

St. Francis of Assisi School

“Where Christian Values are Still Part of Education”



PARENT/STUDENT HANDBOOK 2011-2012

525 Holley Street
St. Albans, WV 25177
Phone: (304) 727-5690
Fax: (304) 727-5690

www.sfsww.com



St. Francis of Assisi School

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St. Albans, WV 25177

Dear Parents,

The faculty and staff of St. Francis of Assisi School welcomes you to a new year of seeking and discovering knowledge. The philosophy and policies of St. Francis, described in this handbook, can be best summarized in this beautiful word:

C - Charity

The inspiration and result of everything we do at this school is love of God and of neighbor. Where charity and love abide, there God is always present.

H - Harmony

Your child will benefit most from an education in a Christian environment when parents, teachers and staff work together, respecting and cherishing one another as brothers and sisters with Jesus.

I - Interest

St. Francis is interested in the education of the whole personality of your child. We are interested in developing him/her through spiritual awareness, mental awareness, mental acuteness, and physical fitness.

L - Learning

St. Francis draws from the Catholic tradition, which values the attainment of knowledge as the noblest of human endeavors – truth is the source of freedom.

D - Discipline

Christian discipline teaches us that we must always accept the consequences of our actions. This lesson learned at an early age ensures a virtuous character for a lifetime.

God bless you,

Father Pat

History of St. Francis of Assisi School

On September 8, 1948, the first parochial school was opened in St. Albans. It was conducted by the Sisters of Poor Child Jesus, who came from Parkersburg at the invitation of Reverend Hilary Liehr, O.F.M. The sisters arrived to teach in classrooms set up in a renovated parish hall that had at one time housed USO functions during World War II. Father Joe Gillian, parents and members of the parish built walls to section the former hall into two classrooms and a cafeteria. The first and second graders sat at tables and chairs while grades three through six used "envoy" desks. Sisters Edeltrude, Mary Aquinas, and Clare Antoinette were the three who pioneered the opening of the school. Fifty-six pupils of St. Francis School assembled in front of the building for a dedication of the school. After the dedication, members of the Parent-Teacher Association guided visitors through school. In the first year, only grades one through six were taught.

In 1952, Bishop John J. Swint established St. Francis of Assisi as a parish and appointed Father Joseph Wanstreet as the first diocesan pastor of the growing community. Bishop Swint donated \$25,000 to purchase a new rectory and updates to the school. Also at this time the school added seventh and eighth grades making the school range from grades kindergarten through eighth with over 300 students.

A \$112,500 addition to the school in 1965 gave the school four new classrooms and an auditorium. However, because the old church had grown too small for the steadily increasing parish, the auditorium was converted into a church and it is still being used in this capacity. Over the years various improvements have been made to the school including a gym, an art room, a science lab, a computer lab, playground equipment, air conditioning units, new windows and a remodeled church.

At one time, the enrollment at St. Francis was 405 students. During the late 1960's tuition of \$150/per child was initiated, which was difficult for families with multiple children to afford. The last of the nuns left after the school year 1972-73. Mrs. Alice McClung became the first lay principal of St. Francis of Assisi School. During this same time seventh and eighth grade classes were eliminated and students wanting to continue their Catholic education moved on to Charleston Catholic. In 2003 sixth grade was also eliminated leaving St. Francis as an elementary school only.

Mission of St. Francis School

The school's mission is threefold: to provide high-quality Christian religious instruction based on the Catholic faith; to provide high-quality academic curriculum to prepare students for the future; to provide the social discipline consistent with these teachings in a safe and loving environment."

Philosophy of Education at St. Francis School

The fundamental principle of Catholic education is: Man is a creature of God, redeemed by Christ and destined for eternal life.

As educators, we are committed to developing the total child so that he/she grows physically, emotionally, socially, intellectually, and spiritually. We believe each child is an individual who should be nurtured and guided through conceptual and developmental stages at a pace that meets his/her particular needs, to present a classroom-learning environment that the child feels comfortable with while achieving his academic goals; to incorporate a scholastic program that meets the highest recognized standards of education on each level. We also believe each child's self-esteem and self-concept are vital parts of this well-being. As educators, we shall develop an atmosphere which enhances positive self-concepts and develops self-esteem along with self-discipline.

All personnel are qualified and prepared for their profession as exemplified by their lives, instructional techniques, dealings with peers, their deep love and concern for children, and their witness for Christ. We believe the spiritual growth of each child to be an important responsibility of St. Francis School. Through instruction and example, we shall deepen the faith, morality, and awareness of our Christian responsibilities in everyday life.

By providing an atmosphere of acceptance, the student will develop a sense of personal dignity and respect. In this way, the student will actively learn how to integrate faith in Jesus Christ with school and social life. Since he/she feels accepted, the child will develop an intellectual curiosity and a greater responsibility for his/her own learning. In keeping with the Catholic tradition, our school will provide a Catholic, Christian atmosphere to all.

SCHOOL PERSONNEL

Father Patrick McDonough	Pastor	
Mrs. Erin Sikora	Principal	esikora@sfsww.com
Mrs. Glendale Spence	Secretary	gspence@sfsww.com
Mrs. Stephanie Bowman	Developmental Director	sbowman@sfsww.com
Ms. Emily Savilla	Preschool – 3-Year Old	esavilla@sfsww.com
Mrs. Gina Balsler	Preschool – 4-Year Old	gbalsler@sfsww.com
Mrs. Laura McCoy	Kindergarten	lmccoy@sfsww.com
Mrs. Angela Potter	First Grade	apotter@sfsww.com
Ms. Elizabeth McCutcheon	Second Grade	emccutcheon@sfsww.com
Mrs. Helen Erickson	Third Grade	herickson@sfsww.com
Mrs. Yvonne Mitrik	Fourth Grade	ymitrik@sfsww.com
Mrs. Melissa Arthur	Fifth Grade	marthur@sfsww.com
Mrs. Nilda Ramella	Instructional Resource, Librarian K-2	
Mrs. Julie Gregg	Computer, Physical Education and Title I	
Mrs. Nanette Mangano-Martin	Music, Art	
Mr. Antonio Jiminez	Spanish	
Mrs. Rhodanna Hall	Kindergarten Aide	
Ms. Cynthia Norden	Preschool Aide	
Mrs. Libby Shrewsbury	Preschool Aide	
Mrs. Patricia Moss	After School Care Director	
Mrs. Annette Boothroyd	After School Care	
Ms. Melissa Kelly	After School Care	
Ms. Victoria Sikora	After School Care	
Mrs. Donna Taylor	After School Care	
Mrs. Kathy Shomo	Cook	
Mrs. Kelly Oxley	Cook	
Mrs. Susan Santrock	School Nurse	
Mr. John Rogers	Athletic Director	
Mr. Chad Roderick	PTO President	

Calendar for the 2011-2012 School Year

8/14 – Open House: Mass 11:00; Ice Cream Social; Visit Classrooms 12:00 – 2:00

8/17 – First day of School Grades K-5; Early Dismissal 12:45pm

8/18-8/19 - Early Dismissal 12:45pm

8/29 – First Day of Preschool

9/5 – No School – Labor Day

9/17 – Golf Tournament – Little Creek Park, South Charleston 9am

9/17 – PTO Parent Luau Night 6:00 – 9:00pm

10/3-10/4 – No School Teachers' In-Service, Columbus, Ohio

10/6 – Picture Day K-5 and T/TH Preschool (Individual and Class)

10/7 – Picture Day MWF Preschool (Individual and Class)

10/22 – Oktoberfest 11:00-3:00pm Yard Sale 8:00am

10/28 – 11:30 Dismissal; 1:00 Halloween Parade

10/31 – Report Card Distribution

11/7 – 11/10 Scholastic Book Fair

11/8 – Early Dismissal 12:45pm; Conferences 1-3pm and 4-6pm

11/10 – Family Thanksgiving Lunch

11/12 – No School – Veteran's Day

11/23- 11/25 No School – Thanksgiving

12/13 – Preschool Christmas Program 6:30pm

12/15 – K-5 Christmas Play 6:30pm

12/20 – Red & Green Day; Christmas Party 1:45pm

12/21 – 1/2– No School - Christmas Holiday

1/3/12 – Return to School

1/16 – No School – Martin Luther King Day

1/17 – Report Card Distribution

1/29 – Catholic Schools' Week Mass 11:00am

1/30 – 2/3 Catholic Schools' Week - 2012 Theme: "Faith. Academics. Service."

2/10 – Red Day; St. Valentine's Day Class Parties 1:45pm

2/10 – PTO Valentine's Day Dance 6:00 – 9:00pm

2/20 – No School - President's Day

2/22 - Ash Wednesday Mass 8:15am

3/1 – Individual Pictures T/TH Preschool

3/2 – Individual Pictures MWF Preschool and K-5 (Jeans Day Clothes)

3/8 – Early Dismissal 12:45pm, Staff Lenten Retreat
3/16 – St. Patrick’s Day Parade 2:00pm
3/17 – PTO Ceili 6:00 – 10:00pm
3/20-3/21 – Accreditation Team Site Visit
3/26 – Report Card Distribution
4/6 - 4/13 – No School - Easter Break
4/16– Return to School
4/23 – 4/27 – Standardized Testing
5/3 – Bread Sharing for Second Grade; 6:00pm
5/4 – Second Grade Retreat for First Holy Communion
5/6 – First Holy Communion 8:30am
5/11 – May Crowning 1pm
5/12 – PTO Lock-In
5/14 – 5/18 – StarBase – Fifth Grade
5/28 – No School – Memorial Day
5/30 – Last Day of School and School Picnic

- St. Francis School reserves the right to amend this calendar. Notice of amendments will be sent to parents via children’s backpacks.



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Financial Information for the 2011-2012 School Year

Kindergarten – Fifth Grade Tuition

Registration Fee	\$ 30.00/family/year
Book Fees	\$200.00/per child (\$175 if paid before March 31st)

Tuition Rates*	<u>Parish Member</u>	<u>Non-Parish</u>
Single	\$2,937.00	\$3,355.00
Two	\$4,337.00	\$4,755.00
Three or More	\$5,537.00	\$5,955.00

*Tuition includes \$50 Technology Fee and \$25 PTO Dues

Preschool Tuition

Registration Fee \$30.00/family/year

Tuition Rates

Morning Session 8:30 – 11:30am

Two-Day Morning T/TH	\$ 765/student	(\$ 85 x 9 months)
Three-Day Morning MWF	\$ 945/student	(\$105 x 9 months)
Five-Day Morning	\$1,395/student	(\$155 x 9 months)

Afternoon Session 12:00 – 2:30pm**

Three-Day Afternoon MWF	\$ 855/student	(\$ 95 x 9 months)
Five-Day Afternoon	\$1,305/student	(\$145 x 9 months)

**Students attending both a morning and afternoon session will be charged an additional \$325 annual tuition, and will be provided with one-half hour of day care from 11:30am until 12:00pm and a hot lunch.

Daycare Rates

Session One 11:30am – 2:30pm (includes hot lunch)

Single	\$ 9.25/session
Two	\$12.50/session
Three or more	\$15.25/session

Session Two 2:30pm – 5:30pm (includes snack)***

Single	\$ 7.50/session (or \$3.75/hour)
Two	\$ 9.00/session (or \$4.25/hour)
Three or more	\$10.00/session (or \$5.25/hour)

***Any family picking up a child after 5:30pm will be charged \$1/per minute. Late fees will be donated to the Jim McDonough Scholarship Fund

Before School Care

Grades K-5	7:00 – 7:30am	\$1.50/daily
Preschool	7:00 – 8:30am	\$3.00/daily

SCHOOL POLICIES

ACADEMIC INFORMATION

The Diocesan curriculum guidelines, consistent with the State of West Virginia guidelines, are followed for the teaching of all secular subject areas. St. Francis of Assisi School offers students opportunities for growth in the following major subjects: Mathematics, Language Arts: Including Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature, Social Studies, Science, Religion, Handwriting, Fine Arts, Computer Literacy, Spanish and Physical Education.

St. Francis of Assisi School assigns grades based on the following scale:

- A 93-100
- B 85-92
- C 75-84
- D 65-74
- F Less than 65

ACCREDITATION

St. Francis of Assisi School is accredited through the North Central Association.

AFTER and BEFORE SCHOOL CARE GUIDELINES

After and Before School Care is a service that St. Francis School provides to families from 7am to 5:30pm every day that school is in session. Children participating in this program are expected to follow all applicable school rules. The discipline policy that governs children during the school day will also be applied to ASC. We reserve the right to dismiss a child from the ASC program at any time.

Homework guidelines:

1. Students will need to bring all items necessary to complete their homework.
2. Homework hour is quiet time. If a child finishes his/her homework before time is up, he/ she may read quietly.
3. ASC employees will utilize student planners so they are aware of assignments.

ADMISSION INFORMATION

Nondiscriminatory Policy: St. Francis of Assisi School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

ARTICLES FOR SALE

Students are not permitted to sell any items at school.

ATTENDANCE

Absences: Regularity of attendance and punctuality are important to the child from the very first day of school. Each day of learning is vitally important for your child. With good attendance the students can maximize the development of good work habits, self-discipline, responsibility and a higher level of achievement. Except for sickness children should not be absent from school. Parents, please call the office by 8:00 am when your child is going to be absent from school. **Students should be fever free for 24 hours before returning to school.**

Absences are recorded as an excused absence when the school is provided with a doctor's note; all other absences are recorded as unexcused. It is the policy of the Diocesan Schools and the Public School System that parents are advised by written notice when the child accumulates ten (10) unexcused absences in a school year. A conference will be scheduled to resolve any problems contributing to the absences. Continued absences may result in legal action against the parents/guardians.

Please arrange vacations so that children are not taken out of school. If this is done, it is an unexcused absence and the teachers are not required to give extra help to make up the work or send homework home in these cases. Parents and children will be responsible for make-up work for unauthorized absences. Please arrange doctor, dental, or any other appointments after school. If a child is to be excused for doctor, dental, etc., they must present a note from their parents stating the time and date. This is to be sent to the teacher who will then send it to the office. No child will be excused without authorization. Parents are not to go to the classrooms. Students will be sent to the office after parents have signed them out in the office.

Tardies and Early Outs: Anyone arriving after 7:50am is considered late for school. Students arriving late will go directly to the office to obtain a tardy slip to present to the teacher. Any student who has five events of tardiness during a nine-week period will serve lunch detention. Please make every arrangement necessary to arrive on time.

If a student goes home sick in the morning, they will be recorded as absent for that day. If a child goes home around lunch time, it will be counted as half day absent. An Early Out will be recorded for students that leave school after 1:30pm. Every absence, tardy and early out, regardless of cause, is recorded.

BIRTHDAY INVITATIONS AND TREATS

Invitations to a party may be distributed in the classroom if the entire class is being invited. Treats may be distributed to the class only after obtaining permission from the classroom teacher. In compliance with the School Wellness Plan, treats must be either healthy snacks or non-food items, such as stickers or pencils. Please do not have flowers, balloons, etc. delivered to the school.

BULLYING OR HARASSMENT

St. Francis of Assisi School attempts to provide a safe environment for all individuals. Verbal and written threats, as well as posts made through a social network against the physical or emotional well-being of any individual are taken very seriously. Publishing disparaging and/or defamatory comments about the school or anyone in the school community is not permitted. Students involved in possession or transmission of inappropriate photos and/or texts on their cell phones or other electronic devices will face disciplinary action. The school discipline policy will be followed for students making such threats (**seriously or in jest**).

CELL PHONES

Cell phones are not permitted.

CHILD ABUSE LAWS

St. Francis of Assisi School abides by the Child Abuse laws of the State of West Virginia. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

CLASSROOM VISITATION AND PARENT INVOLEMENT

We encourage parent participation at St. Francis School, however the Diocese of Wheeling-Charleston requires that all parent volunteers submit to a background check and participate in VIRTUS training. After a parent has completed this training they are welcome to be a homeroom parent, field trip driver etc. Parents visiting the school during school hours must sign the visitor's log located in the school office. Parents are not permitted to make unscheduled classroom visits. Arrangements for classroom observation may be made in conjunction with the classroom teacher and the school office.

CLOSING OF SCHOOL OR DELAYED OPENING

Information regarding school closings or delays will be announced to parents via a computerized telephone system. Additionally, announcements will be made on WQBE, V100, WCHS, WCHS-TV, and WSAZ-TV. **St. Francis does not follow Kanawha County Schools weather related procedures.**

Two Hour Delay: When school is delayed for two hours K-5 students may enter the cafeteria at 9:30am. Classes will start promptly at 9:50am. Preschool classes will begin at 9:30am. Before School Care will be available beginning at 9:00am.

CONDUCT AND SCHOOL-WIDE EXPECTATIONS

In an effort to provide a Christian atmosphere for our children we request that all families make a commitment to abide by the following expectations.

1. Uniforms: Wear the proper uniform according to the handbook
2. Behavioral expectations:
 - *In the classroom students are expected to raise their hands before speaking, be respectful to their teacher and classmates, work quietly on assignments, and follow classroom rules as established by the teacher.
 - *In church students will be quiet, reverent and follow all instructions as given by their teacher.
 - *In the lunchroom students will talk quietly with their peers after they are given permission to do so by the lunchroom supervisor.
 - *On the playground/gym children will relax and play.
3. Please review the discipline policy as a family.

CRISIS PLAN

St. Francis of Assisi School has implemented a "crisis plan" in case of an emergency. All teachers and staff are aware of the procedure to follow to keep your children safe.

DISCIPLINE

The philosophy of discipline at St. Francis School flows naturally from the School's philosophy. At St. Francis School, faculty and students evidence and experience Christian values. Students are encouraged to grow in their understanding of moral and honorable behavior in a manner which promotes genuine respect for one's self, as well as one another's person, property, space and time.

In order to build a community where trust and respect are at the foundation, it is important to strive for the highest standards of honesty, integrity, and responsibility for one's actions. In order to achieve an atmosphere where the Catholic faith, academic excellence, service, leadership and character can be pursued, students and their parents or guardians must support the policies and regulations established by St Francis School.

Realizing that an all-inclusive listing of various expectations would be impossible to outline in these pages, **St. Francis School reserves the right to take appropriate action for any offense that, in the opinion of the faculty, staff, or administrators violates the good behavior expected of a St. Francis School student.**

A. APPROPRIATE BEHAVIORAL REQUIREMENTS

St. Francis School, as well as other Catholic schools in the United States, has earned a reputation based on its high academic standards, emphasis on values and morals, and discipline and order in the School. In such an atmosphere, teaching and learning may occur so that students prosper spiritually, academically, and emotionally. To assure these goals, students are expected to use appropriate behavior on School premises and any time they are representing the School. Students must realize that they are identified as St. Francis students whether they are in uniform or not. Any action that reflects negatively on the St. Francis community may result in disciplinary action.

No list can cover all possibilities of required behavior and so students, and their parents or guardians, must understand that students are expected to act in ways appropriate for a Christian students and therefore must avoid any conduct detrimental to the reputation of the School or any conduct unbecoming a Christian student. Student behavior must be courteous, attentive, and respectful. Parents and students agree to support the discipline code of the School, which seeks to foster the Christian values of kindness, courtesy, justice, respect and cooperation. Appropriate student behavior may be summed up in this way: behavior that assures the right of every student to learn, the right of every teacher to teach, and demonstrates respect for the personal civil and property rights of others.

While attending athletic events, either as participants or spectators, students are expected to behave in a manner that promotes a positive, courteous image. Behavior such as berating opposing players, spectators and/or sports officials or making objectionable gestures is unacceptable. Failure to behave appropriately will result in disciplinary action. Conduct inside or outside the school that is detrimental to the school's reputation will result in discipline.

B. POSSIBLE CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

1. For minor infractions such as a minor disturbance in class: coming unprepared; neglecting or poorly fulfilling a classroom regulation; failure to be in uniform; unexpected tardiness; conflict with another child; or other inappropriate behavior.

- a. Loss of playground or break time or other privileges.
- b. Conference with teacher or principal.
- c. Supplemental reading and/or written work.
- d. Time spent after school at teacher's request; and/or
- e. Notification of parents and/or guardian, parent and/or guardian signature required.

Each classroom teacher will establish specific disciplinary standards for students in their classroom approved by the principal, and students must satisfy such standards.

2. For more serious or repeated offenses as determined by St. Francis School.
 - a. In-School suspension (with notification to parent and/or guardian) doing schoolwork apart from classmates.
 - b. Suspension (with notification to parent and/or guardian). Student may not be present in the school. Schoolwork missed due to suspension may be made up for 60% credit.
 - c. Expulsion; and/or
 - d. Other as determined by St. Francis School

For purposes of this paragraph 2. "Serious offenses" may include, but are not limited to, the following

1. Fighting or cruelty whether verbal or physical.
2. Disrespectful behavior or language.
3. Stealing
4. Cheating or dishonest conduct.
5. Deliberate property damage. Students and/or their parents or guardian will pay for the damage incurred.
6. Repeated minor offenses.
7. Refusing to obey reasonable teacher and/or School authority requests.
8. Truancy.
9. Leaving School premises without prior permission.
10. Lack of cooperation within or outside the classroom.
11. Bringing or using alcohol, tobacco in any form, and/or illegal drugs on School grounds.
12. Bringing knives, firearms or any type of weapon to school.

13. Profanity, verbal abuse, obscene gestures or other similar conduct, and/or similar conduct; and/or
14. Assault or battery, or any threat of force or violence directed towards any School personnel or student.

A student may be expelled from school for any serious offenses at any time or for accumulation of minor offenses. Expulsion is the termination of the student's enrollment in the School.

The pastor, administrator, and faculty reserve the right to amend this policy at any time without prior notice.

DISMISSAL

The goal of the dismissal procedure is to ensure the safety of the students. Parents are asked to follow the guidelines to make dismissal a smooth transition. Parents must form a single line on Holley Street entering at Lincoln Avenue and exiting onto Sixth Avenue. Vehicles must have the family name displayed in the front windshield. Students will be dismissed from the cafeteria in the order of the car line.

EMERGENCY CARDS

Please complete these cards (2) and return them to school. These cards are our only link to your family in case of emergency. On the back of the card please list the other people that are permitted to pick your child up from school. If there are changes to your contact information during the school year, please inform the office immediately.

FINANCIAL OBLIGATIONS

Saint Francis of Assisi School is a non-profit organization where service to God and community is the priority. Saint Francis has adopted tuition payment and fee deadlines, and other financial policies listed below not to punish, and not to profit, but to ensure the financial well-being of the organization so that its Mission can be fulfilled and continue. Catholic families are encouraged to apply to the Diocese for financial aid (TAPS).

Tuition Payment Options:

1. Full tuition by August 1st. A \$100 discount will be applied to families who choose to pay in full. Payment may be made in check, cash or credit card.
2. Ten equal installments through FACTS Tuition Management Company beginning in August and ending in May. Families may choose either the 5th or the 20th of the month to have their checking or savings account debited. FACTS charges an annual \$38 fee. Completed forms must be returned to the school office by August 1st.

After and Before School Care Invoices:

After School Care charges are calculated on a monthly basis ending the 15th of each month. Invoices will be sent to families via the child's backpack and payable the fifth day of the following month. Payments may be made at the school office. In the event an account becomes delinquent, families will not be able to use After School Care until the account is current.

Lunch Invoices:

Lunch charges are calculated on a monthly basis ending the last day of the month. Invoices will be sent to families via the child's backpack and payable on the fifteenth of the following month. Payments may be made at the school office, and, if paying by check, must be separate for other invoices. Families with lunch charges exceeding \$75 will not be eligible to use the hot lunch program.

Delinquencies: Unless prior arrangements have been made, all outstanding balances must be paid in full at the end of each marking period before report cards may be sent home. In the event delinquencies exist at the end of the year, all report cards and transcripts will be withheld. St. Francis reserves the right to refer delinquent accounts to a collection agency.

FIRE DRILLS

Fire drills (20) are held throughout the school year as required by law.

IMMUNIZATIONS

All students are required to have updated immunizations. Documentation is required and subject to review by the school nurse. New students may not begin until immunization records have been approved by the school nurse.

LIBRARY

Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

- No unnecessary talking.
- Books are checked out for one week for grades K, 1, 2 and 3, and two weeks for grades 4 and 5.
- Students must bring the book back to the library to renew.
- Reference books may not be taken home.
- Hands should always be cleaned before handling a book.

If a book is lost, the school must be reimbursed for the replacement cost of the book.
Treat books with care, so that others may enjoy them too.

LITURGY

Children in grades two through five will attend Mass twice a week and on special Feast Days. Children in grades kindergarten and first will attend Mass once a week and on special Feast Days. On Mass days children must wear button down shirts and boys must wear ties. (No polos permitted.) The Sacrament of Reconciliation will be celebrated periodically.

LUNCH PROGRAM

St. Francis of Assisi School participates in the Child Nutrition Program. In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint alleging discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (voice). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

In accordance with the guidelines of the nutrition program **fast foods, candy and sodas are not permitted**. Do not send candy in your child's lunch box, this includes *Lunchables* that contain candy, Halloween or Easter candy. Families who cannot afford the hot lunch program are encouraged to contact the school office so that arrangements may be made for free or reduced lunches if certain guidelines are met. Please do not send money for hot lunch or milk until you receive an invoice at the end of each month. Lunches will be \$1.75 including milk. Students may purchase milk for 25 cents. (See financial obligations above for information regarding lunch payments.)

MEDICATION

The staff of St. Francis School is not permitted to dispense medicine. If your child must have medication, you, as parents, must take responsibility for dispensing it. Arrangements will be worked out as needed. Please **DO NOT** send any medication to school in your child's backpack.

OFFICE HOURS

The school office is open from 7:30 am to 3:00 pm.

PARENT TEACHER CONFERENCES

Formal parent-teacher conferences will be held in November. Notices will be sent home allowing you to schedule a meeting. If you would like to meet with a teacher at any other time during the school year, please feel free to request a conference by writing a note in your child's planner or contacting the school office.

PARENT TEACHER ORGANIZATION

St. Francis School Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising for educational and extracurricular purposes, parent education, and building community are goals of this organization.

PARENTS AS PARTNERS

We, at St. Francis of Assisi School, consider it a privilege to work with parents in the education of children. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. There are times when an incident occurs at school. Remembering that your child's attitude mirrors yours, please make every effort, as will the school, to communicate openly about the problem, without influencing the child unnecessarily. If something is bothering you, first seek clarification and understanding directly from the teacher. If the problem is not resolved, please feel free to contact the principal. As partners in the educational process at St. Francis of Assisi School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code; and
- Completes assignments on time; and

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the teacher of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support and cooperate with the discipline policy of the school;
To treat staff members with respect and courtesy in discussing student problems.

PEANUT-FREE

Students having life-threatening allergies to peanut products are enrolled at St. Francis. For the protection of these students, we ask all parents to refrain from sending any items to school containing peanut products.

PERMISSION REQUIRED FOR SCHOOL SAFETY

West Virginia state law requires that the teacher shall at all time “stand in the place of the parent.” It also holds the teacher responsible for the child from the time he/she arrives at school until the time he/she returns home from school. If your child is to go any place except directly home, he/she must bring a note of permission to the school that is signed by the parent. Without this we will require that the child go directly home or to After School Care. Written permission is required if your child is being picked up by someone not authorized on the emergency card and if your child is going home with another student.

REPORT CARDS AND PROGRESS REPORTS

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. Progress Reports will be given mid-way between each nine-week grading period. No student will be issued a quarterly or final Report Card, nor will transcripts be released if tuition, lunch charges, library fines, or After School Care Program fees are in arrears.

SCHOOL HOURS

Before School Care begins	7:00am
Students may enter cafeteria	7:30am
Prayer in the cafeteria	7:45am
Report to classrooms	7:50am
Mass: Tuesday/Thursday	8:15am
Lunch – Grades 3, 4, 5	11:30am
Lunch – Grades K, 1, 2	12:05pm
Dismissal	2:40pm
After School Care begins	2:40pm
After School Care ends	5:30pm

SNACKS

Each class will have a mid-morning snack, but this is not a substitute for breakfast. Please make sure your child eats a healthy breakfast each morning. Your child may bring a snack from home, but high sugar snacks and junk food will be discouraged.

SPECIAL DIETARY NEEDS

In order to provide a special diet for your child, the West Virginia Department of Education requires that a medical statement signed by a physician be submitted to St. Francis School. Students who do not have a completed statement on file will be served the hot lunch listed on the school menu.

SUPERVISION

Students arriving between 7:00 and 7:30 will be signed into the Before School Care program and will be supervised by an adult until 7:30. At 7:30 all students are welcomed to school and will be supervised by a staff member in the school cafeteria. During lunch/recess students will be supervised by a staff member. Dismissal will be supervised by the teachers. Children are not permitted to go home with another student or unauthorized person unless written notification/permission is given to the office in note form. Students not picked up by 2:50 will be placed in the After School Care program.

SUPPLIES

Please only send your child to school with the items requested by the teacher. All other materials will be supplied by the school as they are included in your supply fee at the beginning of the year. Students may purchase school supplies in the school office.

TELEPHONE

Please call the office if there is an emergency or you need to get a message to your child. Someone will take the message and deliver it to the student. If the answering machine picks up during the school day please leave a message and someone will respond back to you.

TEXTBOOKS

All hardback books must be covered at all times in order to keep the books in good condition for the following year.

**RIGHT TO AMEND

St. Francis of Assisi School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via children’s backpacks.

DRESS CODE

Uniforms – We ask that the following rules be observed. We must insist that entire uniforms be worn. These rules will be strictly enforced. All uniforms must be neat and clean. Polos and sweaters must have school logo.

GIRLS

Skirts, Skorts and Jumpers - Navy blue school plaid only, and should be a modest length throughout the school year. Only grades 3 – 5 have the option to wear navy school plaid skirts. These must be purchased through Schoolbelles or Lands End. Skorts must be purchased at Lands End.

Slacks – Navy blue. These must be purchased through Schoolbelles or Lands End. Cargo pants may not be worn.

Blouses – Girls in grades K-2 may wear short/long sleeve round collar white Peter Pan blouses with their jumpers and slacks or long/short sleeve white polo shirts with their shorts or slacks. Grades 3-5 may wear button down oxford or polo shirts. Short sleeve white undershirts only are permitted under the uniform shirt.

Sweater – Navy cardigan with crest. These must be purchased through Schoolbelles.

Socks – Solid navy only – crew socks, 100% opaque stretch nylon knee socks, or tights.

Belts – Solid black, dark brown or navy.

Shoes – Oxford style, Mary Jane or leather walking shoes must be black, navy blue or dark brown. Boots, platforms, clogs or mules will not be permitted.

Make-up/Jewelry – Make-up, face paint and tattoos are not permitted. Nail polish must be clear or a pale color. Simple jewelry – wristwatch, simple chain necklace, stud or small hoop earrings only.

Haircuts – Hair must be neat, clean and kept above the eyebrows.

BOYS

Pants – Navy blue only, must be purchased through Schoolbelles or Lands End. Cargo pants are not permitted.

Shirts – Light blue button down oxford cloth or embroidered polo shirts long or short sleeve from Schoolbelles or Lands End. White short sleeve undershirts only are permitted under uniform shirts. Oxford shirt must be worn on Mass days.

Sweaters – Navy V-neck cardigan with crest. These must be purchased through Schoolbelles.

Belts – Solid black, dark brown or navy.

Shoes – Dark or medium color polished leather type shoes with rubber or leather soles must be worn. Please bring tennis shoes to school for PE.

Socks – Solid navy crew socks only.

Ties – Solid navy for Mass days. Ties may be purchased in the school office for \$8.

Haircuts- Hair must be clean and kept above the eyebrows, collar and ears. Hair must be a conventional basic cut (no fads).

Jewelry – Simple watch or simple chain necklace – no beads.

Miscellaneous – Face paint, tattoos and earrings are not permitted.

SUMMER UNIFORMS – May be worn in August, September, October, and again in April and May.

Girls – White blouse, navy blue shorts, above the knee (no short shorts or cargo shorts). Must be purchased through Schoolbelles or Lands End.

Boys – Light blue shirt, navy blue shorts, above the knee (no shorts or cargo shorts). Must be purchased through Schoolbelles or Lands End.

JEANS DAY – Sponsored by the fifth grade class. Students may wear appropriate clothing other than school uniforms on designated Fridays. No halter tops, spaghetti straps, short shorts or mini skirts. No inappropriate or suggestive language on T-shirts. Haircut, jewelry, and miscellaneous dress code rules apply. A fee of twenty-five cents will go to the fifth grade class to sponsor a class function. Students will be sent home if they arrive at school dressed inappropriately, no exceptions. Shorts may only be worn in August, September, October, and again in April and May.

PRAYERS CHILDREN NEED TO KNOW

ALL GRADES

THE SIGN OF THE CROSS

For those in first grade, it is suggested that the child first learn to make the sign of the cross before he/she learns the words. This way, the child can concentrate on one part at a time.

THE LORD'S PRAYER

Our Father, who art in heaven, hallowed be Thy name, Thy Kingdom come, Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

THE HAIL MARY

Hail Mary, full of grace, The Lord is with you; blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

ANGEL OF GOD

Angel of God, my guardian dear. To whom God's love entrusts me here: ever this day be at my side, to light and guard to rule and guide. Amen

GLORY BE TO THE FATHER

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

THE BLESSING BEFORE MEALS

Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.

GRACE AFTER MEALS

We give you thanks for all Thy benefits, O Lord almighty God, who lives and reigns forever. May the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

GRADE TWO

ACT OF CONTRITION

Oh my God, I am heartily sorry for having offended Thee, and I detest all my sins, because I dread the loss of heaven and the pains of hell, but most of all because they have offended Thee, my God, who art all good and deserving of all my love. I firmly resolve, with the help of Thy grace, to confess my sins, to do penance, and to amend my life. Amen.

GRADES THREE – FIVE

THE APOSTLES' CREED

I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, Our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried.

He descended into hell; on the third day He rose again from the dead; He ascended into heaven, sits at the right hand of

God, the Father Almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the

Holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen.

St. Francis of Assisi Catholic School

Rules for Internet Safety

The student and his/her parent(s) or guardian(s) must understand that student access to any network is used to support the school's educational mission. St. Francis School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with educational goals.

Student Responsibilities

I will never give out private information on the Internet, such as my last name, my address, my telephone number, or my parents' work addresses or telephone numbers.

I will never give out the address or telephone number of my school on the Internet without first asking an adult's permission.

I understand which sites I can visit and which ones are off-limits.

I will tell an adult right away if something comes up on the screen that makes me feel uncomfortable.

I will never agree to meet in person with anyone I meet online.

I will never e-mail a person any pictures of myself or my classmates without an adult's permission.

I will tell an adult if I get an inappropriate e-mail message from anyone.

I will remember that going online on the Internet is like going out in public, so all the safety rules I already know apply here as well.

I know the Internet is a useful tool, and I will always use it responsibly.

I will follow these same rules when I am at home, in school, at the library, or at a friend's.

I will limit my use of the Internet in school to the educational objectives established by my teacher(s).

I will not share my password with anyone else.

Student's Signature

Date

Parent's Signature

Date

PHOTO, VIDEO, AUDIO RELEASE

From time to time students participate in school activities that are newsworthy, i.e. a charity drive, a choir performance, or an academic achievement.

To whom it may concern:

I hereby give permission for my son/daughter _____ to be photographed, audiotaped or videotaped at St. Francis of Assisi Catholic School. I realize that the photo may be published (**without the student's name**) in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Francis of Assisi Catholic School.

Signed: _____

Date: _____

Return by August 19, 2011

PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE.
Due Friday August 19, 2011

As a parent or guardian of a St. Francis student, I acknowledge that I have read and discussed the school handbook including the discipline policy with my child or ward and further certify that I understand the requirements of this handbook and agree to comply with said handbook. Non-return of this signature page implies acceptance.

Parent Signature: _____

Date: _____

The Prayer of St. Francis

Lord, make me an instrument of thy peace; where there is hatred, let me sow love; where there is doubt, faith; where there is despair, hope; where there is darkness, light; and where there is sadness, joy. O Divine Master, grant that I may not so much seek to be consoled as to console; to be understood as to understand; to be loved, as to love; for it is in giving that we receive, it is in pardoning that we are pardoned, and it is in dying that we are born to eternal life.