

**Parent-Student Handbook  
2008-2009**

*St. Francis of Assisi Catholic School*

**Accredited by**

The Southern Association of Colleges and Schools

**Member of**

Memphis Association of Independent Schools

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 Supervision and Curriculum Development

National Association for Music Education

***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.***

### ***St. Francis of Assisi Catholic School FACTS:***

- School Hours 7:50 a.m. – 3:00 p.m.
- Phone Number 388-7321
- **Absentee Line(Call to report an absence) 381-2555**
- Early Childhood Center (ECC) 381-2582
- Business Office 381-2566
- St. Francis of Assisi Church Office 756-1213
- Parents Day Out Program 624-0146
- Fax Number 388-8201
- Web Site Address [www.sfawolves.org](http://www.sfawolves.org)
- Parker School Uniform Code ME067103
- School Mascot Timber Wolf
- School Colors Maroon , Black and White
- Auburndale School Founded 1966
- St. Benedict at Auburndale School Founded 1988
- St. Francis of Assisi Catholic School Founded 2004

NOTE: E-mail address for faculty and staff:

**firstname.lastname@sfaschool.cdom.org**

**Example: john.smith@sfaschool.cdom.org**

### ***Faith Formation***

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Your decision to send your child to St. Francis of Assisi Catholic School shows your commitment to Catholic education that is rooted in the tradition and teaching of the Catholic Church. We assure you that we have a great concern for the holistic well being of our students, both mind, body and soul. Therefore the Catholic, spiritual, academic, religious education and sacramental life is of primary importance. Our Coordinator of Religious Education is in direct communication and collaborates with the Director of Religious Education, who is the Director of the St. Francis of Assisi Catholic Church's Department of Religious Education Office. This ensures that our students are instructed in the Catholic faith, properly prepared for their sacraments, and receive ongoing spiritual formation that they may live and grow in their Catholic faith. It is expected and assumed that all Catholic students are attending Mass every Sunday during the year. Students will be attending Mass at least one day during the school week, will have penance services during Advent and/or Lent, and middle school students will participate in class retreats.

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

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

A program is available for children who, for whatever reason, have not been instructed in the Catholic faith and therefore may not as yet, received the sacraments of 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 any of the above at registration. St. Francis of Assisi staff members from the Office of Religious Education will be here to assist you. Requirements and dates concerning the Sacraments are listed in the St. Francis of Assisi Catholic Church Religious Education handbook. Please make sure that you have no conflicts with the dates required. There are no exceptions. For more information, please contact the Office of Religious Education at St. Francis of Assisi Church, 756-1213.

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

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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 who 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.

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## ***Mission Statement of St. Francis of Assisi Catholic School***

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St. Francis of Assisi Catholic School, a private co-educational Elementary/Middle School serving children in Junior-Kindergarten through Eighth Grade, is a member of the Catholic Diocese of Memphis. 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. Key to the mission is pursuing that Catholic truths and values are fully integrated with the students and progress of the school.

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

## *The School and Administration* *History, Overview, and Philosophy*

St. Francis of Assisi Catholic School is a parish school within the Catholic Diocese of Memphis. The school offers educational experiences for grades Jr. K - 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 late 1996 talks among the parish, St. Benedict and the Diocese began to assess the feasibility of the expansion of St. Benedict Jr.K – 8<sup>th</sup> grade as a result of St. Francis church taking over the school. In late 1999 plans were changed to include a new 23 classroom facility to help accommodate the addition of new students. In February of 2001 Dr. McDonald and Monsignor Buchignani made a joint announcement on behalf of the Bishop that in the summer of 2004 St. Francis would take over governance of the current St. Benedict campus. The three existing buildings along with the new 23 classroom addition would become St. Francis of Assisi Catholic School. On July 1, 2004, St. Francis of Assisi Catholic School opened its doors.

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

***The following objectives have been identified as essential to the education of a Christian person and are reinforced at St. Francis of Assisi Catholic School:***

*Teaching Doctrine:*

- To instill within each student, a knowledge of the basic beliefs, tenets, practices and traditions of the Catholic faith

- To inspire growth through personal prayer, sacramental preparation, liturgy planning and participation
- To help each student develop the power to think constructively, to solve problems, to reason independently and ethically
- To enable students to acquire basic skills of learning while recognizing the student's learning styles and potential
- To encourage creative response in the student by developing an appreciation of the humanities acquired through continuous exposure to art, music, theatre, literature and foreign language
- To encourage a response in the student to the sciences, by developing in them the ability to understand the contribution of science to the well being of life
- To motivate students' personal development of discipline and study habits
- To instill respect for life and for the dignity of each other

*Building Community:*

- To create a Christian educational community within the school and in the community demonstrated by student service to others
- To model respect for all the cultural, political, and religious differences found in a society
- To actively participate in maintaining a safe, secure school environment
- To practice tolerance, respect and kindness toward others
- To provide for each student educational opportunities and participatory experiences which emphasize the heritage, privileges, and responsibilities of American Citizenship
- To develop in the student sound habits and attitudes of physical and mental health

*Service to Others:*

- To include the parish community in the school educational process by frequent communication and volunteer opportunity
- To help the student discover and develop a positive sense of self-esteem, through self-discovery of basic gifts and personal talents
- To broaden social skills through the practice of effective communication and cooperation
- To respond to hurting students and families with caring and professional help

St. Francis of Assisi Catholic School is aware that each student has a personal style of learning and a pace at which he/she learns best. The school works to provide an atmosphere that capitalizes on strengths and remediate weaknesses. Knowing also that the classroom is not the only arena in which

learning takes place, St. Francis of Assisi Catholic School attempts to educate the whole person by providing a variety of co-curricular and extra-curricular activities.

The focus of this institution is the promotion of personal excellence through the maximum spiritual, physical, emotional, social, and academic growth of the student. We endeavor to guide each student to realize his/her worth and dignity; to identify and develop potential for learning; to utilize his/her individual talents and skills for the betterment of self, family, Church, community, nation, and world. Based on this philosophy, St. Francis of Assisi Catholic School seeks to lead each student in the gradual transition from dependence to self-determination and personal mastery.

## *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. Therefore, it is your right and your duty to become the primary role models for the development of your child's life; physically, mentally, spiritually, emotionally, morally and psychologically. Your choice of St. Francis of Assisi Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his or her life.

Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into partnership with us at St. Francis of Assisi Catholic School, we trust you will be loyal to this commitment. During these formative years (JrK-8) your child needs constant support from both parents and faculty in order to develop his or her moral, intellectual, social, cultural and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach their potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. 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, contact the teacher or an administrator in writing.

Students are naturally eager to grow and learn. However, sometimes in the process of maturing, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for the grades they have earned and be accountable for homework, long-term assignments, major tests, service projects and any other assignments. This responsibility also extends to times of absence.

***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
- To actively participate in school activities such as open house and parent-teacher conferences
- To see that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student
- 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 meet all financial obligations to the school
- 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 support the annual fundraising activities and any other campaign to produce funds for the school
- To be supportive of our school and parish community
- To inform the administration of concerns which may call for administrative action

## *St. Francis of Assisi Catholic School Faculty*

<b>Pastor</b>	<b>Monsignor Peter Buchignani</b>
<b>Principal</b>	<b>Mrs. Beth York</b>
<b>Assistant Principal</b>	<b>Mrs. Vicki Boyd</b>
<b>Curriculum/Discipline</b>	
<b>Assistant Principal</b>	<b>Mrs. Mary Annette Keating</b>
<b>PLUS/ENHANCE</b>	
Jr. K Teachers	* Laura Connolly, Lisa Hutchins, Karen Schauber
Jr. K Assistant	Sharron Coulter, Bonita Esrael, Anne Stoddard
5K Teachers	*Debbie Cassman, Mandy Hunt, Courtney Jacks, Steffie Wagner
5K Assistant	Mary Benedetti, Lisa Jones, JoAnne Wilson, Marian Chando
Grade1 Teachers	*Maureen Rotzoll, Don Thompson, Deanna Beer, Blair Nash
1 <sup>st</sup> /2nd Grade Assistant	Susannah Morgan
ENHANCE	Jane Ciaccia, Sally Hilburn, Karen Peel, Elizabeth Lomasney
Grade 2 Teachers	*Dea Taylor, Marirose Hutchison, Shelley Miller, Sara Clark
Grade 3 Teachers	*Diana Kozlowski, Angela Levin, Mary Ellen McDow, Stephanie Mann
Grade 4 Teachers	Paula Beussink, Yvette Webster, Pam Miller, Amy Sobalvarro
Grade 5 Teachers	*Antonia Corzine, Angela Ervin, Beth Clemens, Kim McQueen
Grade 6 Teachers	*Alicia Brown, Mary Prus, Eydie Tyer, Mary McGowan, Kathy Schober, Lauren Rivera
Grade 7 Teachers	*Terry Bradley, Michael Jeffrey, Bridget Botto, Helen Lenahan, Merilyn Orendorff, Amy Cluck
Grade 8 Teachers	*Wendy Stewart, *Beth Odom, Sandi Chando, John Sweeney, Kathleen Waters, Christine Rosengarten
<b><i>PLUS Program</i></b>	
2 PLUS	Mary Sell
3 PLUS	Kati Henley
4 PLUS	*Karen Sanford
5 PLUS	Diana Conroy

6 PLUS	Stephanie Jones
7 PLUS	Amy McDaniel
8 PLUS	Debbie Zientek

*\* Denotes Lead Teacher*

***Specials Classes***

Art	*DeEtta Jones (4 -8), Margie Thais (Jr.K – 3)
Band	Scott Thompson
Computer	Randie Moore (6-8), Cathe Brickhill (5K-5)
Foreign Language	Adrienne LeBlanc (4-8), Julia Willhite (Jr.K – 3)
Librarian	Sharon Pallme
Library Assistant	Kim Turner
Music	Tim Vaziri (4-8), Melinda Link (Jr.K – 3)
Physical Education	Chris Jordan (4- 8 boys), Janice Skinner (4-8 girls) Vicki Gourgeot (Jr.K – 3), Joe Cooper (Jr.K – 3)

***Guidance Counseling Department***

Behavioral Health Counselor	Debbie Brown R.N.,C. (Jr.K – 4)
Guidance Counselor	Lauren Cox (5-8)

***Administrative Support***

Accounts Payable/Receivable	Dee Dee Morreo
Administrative Assistant SEH/MH	Sheila Hunt
Administrative Assistant PLUS	Eileen Scrivener
Administrative Assistant ECC	Denise Crawford
Administrative Assistant SJN	Tina Sosnowski
Receptionist/Administrative Assistant	Carolyn Stratman
Receptionist/Administrative Assistant	Chace Wise

***Athletic Director***

Kareen Baird

***Business Manager***

Karen Heath

***Coordinator of Religious Education***

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

<i>Director of Security</i>	Mike Bonham
<i>ECC Coordinator</i>	Debbie Cassman
<i>Health Room</i>	Dawn Booth, R.N.
<i>Textbook Coordinator</i>	Maureen Rotzoll
<i>PLUS Testing Coordinator</i>	Sandy Riggs
<i>Maintenance Staff</i>	Lloyd Fluker Marvin Johnson Brenda Cole LeRoy Hester Jason Berry
<b><i>Saint Francis of Assisi Catholic School Moderators</i></b>	
Altar Servers	Parish Priests
Ambassadors	Betty Siano
Art Club	DeEtta Jones
Beta Club	Wendy Stewart
Cheerleaders	Dee Dee Morreo
Class Trip Coordinator	Sandi Chando, Marilyn Orendorff, Mary McGowan, Antonia Corzine
Duke Talent Search	Marilyn Orendorff
Forensics	Terry Bradley
Geography Bee	Marilyn Orendorff
Lector's Training	Julia Willhite
Math-A-Thon for St. Jude	Karen Sanford
Middle School Academics Team	Alicia Brown, Mary Prus
Model UN/Youth Legislature	TBD
Morning Care	Chris Jordan (1 <sup>st</sup> -8 <sup>th</sup> ), Michael Jeffrey, Karen Peel (Jr.K-5K)
National Junior Honor Society	Stephanie Jones
Newsbowl	Kim McQueen, Diana Kozlowski
Rainbows	Debbie Brown R.N., C.
Safety Patrol	TBD
School Musical	Tim Vaziri, Melinda Link
Spelling Bee	Mary Prus
Student Government Assoc.	Stephanie Jones, Christine Rosengarten
Yearbook	Beth Clemens
Youth Choir	Melinda Link

**FACULTY/STAFF E-MAIL LIST**

**NOTE: E-mail address for faculty and staff: first name.lastname@sfaschool.cdom.org**

## **CALENDAR**

### **Key Dates for the 2008-2009 School Year**

*Please check our website periodically as events change.  
Dates will be updated to reflect changes and additions as needed*

#### **August, 2008**

- 13- Registration – 8:00 a.m-12:00 p.m. & 5:00 p.m.-6:30 p.m.
- 13 – New Family Orientation – 7:00 p.m.
- 14 - Jr.K/5K Meet the Teacher Night – 6:30 p.m. School Cafe
- 18 – First Day of School – **11:30 a.m. DISMISSAL**
- 18-22 – Jr.K/5K Phase-In- More info to follow
- 27 – 5<sup>th</sup> – 8<sup>th</sup> Grades Meet the Teacher Night – 6:30 p.m.
- 28 – 1<sup>st</sup> – 4<sup>th</sup> Grades Meet the Teacher Night – 6:30 p.m.
- 29 - SFACS SPIRIT DAY

#### **September, 2008**

- 1 – Labor Day – **NO SCHOOL**
- 12 – Faculty Retreat – **NO SCHOOL**
- 16- Home & School-Lunch 12:00 Noon; Meeting 12:30 p.m.-PLC
- 26 - SFACS SPIRIT DAY

#### **October, 2008**

- 3 –St. Francis Feast Day Celebration/All School Mass/Field Day
- 10-Parent-Teacher Conferences – **11:30 a.m. DISMISSAL**
- 10-11 – St. Francis of Assisi Catholic Church Oktoberfest
- 16 - Diocesan Faculty Conferences –**11:30 a.m. DISMISSAL**
- 17 – Diocesan Faculty Conferences – **NO SCHOOL**
- 20- Fall Break – **NO SCHOOL**
- 31 - Donation Jeans Day

#### **November, 2008**

- 3 – Winter Uniform Regulations Begin
- 26 – Thanksgiving Holiday – **NO SCHOOL (Tentative Fundraiser Reward)**
- 27 – 28 – Thanksgiving Break – **NO SCHOOL**

**December, 2008**

8 – Feast of the Immaculate Conception – **NO SCHOOL**  
17-19 – 6<sup>th</sup> – 8<sup>th</sup> Grade Exams - 11:15 a.m. Dismissal for 6<sup>th</sup>-8<sup>th</sup>  
19 – Christmas Break Begins – **11:15 a.m. DISMISSAL**  
19 - SFACS SPIRIT DAY  
22-January 2, 2009 – Christmas Break – **NO SCHOOL**

**January, 2009**

5 – Classes Resume  
19 – Martin L. King Jr. Day – **NO SCHOOL**  
25 –30 – Catholic Schools Week  
30- Student Appreciation Day – **11:30 a.m. DISMISSAL**

**February, 2009**

13 – Donation Out of Uniform Day  
16 – President’s Day – **NO SCHOOL**

**March, 2009**

9 -13 – Spring Break – **NO SCHOOL**

**April, 2009**

9 – Holy Thursday – **11:30 a.m. DISMISSAL**  
10 – Good Friday – **NO SCHOOL**  
13 –Easter Holiday – **NO SCHOOL**  
27 - SFACS SPIRIT DAY

**May, 2009**

11-14 – 8<sup>th</sup> Grade to Washington, DC  
16 – 8<sup>th</sup> Grade Graduation – 10:30 a.m. SFACC  
20-21 - 6<sup>th</sup> – 7<sup>th</sup> Grade Exams - 11:15 a.m. Dismissal for 6<sup>th</sup>-7<sup>th</sup>  
22 - SFACS SPIRIT DAY  
22 – Last Day of School – **11:15 a.m. DISMISSAL**

**\*\*First Communion and First Reconciliation dates set by the Parish**

**\*\*Confirmation Date will be set by the Bishop**

## *Admission Information*

The mission of Catholic Schools is to assure that Catholic truths and values are fully integrated with the student's life and academic program. Students are expected to participate fully in the religious program of the school.

### ***\*Age Requirements***

Children shall be 4 years of age on or before September 30 of the current school year to enter pre-kindergarten or 5 years of age on or before September 30 of the current school year to enter kindergarten. Children shall be 6 years of age on or before September 30 of the current school year to enter first grade.

### ***\*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.

## *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 and /or attention deficit hyperactivity disorders by building on their strengths, instilling confidence, and providing the appropriate tools that will make learning easier for them. Students in the PLUS program receive individualized attention from teachers in small, highly structured classroom environments. The students are continually presented with challenges which they can accomplish, thereby reinforcing growth through success. 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 fifth 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.

An additional goal for the 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. Criteria for Enhance are achievement test scores and teacher recommendations.

## *Business Office Procedures*

### ***\*Tuition***

Tuition is billed quarterly each school year. The tuition payments are **due: May 1<sup>st</sup>, August 1<sup>st</sup>, November 1<sup>st</sup>, and February 1<sup>st</sup>**

### ***\*Tuition in Arrears***

A student's tuition is considered in arrears on the 60<sup>th</sup> day after the due date. At that time a student may be asked to withdraw from the school. The Business Office will notify Administration prior to the 60<sup>th</sup> day.

If there are extenuating circumstances that prevent a family from following the tuition schedules, **these circumstances must be discussed with the school and parish authority before the scheduled due date of the tuition payment.**

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.

***\*Tuition Assistance***

Families may apply for Tuition Assistance by contacting the Business Office.

***\*Pre-Registration Fees***

Places will be reserved for returning students upon payment of the non-refundable registration fee by the closing date of pre-registration.

***\*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.

***\*Tuition Returned Check Policy***

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

***\*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 maybe 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 until Business Office accounts have been settled.

## *Registration Information*

### ***\*Registration Policy***

1. There will be a well-publicized re-registration day early in the second semester of each school year for all children wishing to enter in the fall of the next school year.
2. 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.
3. All children who are registered on the announced date will be prioritized for admission in the following sequence:
  - **Children of registered and supporting parishioners**
    - a) Children from parish families with children already enrolled
    - b) Children from parish with families with oldest child just reaching school age
    - c) Children of new parishioners who are newly moved into the neighborhood who are transferring from a Catholic school or from an area where a Catholic school was not available but participated fully in the religious education programs offered
    - d) Children from parish families with children who are currently enrolled in other schools
  - Children from non-parish families with students already enrolled
  - Other Catholic children if the parish authority (a person designated by the pastor) judges the intent and motivation for attendance to be in accord with the purposes of Catholic education
  - Non-Catholic students if the parish authority, on the basis of a personal interview, judges the intent and motivation for attendance to be in accord with the purpose of Catholic education
4. Should there be more potential entrants than spaces in pre-kindergarten or any other class, a waiting list will be developed from those who applied on registration day and the child's parent or guardian will be notified as a place opens in the class. This place must be accepted or rejected within 3 days.
5. Late applicants will be added to the waiting list for a particular grade in chronological order.
6. A new waiting list for potential new entrants will be formed each year at the completion of the announced registration day as directed by the St. Francis of Assisi Parish Admissions Committee from the admissions pool of all previous applicants. Each time a vacancy

occurs the admissions committee re-examines all applications and selects the next best qualified candidate.

**See:** Registration Policy #3

7. For classes that are under subscribed, immediate entrance will be allowed at any time with the approval of the designated parish authority.

***\*Registration Procedure***

Contact the Director of Admissions for application information and interview. For pre-kindergarten, kindergarten or first graders new to school and all new students to St. Francis of Assisi, a birth certificate, baptismal certificate (if Catholic), recent report card, immunization record, tuberculosis test certificate, and medical exam will be required. The school will request permanent record information from previous schools for all transfer students.

## *General Information*

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### **A**

#### **Academics**

***\*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. Report cards must be signed by the parent and returned to the school.

#### **Pre-Kindergarten**

- + Performs at grade level or above
- Needs assistance to perform at grade level

## **Kindergarten**

<b>E</b>	Excellent Progress
<b>G</b>	Good Progress
<b>S</b>	Satisfactory Progress
<b>N</b>	Needs Improvement / Needs More Time
<b>+</b>	Performs at Grade Level or Above
<b>-</b>	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 & 4:**

### **Academic Courses Courses**

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

### **Non-Academic**

<b>O</b>	Outstanding
<b>G</b>	Good
<b>S</b>	Satisfactory
<b>N</b>	Needs Improvement
<b>U</b>	Unsatisfactory Areas Requiring Improvement

## **Grades 5-8:**

### **Academic Courses**

<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**

Excellent
Good
Satisfactory
Needs Improvement
Unsatisfactory

### **\*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)**

<b>Principals Honor Roll</b>	GPA 4.0	All A's
<b>First Honors</b>	GPA 3.5 - 3.99	More A's than B's
<b>Second Honors</b>	GPA 3.0 - 3.49	More B's than A's

Any student receiving a letter grade of C in a subject will not be included on the Honor Roll. Certain conduct codes will result in loss of Honor Roll. Students receiving an Out of School Suspension (OSS) or Saturday School during a nine-week period will not be eligible for honor roll.

### **\*Enhanced 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 Progressive Pre-Algebraic Math. In 8<sup>th</sup> grade the classes offered are Enhanced Physical Science and Algebra I.

Criteria for selection in these classes are:

- Iowa Scores – Math scores for Math classes, Science scores for Science Classes. (To qualify for the 8<sup>th</sup> grade Enhanced Physical Science, math scores are also a factor)
- Teacher Recommendation
- Science and Math yearly average, taken from the third quarter grades

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

Lists of qualified students are generated through our guidance department and our Vice-Principal of Plus/Enhance and approved by the Principal. Student grades in our 8<sup>th</sup> grade enhanced classes are based on a 5.0 scale.

### **\*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 for that purpose, 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.

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

Semester exams will be given in most classes (where grades are given). Dates will be set aside on the calendar at the end of each semester for this purpose. Exam days entail early dismissal. **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.

***\*Retention***

Failure in two core subjects for the academic year (reading, language, math, science, social studies, and religion) will 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.

***\*Required Summer School***

Students who receive a "D" or "F" for the academic year in the subject areas of Language Arts and/or Math must complete an approved Summer School Program, at the parent's expense, before promotion to the next grade level. The summer program must be approved by SFACS Administration.

***\*Standardized Testing/Accommodations***

Students at St. Francis of Assisi Catholic School participate in a standard testing program each year. Parents receive a report of their child's test results in mid October. 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 assessment producer. 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.

***\*Summer Math Program***

All students in grades 5 - 8 are required to complete 20 hours of the online based program ALEKS. Students in grades 1-4 are required to complete a summer math review book.

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

All students in grades 2 - 8 are required to read specific books during the summer months. Students can 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 guides are available on-line at [www.sfawolves.org](http://www.sfawolves.org).

### **Academic Dishonesty**

Academic dishonesty shall be 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 homework, sharing information on test questions (in and out of class), or plagiarizing research papers. Discipline in such instances will be meted to both the student who copies and the student who offered materials for copying. Students who are found to be academically dishonest will receive a zero on that assignment/test and will serve a Saturday School. Students will not be eligible for Honor Roll for the nine-week period in which the incident occurred.

### **Alcohol and Drug 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 dismissal. It has been the practice of the school, first and foremost, to seek to help the student in addition to any disciplinary consequences that may be enforced.

Possession, use and/or distribution of illegal drugs are prohibited on campus, in the interest of "safety of all". 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.

### **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 can 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 Jr.K - 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, tennis, soccer, basketball, baseball, softball, golf, cross-country, football and volleyball when age appropriate. Sign-ups are held prior to each sport for grades Jr.K – 4 and twice a year for grades 5-8. 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.

## **Athletic Probation**

PAA rules state that students must earn a minimum of 2.0 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.

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.

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, officials, or referees
- Ejection from an event by an umpire, official, or referee
- Destruction or theft of school facilities or equipment

## **Attendance**

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

Whenever a student must be absent from school, a parent or guardian must call the **designated absentee line (381-2555)** before 9:00 a.m. on the day of his/her absence to notify the school of the reason. This may be done at any time as the phone system is operating 24 hours a day. 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 and on time for all periods throughout the school day. Exceptions may be granted for the following reasons:

1. The death of someone in the immediate family
2. A school-sponsored activity
3. Exceptional situations approved by the administration
4. No more than 3 tardies in a semester

Absences for appointments of any type are not valid exceptions for "perfect attendance". Teachers 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.

### **\*Unexcused Absence**

Students absent from school without school and parental knowledge constitute an unexcused absence. The student may face suspension from school or other consequence.

**Commentary A** – St. Francis recognizes a student may have a valid prolonged absence for illness or injury. The faculty is more than willing to work with students to complete all work in a timely manner.

**Commentary B** – School related absences include, but are not limited to: field trips, school sponsored seminars, programs, participation in St. Francis athletics, etc.

**Commentary C** – Students who are absent from school with written parental request beforehand are generally deemed as excused. Teachers who can help students with assignments during or before that absence are encouraged to do so, but **no teacher will be required to prepare work ahead of the absence.**

### ***\*Absence during the Day***

If a student is excused during the day for any reason, a written note from the parent is required. A parent is required to sign out their child. All students must be released through the main office in St. Edward Hall.

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. Jr.K and 5K students will be escorted to their class by an ECC staff member. Students in grades 1 – 8 will be given an admit pass to return to class themselves. Parents are asked not to escort their child to the classroom during school hours as this is disruptive to the class.

### ***\*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.
- 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 twice daily.
- Posters advertising school-approved events must be sanctioned and initialed by the administration. These posters must be removed after the event has taken place.
- Nothing should be posted on the campus unless it is approved and initialed by the administration

## **Arrival and Dismissal**

***Please refrain from using cell phones during the arrival and dismissal of students in the car line.***

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

School hours for grades Jr.K-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 Jr.K/5K students arriving early should proceed to the St. Joseph Hall multi-purpose room by ECC personnel. 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. without parent or faculty escort.**

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

When a student arrives at school after the tardy bell has rung, a parent must sign the child in at the main office in St. Edward Hall. Jr.K and 5K students will be escorted to their class by an ECC staff member. Students in grades 1 – 8 will be given an admit pass and head 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 pick-up***

Elementary school parents are asked to wait for their children outside the school building. It is difficult to dismiss the children in an orderly fashion

when parents are waiting outside classrooms or in the reception area to meet their children. In order to assure the safety of all of our students, we ask that you wait in your car. Also, remember that this is not a productive time to conference with your child's teacher. The teacher's job, at that time, is to supervise the students and that requires all of the teacher's attention. Please schedule conferences after school.

We ask that you pick your students up in front of the school in the established traffic lanes. Your child will stay with the teachers until you move through the line and they can place them safely in your car.

**Any students (Jr.K-8<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.**

### ***\*Rainy Day and/or Lightening Dismissal***

**\*Lightening:** On afternoons where it is lightening, we ask that all parents, including the parents of our middle school students, drive through or walk in to pick-up their children. No Students will be dismissed to walk across to the church or to SBA. Lightening is a hazard and it is our duty to protect our students as best we can. We realize that this may be an inconvenience; however, the safety of our students is of utmost importance.

**\*Tornado Sirens:** We will not release any student if the sirens are actively sounding. Parents may enter the building until the threat has passed. We will follow emergency procedures until the sirens have stopped.

**\*Jr.K and 5K parents should follow the guidelines below for Rainy Day Dismissal:**

On rainy afternoons, please travel in the left side of the courtyard drive through lane to park, leaving the right lane open for exit. All students will be with their classes at the outside door of their classroom (Connolly, Hutchins, Schaubert, Hunt and Wagner) or lined up in the hall at the playground doors (Cassman and Jacks). We ask that parents park their cars and walk to your child's classroom door. Assistants will be at the doorways to get your child into your hands as quickly and easily as possible.

On stormy or heavy rainy mornings, the left lane gates will be closed. Jr.K and 5K parents should drive around to the front of the school, far North entrance (second door to St. Edward Hall), and drop off your student. Teacher Assistants will be available. Jr.K and 5K students arriving late due to weather will not be considered tardy.

Students in grades 1-8 will be dismissed as usual during rainy days.

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

A student will only be released into the custody of those persons listed on the Registration Card. 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.
- 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 must be released through the main office in S.E.H.
  - Students should not normally be dismissed for early dismissal after 2:30 p.m.

## B

### Bell Schedules (Grades 6-8)

#### 2008-2009 Bell Schedules

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	1 <sup>st</sup> Period
8:15	9:10	Mass
9:10	9:35	1 <sup>st</sup> Period
9:40	10:15	2 <sup>nd</sup> Period
10:20	11:00	3 <sup>rd</sup> Period
11:05	11:45	4 <sup>th</sup> Period
Resume Normal Schedule		

#### Half Day Schedule

7:50	8:15	1 <sup>st</sup> Period
8:20	8:45	2 <sup>nd</sup> Period
8:50	9:15	3 <sup>rd</sup> Period
9:15	9:25	Break
9:30	9:55	4 <sup>th</sup> Period
10:00	10:25	5 <sup>th</sup> Period

10:30	10:55	6 <sup>th</sup> Period
11:00	11:30	7 <sup>th</sup> Period

## Bicycles

Students who ride bicycles to school must submit a permission slip to the office at the beginning of the school year. A bicycle rack is provided but the school assumes no liability. Students are required to wear a helmet, ride responsibly on or off school grounds and follow all traffic safety laws and regulations.

## 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.

Property of St. Francis of Assisi School will have a barcode. The barcode is for inventory control and removal of the barcode is considered vandalism. A fine of \$10.00 will be charged to re-barcode the item and return it to inventory.

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. When a textbook is lost, the student has three (3) days to pay for the book and receive a replacement.

Each textbook must be returned to the instructor at the end of the school year. If a student's book is lost or destroyed then payment in full must be made BEFORE the student will be permitted to receive a final report card.

## 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 formal anti-bullying training, which instructs them to report all instances of bullying to an adult, who should then notify the administration. Reporting of bullying situations is essential to allowing the staff to reinforce Catholic Christian values.

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 Jr.K-4 or Lauren Cox for grades 6-8.

## C

### **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, Beepers and Electronics**

For all students the use of camera phones, 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 these times. Cell phones may be brought to school in order to maintain ready 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 (Grades 6<sup>th</sup>-8<sup>th</sup>) or in the student's backpack during the school day (7:35 a.m. – 3:00 p.m.). In the event of an emergency, students may go to the office in their building and use the school phone (forgetting lunches and/or homework is not considered an emergency) with permission from faculty or administration.

Cell phones seen or heard during the school day will be given to administration to hold for 48 hours. Students who are observed using a cell phone by placing or receiving calls or text messages will receive a detention and have their phone taken from them for 48 hours. A confiscated phone may be released to the parent (only) anytime after it is taken by administration, but the student may not bring it to school for the 48 hour period.

### **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 Newsletters, Weekly Notes (*Monday for grades Jr.K-5 and Tuesday for grades 6-8*), Memos and all Emergency Information (including but not limited to early dismissals).

**Please be sure to 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.**

*Edline (Grades 5-8)* and Monday Folders (Grades Jr.K-4) are used for communicating student grades. Monday Folders are sent home on Monday, or the next day after a holiday, and should be returned with parent's signature the following day. Monday folders also offer an opportunity for parent/teacher communication. A note delivered by a child will receive a prompt reply.

Parents may check *Edline* for their student's most current grades in each subject area. *Edline* is updated every Friday afternoon. E-mail is the most efficient way for parent/teacher communication in grades 6-8.

A complete list of faculty e-mails is available on our website at [www.sfawolves.org](http://www.sfawolves.org). E-mail address for faculty and staff:

**firstname.lastname@sfaschool.cdom.org**

**Example: [john.smith@sfaschool.cdom.org](mailto:john.smith@sfaschool.cdom.org)**

## **Cyber bullying**

When students post internet "blogs", create web sites, create e-mail or contribute to chat room conversation outside school using privately owned computers, their expression may implicate school-related issues and revolves around their interactions with peers. Such situations violate school policy and Catholic principles regarding respect for the dignity of the individual and may, in certain circumstances, result in disciplinary action, whether the cyber posting is brought to or accessed from school property or not. In essence, cyber bullying will be treated the same as face-to-face bullying. Again, the purpose is to teach students to respect the dignity of persons. Parents are the primary educator and disciplinarian of their child. The faculty and staff of SFACS are here to aid in that responsibility. It takes a joint effort between all parties to achieve the desired outcome.

## **D**

### **Discipline and Student Conduct**

Discipline is an important part of the overall educational process at St. Francis. Discipline is based on the belief that all people have a right and an obligation to treat their neighbors with respect and Christian charity. The goal of good discipline is that of guiding, directing, and encouraging students to choose what is good, right and just for themselves and for the good of others. Discipline possesses the attributes of positive self-image and the ability to conduct oneself in a manner keeping with respect and human dignity.

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

The moral obligation of training children in good conduct rests first with the parents. The responsibility of the school is to give broadening and experience to parental training. 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 shall include, but not be 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.

### ***\*Disciplinary Options***

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. The following are options available to teachers and administrators as they work with students concerning problematic behaviors:

**Policy for Jr.K – 4<sup>th</sup> grade** - Our younger students committing serious offenses (i.e. fighting, disrespect toward a teacher or staff member, foul 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 (see page 36). Jr.K and 5K students who bite and leave a mark on another child will be sent home for the day.

**Demerits** - Middle School teachers use a system of demerits to record inappropriate behavior. Teachers may give demerits for infractions of school rules such as tardiness, dress code violations, disruptive behavior, missing materials, gum/candy, etc. These are accumulated throughout the nine weeks by all teachers. Upon receiving five (5) demerits within a given nine-weeks, the student will be assigned a detention. **At the beginning of each nine-week period the students will begin with zero demerits.**

**Detention** – Detention will be issued to students who have accumulated five (5) or more demerits or at the discretion of administration for serious conduct violations. Detention is held every Wednesday afternoon from 3:05 p.m. – 4:05 p.m. in the St. John Neumann Hall Room 107.

**Conduct Referral** – 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 detention, Saturday school, out of school suspension (OSS) or dismissal.

**Saturday School** - A Saturday school may be assigned by administration for more serious disciplinary infractions or for the accumulation of an excessive number of detentions (3 detentions in one nine-week period). Saturday school is held from 7:30 a.m. - 9:00 a.m. on designated Saturdays. Attendance at assigned Saturday school takes precedence over any athletic or extra-curricular activities. Failure to report to Saturday school will result in an additional Saturday school assignment. Students receiving a Saturday School during a nine-week period will not be eligible for honor roll.

**OSS (Out-of-School Suspension)** – an OSS is reserved for serious infractions of school policy. The number of days is assigned at the discretion of the principal, depending on the severity of the infraction. **School assignments are to be completed during the suspension. 2 points per day may be deducted from the nine-week academic grade for each class missed due to an OSS.** 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 receiving an OSS during a nine-week period will not be eligible for honor roll.

**Disciplinary Probation** – Disciplinary probation will apply to all students, Grades Jr.K – 8. Three (3) Saturday schools or OSS offenses, 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 if improvements have been made.

Students on Disciplinary Probation will not be allowed to attend field trips or participate in school sanctioned events during the probationary period. PAA sports may continue unless the student proves that behavioral difficulties are also carrying over to the sports fields/practices/games etc. This decision will be made by the Administration on an individual basis.

Disciplinary Probation is a consequence for very serious and continued infractions of school policy. The purposes of all interventions associated with probation are established to quickly and effectively help the student develop skills to make corrective actions of undesirable behaviors. It is only when a student is unable or chooses not to take immediate and corrective measures that expulsion may be considered.

**Referrals** – For continued or very serious behavioral /academic difficulties a family may be asked to:

- Receive outside help in the form of Psychological evaluation and follow doctor/professional recommendations.
- 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 SFACS administration and faculty have worked to remedy behavioral/academic difficulties multiple times and the administration, Diocese of Memphis and Pastor 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.

### ***\*Student Behavior off Campus***

A student is a St. Francis of Assisi Catholic School student at all times. A student, who engages in conduct, whether on or off campus that is

detrimental to the reputation of the school, may be disciplined by school officials.

## **Donations**

Individuals desiring to support St. Francis of Assisi Catholic School through charitable contributions are welcome to make cash or check contributions or purchase items listed on the Wolves Wish List located in the main office.

## **E**

### **E-mail**

#### **E-mail address for all faculty and staff:**

***firstname.lastname@sfaschool.cdom.org***

St. Francis of Assisi Catholic School uses email to correspond with all school families in the forms of Newsletters, Memos and all Emergency Information (including but not limited to early dismissals). Parents are encouraged to communicate with their child's teacher by email.

### **Edline**

Parents of students in grades Jr.K – 8 will have an access code that will enable on-line access to their own child's classroom information. All teachers in grades Jr.K – 8 may 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 5-8 will have an access code that will enable on-line access to their own child's grades and progress at any time through Edline. It is important that parents stay current with the information that is available on Edline. Teachers may update their on-line grade book more frequently, but are expected to do so once each week. Edline is updated on Fridays with the exception of school holidays.

School wide communication and information such as lunch menu and sports events are accessible on Edline.

### **Emergency Drills**

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

During fire drills, students should follow these regulations:

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** may also be held periodically. During these drills, students should follow these regulations:

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** may also be held periodically. During these, students should follow these regulations:

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. 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 Pick-up**

In the event of actual fire or other emergency, parents should expect to pick up their children from the SFA Church building. If both buildings are damaged, the secondary pick up location will be the St. Benedict at Auburndale football field.

## **Extended Day Care Program**

Jr.K through 8<sup>th</sup> grade students remaining at school for Extended Care will be escorted to the St. Joseph Hall Cafeteria/Gym where they will have a snack and participate in a variety of activities with some time allotted for homework. A homework room staffed with SFACS teachers will be provided. Other activities will include use of the gym, art activities, outside recreation, and a variety of games.

Extended Day Care is held from 3:00 p.m. to 6:00 p.m. on regular school days and from 11:30 p.m. to 6:00 p.m. on early dismissal days.

Any students (Jr.K-8<sup>th</sup> grade) not picked up by 3:15 p.m. (or 11:45 p.m. on an early dismissal day) will be placed in the Extended Care Program at the parent’s expense. Students not picked up by 6:00 p.m. will be charged additional fees.

This Program is administered by St. Francis of Assisi Catholic School at an additional expense. For more information contact Mrs. Dena Chavez, Director of Extended Day Care, at 381-2595.

## 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. Field trips are privileges given to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements. The teacher in advance 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 designated 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. Most field trips fees are included in your activity fee.

We often rely on parent drivers and chaperones. Volunteer drivers need to have appropriate paperwork on file with the school office in order to drive on these trips. Some hosting organizations limit the number of adults who may attend so we appreciate your understanding. Field trips in 7<sup>th</sup> and 8<sup>th</sup> grades, as well as overnight trips, rely on chartered busses for student and faculty transportation.

It is understood that there is no smoking in a car transporting students during fieldtrips. Cell phone use is discouraged. The focus of the parent driver is to insure safety of the students that are entrusted to their care. Therefore, siblings or other children are not permitted to attend.

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

- *Children age four (4) through age eight (8), and measuring less than four feet nine inches (4'9") in height, must be secured in a belt-positioning booster seat system, meeting federal motor vehicle safety standards in the rear seat, if available, or according to the child safety restraint system or vehicle manufacturer's instructions. (Note: **If the child is not between age four (4) and age eight (8), but is less than four feet nine inches (4'9") in height, he/she must still use a seat belt system meeting federal motor vehicle safety standards.**)*
- *Children age nine (9) through age twelve (12), or any child through twelve (12) years of age, measuring four feet nine inches (4'9") or more in height, must be secured in a seat belt system. It is recommended that any such child be placed in the rear seat, if available. (Note: **If the child is not between age nine (9) and age twelve (12), but is four feet nine inches (4'9") or more in height, he/she must still use a seat belt system meeting federal motor vehicle safety standards.**)*

## 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 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 be sent via the US Mail unless an invitation is being given to every student in the class.

### Guidance/Behavioral Health

The role of the Behavioral Health and Guidance 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 guidance 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.

## H

### **Health Requirements**

#### *\*Immunizations*

Proof of a health examination and immunization is mandatory for the students to be in accordance with the regulation of the Tennessee Department of Education (T.C.A. 49-6-5001; RRMS 0520-13.08). The Tennessee Department of Public Health requires that every student be immunized with the following:

- 5 doses of DPT vaccine or TD9 (tetanus, diphtheria)
- 4 doses of Polio vaccine - One of which must be given after the sixth birthday
- 3 doses of Hepatitis B - That immunization has been recommended since 1991, but is now required.
- 2 doses of MMR vaccine - after first birthday
- Confirmed Chicken Pox Disease or Vaccine required
- Medical Examinations are required prior to entrance to school

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.*

#### *\*Communicable Disease*

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

- Students recovering from pink eye (conjunctivitis) must be on medication for at least 24 hours before returning to school.
- Students with a fever of 100° or higher will be sent home. Students should be fever free for **24 hours** before returning to school.

#### *\*Screening*

Screenings for vision are done on site annually for Jr.K - 8th grades.

## Health Room

A full-time R.N. will staff the health room in the 2007-2008 school year.

## 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.

## 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 SFACS. Its primary goal is to foster family involvement and to create communication and a sense of cooperation among home, classroom and administration. A **\$15 per family fee** is requested at registration that covers operational costs. Home and School sponsors one fundraiser annually. Proceeds from this sale are earmarked to fund a designated project each year. Please refer to our Home and School Officers and Committees on page 64.

## 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 Jr.K-5 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 6-8, parents may prefer to 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.**

Upon returning to school, students will be allowed one day per day of absence to make up work. The student must be prepared to conform to the teacher's requirements regarding test make-up. In grades 6-8 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 Open House/Meet the Teacher Night. Homework should be a priority before all other extracurricular activities.

## I

## Illness at School

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 Office (or Health Room, if open). 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. A student sent home from school with a fever of 100 degrees or more should remain at home until fever free for 24 hours.

## **Inclement Weather**

Announcements regarding school cancellations are made via the local news channels and radio stations. Please listen carefully for The Catholic Diocese of Memphis closings. The decision to close schools is made by the Diocesan School Office and will be aired as early as possible.

## **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 material center. 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.

A fine of \$10.00 is assessed for removal of the bar code from library materials. This must be paid before library privileges will be reinstated.

## **Lockers (6th-8th grade)**

Lockers in the halls and the gym 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, key controlled 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 Jr. High years at SFACS. 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 there after. 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.

## Lost and Found

**Every item that comes to school should be clearly labeled with the child's name.** Any item found in the school or on school grounds will be turned into the office and placed in *Lost and Found* located in the Home and School Workroom in St. Joseph Hall (Room 111). Students may check for missing items before or after school between the hours of 7:35 a.m. and 7:50 a.m. or 3:15 p.m. and 3:30 p.m. Parents may sign in as a visitor at the front desk to check for missing items at their convenience. Items will be kept in room 111 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. Although we will make efforts to return clothing that is labeled, the school is not responsible for lost articles.

Books and other classroom articles found will be taken to one of the Assistant Principals' offices 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. Jr.K & 5K 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. 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.

### Lunch Schedule Grades 1-8 - Café

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
11:45	12:15	6 <sup>th</sup> 7 <sup>th</sup> 8 <sup>th</sup>
12:20	12:50	1 <sup>st</sup> Grade
12:25	12:55	2 <sup>nd</sup> Grade

### Lunch Schedule Grades Jr.K & 5K- MPR

11:55	12:30	Jr.K
12:30	1:05	5K

The lunch periods can be a pleasant time to meet and visit with other students. Students are expected to behave in a respectful manner at all times. Courtesy toward other students and cooperation with teachers are in order at all times. Any acts of misconduct could result in disciplinary action.

#### ***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.

## **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. Our 6<sup>th</sup>-8<sup>th</sup> grades attend the 8:15 a.m. mass on Thursdays.

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.

### **Medication**

Parents of students with chronic medical problems should report their illness to the administration and the classroom teacher(s). Any temporary illness which might warrant periodic medication during school hours should likewise be reported to the administration.

If a student needs to bring medication to school, he/she should bring written permission from a doctor. The note and the medication should be left with the school nurse. The Prescription Drug and Medicine Authorization forms must be filled out by parents and given to the school nurse. Any student that has in their possession, medication not registered with the school, is subject to suspension or expulsion.

***\*Directive Concerning Medications Dispensed at School***

Prescription drugs and over-the-counter medicine, should, whenever possible, be dispensed by a parent or legal guardian. If a child is given a prescription to “take 3 times daily”, a parent should administer before the student comes to school, after going home from school, and at bedtime. Only when dispensing is required more often or with lunch should the school be involved with dispensing medicine.

The Prescription Drug and Medicine Authorization form must be completed before any prescription medication will be dispensed from the health room.

No over-the-counter medicine, such as Tylenol, etc. should be dispensed from the health room. If a doctor prescribes an over-the-counter medicine that must be taken at school, the following procedure should be followed:

1. A physician’s authorization written on a prescription pad should be obtained. The school will accept no verbal authorization from either the parent/guardian or physician.
2. This authorization should include the name of the medicine, amount of dosage, times to be given, and how long this particular medicine is to be given to the student.
3. The parents should bring the over-the-counter medication to the office in the original, labeled container. The student’s name should also be attached to the container.

\*Students may NEVER carry medicines on school grounds. All medicines must be delivered only by a parent or guardian to the school nurse. Students carrying medicines to school may be suspended. We realize this policy may be viewed as harsh, but the safety of our students is of utmost importance!

**P**

**Parent Cooperation**

The education of a student is a partnership between the parents and the school. Respect for the dignity of the person is key to the philosophy of the school and to the Catholic values we strive to practice and instill. 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.

## **Parent Support Group**

The Parent Support Group focuses on helping your child be successful in school. Meetings are held quarterly and 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 should be used to acquaint parents and should not be **used** or **sold** for other purposes.

## **Parent-Teacher Conferences**

Whenever interest or necessity demands, parent-teacher-student conferences should be arranged. Parent conferences are held as the need arises. In addition, a half day per year is scheduled for parent-teacher conferences. Please consult the school calendar for these dates. Parents wishing to conference with the school administration will need to do so by appointment.

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 talk to teachers. After school, teachers may have commitments (tutoring, coaching, or other extracurricular activities), therefore, parents are requested to schedule meetings with the teacher(s) rather than arriving unannounced.

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.

In grades 6-8 if your child is having difficulties in one or two subjects, please contact (preferably by email) the individual teacher to either set up a conference time or handle your concerns without a meeting. If your child is struggling in 3 or more subjects and you wish to meet with the entire team, please contact the guidance counselor to set up a Parent/Teacher conference. Team conferences are scheduled daily during the following times: 8<sup>th</sup> Grade – 10:00 a.m.; 7<sup>th</sup> Grade – 11:00 a.m.; and 6<sup>th</sup> Grade – 1:15 p.m.

## **Parties/Birthdays**

Invitations for parties should be sent via the U.S. Mail unless an invitation is being given to every student in the class. Birthday treats may be brought to school for the 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.

Jr.K - 8th are permitted two class parties a year, at Halloween and before Christmas break. Jr.K - 5th grades have a small Valentine exchange with refreshments on or near Valentine's Day. Room parents may assist the classroom teacher with two 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 provided it is limited to school public relations efforts.

## **S**

### **Safety & Security**

Saint Francis of Assisi Catholic School employs a full-time Director of Security to guard the campus every day our school is in session. Students are expected to respond to his instructions. 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 4K-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: 4K – 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 – 24 hrs.

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

In addition, our school supports many organizations and missions throughout the year. Some of them include the following: Birthright, Catholic Charities, Catholic Schools in our diocese, Fayette County Project Outreach, Gifts for God's Children, Hope House, Memphis Food Bank, Memphis Humane Society, Poor Clares, Project Linus, Ronald McDonald House, St. Jude Hospital, St. Mary's Soup Kitchen, St. Patrick Center, St. Patrick School, 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.

## Spirit Shop

The spirit shop is located in Maria Hall, Rm. 319. The Spirit Shop can be accessed from the Playground. The spirit shop is open on **Tuesday’s** and **Thursday’s** 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 Day

*An SFACS Spirit Day* will be scheduled monthly. Please refer to the school calendar for dates. Students can wear their SFACS sports jersey, t-shirts, sweatshirts, hoodies, etc. **OVER** their uniform shirts. Students will still be required to wear their **FULL UNIFORM** on this day.

## 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.

**\*Awards Day** – Awards Day is a day set aside at the end of the school year in grades 6 – 8 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, Science Fair 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 at each grade level present a Christmas Program. Our middle school band also performs.

\***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.

\***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**- 7<sup>th</sup> graders and Jr.K get together in the spring and 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.

\***Memphis in May**-A culmination of activities of the country celebrated each year during Memphis in May.

\***Open House/Grandparents or Special Friend Day** – This event is held in January during Catholic Schools Week. We encourage all families and friends to tour our school and view student work.

\***Orientations**- Different orientations are held during the school year:

- **New Family Orientation** – Held in August (prior to the start of school) to introduce new families to the campus, administration and various organizations.
- **“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. Formal Parent-Teacher conferences are held in the fall. Informal conferences are held as needed.
- **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.

**\*Reader's Digest Word Challenge-** This is a vocabulary contest designed for schools nationwide for all students in grades four through eight. The Reader's Digest National Word Power Challenge is an educational outreach program of Reader's Digest magazine.

**\*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.

**\*Science Fair** – Our students in grades 6-8 participate in the Science Fair, with many of our students progressing to the Shelby County fair where they present their project.

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

**\*Sports Awards** - The awards programs are held at the end of fall and spring sports for seventh and eighth grade participants.

**\*Spring Musical** – Our Music department presents a spring musical, usually in April. Grades 4-8 participate. Auditions are usually held in January. Previous musicals have been *Music Man, Jr.*, *Annie, Jr.*, *Fiddler on the Roof, Jr.* and *Oklahoma!*

**\*St. Francis of Assisi Feast Day/Field Day-** The day begins with an All School Mass. Field day follows Mass and is a fun-filled day sponsored by the Physical Education Department for all grades. Parent volunteers are needed to assist in 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 Jr.K & 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.

**\*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 8:15, Benediction begins at 2:15.

\***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.

\***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 3 – 5 during Advent and grades 6-8 during Lent.

\***Retreats** – Students in grades 6 – 8 will participate in an all day retreat by grade level at St. Francis Church. 5<sup>th</sup> graders will participate in a ½ day retreat. 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** – March 19<sup>th</sup> – 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 Memphis Food Bank.

\***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 Day Team (6<sup>th</sup> – 8<sup>th</sup>)** - A middle school Academics team of seventh and eighth grade students competes via computer in two international competitions. A spring meet is 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>)** – 8<sup>th</sup> 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

\***Cheerleading (5<sup>th</sup> – 8<sup>th</sup>)** – The cheerleading squads are composed of fifth through eighth grade girls who cheer for the PAA football team and other PAA sports. There are no tryouts for cheerleading, however a GPA of 2.0 must be maintained.

\***Choir** - The school will coordinate a youth choir for students who wish to participate from grades 3 through 8. Practice will be after school and at other scheduled times. All members must remain faithful to their commitment to perform at scheduled events.

\***Forensics (5<sup>th</sup> – 8<sup>th</sup>)** - Forensics at St. Francis of Assisi Catholic School encourages and assists students in grades 5-8 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 others in winter/spring. Try-outs are held in September.

\***Mass Cantors (6<sup>th</sup> -8<sup>th</sup>)** - 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.

\***Model UN/Youth Legislature (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.

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.

**\*National Junior Beta Club (7<sup>th</sup>-8<sup>th</sup>)** - A Mass 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>)** – The National Junior Honor Society is the front runner of organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, service and citizenship.

Candidates (grades 7<sup>th</sup> and 8<sup>th</sup> only) 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. In addition, constitution by-laws require that the candidate have been in attendance at the school the equivalent of one full semester.

An application does not guarantee admission to the society as candidates will then be evaluated by Administration and faculty on the basis of service, leadership, character, and citizenship. 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.

Previous members remain members of the society unless their performance in any listed area falls below the standard. At that time, the Administration and faculty will warn the member and give a reasonable amount of time to correct the deficiency. Exceptions to this would be flagrant violation of school rules or civil law; and in this case, immediate dismissal without warning will be the consequence.

The National Association of Secondary Schools Principals (NASSP), the school sponsor and the supervisor of the NJHS will not hear appeals regarding the issues of membership and dismissal.

**\*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

**\*Safety Patrol (5<sup>th</sup> – 8<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.

**\*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

## **Summer Enrichment Program**

Students who have had difficulty in English and/or Mathematics during the school year have a tendency to lose proficiency over the summer. A summer enrichment program is provided to help students retain competency through these months. The enrichment program at St. Francis of Assisi Catholic School consists of remedial work in English and Mathematics and is available to students who have completed grades 5 - 8. Students in transition from the PLUS program to the Traditional program are encouraged to attend the summer program. Students moving from the Middle School PLUS Program to the High School PLUS Program are encouraged to attend. Summer school hours are from 9:00 a.m. until 12 noon daily during the month of July. Exact dates and fees will be announced in the spring.

## **T**

### **Technology Acceptable Use Policy**

Per Diocesan requirements, each student will receive and be required to sign and return a Technology Acceptable Use Policy. This policy will be distributed yearly in the registration packet and must be turned in at registration.

### **Telephones**

The school office phones will be available for student use only in case of emergency, and permission must be obtained from a faculty member. Telephone messages for a student pertaining to their arrangements for transportation, childcare or after school activities will be relayed. *Forgotten homework, forgotten athletic equipment, etc. do not constitute an emergency.*

## Traffic Pattern

Our traffic pattern forms a circular route around the perimeter of all the buildings. The drive between Maria Hall and St. John Neumann Hall will be open for vehicular traffic before and after school, to accommodate drop off of our Jr.K and Kindergarten students. The drive will be closed from 7:50 a.m. until completion of afternoon recess at about 2:40 p.m.

There are two entrances to our campus. One is located off Chimneyrock and one is off Germantown Parkway. Both may be used, depending on your approach to the campus.

Entering from Germantown Parkway, North Bound, Grades 6-8. Enter through the driveway at the north end of the campus and drop your student off in the lanes at any point along the north side of the building, the cafeteria, or the open area along the north side of the campus between the cafeteria and the two story portion of St. John Neumann Hall.

Entering from Germantown Parkway, South Bound, Grades 1-8. Turn left onto Chimneyrock. Get into the left turn lane. Upon signal of the traffic person, turn left, then a HARD LEFT into the driveway, paralleling Chimneyrock, heading west along the south side of Maria Hall. Drop your student off in the curb lane at any point along the west side (front) of the building, north side of the building, the cafeteria area, or the open area along the north side of the campus between the cafeteria and the two-story portion of St. John Neumann Hall.

Entering from Chimneyrock, West Bound, Grades 1-8. Turn right into the entrance way, then a HARD LEFT into the driveway paralleling Chimneyrock, heading west along the south side of Maria Hall. Drop your student off in the curb lane at any point along the west side (front) of the building, north side of the building, the cafeteria area, or the open area along the north side of the campus between the cafeteria and the two-story portion of St. John Neumann Hall.

Pick-up and Drop-off of Jr.K and 5K Students. Jr.K and 5K students are dropped off in the crosswalk area on the west side of the drive between Maria Hall and St. John Neumann Hall. The teachers' assistants will escort them into the building. No parking is permitted in the driveway.

# U

## GENERAL UNIFORM AND GROOMING 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.

### **Uniform**

The purpose of the school uniform is to de-emphasize the importance of the outward appearance of the individual and to eliminate social peer pressure, which are key to our efforts to develop the individual talents and self-worth of the whole child. *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.* We design uniform and grooming standards to provide as much as possible for good health and safety. The faculty, staff and parents are required to enforce the dress code. A visual check will be performed by the home room teacher during opening exercises each day.

Uniform means not varying or variable, therefore, only uniform articles purchased from the officially designated vendors may be worn. There can be no exceptions. Students in violation of the uniform policy will be required to call their parents to bring them the appropriate attire. Students will remain out of class until the appropriate attire is brought to school.

In cases of disagreement concerning what constitutes proper attire, the administration will make the final determination. Requests for individual exceptions to the dress code for personal or medical reasons will be made in writing to the Principal by the parent or legal guardian.

### **Out of Uniform Dress Code/Diocesan Dress Code**

All participants at any school, parish, or diocesan function or activity are required to follow the Diocese of Memphis dress code. It is as follows:

*Appropriate dress will be strictly monitored. Anything immodest, degrading or that espouses drug/alcohol or a violent or immoral theme is not appropriate. We reserve the right to judge appropriateness.*

The following guidelines apply. They are not all inclusive and apply to both male and female.

- Appropriate language and or graphics on clothing.
- Skirts no shorter than fingertip length.
- No fishnet or see through clothing.
- No skin tight clothing.

- Shirts and sweaters long enough to cover the midriff areas when arms are raised over the head -at all times.
- No backless, strapless or spaghetti strap dresses or tops.
- Appropriate undergarments worn at all times and must not be visible.
- 6<sup>th</sup> – 8<sup>th</sup> graders are not permitted to wear shorts of any kind.
- Flip-Flop shoes are not permitted.

**This guide is used for all SFACS Out of Uniform days.**

## **Student Expectations**

Students must be well groomed at all times. Uniforms are to be cleaned and neatly pressed with all buttons attached and hems intact. All skirts/jumpers must be an appropriate length – top of the knee (patella). Shoes must be clean and in good condition. Saddle oxfords and sneakers require white shoe laces and NuBuc shoes must be worn with original style shoelaces. Uniform clothing or shoes that have hand writing or marks on them violate the uniform policy and may not be worn.

**All shirts and blouses must be tucked in.** Blouses in 6<sup>th</sup>-8<sup>th</sup> grade are over blouse style. Undershirts must not be visible and printed T-shirts are not acceptable underneath the uniform. No clothing with brand names or logos may be worn with the uniform.

Students entering or leaving school premises must be dressed according to the school dress code. Girls remain in the complete uniform of skirts and jumpers with blouse. Boys' shirtsleeves must remain buttoned, shirttails tucked in and ties worn appropriately while a student is on campus. This does not apply to athletic events requiring a change of uniform or equipment. Students in extended care may have shirts unbuttoned, ties removed **once they have reported to extended care.** Once the school day has concluded at 3:00 p.m. (or 11:30 a.m. for early dismissal) boys may remove their ties and unbutton the top of their shirt (shirts must remain tucked in with the top button unbuttoned).

**Students in violation of the Uniform dress code will receive a *Uniform Notice* to be signed by a parent and returned to school. The violation should be corrected the next day (a parent's note stating why the violation is occurring and when it will be addressed will be accepted in limited situations). Students in Grades 6-8 will receive a demerit as well as a *Uniform Notice*.**

All uniforms and personal property must be clearly labeled. The school is not responsible for lost items.

# Guidelines

## ***\*Hair***

The student's hair must be kept neat, clean and styled in accordance with the guidelines below. The judgment as to what constitutes "extreme" is within the discretion of the principal and decisions shall be binding. Hair coloring and bleaching is not permitted including colored sprays or gels for boys and girls. No beads are to be worn in the hair. Extreme unusual or attention-getting hairstyles are prohibited.

**Boys:** Hair must be clean, well groomed 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. No fad or extreme hairstyles or tails are permitted. Hair holding devices are not to be worn.

**Girls:** Hair must be clean, well groomed, and in a style consistent with the conservative nature of the school. Hair must not fall over the eyebrows or face. No fad or extreme hairstyles are permitted. "Artificial party" hair extensions are not permitted. Colored hairspray is prohibited.

***\*Hair Ribbons*** - Girls may wear ribbons, bows, or headbands that are solid burgundy, navy, white or black or the school matching plaid sold at Parker Uniforms. Hair accessories must be in the hair and not worn on the wrists or elsewhere.

## ***\*Hats***

Hats are not to be worn in the buildings.

## ***\*Jewelry***

The wearing of jewelry should be conservative and in keeping with the purpose of the dress code. A wristwatch may be worn. Watches with beeping devices should be disconnected. Watches that beep may be confiscated and can be claimed at the end of the school year. Excessive jewelry is not allowed.

- Necklaces - A single necklace of a religious nature on a narrow silver or gold chain may be worn outside the uniform. No choker styles are permitted.
- Rings - No more than a total of 2 rings are permitted. One small ring may be worn on each hand. If the rings are large enough to distract from class then students will be asked to remove them.

- Earrings - Girls may wear one pair of simple earrings, one earring in each earlobe and not larger than the ear lobe. No hoops, dangles or multiple earrings. Boys are not permitted to wear earrings.
- Bracelets - One small, single bracelet may be worn.
- Watches – One watch (no noises) may be worn

**\*Make-up**

- Make-up is not permitted for Girls in grades Jr.K-5. Girls in grades 6-8 may wear base, blush and mascara in modest proportion. No eyeshadow or eyeliner is permitted at any grade.
- Girls may wear fingernail polish that is clear or a light colored natural.
- No body piercing of any kind except for girls pierced ear lobes
- No tattoos of any kind (permanent or temporary) are permitted. Spirit tattoos purchased from our school Spirit Shop may be worn on certain publicized Spirit Days.

## **Uniform Requirements**

(All clothing items must be purchased at Parker School Uniforms)

### ***Uniform (Jr.K-5th Grade)***

***Girls:***

- |            |   |
|------------|---|
| Bib jumper | Plaid Navy w/Khaki, white & cardinal stripe w/school crest. (Jumpers must at least touch the top of the patella)  |
| Blouse     | White Peter Pan collar (short or long sleeve)   |
| Socks      | Solid White (ankle or above) or Navy knee-high;   |
| Shoes      | Black & White or Navy & White Saddle Oxfords w/red soles<br>Shoes must be clean (no writing) and have standard white laces<br><i>Jr. Kindergarten and Kindergarten girls may wear white sneakers (with Velcro closure) of their choice.</i> |
| *Optional  | Cardinal crew neck cardigan w/school crest; Fleece Navy w/school crest; Nylon Navy jacket w/school crest; SFACS warm-up jacket purchased from the School Spirit Shop<br>Navy leggings (worn under the Jumper)                               |

***Boys:***

- |       |   |
|-------|---|
| Pants | Khaki   |
| Shirt | Cardinal Polo – long or short sleeve w/school crest |

Belt	Black or dark brown leather (2 <sup>nd</sup> – 5 <sup>th</sup> )
Socks	Solid Black, Brown, Tan or White, (ankle or above)
Shoes	Buck Oxford, tan suede lace up style w/red sole; or Merrell, tan w/black sole. Shoes must be clean (no writing) and have standard laces.

*Jr. Kindergarten and Kindergarten boys may wear white sneakers (with Velcro closure) of their choice*

*Optional	Cardinal Pullover V-neck w/school crest Fleece Navy w/school crest; Nylon Navy jacket w/school crest; SFACS warm-up jacket purchased from the School Spirit Shop
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### ***Optional Fall/Spring Uniforms for Boys and Girls (Jr.K-5<sup>th</sup>)***

Shorts or Skort	Khaki
Shirt	Cardinal Polo short sleeve w/school crest
Socks	Solid White (ankle or above)
Shoes	Any solid white sneaker of choice Shoes must be clean (no writing) and have standard white laces

*Jr. Kindergarten and Kindergarten may wear white sneakers (with Velcro closure) of choice*

Belt	Black or dark brown leather (3 <sup>rd</sup> – 5 <sup>th</sup> )
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### ***Uniforms (6th-8th Grade)***

#### ***Girls:***

Skirt	Navy, khaki, white & cardinal stripe plaid with sewn down box pleat. (Skirts must at least touch the top of the patella.)
Blouse	Blue Oxford over blouse (long or short sleeve) **(a white (not printed, textured or lacy) camisole or undershirt may be worn beneath the uniform top)
Socks	White standard crew style White knee socks or plain Navy tights (winter uniform)
Shoes	Black & White or Navy & White Saddle Oxfords w/red soles Shoes must be clean (no writing) and have standard white laces.
Sweater	Navy V-neck pullover w/school crest (Required for Mass days and school wide assembly during Winter Uniform)

*Optional	Fleece Navy w/school crest or SFACS warm-up jacket purchased from the School Spirit Shop
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**Boys:**

Pants	Khaki
Shirt	Blue Oxford – long or short sleeve /school crest
Tie	Navy, white & cardinal stripe
Belt	Black or dark brown leather
Socks	Black or dark brown standard crew style
Shoes	Buck Oxford, tan suede lace up style w/red sole; or Merrell, tan w/black sole. Shoes must be clean (no writing) and have standard laces.
Sweater	Navy V-neck pullover w/school crest (Required for Mass days and school wide assembly during Winter Uniform)
*Optional	Fleece Navy w/school crest or SFACS warm-up jacket purchased from the School Spirit Shop

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**\*OUTERWEAR** - The SFACS Nylon Warm up jacket will be allowed during the school day. This jacket can be purchased in the School Spirit Shop. The only outerwear permitted in the classroom is the uniform sweater, the optional navy fleece, or the SFACS warm-up jacket. All other Coats and jackets are restricted to outside wear only!

***P.E. Uniform Requirements (ALL GRADES)***

\*Jr.K – 5<sup>th</sup> Grade students remain in their P.E. uniform all day on scheduled P.E. days.

- Sweatshirt Navy with SFA logo
- Sweatpants Navy with SFA logo
- T-shirt Grey with SFA logo
- Shorts Navy with SFA logo
- Socks White standard crew style
- Shoes (1<sup>st</sup> – 5<sup>th</sup>) New Balance style white sneakers with standard white laces

*6<sup>th</sup> through 8<sup>th</sup> may wear ANY sneakers of choice for P.E. Jr. Kindergarten and Kindergarten may wear white sneakers (with Velcro closure) of choice.*

P.E. uniforms are available from Parker Uniform. The P.E. uniform is to be intact, neat, and clean at all times. The same rules apply to the P.E. uniform as to the standard school uniform.

## Y

### **Vending machines**

Vending Machines on campus are Off-Limits for all students until after school hours (3:00 p.m.) or with specified faculty sanctioned activities.

### **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 each fall. The cost of these books is covered under the St. Francis of Assisi Catholic School fees.

**Home and School Association  
Officers and Committee Chairs  
2008 - 2009**

Co-Presidents	Peggy Callahan & Romy Schaaf
Treasurer	Alison Barczak
Secretary	Cynthia Shah
 <b><u>Committee Chairs:</u></b>	
Chaplain	Bill McGregor
Hospitality for H&S meetings	Joanne Guasco, Debbie Scheidhauer, Margie Smith, Amy Herbers
Teacher Birthday	Rita Sowell
1st Friday Adoration	Bill McGregor, Michelle Ybos
Room Parent Coordinators	Tracy Lea, Cynthia Shah, Miozotis Pina
Fund Raiser Coordinators	Cathy Bascom, Sherri Williams
Faculty/Staff Appreciation Lunch	Margie Smith, Kathy Clark
Used Uniform Sale	Debbie Farler, Kathy Miller, Sharon Brown
Bi-Monthly Food for Teacher Appreciation	Sharon Brown, Sarah Clarke, Renee Minatra, Jill Dyles, Jenny Cremerius, Rachel Sejas
Supply Bags	Tina Sosnowski, Denise Crawford

Field Day	Sharon Brown, Sherri Williams, Karen Hamilton, Debbie Demirorz, Gayla Arvin, Renee Minatra
Cafeteria Coordinator	Amy Iovinelli
Mentor Program	Gayla Arvin, Amy Herbers
Campus Beautification	Christine Herrman
Box Tops	Mary Chandler
Teacher Christmas Gifts	Toni Griesmer
Campbell Soup Labels	Julie Rule
Pumpkin Day	Joanne Guasco
St. Nicholas Day	Amy Iovinelli, Jenny Cremerius
Home & School PR	Lisa Naquin, Bill McGregor, Christie Herrman