF LIFELONG FORMATION AND EDUCATION ASSESSMENT

An assessment per child is charged by the Office of Lifelong Formation and Education to fund the many services provided by their consultants (www.archlou.org) for our school.

Services provided by the Office of Lifelong Formation and Education include:

- representation as a school system
- professional in-service
- consultants
- text-book reviews
- lending library
- personnel service
- curriculum development

MILK FEE

Milk is available at lunch-time. The milk fee (\$43.75) will be collected at registration. White and chocolate milk will be available.

NON-PAYMENT

The payment of tuition, resource fees, and after school care fees for the semester must be current by December 31st of the current year. Failure to comply with these arrangements will result in forfeiture of your child's/children's position(s) in their class(es) for the next semester.

The payment of tuition, resource fees, and after school care fees for the 2nd semester must be current by the last day of school of the current school year. Final report cards, transfer of records, or registering for the following school year will not be permitted until all accounts with the school and the after school care fees are settled.

Families will be notified in writing when their Smart tuition account falls 30 or more days delinquent. If you have problems with payment, contact the school office or rectory promptly and a plan for payment will be arranged. If families do not comply with the request for communication with the rectory or school office, parent/ legal guardians may be asked to keep their child(ren) from school until arrangements can be made. The diploma will be held on any graduating 8th grader whose tuition payment is not met.

REFUNDS

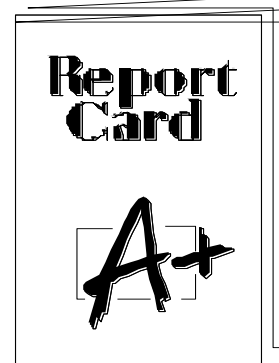
Refunds of Total Resource Fees will be made on a pro-rated basis according to the time the student is transferred or withdrawn. No Resource Fees will be refunded after the third quarter.

ACADEMIC INFORMATION

CURRICULUM

KINDERGARTEN

Our full day kindergarten program is designed to develop within the child habits of observation, questioning and listening. An experiential approach is employed by means of hands-on work and field trips. This provides the child with a sense of readiness for social development and educational growth necessary for the first grade. (see www.ccsfa.org/school for more information)



GRADES 1- 8

During the instructional day grades 1 through 8 are scheduled in Language Arts, Spanish, Math, Science, Social Studies, Physical Education, Religion, Music, and Art. . (see www.ccsfa.org/school for more information)

HOMEWORK

Homework assignments have many purposes, including:

- (1) Providing sufficient time for completing assignments or projects requiring longer preparation times
- (2) Giving the students time to practice previously taught material
- (3) Preparation for quizzes or tests
- (4) Preparation of class discussion of new material
- (5) Helping students develop self-discipline
- (6) Helping students become more responsible.

The Office of Lifelong Formation and Education guidelines for homework time allotments per grade level will be followed. (Please note that this may vary with each student. Please contact the teacher or learning consultant if homework is consistently outside these guidelines):

Grades 1, 2	30 – 40 minutes
Grades 3, 4	40 – 50 minutes
Grades 5, 6	60 – 75 minutes
Grades 7, 8	75 – 90 minutes

HOMEWORK POLICY FOR EXCUSED ABSENCE

It is expected that homework will be completed as assigned. If a child is absent, they must turn in the assignment on the **second school day upon their return**. If the assignment is not completed by this time, the student's assignment grade will be reduced according to classroom policy (i.e.: teacher's discretion). Students can make arrangements with individual teachers for excessive absence from school. It is to the teacher's discretion to accept late work and may result in loss of points to the assignment's grade. **Parents will be contacted when students have excessive late assignments.**

**If a student is tardy to school and misses a morning class, they are responsible for obtaining assignments from that day and they are due the following day. This is NOT considered an absence.

Additionally, any assignment due on the day the child was tardy must be turned in that day to the class that was missed. Homework Hall will stand for situations where this does not happen.

LATE HOMEWORK (K-2)

Parents will be notified by the teacher when homework assignments or required items are not returned to school on the assigned date. Teachers may communicate with the parent/guardian in one or more of the following ways: (1) Write a letter to the Parent/Guardian to be sent home with the child, (2) Write a message in the Daily assignment planner, (3) E-mail or make a phone-call home.

HOMEWORK HALL (GRADE 3)

In an effort to bridge the transition from primary to intermediate grades, third grade students who have not completed the homework from the previous evening, stay after school for homework hall. After contacting their parents, the student stays on that day until 3:30. This study time is used to catch up on the missing assignment with help from the teacher. It reinforces study skills and ensures that the student stays caught up with assigned work.

LATE HOMEWORK POLICY – HOMEWORK HALL- (GRADES 4 – 8)

All students are expected to complete all homework and have it turned in by an announced date. However, as teachers we recognize that occasionally an emergency occurs and students are unable to complete their homework assignment in a timely manner. In this situation, we are requesting a written note by you explaining the reasons for the late assignment.

If a student fails to give a written notification, the following consequences will be automatic.

1. A student who is missing a homework assignment on the date due will **call their parent** and attend homework hall **the same day**. During the homework hall, the student will work on the missing or incomplete assignment.
2. Homework Hall will be **held from 3:00 P.M. – 4:00 P.M.** in the classroom of the assigned teacher for the specific day. Students must be on time (as soon as the final dismissal bell rings) or have a written note from a teacher or staff member.
3. In the event that the student **can** complete the assignment during the time allotted, they must keep the assignment in their possession and turn it in to the assigned teacher the following day.
4. In the event that the student **cannot** complete the assignment during the time allotted, they will take the missing or incomplete assignment home, finish it and return it the following day to the assigned teacher.
5. After attending homework hall and turning in the assignment the following day to the appropriate teacher, the teacher will grade the assignment and then **decrease the grade by 10%**.
6. If the student was to attend homework hall and does not show, **the parent will be notified via e-mail of their absence**. The homework will not be accepted and the student's grade will be reduced.
7. Information will be recorded regarding students with missing assignments. In the event that the student were to receive more than five homework halls in one quarter, **a mandatory meeting with the Learning Consultant and/or the Principal, student and parent** will be held to write a school strategy plan for improvement.
8. Extra-curricular and co-curricular (FPS, Quick Recall, etc.) and sporting activities are **not considered excused absences** for homework hall. If a student does not attend on the date assigned, the grade will be adjusted according to classroom policy. The only **excused**

absence for homework hall is if a student were to leave sick. In this case, the student would stay the following day upon their return.

9. During Homework Hall, the student will work on the missing assignment. Students may read or work on other work when finished.

Homework and its timely completion are necessary skills for students to attain in order to be successful during their secondary education years. We feel that with clear, consistent expectations that all St. Francis students will rise to meet them. Additionally, we feel that if all students and parents are aware of this policy, problems can be eliminated because everyone can work together to foster success in student responsibility. **Homework Hall is not intended to be for tutoring or support for students who are struggling. These situations will be handled differently in collaboration with the student, parent, learning consultant and administration.**

SCHOOL YEAR VACATION TRIPS

Regular attendance is an integral part of the learning experience. A student may benefit from the travel but will miss instructional activities directly related to their academic progress. The school recognizes that family travel during the school year is sometimes necessary due to the schedules of working parents. However, parents are encouraged to plan these events within the scheduled school holidays. If parents choose to schedule an out-of-town trip that necessitates student absence, we ask that the following steps be in place:

- Notify the teachers and the administration in writing at least two weeks in advance.
- Teachers will make the effort to get work together in advance of the trip.
- Advance work is due on the day the student returns to school.
- Students will make up tests on the day they return to school.
- Other outstanding assignments will be completed in a timely manner.

PARENT-TEACHER-STUDENT CONFERENCES

Conferences with parents are scheduled three times during the school year. The child is required to be present for the conference. Parent-Teacher-Student Conferences for this school year are scheduled for October, January, and March. Conferences are the primary method of reporting the child's progress to the parents. The October and January conferences are mandatory. The March conference is optional per the request of the teacher and/or parent.

In addition to the conference times mentioned above, parents may request a conference with a teacher at any time during the school year. It is necessary that teachers be called so that an agreeable time may be set.

SYCAMORE EDUCATION

St. Francis of Assisi has signed up to use Sycamore Education . Sycamore is an easy way for you to keep-up-to-date online. Once you have activated your account, and we have posted information, you can use Sycamore to: (1) Receive e-mails about important events at school, (2) Check your child's grades and keep track of assignments, and (3) Read the weekly (Friday) St. Francis Newsletter.

The school will issue user names/passwords for all new families at the start of the new school year. At any time, if you have trouble with your account or need a new activation code, contact the school office. Teachers will notify parents of grade posting dates.

PROGRESS REPORT CARDS

Pupil progress is a measure of both growth (self-improvement) and achievement (pupil's present status). Pupil progress reports are issued four (4) times a year. Computerized reports reflect the student's progress and academic achievement for the entire quarter.

Pupil progress is determined by the child's attainable goals, his/her achievement in subject matter, and the quality of the work he/she does. These are examined in light of the child's ability. The emphasis is on growth rather than mastery of subject matter.

PROMOTION AND RETENTION POLICY

If students have completed their grade level work satisfactorily, they are promoted. If the required levels for that grade are not completed, they may be required to attend summer sessions for that purpose, they may be retained in the present grade, or may be transferred. Students are transferred when the teachers and the principal feel that retention in the present grade would not benefit them. Students may still be required to attend summer school. Parents are notified before the school year end if the child is to be transferred and/or needs to attend summer school. Student(s) failing core subject areas will likely be retained or asked to transfer if not made up in summer school.

REQUIRED/SUGGESTED TUTORING

If a student receives a failing grade in any subject area, they will be **required** to attend a summer school program or tutoring session. Parents will be notified in writing by the school at the end of the year if their child is failing a subject area. *Appropriate documentation will need to be completed and returned before the start of the next school year.*

While some students do not receive failing grades, his/her progress is not steady. St. Francis of Assisi School may **suggest** that students receive tutoring help over the summer to be prepared for the start of the new school year. Since research confirms possible regression of students during summer recess, it is imperative that parents provide an opportunity for reinforcement of educational skills during the break. Parents will be notified in writing by the school if their child is recommended. *Appropriate documentation will need to be completed and returned before the start of the next school year.*

PERMANENT RECORDS

A parent or guardian may request an appointment to meet with the administration to observe/discuss his/her permanent records. A parent having non-custodial rights has a right to request to see his/her child's permanent records. It is the obligation of the parent/legal guardian to notify the school when there is a change in registration information such as, address, telephone number, place or employment of the parent(s)/legal guardian(s), emergency numbers, marital status, and custodial rights.

REQUEST FOR RECORDS

In the event that a parent wishes to obtain records on their child to make application to another private or public school, the following policies are in place:

- All information (transcripts, health records, report cards, etc.) must be picked up in the school office by the parent or guardian. It will not be sent home with the child or mailed.
- In the event that a recommendation form needs to be completed, the parent or guardian AND student must communicate and make the request directly with the teacher/staff member. Please allow for a 2 week turn around and the teacher will notify you when it is ready. ****In the event that a teacher cannot give a favorable recommendation, they reserve the right to deny the request.**

LUNCH

SFA does not offer a hot lunch program. However, the cafeteria is considered a proper setting for promoting good eating habits. Milk (white or chocolate) is available and paid for at registration. Soft drinks from home as a lunch time beverage are not permitted. A balanced selection of luncheon foods

with minimal high sugar items is necessary for student lunches. We also discourage sending fast food as a frequent lunch item for the children. Office personnel cannot be expected to manage the delivery of such lunches to the children at their assigned lunchtime. A balanced lunch, packed from home, is always the best option.

**Lunch items are located in the school office in the event that a child forgets their lunch. Parents will be charged \$1.00 for each time a child needs a lunch.

FIELD TRIPS

Field trips are educational activities that are an outgrowth of class instruction. Permission slips are issued by the teacher in advance of the trip. These must be signed by a parent or guardian and returned to school prior to the event. **A child must have a signed designated permission slip in order to attend any field trip.** Students will usually be transported by bus rather than by car because of the liability it places on the drivers. Field trips are a privilege, not a right. Students can be denied participation if they fail to meet academic or behavioral requirements. Most field trip fees are paid at registration. Fees charged for field trips are non-refundable due to bus and program reservations, which are made in advance.

LIBRARY

ALL RULES THAT APPLY TO ANY LIBRARY APPLY TO OUR SCHOOL LIBRARY. Students who check out books are expected to return them on the day due. Any book that is lost or misplaced by a student must be paid for by that student before any other book may be taken from the library. If any student has not returned or replaced any book by the end of the school year, the report card and/or transcript of grades will be withheld until the book or payment is received by the library.

MOVIE/VIDEO TAPE RATINGS

- Only G-rated and un-rated videos will be shown to students
- Parent permission is required to show other than G-rated or un-rated videos

ACCELERATED READER BOOK LEVELS

St. Francis upgraded to the Enterprise version of the Accelerated Reader program in summer 2012. This means the program is web based, and it offers us several great opportunities that were unavailable with our old version.

Students will now be able to quiz on over 140,000 titles. That's a lot of books!! However, be aware that it does not include every book that has been printed for children. If you want to make sure that a book has a quiz to match, please go to www.arbookfind.com and do a search for it. (Our library books will continue to be labeled as in the past to help students identify which books have quizzes and what the reading level is. Students are also guided in the school library by labeling which indicates content appropriateness for upper grade readers.)

Please note that an **interest level** as well as a **reading level** will be indicated for books at arbookfind.com. The interest level can help guide you to appropriate reading for your child's age when you visit a bookstore or the public library. Although a number of books for upper grade students have a reading level some younger students can manage, the subject matter, language or innuendo could be inappropriate for younger students. We leave the decision about what your child reads and quizzes on up to you.

CO-CURRICULAR ACTIVITY

STUDENT COUNCIL

The Student Council promotes citizenship and organization of services to the student body and parish as well as charitable contributions to the community. The Council, under the faculty monitor's guidance, elects officers and representatives each year. Elections are held in May.

DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM (TIP)

Seventh grade students who qualify by scoring in the 95th percentile on any main content area of the 5th grade Terra Nova Test are given the opportunity to take the ACT or SAT. Their areas of strength are then targeted and tracked by the Duke University. Students are notified in the Fall and make arrangements to test at a local site. Students can qualify at regional and state levels and are recognized for this accomplishment.

HEARTPATHS SERVICE PROJECTS: A JOURNEY TO CARING

“ For it is in giving that we receive; it is in pardoning that we are pardoned; and it is in dying that we are born to eternal life.”

The HeartPath Program will provide students at St. Francis of Assisi with opportunities to explore and develop their identities as individuals who place great value in being of Service to others. Students will be guided into an awareness that our Faith holds Service to others to be a sacred, life-affirming and life-giving responsibility. As they explore their own potential for caring and compassion, HeartPath students will witness the power they each have to be agents of positive change. Students will ultimately gain an insight into Service which will allow them to begin both a comprehension of the solidarity which they share with all who are vulnerable and an appreciation for the great potential which their own acts of caring and compassion have to allow for their own spiritual maturation.

Students will raise money for organizations that support their particular areas of service, listen to speakers who share insight into their service organization, and take educational field trips to organizations to learn more about their efforts.

Parents may be asked to make donations (monetary or products Ex. toiletries for Whitley City) to organizations on a monthly basis as part of our service efforts. These donations are always voluntary on the part of the family and never an expectation of St. Francis of Assisi School.

Service Areas per grade:

Kindergarten- Animals	Grade 5- Veterans
Grade 1- The Environment	Grade 6- The Homeless/Hungry
Grade 2- Wise People (The Elderly)	Grade 7- Sick and Terminally Ill
Grade 3-Children and Babies	Grade 8- Immigrants
Grade 4- The Handicapped/Disabled (Healing)	

Middle School students complete a service oriented project as part of the Peace Families Program.

COMMITTEE ON CONSCIENCE

The Committee on Conscience is an independent student led organization which is composed entirely of middle school students. It is focused on the promotion of social justice and peace. Students raise awareness by educating the public about regions in their local and global communities which are affected by suffering. The Committee on Conscience (C.O.C.) also addresses needs directly by gathering materials and money for charitable giving and by performing service work by engaging with those who are vulnerable.

BUDDY PROGRAM

SFA school recognizes the unique opportunity that our older students have to mentor and be role models for our younger students. Each year, students in grades 5,7 and 8 will receive a “Little Buddy” in grades

2,K, and 1, respectively. This Little Buddy/Big Buddy program varies at each grade level, however, will include collaborative field trips, combined parties, and working together on curricular objectives such as the “Food Is Elementary” program in grades K and 7.

ENRICHMENT ACTIVITIES

SCOUTS

Parents of both boys and girls have organized scout troops, which usually meet in the St. Francis Center after school during the school year.

ATHLETICS see pages 48-51

SERVER/LECTOR/CHOIR

The honor of participating in the liturgy as a server/lector/choir member is an individual choice. The boys and girls of grades 5 through adult are eligible to participate. Parent cooperation in this enterprise is essential.

ACADEMIC COMPETITIONS

The school participates in several academic events during the school year. The students compete in a variety of areas including:

Regional Science Fair	Grades 6-8
Catholic School Academic League (Quick Recall)	Grades 4-8
Governor’s Cup	Grades 4-8
Quick Recall	
Future Problem Solving	
Written Assessments	
English Composition	
Spelling Bee	Grades 4-8
Young Authors	Grades 1-8
Word Masters	Grades 3-8

GENERAL INFORMATION

SCHOOL HOURS

School begins at 8:00AM and dismisses at 3:00PM. Opening exercises (prayer and pledge) start at 8:00AM. In accordance with directives from the Office of Lifelong Formation and Education, the school day consists of six (6) hours of instruction and one-half (½) hour for lunch. St. Francis of Assisi extends the day by 15 minutes in order to dismiss at noon, one day a month for teacher professional development.

VISITOR POLICY

All parents and/or volunteers are to enter the school through the main entrance (facing Bardstown Road). All visitors are to sign in and receive a “Visitor” lanyard before gaining admittance into the main school. All visitors should be expected and scheduled by the teacher/staff. Unannounced visits with staff members during the school day are not permitted.

ATTENDANCE

Upon returning to school after a period of absence, the student must present to the teacher a note from the parent explaining the situation. **When a student is absent from school, parents are asked to call the office that morning or email the teacher and office manager(sdunaway@ccsfa.org) by 9:30**

AM. If parents do not call in an absent student on the day of the absence, the school will call the parents. This is the only way the students' whereabouts and safety can be verified.

EXCUSED ABSENCE

Excused Absences allow for the student to make up any missed work or assessments. The student will be marked absent on school records. An excused absence includes the child's illness or injury, or death in the family. Doctor and dental appointments should be made outside school hours when possible. Doctor appointments are not considered excused absences. Missed assignments are the student's responsibility. These assignments must be completed as soon as possible. A student with excessive absences from school will be required to have a meeting with the Principal to discuss. In the event that attendance does not improve, SFA will notify the Pupil Personnel Truancy Department.

ABSENCE DURING THE DAY

If a student is excused during the school day for any reason, he/she should present a note stating the reason and the time he/she is to leave and return if (applicable). This note is presented to the office and the homeroom teacher before school begins that day. **The child must be picked up by the parent or guardian in the office and the adult must sign the log provided in the secretary's desk.** If the child returns to school during the same day, he/she must report to the office.

TARDINESS/ EARLY DISMISSAL

A child who arrives after 8:10AM is considered tardy. The child should report to the secretary's office before going to the classroom. This will be reflected on the report card for each quarter. A child who leaves early from school will be counted as an early dismissal. This will be reflected on the report card for each quarter. Repeated tardiness/early dismissals cause a disturbance in the classroom routine. Tardies/Early Dismissals in excess of 10 in one quarter will warrant a conference with the Principal unless other arrangements have been made (such as leaving early/tardy due to tutoring, speech therapy or other academic related activity). Continual tardiness after a conference will result in notifying the Pupil Personnel Truancy Department.

Arrive before 9AM – Tardy
Arrive after 9AM – Half Day
Leave before 9AM – Absent
Leave after 9AM and before 1:30 – Half Day
Leaves after 1:30 – Early dismissal

PLEASE NOTE: on the school report card, tardies and early dismissals will be combined and indicated in the "tardy" category.

HOMEWORK ASSIGNMENTS

A brother, sister, or parent of an absent child should request assignments from the child's teacher(s) in the morning before the school day and pick them up in the afternoon when school day ends.

RELEASING STUDENTS DURING SCHOOL HOURS

A student shall not be released from school during school hours into the custody of any person other than those listed on the EMERGENCY INFORMATION CARD FOR THE STUDENT. Identification of the person to whom the child is released must be verified.

Parents/guardians shall be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification shall be made.

Students shall not be sent on errands off the school grounds, or sent home for books, homework, etc.

Students shall not be released to speak with anyone during school hours except Child Protective Services unless the parent/guardian is first notified.

Students must be released through the School Office.

TELEPHONE

Permission to use the phone must be obtained from the secretary. The office phone is a business phone and students will be permitted to use it only in case of emergency or permission from the teacher. Arrangements for after school visits should be made at home.

BIRTHDAYS AND PARTY INVITATIONS

Birthday treats, preferably healthful snacks, must be given to the teacher to distribute in the classroom or at lunch. All birthday treats should be individually wrapped or cut. Please do not bring in large cookies or other items that need to be cut. Please do not take treats to the cafeteria at lunchtime and distribute them. Party invitations may only be distributed at school if there is an invitation for all members of the homeroom.

BICYCLES

Racks for bicycles are provided in the courtyard. All bicycles must be walked on and off the school grounds. The school is not responsible for stolen or damaged bicycles. Every effort is made by the school to protect student property.

POLICY REGARDING EMERGENCY CLOSING ANNOUNCEMENTS

When weather conditions cause school openings to be questioned, one of the following announcements will be made for Catholic Elementary Schools in Jefferson County:

ALL CATHOLIC ELEMENTARY SCHOOLS IN JEFFERSON COUNTY ARE OPEN.

St. Francis of Assisi will be open at the usual time of 8:00AM.

CATHOLIC ELEMENTARY SCHOOLS IN JEFFERSON COUNTY WILL BE OPEN, BUT ON A DELAYED SCHEDULE.

St. Francis of Assisi will be open at 10:00AM on these days.

****In the event that we have a delayed start on an already scheduled noon dismissal day, the noon dismissal will be cancelled and classes will be dismissed at the normal time of 3:00 PM. The noon dismissal day will not be rescheduled.**

ALL CATHOLIC ELEMENTARY SCHOOLS IN JEFFERSON COUNTY ARE CLOSED.

St. Francis of Assisi will be closed.

Announcements of these decisions will be aired via radio and TV as early as possible. When announcements are made, every effort will be made to have the media use the exact wording indicated by this policy.

There is no provision for early dismissal due to bad weather made at the local school level (SFA). We feel that our students will be safer at school than walking home or waiting for parents to pick them up. Further, it is a burden on the parent to come to school to pick up students earlier than planned. Therefore, we will not dismiss students early from school, if bad weather should occur, unless the parent requests.

****In the event of an extreme emergency (i.e. city emergency, chemical spills/leaks, etc.) and Jefferson County Catholic Elementary Schools are directed to dismiss early, an e-mail will be sent to all families and the information will be widely publicized in the media.**

UNIFORMS

If for some reason a student is not dressed according to uniform regulations, the parent should send a note explaining the reason. Children who come to school without the proper uniform or a note from the parent requesting an excuse from the uniform code for that day will receive a uniform violation/disciplinary referral. Parents may also be asked to bring the proper uniform to school. Uniforms may be purchased from Shaheen's, Coffman's and Lands' End. **Shaheen's, Coffman's, and Lands End are the only suppliers of the SFA school logo attire (sweatshirts, sweatpants, polos, mesh shorts).**

- A school theme shirt will be available for purchase each year. The order form will be in the registration packet. The students may wear these shirts along with their regular uniform bottoms every Wednesday during the school year and also on PE days with the proper uniform bottom (see below)

PE UNIFORM - mandatory for 2014-2015

All students must wear a PE uniform on the day they have PE class. The PE uniform will consist of the following:

- Students can wear the theme shirt from this school year or any year prior. They may also wear any shirt with the SFA tower or cougar logo (in school colors white/gray/navy blue/ gold).
- Students must purchase an SFA embroidered mesh short from Coffman's, Shaheen's or online at Lands' End. They are navy blue with the tower logo embroidered on the left leg. Coffman's, Shaheen's and Lands' End carry our logo items.
- During the winter months, when it may be too cold to wear the mesh shorts, students may wear the SFA tower or cougar logo embroidered sweatpants that can also be purchased at Coffman's.
- All students are expected to wear tennis shoes. Please read the subsection below titled *All Students* regarding proper footwear to be worn at school.
- Students who wear attire that does not adhere to the guidelines mentioned above will be subject to a uniform violation as detailed below in the section titled *Uniform Violations*.
- Students may be asked throughout the year to wear their PE uniform on field trips, field day, etc.

GIRLS

Girls Uniform Code – K through 3rd Grade

- Girls may wear light blue, navy and yellow plaid jumpers(#19457), skirts (#13457) or skorts. Navy slacks must be straight, plain legged dress slack and navy walking shorts must reach to the fingertips of wearer. **No cargo shorts or pants. The skirts must be no shorter than three inches above the knee.
- A light blue blouse or “polo type” collar shirt (with or without the tower logo) must be worn with the above items.
- White crew socks (must be seen above the shoe), or navy/ white knee socks. No designs or logos may be on the socks.
- Navy cardigans or crew neck sweaters (with or without the tower logo) may be worn.
- Sweatshirts with the school tower/cougar emblem may be worn in school colors (white/gray/navy/gold). Navy sweatpants with the school tower emblem may be worn. Ankle length navy or white tights/leggings may also be worn. No designs or logos may be on the tights/leggings.
- If wearing pants or shorts, a dark simple belt must be worn (this rule may be disregarded at the discretion of the teacher for children in kindergarten and 1st Grade).
- Boots are allowed only on days with measureable snow.
- Wearing make-up, including fingernail polish, is not permitted. Hair should be neatly groomed and out of the eyes and face. Hair may not be dyed. Hair ribbons and hair bands that do not cause a distraction may be worn. Students are not permitted to wear hair extensions, feather accents, or hair wraps of any kind including ribbons, yarn, or threading. It is to the discretion of the school Principal to determine when haircuts/styles are extreme and not acceptable.
- Girls may not have acrylic or artificial nails at any time during the school year.
- Small single post earring may be worn. No other jewelry is allowed except religious medals.

Girls Uniform Code - Grade 4 through 8

- Girls may wear a plaid skirt or jumper, navy slacks (straight, plain legged dress slack) or navy walking shorts (all shorts must reach to the fingertips of the wearer). The skirts must be no shorter than three inches above the knee. No cargo pants or shorts.
- A light blue blouse or collar shirt must be worn with the above items. Students in Grade 8 may wear white collar shirts.
- White crew socks (must be seen above the shoe), or navy/ white knee socks. No designs or logos may be on the socks.
- Must wear rubber-soled athletic shoes of any color (this is the preference)- if students choose to wear dress shoes, they must buckle, Velcro, lace, and/or stay securely on the foot. NO Flip-Flops, NO Heelies™ or other shoes with wheels. NO Crocs™ or slippers or boots. (Boots are allowed only on days with measureable snow) Students MUST wear athletic shoes on scheduled PE days.

- Navy cardigan or crew-neck sweaters (with no logos or designs).
- Sweatshirts with the school tower/cougar emblem may be worn in school colors (white/gray/navy/gold). Navy sweatpants with the school tower emblem may be worn. Ankle length navy or white tights/leggings may also be worn. No designs or logos may be on the tights/leggings.
- If wearing pants or shorts, a dark simple belt must be worn.
- Wearing make-up, including fingernail polish, is not permitted. Hair should be neatly groomed and out of the eyes and face. Hair may not be dyed. Hair ribbons and hair bands that do not cause a distraction may be worn. Students are not permitted to wear hair extensions, feather accents, or hair wraps of any kind including ribbons, yarn, or threading. It is to the discretion of the school Principal to determine when haircuts/styles are extreme and not acceptable.
- Girls may not have acrylic or artificial nails at any time during the school year.
- Girls may wear plain, small, single post earrings, lower lobe only. No other jewelry is allowed except religious medals.

BOYS

Boys Uniform Code - All Grades

- ❖ Boys may wear navy dress slacks or navy walking shorts (shorts must reach to the fingertips of the wearer). The pants must be a straight, plain legged dress slack (no baggy or cargo slacks/shorts allowed) and worn at the waist.
- ❖ Light blue collar shirts must be worn with the pants or shorts. Students in Grade 8 may wear white collar shirts.
- ❖ White crew socks that can be seen above the shoe must be worn. No designs or logos may be on the socks.
- ❖ Must wear rubber-soled athletic shoes of any color (this is the preference)- if students choose to wear dress shoes, they must buckle, Velcro, lace, and/or stay securely on the foot. NO Flip-Flops, NO Heelies™ or other shoes with wheels. NO Crocs™ or slippers or boots. (Boots are allowed only with measureable snow fall) Students MUST wear athletic shoes on scheduled PE days.
- ❖ Navy cardigans, V-neck sweaters or crew neck sweaters may be worn (with no logos or designs).
- ❖ Short sleeve T-shirts worn under the uniform shirt must be plain and white. Nothing can be read through the shirt.
- ❖ Belts that are dark and simple (no decorations) must be worn (this rule may be disregarded at the discretion of the teacher in kindergarten and 1st Grade).
- ❖ Sweatshirts with school tower/cougar emblem may be worn in school colors (whit/gray/navy/gold).
- ❖ Hair should NOT BE TOUCHING THE COLLAR, cut to a length that is above the eyebrows and ears and out of the face. No Mohawks or shaving of words/designs is allowed in hair. Hair may not be dyed. It is to the discretion of the school Principal to determine when haircuts/styles or colors are extreme and not acceptable.
- ❖ Boys may not wear earrings.

ALL STUDENTS

- ❑ Must wear rubber-soled athletic shoes of any color (this is the preference)- if students choose to wear dress shoes, they must buckle, Velcro, lace, and/or stay securely on the foot. NO Flip-Flops, NO Heelies™ or other shoes with wheels. NO Crocs™ or slippers or boots. (Boots are allowed only on days when it snows) Students MUST wear athletic shoes on scheduled PE days.
- ❑ T-shirts worn under the uniform shirt must be plain and white.
- ❑ All shirttails are to be tucked in, not rolled under.

UNIFORM VIOLATIONS

For students in Grades K-3- If for some reason a student is not dressed according to uniform regulations, a uniform violation notice will be sent home to be signed and returned the next day. Upon the third violation, a parent will be called to bring in the necessary item for the uniform.

For students in Grades 4-8, the uniform code will be discussed the first week of school. Once the first full week of school starts, any violation of the school uniform policy will warrant an after school detention (3:00 P.M.-3:30 P.M.). Additionally, a form will be sent home for a parent signature to be returned the following school day.

If there is a persistent violation of the skirt length policy, a conference will be called with the teacher, administration, and parents to correct the problem. It may be necessary to remove the uniform skirt option.

DRESS DOWN DAY

Dress Down implies comfortable and casual, yet neat. On days designed as "Dress Down Day" the following guidelines are in effect:

Girls

- jeans are appropriate if they are clean and neat.
- corduroys may be worn.
- casual shirts and blouses may be worn, including colored T-shirts (spaghetti straps are not permitted) – no inappropriate logos may be worn
- sweatshirts and jogging suits, providing they are neat and clean may be worn
- shorts must be to the fingertips of the wearer (cut-offs and spandex shorts are not permitted)
- socks must be worn, any kind
- NO sun dresses
- Mid-drift section MUST be covered
- No Flip-flops

Boys

- jeans - same as above.
- corduroys may be worn.
- casual shirts may be worn, including T-shirts, sport shirts, flannel shirts (tank tops not permitted) – no inappropriate logos may be worn
- sweatshirts and jogging suits may be worn as above.
- socks must be worn, any kind.

- shorts must be to the fingertips of the wearer and worn at the waist (cut-offs and spandex shorts are not permitted)
- No Flip-Flops

DISMISSAL GUIDELINES

1. Dismissal from school begins at 3:00 p.m. Children will not be allowed in the parking lot area before 3:15PM without an adult. Cars can wait in the parking lot or line up in the alley from Rutherford starting at 2:45 PM. Cars are not allowed to park on Rutherford near the school alley because visibility becomes low and guards have a difficult time crossing walkers. In order for the flow of traffic to run smoothly, cars entering from Rutherford will be given first priority in the pickup line. After the car pool line from Rutherford is finished, cars from the parking lot will exit. If your children are not ready when you are first or second in the pickup line, you will be asked to circle around Sewanee and Rutherford until your entire car pool is assembled.
2. No walkers will be allowed in the alley. They will be asked to walk next to the Church to Rutherford.
3. Children remaining after 3:15PM will be escorted to After-School Care to wait for their ride. Appropriate fees for the after school care program will be assessed.
4. Children will not be allowed to walk to Rutherford or Alfresco to find their ride. A parent or parent designee must pick their child up at the front door of the parish hall(door that opens by the front of the parish office facing Bardstown Road).
5. Students may not have cell phones, pagers, I-Pods or electronic games in the school building or during carpool. If a cell phone is needed to be used while walking to or from school, the home room teacher can hold it for the student until the end of the day. If these items are confiscated, (1st offense) a parent or guardian must come to school to retrieve the item. (Further offenses will warrant disciplinary action- see appendix D)

Parents are reminded to park only in designated parking areas, between the yellow lines.

Parents are also reminded to pass these guidelines onto grandparents and others who may, on occasion, pick up the children.

Families should not be in the courtyard/playground area because this is a designated space for our state-certified after school care facility.

SAFETY

Student safety patrols, grade eight students, are stationed in strategic areas on the school grounds for your child's safety. Students must follow school guard directions.

REAR PARKING LOT AND TRAFFIC PATTERN

Traffic in the morning and afternoon should enter the school premises (the alley) by Rutherford Avenue and exit only by the city alley. Guards are placed there each morning to monitor that students enter the building safely. No cars should linger and park in the driveway space. Please park, while waiting, in the parking lot. No students should be dropped off on Rutherford or Alfresco to walk into school unsupervised.

SCHOOL REGULATIONS

1. Students are expected to behave in a Christian manner.
2. Students must treat all teachers with respect in and outside the classroom.
3. Students must use a moderate tone of voice in the school building.
4. Since all classes do not change at the same time, courtesy in the halls when changing classes is expected.
5. Chewing gum and candy is not permitted on the school grounds or on field trips.
6. Complete silence is required during the regularly scheduled fire and tornado drills.
7. Restrooms are to be kept clean, by all students.
8. Students may enter the school building at 7:30AM. Students may not re-enter the building after dismissal without permission of a faculty member.
9. Students defacing school property, including books, desks, walls, and equipment will be held responsible for paying for the damage incurred.
10. Toys, knives, matches, radios or any item considered a distraction from the learning climate will be collected by the teacher.
11. Uniforms worn in a neat manner with shirttails tucked in.
12. Table manners are expected in the cafeteria. A conversational tone is to be maintained at all times.
13. Assigned homework must be completed and given to the teacher at the time requested.
14. Hair styles for boys and girls must be neat and not extreme styles.
15. Make-up and nail polish may not be worn during the school day.
16. Materials kept in students' desks and lockers are to be neat and orderly.
17. Students must remain in desk if the teacher is out of the room.
18. Students may not have cell phones, pagers, I-Pods or electronic games in the school building or during carpool. If a cell phone is needed to be used while walking to or from school, the office can hold it for the student until the end of the day. If these items are confiscated, (1st offense) a parent or guardian must come to school to retrieve the item. (Further offenses will warrant disciplinary action- see appendix D)
19. SFA school will adhere to the personal electronic devices (PED) code (Archdiocese of Louisville Policies and Procedures Manual #6590 and SFA PED permission form) in the event that a teacher requests them in their classroom.

STUDENT MANNERS

- * Say thank-you, excuse me, and please when you have received a favor or request for a favor.
- * Greet adults, student friends, and acquaintances.
- * Return borrowed items on time and in good condition.
- * Walk around people speaking to each other, not between.
- * Open and shut doors softly.
- * Be a good volunteer - help and follow through on tasks.
- * Keep all property - personal and school - in good condition.

CODE OF DISCIPLINE

ST. FRANCIS OF ASSISI'S TWELVE VALUES

The conduct of the students of St. Francis of Assisi School should reflect growth in the nine values that form our relationships. These are Equality, Faith, Honesty, Justice, Fairness, Respect, Responsibility, Self-Control, Trust, Acceptance, Compassion and Courage

Equality: students are expected to demonstrate the same standard of treatment for everyone.

Behaviors Expected: inclusiveness, participation in cooperative learning groups, practice of conflict management skills

Behaviors not tolerated: name-calling, put-downs, mean-spiritedness, exclusiveness.

Faith: students are expected to be faithful, to hang in there when it is tough.

Behaviors Expected: volunteering for the non-glory or much needed jobs, being enthusiastic about projects, participation in school projects, being supportive of friends and schoolmates.

Behaviors not tolerated: giving up, gossip, rumor-mongering.

Honesty: students are expected to be truthful.

Behaviors Expected: telling the truth.

Behaviors not tolerated: lying, cheating, stealing.

Justice: students are expected to be responsible toward the whole community.

Behaviors Expected: participation in jobs and activities, keeping areas clean and neat, respect for community property. (Books, library books, desks, equipment)

Behaviors not tolerated: vandalism, careless use of equipment, breaking or losing community property.

Fairness: the ability to make judgments free from discrimination and dishonesty

Behaviors Expected: in social situations, all students will treat and understand each other in an honest and unbiased fashion

Behaviors not tolerated: gossiping, starting rumors or telling lies

Respect: students are expected to treat people with the dignity that they merit as God's creation.

Behaviors Expected: politeness, good manners in cafeteria, on field trips, wit invited speakers, and helpfulness.

Behaviors not tolerated: racial slurs, back-talk to those in authority, ignoring or refusing to obey the directives of those in authority.

Responsibility: students are expected to answer for their own actions and to take care of their obligations.

Behaviors Expected: doing class work and homework on time, owning mistakes, initiating helpful actions when needed.

Behaviors not tolerated: refusal to do work, scape-goating, indifference to obvious but assigned tasks.

Self-control: keeping desires in check.

Behaviors Expected: quiet when appropriate or requested, practice of conflict management skills, reverence in Church.

Behaviors not tolerated: disrupting class, fighting, hitting, use of tobacco, alcohol or drugs, carry a weapon (knife, gun, nun-chuck etc.).

Trust: a special bond created between people that give them a safe feeling.

Behaviors Expected: reaching out to someone who appears to need support.

Behaviors not tolerated: ignoring or failure to respond to an unsafe situation.

Acceptance: being open to people from a variety of backgrounds and experiences

Behaviors Expected: reaching out to someone of a different race, religion or social background

Behaviors not tolerated: exclusion, teasing, gossiping

Compassion: an awareness of and sympathy for another's suffering

Behaviors Expected: noticing and reaching out to others who are hurt, lonely or excluded

Behaviors not tolerated: ignoring or being indifferent to the pain of others

Courage: a quality of spirit that enables you to face new situations without showing fear

Behaviors Expected: commit to trying new things, accepting new people

Behaviors not tolerated: complaining about taking part in a situation

PROCEDURE FOR DISCIPLINARY ACTION

In guiding the student's growth in habits and in Christian attitudes, it is well to emphasize positive approaches. Well-prepared and conducted classes reduce disciplinary problems, particularly when positive motivation for conduct and achievement are apparent. In working to prepare moral and responsible members of our community, the following procedure will be followed when disciplinary action is necessary. (Unusual circumstances might warrant a more immediate and direct contact with administration.)

An effective disciplinary action must be:

- A. deserved, and an attempt made for the student to understand what he/she has done and the consequence thereof.
- B. Constructive and proportionate to the act.
- C. Applied as soon as possible after the act, but with careful deliberation.

1. If behavior requires a disciplinary action, the student will be given a "**St. Francis of Assisi Disciplinary Form**" (Appendix). The teacher completes this form in a detailed manner, outlining the infraction.
 2. The student is then sent to the office to conference with the Principal. During all conferences, an attempt will be made to help the student understand the infraction and the consequences necessary to learn from the mistake. The Principal may implore the principles of the Peacebuilders program to guide the child in understanding their wrong in a dignified and respectful manner.
 3. The Principal then checks the students records to determine the appropriate disciplinary action, signs the form and a copy is sent home to be signed by the parent and/or guardian. Ordinarily the steps will be taken in sequence except in cases of a severe breach of conduct. They are:
 - 1st Referral: Conduct Referral to be signed by Parent(s)
 - 2nd Referral: Conduct Referral to be signed by Parent(s)
 - 3rd Referral: Signed Referral and detention
 - 4th Referral: Signed Referral and detention
 - 5th Referral: Signed Referral and detention
 - 6th Referral: Signed Referral, detention AND a conference with parent(s) and/or guardian(s), student, Principal, and others as circumstances demand. After the conference, the student may be subject to one or more of the following: required counseling, suspension, probation, or dismissal from St. Francis of Assisi School.
 - **The student must be on time for the detention or another one will be issued.
 4. The parent(s) and/or guardian(s) sign the form and return it the Principal on the next school day. Failure to return the form will warrant a phone call to the child's parent(s) and/or guardian(s) by the Principal.
 5. The referral forms are kept on file in the office for one school year. Each child starts over with the start of a new school year.
 6. If a student should be expelled, suspended, or dismissed from SFA, this will be noted in the permanent file. Otherwise, no other disciplinary actions are noted.
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All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

PROBATION AND SUSPENSION

Probation and suspension are to be used only when normal disciplinary procedures have failed or in cases of exceptionally severe breaches of discipline. Only the principal has the authority to administer probation or suspension as a disciplinary measure.

PROBATION is a disciplinary procedure by which a student who is in school is evaluated in regard to attitude and behavior over a specified period of time by teachers and the principal in order to determine his/her resolve to remain in the school community.

The procedures for probation are:

1. The Principal has a conference with the student, teacher(s), and parents to advise of reasons, conditions, and length of probation. Notice is placed on file in the school office.
2. The Pastor is advised immediately.
3. After the period of probation, a second conference is held for evaluation and to decide whether the probation is to be terminated or extended.

TEMPORARY SUSPENSION is a disciplinary procedure by which a student is removed from the school/class for a specified period of time to give the student the opportunity to realize that certain aspects of his/her behavior and attitude are unacceptable to the school community. Adequate supervision shall be provided.

The procedure for temporary suspension is:

- 1) If the Principal judges temporary suspension may be necessary, she
 - a) has a conference with the student and teacher(s).
 - b) consults the pastor and
 - c) calls a conference with the parents and any others as circumstances demand.
- 2) If the Principal decides that temporary suspension is necessary, she
 - a) informs other persons who are affected by the decision.
 - b) provides educational tasks for the student to complete
 - c) sends a written statement to the Superintendent for Archdiocesan Elementary Schools and to the parents
- 3) Some serious infractions may necessitate immediate temporary suspension.

INDEFINITE SUSPENSION is a disciplinary procedure by which a student is removed from the school indefinitely. Indefinite suspension is used in those cases where probation and temporary suspension seem inadequate to effect the desired changes in the student's attitude and behavior.

The procedure for indefinite suspension is:

- 1) If, in the Principal's judgment, indefinite suspension may be necessary, she
 - a) has a conference with student and teacher(s).
 - b) consults with the Pastor, and
 - c) calls a conference with the parents and any others, as circumstances demand.

- 2) If the Principal concludes that indefinite suspension is necessary, she
 - a) informs other persons who are affected by the decision, including the School Board Chairperson.
 - b) Provides guidance for the transfer to another school.
 - c) Advises parents of conditions under which the student might be readmitted.
 - d) Sends a written statement of the measures taken and the reasons for the action to the Superintendent for Elementary Schools and to the parents.

INTERNET STUDENT USER AGREEMENT (See Appendix for PED form)

Access to the Internet will enable students to explore thousands of libraries, databases, and websites. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages.

To that end, the Archdiocese of Louisville and St. Francis of Assisi School have set the following standards for using on-line information sources.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege – not a right.
2. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers will always be private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.
4. The following are not permitted at St. Francis of Assisi:
 - Revealing personal information online (name, phone number, address)
 - Sending, receiving, or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting or threatening others
 - Damaging computer systems or computer networks
 - Violating copyright laws
 - Submitting documents from the Internet as personal work
 - Using another person's password
 - Trespassing in someone else's folder, work or files
 - Intentionally wasting limited resources
 - Using the network for commercial purposes
 - Propagating chain messages
 - Making unauthorized down loads

- **Participating in social media during school hours (ie: Facebook, Twitter, Voxer, Instagram). Use of these media are the responsibility of the parent/guardian AFTER school hours.**
5. Students may choose (with parent permission) to create their own e-mail accounts at home (ex. Insight, gmail, AOL). If a student has an email account previously created, they may access these accounts during the school day to send/receive school related materials WITH THE PERMISSION and SUPERVISION of a classroom teacher.
 6. Violations may result in loss of access as well as other disciplinary action.

CHEATING AND PLAGIARISM

Cheating and plagiarism are forms of theft and will not be tolerated. A disciplinary form will be sent home with a student who plagiarizes or cheats. The student's grade will be significantly reduced (at the discretion of the teacher) or the assignment will need to be redone with a point reduction.

ST. FRANCIS OF ASSISI COUNSELING PROGRAM

The St. Francis of Assisi Counseling Program offers a variety of services to students and their families free of charge throughout the school year. Among them are individual and group counseling services, student and family counseling referrals, peace education, management of special learning needs and testing accommodations, tutoring referrals, Duke Talent Search information for incoming 7th graders, and a variety of programming based on the school community's needs.

Please feel free to direct inquiries to the SFA Counseling office anytime during school hours at 459-3088 x.145.

THERAPEUTIC COUNSELING SERVICES

St. Francis of Assisi utilizes the Family Builders model to offer direct individual and group therapeutic counseling opportunities to SFA students throughout the school year. The SFA counseling program is affiliated with the Catholic Family Center of the Archdiocese of Louisville. Parent permission and intake paperwork is required for students to receive these on-going counseling services. Services may be provided by the degreed counselor on staff or by a visiting, clinically supervised intern, from one of the local universities.

On-going SFA counseling proceedings and records will remain strictly confidential except in cases that require a report to state or federal services as determined by law. These cases include but are not limited to reports a child makes regarding planned or perceived injury to himself or herself or another person.

Counseling referrals are also available through the SFA counseling program. Inquiries can be directed to the SFA counseling office. If you have a counseling emergency or require immediate assistance, contact the Seven Counties Services 24-hour Crisis and Information Line at (502) 589-4313.

Disclaimer: Though all on-going counseling services require parent permission, it is understood that the counselor may meet with a student individually on an as-needed basis for minor student needs in the areas pertaining to health, learning, or peer relationships. These meetings will be documented and reported to the parent or guardian, but will not require prior written permission.

SPECIAL LEARNING NEEDS

The Archdiocese of Louisville promotes a model of inclusion for children with mild disabilities in our schools. We believe that children with mild learning differences can be successful within the regular classroom setting when strategic teaching methods are utilized and appropriate accommodations based on professional assessment recommendations are implemented.

Unlike the public school system, private schools do not receive state and federal monies to fund special education programs. Therefore, we do not write or accept IEPs (Individualized Education Plans) as public schools are mandated to do. However, our schools are guided by an Archdiocesan Special Education protocol, which utilizes the development of School Strategy Plans and Section 504 Plans (a plan based on Section 504 of the Americans with Disabilities Act) to address the special learning needs of students when a formal educational evaluation has been obtained. The development of these plans involves any and all members of the student's learning community (i.e. student, parent, teachers, counselor, principal, tutor, etc.) and is regularly maintained throughout each school year. More information regarding these plans is available from the SFA counseling office at 459-3088 x.145.

If a guardian is concerned that a student has special learning needs and would like to pursue assessment options, inquiries about referrals for formalized testing can be directed to the SFA counseling office.

STANDARDIZED TESTING ACCOMMODATIONS

Accommodations will be made on standardized testing for students with learning differences and will be implemented according to the mandate of the standardized assessment producer. To qualify for standardized testing accommodations, a student must have a diagnosed disability as determined by current (within the past three years) formalized assessment or physician's note. In addition, the student's diagnosed learning difference and appropriate testing accommodations must have been documented on the student's Section 504 Plan for a minimum of 30 days prior to testing. Inquiries regarding this issue can be directed to the SFA counseling office at 459-3088 x.145.

HIGH SCHOOL PLACEMENT TESTING ACCOMMODATIONS

Catholic High Schools provide testing accommodations to students with special needs. To qualify for testing accommodations on the Catholic High School Placement Tests, a student must have a diagnosed learning difference determined by a current (within the past three years), formalized assessment or physician's note. The learning difference and corresponding classroom accommodations must have been documented on a Section 504 Plan (see section for Special Learning Needs) for a minimum of 30 days prior to the request submission date. A request for these accommodation services must then be made in writing, by SFA, a minimum of two weeks prior to the high school placement test. This request should be on the appropriate form and must be signed by the SFA administrator and by the guardian. Questions regarding this issue can be directed to the counseling office at 459-3088 x.145

SAFETY CONCERNS

At St. Francis of Assisi it is of paramount importance that we maintain a school environment, which provides for the physical and emotional safety of each student and staff member. As such, school officials may exercise their option or responsibility of contacting and of reporting specific transgressions to local enforcement officials if the actions of a student are suspected to have violated Federal, State or local laws or ordinances.

CHILD ABUSE

As stated in KRS 620.030, "any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to a local law enforcement agency, or the Kentucky state police, the cabinet, or its designated representative, or the Commonwealth's attorney by telephone or otherwise."

This reporting requirement includes all clergy, employees, and volunteers. When the accusation involves church personnel, such a report also must be forwarded to the Chancellor of the Archdiocese.

THREATENING BEHAVIOR

Threatening behavior is defined as intentional statements, gestures, or actions meant to cause harm to another and/or damage to property. School officials may consider the following factors in deeming whether behavior is threatening: history or inappropriate behavior, circumstances surrounding the behavior, nature of statements/gestures/actions, developmental stage of student, and other relevant information.

Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified.
3. Student is suspended from school and may not attend any school activity or be present on school grounds.
4. School officials apprise pastor and Superintendent of Schools.
5. Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, or concern the use of a weapon of mass destruction on school property, the local authorities will be contacted. The individual(s) who have been threatened, as well as applicable parents,/guardians, are to be notified as soon as possible.
6. Parent/guardian of student is required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parent/guardian and/or school officials may consult with the family Counseling office for assistance in determining an adequate mental health assessment.
7. Mental health assessment results and recommendations are shared with the principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow up.

False Threats

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

Consultation

The Superintendent and Director of Family Counseling are available to consult with schools dealing with threatening behavior.

HARASSMENT

The Schools of the Archdiocese do not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made explicitly or implicitly, (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile or offensive learning environment.

Verbal harassment: includes derogatory comments, jokes, or slurs: can include belligerent or threatening words spoken to another individual.

Physical harassment: includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual harassment: includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

FIREARMS OR DANGEROUS WEAPONS

“UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.”

Should a student be in violation of the above policy, the following steps will be taken:

1. Parent/guardian is contacted.
2. The student is dismissed from school.
3. The police are called.
4. Superintendent is notified.
5. Reason for dismissal is noted on the student's permanent record.

SEARCH AND SEIZURE

School officials have the right to search a student's personal items (jackets, bags) or school desks/lockers if they suspect the student brought items to school that are not permitted or that might be harmful. The principal will keep any confiscated items in the office. Parents will need to make an appointment to pick up these items.

CRIMINAL GANG-LIKE ACTIVITY

Criminal gang-like activity will not be tolerated on school grounds or at any school-sponsored activity. Student will not wear/display explicit gang-like symbols. Violation may result in suspension and/or other appropriate action as deemed by the principal.

Criminal gang-like activity involving membership in a criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.

When student participation in criminal gang-like activity is suspected/observed on school grounds or at any school-sponsored activity, the following steps shall be taken:

1. the teacher or other person having the aforesaid information shall notify the principal of the school wherein the student is enrolled;

2. the principal, in consultation with appropriate resources, will gather information to make a determination of student involvement in criminal gang-like activity;
3. upon confirmation of student involvement in criminal gang activity, the student's parents or legal guardians shall be notified, appropriate action taken, and written documentation kept on file; if activity cannot be confirmed and concerns exist about student behavior, the student's parent or legal guardians shall be notified, the concerns expressed to them and written documentation of notification kept on file.
4. local law enforcement will be notified if a criminal act occurs

ILLEGAL DRUGS

The possession, use, sale or distribution of illegal drugs or alcohol is subject to disciplinary action. If students bring to or from school, or have in their possession at school or on school grounds, or before, during or after a school-sponsored event, during or after school hours, any illegal drugs or alcohol, look-alikes, or paraphernalia, they are subject to disciplinary action which may include dismissal from school.

Possession/Use of Illegal Drugs or Alcohol

When a student is found in possession or under the influence of alcohol or other illegal drugs, look-alikes or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

1. The substance will be taken away from the student
2. Parent/guardian will be called to take the student home unless emergency help is necessary.
3. The superintendent and/or the Safe & Drug Free Schools Coordinator is notified and consulted
4. A conference with the student, parent/guardian, and school officials will take place.
5. Law enforcement authorities will be informed
6. A professional assessment for chemical dependency is required, and the student may be suspended from school pending the results of the assessment.
7. Assessment results, disciplinary history, and other pertinent information is reviewed by school officials to determine subsequent disciplinary measures which may include consequences in accordance with the school's code of conduct, suspension/reinstatement with stipulations and/or dismissal from school.

Distributing/Selling Drugs or Alcohol

If a student is found distributing or selling illegal drugs or alcohol, look-alikes or paraphernalia on the way to or from school, at school, or before, during or after school-sponsored event.

1. Parent/guardian will be called to take the student home.
2. Law enforcement authorities will be notified.
3. The superintendent and/or Safe & Drug Free Schools Coordinator is notified and consulted.
4. The student will be dismissed from school.

Suspected Possession/Use/Distributing/Selling of Illegal Drugs or Alcohol

When an administrator suspects that a student may be using, distributing, in possession of, or selling illegal drugs or alcohol, the administrator will meet with the student, discuss the situation and contact the parent/guardian. If a suspicion is confirmed, the school will follow its policies. If no evidence is found to support the expressed concern, the matter will be dropped.

Professional Assessment and Treatment

When a professional assessment is required the Safe and Drug Free Schools Office can provide the family a list of certified chemical dependency counselors/agencies that can be chosen for the assessment. Should a parent/guardian refuse the professional assessment or the recommended treatment, the student may be dismissed from school.

GRIEVANCE POLICY

Authority as exercised in the Catholic school system depends in a large measure upon a spirit of willing cooperation among administrators, staff and students. However, honest disagreements can, and sometimes do, occur between parties at various levels. For those instances when the persons involved cannot reach an agreement that is mutually satisfactory, the following guidance is offered. It is assumed that all parents involved in a complaint situation will be attempting to find the simplest, most effective way to resolve differences.

Normal Level of Resolving Grievance

1. STUDENTS/PARENTS

*The parent and the student address the concern and resolve amongst themselves.

2. STAFF/TEACHER

*The grievance of the student/parent is addressed directly with the teacher.

3. PRINCIPAL

*The grievance is brought to the Principal by the Teacher/Staff and/or the Student/Parent to address.

4. SCHOOL BOARD (only when policies are concerned, not staff issues etc.)

*The grievance is brought to the School Board after all of the above have been addressed. The concern must be presented to the Chairperson of the School Board (in writing), 48 hours in advance of the regularly scheduled meeting. The Chair and Principal will determine if the grievance meets the guidelines for school board involvement.

5. PASTOR

*The grievance is brought to the pastor in writing and he then chooses how to address the issue (written response, scheduled meeting, etc.)

6. OFFICE OF LIFELONG FORMATION

*The Superintendent of Schools is contacted in writing and it is to his/her discretion as to how to address the issue.

If the issue cannot be resolved to the satisfaction of the parent, the parent has the option of withdrawing their child from the school. The school also reserves the right to require withdrawal of the student if actions of the parent during the grievance process are in opposition to the philosophy, mission, or vision of the school.

HEALTH AND MEDICAL INFORMATION

HEALTH AND MEDICAL REQUIREMENTS

The State Department of Health requires that each student entering school for the first time have a medical examination form.

The State also requires that the student's immunization certificate be updated. Students will not be allowed in school without this certificate.

Eye and hearing tests are given yearly to students on a rotating basis. Results are given to the principal who informs the parents of any problems that may require medical attention. Parents will only be notified if there is a problem.

A health card is maintained for every pupil in the school file.

St. Francis of Assisi School will adhere to the State Department of Health regulations regarding admission of student found to have communicable diseases, or those conditions classified as communicable health nuisances. Students will not be readmitted to school once it is determined that he or she has contracted a communicable disease or nuisance until a doctor has written a release form indicating that the disease or condition is cured, and at least three (3) school days have elapsed from the time the disease/condition was first discovered and the student requests readmission to the school.

SICKNESS DURING THE SCHOOL DAY

Parents will be contacted if a student is deemed as sick/not feeling well by the school staff. Every effort will be made to keep them in school. However, at the discretion of the staff, you or your emergency contact designee will be required to pick your child up from school for a fever, vomiting, or other illness which keeps the child from participating fully in the school days activities.

MEDICAL EXAMINATIONS

A medical examination shall be required of each fifth grade student prior to entering sixth grade. The medical examination shall be reported on forms prescribed by the Department of Education and will include a medical history; record or immunization; assessment of growth and development and general appearance; physical assessment including hearing and vision screening; a report of the results of a tuberculin skin test administered within one year prior to entering school; and recommendations to the school regarding health problems that may require special attention in classroom or physical education activities.

EYE EXAMINATION FOR ELEMENTARY SCHOOL ENTRY

Archdiocese of Louisville Catholic elementary schools require proof of a vision examination by an optometrist or ophthalmologist be submit to the school no later than January 1 of the first year that a five (5), or six (6) year old child is enrolled.

MEDICATION POLICY

Medication should be given at home when possible. If school personnel are giving medications, they should receive appropriate preparation for the administration of medication and recording of medication.

The person supervising the administration of medication must keep a written record. All medication given will be documented on a medication log. Records must contain the legal signature of person(s) administering medication and will be kept on file in the student's cumulative health record.

All medication must be stored in a secure place.

All medication should be sent to school in its original container with the prescription label attached which includes the physician's directions for dispensing the medication.

A signed "authorization to give medication" form from the parent/guardian is required for school personnel to give medication to a student. The information on the form should included: (1) name of student, (2) name, address, and phone number of physician, (3) type of medicine, (4) dosage, (5) time of day for dosage, (6) reason medication is to be given, (7) possible reactions or side effects of medicine, (8) release from liability, and (9) parent's telephone at home, work, and emergency. **See Appendix.**

Prescription medication will be accepted on an individual basis and administered only as prescribed on the physician's or dentist's authorization. The original prescription or refill must be provided by the parent and include the student's name, date, medication, dosage, strength, and directions for use which

includes frequency, duration, and route of administration, prescribing physician, and pharmacy name and address.

Non-prescription (over-the-counter) medication may be accepted on an individual basis as provided by the parent or legal guardian provided a completed authorization to give medication form is on file. Prolonged use of non-prescription medication is discouraged. Physician or health care provider approval is required for use of non-prescription medication. The medication should be in the original container.

Emergency medication must be administered as per written protocol approved and signed by a physician or local health officer and parent. Individual protocols (explicit instructions) are needed to address those students with a history of systemic reaction to known allergens (anaphylaxis) and other medical conditions which would require the administration of emergency medication

ALLERGIES

Please provide the school office and teacher with the necessary information regarding seasonal or food allergies for your child. If an Epi-pen is needed, they will be stored in a secure location of the classroom.

ASTHMA MEDICATION

A student with asthma is permitted self-administration of medications if the student's parent or guardian:

- Provides written authorization for self-administration to the school.
- Provides a written statement from the student's health care practitioner that the student has asthma and has been instructed in self-administration of asthma medication. The statement shall also contain the following information: name and purpose of medications, prescribed dosage, time(s) when the medications are to be regularly administered and under what additional special circumstances the medications are to be administered, and the length of time for which the medications are prescribed.
- Signs a statement acknowledging that the school shall not be liable and the parents/guardian shall indemnify and hold harmless the school and its employees against any claims relating to the self-administration of asthma medications.
- The permission for self-administration of medication shall be effective for the school year in which it is granted and shall be renewed each following school year.
- The indemnification statement shall be kept on file by the school and the permission for self-administration of medication shall be effective for the school year in which it is granted and shall be renewed annually.

LICE POLICY

“No Nit” policy

- SFA school follows the “no nit” policy of the Archdiocese of Louisville meaning that students are not allowed to attend school if they are discovered to have nits or live lice.
- All members in a particular grade or class will be checked once one person is discovered to have lice.
- Carpool riders and siblings will also be checked to help eliminate the spread.
- If any of these people (carpool riders or siblings) are found to have lice, their class or grade will also be checked.
- Students will be checked by a trained staff member before being allowed back into the classroom.
- Students will be checked seven days later to make sure that lice/nits have not returned.

- Students who have lice on multiple occasions must have a doctor's note clearing them of lice/nits.

Please be respectful of each family and child who is identified as having lice. Please remind your children not to gossip or make fun of any child that has lice. It is important for children to understand that if they or a classmate is identified as having lice, they have not done anything wrong and they are not unclean or dirty

ASBESTOS AWARENESS

In keeping with federal and state regulations, we do hereby inform you that asbestos-containing materials have been found in certain areas of our facilities. These materials are being inspected regularly to ensure that they pose no health hazard to the students or anyone who comes into our facility. Several accredited inspectors have examined these materials and found them to be of no health hazard to anyone who enters our facility. The exact location of these materials and the laboratory results from test performed are available in the school office.

ADDENDA

Policies impacting Catholic School education further explained in the Archdiocesan Handbook for Catholic Educators located in the school office.

AIDS

SFA will follow Archdiocese Guidelines.

MARRIED STUDENTS

SFA will follow Archdiocese Guidelines

SUPPORT ORGANIZATIONS TO ST. FRANCIS OF ASSISI SCHOOL

OFFICE OF LIFELONG FORMATION AND EDUCATION

This office provides many valuable services to the Catholic Schools of Louisville. Administrative assistance, personnel in-service programs, policy leadership, curriculum guidance, and research.

ST. FRANCIS OF ASSISI SCHOOL BOARD

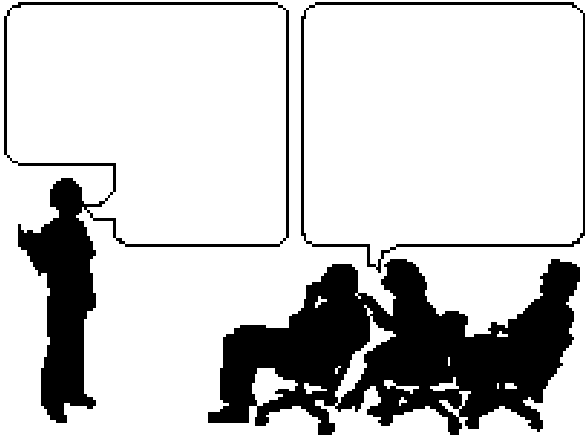
The primary tasks of this board are:

- 1) Develop, approve and review general policies
- 2) Identify the long - and short - range needs of the school
- 3) Analyze and approve the annual budget request for the school

2014-2015 SCHOOL BOARD MEMBERS

Kim Bryant, Chair	Maureen Marra, Past Chair
Melissa Thomas, Vice Chair	Mike Doyle
Karen Dunham	Mariam Ballantine
James Beatty	Pam Osborne
Heather Luby	Parishioner at Large – Lou Lindsey

Ex officio:
Steve Frommeyer, Principal
Rev. Lou Meiman, Pastor
Donna Hall, PVO Chair
Susan Messerschmidt, Teacher Representative



PARENT VOLUNTEER ORGANIZATION (PVO)

PURPOSE: To provide a framework that enables parents to support and share in the intellectual and spiritual education of the children at Saint Francis of Assisi.

The committees of the organization and their purposes are:

BOXTOPS: Compiles Boxtops quarterly for redemption that benefit or fund educational projects for the school.

RESOURCE COMMITTEE: Maintains the data base of volunteers

CATHOLIC IDENTITY: Organizes the Alter Server Appreciation and the Advent/Lent projects.

HEALTH & SAFETY: Coordinates the annual health screenings of students and other needs the school may have in this area.

NEWCOMER COMMITTEE: Coordinates the newcomer dinner in August and helps set up families with mentor families as needed.

TEACHER APPRECIATION: Organize the teacher appreciation luncheon during Catholic Schools Week.

SPRING FUNDRAISER: This event, which has been known as the Flamingo, is the main source of fundraising for the PVO. This fundraiser helps fund tuition assistance, school needs and the technology we are currently implementing in our school.

FATHER/DAUGHTER DANCE – MOTHER/SON OUTING: Coordinates the details of the dance and outing through the PVO.

COMMITTEE CHAIRS

Donna Hall: Co-Chair

Teresa Leezer: Co-Chair

Michelle Reiss: Secretary

Open: Treasurer

Open: Teacher Appreciation

Angela Renz: Boxtops

Donna Hall: Spring Fundraiser

Open : Father/Daughter Dance –

Mother/Son Outing

Karen Loper: Newcomer Committee

Bernadette Sadlo: Health and Safety

Lauren Roebuck/Marti Gardner: Catholic

Identity

Food is Elementary: Margaret Calvary

Wendy McLaughlin: Resource

Susan Messerschmidt: Teacher Representative

AFTER SCHOOL CARE

SFA has licensed after school care facility. This service is provided for care and convenience of the students and parents. Fees and hours may be obtained from the school office. The guidelines of the Jefferson County Human Resources Department were met in the design and maintenance of the child care space located in the lower level of St. Francis Center. The principal and director of the child care program set policy and management procedures. Please contact Mr. Fred Whittaker for more information at 459-3088.

SAINT FRANCIS OF ASSISI -- ATHLETIC PROGRAM POLICIES

ATHLETICS

St. Francis of Assisi participates in the Louisville Archdiocese's Catholic School Athletic Association (CSAA) which sponsors 14 team and individual sports throughout the course of the school year. Individual sports at SFA are provided as interest dictates. The SFA program is currently coordinated and funded by the Booster Club. There is one exception, contact football, where SFA children play jointly with St. Agnes. The combined team is known as the "Saints."

Parents should watch for bulletins and school announcements that advertise sign-up times and requirements. In most cases the notices will appear approximately 1 month in advance of the start of practice date. The following is a list of sports, grade and approximate start of practice dates:

Girls Volleyball	3 rd – 8 th	Last Monday of July
Contact Football	5 th – 8 th	August 1 st
Cross Country	5 th – 8 th	August 1 st
Flag Football	3 rd – 4 th	August 15 th
Fall Soccer	K – 2 nd	Early September
Basketball	3 rd – 8 th	November 1 st
Boys Volleyball	3 rd – 8 th	February 15 th
Girls Softball	3 rd – 8 th	March 1 st
Soccer	K – 8 th	March 1 st
Track	5 th – 8 th	March 1 st
Swimming	1 st – 8 th	Mid March (1 day Meet)
Tennis	4 th – 8 th	January 1 st (1 week Tournament June)
Field Hockey	5 th – 8 th	May 1 st
Boys Baseball	3 rd – 8 th	May 1 st
Golf	5 th – 8 th	June(1 day Tournament 7 th /8 th) (1 day Tournament 5 th /6 th)

BOOSTER CLUB EXECUTIVE BOARD OFFICERS FOR 2014 – 2015

Brent Deschler - President
Open - Vice President
David Kwasny - Treasurer

Chad Harned - Immediate Past President
Mike McGuire - Athletics Director
Susan Kwasny - Secretary

SAINT FRANCIS OF ASSISI ATHLETIC GUIDELINES

The Saint Francis of Assisi Booster Club has established the following guidelines to communicate the expectations of the student athlete, parents and coaches in representing St. Francis of Assisi Church and School. Additionally, these guidelines are intended to communicate what the student athlete, parents and coaches should expect from one another.

The athletic programs at SFA are in place to offer personal growth and skill development through sport within competitive teams that best match the student athlete's talent levels(s). Athletics are a privilege available to all SFA students and any child of any registered SFA parishioner. Student athletes, coaches and parents are expected to represent St. Francis of Assisi Church and School in a Christian manner and display good sportsmanship before, during and after games and practices.

I - - General Team Establishment and Functioning

Team Selection Process: For all tryouts the coaches that have volunteered to coach a particular grade level will grade and evaluate each student athlete using identical criteria (ie. sport specific skills, team need, attitude, attentiveness) during the tryout process. There may be other non-coaches that will also evaluate the student athlete as requested by the Athletic Director or coaches. Coaches will collaborate on the team selection process. The data will be compared and teams will be selected. Once teams are selected parent coaches will be assigned so that if a parent has volunteered to coach he/she will be able to coach their child's team when possible.

Practice and Game Conflicts: When practices overlap with other sport practices or games, the **C.S.A.A.** sport that is in active competition (in season) will have priority over the sport that is not yet in season both for player participation and facility usage. Coaches cannot in any way penalize players due to their participation in practice or games of the sport that is in season.

Playing Time:

5th Grade – 8th Grade “A” Team - Coaches of both boys and girls will be encouraged to give all team members playing time but the amount and timing will be at the coach discretion, i.e. not necessarily equal time for all team members.

”B” and “C” - Coaches will be encouraged to give all team members fair and equitable playing time in games and practices during the regular season. For **ALL** tournament games, the coach will allot playing time in a manner that will give the team, in the coach's judgment, the greatest opportunity to win the contest without regard to fair and equitable playing time.

3rd & 4th Grade “A” Team - Coaches of both boys and girls are expected to give all team members fair and equitable playing time in games and practices. **Due** to the rules and structure of some sports, i.e. baseball, equal playing time is not always possible.

Adjustments to Playing Time Coaches Discretion - All coaches will have the discretion to adjust playing time for mitigating circumstances such as discipline problems, unexcused absences from games or practices, unsportsmanlike conduct, etc.

Playing Time Policy Communication - All coaches are expected to inform parents, guardians, and team members of the playing time policies as listed above. All coaches are expected to conduct a parent meeting at the beginning of the first practice to communicate playing time policy, expectations of player and parents, best method (phone, email, etc.) of communicating with the coach about a child's unavailability for a game or practice and other matters of importance to the team operation.

Addition of players as needed - Coaches may add extra players to the team roster from lower grades when needed to ensure adequate number of players, including substitutes, for games. Coaches will start the appropriate grade level players when enough are present at the beginning of the game.

II - -General Coaches Requirements

1. All coaches must attend and complete the "safe child" workshop.
2. All coaches must submit to a background check by the parish office.
3. All head coaches must be at least 21 years of age. Assistant coaches may be under 21.
4. Two coaches or a coach and a parent will be present for all practices and scrimmages.
5. Coaches will be evaluated by the Athletic Board on a yearly basis after soliciting input from the student athletes' parents.
6. Coaches will collaborate with one another on team selection process.
7. Coaches may not use tobacco any alcoholic products, drugs or abusive language in the presence of a student athlete.
8. Coaches are encouraged to attend workshops and seminars in order to better prepare themselves and their team(s).
9. Coaches have the right to report any improper behavior of the student athlete to the Athletic Director and parents.
10. Coaches are responsible for all athletic equipment.
11. Coaches are responsible for submitting rosters to the CSAA on a timely basis with copies provided to the Booster Club.
12. Coaches are to follow all Booster Club and CSAA guidelines.
13. Coaches should conduct themselves in a Christian manner and display good sportsmanship before, during and after games and practices.
14. Coaches will be trained in the sports leader program.

III - -General Player Expectations and Overview

The following are guidelines for students participating in Saint Francis of Assisi sponsored activities and the expectations for those students. Students are representing St. Francis of Assisi Church and School at all times when engaging in extracurricular activities and are expected to conduct themselves in a Christian manner.

Player Responsibilities

1. Follow all the rules set forth by the C.S.A.A. and St. Francis of Assisi Church and School.
2. Listen to and follow your coaches' instructions.
3. Attend practice and games and arrive on time.
4. Be prepared to participate in practice and games - including having the proper gear.
5. Respect your teammates, coaches, parents, opposing team and officials.
6. Conduct yourself in a Christian manner.
7. Must be passing all classes with a "C" average for the year.
8. Must be at school the day of the game or practice to participate.

9. Can not participate if suspended or has detention.
10. Display good sportsmanship.

Sportsmanship is an attitude that strives for fair play, courtesy toward teammates and opponents, ethical behavior and integrity, and

GRACE IN VICTORY OR DEFEAT

Eligibility - In order for a student to be eligible to play any sport for St. Francis of Assisi he/she must be:

- A student attending Saint Francis of Assisi, **OR**
- A child of a registered parishioner of St. Francis of Assisi.

Eligibility – Suspended student: If a student is suspended and or expelled from school at SFA, then he or she is not eligible to participate in SFA athletic programs. If a suspended student returns to school at SFA the Athletic Board will be advised and each instance will be evaluated on a case by case basis to determine athletic eligibility.

Eligibility of New Students - All new students must comply with C.S.A.A. transfer policy.

Eligibility Regarding Return of Uniforms - Athletes who do not turn in a clean uniform will not be allowed to participate in future sporting activities until the uniform is turned in or any late fees and/or replacement fees paid. There will be published uniform turn-in dates to facilitate the timely return of uniforms after each season.

Discipline of Athletes: In order for a coach to teach the children sportsmanship and to assist them in their ability to play the game, he/she must have cooperation from all parents and athletes. To enforce this, a coach will have the right to address the student athlete's behavior through appropriate measures, including suspension of a player, if a player becomes disruptive or abusive (including language) during a practice or game.

Expulsion of Athletes: In order for a player to be expelled from a team, the coach must present the situation in writing to the Athletic Director within 24 hours of the infraction. The Athletic Director will notify the pastor and meet with the Athletic Board. If further action is necessary, the Athletic Board will make the decision and notify the pastor of the decision. Parents of the student will be allowed to present their views to the Athletic Board before a final decision is made. Destruction or theft of any school or athletic property is a major offense.

Conditions of Suspension - While on suspension, a student does not participate in practices, games or meetings. In the sports program, a suspended player may attend games but not participate and may not dress in uniform or sit on bench with team. These rules apply to all St. Francis of Assisi players regardless of where they are playing the sport.

Participation in sports practices or games on day of absence due to illness - Due to health concerns, if a child is absent from school due to illness, he/she may not participate in sports practices or games on the day of such absence. If such an absence occurs on a Friday, the student may not participate in practice or game that night but may participate in practice or games on the immediate Saturday or Sunday after the illness. Parents and/or guardians are urged to use their best judgment when allowing their child to practice or play on the weekend after a Friday absence due to illness. Parents are advised that a child should be free from fever (without the aid of medication such as Tylenol or Ibuprofen) for 24 hours before returning to practice or games.

-- Coaches have the right (but not the obligation) to use their discretion to send a player home after confirming with the parent/guardian that the child was absent from school that day due to illness.

IV- -General Parent Expectations

Expectations of Parents/Guardians – The following is a listing of the expectations of and the guidelines related to the Parents/Guardians of children participating in sports at St. Francis of Assisi.

1. *Practice/Game Attendance* - Parents/guardians are highly encouraged to attend practice and all games. It is mandatory that K-2 parents or responsible guardian be present at all games and practices.
2. *Registration* - A parent/guardian must register the child for any given sport in a timely manner. Often sign-ups occur months before the sport begins and St. Francis of Assisi needs an accurate head count in order for our players to be placed in the appropriate leagues. Once a student athlete has signed up to participate, he/she is expected to follow through with the commitment. *A student athlete's regular failure to show up for practices and games or otherwise withdrawing after assignment to a team, negatively impacts his/her team's ability to compete, including forfeiture of games, forfeiture of league fees paid by the Booster Club and/or assessment of fine by league against St. Francis of Assisi for each game forfeited.* We expect that parents will encourage and understand the goal of having the children follow through on their commitment to their teammates, coaches and the Booster Club.
3. *Respect for Coaches, Players and Officials* – All coaches are volunteers and typically parents or parishioners of St. Francis of Assisi. Parents are asked to exhibit the appropriate respect to the coaches and their decisions. Additionally, parents are expected to demonstrate the same good sportsmanship and Christian conduct expected of the student athletes in representing St. Francis of Assisi Church and School. Parents are expected to encourage all student athletes and leave the coaching decisions to coaches. If parents need to discuss team or player issues with the coach, then the parent shall contact the coach to arrange a time for discussion. Parents shall refrain from discussing any coaching concerns or complaints with the coach until at least 24 hours following the game or practice. If the issue or concern cannot be resolved between the parent and coach, then the parties should contact the Athletic Director. The Athletic Director will consult with the Athletic Board as necessary to address the matter. Finally, parents, family members and guests shall not address the game officials at any time.
4. *Booster Dues* - Booster dues must be paid at the time of registration. Children will not be permitted to participate in practices or games until the dues have been paid. (Please see booster form in registration packet in August)
5. *Concession Stand and other Booster event help*- Parents of student athletes are expected to work the concession stand during basketball season as well as at the Fall Festival.

The Saint Francis Booster Club only requires an annual \$20 per family fee for your children to be outfitted and to play sports at Saint Francis of Assisi. In return, we only expect your assistance and time at a few events during the year to help with our fundraising efforts.

"It's all about the kids" E. Carner



PEACE EDUCATION MANUAL

Peace education is a cornerstone in value training at St. Francis of Assisi School.

The three main aspects of Peace education at SFA include Peacebuilders, Inc., Familiae Pacis, and the Bullying Prevention Program.

THE PEACEBUILDERS PROGRAM

Central to all instruction at St. Francis of Assisi is a very clear understanding of our responsibility as Catholic educators to produce students who are proficient in their understanding and application of Christian Values. Pursuant to this need, St. Francis has adopted the Peacebuilders Program.

Peacebuilders is a simple child friendly curriculum, which helps students to understand and claim responsibility for creating conditions conducive to peace in their school and classroom environments. The Peacebuilders Program, as practiced at St Francis, is firmly anchored in its adherence to Christ-centered values. As such, it provides a structure, expectations and a common language utilized by all students and staff for the creation and maintenance of school atmosphere marked by a focus on non-violence, justice, peace and compassion.

Specific guided activities and discussions based upon the values inherent in Peacebuilders are utilized, in addition to the Archdiocesan Religion curriculum, for Peace Education at St. Francis. It is thus hoped that students will more readily take the lessons learned from their studies of peace to heart and practice Christ-centered values in all aspects of their lives.

The Peacebuilders Program has at its heart a pledge written simply, so as to be understood by all ages. The Peacebuilders Pledge sets forth a framework by which all interactions at St. Francis, social and otherwise, are to be guided.

FAMILIAE PACIS (MIDDLE SCHOOL ONLY)

The compassion project at St. Francis of Assisi, Familiae Pacis, (latin for Peace Families), is the middle school program for peace education at St. Francis of Assisi. Middle School students are developmentally ready to become active and responsible members of the Christian community. As such it becomes prudent to lay a foundation of spiritual soundness based upon the development and maturation of each student's ability to connect empathetically with all members of the human community.

Familiae Pacis has at its core an understanding that all Christian values flow from compassion. Those who are able to practice compassion are also those who are capable of practicing all of the values which are made clear in the Gospels.

It is a strength of Familiae Pacis that the program recognizes that compassion cannot be taught as one would teach regular academic subjects. Instead, it is understood that in order for students to develop their own awareness of and mechanisms for practicing compassion, they must be allowed opportunities to meet individuals who have suffered first-hand or who have directly worked to alleviate suffering. Students must also be given opportunities to meet people who are wholly outside of their normal social or cultural experiences. Importantly, students must also learn a new way of listening to speakers and to each other.

To achieve these goals, middle school students are divided into small, mixed grade groups who meet bi-weekly to listen to speakers, perform service projects or explore in discussion or via activities ideas conducive to building their understanding of compassion. Students also learn and practice a special type of listening called compassionate listening.

The end result of a student's participation in Peace Education at St. Francis, hopefully, is the development of young adults who are both wise academically as well as morally and who have the courage to practice Christ-centered values in all aspects of their lives.

BULLY PREVENTION PROGRAM

As Catholic educators, we teach the foundations that our school is the Body of Christ and each student is precious in the eyes of God. Through that lens, we take any report of bullying very seriously.

Our philosophy with bully prevention is to empower our students to take responsibility for their own actions and to encourage any bystanders to speak up for the victim. Through the PeaceBuilders Program, we promote “righting wrongs” and “helping others”. This process includes:

- The victim reports the incident to the teacher, principal and/or counselor.
- A report is filled out.
- The alleged bully is asked his/her view of the incident.
- It is determined whether this is bullying or not by the principal and/or counselor.
- If not, a discussion between the two students is conducted to determine what the next steps for each student should be.
- If it is, then the bully will participate in restorative justice, whereby he/she will make amends by apologizing for their actions to the victim. If the entire class has somehow been affected the bully will participate in restorative justice with the class.
- A disciplinary form and Bully Prevention Parent Notification form are filled out on the bully and the parents are called to discuss the incident.
- Paperwork is sent home to be signed and returned the next day.

As an entire school, we are promoting a bully-free school by holding class meetings to discuss and process what is occurring in each grade. We are holding these as open forums to create an environment where the students feel safe to share their concerns. There is a teacher and/or counselor present for mediation.

Our expectations for our students and parents are to **formally** report any incident. In order to keep our children safe at school, we need to know what is occurring within our halls and walls. We cannot be at all places at all times during the day. The students know where and when they can act out. We need our students to step forth and report any incident that has happened to them immediately. This is the only way to make any bullying that is occurring stop.

Some students want to report the incident anonymously. Research has shown that reporting anonymously does not make the bullying stop. There has to be restorative justice between the bully and the victim in order for the bully to see the hurt he/she has caused. It also empowers the victim with a sense of confidence to give a voice to their emotions and remove helplessness. As to the concern of retaliation, this will not be tolerated at St. Francis. Each student is told this at the time of the incident during the filling out of the bully and disciplinary form. Retaliation will move the bully to higher steps on the form.

Parent support is vital and essential for the success of the bully prevention program. With the support of parents, teachers and administration can feel confident that the steps we have put into place will be carried out and backed at home. If there is a feeling from the student that parents do not support our staff, then the efforts we are putting forth will not succeed. Any concern should be brought to the attention of the principal and not discussed with the student.

This program teaches students about bullying and its effects. The program also provides a victim report system with measurable follow-up for the student who is bullying and their family or guardian. Included in this handbook are copies of the victim report form, the bully behavior chart and the bully report notice. If a student at SFA is a victim of bullying, that student is strongly encouraged to come to the counseling office or other staff member as soon as possible to make a confidential report of the bullying behavior.

Definition of Bullying: A student is bullied when he or she is **repeatedly** exposed to negative actions on the part of one or more students causing emotional, psychological, and/or physical harm. These negative actions are intentional and hurtful. Bullying can be verbal, physical, relational or reactive. The intention of the bully is to cause distress for his or her own gain or gratification or to enhance his or her own power.

Tattling vs. Reporting: Tattling is defined as telling an adult about another student's actions with the sole purpose of getting that student in trouble. Reporting is defined as telling an adult about another student's actions with the sole purpose of getting help with a difficult situation, e.g., one that is repeatedly threatening and hurtful.

Confidentiality: SFA will strive to maintain confidentiality of any student target or bystander who reports bullying. The school staff will also respect the confidentiality of the student accused of bullying. Any information related to the consequences of their actions will only be disclosed to their parent/guardian and school personnel.

Retaliation: SFA will not tolerate retaliation for reporting bullying. School staff will discipline any student who retaliates against anyone who reports an incident. Retaliation includes but is not limited to, any form of intimidation, reprisal, or harassment, whether physical or verbal.

False Allegations: Intentionally and falsely accusing another student of bullying behavior shall be considered bullying behavior and dealt with as such.

Procedural Guidelines: The school counselor along with school administration will determine whether the reported incident should be categorized as developmental conflict or bullying behavior. If determined to be bullying behavior:

- The student is sent to the administrator or counselor with a “disciplinary form” from the classroom teacher or staff member who witnesses the incident or takes the initial report.
- The “Victim Report Form for Bullying Behavior” will be completed with the support of the school counselor or school administration. These will be kept on file in the counselor’s office.
- See Appendix F for “Consequences of Bullying Behavior”.
- Parents of students who engage in bullying behavior will be notified (“No Bullying Parent Notification Form”-Appendix H)
- Victims of bullying will receive counseling support from the school as necessary, determined by parents, counselor and/or school personnel.

RESTORATIVE JUSTICE

St. Francis of Assisi School strives daily to foster relationships with, and amongst our students, which clearly bear witness to the presence and guidance of Christ in our lives. The daily interactions of our students provide the basis for an abundance of teachable moments, in which all learners may view the causes and consequences of their behavior, through the lens of a morality, which is centered firmly in Christ and His teachings. St. Francis of Assisi teachers and staff reach out to students who have broken rules, or who may be engaged in dispute or conflict, from the perspective of the Gospels. Their message profoundly challenges us to create in our relationships with one another, a sense of community and solidarity, defined resolutely by compassion, forgiveness and love. Restorative Justice is one of the peacemaking tools which our school uses to build and sustain the relationships which give life and light to our Parish and which allows us to define ourselves as a community of faith.

Restorative Justice is a unique understanding of both justice, and of the purpose of conflict resolution, which views transgressions against rules and expectations as events that cause breaks in the human relationships which define any community. The repair of the relationships which have been affected and the restoration of the emotional and spiritual health of all of the individuals involved in the offense, becomes the primary purpose of Restorative Justice.

Restorative Justice provides opportunities for all of the students who have been involved in a specific offense, victims and offenders alike; to work together to identify and address both the harm that has been done as well as the needs and obligations which must be met if healing is to occur. Offenders are given opportunities to take responsibility for their behavior and to understand its impact upon the

lives of those who have been affected. Offenders seek contrition, make apologies and assist in planning a course of action which will lead to 'undoing' the harm they have caused individuals or to the community at large. Victims are empowered to stand up for themselves and to speak up clearly and courageously about the pain they have been caused. They help to identify the conditions under which reconciliation can take place and supply insight which will guide the amends making undertaken by the offender. As victims and offenders dialogue about the offense, its impact and its solutions, they become more intimately involved in each other's lives and more capable of seeing one another in a compassionate and merciful light.

Restorative Justice is a uniquely participatory event which affords all involved with opportunities for finding much more than a suitable punishment for the offender. As students work to transcend conflict, they personally help to create the safety, rehabilitation, and healing which can restore individual relationships, as well as the classroom faith community, to health. Restorative Justice becomes a justice which potentiates the power we have for loving one another and in doing so, we accomplish what Catholic schools have been mandated always to do - we bear witness to the message and life of Christ himself.

Bullying

All people have dignity because they are created in God's image and are of infinite value. As a Catholic community, we are called to reflect the values of Jesus in His regard and respect for all people. We build up the Body of Christ within our school communities and provide physically and emotionally safe environments for all members.

Bullying is defined as unprovoked, deliberate, and sustained actions intended to repeatedly hurt, isolate or humiliate another individual.

Role of staff members:

- Be alert to signs of bullying and act promptly and firmly according to the school's discipline policy.
- Report incidents of bullying to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified.

- Offer support and encouragement to students being bullied, including notifying parents, principal, and/or support staff as needed.
- Encourage all students to refrain from bullying behavior, and encourage reporting of any bullying behaviors they witness.

Role of parents:

- Report concerns of bullying behavior to their child’s appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the principal or other designated individual.
- Support the school’s anti-bullying policy and actively encourage their child to avoid bullying behavior.

Role of students:

- Report to the teacher in charge, or to another staff member, any incidents of bullying they witness at the time of the incident, or as soon as possible following the incident.
- Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.
- Treat others with the respect and dignity that is expected of a Catholic school student.

APPENDIX – BULLYING PREVENTION VICTIM FORM

Victim Report Form for Bullying Behavior

Reporter: _____ **Date:** _____
Time: _____

Victim: _____ **Grade:** _____

Aggressor: _____ **Grade:** _____

Supervising Adult: _____

Location: _____

Bullying Behavior Code: _____ **(See Back)**

Consequence Code: _____ **(See Below)**

Comments:

Follow-up on Report:

CONSEQUENCES FOR BULLYING BEHAVIOR

(Ordinarily the steps will be taken in sequence except in cases of severe breach of conduct)

1. *Unacceptable behavior is discussed with student and student participates in the restorative justice process. (For K-3, a peace treaty is completed). Bully makes a commitment to not do it again; parents are notified.*
2. *Student loses privileges where behavior occurred for one week and participates in restorative justice process; parents received 2nd notification.*
3. *Student serves one day in-school suspension; a behavior plan is developed; parents receive 3rd notification.*

** Counseling recommended at this point and a behavior plan written
(possibly attend reconciliation with Pastor) ***

4. *Student is suspended from school for three days; a mental health evaluation is required for return to school.*
5. *Student is suspended indefinitely or expelled.*

APPENDIX – BULLYING PREVENTION BEHAVIOR CHART AND CODE

Physical Harm to another's body or property		Emotional Harm to another's self-esteem		Social Harm to another's group acceptance	
Verbal	Non-verbal	Verbal	Non-verbal	Verbal	Non-verbal
Taunting Expressing physical superiority <p style="text-align: center;"><u>PV 1</u></p>	Making threatening gestures Defacing property Pushing/Shoving <p style="text-align: center;"><u>PN 1</u></p>	Insulting remarks Calling names Teasing about possessions, clothes, etc. <p style="text-align: center;"><u>EV 1</u></p>	Giving dirty looks Holding nose or other insulting gestures Saying someone has germs or is unclean <p style="text-align: center;"><u>EN 2</u></p>	Gossiping Starting/spreading Rumors Teasing publicly about clothes, looks, etc. <p style="text-align: center;"><u>SV 1</u></p>	Passively not including in group Playing mean tricks <p style="text-align: center;"><u>SN 1</u></p>
Threatening physical harm Blaming victim <p style="text-align: center;"><u>PV 2</u></p>	Damaging property Stealing Initiating fights Tripping or causing a fall Assaulting <p style="text-align: center;"><u>PN 2</u></p>	Insulting family Harassing with phone calls Insulting intelligence, athletic ability, etc. <p style="text-align: center;"><u>EV 2</u></p>	Defacing school work Falsifying school work Defacing personal property, clothing etc. <p style="text-align: center;"><u>EN 2</u></p>	Insulting race, gender Increasing gossip/rumors Undermining others relationships <p style="text-align: center;"><u>SV 2</u></p>	Making someone look foolish Excluding from the group <p style="text-align: center;"><u>SN 2</u></p>

	<u>PN 2</u>				
Making repeated and/or graphic threats Practicing extortion Making threats to secure silence: "If you tell I will ..."	Destroying property Setting fires Biting Physical cruelty Making repeated, violent threats Assaulting with a weapon	Frightening with phones calls Challenging in public	Ostracizing Destroying personal property or clothing	Threatening total group exclusion	Arranging public humiliation Total group rejection / ostracizing
<u>PV 3</u>	<u>PN 3</u>	<u>EV 3</u>	<u>EN 3</u>	<u>SV 3</u>	<u>SN 3</u>

Bullying involves exploitation of a less powerful person. There must be an unfair advantage being exerted. Bully / victim conflict is best understood as a dynamic relationship. Whether or not a behavior is bullying depends on its effect upon the victim. This chart was designed to assist with the identification of bullying behavior in situations where an unfair advantage exists. The seriousness for all levels of behavior should be evaluated based on the harm to the victim and the frequency of the occurrences.

APPENDIX – BULLYING PREVENTION PARENT NOTIFICATION

Date _____

Grade _____

Your child _____ was reported for engaging in the following bullying behavior:

This is your child's _____ 1st _____ 2nd _____ 3rd _____ 4th _____ reported bullying incident. With each offense a student moves to a higher level of consequences (see below). Please discuss this incident with your child and help your child understand that bullying behaviors will not be tolerated.

Principal's Signature _____

Teacher/Counselor's Signature _____

CONSEQUENCES FOR BULLYING BEHAVIOR
(Ordinarily the steps will be taken in sequence except in cases of severe breach of conduct)

1. *Unacceptable behavior is discussed with student and student participates in the restorative justice process. (For K-3, a peace treaty is completed). Bully makes a commitment to not do it again; parents are notified.*
2. *Student loses privileges where behavior occurred for one week and participate in restorative justice process; parents received 2nd notification.*
3. *Student serves one day in-school suspension; a behavior plan is developed; parents receive 3rd notification.*

*** Counseling recommended at this point and a behavior plan written (possibly attend reconciliation with Pastor) ****

4. *Student is suspended from school for three days; a mental health evaluation is required for return to school.*
5. *Student is suspended indefinitely or expelled.*

Parent's Signature _____ Date _____
Student's Signature _____ Date _____

APPENDIX – PEACEBUILDERS PEACE TREATY



What hurting behaviors did I do today ? _____
date

How can I replace hurting behaviors with helping behaviors?

Signed by PeaceBuilder _____

Signed by Counselor/Teacher _____

Signed by Other Adults _____
as needed, such as Principal,
family or staff

Other Questions for a Wise Adult to talk about with a PeaceBuilder

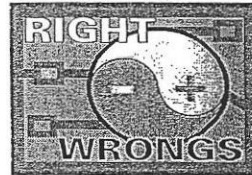
What other hurting behaviors happened after you did a hurting behavior? (Examples: hitting, name calling, teasing, tattling)	What helping behaviors did you really want to happen before you did a hurting behavior? (Examples: being friends, sharing)	How would everybody know this treaty is working?
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Last Edited 7-9-00 Last Printed 7-9-00

APPENDIX – PEACEBUILDERS PLEDGE

PeaceBuilders® Pledge



I am a PeaceBuilder.
I Pledge . . .

- To praise people™ ,
- To give up put-downs™ ,
- To seek wise people™ ,
- To notice and speak up about hurts™ I have caused,
- To right wrongs™ .

I will build peace at home, at school and in my community each day.

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Last Printed 7-9-00

APPENDIX – SAMPLE FIELD TRIP PERMISSION SLIP

St. Francis of Assisi School
Field Trip Permission Slip

I request that St. Francis of Assisi School allow my (son, daughter) to participate in:
(cross out incorrect word)

(field trip event)

I give permission for my (son, daughter) _____
(cross out incorrect word) (print name of student)

to attend _____ at _____
(field trip event) (destination)

on _____
(date of event)

I understand that this is an educational trip and a valid extension of the classroom experience. In consideration of the making of arrangements for the trip by the school, I hereby release and save harmless the school and any and all school personnel from any and all liability for any injuries, loss, or other claims arising or resulting from this trip.

(Parent/Guardian Signature) (Date)

APPENDIX – DISCIPLINARY FORM
St. Francis of Assisi Catholic School

Name _____ Grade/Homeroom: _____ Date: _____
**Time sent to school office: _____ am/pm

_____ Fighting _____ Classroom Disturbance _____ Inappropriate Language

_____ Theft _____ Disrespectful Behavior _____ Cheating

_____ Defacement of Property _____ Other

**Note: Bully/Harassment and uniform violations documented elsewhere.

Specific Description of Inappropriate Behavior:

Teacher Signature: _____

Disciplinary Procedures

(Ordinarily the steps will be taken in sequence except in cases of a severe breach of conduct.)

- _____ 1. Conduct Referral to be signed by Parent(s)
- _____ 2. Conduct Referral to be signed by Parent(s)
- _____ 3. Detention on _____ from _____ am/pm
- _____ 4. Detention on _____ from _____ am/pm
- _____ 5. Detention on _____ from _____ am/pm
- _____ 6. Detention on _____ from _____ am/pm

AND a conference scheduled with parent(s), student, principal, and others as circumstances demand. After the conference, the student may be subject to one or more of the following: required counseling, suspension, probation, dismissal from St. Francis of Assisi Catholic School.

Administrator Signature: _____

Parental Action Taken as a Result of this Conduct Referral Notice

Student Signature: _____

Parent(s) Signature: _____

APPENDIX - PERMISSION FORM FOR MEDICATION

APPENDIX V - C PERMISSION FORM FOR MEDICATION

School: _____

Date form received by the school: _____
Student: _____ Date of birth, or age _____
Grade: _____ Teacher/Classroom: _____

To be completed by the physician or authorized prescriber

Reason for medication: _____
Name of medication: _____

Form of medication/treatment:

Tablet/capsule Liquid Inhaler Injection Nebulizer Other _____

Instructions (*Schedule and dose to be given at school*): _____

Start: date form received Other date: _____
Stop: end of school year Other date/duration: _____
 for episodic/emergency events only

Restrictions and/or important effects: None anticipated
 Yes. Please describe. _____

Special Storage Requirements: None Refrigerate
Other: _____

This student is both capable and responsible for self-administering this medication:
 No Yes - Supervised Yes - Unsupervised

This student may carry this medication: No Yes

Please indicate if you have provided additional information:

On the back side of this form As an attachment
Date: _____ Signature: _____

Physician's Name: _____
Address: _____
Phone Number: _____
Doctor's Signature: _____

To the school: Please report concerns about medications or disease to the above physician.
To be completed by parent/guardian:
I give permission for (*name of child*) _____ to receive the above medication at school according to standard school policy. (*Schools require parent/guardian to bring the medication in its original container.*)
Date: _____ Signature: _____
Relationship: _____
Parent/Guardian Phone Numbers: Home _____ Work _____ Emergency _____

APPENDIX – PERSONAL ELECTRONIC DEVICES

SFA Permission Form for Possession and Usage of Personal Electronic Devices (PED) (To be initiated by the classroom teacher)

St. Francis of Assisi School supports the safe and responsible use of personal electronic devices in ethical and legal ways. The use of these twenty-first century learning tools should be focused on academic learning whether as part of class work or as use by individuals before or after school. We encourage our teachers and students to embrace the use of personal electronic devices in their learning environments.

I, the undersigned student, have the permission of my parent(s) to carry the personal electronic devices listed _____

_____.

We understand that all personal electronic devices must be place in airplane mode while on school property.

We understand that no downloads or purchases should be made on school property. Parents are to supervise the downloading of all books and other materials purchased on the Internet.

We understand that St. Francis of Assisi School reserves the right to limit the use of personal electronic devices to prevent disruption of the learning environment.

We understand that St. Francis of Assisi School is not liable for damage or theft of an individual personal electronic device.

We are in agreement with the policies of St. Francis of Assisi School regarding this/these devices and will adhere to such policies as stated in the St. Francis of Assisi School Handbook.

Student's Signature _____

Date _____

Parent's Signature _____

Date: _____

Teacher's Signature _____

Date _____

