

***St. Francis of Assisi Catholic School***  
***Parent-Student Handbook***  
***2011-12***

**Table of Contents**

**Mission, Philosophy, & History**

Accreditations .....	5
Mission Statement.....	6
Life of St. Francis.....	7
History .....	8
Blue Ribbon School Award .....	9
Leadership.....	9
Endowment Fund .....	9
Faith Formation and Sacraments.....	10
Parent’s Role .....	11

**Faculty, Staff , Home & School & Office Procedures**

<b>Faculty &amp; Staff Listing .....</b>	<b>12</b>
Home & School Officers & Committees .....	16
Admissions Policies & Procedures .....	18
Business Office Procedures.....	18

**General Policies & Procedures**

**-A-**

<b>Academics .....</b>	<b>22</b>
Student Records .....	22
Report Card Grading Codes & Policies .....	22
Honor Roll .....	23
Interim Reports .....	23
Exams.....	24
Advanced Math/Science .....	24
Standardized Testing.....	24
Promotion Policy .....	25
Retention .....	25
Summer Math Program.....	25
Summer Reading Program .....	25
Summer Academic Programs.....	25

PLUS & Enhance Programs .....	26
Enrichment .....	26
<b>Assemblies &amp; PepRalies .....</b>	<b>27</b>
<b>Athletics .....</b>	<b>27</b>
<b>Athletic Probation .....</b>	<b>27</b>
<b>Athletics Spectator Code of Conduct.....</b>	<b>27</b>
<b>Attendance .....</b>	<b>28</b>
Perfect Attendance .....	29
Excused Absence.....	29
Releasing Students During School Hours .....	29
Absence For Other Reasons .....	30
<b>Announcements .....</b>	<b>30</b>
<b>Arrival and Dismissal.....</b>	<b>30</b>
School Hours .....	30
Arriving on Campus .....	30
Late Arrivals/Tardies.....	31
Afternoon Dismissal.....	31
Severe Weather Dismissal.....	31

**-B-**

<b>Bell Schedules .....</b>	<b>32</b>
<b>Bicycles .....</b>	<b>33</b>
<b>Books .....</b>	<b>34</b>
<b>Bullying .....</b>	<b>34</b>
Cyber bullying.....	34

**-C-**

<b>Car Pools .....</b>	<b>35</b>
<b>Cell Phones &amp; Electronics .....</b>	<b>35</b>
<b>Communication .....</b>	<b>35</b>
<b>Contributions.....</b>	<b>36</b>
<b>Counselors.....</b>	<b>36</b>
Rainbows.....	36

**-D-**

<b>Discipline and Student Conduct.....</b>	<b>36</b>
Code of Conduct.....	36
<b>Academic Dishonesty .....</b>	<b>36</b>
<b>Discipline Procedures.....</b>	<b>37</b>

**Drug & Alcohol Policy ..... 40**

**-E-**

**Edline..... 40**  
**Eighth Grade High School Visits ..... 40**  
**Emergency Communications (IRIS)..... 41**  
**Emergency Drills ..... 41**  
**Emergency Plan..... 42**  
**Extended Day Care Program ..... 42**

**-F-**

**Field Trips-Day Trips ..... 43**  
**Field Trips – Overnight Trips ..... 44**  
**Fundraisers ..... 45**

**-G-**

**Gifts ..... 45**

**-H-**

**Health Requirements & Screenings..... 45**  
**Health Room/Student Illness ..... 45**  
**Medication..... 46**  
**Home & School Association..... 46**  
**Homework Assignments ..... 46**

**-I-**

**Inclement Weather ..... 47**  
**Insurance..... 47**

**-L-**

**Library ..... 47**  
**Lockers & Locker Locks ..... 48**  
**Lost & Found ..... 48**  
**Lunch..... 48**  
**Lunch Visitors ..... 48**

**-M-**

**Mass ..... 49**

**-P-**

**Parent Support Group ..... 50**  
**Parent-Student Handbook & Directory ..... 50**  
**Parent-Teacher Conferences ..... 50**  
**Parties/Birthdays ..... 51**  
**Photography ..... 51**

**-S-**

**Safety & Security ..... 51**  
**Service/Missions ..... 51**  
**Smoking ..... 52**  
**Spirit Shop ..... 52**  
**Special Events ..... 52**  
**Spiritual Activities ..... 54**  
**Student Clubs/Activities ..... 56**

**-T-**

**Technology Acceptable Use Policy ..... 58**  
**Telephones ..... 58**

**-U-**

**Uniform Standards ..... 59**  
**Student Expectations ..... 59**  
**Guidelines ..... 60**  
**Uniform Requirements –PK-5<sup>th</sup> Grade ..... 61**  
**Uniform Requirements-6<sup>th</sup>-8<sup>th</sup> Grade ..... 62**  
**Guidelines for Out of Uniform Days ..... 63**

**-V-**

**Vending Machines ..... 65**  
**VIRTUS ..... 65**  
**Visitors ..... 65**

**-Y-**

**Yearbook ..... 65**

**Accredited by**

Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)

**Member of**

Memphis Association of Independent Schools (MAIS)

National Association of Supervision and Curriculum Development

Tennessee Association of Supervision and Curriculum Development

International Dyslexia Association

International Reading Association

Council for Exceptional Children

Learning Disabilities Association

National Association of Elementary School Principals

National Association of Secondary School Principals

National Catholic Education Association (NCEA)

Parochial Athletic Association

Association for Childhood Education International

***Right to Amend***

***Every effort has been made to provide you with correct information. The Administration reserves the right to change, amend, add or delete any or all of the policies, procedures or guidelines contained in this student handbook for just cause. Parents will be notified as these changes occur.***

---

## ***Mission Statement***

---

St. Francis of Assisi Catholic School, with its proud Roman Catholic heritage, is committed to promoting academic excellence, individual responsibility, and spiritual awareness among our students so they may live more fully in relationship with God and others.

Our vision: *St. Francis of Assisi Catholic School seeks the promotion of student personal excellence through maximum spiritual, academic, emotional, social and physical growth.*

### ***BELIEF STATEMENTS:***

1. Students need to develop a deep understanding of essential knowledge and skills, but also need to develop the capacity to apply their learning and to reason, solve problems and produce quality work.
2. Each student is a valued individual with unique spiritual, physical, social, emotional and intellectual needs.
3. A safe, supportive and nurturing learning environment promotes student achievement.
4. A chief priority of our Catholic system is education in the Catholic faith and the faith development of our students.
5. Achievement of high academic standards is expected of all students.
6. Worship, the sacraments and prayer are essential components of the Catholic schools.
7. The success of our school system depends on the commitment of all staff {administration, teachers, and support staff} to high quality standards, expectations and performances.
8. Effective collaboration and communication with families as partners in the education of their children is essential to the success of our school system.
9. Catholic schools recognize parents and families as the primary educators of their children.
10. The development of curriculum, design of instructional activities and the use of assessment measures are focused on learning opportunities and feedback to assist student achievement.

## ***The Life of St. Francis of Assisi***

St. Francis was born to a wealthy cloth merchant, Pietro Bernadone, and his wife, Lady Pica, in the Italian hillside town of Assisi in 1181. Francis was a popular young man among his peers although he was not especially religious. He was known and admired among the Assisi youths for his carefree spirit and his sense of worldliness. His greatest aspiration growing up was to be a knight. In pursuit of this goal, Francis rode off to battle but was captured and fell ill. On his last journey to be a knight, Francis received a vision from God in which the Lord called Francis to be His knight. This vision began Francis' conversion.

Francis sought ways to serve God in the poor and needy in Assisi and the surrounding area. Meanwhile, this man of God prayed to know the Lord's will in his life. Once, while praying in the Benedictine chapel of San Damiano, Francis heard the Crucifix speak to him saying, "Francis, rebuild my Church which, as you can see, is falling into ruin." Assuming that God was asking him to rebuild the chapel of San Damiano specifically, he began to repair the abandoned church. Soon, however, Francis would realize that God's call was not to repair the physical church around him but the mystical Body of Christ, the universal Church. It was in this time that Francis began to desire to be poor as Jesus was poor. Although his father was not happy with Francis' new life, he continued to pursue God. Francis even went so far as to renounce his ties to his family and give up all his wealth. From this point on, Francis was completely poor and reliant on the mercy of God. Francis' life was so outstanding in holiness and service that it attracted other men who came to follow his way of life. Francis and these brothers who joined him lived a life according to the Gospel of Jesus Christ. Poverty and penance marked the life of these first Franciscans. Even their habit, sown in the form of the Tau cross, reminded them of the penance they lived. By the end of his life, Francis received the stigmata (the wounds of Jesus) on his hands, feet, and side.

Francis referred to all of creation as his brothers and sisters. Stories of his ability to communicate and work with animals were well known to people throughout Assisi. One such story involves a wolf and the people of a town named Gubbio. The people in this town had been terrorized by the attacks of a wolf that lived outside the walls of the city. Although the city tried to rid itself of this animal, they were not able to do so. Hearing of this, Francis came to help the townspeople. Francis journeyed out to speak with the wolf of Gubbio and brought peace between it and the people. From that point onward, the townspeople cared for the wolf and it never again terrorized them.

St. Francis is a model of holiness by his love of creation, the Gospel, and the Eucharist. In honor of St. Francis and his courageous acts at Gubbio, the wolf has been selected as the mascot of St. Francis of Assisi Catholic School.

## ***History***

St. Francis of Assisi Catholic School is a parish school within the Catholic Diocese of Memphis. The school offers educational experiences for grades PK - 8 with academic enrichment programs for gifted students and students requiring special learning programs. It is accredited by the Southern Association of Colleges and Schools and is a charter member of the National Catholic Education Association. The school is located on a beautiful twenty-one acre campus in northeast Shelby County.

Mr. and Mrs. Stanley Smith founded the school in 1966 as The Auburndale School System. They had long been interested in developing an academic environment where children with all levels of learning ability could be educated on the same campus. Mr. and Mrs. Smith sold the Auburndale System to the Catholic Diocese of Memphis in 1988, and St. Benedict at Auburndale opened its doors as a new diocesan school in the fall of 1988.

In early 1996, St. Francis of Assisi Church Pastor Msgr. Peter P. Buchignani, along with the parish council and finance committee began dialoguing with the Diocese and St. Benedict at Auburndale over the possibility of St. Francis of Assisi assuming responsibility and management of the St. Benedict at Auburndale PK-8 elementary school. At that time, the grade school numbered a little over 500 students. Under the management of St. Francis, the elementary school would have a capacity of 1,000 students.

Bishop J. Terry Steib (fourth bishop of Memphis) was supportive of the plan and encouraged the parish and St. Benedict at Auburndale to move forward with the plans. After a study revealed that the families in the area desired Catholic education on both levels, plans were made to make it happen.

The new school was forged from an agreement between the parish and the Diocese of Memphis. On July 1, 2004, St. Francis of Assisi Parish officially assumed ownership and management of the PK-8 elementary school, which was renamed St. Francis of Assisi Catholic School.

St. Francis of Assisi School has been dedicated to providing a safe and nurturing environment while preparing its students for the future through spiritual, intellectual, physical and moral formation. SFA remains committed to providing quality education in the spirit of Christ in accordance with the teachings of the Roman Catholic Church. The school enables our parents and families to pass on our Catholic faith to our children and future generations.

### ***Blue Ribbon School Award***

In November, 2010, St. Francis was recognized by the U.S. State Department as a Blue Ribbon School of Excellence. St. Francis was one of 50 private schools nationwide to receive the award which seeks to identify truly exemplary schools. As a high performing school of excellence, St. Francis students scored among the top 10% in the nation in standardized tests.

### ***Leadership***

The school operates under the jurisdiction of the Diocese of Memphis and the Pastor of St. Francis of Assisi Catholic Church. The Diocese of Memphis ensures compliance with applicable local, state and federal laws.

### ***SFA Pastor-School Leadership Council***

The Pastor-School Leadership Council meets quarterly with the pastor. The council is made up of Administrators and selected faculty and staff members. This council works in a consultant/advisory capacity to keep our pastor informed of current issues within the school.

### ***SFA Finance Committee***

The school finance committee meets periodically throughout the year. This committee is made up of the Pastor, Principal, Business Manager and appointed members of our parish and school community. They work in a consultant/advisory capacity to discuss and make recommendations concerning financial issues within the school.

### ***The Monsignor Peter P. Buchignani Endowment Fund***

An endowed gift is a gift that keeps on giving – it provides the gift of a St. Francis of Assisi School education for generations to come. St. Francis of Assisi Catholic Church Parish, through the generosity and commitment of the Timothy J. Coyle Knights of Columbus Council 9317, has established the Msgr. Peter P. Buchignani Endowment Fund in October, 2007 as a source of revenue to meet and address the rising costs of quality Catholic education delivered by St. Francis of Assisi Catholic School. The initial contribution to our endowment fund came from Council 9317 in the amount of \$20,000, in loving memory of Timothy J. Coyle. For more information, contact the Principal. Donations can also be made through our school website.

### ***Faith Formation and Sacraments***

St. Francis of Assisi Catholic School is dedicated to the following purpose as stated by the United States Conference of Catholic Bishops:

To provide an atmosphere in which

- The Gospel message is proclaimed
- The community of Christ is experienced
- Service to our sisters and brothers is the norm
- The thanksgiving and worship of our God is cultivated.

Our religion program includes religion education classes, sacramental preparation, liturgical and prayer experiences, and opportunities for Christian witness and service. We hope to further each child's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents.

According to the guidelines of the Catholic Diocese of Memphis, all sacraments are received through the child's parish and attendance at Sacrament retreats and parent meetings are required.

In second grade, students and their parents participate in the preparation for and reception of the Sacraments of Reconciliation and First Eucharist. Eighth grade students and their parents participate in the preparation and reception of the Sacrament of Confirmation. .

A program is available through our parish for children who have not received the sacraments of Baptism, Reconciliation, Eucharist, and/or Confirmation at the usual age. We also have a program (Journey to Catholicism-JTC) for children and their families who may wish to come into the Catholic Faith. You may register for these sacraments at the school registration in August or by contacting the parish office @ 756-1213

### ***Holy Days of Obligation***

School is not in session on Holy Days so that Catholic students may fulfill their obligation to attend Mass with their families. Holy Day Masses at St. Francis of Assisi Catholic Church are at 8:15 a.m., 12:00 noon and 7:00 p.m.

## ***Parent's Role in Education***

At St. Francis of Assisi Catholic School, we consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. During these formative years your child needs constant support from both parents and faculty in order to develop his or her moral, intellectual, social, cultural and physical endowment. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. When concerns arise, please contact your teacher or an administrator. Parents are expected to support the policies of the school as a condition of enrollment. Just as the parent has the right to withdraw a child if desired, the school administration, in consultation with the Pastor, reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

### ***As partners in the educational process we ask parents:***

- To set rules, times, and limits so that your child: gets to bed early on school nights; arrives at school on time and is picked up on time at the end of the school day; completes class assignments on time; has lunch money or a sack lunch everyday
- To ensure the student is dressed according to the school uniform dress code throughout the entire school year.
- To actively participate in school activities such as open house; parent-teacher conferences and fundraising activities
- To notify the school office by 9:00 AM when a student is absent and the nature of the absence The phone system is available 24 hours
- To notify the school office, in writing, of any changes of address or important phone numbers
- To inform the school of any special situation regarding the student's well being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To inform the administration of concerns which may call for administrative action
- To meet all financial obligations to the school, including tuition, fees, and fines for damage to textbooks or school property.

***St. Francis of Assisi Catholic School***  
***Faculty & Staff***

<b>Pastor</b>	<b>Monsignor Peter Buchignani</b>
<b>Principal</b>	<b>Mrs. Beth York</b>
<b>Assistant Principal- Curriculum</b>	<b>Mrs. Vicki Boyd</b>
<b>Assistant Principal- Plus/Enhance</b>	<b>Mrs. Mary Annette Keating</b>
PK Teachers	Mary Sell, Mandy Hunt
PK Assistants	Denise Hamann, Marian Chando
JrK Teachers	Laura Connolly, Lisa Hutchins
JrK Assistants	Denise Crawford, Kim Turner
Kindergarten Teachers	Debbie Cassman, Courtney Jacks, Steffie Wagner
Kindergarten Assistants	Lisa Jones, JoAnne Wilson, Anne Stoddard
Grade 1 Teachers	Deanna Beer, Karen Peel, Amy McDaniel
1 <sup>st</sup> /2 <sup>nd</sup> Grade Assistant	Susannah Morgan
Science Lab/Enrichment K-5 ENHANCE	Don Thompson
Grade 2 Teachers	Sally Hilburn, Karen Schaubert Dea Taylor, Maureen Rotzoll, Sara Clark, Linda Hultman, Jane Ciaccia
Grade 3 Teachers	Diana Kozlowski, Blair Nash, Diana Conroy, Stephanie Hathaway, Katie Henley
Grade 4 Teachers	Paula Beussink, Yvette Webster, Amy Sobalvarro, Chace Wise, Karen Sanford
Grade 5 Teachers	Antonia Corzine, Kathy Schober, Beth Clemens, Kim McQueen, Cory Sims
Grade 6 Teachers	Mary Prus, Eydie Tyer, Elizabeth Lomasney, Lauren Rivera, Amy Cluck, Shelley Miller, Lauren Smith
Grade 7 Teachers	Terry Bradley, Michael Jeffrey, Bridget Botto, Helen Lenahan, Marilyn Orendorff, Donna Hosp, Sandie McCormick
Grade 8 Teachers	Wendy Stewart, Beth Odom, Sandi Chando, John Sweeney, Stephanie Jones, Christine Rosengarten, Debbie Zientek

### ***Specials Teachers***

Art	DeEtta Jones (4 -8), Margie Thais (PK-3)
Band/Drama	Jordan Wells
Computer	Cathe Brickhill (K-5)
Foreign Language	Adrienne LeBlanc (4-8), Julie Von Bergen (PK- 3)
Librarian	Sharon Pallme
Music	Tim Vaziri (4-8), Melinda Link (PK-3)
Physical Education girls)	Michael DiGaetano (4-8 boys), Janice Skinner (4-8 Vicki Gourageot (PK-3)

### ***School Counseling Department***

Behavioral Health Counselor	Debbie Brown (PK- 4 )
School Counselor	Dan Lohrman (5-8)

### ***Administrative Support***

Accounts Payable/Receivable	Dee Dee Morreo
Administrative Assistant SEH/MH	Sheila Hunt
Administrative Assistant PLUS	Eileen Scrivener
Administrative Assistant SJN	Tina Sosnowski
Receptionist/Administrative Assistant	Debbie Farler

***Athletic Director*** Karen Baird

***Business Manager*** Karen Heath

***Coordinator of Religious Education/  
Communications*** Betty Siano

***Director of Admissions/Registrar*** Susan Fetz

***Director of Extended Care Program*** Dena Chavez

***Director of Facilities Management*** Valorie Valle

***Director of Information Technology*** John Cox

***Director of Parents Day Out Program*** Lisa Kubick

***Director of Security*** Mike Bonham

***Director of Student Affairs*** Alicia Brown

<i>ALEKS Coordinator</i>	Stephanie Jones
<i>IXL Coordinator</i>	Vicki Boyd
<i>Early Childhood Coordinator</i>	Debbie Cassman
<i>Health Room</i>	Dawn Booth, R.N.
<i>Information Technology Coordinator</i>	Randie Moore
<i>Textbook Coordinator</i>	Tina Sosnowski
<i>PLUS Testing Coordinator</i>	Sandy Riggs
<i>Maintenance Staff</i>	Lloyd Fluker Marvin Johnson Brenda Cole LeRoy Hester Jason Berry

***Saint Francis of Assisi Catholic School Moderators***

Altar Servers	Parish Priests
Ambassadors	Betty Siano
Art Club	DeEtta Jones
Beta Club	Wendy Stewart, Beth Odom
Class Trip Coordinators	Sandi Chando, Marilyn Orendorff, Elizabeth Lomasney, Antonia Corzine
Duke Talent Search	Vicki Boyd, Dan Lohrman
Forensics	Terry Bradley
Geography Bee	Marilyn Orendorff
Lector's Training	Betty Siano
Math-A-Thon for St. Jude	Karen Sanford
Math Counts	Lauren Rivera
Middle School Academics Team	Alicia Brown, Debbie Zientek, Helen Lenahan
Model UN/Youth Legislature	Eydie Tyer
Morning Care	Cory Sims, Michael Jeffrey, & Dawn Booth
National Junior Honor Society	Elizabeth Lomasney
Newsbowl	Cory Sims (5 <sup>th</sup> & 6 <sup>th</sup> )

Rainbows	Yvette Webster (3 <sup>rd</sup> & 4 <sup>th</sup> )
Safety Patrol	Debbie Brown, Dea Taylor
	Mike Bonham
Fall School Musical	Melinda Link, Sandi Chando,
	Stephanie Jones
Spring School Musical	Tim Vaziri, Jordan Wells
Student Government Assoc.	Christine Rosengarten , Bridget Botto
Yearbook	Beth Clemens
Youth Choir	Melinda Link
Middle School Choir	Tim Vaziri

***Email for all Faculty/Staff is***  
***firstname.lastname@sfaschool.cdom.org***

***Home and School Association  
Officers and Committee Chairs  
2011-2012 School Year***

**Co-Presidents:**

Jennifer Bougeois	867-9123	<a href="mailto:jbougeois@comcast.net">jbougeois@comcast.net</a>
Amy Iovinelli	758-0723	<a href="mailto:siovinelli@bellsouth.net">siovinelli@bellsouth.net</a>

**Treasurer:**

Alison Barczak	388-7060	<a href="mailto:abarczak21@comcast.net">abarczak21@comcast.net</a>
----------------	----------	--

**Secretary:**

Missy Esnard	309-1983	<a href="mailto:missy.esnard@gmail.com">missy.esnard@gmail.com</a>
--------------	----------	--

**Chaplain:**

Bill McGregor	754-4617	<a href="mailto:wlmcgregor@comcast.net">wlmcgregor@comcast.net</a>
---------------	----------	--

**Hospitality for H&S:**

Jennifer Bougeois	867-9123	<a href="mailto:jbougeois@comcast.net">jbougeois@comcast.net</a>
-------------------	----------	--

**Teacher Birthday:**

Laurie Moyes	752-4152	<a href="mailto:lp Moyes@yahoo.com">lp Moyes@yahoo.com</a>
Toni Rooney	672-8391	<a href="mailto:toni.roony@allenlund.com">toni.roony@allenlund.com</a>

**1<sup>st</sup> Friday Adoration:**

Bill McGregor	754-4617	<a href="mailto:wlmcgregor@comcast.net">wlmcgregor@comcast.net</a>
---------------	----------	--

**Room Parent Coordinator:**

Tracy Lea	861-2291	<a href="mailto:d_lea@bellsouth.net">d_lea@bellsouth.net</a>
-----------	----------	--

**Citi Pass Coordinator**

Cathy Bascom	757-8026	<a href="mailto:cfbascom@comcast.net">cfbascom@comcast.net</a>
Sherri Williams	383-4589	<a href="mailto:sjyeager@aol.com">sjyeager@aol.com</a>

**Boosterthon Fun Run**

Jennifer Bougeois	867-9123	<a href="mailto:jbougeois@comcast.net">jbougeois@comcast.net</a>
Amy Iovinelli	758-0723	<a href="mailto:siovinelli@bellsouth.net">siovinelli@bellsouth.net</a>

**Annual Teacher Appreciation Luncheon**

Missy Esnard	309-1983	<a href="mailto:missy.esnard@gmail.com">missy.esnard@gmail.com</a>
--------------	----------	--

**Used Uniform Sale:**  
**Brenda O’Looney**      **758-8393**      [holooney@comcast.net](mailto:holooney@comcast.net)

**Bi-Monthly Luncheons:**  
**Jenny Cremerius**      **466-0790**      [jennyathome@comcast.net](mailto:jennyathome@comcast.net)

**Field Day:**  
**Sharon Brown**      **465-6592**      [sharonC2205@msn.com](mailto:sharonC2205@msn.com)

**Cafeteria Coordinator: TBD**

**Mentor Program:**  
**Peggy Callahan**      **755-1793**      [pecallahan@earthlink.net](mailto:pecallahan@earthlink.net)

**Campus Beautification:**  
**Amy Iovinelli**      **758-0723**      [siovinelli@bellsouth.net](mailto:siovinelli@bellsouth.net)

**Box Tops/Campbells Soup Labels:**  
**Mary Crowe**      **757-4248**      [bcrowe@comcast.net](mailto:bcrowe@comcast.net)

**Teacher Christmas Gifts:**  
**Toni Griesmer**      **752-8512**      [tntgriesmer@aol.com](mailto:tntgriesmer@aol.com)

**St Nick Day:**  
**Leigh Cathcart**      **867-9253**      [leigh@crazy4sterling.com](mailto:leigh@crazy4sterling.com)

**Lost & Found:**  
**Sherri Williams**      **383-4589**      [sjveager@aol.com](mailto:sjveager@aol.com)

**Additional Receptions/Luncheons:**  
**Jennifer Bougeois & Amy Iovinelli**

8 <sup>th</sup> Grade Graduation Luncheon:	5 <sup>th</sup> grade Parents
8 <sup>th</sup> Grade Graduation Reception	7 <sup>th</sup> Grade Parents
National Junior Honor Society Reception:	6 <sup>th</sup> Grade Parents

---

## **ADMISSIONS**

---

### ***Age Requirements***

Children entering Prekindergarten must be 3 years old on or before September 30. Children entering Junior Kindergarten must be 4 years old on or before September 30. Children entering Kindergarten must be 5 years old on or before September 30.

### ***Admissions Process***

Applications for Admission and other required documents are available on the school website or in the Admissions Office. While applications are accepted year round, priority will be given to those applicants applying prior to admissions testing in January.

### ***Entrance Testing and Observations***

Every new student applying to St. Francis of Assisi Catholic School will be tested.

- Applicants for Prekindergarten, JrKindergarten, Kindergarten and 1st grade will participate in an Observation Session.
- Applicants for Grades 2-8 will participate in Entrance Testing.
- Applicants for the PLUS program are required to participate in Placement Testing. There is an additional fee for the PLUS testing.
- After the application and all required documents are received, an appointment for the assessment will be scheduled.

### ***Registration Policy for New Students:***

Parents of new students will be notified of acceptance no later than March 31<sup>st</sup>. Due to limited class size, available openings for admission are prioritized in the following sequence:

- Currently enrolled students advancing to the next year.
- Siblings of currently enrolled students that are registered and consistently contributing St. Francis Parishioners.
- Children of St. Francis families that are registered and consistently contributing Parishioners.
- Children of Catholic families registered and contributing to another Catholic Parish.
- Children of all other Faith Traditions, based on the application date.

Should there be more applicants than seats available at any grade level; a waiting list will be developed.

***Re-Registration Policy for Currently Enrolled Students:***

Once a child has been admitted that place is reserved for the remainder of elementary school, as long as the child is in continuous enrollment. There will be a well-publicized re-registration day early in the second semester of each school year.

***Non-Discrimination Policy***

The schools in the Diocese of Memphis do 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 administered programs.

***Non-Residents***

All students attending SFA must live with parents or legal guardian(s), or those persons who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances. The principal and pastor in consultation with the Superintendent of Catholic Schools, Diocese of Memphis, shall have the authority to ask a student to withdraw from school if he/she is residing in a home where natural/foster parents, legal guardians, or those persons who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances, are not in attendance.

---

***BUSINESS OFFICE***

---

***Business Office Hours***

- **7:30 am – 3:30pm Monday – Friday when school is in session.**
- **Summer office hours are 8:30am – 12:30pm Monday – Thursday**

***Tuition Payments***

Tuition can be paid in one of the following manners:

1. **ANNUALLY** – Please notify the Business Office if you are planning to choose this option.
2. **QUARTERLY** – Statements are sent Quarterly. Quarterly due dates are May 1, August 1, November 1 and February 1.
3. **MONTHLY** – Families that wish to pay monthly are required to enroll annually with the FACTS payment plan. There is an yearly

\$42 enrollment fee per family. This plan may be customized to meet your family budget. You may begin monthly drafts in April, but the plan must be designed so that all payments are completed by March of the following year. This option allows for a family to make occasional additional payments directly to SFA which will reduce the amount of the monthly payment. To enroll in the FACTS payment plan, please go to the link on our school website.

***Payment options:***

- SFA accepts cash, check, money orders or credit card (Visa, MasterCard, American Express and Discover). All credit card transactions will be charged a 2.5% convenience fee.
- A weekly or monthly electronic draft from your bank account is available through the FACTS program. Please go to the FACTS link on our school website to complete the enrollment process.
- Credit Card payments must be made in person in the business office.
- Checks may be mailed to the school or dropped off during business hours.
- For your convenience a drop box is located at the main doors of St. Edward Hall for tuition payments (checks only, please).

***Tuition in Arrears***

If there are extenuating circumstances that prevent a family from following the tuition schedules, these circumstances must be discussed with the Business Office Manager or Principal **before** the scheduled due date of the tuition payment.

The Business Office will notify Administration when tuition is 30 days past due. Tuition in arrears may result in a student being asked to withdraw from the school.

Releasing final report cards, transferring records or registering for the following school year will not be allowed until all accounts with the school are settled. Students whose accounts are in arrears may not be permitted to take exams.

***Re-Registration Fees***

A non-refundable \$250 registration fee is due by the closing date of re-registration for currently enrolled students. A late fee of \$100 will apply for registrations received after this date.

### ***Tuition Assistance***

All families, parish or non-parish, may apply for Tuition Assistance by first contacting the school Business Office.

### ***Tuition Refund Policy***

- Application and Registration Fees are non-refundable.
- If a student withdraws between June 1 and June 30, 10% of the total tuition bill will be due, all other tuition will be refunded.
- If a student withdraws between July 1 and July 31, 20% of the total tuition will be due, all other tuition will be refunded.
- If a student withdraws between August 1<sup>st</sup> and 45<sup>th</sup> day of class, 25% of the total tuition will be due, all other tuition will be refunded.
- If a student withdraws after the 45<sup>th</sup> day of class, tuition will be pro-rated for a full month only, once the student has been in attendance for any part of the month.

### ***SFA Returned Check Policy -***

A charge of \$20 may be charged to your tuition statement per returned check. After an occurrence of two (2) returned checks from the bank, a family will be asked to remit all future payments by cash, credit card or cashier's check.

### ***Office Records***

Parents/Guardians are requested to notify the school through email to [tina.sosnowski@sfaschool.cdom.org](mailto:tina.sosnowski@sfaschool.cdom.org) or in writing to the school office of any change of home telephone numbers and/or address, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

### ***Transfer of Students***

The parent/legal guardian, in writing, should make notice of withdrawal of a student to the Registrar in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records may be forwarded to another school until Business Office accounts have been settled.

# ***General Policies & Procedures***

---

## **A**

### **Academics**

#### ***Student Records***

A parent or guardian may request an appointment to meet with the administration to observe and or discuss their student's permanent records. St. Francis of Assisi Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. The Buckley Amendment requires that non-custodial parents be given information about the student's progress in school as well as unofficial copies of report cards unless there is a court order to the contrary. The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records.

#### ***Report Card Grading Codes & Policies***

The following marking codes indicate the progress of the student according to his/her own performance. Space is provided for comments from teachers as well as parents. Report cards will be distributed at the end of each of the nine-week grading periods. PK – 2<sup>n</sup> grade report cards will arrive in the student's Monday folder and must be signed by the parent and returned to the school. Report cards in grades 3-5 will arrive in the student's Monday folder. Report cards in grades 6-8 are mailed the first and third nine weeks and emailed the second and fourth nine weeks.

#### **Pre Kindergarten and Junior Kindergarten**

- C** Consistently Demonstrates
- S** Developing Satisfactorily
- T** Needs More Time to Develop
- N** Needs Improvement (Work Habits and Social/Emotional Development Only)

#### **Kindergarten**

- E** Excellent Progress
- G** Good Progress
- S** Satisfactory Progress
- N** Needs Improvement / Needs More Time
- +** Performs at Grade Level or Above
- Needs Assistance to Perform at Grade Level

The Kindergarten report cards also provide a listing of Social Development and Personal Development Skills. The same marking code is used to evaluate these areas of a student's personal and social growth.

### **Grades 1 & 2**

<b>E</b>	Excellent Progress
<b>G</b>	Good Progress
<b>S</b>	Satisfactory Progress
<b>N</b>	Needs Improvement (Needs More Time)
<b>U</b>	Unsatisfactory Progress

### **Grades 3-8:**

#### **Academic Course**

##### **Grading Scale:**

<b>A</b>	93-100
<b>B</b>	86-92
<b>C</b>	76-85
<b>D</b>	70-75
<b>F</b>	Below 70

##### **Conduct Codes:**

<b>E</b>	Outstanding
<b>G</b>	Good
<b>S</b>	Satisfactory
<b>N</b>	Needs Improvement

#### **Specials Grades**

Grades for "specials classes" are weighted depending on the number of days per week that each class meets. For example, Music meets once per week, therefore its grade will count one-fifth of what a five-day class [such as Math] counts.

#### ***Honor Roll (Grades 5-8)***

**Principals Honor Roll** GPA 4.0 or higher

**First Honors** GPA 3.5 - 3.99

**Second Honors** GPA 3.0 - 3.49

- Any student receiving a letter grade of C in a subject will not be included on the Honor Roll (with the exception of a C in an Advanced Class).
- A conduct code of "N" will result in loss of Honor Roll.
- Honor Roll will be presented to students following mass once every nine-week grading period.

#### ***Interim Reports (Grades 1 - 8)***

Interim reports are issued at the midpoint of each quarter grading period for students who have an average of 75 or below (D or F) in any core subject or an academic "N" in 1<sup>st</sup> or 2<sup>nd</sup> grade. These reports are emailed directly to parents.

### ***Exams (Grades 6 -8)***

Semester exams will be given in core curriculum classes. Dates will be set aside on the calendar at the end of each semester for this purpose. On exam days students are dismissed at 11:15am. **Only in case of extreme emergency will the administration excuse a student from taking an examination on the scheduled date.** Exam grades are averaged into the student's semester grade and are counted towards 5% of the grade for 6<sup>th</sup> Grade, 10% for 7<sup>th</sup> Grade, and 15% for 8<sup>th</sup> Grade.

### ***Advanced Math/Science***

Qualified students in grades 7 and 8 are offered an opportunity to move at a faster pace with additional academic challenge in selected Math and/or Science classes. In 7<sup>th</sup> grade the class offered is Advanced Pre-Algebra. In 8<sup>th</sup> grade the classes offered are Advanced Physical Science and Advanced Algebra I.

Criteria for selection in these classes are:

- ITBS Scores – Math scores for Math classes, Science scores for Science Classes. (To qualify for the 8<sup>th</sup> grade Advanced Physical Science, math scores are also a factor)
- Teacher Recommendation
- Conduct
- Science and Math yearly average, along with overall GPA.

Each criterion is considered equally. Students must re-qualify each year to be included in an advanced class.

Lists of qualified students are generated through our [Administration](#). Student grades in our 7<sup>th</sup> & 8<sup>th</sup> grade advanced classes are based on a 5.0 scale.

### ***Standardized Testing/Accommodations***

Students at St. Francis of Assisi Catholic School participate in a standard testing program twice each year. Parents receive a report of their child's test results in mid October and June. The school is under no obligation to provide make-up time to administer the test or portions of the test that were missed due to student's absence. Accommodations will be made on standardized testing for students with disabilities and will be implemented as determined by the PLUS Administrator. To qualify for standardized testing accommodations, a student must have a recognized disability as determined by current (within three years) formalized assessment. In addition, the student's recognized disability and the appropriate testing accommodations must be documented within the child's psychological report, a minimum of 30 days prior to testing.

### ***Promotion Policy***

If students have completed their grade level work satisfactorily, they are promoted. If the academic requirements are not completed, the student may be required to attend summer sessions, they may be retained in the present grade, or they may opt to transfer to another school.

Parents are notified before the school year end if the child is not successfully meeting the academic requirements for promotion.

### ***Retention***

Failure in two core subjects for the academic year (reading, language, math, science, social studies, and religion) may result in grade level retention. Grade level retentions may be considered to be developmental and/or academic. A student whose academic performance indicates serious deficiencies may be required to have further evaluation at the parents' expense in order to remain enrolled.

Students who receive a "D" or "F" for the academic year in any core subject may be required to complete approved academic programs, at the parent's expense, before promotion to the next grade level. The summer program must be approved by SFA Administration.

### ***Referrals***

For continued or serious academic difficulties a family may be asked to seek outside help in the form of an Educational Evaluation and follow doctor/professional recommendations.

### ***Summer Math Program***

Students entering 1<sup>st</sup> grade will complete a summer math review book to be turned in on the first day of school. Students entering grades 2-4 will complete requirements on the online math program IXL. Students entering grades 5 - 8 will complete requirements on the online math program ALEKS.

### ***Summer Reading Program***

All students entering grades 2 - 8 are required to read specific books during the summer months. Students will demonstrate proficiency by completing a writing activity chosen by the teachers at each grade level. These will be completed during the first weeks of school. A comprehensive test will be given to 6<sup>th</sup> - 8<sup>th</sup> graders on these books during the first week of school. Study packets are available on-line at [www.sfawolves.org](http://www.sfawolves.org).

### ***Summer Academic Programs (held in July)***

St. Francis offers summer reading and math (ALEKS) programs for students entering grades 5-8 who would like to complete their summer reading and/or

math requirements in a small group setting with the assistance of a certified teacher. The reading of the designated novel(s), review of the material, completion of the study packet, and/or ALEKS hours are covered in this program.

St. Francis also offers 3-week sessions for students entering grades 1–4 who would like to complete their summer reading and/or math requirements in a small group setting with the assistance of a certified teacher. These sessions are held in conjunction with our summer camp program.

### ***PLUS/Enhance Programs***

**PLUS** - The PLUS (Positive Learning Utilizing Strategies) program is for children with average or above average intelligence who are experiencing difficulties in a traditional educational setting. The program assists students with learning differences by building on their strengths, instilling confidence, and providing the appropriate tools that will foster student success. Students in the PLUS program receive individualized attention from teachers in small, highly structured classroom environments. **The goal of the program is to transition the students back into the traditional academic program.** To achieve this, students and parents must commit themselves to a rigorous course of study, which requires the student's attendance, academic diligence, and appropriate behavior. Placement tests, as well as records from previous schools and family interviews, are used to evaluate applicants' probabilities for success in the program.

**Enhance** - The primary purpose of the Enhance program is to help meet the educational needs of the students and reduce the number of children with grade level skill gaps through early intervention strategies and challenging activities in kindergarten through third grade. For those students who need additional assistance, the Enhance program will help students achieve mastery by providing direct instruction, instill positive motivational strategies, and allow for small group settings that provide more one on one instruction. The ultimate goal is to achieve mastery in the classroom. Our philosophy is that early intervention is an opportune approach to detect and correct difficulties.

***Enrichment Classes (grades 2-5)*** - An additional goal for the Enhance program is to offer enrichment classes that are designed to encourage and further develop students' creative and critical thinking skills. Students working cooperatively in groups with their peers to solve problems will broaden the students' academic development. The classes meet weekly and begin after the first 9 week grading period. The Criteria for Enrichment Classes include:

- ITBS scores (Language Arts and Math)
- Teacher Recommendation
- Conduct and Grades
- Student Contract

Students must re-qualify each year to be included in an Enrichment class.

## **Assemblies and Pep Rallies**

Assemblies and pep rallies are important elements of the middle school experience. Assemblies are intended to enrich the learning experiences of the students and pep rallies promote a sense of school pride and spirit. Both are privileges given to students. Students may be denied participation if they fail to meet acceptable behavior standards. Those who are not respectful of presenters or who exhibit unacceptable or disorderly behavior will be removed from the assembly or pep rally.

## **Athletics**

Students in grades JrK - 8 participate in after-school sports offered through the Parochial Athletic Association (PAA). A full time Athletic Director organizes and maintains the program. St. Francis Parish fields teams for cheerleading, soccer, basketball, baseball, softball, golf, cross-country, football and volleyball when age appropriate. Tennis, Track, and Swim teams are available depending upon student interest and coaching availability, but are not sponsored by PAA.

Sign-ups are held prior to each sport for all grades JrK– 8. All fees go to help cover the related costs including maintenance, uniforms, officials and equipment. Seventh and eighth grade sports are competitive, but with a strong emphasis on sportsmanship and teamwork.

For more information regarding our athletic program, please refer to the PAA handbook, located on our website at [www.sfawolves.org](http://www.sfawolves.org)

## **Athletic Probation (Grades 5-8)**

SFA requires students participating in athletics must earn a minimum of 2.0 GPA on each report card and earn no more than 1 failing grade. Failure to do so will result in the student being ineligible from both practice and games until the next progress report is issued. Students can regain eligibility at mid-quarter progress report if their grades have improved to the above standard. If a student finishes the school year with less than a 2.0 GPA, he/she will not be eligible to participate in a fall sport at the beginning of the next school year.

A student must attend five sequential class periods on the day of a scheduled or make-up athletic event. Any student who is absent from school on the day of such event or who checked out of school due to illness is not eligible to participate in an athletic contest or other extracurricular activities later that

same day. Students serving an OSS (Out of School Suspension) or ISS (In School Suspension) are not eligible to participate in a practice or a game the day of the suspension.

All student athletes represent St. Francis of Assisi Catholic School. As such, only exemplary conduct, both on and off the field is acceptable. Appropriate dress/uniform during practices and games is required.

## **Athletics Spectator Code of Conduct**

The St. Francis of Assisi Catholic School Athletic Department understands that in the heat of competition, emotions may cause fans to do or say things that are regrettable. However, we should be aware that improper sportsmanship or decorum could trigger an official warning from the school administration and that persistence in such behavior could ultimately result in revoking a fan's right to attend athletic events. Some of the more obvious violations of the St. Francis Spectator Code of Conduct that can lead to a revocation of the right to attend St. Francis athletic events are as follows:

- Foul or abusive language
- Threatening or abusive behavior towards coaches or administrators
- Repeated taunting of opposing player, coaches, fans, or officials
- Artificial noisemakers
- Entering the field of play during a game without permission
- Disregard of or ignoring warnings by game umpires, or officials
- Ejection from an event by an umpire, official, or referee
- Destruction or theft of school facilities or equipment

## **Attendance**

Our families are aware of the strong relationship between school success and a good record of attendance. **Families are asked to schedule trips and vacations around the school calendar.** Parents should encourage good habits of attendance and punctuality in their children.

Whenever a student must be absent from school, a parent or guardian must notify the school of the reason before **9:00 am**. There are two ways to notify the school:

- Call the Absentee Line at 381-2555 (24 hours a day)
- Email the attendance office, [Debbie.farler@sfaschool.cdom.org](mailto:Debbie.farler@sfaschool.cdom.org)

Upon his/her return to school, the student must bring a written note, signed by a parent, stating the reason for the absence. This note is to be presented to the student's homeroom teacher before the first class period of the day.

Students who are too ill or otherwise incapacitated to attend classes and participate fully in class activities may not participate in activities scheduled for the afternoon or evening of that day. Students must attend five (5)

sequential class periods to participate in an after school activity. Students are expected to be punctual. Absence from two class periods constitutes a half-day's absence. The Tennessee State compulsory attendance law will be followed.

### ***Perfect Attendance***

To be considered for “**perfect attendance**” a student must be present every day for the entire school day. Absences for appointments of any type are not valid exceptions for “perfect attendance”. Teachers in grades 5 - 8 are required to take attendance each period and report to the appropriate office any student who is not in class and whose name is not on the absentee list.

### ***Excused Absence***

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. The responsibility of work missed during an excused absence rests solely with the student.

### ***Releasing Students During School Hours***

If a student is to be excused during the day for any reason, a written note from the parent is required. A parent is required to sign out their child through the main office in St. Edward Hall. To minimize learning time lost in the classroom, we will pull a student from class when a parent is physically on campus to sign them out.

If the child returns to school during the same school day, he/she, along with their parent, must report to the office and sign in to be admitted back into class. PK, JrK and K students will be escorted to their class by a staff member.

A student will only be released into the custody of those persons listed on the Registration Card unless the school is notified in writing. Identification verification may be requested.

- Parents/guardians will 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 will be made in the school nurse's office.
- Students will not be sent on errands off the school grounds, or sent home for books, homework, etc.
- Students will not be released to speak with anyone during school hours except Child Protective Services unless the parent/guardian is first notified.
- Students should not normally be dismissed for early dismissal after 2:30p.m.

### ***Absence for other reasons***

If parents wish to take their student out of school for special reasons during the school year, the procedure required is:

- Notify the principal in writing of the trip and the days to be missed.
- The principal will review the student's record and the impact of the absence on the academic progress of the student.
- The final decision is the responsibility of the parent or guardian.
- Notify home room teachers of absence in advance.
- The school is under no obligation to provide assignments ahead of time, make-up work, special testing arrangements or tutoring.
- The student is responsible for all missed work the same as any absence, that is, for every day missed, the student has one day to make up the work.

### **Announcements**

- General information for the day, and notices of club meetings, athletic and special events, are announced over the PA System at 8:50am and 2:55 pm.
- Posters and flyers advertising events must be approved by Administration
- Nothing should be posted on the campus without permission.
- No flyers may be added to student Monday folders without permission

### **Arrival and Dismissal**

***For the safety of our students, please refrain from using cell phones in the car line during the arrival and dismissal of students***

#### ***School Hours***

School hours for grades PK-8 are from 7:50 a.m. until 3:00 p.m. On the occasion of half-day events, dismissal will be at 11:30 a.m. for all grades unless otherwise notified.

#### ***Arriving on Campus***

Morning care is provided at no additional cost. Morning care begins at 7:00 a.m. All PK, JrK, and K students arriving early should proceed to the St. Joseph Hall multi-purpose room. These students will be escorted to their classroom at 7:35 a.m.

**All 1<sup>st</sup> – 8<sup>th</sup> grade students arriving between 7:00 a.m. and 7:35 a.m. must go directly to the St. Joseph Hall cafeteria. All 1<sup>st</sup> – 8<sup>th</sup> grade students will then report to their homerooms at 7:35 a.m. No students are permitted to enter Maria Hall, St. Edward Hall or St. John Newman Hall for any reason prior to 7:35 a.m.**

### ***Late Arrivals/Tardy***

When a student arrives at school after the tardy bell (7:50 a.m.) has rung, a parent must sign the child in at the main office in St. Edward Hall. When the front doors are closed, a parent must escort their child in to the front office. PK, JrK and 5K students will be escorted to their class by a staff member. Students in grades 1 – 8 will be given an admit pass and go to class themselves. Parents are asked not to escort their child to the classroom during school hours as this is disruptive to the class.

### ***Afternoon Dismissal***

Students should be picked up in the designated areas for their grade level. Parents are asked to wait for their children outside the school building or in their car. Children in grades PK – 5 will stay with the teachers until they can be safely placed in your car.

Any students (PK-5<sup>th</sup> grade) not picked up by 3:15 p.m. (or 11:45 a.m. on an early dismissal day) will be placed in the Extended Care Program at the parent's expense.

**The Extended Care Program is the only monitored program for students after school. Allowing your middle school student to remain on campus or at the church unsupervised puts them at risk. Misbehavior will not be tolerated and may result in disciplinary consequences. Parents are encouraged to take advantage of a 6<sup>th</sup> – 8<sup>th</sup> grade homework room supervised by SFA teachers that is available through our Extended Care Program.**

### ***Severe Weather Dismissal***

**\*Tornado Sirens and Lightning:** We will not release any student if sirens are actively sounding or severe lightning is present. Parents may enter the building until the threat has passed.

# B

## Middle School Bell Schedules (GRADES 6-8)

### Normal Schedule

Early Bell	7:35	
7:50	8:50	1 <sup>st</sup> Period
8:55	9:45	2 <sup>nd</sup> Period
9:45	9:55	Break
10:00	10:50	3 <sup>rd</sup> Period
10:55	11:45	4 <sup>th</sup> Period
11:45	12:15	Lunch
12:20	1:10	5 <sup>th</sup> Period
1:15	2:05	6 <sup>th</sup> Period
2:10	3:00	7 <sup>th</sup> Period

### Mass Day Schedule

7:50	8:05	Homeroom
8:15	9:05	Mass
9:10	10:05	2 <sup>nd</sup> Period
10:10	10:55	3 <sup>rd</sup> Period
11:00	11:45	4 <sup>th</sup> Period
11:45	12:15	Lunch
12:20	12:55	5 <sup>th</sup> Period
1:00	1:35	6 <sup>th</sup> Period
1:40	2:15	7 <sup>th</sup> Period
2:20	3:00	1 <sup>st</sup> Period

### Half Day Schedule

7:50	8:20	1 <sup>st</sup> Period
8:25	8:50	2 <sup>nd</sup> Period
8:55	9:20	3 <sup>rd</sup> Period
9:20	9:30	Break
9:35	10:00	4 <sup>th</sup> Period
10:05	10:30	5 <sup>th</sup> Period
10:35	11:00	6 <sup>th</sup> Period
11:05	11:30	7 <sup>th</sup> Period

**“B” Schedule (Short Assembly)  
Regular Morning Schedule until Lunch...**

12:20	1:00	5 <sup>th</sup> Period
1:05	1:45	6 <sup>th</sup> Period
1:50	2:30	7 <sup>th</sup> Period
2:30	3:00	Assembly

**“C” Schedule (Long Assembly)  
Regular Morning Schedule until Lunch...**

12:20	12:55	5 <sup>th</sup> Period
1:00	1:35	6 <sup>th</sup> Period
1:40	2:15	7 <sup>th</sup> Period
2:15	3:00	Assembly

**2:00pm Schedule (Long Assembly)  
Regular Morning Schedule until Lunch...**

12:20	12:50	5 <sup>th</sup> Period
12:55	1:25	6 <sup>th</sup> Period
1:30	2:00	7 <sup>th</sup> Period
2:00	3:00	Assembly

**10:00am Delayed Start – (Due to Inclement Weather-announced  
on local news channels)**

Early Bell	9:35	
10:00	10:20	1 <sup>st</sup> Period
10:25	10:50	2 <sup>nd</sup> Period
10:55	11:20	3 <sup>rd</sup> Period
11:25	11:45	4 <sup>th</sup> Period
11:45	12:15	Lunch
Resume Normal Afternoon Schedule		

**Bicycles**

Students are required to wear a helmet, ride responsibly on or off school grounds and follow all traffic safety laws and regulations. A bicycle rack is provided but the school assumes no liability.

## **Books**

All textbooks are the property of St. Francis of Assisi Catholic School. The school issues textbooks to each student for his/her use. The students must return the books at the end of the course. Students will purchase consumable books at registration. In some classes, the purchase of supplementary material is required.

All books must be covered at all times. Book covers that become worn, torn or unserviceable must be replaced without delay. Students are charged for damaged books and materials. Lost or damaged books must be paid for in full by the student. The charge for a lost or destroyed textbook will be the retail cost to replace the book (approximately \$70).

Each textbook must be returned to the teacher at the end of the school year. If a student's book is lost or destroyed, payment must be made in full prior to beginning of exams.

## **Bullying**

St. Francis of Assisi Catholic School has a zero tolerance policy towards any bullying behavior. The definition of such behavior is:

*"Bullying happens when someone with more power unfairly hurts someone with less power over and over again. Power may be physical strength, social skill, verbal ability or any other resource."*

During the course of the school year, students attend anti-bullying programs which instruct them to report all instances of bullying to an adult, who should then notify the administration.

At St. Francis of Assisi Catholic School, we ask that parents notify their child's counselor when the first mention of bullying behavior is reported by their child. Contact Debbie Brown for grades PK-4 Dan Lohrman for grades 5-8.

### ***Cyber bullying (Social Networking Sites)***

Our students who participate in malicious and hurtful exchanges in texts, e-mails, social networking sites or chat rooms that involve employees or other students at SFA may face consequences at school. Cyber-bullying will be treated the same as face-to-face bullying. All incidents reported to a teacher or staff member must be immediately brought to the attention of Administration. Such situations violate school policy and may result in disciplinary action.

## **Car Pools**

A student directory is available at registration for convenience in arranging car pool. It is the responsibility of the parent to contact car pool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to avoid confusion. Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means.

## **Cell Phones, Cameras and Electronics (E-Readers, I Pad, I Touch, etc.)**

**For all students the use of cameras, cell phones and other communication devices is forbidden during the school day from 7:35 a.m. – 3:00 p.m.**

The ringing of the phone, the sounds of any communication device, or any type of messaging, even if silent, is prohibited during the school day. Cell phones may be brought to school in order to maintain contact with the home before 7:35 a.m. and/or after 3:00 p.m. The cell phone must be kept in the student's locker or in the student's backpack during the school day. In the event of an emergency, students may go to the office in their building and use the school phone with permission from faculty or administration.

- Cell phones, cameras or electronic devices seen or heard during the school day will be given to the *Director of Student Affairs* to hold for 48 hours.
- A confiscated phone will be released to the student after 48 hours.
- With subsequent infractions, a parent may be contacted and may be required to pick up the cell phone.

## ***Photos and Videos***

For legal and privacy reasons, students are prohibited from taking photographs or video of any SFA employees or students during school and using it in an unauthorized manner. This includes sharing pictures electronically by phone, email, or posting to websites such as Facebook, MySpace, YouTube, etc. Any violations of this rule may result in school issued consequences.

## **Communication**

**E-mail is used as the primary means of communication between St. Francis of Assisi Catholic School and parents/families regarding current issues, programs and other correspondences.** This email communication will be in the form of Tuition Statements, Report Cards, Newsletters,

Monday/Tuesday Mail and Emergency Information (including but not limited to early dismissals).

Monday Folders (Grades PK-5) are used for viewing student assignments and teacher communications. Folders are sent home on Monday, or the next day after a holiday, and should be returned with parent's signature the following day. E-mail is the most efficient way for parent/teacher communication. A complete list of faculty e-mails is available on our website.

**Please notify Randie Moore at [randie.moore@sfaschool.com.org](mailto:randie.moore@sfaschool.com.org) of ANY email changes THROUGHOUT the school year. If you do not have email capabilities, please inform the school office in writing.**

## **Contributions**

Individuals desiring to support St. Francis of Assisi Catholic School through tax-deductible contributions are welcome to make cash or check contributions.

## **Counselors**

The role of the Behavioral Health and School Counselors is to:

- Counsel with students individually and in small groups
- Serve as student advocates
- Consult with teachers, administrators and parents
- Present developmental lessons in the classroom setting

Developmental counseling is the main area of the counseling program. This involves working with students who are not currently faced with a problem or crisis, helping them understand and know themselves better, using age appropriate materials.

**\*Rainbows** is a support group for students who have experienced a change in their family due to divorce or the loss of a loved one. For more information contact our guidance department.

## **D**

## **Discipline and Student Conduct**

### ***Code of Conduct***

The teachers and staff at St. Francis are dedicated to finding the best means of aiding, guiding, and implementing positive self-discipline for children, and in this way, help and support our parents.

A Code of Conduct for St. Francis students includes, but is not limited to, the following concepts:

1. Students shall treat each other, school employees, and visitors with the concern and respect that is a sign of Gospel virtues.
2. When attending a school or social function the students are expected to conduct themselves in a courteous and Catholic/Christian manner.
3. Any disruption of the learning environment or harmony of the school is considered an infringement on the rights of others and handled according to the discipline policies of the school.
4. Students shall be concerned about the health of themselves and others while on school grounds. They shall not possess, use, and transmit weapons of any kind. Students shall not knowingly possess, use, transmit, or be under the influence of an intoxicant of any kind, or drugs not prescribed for them by a physician.
5. Students shall use material items with care and respect that shows they understand what it means to live in a world in which our resources are limited and need to be shared. Any attempt to damage or steal material goods will be handled according to the discipline policies.
6. Students should report to classes on time with all designated materials and dressed according to the guidelines set by the school.

### ***Academic Dishonesty (grades 5 – 8)***

Academic dishonesty is defined as any cooperative or solitary attempt to represent the work of any other person as one's own. Examples include but are not limited to:

- Copying any portion of another student's assignment or test
- Looking at any material not provided or directed by the teacher during a test.
- Giving answers to others on a test.
- Informing others of test items before they take the test
- Reporting inaccurate grades
- Use of any electronic device (cell phone, etc.) to give or obtain answers on a test.

Both the student who copies and the student who offered materials for copying will receive consequences. Students who are found to be academically dishonest may receive a zero on that assignment/test as well as additional consequences. Students may receive an "N" in conduct for the nine-week period in which the incident occurred and therefore will not be eligible for the Honor Roll.

### **Discipline Procedures**

The school's main objective is to create a positive, structured and loving atmosphere in which each student can thrive and exhibit proper behavior and self-control. In order to provide a successful learning experience it is

important to establish consistent classroom procedures and clear guidelines for behavioral expectation. Each teacher will have certain expectations for their classroom that will be explained during the first week of school. The following are procedures available to teachers and administrators as they work with students concerning problematic behaviors:

### ***Discipline Policy for PK – 4<sup>th</sup> grade***

Our younger students committing serious offenses (i.e. fighting, disrespect toward a teacher or staff member, inappropriate language, biting, spitting) that require immediate consequences may be asked to stay home for a day or more (depending on the severity of the offense). This stay at home time is not considered an OSS. This is an alternative consequence for our younger students, in place of detentions or Saturday school. However, serious or repeated behaviors may cause a student at this grade level to be placed on Disciplinary Probation. PK, JrK and Kindergarten students who bite and leave a mark on another child will be sent home for the day.

### ***Point System for 5<sup>th</sup> – 8<sup>th</sup> grade***

Our 5<sup>th</sup> – 8<sup>th</sup> grade teachers use a system of points to record inappropriate behavior. Teachers may assign points for infractions of school rules such as tardiness, excessive talking, disruptive behavior, chewing gum, etc. These are accumulated daily throughout the nine weeks by each teacher. Upon receiving 10 points within a nine- week grading period, the student may be assigned a detention. These points are posted weekly on Edline and will directly affect a student’s conduct grade for the nine week period in the following manner:

<i>Points</i>	<i>Conduct Grade</i>
0-3	<i>E – excellent</i>
4-6	<i>G – good</i>
7-9	<i>S – Satisfactory</i>
10 or more	<i>N – Needs Improvement (this conduct grade keeps a student off Honor Roll)</i>

A teacher may refer a student directly to administration in the event that a situation is serious and warrants immediate intervention. The outcome will be at the discretion of the Administration and may result in a detention, Saturday School, In School Suspension (ISS), Out of School Suspension (OSS), or expulsion. Other options available to teachers include loss of break or recess time, cafeteria duty, individual silent lunch, or additional written assignments.

### ***Detention***

Detention may be issued to students who have accumulated 10 or more points or at the discretion of administration for serious conduct violations. Detention is held one afternoon each week from 3:05 – 4:05 in St. John Neumann Hall.

**A student who misses their assigned detention will serve a Saturday School.** Students serving a detention will receive an “N” in conduct for the

nine-week period in which the incident occurred and therefore will not be eligible for the Honor Roll.

### ***Saturday School***

Saturday School may be assigned by administration for more serious disciplinary infractions or for three detentions in one nine-week period. Saturday School is held from 8am – 11am on designated Saturdays. **A \$20 fee is due the morning of the assigned Saturday School.**

Attendance at assigned Saturday School takes precedence over all athletic or extra-curricular activities. **Failure to report to the assigned Saturday School will result in the student serving an OSS the next week.** Students serving a Saturday school will receive an “N” in conduct for the nine-week period in which the incident occurred and therefore will not be eligible for the Honor Roll.

### ***ISS (In School Suspension)***

An ISS may be used at the discretion of the administration when a swift immediate response is needed based on the student’s behavior. Students serving an ISS will receive an “N” in conduct for the nine-week period in which the incident occurred and therefore will not be eligible for the Honor Roll.

### ***OSS (Out of School Suspension)***

An OSS is reserved for serious or repetitive infractions of school policy or failure to report to an assigned Saturday School. The number of days is assigned at the discretion of the principal, depending upon the severity of the infraction. School assignments are to be completed during the OSS suspension. On the days that a student is serving an OSS, he/she may not participate in any school related extra curricular activities, including sports. If the OSS days served include a weekend, the ban of participation may also be extended to weekend days. Students serving an OSS will receive an “N” in conduct for the nine-week period in which the incident occurred and therefore will not be eligible for the Honor Roll.

### ***Disciplinary Probation***

Disciplinary Probation is a consequence for very serious and continued infractions of school policy and may be given to students in any grade, PK – 8<sup>th</sup>. Three (3) Saturday schools or any suspension, or a combination totaling three (3) during a school year, or serious or repeated behaviors at any grade level may cause a student to be placed on Disciplinary Probation. Students may be required to see the school counselor weekly during the probationary period to work on skills to aid the student in changing patterns of behavior or in making better choices. Students on probationary status will be re-evaluated after serving a complete nine-week period. Administration may choose to

remove the student from probation at that time if improvements have been made.

Students on Disciplinary Probation will not be allowed to attend field trips, participate in school sanctioned events, or participate in PAA sports during the probationary period.

### ***Referrals***

For continued or serious behavioral difficulties a family may be asked to:

- Receive individual child counseling using child psychologist/therapist/counselor that both parent and school mutually agree upon.
- Enroll in an Intervention program that is qualified to assist in corrective classroom behaviors/attitudes/skills.

### ***Dismissal /Expulsion***

If the administration and faculty have worked to remedy behavioral/academic difficulties multiple times and the Administration, Pastor, and Catholic Schools Office agree that the school can no longer continue to benefit the student or harm is befalling other members of the school community, then a student may be asked to withdraw from the school. If a family refuses to withdraw a student, then expulsion may occur.

### ***Off Campus Behavior***

A student is a St. Francis of Assisi Catholic School student at all times. A student, who engages in conduct on or off campus, that is detrimental to the reputation of the school, may be disciplined by school officials.

***The administrator, in consultation with the pastor, reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.***

## **Drug and Alcohol Policy**

All students are required to comply with state and local laws regarding the use of illegal drugs and alcoholic beverages. Any student found using, possessing, or aiding in the distribution of drugs or alcoholic beverages on campus, or at school-sponsored activities, is subject to severe disciplinary action, up to and including expulsion. Students and visitors to campus, as well as their lockers, backpacks and other such devices are subject to search upon reasonable suspicion that prohibited items may be present on campus. Any search will be conducted by the administration and the Director of Security.

## E

### **Edline**

Parents of students in grades PK – 8 will have an access code that will enable on-line access to their own child's classroom information through Edline. All teachers in grades PK – 8 will set up a home page with class information, events and assignments. The class week-at-a-glance may be posted here.

Parents of students in grades 3-8 will be able to view their child's grades and progress through Edline. Edline also includes discipline reports in grades 5 – 8. Parents are encouraged to stay current with the information that is available. **Grades are updated to Edline on Thursdays** with the exception of school holidays and end of the term dates. Final grades for each term will be updated to Edline within a week after the end of the term.

Students in grades 6-8 have their own Student Edline account where they may check assignments and grades as well as save work to complete at home or school (Student File Locker).

### **Eighth Grade High School Visits**

In October, our local Catholic High Schools have open houses for interested 8<sup>th</sup> grade students. Invitations are sent directly to the student's home from each high school. Students attending the high school visit days for CBHS, St. Agnes, Immaculate Conception, Catholic High or Bishop Byrne should provide their own transportation to the school and an adult must sign them in at the front office upon their return. This is an excused absence.

For the St. Benedict open house, our eighth grade teachers will walk the students to SBA for the 2 hour visit which includes a complimentary lunch. Students will be escorted back to our campus after the open house.

***High School Testing Dates*** - Catholic High Schools in our diocese will publish the dates for the high school entrance exam and honors testing. Eighth grade parents should be aware of these dates and contact the individual high school if they have questions.

### **Emergency Communications - IRIS**

The Diocese of Memphis has partnered with a rapid communication system called IRIS-Immediate Response Information System. This system will deliver emergency messages to parents individually by telephone and email. Should schools need to close early due to weather, for example, this system would notify you by home phone, cell phone, or email. All students have been

entered into the IRIS system. If your emergency contact information changes, please update information by contacting [tina.sosnowski@sfaschool.cdom.org](mailto:tina.sosnowski@sfaschool.cdom.org)

## **Emergency Drills**

State Law requires that emergency drills be held periodically throughout the school year.

**Fire Drills-** students should follow these instructions:

1. Rise in silence when the alarm sounds.
2. Walk to the assigned place briskly, in single file at all times, and in silence.
3. Stand in a column of two's facing away from the building.
4. Return to the building when the signal is given.

**Tornado Drills -** students should follow these instructions:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the assigned place in single file.
3. Kneel, face toward interior wall, and put hands over head.
4. Return to classroom when signal is given.

**Earthquake Drills -** students should follow these instructions:

1. Drop to floor, cover head immediately.
2. Crawl under nearest desk or table.
3. Listen for further instructions.

**“Lock Down” Drills** are never practiced by the students. These procedures must be followed in the event of a Lock Down:

1. Listen for the CODE
2. Stay in the room and sit on the floor away from the door.
3. All doors are locked and will remain locked until an all clear announcement is made

## **Emergency Plan**

The Catholic Diocese of Memphis and Tennessee state law requires that schools be adequately prepared to respond to emergencies. SFA has adopted the *Safe School Plan* for use in the preparation of emergency procedures. This plan is managed by our full time Director of Safety and Security and reviewed yearly with our faculty and staff. This plan is available for review by our parents. In the event of actual fire or other emergency, parents should expect to pick up their children from the SFA Church building. The secondary pick up location will be the SBA High School football field.

## **Extended Day Care Program**

The Extended Care Program is designed to provide professional care, individual attention, supervision, and enrichment activities for students enrolled in grades PK through 8<sup>th</sup> grade who have registered for the program. Extended Care hours are 3:00 p.m. to 6:00 p.m. on regular school days.

Students in grades PK – 5 who are not picked up by 3:15 p.m. (or 11:45 p.m. on early dismissal days) will be placed in the Extended Care Program at the parent's expense.

Each day Extended Care will offer:

- Scheduled homework time with supervised assistance from SFA teachers
- Indoor and outdoor play
- Organized activities and free play
- Nutritious snacks
- Time for reading, games and drawing

**The Extended Care Program is the only monitored program for students after school. Allowing your middle school student to remain on campus or at the church unsupervised puts them at risk. Misbehavior will not be tolerated and may result in disciplinary consequences. Parents are encouraged to take advantage of a 6<sup>th</sup> – 8<sup>th</sup> grade homework room supervised by SFA teachers that is available through our Extended Care Program.**

SFA Extended Day Care is a licensed program through the Tennessee Department of Human Services and administered by St. Francis of Assisi Catholic School at an additional expense. For more information contact Mrs. Dena Chavez, Director of Extended Care at [dena.chavez@sfaschool.cdom.org](mailto:dena.chavez@sfaschool.cdom.org).

## **F**

### **Fieldtrips – Day Trips**

Field trips are educational activities that are an outgrowth of class instruction and are designed to enhance the classroom or developmental learning experience. The teacher in charge of the trip issues permission slips. These must be signed by a parent or legal guardian and returned to school prior to the event. ***A child must have a signed permission slip in order to attend any field trip.*** We reserve the right to exclude from field trips any student whose conduct in school or on previous trips has been unsatisfactory. Some field trips costs are included in your activity fee.

We often rely on parent drivers and chaperones. **All volunteer drivers must be Virtus trained and must have proof of insurance/driver's license on file with the school office in order to drive on these trips.** Driver information should be resubmitted each year. Some hosting organizations limit the number of adults who may attend so we appreciate your understanding. Field trips in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades, as well as overnight trips, rely on a chartered bus for student and faculty transportation.

It is understood that there is no smoking in a car transporting students during fieldtrips. Parent drivers should not use a cell phone while transporting students.. The focus of the parent driver is to insure safety of the students that are entrusted to their care. Younger siblings or other children are not permitted to attend field trips.

**The following are the State of Tennessee Child Passenger Restraint Requirements which must be followed on any school sponsored field trip.**

- Children one (1) through three (3) years of age and weighing more than 20 pounds must be secured in a child safety seat in a forward-facing position in the rear seat, if available, or according to the safety seat or manufacturer's instructions
- Children ages four (4) through (8) and less than four feet, nine inches tall must be secured in a belt-positioning booster seat system in the rear seat, if available.
- Children nine (9) through 12 years of age must be secured. It is recommended that any such child be in the rear seat, if available.  
(Note: If the child is not between age nine (9) and 12, but is four feet, nine inches or taller, he/she must still use a seat belt system.)

**Fieldtrips – Overnight Trips**

At grades 5 and above, students may be offered the opportunity to participate in overnight and/or out-of-state trips at an additional expense. A Personal Behavior Contract may supplied by the trip coordinator must be signed by each student and parent before attending the trip. St. Francis of Assisi Catholic School reserves the right to exclude from field trips any student whose conduct in school or on previous trips has been unsatisfactory. The 5<sup>th</sup> Grade class will attend a two day, one night retreat at Victory Ranch Retreat Center in Bolivar, TN.

- The 6<sup>th</sup> Grade class will attend a three day, two night retreat at Crow's Neck Environmental Education Center in Tishomingo, MS.
- The 7<sup>th</sup> Grade class will attend a two day, one night chartered bus trip to Nashville, TN visiting the State Capitol, State Museum and other sites.
- The 8<sup>th</sup> Grade class will attend a chartered four day, three night trip to visit many of the historical Washington, D.C. sites.

## **Fundraisers**

All fundraisers must be approved by the Principal. No outside sales of merchandise may take place without approval from the Principal or Pastor.

## **G**

### **Gifts**

Students should not exchange gifts for individuals, decorate lockers, desks, school property etc, at school. This gesture only creates hurt feelings. Balloon bunches delivery of flowers and other remembrances should **not** be sent to the school. In the event this rule is disregarded, the item will be kept in the office and the student will be notified to pick it up after school. Invitations for parties should not be handed out at school unless an invitation is being given to every student in the class.

## **H**

### **Health Requirements & Screenings**

Proof of a health examination and immunization is mandatory for the students to be enrolled in our school in accordance with the regulation of the Tennessee Department of Education. The necessary form is available from the student's personal physician or the Memphis and Shelby County Health Department. No student will be allowed to attend classes after September 15, until his/her updated health form has been turned into the appropriate school office.

Vision screenings are provided by the Southern College of Optometry each year in 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades. Parent permission is necessary and no fee is involved.

Hearing Screenings are provided by the Memphis Speech and Hearing Center each year in PK, JrK and Kindergarten. Parent permission is necessary and no fee is involved.

### **Health Room/Student Illness**

A full-time R.N. staffs our health room during school hours. Please do not send a child to school who shows signs of illness. A student who becomes ill at school must request permission from his/her teacher to report to the Health Room. If the illness is serious, the parent/guardian will be contacted. No student will be released from school with anyone other than the parent,

guardian, or parent-designated responsible person. The responsible adult may be asked to provide identification before signing the student out at the appropriate school office. Please remember:

- Students with a fever of 100° or higher, vomiting or diarrhea will be sent home. Students are required to remain at home until fever and symptom free for 24 hours.
- Students recovering from pink eye (conjunctivitis) must be on medication for at least 24 hours before returning to school.
- Parents of students with chronic medical problems should report their illness to the administration, school nurse and the classroom teacher(s).

### ***Medication***

The Prescription Drug and Medicine Authorization form must be completed by a physician before any prescription or over-the-counter medication will be dispensed from the health room. This form is available at registration and on our school web site.

All medicines or refills must be delivered by a parent or guardian to the school nurse. All medications must be in the original container. Students may NEVER carry medicines on school grounds. Any student that has medication in their possession is subject to suspension or expulsion.

### **Home and School Association**

The St. Francis of Assisi Catholic School Home and School Association oversees many events that greatly enhance the positive atmosphere at SFA. Its primary goal is to foster family involvement and to create communication and a sense of cooperation among home, classroom and administration. A **\$25 per family fee** is requested at registration that covers operational costs. Home and School sponsors annual school fundraisers. Proceeds are earmarked to fund designated projects each year.

### **Homework Assignments**

Homework and home study are an integral part of the learning process. Missed assignments due to absences are the student's responsibility. In grades PK-4 the parent should contact the classroom teacher, either by email or a note delivered to the teacher, to make arrangements to have assignments brought to the office. Homework may be picked up there between 3:00 and 3:30 PM. In grades 5-8, parents should e-mail each teacher directly for assignments. Student contact with an attending classmate is encouraged in order to stay current with material covered in the classroom during the absence. **Refer to Edline for homework assignments.**

**Upon returning to school, students will be allowed one day per day of absence to make up assignments and tests.** Students should communicate with each individual teacher upon the day of his/her return to arrange make-up test dates.

Each teacher's homework policy is presented at the grade level "Meet the Teacher Night" in August. Homework should be a priority before all other extracurricular activities.

## **I**

### **Inclement Weather**

The first source of information for school closings and delayed starts is the LOCAL NEWS. Please listen carefully for The Catholic Diocese of Memphis closings. The decision to close schools is made by the Office of Catholic Schools. They contact the local news stations FIRST, and then notify the individual schools. Each principal activates the IRIS system to contact the school families.

### **Insurance**

School accident insurance is available for purchase to all students enrolled in St. Francis of Assisi Catholic School. Athletic participants should contact the Athletic Director regarding special rules and/or opportunities for additional insurance.

## **L**

### **Library**

The school has a well-equipped automated library and mediacenter. Students are encouraged to use the library for curricular enrichment and pleasure reading. The library is opened extended hours for student use, however scheduled meetings will take precedence. 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 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.

Library Hours are:

*Monday and Friday 7:35am – 3:15pm*

*Tuesday, Wednesday, and Thursday 7:35am – 3:30 pm*

## Lockers & Locker Locks

Lockers are provided for the convenience of the students. Lockers are to be kept neat and clean at all times. Students may not decorate the outside of lockers. Books are not to be left on the floor. Students are reminded that lockers are school property and administrators reserve the right to go through a student's locker should an occasion warrant it.

**All students in grades 6<sup>th</sup>-8<sup>th</sup> will be required to purchase school issued combination locks at registration. The cost is \$6.50 per lock.** Students will purchase the lock and it should last them the duration of their middle school years at SFA. The students will take their lock home over the summer months and then bring it back and apply it to their newly assigned locker each year thereafter. Their lock combination will be kept in the school computer, and should the student forget the combination at any time, school personnel would be able to supply it to them. Any lost lock must be replaced by purchasing a new one from the school. **Student lockers must be locked at all times.**

## Lost and Found

**Every item that comes to school should be clearly labeled with the child's name.** Any items found in the school or on school grounds will be placed in *Lost and Found* located in the Multi-purpose room and in the middle school gym. Students may check for missing items before or after school. Parents may sign in as a visitor at the front desk to check for missing items at their convenience. Items will be kept for one month. On the first day of the month, articles remaining in *Lost and Found* will be boxed and stored. After one month in storage, the items will be donated to charity. All uniforms and personal property must be clearly labeled. **The school is not responsible for lost property.**

In grades 6 – 8, textbooks and other classroom supplies will be taken to the Plus Office in St. John Neumann Hall. They will not be taken to the Lost and Found.

## Lunch

The cafeteria is considered a proper setting for promoting good eating habits. Students in Grades 1-8 eat lunch in the cafeteria. PK, JrK & K will eat lunch in the St. Joseph Hall Multi-Purpose Room. Students may bring lunch or purchase it in the cafeteria. Milk is available and recommended as part of a healthy lunch. For students in PK-5, we discourage soft drinks from home as a lunch time beverage. A balanced selection of luncheon foods with minimal high sugar items is necessary for student lunches. Meal plans are available through our food service provider, SODEXO. Contact our cafeteria manager, Sandra Cole for questions about student card balances at sandra.cole @ sodexo.com. Daily menus and prices may be found on the school website.

**Lunch Visitors** -All visitors to the school must sign in with the receptionist in the main office of St. Edward Hall and receive a visitor's badge. Parents are welcome to have lunch with their child at anytime. However, **please do not bring fast food lunches** to your child since this creates difficulty for the other children.

**Lunch Schedule**

**Grades 1-8 - Caf **

11:05	11:30	3 <sup>rd</sup> Grade
11:10	11:35	4 <sup>th</sup> Grade
11:15	11:40	5 <sup>th</sup> Grade
11:40	12:15	8 <sup>th</sup> Grade
11:45	12:15	7 <sup>th</sup> Grade
11:50	12:20	6 <sup>th</sup> Grade
12:20	12:50	1 <sup>st</sup> Grade
12:25	12:55	2 <sup>nd</sup> Grade

**Lunch Schedule**

**Grades PK-Kindergarten - MPR**

11:45	12:20	PK & JrK
12:30	1:05	Kindergarten

**M**

**Mass**

Our students attend mass weekly at St. Francis of Assisi Catholic Church. 1<sup>st</sup> – 5<sup>th</sup> grades attend the 8:15 a.m. mass on Wednesdays. Kindergarten classes begin attending the Wednesday mass second semester. PK begins attending the Wednesday mass once a month during the second semester. Our 6<sup>th</sup>-8<sup>th</sup> grades attend the 8:15 a.m. mass on Thursdays. Parents are always welcomed to attend.

All School Masses (K – 8) are held at various times during the year including our School Opening Mass, St. Francis Feast Day, Catholic Schools Week, and Holy Week.

## P

### **Parent Support Group**

Our SFA Parent Support Group focuses on helping your child be successful in school. Meetings will include guest speakers and discussion of current educational topics. All parents are welcome to attend. Contact Mary Annette Keating for more information.

### **Parent - Student Handbook and Directory**

During registration each family receives a Student Directory listing students' and parents' names, addresses, and home telephone numbers. The Student Directory is used to acquaint parents and should not be **used** or **sold** for any other purpose.

### **Parent-Teacher Conferences**

New for the 2011-12 school year, we will schedule two half-days for Parent-Teacher conferences for students in grades PK – 8<sup>th</sup>. We think that it is important to meet often with the parents of every student, to share information, test scores, and observations that will help us work together in the best interest of our students.

The Fall Conference will be scheduled on a half-day in October near the end of the first nine week grading period. A Spring Conference will be scheduled on a half-day in February. All teachers will arrange a time to meet with the parents of each student in their home room.

Our teachers and administration are available to meet with you at your request whenever interest or necessity demands. Our primary goal is to ensure the success of every student at SFA.

Please realize that before the school day begins, teachers are busy preparing for the school day, therefore, it is not a good time for parents to conference with teachers. After school, teachers may have commitments (tutoring, coaching, or other extracurricular activities) therefore, parents should contact teachers by email or written note to set up conferences.

We have asked our teachers to refrain from having impromptu conferences with parents in places other than the school to protect the student's confidentiality in public settings. Thank you for not putting them in an awkward position.

***Team Conferences (grade 5-8)*** - if your child is struggling in several subjects or you have overall concerns, you may wish to meet with the grade

level team. For a team meeting, please contact the middle school counselor, Dan Lohrman to set up a Parent/Teacher conference. Team conferences are scheduled daily at the following times: 8<sup>th</sup> Grade – 10:00 a.m.; 7<sup>th</sup> Grade – 9:00 a.m.; 6<sup>th</sup> Grade – 11:00 a.m. and 5<sup>th</sup> grade 1:15pm.

## **Parties/Birthdays**

Invitations for parties should not be sent to school unless an invitation is being given to every student in the class. Birthday treats may be brought to school for the homeroom class. It is recommended that this be kept as simple and mess free as possible. Please make arrangements with the classroom teacher ahead of time.

PK - 5th are permitted three class parties a year, at Halloween, Christmas and Valentines Day. Room parents may assist the classroom teacher with the parties.

Parties or dances sponsored by parents off campus are not sanctioned by the school and St. Francis of Assisi Catholic School's name may not be used.

## **Photography**

As part of our public relations efforts, we routinely photograph faculty, staff and students involved in school-related activities. St. Francis of Assisi Catholic School reserves the right to publish these photographs.

# **S**

## **Safety & Security**

Saint Francis of Assisi Catholic School employs a full-time Director of Safety and Security to be present on campus during school hours. Our entire campus is equipped with cameras to monitor hallway, stairwells, and outside areas.

SFA also employs a security team that patrols our campus after school hours. Students/parents needing to walk long distances to cars are encouraged to ask for his assistance.

## **Service/Missions**

Our understanding of Gospel values embrace that service is performed selflessly and generously as Jesus taught. We encourage all of our students in grades PK-8 to participate in hours of service. These hours may include projects done at home or during school. The number of hours is dependent on the grade the students are in: PK – 1<sup>st</sup> grade – 2 hrs per year,

2<sup>nd</sup> grade - 4hrs, 3<sup>rd</sup> grade - 6 hrs, 4<sup>th</sup> grade- 8 hrs, 5<sup>th</sup> grade- 10 hrs, 6<sup>th</sup> grade – 12 hrs, 7<sup>th</sup> grade – 14 hrs, 8<sup>th</sup> grade – 20 hrs.

Our school maintains a *Food Pantry* where canned goods that are collected throughout the year are stored and periodically donated to Catholic Charities.

In addition, SFA supports many organizations and missions throughout the year. Some of them include the following: Birthright, Catholic Charities, Catholic Schools in our diocese, Diocese Prison Ministry, Project Outreach, Gifts for God’s Children, Hope House, Memphis Food Bank, St. Francis Animal Rescue and Refuge, Nursing Homes in the area, Poor Clare Monastery, Ronald McDonald House, St. Jude Hospital, St. Mary’s Soup Kitchen, The Pajama Program, St. Vincent DePaul Society, St. Vincent DePaul Soup Kitchen.

## **Smoking**

For health and safety reasons, smoking on campus is not permitted at any time nor is smoking permitted at any school sponsored activity or function. The “Children’s Act for Clean Indoor Air” enacted as Public Chapter 455 by the Tennessee General Assembly, prohibits smoking at all public and private kindergarten, elementary, and secondary schools and school grounds. That term is defined in the act and includes any building, structure, and surrounding grounds. St. Francis of Assisi Catholic School and Campus is a Smoke Free Zone, 24 hours a day.

## **Spirit Shop**

The spirit shop is located in Maria Hall, Rm. 319. The Spirit Shop can be accessed from the Playground or from the Main Entrance. The spirit shop is open on **Tuesdays** and **Thursdays** before school from 7:30 a.m. until 8:00 a.m. and after school from 2:55 p.m. until 3:15 p.m. Apparel items, spirit items, and some school items are available for purchase. Spirit Shop items are also available to view and purchase through our website. Simply complete the order form available and send to school with your student. Visit [www.sfawolves.org](http://www.sfawolves.org) or contact Dee Dee Morreo for more information.

## **Special Events**

St. Francis of Assisi Catholic School offers a variety of activities. If you would like more information or have additional questions, please contact the school office.

**\*AR Awards Day** – held after a Wednesday mass in May, 2<sup>nd</sup>-5<sup>th</sup> grade students are recognized for their achievements in the Accelerated Reader Program. Parents and guests are invited to attend.

**\*6<sup>th</sup> – 8<sup>th</sup> Awards Days** –these are days set aside at the end of the school year to acknowledge student achievements in all areas including academics, fine arts, and extra curricular activities. Parents and guests are invited to attend.

**\*Catholic Schools Week** – This event occurs the last week in January and is filled with special activities for the students, teachers and parents. The activities planned celebrate our Catholic heritage and build school spirit. Activities include Open House, Grandparent’s Day, All School Mass, and Student/Faculty Volleyball game.

**\*Christian Witness Awards** - The Christian Witness Award is presented to the students who demonstrate Christ-like virtues of faith, hope and charity. These students stand out as an example of what it means to strive to be true disciples. The Award is presented at the end of each grading period following a designated school Mass. Students in 1<sup>st</sup> – 5<sup>th</sup> grade are chosen by their teachers and students in 6<sup>th</sup> – 8<sup>th</sup> grade are chosen by their peers

**\*Christmas Programs** - in December, our students in PK – 5<sup>th</sup> grade present a Christmas Program.

**\*Duke Talent Search-** A selected group of 7<sup>th</sup> graders, based on standardized test scores and teacher recommendations, are invited to take the ACT/SAT tests. This gives students a chance to practice and become familiar with the exams that play a major role in college admissions.

**\*Eighth Grade Graduation-** Held in May, family and friends are invited to these very special services. Graduation is held at St. Francis of Assisi Catholic Church. A reception for friends and family is held after graduation at St. Francis of Assisi Catholic School. Boys wear coat and tie, girls wear white dresses with sleeves.

**\*Field Day** – held on St. Francis Feast Day for grades PreK-8.

**\*Geography Bee-** The school participates in the Geography Bee in January of each year. Students in grades 4-8 compete. This is sponsored by the National Geographic Society.

**\*Honor Roll Mass** – This ceremony is held at the end of each nine week grading period recognizing students who have made honor roll in grades 5-8. This is held immediately following the 8:15 a.m. Mass on Wednesday for 5<sup>th</sup> grade and Thursday for 6<sup>th</sup> – 8<sup>th</sup> grades.

**\*Kite Day-** The NJHS pairs with our JrKindergarten students in the spring to fly kites.

**\*Mardi Gras-** A parade of 3<sup>rd</sup> and 4<sup>th</sup> graders is held to celebrate this day, along with other activities throughout the day.

**\*Math-A-Thon for St. Jude-** The students participate in a fundraiser to support St. Jude by completing math workbooks and collecting pledges. This is usually held in February.

**\*Open House/Grandparents or Special Friend Night** – This event is held in January/February during Catholic Schools Week. We encourage all

families and friends to plan to eat dinner with us, tour our school and view student work.

**\*Orientations-**

- ***New Family Orientation*** – Held in August (prior to the start of school) to introduce new families to the campus, administration and various organizations.
- ***PLUS Families Orientation***- for all families who have children in our PLUS program. This August meeting provides a time for questions and answers.
- ***“Meet the Teacher Night”*** – Held each year by the faculty to familiarize parents with the programs and to answer questions. This is held one evening in each classroom/subject area during the first few weeks of school. This is an opportunity to go through your child’s class schedule
- ***Peer Mentor Program*** – sponsored by Home & School to welcome all new families to St. Francis of Assisi Catholic School. New families are paired with veteran families to serve as a source of information.

**\*Religious Goods Sale** – Held during the last week of November, vendors from Catholic bookstores sell books, gifts, jewelry, and other items. Open all day for students to visit, we encourage all family and friends to shop for the holiday also.

**\*School Musicals**– Our students are offered the opportunity to participate in both a spring and a fall musical. Auditions are held prior to the show.

**\*Spelling Bee**- The school participates in the Scripps Howard Spelling Bee in November of each year. Students in grades 4-8 compete.

**\*St. Francis of Assisi Feast Day**- We celebrate the October 4th feast day of St. Francis each year. The day begins with an All School Mass, followed by a Pet Blessing Ceremony. Our Physical Education Department sponsors field day for 1<sup>st</sup> – 8<sup>th</sup> grades. PK, JrK and K have a St. Francis Fun Day filled with activities. Parent volunteers are needed to assist in all of these activities.

**\*Variety/Talent Show** – Students in grades 4-8 show off their many gifts and abilities by singing, dancing, playing instruments, performing magic, comedy, tumbling, etc. Auditions are held prior to the show.

## **Spiritual Activities**

Our students participate in a variety of spiritual activities, including:

**\*Advent Wreath Services** – during the Mondays in Advent, our school comes together as a community for a prayer service to light the Advent candle each week. Songs and prayers begin at 8am in the gym.

**\*Ash Wednesday** – to mark the beginning of Lent, our students in grades 1 – 8 attend Mass at 9:45 a.m. Our students in PK & K receive ashes in their classrooms.

- \***Communion Services** – a Communion Service is held in the chapel at 7:50am twice a month for each grade level.
- \***Feast of the Holy Rosary** – our school joins with all of the Catholic Schools in our diocese and prays the Rosary at 10am.
- \***First Fridays** – held on the first Friday of each month, every Religion class will visit the school chapel throughout the day to pray before the Blessed Sacrament. All parents are also invited to stop by our chapel to pray. Exposition is at 9:00am, Benediction begins at 2:15pm.
- \***Great Hall of Saints** – In November, our 8<sup>th</sup> graders dress as saints and tell the younger students about the life of the saint they are depicting and interesting facts.
- \***Guardian Angel Day** – This feast day is celebrated on October 2<sup>nd</sup> by all grades during Religion classes. Students bring in an angel to school to share with the class or keep on their desk (statues, pins, dolls, etc). Home and School provides a treat for our students.
- \***Living Stations of the Cross** – 6<sup>th</sup> graders act out the Stations of the Cross for our students.
- \***Mass Buddies**-5<sup>th</sup> graders pair with JrK students to sit with them at Mass once each quarter.
- \***May Crowning** – During the first week of May, a special liturgy is celebrated to honor Mary, the Mother of God. All students are asked to bring in a simple flower to decorate the altar.
- \***Prayer Partner Activities** - At the beginning of each school year, 8<sup>th</sup> graders are paired with 2<sup>nd</sup> graders to be “Prayer Partners” throughout the year. Special relationships are formed as these students grow in faith together.
- \***Reconciliation Services** – Catholic students will receive the Sacrament of Reconciliation once during the school year. Grades 6 - 8 during Advent and grades 3 - 5 during Lent.
- \***Retreats** – Students in grades 5 – 8 will participate in an all day retreat by grade level at St. Francis Church. Activities will include Mass, guest speakers, service projects, and small groups lead by the St. Benedict Retreat team.
- \***St. Blaise Feast Day** – Feb 3<sup>rd</sup> – when this feast day falls on a school day, we will have a blessing of the throats service in our gym.
- \***St. Joseph Feast Day** – 4<sup>th</sup> graders organize a feast in honor of St. Joseph and held in the school Chapel. All students are invited to share in the feast and the remaining food is then donated to the St. Vincent DePaul Food Mission and the Missionaries of Charity.
- \***St. Nicholas Feast Day** – Dec 6<sup>th</sup> – students place a shoe outside the classroom door in hopes that St. Nicholas will visit.
- \***Stations of the Cross** – during Holy Week, students in grades 5 – 8 participate in the Stations of the Cross, led by one of our parish priests.

**\*Vocations Awareness Week** – During this week in January we pray especially for Vocations, students will participate in activities that encourage them to follow the will of God in their lives.

## **Student Clubs/Activities**

**\*Academics Team (6<sup>th</sup> – 8<sup>th</sup>)** - A middle school Academics team competes via computer in two international competitions. Meets are held in the diocese to compete against other middle school teams. Try-outs and team selection is in October with practices held after school.

**\*Altar Servers (4<sup>th</sup> – 8<sup>th</sup>)** – Catholic boys and girls, grades 4<sup>th</sup> – 8<sup>th</sup> are invited and encouraged to participate in this ministry. The student must have received the Sacrament of the Eucharist. Training sessions are set up by the church and are held at night or on weekends. 4<sup>th</sup> grade servers will be trained during the school day in the spring.

**\*Ambassadors (8<sup>th</sup>)** – Eighth graders are chosen to represent St. Francis of Assisi Catholic School at various events, such as Open House, Grandparents Night, etc.

**\*Art Club (6<sup>th</sup> – 8<sup>th</sup>)** – held after school, students may sign up to come to a session to create a special project

**\*Choir** - The school will coordinate a youth choir for students who wish to participate from grades 3 through 5. Practice will be after school and at other scheduled times. All members must remain faithful to their commitment to perform at scheduled events.

**\*Forensics (6<sup>th</sup> – 8<sup>th</sup>)** - Forensics at St. Francis of Assisi Catholic School encourages and assists students in grades 6-8 in the development of public speaking skills. Coaches promote specific skills in such categories as Dramatic and Humorous Interpretation, Poetry, Storytelling, Oratory, Debate and Readers' Theatre. The Forensics team sponsors an invitational tournament in the fall and participates in other tournaments in the winter/spring. Try-outs are held in September.

**\*Mass Cantors** - Students take on a more active role in the mass by leading the singing during the liturgy.

**\*Mass Lectors (4<sup>th</sup> – 8<sup>th</sup>)** – Students are selected to receive training to proclaim the Word of God at our school masses. Training consists of three sessions that will take place during and after school

**\*Master of Ceremonies (8<sup>th</sup>)** – This is a ministry for our more experienced Altar Servers. Students will learn to guide the younger servers at mass, assist our Priests with special liturgies and serve at funerals.

**Math Counts (6-8)** - is a national enrichment, coaching and competition program that promotes middle school mathematics achievement throughout the U.S. The Math Counts program begins as an open club to any interested students in 6th-8th grade. Final team selection is made after a test in January. The 4 top scoring students become the official Math Counts team. This team

participates in a round of competitions beginning locally in Memphis and then, if qualified, they advance to state and national competitions.

**\*Model UN (6<sup>th</sup> – 8<sup>th</sup>)** - Middle school students learn about the real world operation of the United Nations by participating in a reenactment of the organization's activities. Students form delegations and represent member countries' interests in the General Assembly by drafting and debating resolutions. These resolutions cover a wide variety of topics of international concern.

**\*National Junior Beta Club (6<sup>h</sup>-8<sup>th</sup>)** - A ceremony is held for the newly inducted members of this honor society in conjunction with a weekly school Mass in November. Candidates must have a 3.2 GPA, 2 letters of recommendation, and exemplary conduct. Members who fall below the standards for scholarship, character, leadership, or service will be placed on probation for one semester. He/she will have one semester to return to the Beta Club Standards.

**\*National Junior Honor Society (7<sup>th</sup>-8<sup>th</sup>)** – Candidates will be invited to complete an application based on a first semester cumulative grade point average of 3.7, three letters of recommendation and exemplary conduct. Upon completion of the application process and approval of Administration and faculty, the NJHS school sponsor will issue candidates letters of membership. In addition, a membership induction ceremony will be held to recognize all new members. Members who fall below the standards for scholarship, character, leadership, or service will be placed on probation for one semester. He/she will have one semester to return to the National Junior Honor Society Standards.

**\*News Bowl (3<sup>rd</sup> – 6<sup>th</sup>)** - A school sponsored international critical thinking program. Students in grades 3-6 compete locally and regionally via the Internet in creative problem solving activities. Testing and team selection is in October with practices held after school beginning in January.

**\*Newspaper (6<sup>th</sup> – 8<sup>th</sup>)** – **The Howler** is a student generated newspaper published several times a year

**\*Rosary Club** – 7<sup>th</sup> and 8<sup>th</sup> grade students meet to pray the rosary for special intentions in the school chapel once a month.

**\*Sacristans** – 6<sup>th</sup> grade students serve as sacristans, preparing the school chapel for Communion and First Friday services.

**Safety Patrol (4<sup>th</sup> – 5<sup>th</sup>)** - Students will work with a St. Francis of Assisi Catholic School faculty member to aid younger students each day at arrival and dismissal.

**\*Scouts** - Parents of both boys and girls have organized scout troops, which usually meet in the St. Francis Parish Life Center after school during the school year. Students may wear their scout uniform on the day of scheduled

after school meetings.

**\*Spanish Club – held after school, students may sign up to come to a session to work on special projects.**

**\*Student Government Association (6<sup>th</sup> – 8<sup>th</sup>)** - The SGA 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 for grades 6 through 8. Elections are held in September. All students in grades 6-8 belong to the Student Council with offices being held by students.

**\*Yearbook Staff (7<sup>th</sup> – 8<sup>th</sup>)** – Interested students should apply to the Yearbook Advisor to be considered for the staff. All meetings are held after school.

**\*Youth Legislature (6<sup>th</sup> – 8<sup>th</sup>)** Youth Legislature has an annual conference designed to offer middle school students a hands-on experience with state government. Each year students from across the state converge on the State Capitol, taking the places of real government officials. Program participants can serve as senators or representatives, as justices and lawyers, as department commissioners and lobbyists, or even as press corps members.

## **T**

### **Technology Acceptable Use Policy**

Per Diocesan requirements, each student will receive and be required to read the Technology Acceptable Use Policy. This policy will be distributed yearly with Registration Materials. Student's signature on the Registration Card acknowledges the receipt and understanding of this policy.

### **Telephones**

The school office phones are available for student use; however permission must be obtained from a faculty or staff member prior to use. Telephone messages for a student pertaining to their arrangements for transportation, childcare or after school activities will be relayed.

# U

## **Uniform Standards**

St. Francis of Assisi Catholic School students wear uniforms to mark themselves as members of a community and as persons of equality within the larger Christian community. Our primary goal in establishing uniform and grooming standards is to develop in our students a respect for who a person is on the inside, not what they wear on the outside. The faculty, staff and parents are expected to enforce the dress code.

Students in violation of the uniform policy may receive a Uniform Notice to be signed by a parent and returned to school. The violation must be corrected the next day. Requests for individual exceptions for personal or medical reasons must be made in writing. Students with a note for a violation of the uniform policy must report to the Director of Student Affairs, Mrs. Alicia Brown.

Students may be required to call their parents to bring them the appropriate attire. Students may remain out of class until the appropriate attire is brought to school. Repeated violations of the Uniform policy may result in further disciplinary action. SFA administration will make the final determination on what constitutes appropriate attire.

### ***Student Expectations***

- Students must be in the complete official uniform throughout the school year until the last day of school, even if this means purchasing new uniform items.
- All skirts/jumpers must be an appropriate length – top of the knee.
- Uniform clothing or shoes that have hand writing or marks on them may not be worn.
- All shirts and blouses must be tucked in.
- Plain, white undershirts may be worn but must not be visible below the uniform sleeves or bottom hem
- Students must remain in complete uniform throughout the school day.
- All uniforms must be clearly labeled.
- All uniforms are to remain intact until the student is off campus (exceptions may be made for students in extended care or with permission from an after school activity moderator).
- Hats may not be worn in the building

## ***Guidelines***

### ***\*Hair***

Extreme, unusual or attention-getting hairstyles are not permitted.

**Boys:** Hair must be clean and in a style consistent with the conservative nature of the school. Hair must be cut at a length that does not allow hair to touch the top of the shirt collar or fall over the eyebrows, face or ears.

**Girls:** Hair must be clean and in a style consistent with the conservative nature of the school. Hair must not fall over the eyebrows or face.

### ***\*Jewelry***

The wearing of jewelry should be conservative and in keeping with the purpose of the dress code.

- Necklaces - A single necklace of a religious nature may be worn. No choker styles are permitted.
- Rings - No more than 2 small rings are permitted
- Earrings - Girls may wear one pair of simple earrings, one earring in each earlobe. No dangle earrings may be worn. Boys are not permitted to wear earrings
- Bracelets - One small, single bracelet may be worn.
- Watches – One watch may be worn

### ***\*Make-up***

- Make-up is not permitted for Girls in grades below 6<sup>th</sup> grade. Girls in grades 6-8 may wear base, blush and mascara in modest proportion. No eye shadow or eyeliner is permitted. Students not in compliance may be required to remove excessive make-up.
- Girls may wear fingernail polish that is clear or light natural colored. Dark colored polish is not allowed.
- No body piercing of any kind
- No tattoos of any kind (permanent or temporary) are permitted. Spirit tattoos purchased from our school Spirit Shop may be worn during Homecoming Week.

## Uniform Requirements

All clothing items must be purchased at Parker School Uniforms  
([www.parkersu.com](http://www.parkersu.com); Code: ME067103)

### PK-5th Grade

<i><b>GIRLS</b></i>	<i><b>BOYS</b></i>
Navy/Khaki Plaid Jumper	Khaki Pleated Pants
White Peter Pan Blouse	Cardinal Knit Polo Shirt
White Socks, above the ankle; Or Plain Navy Knee high socks	Solid Black, Brown, Tan or White Socks, above the ankle
Saddle Oxford, classic style shoes - Black/White w/red sole; Or Navy/White w/white sole (with standard white laces)*	Buck Oxford, tan suede style shoe w/red sole; Or Merrell, tan suede style w/black sole*
<i><b>OPTIONAL FOR GIRLS:</b></i> Navy Leggings– must be to ankle and purchased from Parker	Black or Dark Brown Leather Belt (Grades 3-5 Only)

\* PK, JrK & Kindergarten girls & boys may wear white sneaker of their choice. PK and JrK teachers prefer those with Velcro closures.

### P.E. Uniform Requirements

PK – 5<sup>h</sup> Grade students remain in their P.E. uniform all day on  
scheduled Physical Education Class days

SFA PE Shirt and Navy Shorts
Solid White Socks, above the ankle
Navy Sweatshirt & Navy Sweatpants ( <b>Optional</b> )
Any Solid White Sneaker of choice

### PK-5<sup>th</sup> GRADE

#### Optional Outerwear Items

Cardinal Crew Neck Cardigan (girls) or Cardinal Pullover V-neck (boys)
Navy Fleece Jacket w/school crest
SFA Warm-Up Jacket (purchased from the School Spirit Shop)

*All other coats and jackets are restricted to outside wear only*

**PK-5<sup>th</sup> GRADE**  
**Optional Fall/Spring Uniform**  
**(August-October and following Spring Break)**

<i><b>GIRLS</b></i>	<i><b>BOYS</b></i>
Khaki Pleated Short or Skort	Khaki Pleated Short
Cardinal Knit Polo Shirt	Cardinal Knit Polo Shirt
White Socks, above the ankle	White Socks, above the ankle
Solid White Sneaker of Choice	Solid White Sneaker of Choice
Black or Dark Brown Leather Belt (Grades 3-5 Only)	Black or Dark Brown Leather Belt (Grades 3-5 Only)

**6<sup>th</sup> – 8<sup>th</sup> Grade**

<i><b>GIRLS</b></i>	<i><b>BOYS</b></i>
Navy/Khaki Plaid Skirt	Khaki Pleated or Plain Front Pants
Blue Over Blouse Plain, white undershirts may be worn but must not be visible below the uniform sleeves or bottom hem	Blue Oxford Shirt & Navy, White & Cardinal Striped Tie
White Socks, above the ankle; Or Plain Navy knee high socks or tights	Solid Black, Brown, Tan or White Socks, above the ankle
Saddle Oxford, classic style shoes - Black/White w/red sole (with standard white laces); Or Sperry Style Topsider	Buck Oxford, tan suede style shoe w/red sole; or Merrell, tan suede style w/black sole; or Sperry Style Topsider
<i><b>OPTIONAL FOR GIRLS:</b></i> Navy Leggings– must be to ankle and purchased from Parker	Black or Dark Brown Leather Belt

## **P.E. Uniform Requirements**

6<sup>th</sup>-8<sup>th</sup> Grade students must bring PE clothes to school on days of scheduled Physical Education Class. PLEASE BE SURE TO LABEL ALL ITEMS!

SFA PE Shirt and Navy Shorts
Solid White Socks, Ankle or Above
Any Sneaker of choice
Navy Sweatshirt & Navy Sweatpants ( <b>Optional</b> )

## **6<sup>th</sup>-8<sup>th</sup> Grade**

### **Optional Outerwear Items**

Navy Pullover V-Neck Sweater w/school crest
Navy Fleece Jacket w/school crest
Nylon Navy Jacket w/school crest
SFA Warm-Up Jacket (purchased from the School Spirit Shop)

*All other coats and jackets are restricted to outside wear only*

## **Out of Uniform Days**

Throughout the school year, we will have days in which our students may dress out of uniform. These days and the expectations are listed below. Please use these basic guidelines for any days that our students are out of uniform.

**Students who do not participate in the out of uniform day will be expected to have their complete uniform on throughout the school day.**

**All SFA make-up and jewelry guidelines apply for these days.**

### ***Donation Jeans Days***

We will have one planned/scheduled Donation Jeans Day each quarter. Students may bring in a monetary donation to be given to a local charity. Please use the following guidelines:

- Even though it is called a jeans day, students may wear khaki or cargo pants, skirts or dresses
- No torn, ripped or frayed jeans (no skin showing through)
- Girls may wear capri pants if they are at least **mid-calf length**.

- No costumes of any kind are allowed.
- PK – 5<sup>th</sup> grade may wear nice shorts, the length of our school shorts
- 6<sup>th</sup> – 8<sup>th</sup> grade may **not** wear shorts or jeggings (jean leggings)
- on any out of uniform day.
- No inappropriate language and/or graphics on clothing
- No backless, strapless or spaghetti strap dresses or tops.
- Flip-flop shoes are not permitted

### ***Homecoming & Catholic Schools Week Free Spirit Jeans Day***

These days are also scheduled out of uniform jeans days, one during Homecoming week and one during Catholic Schools Week.

Please use the following guidelines:

- Students may wear any SFA spirit wear purchased from the spirit shop, including the flannel pajama pants, or may dress in school colors (maroon, black, and white)
- Students may wear paw print tattoos purchased from the spirit shop. (No more than 2)
- Our students should NEVER be in face paint or hair paint/color during the school day.
- No costumes of any kind are allowed
- Cheerleaders may wear their complete cheer uniform on these days

### ***Homecoming Theme Days (grades 5 – 8)***

During homecoming week in the fall, our Student Government, sponsors two homecoming theme days for the 5<sup>th</sup>-8<sup>th</sup> grade students. Homecoming theme days and activities are determined by the Student Government Guidelines for these days will be provided via email.

### ***Spring Picture Day***

This is a scheduled out of uniform day in which we ask the students to dress in their best “church clothes” for their spring picture. Please use the following guidelines:

- No jeans for students in any grade.
- Nice shorts may be worn in PK -5<sup>th</sup> grade.
- Shorts are not permitted in 6<sup>th</sup> – 8<sup>th</sup> grade
- No backless, strapless or spaghetti strap dresses or tops.
- Girls may wear Capri pants (mid-calf length).
- Skirts and dresses should be at or near the knee.
- No inappropriate language and/or graphics on clothing.
- Flip flop shoes are not permitted.
- Nice sandals may be worn
- In PK – 3<sup>rd</sup> grade ~ please send tennis shoes for the playground/PE.

## Y

### **Vending Machines**

Students may not use the vending machines on campus during school hours unless given permission by a member of our faculty or staff.

### **VIRTUS Training for School Volunteers**

VIRTUS training sessions are part of the Diocese's – and the Catholic Church's commitment – to keeping children safe from sexual abuse. The class is free and must be taken only once. The following volunteers must take VIRTUS training: room parents, lunchroom helpers, coaches, boy/girl scout leaders, parents who volunteer to read to a class, drive for a field trip, help with a party in the classroom, etc.

**We recommend that ALL of our parents take the Virtus training since during their children's school years at SFA as they will most likely have contact with our students in a volunteer capacity.**

### **Visitors to Campus**

In order to maintain the highest degree of safety for our students, the following procedures must be followed when visiting the school for any reason.

- All visitors must report to the St. Edward Hall front office and sign in with the receptionist.
- Each visitor will receive a numbered visitor's badge to wear at all times while on the premises.
- All visitors must sign out and return their assigned badge at the end of their visit. A record of the visit will be kept on file in the office.

***During the school hours of 7:50 a.m. and 3:00 p.m., all entries to the school must be through the St. Edward Hall main entry doors (facing Germantown Road).***

Students may not visit other schools in session unless they have been invited to do so by the Principal. Similarly, students may not invite or bring visitors to the classroom unless they are approved by the Principal in advance of the visit.

## Y

### **Yearbook**

Yearbooks are distributed the following school year during August Registration at no additional cost. Pictures of school sponsored activities, sports, or candid shots of our students at all grade levels etc. are always accepted by the yearbook staff. Send a picture disc to school; Attention Beth Clemens; or e-mail pictures to [beth.clemens@sfaschool.cdom.org](mailto:beth.clemens@sfaschool.cdom.org).