

# St. Francis de Sales School



## Parent/student handbook

**38 Granville Street  
Newark, OH 43055**

**740-345-4049**

**740-345-9768 (fax)**

**[www.stfrancisparish.net/school.html](http://www.stfrancisparish.net/school.html)**

### **A Message to Families**

The Administration, staff, students, and parish of St. Francis de Sales School

welcome you to a new school year!

This handbook has been prepared as a reference for families and staff. Its purpose is to clarify policies and practices that govern the operation of the school. The policies of St. Francis de Sales School are based on the policies and regulations of the Department of Education in the Diocese of Columbus. **Please take the time to read it carefully. Ask questions on any information that is not clear.** We ask that families and school staff work together to provide a quality Catholic education for the children of this parish.

We pray that God will continue to guide us on this mission of Catholic education.  
Have a great year!

### **Parent/Student Agreement to Comply With School Policies**

A student is required to know all of the information, policies, and regulations. These policies will be reviewed at the school, and parents are strongly encouraged to review this information with their children.

Acceptance of admission/enrollment to St. Francis de Sales School entails an agreement to comply with all school rules, policies, and regulations as published or may be enacted during the school year by the Administration. **A statement indicating agreement by students and their families is to be signed and returned to St. Francis de Sales School at the beginning of each school year.**



## **MISSION STATEMENT**

The mission of St. Francis de Sales School is to create a loving and caring Catholic community where teaching and learning support all children in becoming the best they can be in mind, body, and spirit.

# OUR BELIEFS

- We believe that all students can become lifelong learners when they are provided a safe atmosphere that promotes confidence and accepts diversity.
- We believe that parents are partners in the education of their children and that a positive relationship between home, school, and parish is critical to student learning and student success.
- We believe that we as educators must do our best to serve the whole child: spiritually, intellectually, physically, emotionally, and socially.
- We believe that the teacher is the evangelizer in the classroom. We are called to be models of the gospel values preached by Christ and his disciples.
- We believe that our students can give witness to their faith by being actively involved in Religion class and stewardship activities within the school, parish, and community, as well as by attending Mass and participating in the sacraments regularly.



## PHILOSOPHY STATEMENT

St. Francis de Sales School, as a ministry of the Catholic Church, is dedicated to educating the mind, body, and spirit of each child with special emphasis on Catholic identity. The mission of St. Francis de Sales School is threefold: to teach doctrine, to build community, and to provide quality education throughout the curriculum. Parents, children, and educators form a unique family centered partnership in a school community which furthers the mission of the Catholic Church.

The community of St. Francis de Sales is committed to the development of the whole child. We stress acceptance of differences. We emphasize cooperation and a concern for others and we encourage a sense of commitment toward the larger community. Students in our school will grow in their ability to love through an awareness of God's love, an acceptance for self, and a respect for others.

We seek to provide a challenging curriculum with flexibility to meet the needs of each student. We believe that to be effective, education must be real, be placed in context, and holistic. We place strong emphasis on the integration of reading, personal expression of ideas through speaking and writing, the mastery of mathematical applications, scientific concepts and problem solving. We encourage exploration, creativity, appreciation of the Arts, physical activity, and emotional well-being. Children are encouraged to become life-long learners and decision makers in search of knowledge.

We seek to develop in our students a broader sense of the world and the obligation to serve others. We want children to be active problem solvers, to stand up for their own beliefs, as well as to realize the value of quiet prayer and reflection.

Our school climate strives to be child-centered, friendly, and inviting. Although styles of teaching vary, we recognize and respect different learning styles and are united in our commitment to reach every child. Our faculty is excited about their vocation as educators and consistently challenge themselves as professionals.

The St. Francis de Sales community will continue to cultivate and encourage in each child the mental, spiritual, emotional, and physical growth they need to live healthy and productive lives now and in the future.

A MESSAGE TO FAMILIES .....	1
PARENT/STUDENT AGREEMENT TO COMPLY WITH SCHOOL POLICIES.....	2
<b>MISSION STATEMENT .....</b>	<b>2</b>
<b>OUR BELIEFS.....</b>	<b>3</b>
<b>PHILOSOPHY STATEMENT .....</b>	<b>3</b>
<b>ACADEMICS .....</b>	<b>7-9</b>
ACHIEVEMENT TESTS .....	7
GRADUATION.....	7
HOMEWORK.....	7
HONOR ROLL GUIDELINES.....	7
INTERIMS / PROGRESS REPORTS .....	7
LIBRARY AND MEDIA CENTER.....	8
LIFE SKILLS REPORT.....	8
PARENT-TEACHER CONFERENCES.....	8
PROMOTION/RETENTION.....	8
RELIGIOUS EDUCATION.....	9
STUDENT RECORDS.....	9
TEXTBOOKS.....	9
VIRTUE OF THE MONTH.....	9
<b>ATTENDANCE .....</b>	<b>10-11</b>
ABSENCES ~ PROCEDURE FOR REPORTING YOUR CHILD’S ABSENCE.....	10
ATTENDANCE AREA.....	11
PHYSICAL RESTRICTIONS .....	11
SCHEDULE .....	10
SCHOOL HOURS .....	11
TARDINESS.....	11
TRUANCY.....	11
<b>ADMISSION POLICY GRADES K-8 .....</b>	<b>12-15</b>
ADMISSIONS PRIORITIES.....	12
ADMISSION NOTIFICATION .....	12
CHILD CUSTODY.....	12
NON-DISCRIMINATION STATEMENT.....	13
PREVIOUSLY ENROLLED STUDENTS.....	13
REGISTRATION MATERIALS FOR NEW STUDENTS.....	13
REGISTRATION PROCEDURE.....	13

TUITION AGREEMENTS.....	14
TUITION POLICY .....	15
WAITING LIST.....	14
WITHDRAWAL PROCEDURES.....	15
WITHHOLDING OF STUDENT RECORDS.....	15
<b>BUS TRANSPORTATION .....</b>	<b>15</b>
<b>CODE OF CONDUCT .....</b>	<b>15-22</b>
GUIDELINES.....	16
CHAIN OF COMMAND.....	16
DISCIPLINE PROCEDURES.....	16
DEMERIT SYSTEM .....	17
POSSIBLE DISCIPLINARY ACTION .....	17
DETENTIONS .....	17
OFF CAMPUS BEHAVIOR.....	17
SATURDAY SCHOOL.....	17
SUSPENSION/EXPULSION .....	17
ALCOHOL & DRUG POLICY .....	18
BULLYING .....	18
HARASSMENT POLICY .....	18
REPORTING OF HARASSMENT .....	18
THREATS TO WELFARE & SAFETY .....	18
BUS DISCIPLINE.....	19
ELECTRONIC DEVICE POLICY .....	19
PLAYGROUND GUIDELINES .....	19
TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE.....	19
TOY POLICY .....	19
CODE OF ACADEMIC INTEGRITY .....	20
ELIGIBILITY REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES .....	22
<b>UNIFORM POLICY K-8 .....</b>	<b>23-25</b>
SHIRTS – BOYS & GIRLS.....	23
SWEATERS– BOYS & GIRLS.....	23
SKIRTS/JUMPERS - GIRLS.....	23
SHORTS /PANTS/ BELTS – BOYS & GIRLS .....	23
SOCKS – BOYS & GIRLS.....	24
SHOES – BOYS & GIRLS.....	24

JEWELRY – BOYS & GIRLS.....	24
HAIR/ MAKE-UP– BOYS & GIRLS.....	24
HATS, COATS, SWEATSHIRTS, FLEECE, SPIRIT WEAR.....	24
BACKPACKS .....	24
GYM UNIFORM .....	25
CASUAL DAY STUDENT DRESS.....	25
SCHOOL PICTURE DAY/ATHLETIC DRESS UP DAY.....	25
<b>MISCELLANEOUS INFORMATION.....</b>	<b>26</b>
AREAS CONSIDERED ‘OFF-LIMITS’ .....	26
ATHLETIC PROGRAM.....	26
AUXILIARY SERVICES.....	26
BACKGROUND CHECKS .....	26
CLASSROOM OBSERVATIONS .....	26
CLASS SIZES.....	26
COMMUNICATION.....	27
CRISIS MANAGEMENT PLAN .....	27
EXTENDED DAY PROGRAM .....	27
FIELD TRIPS.....	27
HEALTH.....	28
LUNCH PROGRAM/CAFETERIA .....	30
PARENT-TEACHER ASSOCIATION.....	30
PARKING AND DROP OFF/PICK UP PROCEDURE .....	31
PHONE CALLS .....	32
PUBLISHING STUDENT INFORMATION.....	32
SCHOOL ADVISORY BOARD .....	32
SEVERE WEATHER .....	32
SOCIAL MEDIA.....	32
STUDENT LOCKERS.....	32
VISITORS.....	33
VOLUNTEER PROGRAM.....	33
WELLNESS.....	34

UPDATED/PRINTED 8/2011

## **SCHOOL WEBSITE:**

**[HTTP://WWW.CDEDUCATION.ORG/SCHOOLS/DSE](http://www.cdeducation.org/schools/dse)**

# ACADEMICS

## ACHIEVEMENT TESTS

The Terra Nova Standardized Test will be administered in the third week in October for grades 3 - 8. The format of the test includes multiple assessments including: multiple choice, short answer, and extended written responses. This design emulates the State of Ohio Proficiency Testing program.

## GRADUATION

A graduation ceremony is held at the end of the fourth quarter for students who have successfully completed the requirements of the Diocese of Columbus through grade 8.

## HOMEWORK

Homework is an important part of mastering the academic curriculum. Students will use an agenda, provided by the PTA, to record homework, including long-range assignments, which require good time management skills. Parents should check the agenda on a daily basis to monitor progress, and see that the student has a suitable atmosphere in which to study. Parents may help and encourage the child; however, we want our children to strive for independence. Some children work more rapidly than others. If you feel that your child is spending more time on homework than he or she should, please check with the teacher.

The following are the **Diocesan guidelines** for homework each night:

Grades K-1	~	20 minutes	Grades 4-6	~	60 minutes
Grades 2-3	~	30 minutes	Grades 7-8	~	90 minutes

When students are absent, parents may request homework assignments to be picked up in the school office at 2:40 p.m. or sent home with a sibling. **This request must take place when the parent reports the child absent. No homework assignments may be requested in advance of the absence. Students will have one day for every day they are out to make up any missed work.**

## HONOR ROLL GUIDELINES

Because we believe in a holistic approach to teaching and learning, our St. Francis Honor Roll for grades 5-8 requires excellence to be shown in not only the graded subject areas, but in all subjects (including Spanish).

In order to earn **A Honor Roll** status, a student must meet the following criteria:

- ◆ Achieve a grade point average of 3.5 or greater for the quarter
- ◆ Have no quarter grade lower than a B in any subject
- ◆ Have no “N’s” in the specials areas – Art, Music, or Physical Education

In order to earn **B Honor Roll** status, a student must meet the following criteria:

- ◆ Achieve a grade point average of 3.0-3.499 for the quarter
- ◆ Have no quarter grade lower than a B in any subject
- ◆ Have no “N’s” in the specials areas – Art, Music, or Physical Education

## INTERIMS / PROGRESS REPORTS

Progress reports (Report cards) will be distributed four times a year. There are different forms used for each grade level. Each form evaluates student achievement. **Parents should contact the student's teacher with questions concerning how a student has been evaluated. Read your child's report card carefully and discuss it with him or her.**

Interim reports are sent out mid-quarter to communicate exceptional improvement or concerns that occurred during that quarter. Often these are only sent out if there is a concern with your child’s progress in that quarter. Please check with your child’s teacher if you have any questions.

## LIBRARY AND MEDIA CENTER

Loan period for media center material varies according to the type of material.

For grades K through 8 there is a fine of \$.05 per school day if a child is late returning materials except reference works. A fine of \$1.00 per day will be charged for overdue reference materials. Any damaged material or equipment is the financial responsibility of the student who signs out the material. When overdue notices are sent, students are expected to follow through and resolve the matter.

**Report cards will be held for outstanding fees or overdue fines.**

Students must have a permission slip from the assigning teacher if they wish to use the library/media center outside of their usual class time.

## LIFE SKILLS REPORT

Life Skills are reports which document the work habits, ethics, and values that, when developed in a child, will benefit an individual throughout his/her life. Although Life Skills are not academic in nature, lack of development of Life Skills can have an impact on the academic progress a student should be making.

**The purpose of the life skills report is to draw early attention to specific skills that if given support, will strengthen a student's school career.** With the student, parents, and teacher working together, areas of concern can be addressed and possible trouble spots will receive prompt attention.

## PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled twice a year. During this time, each parent meets with the child's teacher(s) to discuss the child's progress.

- Topics of discussion may include academic progress, physical well-being, work and study habits, social adjustment and behavior.
- **Parents are welcome to call for a conference whenever they consider it necessary.** However, please respect our teachers and contact them in the way they request (i.e. voicemail, email, etc.). **Teachers can always be reached by calling the school and leaving them a message on their voicemail or sending them an email. Please see the faculty listing in the calendar/directory for each teacher's contact information.**
- Parents must attempt to resolve problems with the student's teacher **before** anyone else can be involved (i.e. Principal or Pastor).

## PROMOTION/RETENTION

The promotion/retention of a student in any grade level should always be in the best interest of the student. Every student shall be placed where he/she can work to his/her best advantage. The first consideration for student retention is the ability to meet at least minimum levels of knowledge and skills at this grade level. **However, academics will not be the sole factor in the determination of retention.** The student's age, maturity level, emotional and social criteria must also be considered on an individual basis. Retention shall occur only if it presents the student with the opportunity to function successfully at grade level in these areas.

**If retention seems necessary, parents must be notified in writing by the end of the third quarter.** The principal shall have direct charge of promotions and retention. The principal shall take into consideration the ratings and recommendations of the teacher(s) of the student under consideration. Failure to make satisfactory progress in meeting the standards in one academic subject may require successful completion of summer school for promotion to the next grade level. Failure to make satisfactory progress in meeting the standards in more than two academic subjects may result in retention (Diocesan Policy #5123.0).

## **RELIGIOUS EDUCATION**

The unique feature of a parochial school is the religious development and formation of its students. At St. Francis de Sales School this is achieved through a graded course of study in religion, which is taught in grades K-8, covering the basic tenets, beliefs, traditions, and practices of the Roman Catholic faith. Sacramental preparation for Eucharist, Reconciliation, and Confirmation is incorporated into the curriculum at the appropriate grade levels.

Eucharistic participation is a high priority. All school liturgies are scheduled approximately monthly, taking into account holy days or other special scheduling circumstances. Class participation at daily Mass in the chapel is scheduled on a rotating basis.

## **STUDENT RECORDS**

According to the federal legislation passed in November, 1974, known as the “Privacy Right of Parents and Students”, parents shall have the right to inspect and review all student records. Student records encompasses all records, files, documents and other materials which contain information directly related to a student and are maintained by the school. Parents must be provided the opportunity to challenge their student’s records to ensure that such records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. If such a hearing does not resolve a potential conflict, parents must then be able to insert a written explanation of their own into the records.

No identifying information from student records may be released without explicit permission of the parents. This includes family members other than the parents, without court identified guardianship and/or parental consent. Uses which do not require parental permission are:

1. non-identifying information used for statistical purposes
2. in-school staff members using information to enhance their files and/or knowledge of the student
3. information required by federal or state laws
4. transfer of records to next school where the parents have sent notification of such a transfer
5. release of emergency health information

## **TEXTBOOKS**

Most of our school text books have been purchased by State of Ohio Auxiliary Funds. Books must be covered at all times. Tape should never touch the book itself. A book bag of durable, protective material must be used for carrying books to and from school. Parental assistance in this matter is requested as textbooks can be easily damaged by weather and misuse. Lost or damaged books will be replaced by students.

**No backpacks with wheels are permitted in grades 7 & 8 as lockers are provided for book storage.**

## **VIRTUE OF THE MONTH**

As a way of motivating our students to act virtuously, St. Francis promotes the Virtue of the Month campaigns. Virtue of the Month gives students practical ways to live lives of virtue. These virtues are recognized by each classroom teacher in the form of a virtue certificate and recognition at an all-school mass.

# ATTENDANCE

## **ABSENCES ~ PROCEDURE FOR REPORTING YOUR CHILD'S ABSENCE**

Any student who is not in attendance by **9:30 am** of a school day shall be recorded as missing at least a **half day of school**. Any student not in attendance by **11:00 am** of a school day shall be recorded as missing a **full day of school**. If students **attend school by 8:05am and leave school before 1:05 pm**, they will also be recorded as missing at least a **half day of school**.

**Any student who misses a half or full day of school will not be eligible to participate in any after-school functions on that day, unless they have a doctor's note.**

Students are not permitted to leave the school property during the day except in cases of emergency and only then with permission from a parent/guardian and the principal.

The Ohio Revised Code and Diocesan policy stipulates that every child of compulsory school age must attend full time when school is in session. All students must reside with a parent/guardian who is responsible for seeing that these children attend school.

Regular and punctual attendance is a serious responsibility of both parents/guardians and pupils. Irregular attendance may seriously interfere with a child's opportunity to secure the full advantages of the academic program. **A child who misses more than 28 or more days of the school year may be retained** (Diocesan Policy #5113.1). Continuous absences will be subject to review by the principal. An exception is hospitalization, extended illness or injury, and ability to make up work through tutoring.

**If your child is absent, they will be marked absent on their attendance record.**

A student who is absent must, upon his/her return to the classroom, present a note describing the reason for absence, the date of the absence, and the signature of a parent/guardian.

A record of attendance and tardiness must be maintained for every student. The law requires that this record be retained as part of the permanent record of the school. This record must be included with all file transfers.

***Please do not leave messages on teacher's voicemail or email regarding student absences or any information regarding your student on the same day. Please call the school office to inform us of any changes for the school day (i.e. transportation, absences, etc). Phone messages are checked frequently.***

### **To report your child absent from school:**

The parent/guardian must call the school office (345-4049 x 1) **before 9:00 a.m.**

- Homework must be requested at that time. It may be picked-up at 2:40 p.m. in the school office (See Section on Homework). **Requests for homework cannot be made in advance of the absence.** Please see the homework section for more information.

- If an absence is extended, the parent/guardian must phone **each day**. **Extended absences of more than 5 days must have medical documentation.** All other types of absences require a note signed and dated by parent/guardian explaining the reason for the absence.

- **Medical appointments should be scheduled outside of the school day; however, if this is not available, please make the appointment for late in the school day.**

Requests for early dismissal must be made in writing, signed and dated by the parent/guardian and presented to the school office at the beginning of the day. Students will be dismissed from the office, not the classroom. The student must present an appointment card or other evidence of the appointment when the student returns.

## ATTENDANCE AREA

Students should attend the school of the parish in which the student's parent(s)/guardian(s) are registered members (DOC Policy #5117.0). If the parish school is full, the student may attend another parish school, if the student's pastor and the pastor of the chosen school concur. If the parish has no school, the children may attend a nearby parochial school.

In the case of a high school, the location of residence of the student's legal guardian is used to determine the assigned high school. All Licking and Knox county residents attend Newark Catholic High School. Boys may also attend St. Charles Preparatory High School.

## PHYSICAL RESTRICTIONS

Students who attend school with permanent or temporary physical restrictions must present a written doctor's excuse on the first day of returning to school. The doctor's excuse must define the exact restriction, the approximate lengths of the restriction, and the restrictions in detail.

## SCHEDULE

**Supervision by school personnel is provided for students from 7:45am until 3:00pm and during school sponsored extracurricular activities. The school assumes no liability for students outside of the above times, unless they are dropped off by their bus prior to 7:45am. Parents are required to see that their children do not arrive at school before 7:45am or remain after 3:00pm except for approved reasons.**

The school is responsible for the safety of students during school hours. Students are not allowed to leave school premises during school hours unless a written note from a parent/guardian is presented to the school office. This policy applies from the time a student arrives at school until he or she is picked up by bus/car or leaves for home by other designated means [in this case, permission must be on file in the school office]. If a student is to remain at school for an after school sponsored activity, this policy applies until that activity is over and the student is authorized to leave.

## SCHOOL HOURS

**The first bell rings at 8:05am each day. Students are considered tardy at 8:10am and must check in at the school office before reporting to their classrooms.** The final bell of the day rings at 2:40pm. If students have not been picked up at the end of school by 3:00pm, they will be sent to EDP and parents will be charged accordingly. Please make sure your student is on-time to school every day.

## TARDINESS

Students are tardy if they are not in the classroom when the morning bell is sounded, or when their class begins, or when not present to enter the classroom with the class after recess. Consequences for tardiness to individual classes will be determined by the classroom teacher and principal. Parents of a student accumulating more than 4 tardies in a quarter may be requested to conference with the principal and/or pastor. **A student who continues to be tardy for school and/or class must make up the missed time during lunch detention.**

## TRUANCY

Students are truant from school when they are:

- **not in assigned classes, leave school without permission, or falsify a reason for being absent.**

Truancy is a serious violation of the Attendance policy and may incur disciplinary measures at the discretion of the principal. Students who are truant from school are required to make up the total school time missed. Cumulative unexcused absences may be reported to the central office of the public school district.

# ADMISSION POLICY GRADES K-8

## ADMISSIONS PRIORITIES

The admission of students to St. Francis de Sales School for Kindergarten - 8 will follow these priorities:

1. Sponsoring Parish families:

- Children from families with children already enrolled in the school
- Children now reaching school age

2. Families newly moved into the parish whose children have been in Catholic schools where such were available.

3. Children from non-parish families with children already enrolled in the school.

4. Transfer students from other Catholic schools:

- From parish schools that are closing
- From parishes not offering full academic programs (K-8)

5. Children of other parishes or other faiths may be admitted if, on the basis of a personal interview, the principal and/or pastor deem the intent and motivation to be in accord with the highest ideals of Catholic education. (Diocesan Policy #5119.1).

**St. Francis de Sales will only accept children from other diocesan schools if tuition and fees are current at the sending school (Diocesan Policy #3240.1).**

Prior to admission the custodial parent is required to provide the principal with a certified copy of any child custody or decree pertaining to a student.

**All new students will be put on a probationary period of eighteen weeks from the date of admission.**

The principal may call a conference with the child's parent or guardian any time during this period to discuss the student's future at the school. Academic progress, as well as student behavior can be grounds for dismissal from St. Francis de Sales School.

## ADMISSION NOTIFICATION

Parents will be given a status update of their registration (admission or position on the waiting list) as soon as possible. If you have questions about your registration or wait list status, please contact the school office.

## CHILD CUSTODY

**The custodial parent is required to provide the principal or the person in charge of admissions with a certified copy of any child custody order or decree pertaining to a pupil.**

**Parents have the obligation to inform the school immediately anytime the custody of a child changes.**

School officials will need to make a copy of the court order for the child's permanent record. Both the custodial and the non-custodial parent are entitled to access to their child's records and to conferences with the teacher, unless the court has ruled otherwise. However, the non-custodial parent may not visit the child at school or remove the child from the premises without the expressed written and verbal permission of the custodial parent. Step-parents have no legal rights to records, reports, or conferences without written permission from the custodial parent.

St. Francis is in no way obligated to speak about the child's academic or behavioral record with anyone who is not the legal guardian of the child without the express permission of the parent/guardian.

## NON-DISCRIMINATION STATEMENT

St. Francis de Sales School recruits and admits students of any race, color, or ethnic origin to all of its programs and activities. In addition, the school will not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency, or disability in the administration of its educational programs and athletics/extracurricular activities. The school is open to students of families who sincerely seek the religious nature of our program. While preference is given to parish members, others are welcome as space allows. New admissions are subject to the approval of the principal who will exercise discretion so as to assure enrollment for good and proper reasons, consistent with the school's philosophy and mission. **Students for whom financial obligations to this or other schools of the diocese remain unpaid may not enroll.** (DOC policy #5110.0)

## PREVIOUSLY ENROLLED STUDENTS

Children who are currently enrolled in the Kindergarten through grade 8 are guaranteed admission for the following school year provided their tuition and fees are **paid in full** by **June 30<sup>th</sup>** and all required paperwork for the coming year has been submitted. All children must go through annual registration to be considered for Kindergarten. Families accepted into Kindergarten who, after going through the Kindergarten Screening decide to withhold their child, will need to register again for the following school year. **No child is guaranteed admission to Kindergarten, as each child's ability level, age, and circumstances are different.** We use the Brigance Screening to determine Kindergarten readiness (please see our website for more information).

## REGISTRATION MATERIALS FOR NEW STUDENTS

The following information is required **for new students** at the time of registration:

- Birth Certificate (copy only)
- Baptismal Certificate (if not baptized at St. Francis) (copy only)
- Updated copy of shot records
- Student's Social Security Card (we will only record last four digits)
- Recent report card for students entering grades 1-8
- Letter of reference (Grades 5-8 only)
- Custody papers if parents are separated or divorced

## REGISTRATION PROCEDURE

Registration for St. Francis de Sales School will be held over a one week period, usually during the month of **January**. Registration will be considered complete after all required documents and registration fees are received.

**Late registrations will go to the bottom of the waiting list.**

Parents are asked to sign an enrollment agreement which outlines: tuition, instructional fees where applicable and parental responsibilities (i.e. volunteer program, school policy/regulations, and volunteer program expectations). The St. Francis de Sales School Enrollment Agreement must be signed by every parent/guardian and states that:

- The student(s) will attend St. Francis de Sales School for the upcoming year.
- The parents and students will uphold the school mission, philosophy, and policies and procedures.
- The parents will work closely with school personnel on the child's behalf.
- The parents will be financially responsible for the full amount of tuition and fees.
- They understand that delinquency in paying tuition and fees may result in their child being removed from school and all grade cards and student records may be withheld.
- A pro-rated tuition refund will be made **only** for students moving out of the areas served by St. Francis de Sales School (outside Knox & Licking counties).
- Parents and students will uphold the eligibility requirement for participation in the athletic program.
- The parents will participate in the St. Francis de Sales Volunteer Program (35/50 hours per family). See the section on Volunteering for more information.

## TUITION AGREEMENTS

In cases of shared parenting and/or custody agreements, tuition agreements will be sent to the residential parent only. The full cost of tuition will be billed to the residential parent, unless the custody agreement specifically identifies which parent is responsible. Please contact the Parish Accountant at 345-9874 x235 for more information.

## TUITION POLICY

Tuition reflects a necessary source of revenue in the yearly budget. All efforts are made to ensure a Catholic education for Catholic families who wish this for their children. Please see the pastor if your family is experiencing financial hardship. **Parish membership at St. Francis de Sales is determined by parish records.**

- Catholic students of St. Francis de Sales Parish and surrounding parishes without schools will pay the Catholic student tuition rate, providing that the family has met the individual parish participation requirements.
- The parish without a school will pay 100% of the budgeted parish subsidy rate on each child if no other equitable financial agreement has been reached between the parishes, and providing that the family requesting subsidy has met the individual parish requirements.
- Parents whose parish has a school but who choose on their own to have their children attend St Francis de Sales for personal reasons will pay the per-pupil cost.
- Parents whose parish has a school but, after consultation and agreement of both pastors, would like their children to attend St. Francis de Sales for valid reasons (i.e. transportation, waiting lists, academic or social need) will pay Catholic student rates.
- Non-Catholic students must pay the per-pupil rate.

St. Francis de Sales School has two tuition payment plans.

1. The first plan involves paying tuition in full for the upcoming school year by **mid-May**.
2. The second plan involves participation in a monthly payment plan.

**Families may opt to pay part of the tuition and go through our monthly payment plan for the balance. According to Diocesan policy, families *must enter the monthly payment plan if tuition is not paid in full for the upcoming school year by the last day of school of the current school year.***

**Any changes to tuition payment information may take up to 45 days to take effect.**

Consequences for late payment include, but are not limited to:

- Monthly statements
- Phone calls from the Parish Accountant, School Secretary, Principal, and/or Pastor
- Conference with the Principal and/or Pastor
- Withholding grade cards and/or permanent records, etc.

In addition to the above, consequences of non-payment include, but are not limited to:

- Refusal of registration enrollment for the following year

**All efforts should be made to resolve unpaid tuition balances.**

Situations are handled on a case by case basis and are at the discretion of the Pastor and the Principal.

**St. Francis de Sales School will only accept children from another Diocesan school if tuition and fees are current at the sending school (Diocesan Policy #3240.1).**

### **Defaulted Tuition Policy**

Families choosing to utilize the monthly payment program can select the 5th or the 20th as a payment day.

**If at any point in the school year a tuition payment is returned, the Accountant will notify the Principal of the delinquency. The Principal will contact the person financially responsible for the tuition, and the financially responsible party will have five (5) business days to clear the delinquent balance. If the account is still in arrears after five days, the family will be placed on a financial suspension and their child(ren) will not be allowed to attend school or participate in any school sponsored programs until the account is made current.**

## WAITING LIST

If the number of applicants exceeds the number of class openings, a waiting list will be established. Following registration, positions on the waiting list will be assigned using the ranking criteria stated in the Admissions Priority section. Families that are offered admission have 24 hours to respond.

- If a family is offered an admission prior to the beginning of the school year **and does not accept**, they will be given a choice to either go to the bottom of the current list or be removed altogether.

- If a family is offered an admission during the school year **and does not accept**, they will be given a choice to either register for the beginning of the next school year or be removed altogether. Special circumstances for not accepting admission (such as illness) will be given consideration by school Administration.

- A new waiting list will be established for each school year. **Participation in annual registration is necessary to be considered for the next school year, even if you are on the current waiting list.**

## WITHDRAWAL PROCEDURES

Parents of students who withdraw from St. Francis de Sales School must notify the school office. All financial obligations must be met, outstanding fees paid, and books returned. A request for Release of School Records form must be completed and signed by the parents. All records will be forwarded to the receiving school.

A pro-rated tuition refund will be made only for students moving out of Licking County served by St. Francis de Sales after all outstanding fees are met.

## WITHHOLDING OF STUDENT RECORDS

A school may choose not to release the cumulative records of students whose financial obligations to the school have not been met. However, grade placement/credits earned, standardized test scores, and health information must be released to the receiving school. **Unless an arrangement which is acceptable to both schools can be reached, a Catholic school will not accept a student whose financial obligations to another Catholic school have not been met. (Diocesan policy #3240.1)**

# Bus transportation

It is the responsibility of the state to provide safe transportation to and from school for all elementary school pupils who live more than two miles away from the school of attendance (Ohio School Law 35.11). Students must be on time at their designated bus stop and should wait until the bus comes to a complete stop before attempting to enter. While on the bus, students should keep all parts of their bodies inside the bus at all times and keep their voices at a reasonable level.

1. Bus riders should never tamper with the bus or throw anything out of the window.
2. Do not leave books or other articles on the bus.
3. Bus riders must be seated at all times while the bus is in motion.
4. Bus riders are expected to be courteous to fellow pupils and to the bus driver at all times.
5. Students must be absolutely quiet when approaching a railroad crossing.

Student's behavior at bus stops is under the jurisdiction of school officials and/or school employees.

**Continued or willful violation will result in suspension of the privilege of riding the bus for a duration specified by the principal.** See the School Discipline Code of Conduct for more information.

Area School Bus Information and Schedules are published yearly in the local paper in August.

**Additional information may be obtained from the coordinators of the local school areas:**

Granville ~ Ms. Clary 740-587-8107

Lakewood ~ Mr. Whittington 740-928-8886

Newark ~ Mr. Jasper 740-345-8524

North Fork ~ Mr. Broseus 740-892-2006

Heath ~ Mr. Windland 740-522-2702

Licking Valley ~ Mrs. Archer 740-763-3775

SW Licking ~ Mr. Liston 740-927-5901

Northridge/Johnstown (First Student) ~ Mr. Peach 740-967-7533

# Code of Conduct

This code of conduct serves to guide the behavior of students at St. Francis de Sales School. **Its intent is to create an atmosphere of mutual respect and cooperation so that a Christian learning environment may be obtained.** It outlines expectations and indicates consequences for inappropriate behavior. It binds neither the Administration nor staff to actions not in the best interest of the child; rather, it provides a framework within which behavior can be effectively monitored. (Diocesan Policy #5144.1)

The essence of Christian discipline is self-discipline. The child must be free to choose one form of behavior over another and to take upon himself/herself the consequences of that chosen behavior. In guiding students toward self-discipline, efforts will be made to address each discipline situation according to the individual needs of the student(s) involved. **The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.**

## GUIDELINES

Students at St. Francis are expected to:

1. Be respectful toward all aspects of the faith, participating w/reverence in the religious life of the school.
2. Be in prompt, regular attendance, prepared academically with all books, materials, equipment, and supplies necessary to meet the challenges of the day. Students may not leave school grounds without permission.
3. Be obedient to classroom and general school rules and policies, respecting all teachers, employees, volunteers, and students by following directions and accepting correction with respect.
4. Be courteous, charitable, and use good manners at all times, conducting themselves with dignity.
5. Be considerate of school and student property, return borrowed items promptly to their places, and respect the personal property of others.
6. Practice self-control at all times. Walk, not run, in the hallways. Speak in ways that brings honor to the speaker and to the listener(s) - in the classrooms, hallways, cafeteria, playground, and restrooms. This includes not interrupting the teacher from teaching or classmates from learning.
7. **Bullying of any kind is not permitted.** No physical aggression or lack of courtesy shown toward others will be tolerated (i.e. arguing, putting others down, using inappropriate language and/or gestures or inconsiderate tones of voice, fighting or rough behavior, etc).
8. Carry necessary communications between home and school.
9. Adhere to the uniform dress code outlined in this handbook.
10. Not chew gum at any time during the school day, unless otherwise permitted by the teacher(s).
11. Not to misbehave on school grounds, on the school bus or bus stop, or at school functions or extracurricular activities.
12. Uphold high standards for themselves (no cheating, plagiarism, lying, theft, etc.).
13. Not to possess, use, or distribute alcoholic beverages or controlled substances on school grounds.
14. Not to possess or use weapons or other dangerous objects.

## CHAIN OF COMMAND

When you have a concern that needs to be addressed, please follow the following procedure:

1. Contact the appropriate teacher first to attempt to resolve the problem.
2. After contacting the teacher and not meeting a resolution, if necessary, contact the principal.
3. If the principal is unable to resolve the issue, then you may arrange to meet with the pastor.
4. The sequence for all athletic issues should begin with the coach, then the athletic director, followed by the principal, and if necessary the pastor.

## DISCIPLINE PROCEDURES

Proper student conduct is essential in an environment where students are formed as Catholic leaders. Therefore, any and all misconduct on the part of a student will be addressed and the student will be disciplined according to the gravity of the offense. Disciplinary problems can usually be solved by the classroom teacher. This may involve a talk with the student during recess and some penalty. **The parents will be notified about the situation if deemed necessary by the teacher or the principal.**

## DEMERIT SYSTEM

Students are expected to conduct themselves in such a manner that the rights of those who wish to learn will not be disrupted. It is impossible to write a code of conduct in such detail as to anticipate every type of misconduct that could possibly occur. Therefore, a demerit system for grades 5-8 will be used to monitor and correct inappropriate behavior with consequences that focus on the behavior, not the student. **This demerit system is in effect before, during, and after school hours, while a student is under the supervision of school personnel, coaches, and activity sponsors.** Consequences for major violations may include, but are not limited to, one or a combination of the following: additional demerits, ineligibility, Saturday School, community service, referral to outside agency and/or law enforcement, emergency removal, suspension, and/or expulsion.

## POSSIBLE DISCIPLINARY ACTION

Includes, but is not limited to:

1. Verbal Warning/Written Warning/Demerits
2. Conference with parents/teachers
3. Separation from the Group/Removal or change of class
4. Withdrawal of privileges including eligibility for athletics
5. Student written letter to parents/Teacher's note and/or call to parents
6. Student/Principal conference
7. Life Skills report (see Life Skills section for more information)<sup>1</sup>
8. Parent/Student/Teacher/Principal conference
9. Detention or Saturday school
10. In-school Suspension
11. Out of school Suspension -with no credit for daily work, tests, quizzes etc. Work must be completed when student returns to school.
12. Expulsion and/or Legal action

## DETENTIONS

Children detained for disciplinary action will be warned at least 24 hours beforehand, in writing. This notification must be signed by the student's parents. Parents are to pick up students serving detention at the specified location. **Students serving detentions must be picked up by the time specified on the student's detention slip or they will be sent to EDP and parents will be charged accordingly.**

## OFF CAMPUS BEHAVIOR

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff, or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the Administration (DOC Policy #5144.3).

## SATURDAY SCHOOL

Saturday school is a disciplinary option available to faculty and the principal. It can be used as a consequence for behavioral and/or academic violations. **Saturday school is served from 9:00 a.m. until noon in the building. Students must attend in uniform.** It also affects eligibility for the following week in which it is served and may include community service or an opportunity to make up missing assignments.

## SUSPENSION/EXPULSION

Suspensions of 1-10 days may result from a major violation of school rules. **Participation in extra-curricular activities during days of suspension is not permitted.** If a student is suspended, the principal will notify the custodial parent verbally and in writing. DOC policy #5114 will be followed in the event of suspension or expulsion. If deemed appropriate that a student's continued attendance at St. Francis de Sales School would not be in the best interest of the student and/or school community, he/she will be suspended and subsequently expelled from the school. This can occur after a major violation of school and/or Diocesan policy. If the parents consider the expulsion unjust, they may petition the Superintendent to review the decision.

## **ALCOHOL & DRUG POLICY**

Alcohol, tobacco, other drugs, harmful intoxicants, any illegal substance, and paraphernalia associated with any of the above are considered banned substances. Banned substances are not to be used, possessed, or sold on school/parish property or at any school-related activity on or off school premises.

In the case of repeated or more serious violations (i.e. fighting or other physical confrontation, possession/use of dangerous/illegal/banned items, substance or material, menacing/threatening/harassing behavior, defiance in matters of faith, practice or church teaching, truancy, etc.), the school may abandon the process in favor of more strident consequences which may include longer or successive detentions, Saturday school, referral for intervention/counseling, suspension, and/or expulsion. Measures may also be expanded to provide adequate treatment and other appropriate intervention.

## **BULLYING**

The Diocese of Columbus schools and their staffs shall not tolerate any bullying on school grounds or at any school activity on or off campus. Consequences for students who bully others may include: counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.

**Bullying occurs when name-calling, threats, inappropriate physical contact, or other un-Christian behavior is severe, becomes persistent, follows a pattern, is pervasive, or targets an individual or specific group of individuals for offensive or unwanted action.** Sexual harassment is defined as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Racial harassment means the disregard for individual rights by the use of racial slurs, discriminatory remarks, or other inappropriate behavior directed toward another individual or group based upon the race or ethnic background of the individual or group. Harassment can also include inappropriate behavior directed toward an individual because the individual does not conform to peer group norms.

## **HARASSMENT POLICY**

Any harassment of Administration, faculty, staff, students or visitors is not permitted at any time. Specifically forbidden is any harassment of a sexual, racial, ethnic, or religious nature. Intentional or non-intentional, all violations will be dealt with through Diocesan policy #5140.02 and 5140.05 which are available and can be viewed in the principal's office.

## **REPORTING OF HARASSMENT**

The principal is hereby designated as the representative of St. Francis de Sales School to implement this Harassment Policy. **Complaints or information concerning incidents of harassment shall be reported to the principal as soon as practicable after any incident.** Such reports may be made to the principal in writing and/or in person.

**Parents, faculty, staff, or students who witness or become aware of an incident of harassment must report the matter to the principal.** All harassment reports will remain confidential to the extent such confidentiality is consistent under this Harassment Policy. The principal will take all appropriate action to protect the confidentiality of information reported to him/her.

## **THREATS TO WELFARE & SAFETY**

No student will use, possess, handle, transmit, or conceal any object which is or can be considered a weapon or instrument of violence. Objects that are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on the premises and at school-related functions.

## BUS DISCIPLINE

Student behavior on the bus is critical to the safety of all passengers. The following are the steps the building administrator **may** use when they receive a Bus Discipline Referral Report from a bus driver:

<b>First Bus Discipline Referral:</b>	Warning from Administration
<b>Second Bus Discipline Referral:</b>	Administrative Disciplinary Sanction
<b>Third Bus Discipline Referral:</b>	3 day bus suspension
<b>Fourth Bus Discipline Referral:</b>	5 day bus suspension
<b>Fifth Bus Discipline Referral:</b>	10 day bus suspension
<b>Sixth Bus Discipline Referral:</b>	Possible permanent removal from the bus

## ELECTRONIC DEVICE POLICY

Students are not permitted to use or have in their possession electronic devices such as: cellular phones, mp3 players, video games, stereos, etc. **during school hours, unless being used under the direct supervision of a teacher.** These items will be confiscated and taken to the principal's office. They will be returned to the student at the end of the quarter in which they were confiscated.

**If students need to make a phone call during the school day, they must ask permission to use the phone in the school office.**

The only permitted electronic devices are: calculators, necessary medical devices, those pre-approved devices used for special projects and educational use, and any that the principal permits in writing. **All electronic devices for extra-curricular use must be placed in a locker or backpack until the end of the school day. If they are seen or heard, they will be confiscated. This also applies to the playground, hallways, and other common areas.**

## PLAYGROUND GUIDELINES

- Share the equipment and play areas. Students are to stay within the area designated for recess.
- Be a good sport. **Fighting is strictly prohibited.**
- Be safety minded for yourself and others. Students are not to climb trees and/or snow piles.
- Only "touch" football is to be played - no tackling.
- Do not pull or grab a student's clothing at any time – keep your hands and feet to yourself.
- No throwing of any objects (rocks, sticks, snowballs, etc.).
- No radios, recorders, cameras, or electronic games.
- Do not leave the playground **for anything**, without permission from the teacher on duty.
- Students are not to approach automobiles parked alongside the playground for any reason.
- When entering the building from recess students are to enter in single file. **Walk into the building and walk down the halls quietly.**

## TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE

Schools within the Diocese of Columbus provide a variety of technology resources that allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include: computers, software, scanners, printers, digital cameras, video cameras, etc. Students will be required to act appropriately when utilizing technology equipment and work areas. At the beginning of the school year each parent and student must sign a copy of the Technology/Acceptable Use Policy. **These signed copies will be kept on file for the current school year** (Diocese Policy #6142.1).

**Computer access is a privilege that may be revoked if used in a manner not consistent with the Diocesan Technology policy. Violation may also result in other disciplinary and/or legal action.**

## TOY POLICY

**Please do not send toys to school, as they are distracting to the learning process.** If they are taken out during a school day, they may be taken away and kept at the teacher's desk until dismissal. Valuable toys that are brought to school run the risk of being lost, broken, or stolen. It is best to keep them at home.

## **CODE OF ACADEMIC INTEGRITY**

### **Statement of Philosophy**

We believe that we should be honest people who are full of integrity. Teachers and students must be honest with each other and themselves at all times. This is a priority at St. Francis de Sales School.

We challenge students to make honest decisions in their academic, extracurricular, and social commitments. Therefore, cheating, plagiarizing, and lying are unacceptable behaviors at St. Francis de Sales School.

### **Cheating**

Cheating includes giving or receiving of any assistance or any unfair advantage on any form of academic work. Such acts include, but are not limited to:

- The use of talking, signs, or gestures during any type of assessment;
- Copying from another student or allowing the copying of an individual assignment;
- Sharing and/or copying homework, projects, and/or all other assignments;
- Passing test or quiz information during a class period or from one class period to members of another class period with the same teacher;
- Illegally exceeding time limits on timed tests, quizzes, or assignments;
- Unauthorized use of study aids, notes, books, data, or other information;
- Bringing in and/or using unauthorized information such as books, study aids, notes, or data during class time, including information stored in a calculator or any other electronic device;
- Computer fraud;
- Sabotaging the projects or assignments of other students;
- Use of any electronic devices during any test or school assignment ;
- “Making up” information or sources;
- Changing answers during “grade-your-own” times in class;
- Knowingly taking credit for an assignment to which you did not contribute;
- Deception of any kind

### **Plagiarism**

Plagiarizing is defined as “taking and using someone else’s thoughts, writings, inventions, or ideas and passing them off as one’s own” (Oxford English Dictionary).

Such acts include, but are not limited to:

- Having a parent or another person write a paper (including the purchase or free download of works on-line) and then submitting as one's own work;
- Using older friend’s/sibling’s paper or work from previous years as your own;
- Failing to use proper documentation and bibliography;
- Submitting images and/or documents in whole or in part from the Internet without citation of the source(s);
- Copying another’s work;
- Incorporating portions of another’s writing within the context of your own work;
- Failing to acknowledge a source of information;
- Using graphics, charts, diagrams, illustrations or another’s ideas without proper citations.

### **Stealing**

Stealing includes taking w/out the right or permission to do so. Such acts include, but are not limited to:

- Stealing copies of tests or quizzes;
- Illegitimately accessing the teacher's answer key for tests or quizzes;
- Stealing the teacher's edition of the textbook;
- Stealing another student's homework, notes, or handouts.

## **Lying**

Lying/falsification includes the statement of any untruth, either verbally or in writing. Such acts include, but are not limited to:

- Forging of signatures;
- Tampering with official records;
- Fraudulently adding, deleting, or manipulating information on academic work, or fraudulently changing a test or other academic work after the testing period or due date of the assignment;
- Lying or failing to give complete information to a teacher;
- Feigning illness to gain extra preparation time for tests, quizzes, or assignments due.

## **RESPONSIBILITIES**

A. Students should:

- Be prepared for all assignments
- Ask for help from teachers, if needed.
- Ask teachers questions about citing sources, when appropriate.
- Understand the Academic Integrity Policy including the violations and consequences.

B. Teachers should:

- Watch students closely during tests.
- Separate student desks as much as possible.
- Consider presenting tests in various formats & using a variety of assessment techniques.
- Review the Policy with students at the beginning of each class for the year.
- Administer the consequences stipulated by the Policy, when appropriate.
- Ensure that the Policy is being applied consistently throughout the class.

C. Parents should:

- Read/discuss the Policy with their student to ensure that he/she understands the Policy.
- Encourage their student to keep high standards of behavior with regard to integrity, honesty, Christian morals, and personal responsibility.
- Refrain from behavior which will result in disciplinary action by the school (e.g., calling your child off sick when he/she is not, over-assistance with work, etc.).

D. The Administrator should:

- Ensure that all faculty, students, and parents receive and understand the Policy.
- Establish a school-wide environment that encourages academic integrity.
- Assist teachers in enforcing the Policy.
- Maintain accurate records of Policy violations.
- Administer the consequences stipulated by the Policy.
- Ensure that the Policy is being applied consistently throughout the school.

## **CONSEQUENCES FOR VIOLATING THE ACADEMIC CODE**

### **Offenses accumulate throughout the student's 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Grade Years.**

Violations must be observed or verified by a member of the St. Francis de Sales faculty or administration.

#### **1<sup>st</sup> Offense**

1. All students involved receive a zero for the assignment.
  2. The student will be ineligible for the next game and all practices leading up to that game and/or any school-sponsored events scheduled in that week, per the eligibility policy.
-

## 2<sup>nd</sup> Offense

1. The parents of any/all students involved will be called in to meet with the teacher.
2. All students involved receive a zero for the assignment.
3. Student's grade for that course is dropped ten percent at the end of the nine-week period.
4. Student is excused from Student Council, if s/he is a current member and is dismissed from class office, if applicable.
5. The student will be ineligible, per the eligibility policy, for the next week.

## 3<sup>rd</sup> Offense and beyond

1. All parties - student, parents, teachers, and administrator will meet to discuss violation of the policy and consequences. Consequences for any additional violations of the Policy will be discussed at that time.
2. All students involved receive a zero for the assignment.
3. Student's grade for that course is dropped 20 percent at the end of the nine-week period.
4. The Administrator will issue a 1-day in-school suspension with no credit given for any work.
5. The student's grade card for that school year will state "This student has violated the St. Francis de Sales School 'Code of Academic Integrity' on three occasions."
6. Student is immediately removed from any extracurricular activities for the remainder of the nine week period.

## **ELIGIBILITY REQUIREMENTS FOR EXTRA-CURRICULAR ACTIVITIES**

Eligibility requirements for all students of St. Francis de Sales School must be met if the student is to engage in any school or parish sponsored extra-curricular activities (i.e. attendance and participation in all games, practices, dances, school parties, etc.).

**This policy is mandatory for all students in grades 5, 6, 7, & 8.**

**Ineligibility runs from Friday, 3:00 p.m. to the following Friday, 3:00 p.m.**

- I. Conduct = Respecting principal, teachers, school staff, coaches, staff, and fellow students.
  - **Violation = immediate ineligibility**
- II. Conduct = Obeying and respecting all school regulations without exception.
  - **Violation = immediate ineligibility.**

III. Academic ineligibility will be based upon the individual student's ability and achievement. The following things are taken into consideration when determining academic ineligibility:

- All daily and home work, tests, projects, etc. must be completed **on time** w/emphasis on **quality**.
- All work must be completed at a level the teacher expects that student can achieve. Failure of one test does not necessitate automatic ineligibility.

**Warnings are not given regarding ineligibility,  
as students and parents are fully aware of these guidelines.**

**The following criteria will determine academic ineligibility during any nine week grade period:**

1. Any two unsatisfactory grades in any one week period (regardless of subject area).
2. Any two unsatisfactory grades in the same subject during any consecutive two week period.
3. Any three unsatisfactory grades in any consecutive three week period (regardless of subject area).

**Academic eligibility will be determined on a rolling basis.**

OHSAA guidelines state that in order to be eligible students must "have received passing grades in 75 percent of subjects in which enrolled the immediately preceding grading period...summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year."

**Students and parents are asked to remember that teachers do not make students ineligible; Students alone do this. Please be supportive of our standards.**

# Uniform POLICY K-8

Regular uniform checks will be conducted by teachers and members of the St. Francis de Sales School staff. Students failing to be dressed in the designated school or gym uniform could:

1. Receive a warning
2. Receive a detention
3. Lose the next casual day
4. Receive other disciplinary action at the discretion of the teacher and/or principal

## SHIRTS – BOYS & GIRLS

- Must be solid white or light blue
- Either Oxford (button down) or Polo (2-3 button) type
- Blouses (Girls only)
- Cotton/mix fabric
- No logos anywhere on the shirt
- T-shirts/Cami tops worn under the uniform shirt must be white, free of illustrations, and tucked in
- Shirts must be tucked in exposing belt or waistband at all times

## SWEATERS – BOYS & GIRLS

- Cardigan, pullover, uniform approved fleece/sweatshirt (w/crest embroidery), or vest type sweaters may be worn over the shirt with the shirt collar exposed
- Sweaters must be solid colors: navy blue, white, or hunter green
- No turtlenecks permitted
- **Any shamrock spirit apparel or other non-uniform approved sweatshirts/fleeces/coats are only permitted on the playground before school, during lunch recess, & after school.**

## SKIRTS/JUMPERS - GIRLS

- Approved plaid may be purchased through Educational Apparel Company (800-776-3034) (<http://www.educationalapparel.com/home.html>)
- Grades K - 4 wear jumpers
- Grades 5 - 8 wear skirts
- Skirts/jumpers may be worn year-round
- Must be of appropriate length; no more than one inch above the knee
- Rolling of waistbands is prohibited

## SHORTS /PANTS/ BELTS – BOYS & GIRLS

- Uniform dress pants are navy blue
- Cotton twill
- Flat/Pleated with zipper front
- 2 pocket straight leg with fit at the natural waist and belt loops
- No rivets, extra zippers, or pockets in non-traditional places are permitted.
- Pant hem must not be longer than the top of the shoelaces.
- No carpenter pants or corduroy pants are permitted.
- Black or navy blue leather belts **must** be worn with looped slacks or shorts.
- Navy blue walking short length (see Educational Apparel)
- Shorts may be worn during **Aug/Sept/May/June** with uniform shirt, sweaters, socks, shoes, etc.

## SOCKS – BOYS & GIRLS

- White, black, or navy
- No shorter than crew length (covers the ankle)
- No logos of any kind
- Knee Highs are acceptable with skirt/jumper year round – Girls only
- Opaque Tights (no pattern/no rib/not sheer in Navy or Black) are permitted in grades K-8 (Girls only)

## SHOES – BOYS & GIRLS

- All white/all black tennis shoes (any logos cannot be larger than the size of a postage stamp)
- Black leather dress shoes
- Closed toe, Lace up, Velcro, or Slip on (must fit so that they don't slip off while walking for safety!)
- Heels must not be higher than 1" high
- No sandals, clogs, flip flops, "heelies," boots of any kind, Crocs, or high tops
- Shoelaces must be the same color as the shoe and must be tied outside of the shoe

## JEWELRY – BOYS & GIRLS

- No earrings (Boys only), other piercings, or bracelets of any kind (i.e. plastic, metal, or fabric)
- One pair of small, conservative, post or hoop earrings are permitted in ear lobes only (Girls only)
- A religious medal on a chain is permitted as long as it is small and conservative
- No other necklaces/chains, dangles or stick on jewels are allowed
- A watch is permitted, however it must be size and style appropriate and silent.
- No rings are permitted.

## HAIR/ MAKE-UP – BOYS & GIRLS

- Hair must be neat, well groomed, and conservative. No extreme styles (i.e. Mohawks, shaved, braided).
- No dyed, lightened, highlighted, or streaked hair
- No athletic wrap or costume accessories are permitted to be worn in the hair at any time
- No make-up or nail polish may be worn at any time. This includes facial concealer, blush, bronzer, and mascara.

### Boys

- Cut above the ear, above eye brows, and off the collar
- Sideburns must not be longer than the middle of the ear
- No facial hair

### Girls

- No extensions or hair pieces
- No braids with colored fabric or beads
- Hair accessories must **match** the school colors on the school uniform and be conservative (these are available from Educational Apparel)

## HATS, COATS, SWEATSHIRTS, FLEECE, SPIRIT WEAR

(Other than uniform approved sweatshirt/fleece)

- May not be worn inside the school buildings or church during the school day or at mass

## BACKPACKS

- No violent or inappropriate characters and/or sayings are permitted on backpacks or lunch boxes.
- No backpacks with wheels are permitted for 7<sup>th</sup>/8<sup>th</sup> grade as lockers are provided.

## GYM UNIFORM

A separate pair of clean tennis shoes is required for use in physical education class only. These shoes may not be worn in areas outside the gym and may be the color/style of your choice. This is necessary because it protects the floor year round and cuts down on the number of times we have to refinish the floor.

**Kindergarten** ~ Belts must be removed and the required tennis shoes (see above)

**Grades 1-2** ~ A pair of shorts worn under their pants/jumper and the required tennis shoes (see above)

**Grades 3-8**

- Solid color navy, green, or black shorts – shorts must reach the mid-thigh in length
- Any St. Francis de Sales School or Newark Catholic t-shirt in any color is permitted
- Solid white, navy, or green t-shirts (without logos) are also permitted

## CASUAL DAY STUDENT DRESS

As a Catholic school community, we expect neat, well-groomed appearances even when dressed casually.

- Shirts must be of appropriate length, loose, and positive. No promotion of alcohol, drugs, smoking, violence, inappropriate activity is permitted. No form fitting, midriiffs, tank tops, spaghetti straps, sleeveless tops or abdominal areas showing.
  - Cami tops are permitted as long as they are worn under another shirt with sleeves.
  - Pants must be of appropriate length and fit at the waist without holes or rips. No tight pants, sweatpants, pajamas, tights, stirrups, or leggings are permitted.
  - Jeans are permitted on casual days. Jeans must be neatly fitted, not too tight, and free of holes, rips, or stains.
  - Shorts or skirts must be no more than 1 inch above the knee.
  - Shoes must be closed toe. No sandals, clogs, crocs, flip flops, or slippers are permitted.
  - **Hair and jewelry must follow the uniform code. Make-up and nail polish are not permitted.**

## SCHOOL PICTURE DAY/ATHLETIC DRESS UP DAY

**On School Picture Day, students will be in their uniforms.**

As an expression of school spirit, athletes will be given the privilege of dressing up on specific days for athletic teams that are part of the Newark Catholic Jr. High Athletic Association. Guidelines for these “dress up” days are as follows:

- No denim of any kind (i.e. jeans, jean skirts, etc.) and no shorts of any kind.
- Shirts must be of appropriate length, loose, and positive. No promotion of alcohol, drugs, smoking, violence, inappropriate activity is permitted. No form fitting, midriiffs, tank tops, spaghetti straps, sleeveless tops or abdominal areas showing. Long sleeves may not be rolled up.
  - Dress pants must be of appropriate length and fit at the waist. No tight pants, tights, stirrups, or leggings are permitted. Khakis are permitted as long as they are nicely fitted (i.e. not too tight or too loose), fit at natural waist (no hip huggers or low rise)
    - No carpenter pants, extra zippers or pockets, rivets, holes, rips, stains, or logos.
    - Skirts must be no more than 1” above the knee.
    - Shoes must be closed toe w/heel no taller than 1” high. No sandals, clogs, crocs, flip flops, or slippers.
    - Hair and jewelry must follow the uniform code. Make-up and nail polish are not permitted.
    - Boys must wear a shirt and tie.
    - Girls may wear pants on these days, as long as they are nicely “dressed up.” Girls must be as “dressed up” as equivalent to boys who are wearing shirts and ties. **This is not a casual day.**

# MISCELLANEOUS INFORMATION

## AREAS CONSIDERED 'OFF-LIMITS'

Some areas of the school have signs on the outside of the door that are marked "Employees Only. No One Under 18 permitted." These areas are off-limits to students and under no circumstances should students be in these areas. This is for their own safety. If you have any questions, please contact the school office.

## ATHLETIC PROGRAM

The Newark Catholic Junior High athletic program is a combined effort of Blessed Sacrament and St. Francis de Sales Schools. The athletic program supports the school's philosophy and mission statements. Students in grades 7-8 are invited to participate in team sports such as: football, volleyball, cross country, basketball, wrestling, cheerleading, and track & field.

To address suggestions or concerns please first speak with the child's coach, then the Athletic Director, the President of Athletic Association, and finally the Principal.

**Fundraising is expected for participation, since all teams are self-supporting.** Parents still have the option to pay for the athletic fees outright, without choosing to participate in the fundraising event(s). See Eligibility requirements for more information.

## AUXILIARY SERVICES

Through Auxiliary Service Funding, St. Francis de Sales School provides a supportive reading/math program, speech/language therapy, and health services. Programs are available to students in grades K-8 and follow requirements set by the supervisory agency, Newark City Schools. This may include additional testing in order to qualify for services.

## BACKGROUND CHECKS

In March 2001, the State of Ohio enacted a law (Section 109.575 of the ORC) requiring volunteers who have unsupervised access to a child on a regular basis to provide fingerprints and have a background criminal records check. The Diocese of Columbus takes this law very seriously as it involves the protection of your/our children. **All volunteers must be fingerprinted and provide a background check, and proof of attendance in the Protecting God's Children workshop (Diocesan Policy #4110.0) & fill out a volunteer application.**

- You may obtain fingerprints at the Newark YMCA, the Newark Police Department, or the Licking County Health Department. **Please call the facility directly for information on their hours of operation.**
- Protecting God's Children workshop information is available on our website.

Please see the section on Volunteers for more information on **mandatory** volunteer hours.

## CLASSROOM OBSERVATIONS

Parents of St. Francis students or parents who are interested in enrolling a child in the school are invited to observe the school during the academic day. **However, you need to call and schedule an appointment in order to avoid disruption of class.** As these observations take place during the school day, there will not be time to speak with the teacher and ask specific questions, so please plan to do that at another time.

We encourage prospective new students and parents to take a school tour which can be provided upon request.

## CLASS SIZES

According to Diocesan Policy, Kindergarten classes will be no larger than 25 students and grades 1 - 8 will be no larger than 35 students, without Pastor and Superintendent approval.

## COMMUNICATION

Effective and open communication is vital to the well-being and success of any organization. Weekly parent communication will go home each **THURSDAY**. The **youngest and/or only child** in the family will bring home the family information. Other children in the family may bring home a folder on Thursday with information from their teacher. **All school business will go home on Thursday.** There may occasionally be exceptions to this rule if there is an emergency notification that must be sent home in a timely manner.

**We use our webpage as our primary means of communication to distribute:**

- Lunch menus
- Newsletters
- On-going school information/reminders

**We encourage our families to ‘Go Green’ and check our website frequently for information.**

**If you do not have Internet access, please contact the school office for a hard copy.**

Should you ever have any questions or concerns, please always contact the classroom teachers if it is a matter that relates to them. Should you wish to pursue a matter or concern beyond the classroom teacher, please contact the school principal and then, only after you have met with the principal should you contact the pastor.

## CRISIS MANAGEMENT PLAN

St. Francis de Sales School has implemented a school crisis management plan. This plan covers situations such as: Fires, Tornadoes, Evacuations or Bomb Threats, Intruder lockdown, etc. This plan is located in every classroom and copies are also available in the school office.

**Designated Parent Pick-up Area in case of crisis:** If we are permitted to be on school grounds, pick-up will remain on Pearl Street. If we are off-site due to a crisis situation, you may pick-up at the United Methodist Church parking lot at 88 N. 5<sup>th</sup> St.

**We will keep you posted on all crisis situations using our Phone Tree system and/or TV, radio stations, website, and email, as appropriate for each situation. Please **DO NOT** call the school, unless you have specific instructions for a change in your child’s dismissal plans. In emergency situations, we are frequently using the phone to get information out, but we check our messages every few minutes.**

## EXTENDED DAY PROGRAM

The Extended Day Program (EDP) provides after school care for school age children through Little Einstein. **The director is Julia Graves at 366-0788.** The EDP program is designed to complement the school day program by providing a safe and happy environment during the hours of 2:40 p.m. - 6:00 p.m. Staff/student ratio is 1:18. Children are offered opportunities for physical activities, play, socialization, arts, crafts, study and quiet time. **Due to lack of interest, there will not be a morning EDP program, so that will not be an option for early drop-off.** If interested, please call the school office for current charges and required forms.

Dismissal is at 2:40pm. **Students not involved in after school activities who are not picked up from school by 3:00pm will be sent to the EDP program and the parents will be charged accordingly.**

## FIELD TRIPS

Field trips are taken occasionally in order to enrich the learning experience of the students. Permission slips will be sent home with the student and must be completed and signed before the day of the field trip. **No siblings are permitted on school field trips.**

All school staff and volunteer chaperones who have care, custody, and control of students must have on file:

- A current Bureau of Criminal Investigation criminal background check (BCI)
- Proof of attendance in the “Protecting God’s Children” workshop
- A valid picture ID
- All volunteer information, as directed under Background Checks.

**All students must ride the bus, if it is provided for the field trip.**

## HEALTH

### **EMERGENCY INFORMATION AND MEDICAL CARDS**

Each student is required to have an Emergency Medical Card on file in the school office. This information is obtained at the beginning of the school year and includes:

- the student's home phone number
- phone numbers of relatives and neighbors
- information regarding parent's place of employment and how they can be reached during the day

This information form enables the school to authorize emergency medical attention, provides the name of the physician to be contacted, as well as names of relatives or neighbors who can be contacted if the parents cannot be reached. Periodically, you will be asked to complete a permission slip for field trips with emergency numbers.

**It is the responsibility of the parent/guardian to keep the information on the card current throughout the school year. Changes should be sent in writing to the school office.**

### **HEALTH FORMS**

Each student's health file must contain the following forms: (Kindergarten only – Not required for incoming students transferring in Grades 1-8)

1. Ohio Health History - includes immunization dates; required by the 15<sup>th</sup> day of school during the year of admission; signed by parent/guardian
2. Physician Form (signed)
3. Dentist Form (signed)

### **ILLNESS OR INJURY**

In case of illness or injury a student will be cared for temporarily by the school health aide or a member of the school staff. **A child with a temperature greater than 99.6 degrees (oral) will not be permitted to return to the classroom.** School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room. An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school on the Emergency Medical Card.

### **IMMUNIZATIONS**

The minimum immunization requirements mandated by the Ohio Department of Health must be met or the student will not be permitted to attend classes. The minimum requirements are:

- |         |  |
|---------|--|
| 4 D.P.T | 1 Measles (on or after first birthday) |
| 3 Polio | 1 Rubella                              |
|         | 1 Mumps                                |

**OR**

- M.M.R combined; a second M.M.R. (M.M.R. - II) is required prior to entering 7<sup>th</sup> grade.  
MMR - II and Hepatitis B series are required for incoming kindergartners

### **NURSE/HEALTH AIDE**

There will be a nurse or Health Aide on duty from 9:00 am – 2:00 pm every day in the Health Office.

### **RETURNING TO SCHOOL AFTER ILLNESS**

**A student must be free of fever, vomiting, and/or diarrhea for 24 hours before returning to school.** If an antibiotic has been prescribed for an infectious disease (i.e. strep throat, impetigo, conjunctivitis) the student should not return to school until s/he has received at least 24 hours worth of the antibiotic and is feeling well. Certain diseases require a specific recovery time frame (i.e., chicken pox, measles). Contact the Health Office for guidelines if uncertain.

## **MEDICATIONS ~ PRESCRIPTION AND NON-PRESCRIPTION**

1. Must be clearly identified as to the name and type of medication and dosage instructions.
2. Must be in the original container. Medications should NOT be in an envelope or baggie, but rather in the original pill bottle, cough medicine bottle, etc.
3. Must be brought to school by parent/guardian.
4. A Medication Administration form signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage times and other necessary instructions must accompany the medication. **PRESCRIPTION MEDICATIONS MUST ALSO HAVE THE SIGNATURE OF THE PRESCRIBING PHYSICIAN.**
5. Medication will be kept in the Health Office. Refrigeration is available.
6. Medication should not be placed in lunch box for the child to take with lunch.

### **IN ADDITION, PRESCRIPTION MEDICATIONS:**

7. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
8. Prescription asthma inhalers may be carried by individual students if the permission form is completed by parents and prescribing physician. Forms are available in the Health Office.

For the safety of your child, no medication, prescription or non-prescription, will be dispensed to a student until the proper school medication form is on file in the school office. In order to administer any medication we must have both:

- A physician's order and signature
- Parent signature

**This applies to any prescription or over the counter medication, any cream, or ointment.**

**Cough drops require only a parent signature.**

- The school will not administer aspirin to students because of its connection to Reye's Syndrome. (Diocesan Policy #5141.0)

### **We cannot administer any medication unless these rules are followed:**

1. Obtain medication request form from school office or doctor's office.
2. Doctor will fill out portion which describes medication, dosage, time, and side effects. Doctor must sign form.
3. Parent will then sign form to authorize consent to administer.
4. Form and medication are brought to school office or nurse. Medication must be in the original container.

We do have a nebulizer available for children needing breathing treatments for asthma during the school day. We must have a doctor's order and signature, as well as the parent's signature in order to provide this service.

### **Please note the following list of reasons to keep your children home from school due to illness:**

- If your child complains of feeling ill in the morning, it is wise to listen and keep them home from school, until it has been determined that they do not have a contagious illness.
  - Temperature greater than 99 Degrees
  - Excessive coughing and runny nose
  - Nausea or vomiting
  - Sore throat not obviously associated with allergies or a cold
  - Swollen glands in the neck
  - Any unidentifiable rash
  - Complaints of aching all over not associated with activity
  - Stomach ache when it is certain the pain is not associated with reluctance to attend school

**Children must be fever-free for 24 hours before returning to school**

Please notify the school when your child will be absent and be sure to let us know the type of illness.

## LUNCH PROGRAM/CAFETERIA

St. Francis de Sales School participates in the Federal School Lunch Program. Children may purchase lunches by the day, week, or month. The cost for lunch will be posted on our website. **We have a computerized Point of Sale payment system for all school meals purchased in our cafeteria. Each student will have their own personal account. We use an electronic bar coded identification card for each student at the register.**

Parents may deposit money into the student's account online (details will be provided at the beginning of the year, along with the account ID number), although they may still pay cash. Monies paid into a student account can only be used for the purchase of regular meals or milk. **When sending money in to school, either check or cash, please place the payment in an envelope marked with the student's name and class.** Be sure to include the student's meal account ID number on the check so it is deposited into the correct account.

**Monthly** - To determine monthly rate: **count the number of school days in the month & multiply by daily rate.**

**Weekly** - To determine weekly rate: **count the number of school days in the week & multiply by the daily rate.**

**Daily** - Please place the correct amount of lunch money in an envelope clearly marked with the name and class.

**Milk** - Children who pack their lunch will be permitted to purchase milk for **\$.50. Please send correct change.**

Children who pack are required to bring well-rounded, nutritious lunches. Lunch boxes or bags should be clearly labeled with the student's name and homeroom. Children are responsible for their own lunch boxes.

- FOOD MAY NOT BE EATEN OR TAKEN OUT OF THE CAFETERIA AT ANY TIME!
- FOOD MAY NOT BE PURCHASED ELSEWHERE BY ANYONE AND THEN DELIVERED TO THE SCHOOL! (i.e. Burger King, McDonald's etc.).
- Parents and non-school siblings wishing to eat at school must call the cafeteria (345-9182) by 9:00 am of that day. **Please do not bring fast food to school for your child.**
- Children are not permitted to bring soda to school. Fruit juice is acceptable.
- Children are not permitted to trade or share their lunch with others. Packed lunches will be stored in the student's locker/desk.
- We do not have a microwave to heat items from packed lunches.
- Students who forget a lunch will be provided a cafeteria lunch and their parents will be charged. Excessive charging is prohibited. **If an account balance is not paid in a timely manner, the parents will be called to bring a lunch.**

The **rules for behavior in the cafeteria** are the same as in the classroom.

1. Students are to behave in line and keep their hands to themselves.
2. Students are to observe good dining room etiquette at the table.
3. Students must sit at the table to which they are assigned.
4. Students must remain seated until dismissed by the adult on duty and may leave their table ONLY when excused and when all "trash" around their area has been properly cleaned.
5. Conversation should be carried on only with those at the same table and in a moderate tone.
6. If a student spills something, he/she should clean it up. If it is too much for him/her, the student should report it to the adult on duty.

Students should not go back to their classroom during lunch or recess time unless they have permission from a teacher.

## PARENT-TEACHER ASSOCIATION

The goal of the Parent/Teacher Association is to support school efforts, build community and raise funds to benefit St. Francis de Sales School. Look for more information on PTA activities on the website

## **PARKING AND DROP OFF/PICK UP PROCEDURE**

### **PARKING**

Please park across the street from school in the paved visitor parking lot. **DO NOT PARK IN THE BARBER SHOP LOT EAST OF THE MAIN BUILDING OR ON 5<sup>TH</sup> STREET AT ANY TIME.**

### **DROP OFF/PICK UP PROCEDURES**

**Dropping off/picking up children is only permitted on Pearl Street. There will be no parking or drop off permitted at any other location.**

You will not be permitted to drop off your **8<sup>th</sup> grade child** any earlier than 7:25am. **Due to lack of interest, there will not be a morning EDP program, so that will not be an option for early drop-off.**

If you wish to walk your child into school, you must park in the visitor parking lot on Granville Street across from the school and walk them to the school office. **There will be no exceptions to this rule!** This is to ensure the safety of all children at St. Francis.

The procedure for dropping off/picking up children before or after school is as follows:

1. **Dropping off/picking up children is only permitted on Pearl Street.** Do not drop off/pick up your child at the front doors of the school. Do not use 5<sup>th</sup> Street for dropping off/picking up or for parking your vehicle. Vehicles must be parked in the visitor lot on Granville Street across from the school. 5<sup>th</sup> Street is to be used by school buses only. Thank you for helping us keep our children safe.

2. Please make sure the children in your vehicle have all the things they need for their day **before** your vehicle gets in the drop off/pick up line. This makes things go smoother and the line moves more swiftly.

3. Your children **must wait inside your vehicle until they are instructed to exit** the vehicle. Wait until you are one of the first three cars in line before letting your children get out.

4. If the children in your car need to get out on the street side of your vehicle, **wait until you are the first in line.** If you wish, children may depart from the second car on their own.

5. **Do not go around the cars in line for any reason,** as children sometimes get out on both sides of the cars. After dropping your child off continue on, go around the cul-de-sac and continue out of Pearl Street.

6. **Do not under any circumstances go around the cul-de-sac and double-park to drop off/pick up your child.**

7. **If you need to park, you may park in the visitor lot on Granville Street across from the school.** Do not park on Pearl St. or in front of the church.

8. Do not drop your children off or pick them up on Granville St. **All children are dismissed onto the playground only, unless you are picking them up at the school office.**

9. Do not pull into 5<sup>th</sup> Street for any reason. This street needs to provide **open access to school buses at all times.**

10. Vehicles going west on Granville St. please alternate with cars going east on Granville St. when you are attempting to turn onto Pearl Street.

11. Follow the same procedures when picking up your children after school.

## PHONE CALLS

The office telephone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school). Parents are asked not to interrupt the activities of the classroom. **Students will not be called from class to the phone.** Forgotten books, gym clothing, lunches, etc., may be left in the school office. Important messages by phone will be delivered to the student in case of a real emergency. **The office will strictly adhere to these regulations. Please plan accordingly and make sure your child knows how they are to get home every day.** (See the Electronic Device Policy for more information on cell phones.)

## PUBLISHING STUDENT INFORMATION

A consent form signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and educational records.

At the beginning of the school year, parents must sign a copy of the Information Release Form and return to school to be filed for the current year.

## SCHOOL ADVISORY BOARD

The St. Francis de Sales School Advisory meetings are held once a month. Guests are welcome at anytime. However, it is important to remember that this is not like a public school "board." **If you wish to discuss a particular issue, you must contact the Principal or the Pastor directly.**

## SEVERE WEATHER

If it is necessary to close school due to severe weather or other emergencies, information will be broadcast on local radio and Columbus television stations.

**St. Francis de Sales School will always be closed for severe weather when the Newark public schools close. Please listen to the radio or watch the television to find out this information. Do not call the rectory or school, as there may not be anyone to assist you.**

It is always good to have a contingency plan in place and review it with your child, in case your child is dismissed early due to severe weather or other emergencies.

## SOCIAL MEDIA

**Any staff member, parent, student, or volunteer that uses social media (i.e. Facebook, Twitter, Myspace, etc.) to insult, demean, humiliate, harass, or in any way put down or cause embarrassment to the staff, the school or parish, students, parents, and/or volunteers may be asked to leave the school.**

**Anger lasts for a second, posts on the internet last forever.**

## STUDENT LOCKERS

A locker is issued to every 7th and 8th grade student at the beginning of the school year. Students are expected to keep their lockers clean and not abuse them in any way. Any pictures used on the inside of a locker must be reflective of the values taught at St. Francis de Sales School. St. Francis de Sales School is co-tenant of all lockers.

**Therefore, the staff may search lockers at any time with good reason.**

The school cannot be responsible for valuables left in lockers. Sometimes there may be special circumstances which require a student to carry significant cash or valuables to school. Cash or valuables can be safe-guarded by registering them with the classroom teacher or leaving them in the main office.

## VISITORS

State law requires all visitors, including parents, to report to the school office to sign in upon entering the building. Parents and other visitors are welcome and encouraged to visit the school, but please let us know ahead of time. School tours are available upon request. **No siblings are permitted in classrooms for visits or observations.**

**Please do not disrupt class in any way. You may drop off forgotten items in the school office. If you would like to observe a class, please see the section on Classroom Observations for more information.**

## VOLUNTEER PROGRAM

In an effort to build a strong relationship among parents, teachers, and children, all parents of students attending St. Francis de Sales School must volunteer each year.

- The volunteer year will begin on May 1<sup>st</sup> and end on April 30<sup>th</sup> of the following year.
- All families with one child will be required to give 35 volunteer hours to the school.
- All families with two or more children will be required to give 50 volunteer hours to the school.
- Any family member or friend may complete these hours but non-family members must designate in advance that they are completing these hours for a particular family. This is done by the **family** informing the school volunteer coordinator in writing via the school.

**If a family does not complete the required hours they will be billed at \$10 per hour. They will only be billed for unfulfilled hours and not the original total. There are no exemptions for faculty or parish staff.**

Families may elect to make a payment *in advance* at the beginning of the school year to be exempt from these hours. The value of each hour is calculated at \$10 so a family required to complete 35 hours would pay \$350 and a family required to complete 50 hours would be required to pay \$500. This payment cannot be counted towards the charitable deductions you make to the parish as it is a required fee and not a charitable contribution.

### Activities counting towards volunteer hours include:

- \* Attending a PGC Session (1 time only & 3 hours maximum) \* Bazaar \* Book Fair
- \* Box Tops/Soup Label Counters \* Cafeteria \* Classroom volunteers \* Days of Creation
- \* Field Trip Chaperones \* Garden Club \* Generations Campaign \* Kindergarten Screening
- \* Library Aide \* Maintenance Projects \* Market Day \* Mother/Daughter Tea
- \* Parish Festival \* Parish Finance Council \* Parish Maintenance Committee \* Parish Office Help \* PTA \* School Advisory Board \* School Drive \* Scout Leaders & Assistants \* Spirit Wear
- \* Substitute Teachers (Qualification necessary) \* Tech Committee \* Trip Staff \* VBS
- \* Vendor Provided Services \* Volunteer Hours Coordinator (1 only) \* Yearbook

- Hours will be tracked by chairpersons and there will be sign-in sheets at the events
- You may purchase volunteer hours at \$10.00 per hour in advance. However, if you do not complete the assigned hours, you will be billed at this rate for any remaining hours.
- **If these hours are not completed by April 30th, you will be billed for the difference of these hours.** These fees must be paid by June 1<sup>st</sup> in order to enroll your child for the following year (even if the proper paperwork has already been submitted).
- This policy applies to all school families (Catholic, non-Catholic, parishioners, & non-parishioners).

## WELLNESS

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

### **Nutrition Education:**

1. The primary goal of nutrition education is to positively impact eating behaviors.
2. Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study grade-level indicators relating to diet, nutrition, and exercise. Additionally, similar grade-level indicators are included in the Science Course of Study.
3. Nutrition guidelines, food pyramids, charts, suggestions for healthy food choices, and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.
4. Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels. Additionally, school policy will outline what types of healthy snacks may be eaten during this time.

### **Physical Education:**

1. The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.
2. Physical fitness is supported through the Diocesan Physical Education Course of Study.
3. All elementary students shall participate in Physical Education.
4. All appropriate grade levels will have scheduled recess times.
5. Discipline should not include loss of recess time except in rare instances.
6. Students will be encouraged to participate in school and community sports programs and to be physically active outside of school.

### **School-Based Activities:**

1. The Religion Course of Study supports reverence for life, self-respect, and respect for others, which are foundational concepts of wellness. All school-based activities are also rooted in these Religion Course of Study concepts.
2. The school should use food in limited ways as a reward for behavior, and minimize sugary treats for classroom celebrations.
3. Schools are encouraged to consider healthy food or non-food fundraisers.
4. Parent education concerning wellness should be provided by the school as is appropriate.
5. Teachers will be offered professional development in nutrition as is needed, and in physical activities that might be appropriate to incorporate in the classroom.

### **All schools with a lunch program must follow nutritional guidelines. Nutrition Guidelines:**

1. School lunch programs must follow nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services.
2. School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.
3. Schools should evaluate food and beverage products sold and determine nutritional guidelines for all foods and beverages that are available.
4. Drinking fountains are available in all buildings.

### **All schools are required to measure and evaluate their wellness policy. Measurement and Evaluation:**

1. The policy shall be reviewed regularly to evaluate school-wide compliance and effectiveness.
2. Based on the regular reviews, the school will determine any revisions necessary to support wellness in the school.
3. Whenever applicable, students could monitor wellness through activities such as monitoring their heart rate, or keeping a food and/or exercise journal (Diocesan Policy 5145.)

