

**ST. FRANCIS OF ASSISI SCHOOL  
PARENT/STUDENT HANDBOOK**

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## INTRODUCTION

St. Francis of Assisi School is a co-ed elementary school for grades Pre-K through eight. It does not discriminate on the basis of sex, race, color, and/or national or ethnic origin in the administration of its educational policies, admission policies, scholarships and financial aid, and other school administered programs. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. The school reserves the right to amend the Parent/Student Handbook at any time. Parent(s) and legal guardians will be notified promptly of any changes. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

In enrolling your child in a Catholic School, you agree to certain important responsibilities:

- to be a partner with the school in the education of your child
- to understand and support the religious nature of the school
- to read all communications from the school and to request clarification when necessary
- to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
- to discuss concerns and problems with the person(s) most directly involved before contacting legal authorities
- to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
- to promote your school and to speak well of it to others
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- to appreciate that Catholic education is a privilege that many persons do not have

### PRAYER OF SAINT FRANCIS

Lord, make me an instrument of your peace.

Where there is hatred ... let me sow love.

Where there is injury ... pardon.

Where there is doubt ... faith.

Where there is despair ... hope.

Where there is darkness ... light.

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,

It is in giving ... that we receive,

It is in pardoning, that we are pardoned,

It is in dying ... that we are born to eternal life.

## MISSION STATEMENT

### Mission Statement

*Revised, 2014*

Drawing on the ideals of our patron saint, rooted in the neighborhoods of Northeast Baltimore, branching out to the wider world, and envisioning a future even stronger than our past, St. Francis of Assisi School forms children for a life of scholarship, spirituality, and service, rooted in the Catholic faith tradition:

- Scholarship developed through student inquiry, rigorous assessment, and dedication to lifelong learning
- Spirituality reflected in a joyful relationship with God and compassion for others
- Service creating a better and more peaceful world as students embrace cultural, ethnic, and social differences

For more than half a century, "not just a school but a way of life."

### Declaración de la Misión

*Revisado, 2014*

Basado en los ideales de nuestro santo patrón, radicada en los barrios del noreste de Baltimore, extendiéndose al resto del mundo, y aspirando a un futuro aún más fuerte que nuestro pasado, la Escuela de St. Francis of Assisi forma a los niños para una vida de conocimiento académico, espiritualidad, y servicio, enraizada en la tradición de la fe católica.

- Conocimiento académico desarrollado a través de investigación, evaluación y dedicación al aprendizaje
- Espiritualidad reflejada en una relación feliz con Dios y compasión por otros
- Servicio creando un mundo mejor y más pacífico, los estudiantes adoptan las diferencias culturales, étnicas y sociales

Por más de medio siglo, "no sólo una escuela pero una forma de vida."

### Living the Mission

***Be a S-A-I-N-T: Let Your Spirit Soar!***

#### Living the Mission

Speak kind words.

Act with care.

Imagine yourself succeeding.

Never give up.

Take part with your whole heart

#### Como Vivir La Misión

Habla palabras amables

Actúa con cariño

Imagínate teniendo éxito

Nunca te rindas

Participa con todo tu corazón

## **VISION STATEMENT**

Nestled in Northeast Baltimore between lake and woods, St. Francis of Assisi School offers an academically rich education rooted in Catholic tradition and focused on the whole child—intellectually, socially and spiritually. Its small size, experienced educators, and history make SFA a rare find among Baltimore’s schools. Built on the core principles of scholarship, spirituality, and service within a strong diverse community, the school celebrates children and their potential to learn and grow. No student goes unnoticed; all students are welcomed and honored.

## **STATEMENT OF BELIEFS**

St. Francis of Assisi School, a Roman Catholic institution, believes in:

- Bringing to life, in the city of Baltimore, the values of St. Francis:  
Peace, love, forgiveness, joy, faith, hope, and understanding
- Inspiring its students to live the Gospel message of Jesus through prayer and service
- Preparing children for the academic challenges of high school
- Offering an emotionally secure environment as an extension of the home
- Embracing cultural, ethnic and social differences
- Aligning its educational program to the dynamic world in which its students live
- Affirming the value of a traditional, sequential educational approach
- Welcoming the time, talent, and energy of parents
- Enjoying the active support and guidance of its multigenerational parish community
- Allowing kids to be kids – fully and vibrantly experiencing childhood

## **HISTORY OF ST. FRANCIS OF ASSISI SCHOOL**

Saint Francis of Assisi is a Catholic parish school in northeast Baltimore. Although the church was founded in 1927, it was not until 1955, when the new church was built on the corner of Harford Road and Pelham Avenue, that the parish school opened with four classrooms, an assembly hall, and an office in the building the church had vacated. Three Sisters of Saint Joseph staffed the new school with an enrollment of eighty-eight students in grades 1, 2, and 3. Mass of the Holy Spirit was celebrated in thanksgiving to God for blessings received and to ask God’s care and guidance for the future. Archbishop Francis P. Keough blessed the classrooms during the first days in the new school. During the summer of 1957, the second floor was added to the school. This gave the school eight classrooms, a library and an office. The first class graduated in 1961 with forty-two students.

In September of 1989, a preschool was established at St. Matthew United Church of Christ. Known as Mayfield Christian Preschool, it was originally co-sponsored by St. Matthew and St. Francis of Assisi and governed by the Mayfield Christian Preschool Board. As time passed, St. Francis gradually assumed operational responsibility for the program, and in the summer of 2008 the preschool was relocated to the first floor of our school.

In the summer of 1997 we added a third floor to our school building. This expansion of the facility has enhanced the learning environment and made a statement to the neighborhood that St. Francis is committed to this area and to the city of Baltimore.

The school is a very important part of the parish. May it continue to energize students and parents and continue to build Christ’s kingdom on earth.

*(Modified excerpt from Middle States Evaluation)*

## ACCREDITATION



St. Francis of Assisi School was established in 1955 and is accredited by the Southern Association of Colleges and Schools through AdvancED.



The Middle School (Grades 6-8) received authorization in 2015 to offer the International Baccalaureate Middle Years Program.

## ORGANIZATION OF THE SCHOOL

The school is directed by the Pastor and led by the Principal. Additional administrators: Assistant Principal, Director of Preschool, Director of Student Support, Director of Advancement, Bookkeeper.

<b>FIRST FLOOR:</b>	Main Office Preschool Classrooms Copy and Mail Room Office of the Director of Student Support & Preschool Director
<b>SECOND FLOOR:</b>	Principal's Office Library Primary Classrooms
<b>THIRD FLOOR:</b>	Upper Elementary and Middle School classrooms Resource Room Computer Lab

*Please refer to the school's website to view the current members of the groups listed below:*

- *School Board*
- *Faculty and Staff*
- *Home and School Association Officers.*

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## LOGISTICAL MATTERS

### **SCHOOL SCHEDULE**

Students may arrive at school starting at 7:45 and should line up with their class on the whitetop. (Students who arrive prior to 7:45 will be sent to Before Care.) The school day begins at 8:00 with the Pledge of Allegiance on the whitetop. Students entering the school building after 8:10 will be marked late and will be required to have a parent sign them in at the school office. Class periods in grades K-8 are 50 minutes long. All students have recess every day. Full-day Preschool students are dismissed at 2:30; morning preschool students are dismissed at 11:00am. Grades K-8 are dismissed from the whitetop at 2:50. Parents must walk up to the whitetop to pick up their students. Any student not picked up by 2:40pm (preschool) or 3:00pm (K-8) will be sent to aftercare and charged the daily drop-in rate. Before Care begins at 7:00. Aftercare ends at 6:00.

Unless students are enrolled in Before- or After School care, St. Francis of Assisi School is not responsible for supervision of students before or after the times stated above. Parents are required, therefore, to follow the times stipulated when dropping off or picking up students. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

### **PARKING LOT PROCEDURES**

Parents of students in grades K-8 are requested to drive onto the parking lot while dropping off students in the morning. Staff members will be available to assist students out of cars from 7:45-8:10 AM. During this time, parents are not permitted to park on the school parking lot. Orange cones will be placed on the parking lot to indicate where cars are eligible to pass. As a courtesy to other parents attempting to drop off, the disembarking process should take as little time as possible, and the departing automobile should exit using the alley. Please be aware that residents of Chesterfield and Pelham Avenues also use this alley. Appropriate speed and caution should be taken when exiting using the alley.

### **Parents of preschool students are required to park on the street and walk students to the school in the morning.**

Preschool students in the 4s and 3s classes arriving from 7:45-8:00 AM may meet their teachers on the white top. ALL students in the 2's class, and any preschool students arriving after 8:00am, must be accompanied by a parent into the building. Any parent wishing to enter the school before 8:10am must park on the street to allow easy access of traffic for parents dropping off.

During the day, the parking lot is used as a recess area and there are a limited number of parking spaces available. Parents arriving at the school during the day are asked to park either on Chesterfield or Pelham Avenues. Half-day preschool students will be dismissed at the Chesterfield Avenue door at 11:00 AM. Parents must park on the street and walk up to the door to pick up their child. At the end of the day, all parents must park and walk up to the whitetop to pick up their children. Parents are permitted to park in the parking lot after 2:25 PM for afternoon pick up. Preschool students will be dismissed at 2:30 PM. Students in grades K-8 will be dismissed at 2:50 PM. For the safety of all of our students we ask that parents pick up children promptly. Students who have not been picked up 10 minutes past their dismissal time will be taken to Aftercare and parents will be responsible to pay a drop-in Aftercare rate.

### **ATTENDANCE**

It is very important that students in all grades attend classes every day. Missing one day means that the students miss review of the previous day's work, in addition to the material presented on the day of absence. When they return, they are behind and lose that day trying to catch up. One day's absence could be equivalent to three by the

time the student is totally back 'on task'. Regular/daily attendance at school is necessary for the total education of the child. It is the responsibility of the student to make up the work missed through absence - this includes tests and quizzes. Students who are absent from school frequently with an inconsistent pattern of attendance (absence of 30 days or more) may be required to attend summer school or repeat the grade.

Attendance is submitted electronically by teachers during homeroom. Parents are required to contact the school before 8:30 A.M. to report the absence of a child on each day of the absence or leave a message on the School Secretary's voice mail.

**The child must present a note or an email from the parent explaining the absence to the homeroom teacher on the first day he/she returns to school.** Doctors' and dentists' appointments should be made at times other than during the school day because leaving school interferes with the educational process in which your child is involved. A request to leave school must be made in writing or by email to the school secretary, and the child must be picked up by a parent at the school office. Students may not leave school without first reporting to the school office, where the parent must sign the child out.

If a student arrives to school after 12:00 p.m., he/she will be marked ½ day absent. Absence from school during the academic year due to family vacations is **strongly discouraged**.

#### **PUNCTUALITY**

Punctuality is essential in all grade levels. Students are considered late if they are not in homeroom by 8:10 a.m. for opening prayer. Any student arriving after 8:10 a.m. is considered late, must report to the office for a late slip, and must be signed in by a parent or chaperone who has provided transportation that day. Teachers will not admit students to their homerooms without this pass. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness. Repeated lateness could jeopardize a student's return to SFA School the next year.

Lateness is disruptive to the class and an embarrassment to the student. In addition, St. Francis of Assisi School discourages early departures and requests that families arrange medical and dental appointments, etc. either after school hours, on Saturdays or during vacation periods. Check the calendar for days when school is not in session. In case of emergency, the student must submit a note to the office, signed by the parent(s)/guardian(s), on the day of dismissal. The note should include the reason for the request and the time the student must leave school. The parent/guardian must sign the student out from the office. A student will be marked ½ day absent if he/she leaves school prior to 12:00 noon.

Perfect attendance for the year means **no days absent and no unexcused lateness**.

#### **HIGH SCHOOL VISITATION POLICY**

Eighth graders are strongly encouraged to schedule high school visitations on days which St. Francis of Assisi School is either closed or dismissed early. The parent should notify the office if a student will be visiting a high school. This is considered an excused absence.

#### **LUNCH**

Students should bring a nutritious lunch and snack to school which do not require refrigeration, cooking or re-heating. (In Preschool, refrigerators and microwaves are used.) We encourage fresh fruits and vegetables. Since we do not have lunchroom facilities, it is necessary for the school children to eat lunch in their classrooms. Each child should come provided with a cloth tea towel/napkin to be used as a placemat on top of the desk. On a monthly basis, parent

volunteers coordinate a Pizza Lunch for the students.

### **INCLEMENT WEATHER**

SFA follows the same procedure as BALTIMORE COUNTY PUBLIC SCHOOLS for closings and late openings for cold/snowy weather. Parents will be notified through our blast email, voice, and text system. SFA does NOT close school for heat because all classrooms are air conditioned.

Grades K-8

One-hour delay - students should not report to school before 8:50 A.M.

Two-hour delay - students should not report to school before 9:50 A.M.

NOTE: During delays, Before School Care (BSC) drop off times will also be adjusted for staff safety. For example, if there is a two hour delay, BSC will begin at 9am instead of the usual 7am. Aftercare is NOT available on weather-related early dismissal days.

### **PRESCHOOL LATE OPENINGS**

If Baltimore County opens 1 hour late:

AM students will attend class from 9 AM-11 AM

Full Day students will attend class from 9 AM-2:30 PM

If Baltimore County opens 2 hours late:

AM students will attend class from 10 AM-11:30 AM

Full Day students will attend class from 10 AM-2:30 PM

We have tried hard to make preschool available for all when there are late openings with as little confusion as possible. If it is inconvenient for you to send your child on those days, please don't worry about it.

### **EXTENDED CARE**

The SFA Before and After School Care Program is a Licensed Child Care Facility for children attending St. Francis of Assisi School in grades Prekindergarten through eighth grade. Before Care services are offered from 7:00 AM to 7:45 AM. Aftercare is available from 2:30/2:50 PM-6:00 PM. If you register for Child Care services, you are eligible to use the regular services for which you register and drop-in services as needed. Drop-In service will be available for emergency use. SFA Aftercare closes promptly at 6 PM. Fees for late pick-up (\$1 for every minute after 6:00 PM) will be enforced.

Child Care will not be available for Faculty Retreat, Professional Development, holidays, vacations, the first and last days of school, and possibly other days as determined by the Director. Child care is not available on the afternoons of parent conference days but is ordinarily available on all other early dismissal days. A surcharge may apply for drop-ins on early dismissal days.

**Extended Care Inclement Weather Procedures:** If the school closes early due to inclement weather, SFA Extended Care will be closed as well. We ask that you make every effort to retrieve your child from school as soon as possible so that our staff can make it home safely. If the school opens late due to inclement weather, Before Care services will be offered beginning one hour before the start of the regular school day.

### **Requirements:**

- Registration form: All students enrolled in Child Care services (whether on a regular or a drop-in basis) MUST have a completed registration form on file.
- Students registered for Aftercare services must submit a registration fee.

- Health forms are required from the State of Maryland for all children who attend Child Care programs at St. Francis. (These are the same forms required for Preschool admission, but are different from the medical forms required by the school for K-8.)

All forms are available on the school's website.

**Payment Procedure:**

- **Aftercare:** Fees remain the same for each month, for a total of nine months (September to May). The last week in August and the first week in June are rolled into September and May, at no extra charge. The contracted amount is due each month, regardless of school holidays, family vacations, etc. Parents are required to pay the fee by the due date using the FACTS payment system. It is the responsibility of the parents to notify St. Francis in writing of withdrawal from the program or of any change in the level of attendance that would require a fee adjustment. Payment of fees must remain current to ensure the child's continued enrollment in the program.
- **Before Care:** Before Care is billed on a drop-in basis. Families using Before Care are billed at the end of the month for that month's actual usage.
- **Drop-Ins:** Emergency childcare is available if there is enough space, to families who have registered for child care and have filled out the appropriate forms. Drop-in charges are billed at the end of each month for that month's actual usage.

**How to contact Childcare when the school office is closed:** When the school office is closed, please dial the school number (410-467-1683) and then press extension 104 or call 443- 401- 7507 which is the Aftercare cell phone.

## ENROLLMENT POLICIES

### **ADMISSION**

**PRESCHOOL:** Applications for Preschool are accepted beginning at the October Open House. All applications for the waiting list received by a set date in November (the date of the Turkey Dinner) will be placed into a lottery for a position on the waiting list. After that date, names are added in chronological order. In January, after current families have had a chance to register, those on the waiting list will be offered the opportunity to register. Siblings of current students are placed at the top of the waiting list, followed by the children of active St. Francis parishioners. There is no admissions screening for preschool; however, the Director may determine after a period of observation that the child is not yet ready for preschool. In most cases, a placement for the following year will be offered to students in this situation. Children are expected to be placed at the age level that will enable them to comply with Maryland state guidelines that students entering Kindergarten must be five years old by September 1. There is a **non-refundable** Application Fee for students seeking admission to Saint Francis of Assisi School.

**K-8:** All children applying for admission to grades K-8 submit an application form and are invited for a “shadow day.” Students are evaluated, typically by testing and by observation in the classroom situation, to determine their eligibility for our school. Copies of report cards and standardized testing scores are required. Of those eligible, priority for acceptance is given first to siblings of current students, then to children of parishioners. Parishioners are those who are Catholic, properly registered in the parish, regularly practicing the faith by weekly involvement and participation in the sacramental life of the church, supporting the parish through the use of 30 out of 52 envelopes and actively supporting the parish and church activities. Families are encouraged to use ParishSoft for online giving in place of the weekly envelopes.

Admission of the child to the school is for a probationary period of up to one year. If it is deemed that this school does not fit the child, the parents will be asked to find another school. **Registration is an implied contract renewed each year between the school and parent. The terms of that contract are the policies in this Handbook.**

Whereas the Philosophy of the Catholic Schools in the Archdiocese of Baltimore is based on the Christian Social Principles of the Gospel Message, to love and to respect the right of all people, it is the policy of the Division of Catholic Schools that the Catholic Schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color, and/or national or ethnic origin in the administration of their educational policies, or admissions policies, scholarships and loan programs, athletics and other school programs.

### **REGISTRATION**

Registration for new students who have completed an application, meet the requirements for admission, and have been accepted begins during Catholic Schools Week in January. In order to register for kindergarten, a child must be five years of age by September 1 of the entry school year. A baptismal certificate (unless the child was baptized at Saint Francis of Assisi or is a non-Catholic) and a birth certificate must be presented at the time of registration. In classes where there is a waiting list, families will be contacted when a space becomes available, and will ordinarily have five business days in which to accept the place and pay the non-refundable registration fee.

### **RE-REGISTRATION**

Students abiding by the policies of St. Francis of Assisi School are invited to return for the next academic year. Re-registration requires that all financial obligations have been met and that the fees for the following year are paid. Fees are **non-refundable**. Re-registration begins in December for families already enrolled at St. Francis. SFA families will have exclusive opportunity to re-register for the following school year until the open registration period during Catholic Schools Week in January. Applications for financial aid from the school require re-registration.

### **PARENTAL SUPPORT/COMPLIANCE**

In cases where parents' views and philosophical positions result in repeated noncompliance in regard to school policies, the administration reserves the right to request that said parent's child/ren withdraw from the school.

### **TUITION**

Each family receives the tuition rates and schedule payment plans for the coming school year in January. The tuition policy is determined by the School Board. Parents wishing to apply for financial aid should follow Archdiocesan guidelines by submitting an application to the FACTS Grant-in-Aid Program. Financial aid requests are evaluated by FACTS and summary reports are issued to the Archdiocese and the principal. Ordinarily, families are notified of financial aid in April.

Under the terms of the enrollment contract, a penalty is applied to withdrawals. All withdrawal notifications must be made to the principal by email or in writing by the deadline indicated on the enrollment contract.

### **PAYMENT POLICY**

All families are required to sign up for an account using the FACTS Tuition Management Plan. St. Francis no longer processes payments on site.

FACTS has two components. The first is the "agreement," which is a series of predictable, scheduled tuition payments (similar to a mortgage or car payments.) The second component is called "incidental billing." It is used for occasional billing for non-scheduled items such as drop-in Aftercare, field trips, or supplies. It is important to note that incidental bills must be paid within thirty day to avoid late fees.

Tuition will be payable either in full or in ten monthly payments. If tuition is paid in full by the first Monday in May, the family may avail itself of a 2 percent discount.

SFA School reserves the right to withhold report cards and transcripts if a family has any past-due balance. If an account is severely delinquent, the student's attendance may be interrupted until the account has been brought up to date.

## HEALTH AND SAFETY

### **EMERGENCY FORMS**

Emergency information for each child is to be kept current. IT IS IMPERATIVE THAT WE HAVE AN EMERGENCY FORM FOR EACH CHILD AND THAT THE SCHOOL IS INFORMED IMMEDIATELY OF ANY CHANGE IN ADDRESS OR TELEPHONE NUMBER. Children will only be released to the person(s) designated on the emergency form, unless otherwise instructed by the custodial parent/guardian. The school may ask for identification from individuals picking up a child.

### **HEALTH RECORDS**

Completed health records and immunization reports are kept on file in the school office. A public health representative reviews the health/immunization records yearly. A complete, updated record must be in the school office. If a child is absent because of a contagious disease, he/she must bring a doctor's certificate to the school office upon return. (Please review the regulations under Attendance.)

**Communicable Diseases:** Parents must call the school if their child is diagnosed with a communicable disease. The school must notify the Health Department. All reports are confidential.

### **Medication Procedures**

1. No medication will be administered in school without parent/guardian authorization and physician's written orders. This includes over-the-counter meds such as Tylenol or cough drops.
2. The medication, properly labeled by a pharmacist, must be hand-delivered to the school by the parent/guardian in the original container. The Health Department or school personnel will not administer medication brought to school by the student.
3. THE FIRST DOSE OF ANY NEW PRESCRIPTION MUST BE STARTED OUTSIDE THE SCHOOL.
4. The parent is responsible for submitting to the school in writing from the physician any change in dosage or time of giving medication.
5. The school/health personnel will not administer nor be responsible for any medication not prescribed by a physician.
6. Medications must be distributed per doctor's orders. The school cannot provide increased or reduced dosages based on parent request without additional documentation by a physician.
7. THE PARENT IS RESPONSIBLE FOR TEACHING THEIR CHILD THE FOLLOWING INFORMATION REGARDING THE MEDICATION: Name, Color, Amount to take, Time to be taken
8. For preschool students, over the counter medication may only be administered 1 time per illness with written consent from the parents and physician.

### **ALLERGIES**

Parents must notify the school of their child's allergies, including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EpiPen, the physician's order must state this requirement.

### **IFSP and IEP (Individualized Family Service Plan and Individualized Education Plan)**

If a child has an IFSP or IEP, parents are to notify the school during the admissions process or for current students, as soon as the evaluation process begins so that the school can work closely to provide accommodations suggested by the IEP and/or IFSP to support the student's learning. A conference will be initiated between the parents and Preschool Director and Classroom teachers for Preschool students to discuss the IFSP and IEP. For K-8 students, the parents should discuss the IEP with the Director of Student Support, the Assistant Principal, and the Principal who will work with the family who will work with the family to develop a student support plan to be implemented by the student's teachers. A copy of all IEP's and IFSP's will be kept in the Principal's office for privacy.

## **ASBESTOS**

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

## **CRISIS INTERVENTION PLAN**

In the event that St. Francis of Assisi School is faced with a crisis, such as a bomb or gun threat, environmental hazard, or public safety issue, a crisis intervention plan has been formulated and is on file in the Principal's office. Members of the Crisis Team include the Principal, the Assistant Principal, and the Preschool Director.

## **CHILD ABUSE AND NEGLECT POLICIES AND PROCEDURES**

SFA School is committed to providing the safest learning environment possible for all children. Maryland law requires that all educators and other school employees, including volunteers, report suspected abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Reports are made to the Department of Social Services, Protective Services Division, or the local police department. At all times, the intent is to protect the children from harm by providing services to maintain and strengthen the child's own family.

## **EMERGENCY DISMISSALS**

Early dismissals, including those for inclement weather, will be announced via the Blackboard Connect system for email and phones. Though SFA follows Baltimore County for snow, we do not close for heat.

## **FIRE DRILLS and INTRUDER DRILLS**

Fire drills and intruder drills are conducted during suitable weather according to city and state guidelines.

## **RESTRICTED AREAS**

When school is in session, students may not be outside the school building unless they are involved in a class or recess and are accompanied by a faculty member. Faculty rooms are restricted areas as well as empty classrooms. Corridors are to be generally clear of traffic except for movement at the change of class.

## **VISION/HEARING SCREENING**

The school follows the directives of the Baltimore City Health Department.

## **VISITORS**

In order to provide a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and may not visit other parts of the school building without an escort and/or a visitor's pass.

## **VOLUNTEERS**

Volunteers are needed and appreciated as playground supervisors, room parents, classroom helpers, office assistants and various school program helpers. Under Archdiocesan requirements, ALL VOLUNTEERS MUST COMPLETE requirements for "Shield the Vulnerable" training, including completion of the Archdiocese of Baltimore Volunteer Application and review a copy of the "Statement of Policies for the Protection of Children & Youth" of the

Archdiocese of Baltimore. If a volunteer will have substantial contact with children, then the volunteers must undergo a background check in addition to providing references and also complete a video training session online. Materials for STAND certification are available online at [www.shieldthevulnerable.com](http://www.shieldthevulnerable.com). It is important to know that until the above requirements are met any volunteer activity for which you are interested will be delayed.

## COMMUNICATION

Your interest in the child reinforces his/her interest in school. The most effective means of assisting your child's academic growth are checking homework, reviewing tests, inquiring about projects, test results, school activities, etc. If there is an area of concern in regard to the school environment either socially or academically, please contact the teacher involved to discuss your concern. Your cooperation and support are necessary for effective guidance and discipline. Please be very careful not to make statements in your child's presence that would undermine what we are trying to accomplish together with you.

There are two means of regular communication from the school to all families: the "Brown Envelope" and "With One Voice," the regular email newsletter. Every Wednesday, informational mailings are made available on the school website [www.sfa-school.org](http://www.sfa-school.org). Any documents requiring parent feedback will be sent home in the Brown Envelope. We ask that you empty the envelope contents, sign the envelope and return any required information through the Brown Envelope the next day (Thursday). If any school organization has a notice to include in the envelope, it must arrive at school no later than Tuesday at 3:00pm.

Urgent or emergency communication will be through the Blackboard Connect system. Phone calls and emails are sent to the main contact numbers for each family. Each fall, families are asked to update this information.

Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Therefore, the parents should first contact the teacher involved and then, if necessary, teacher and parents should go to the principal. However, PARENTS ARE NOT PERMITTED TO INTERRUPT TEACHERS EITHER BEFORE SCHOOL OR DURING CLASS HOURS. Teachers should be seen by appointment only. If a conference with the principal or teacher is needed, please call the office or send a note/email at least a day or two in advance of the conference date. Should a written request sent to the teacher be unanswered after allowing sufficient time, the parents are requested to call the office and leave a message with the secretary. The principal will then facilitate communication. In the best interest of students, the school welcomes and encourages verbal and written communication between parents and teachers. The most efficient way to reach school staff is through email. Voice mail is also available but typically is checked only once or twice a day.

### **URGENT MESSAGES**

If it is necessary for a parent to give an emergency message during school hours, please contact the office, and we will see that the message is delivered. It is essential that students and parents communicate through the school office. Parents and students should not be emailing or otherwise contacting each other independently of school personnel while students are under the school's supervision. Such contact is distracting to students and is a potential source of confusion and misunderstanding for the adults who care for them.

### **CONFERENCES**

Conferences can be initiated by parents or teachers at any time throughout the year. At the end of the first Trimester as indicated on the calendar published on the web, mandatory conferences will be scheduled with all parents from PreK - 8th grade. Sign up for conferences are done online via a link sent out using our Blackboard Communication System. These mandatory conferences are in 15 minute increments and are meant to support the communication established between parents and teachers at Back to School Night in September. Even if your child is not having difficulties, we encourage and require you to meet with your teacher so that there is open communication should difficulties arise in the future.

### **FAMILY DIRECTORY**

The Family Directory will be prepared each year and distributed during the first trimester. Permission to reprint

address and telephone numbers for the school directory is indicated on your child's registration form at the start of school. Changes of address, phone, or email should be reported to the school office.

#### **CHANGE IN NAME OR FAMILY STATUS**

If there a change in the family status and/or the legal change of a child's legal name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that names the custodial parent must be on file with the school.

#### **NON-CUSTODIAL PARENT**

If a non-custodial parent seeks access to his/her child's records, the school must allow access unless a copy of a valid court order or legal agreement prohibiting such access has been presented to the school. The school reserves the right to notify the custodial parent of any request to review records. St. Francis of Assisi School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

#### **HOME AND SCHOOL ASSOCIATION**

All parents are members of the Home and School Association, which meets three times a year and serves as a source of support to both the school and the parent community. The executive board consists of the President, Vice-president, Secretary, and Treasurer. Ordinarily these officers serve a term of two years. Elections for the executive board are held each spring. The Class Parent Coordinator also attends meetings of the Executive Board.

#### **FUNDRAISING**

In order to meet the needs of the school that are not covered by tuition or fees, the school sponsors a variety of fundraising opportunities. The oldest, and the only required fundraiser is the Great Turkey Dinner. All families support this event through sales of raffle tickets and volunteering to help with the dinner itself. Families are encouraged to support other fundraisers and events to the extent that it is possible within their families.

#### **STUDENT RECORDS (Family Education Rights and Privacy Act)**

St. Francis of Assisi School, in compliance with the Buckley Amendment of 1974 (Family Educational Rights and Privacy Act), has the following policy regarding an individual's right to privacy:

- I. Access to Records
  - A. Teachers and other school officials who have legitimate educational interests have access to student education records.
  - B. Parent(s)/legal guardians have access to their child's/ward's education records. Parents/guardians may contact the principal to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed.
  - C. In general, any other person requesting access to a student's education record must have the written consent of the student (if 18 or older), parent(s)/legal guardian(s) (if student is less than 18 years old), unless the disclosure is otherwise authorized or required by law.
  - D. Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or/legal agreement records and other school-related information regarding the student. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreements regarding access to educational records.
- II. Log
  - A. A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials.
  - B. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

## ACADEMIC POLICIES

Detailed and up-to-date information on our Course of Study and special programs can be found on the school's web site: [www.sfa-school.org](http://www.sfa-school.org). We follow the Archdiocesan Course of Study with enhancements where appropriate. Spanish classes are offered to all grades from PreK 4's through Grade 8.

### **RELIGION**

Religion class is required for each year a student attends St. Francis of Assisi School. All students enrolled must attend religion classes and services.

### **TEXTBOOKS AND MATERIALS**

Consumable workbooks and materials and educational technology services are paid for through the annual Materials Fee. Most hardcover and online textbooks are purchased with funds from the State of Maryland and are the property of the State of Maryland. Lost or damaged textbooks must be replaced by the family.

### **HOMEWORK**

Homework is essential for full scholastic development, not only to reinforce what has been taught, but also to teach the student a sense of responsibility. Students should spend appropriate time depending on their grade level and teacher expectations. Homework includes study/review as well as written assignments. In addition, students are expected to read nightly. Students are also expected to drill math facts on a regular basis. Each student in grades 2 to 8 uses a special Homework Book in which assignments are copied so that parents may see the nightly requirements. In addition, homework is posted on the school's web site. Suggested time allotments for homework per day range from 30 minutes at the primary level to 2 hours in the middle school. This allotment includes time for written work, study, review work and long-range projects or papers. Parents/guardians are expected to see that their children fulfill their homework responsibilities.

### **PHYSICAL FITNESS**

Physical Education is required for each year a student attends St. Francis of Assisi School. All students enrolled must attend physical education classes weekly in addition to daily recess. Gross motor play for our preschoolers is incorporated into lessons and daily schedules and children go outside to play for a minimum of 30 minutes per day.

### **SPECIAL STATEMENT ON "SCREEN TIME" FOR PRESCHOOL**

Screen time, including television, computers, tablets, or other media devices for preschool students will be limited to use only in facilitated learning experiences. Screen time will be limited to less than once per day in PreK2s classroom and will be interactive (touch screen, dancing with music, etc.)

### **REPORT CARDS**

In grades PreK-8, report cards of the child's progress are issued 3 times a year. Averages are determined by tests, quizzes, projects, homework, class work (which includes notebooks) and participation. Throughout each trimester, parents may view grades in Power School by way of the online "Parent Access" tool.

Marking system as determined by the Archdiocese of Baltimore:

A+	97-100	C+	80-84	P – Demonstrates proficiency
A	93-96	C	75-79	G – Very good progress
B+	89-92	D	70-74	S - Satisfactory
B	85-88	E	0-69	I - Improvement needed
				N – Not yet demonstrating

- Number grades are rounded off to find the letter grade. Examples: 96.5 rounds up to 97 and equals an A+, while 96.4 rounds down to 96 and equals an A.
- Letter grades are used for Religion/Liturgy, Language Arts, Math/Algebra, Science and Social Studies in grades 3 to 8 and for Foreign Language in grades 6 - 8. P, G, S, I, N (see chart above) are used for Art, Computer, Music and Physical Education.
- Pre-Kindergarten, Kindergarten, 1, and 2 – I (independent), P (progressing), E(emerging), N/A (not assessed at this time) are used for all subjects.

Graded work are sent home weekly in a “White Envelope” which is signed by the parents. A minimum of three major assessments are given for each report trimester. Quizzes, projects, homework and class participation are included in the report card grade.

Interim reports are issued at the halfway point in each trimester. If a student is failing or in danger of failing, the teacher will send home an interim report, which must be signed and returned.

### **HONOR ROLL**

First honors requires all A’s. Second honors requires all As and Bs. The subjects included in Honor Roll calculations are Religion, Language Arts, Math, Science, Social Studies, and Spanish. Any grade lower than a B disqualifies a student from Honor Roll. In addition, any assessment below “Satisfactory” in a special area subject, in conduct, or in effort also disqualifies a student from the Honor Roll.

### **TESTING PROGRAM**

Students in Grades 3-8 take the Stanford 10/OLSAT 8 standardized test each Spring. In 5th and 8th grade, students take the ACRE (Assessment of Children’s Religious Education) test developed by the National Catholic Education Association (NCEA). All standardized test results for the school are posted on our web site each year.

### **ACADEMIC REVIEW PROCESS**

If a child is not progressing academically, the school may ask the parents to initiate, or the parents may initiate on their own, the process to request professional assistance from their local public school system, typically through their zoned public school. The educational evaluation process is available to children who may need further academic assistance. This process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial meeting with the committee from the child’s home school (the private school must be invited to participate in this meeting) will determine whether or not an evaluation is necessary. However, if an evaluation occurs and the test results determine that there is a need for implementation of a specialized learning plan, St. Francis of Assisi School administrators will consult with the parents to determine the most appropriate academic placement for the child. Throughout the process to determine if the child is eligible for special education services, every effort will be made by the St. Francis of Assisi School staff to complete the required paperwork, to attend the required meetings, to support the parents, and to incorporate accommodations where possible.

### **PROMOTION**

Students at any grade who are absent from school frequently with an inconsistent pattern of attendance (absence of 30 days or more) may be required to attend summer school or repeat the grade.

- **PRESCHOOL PROMOTION**

Successful completion of a Kindergarten Readiness Assessment administered in the Spring as well as readiness and maturity, as evaluated by the classroom teachers and the Preschool Director, are the primary indicators for moving to the next level classroom.

● KINDERGARTEN PROMOTION

Successful completion of the Kindergarten program including a demonstration of social and emotional readiness.

● GRADES 1, 2, 3 PROMOTION

Promotion in these early grades is based mainly on attainment in the Language Arts and Math areas, as well as on maturity level. The classroom teacher and the principal, in consultation with parents and other involved teachers, make the final decision.

● GRADES 4, 5, 6, 7 PROMOTION

If a student fails two major subjects, or if three teachers recommend retention due to lack of readiness for the next grade, the school recommendation of retention will be enforced if the child is to remain at Saint Francis of Assisi School. Summer School or approved tutoring is required if there is a failure in one major subject.

● GRADUATION - PROMOTION - RETENTION

Students in Grade 8 must pass the following subjects in order to graduate: Religion, Language Arts, Math, Science and Social Studies. A student with a failing grade in any one of these areas will be expected to attend summer school or be tutored by persons approved by the administration. A certificate of successful completion must be presented to the principal of the high school and the principal of St. Francis before school reopens. Although the student may attend the formal graduation ceremony, the official St. Francis of Assisi School Diploma will be held until all of the above has been accomplished. Diplomas will be issued to those students who have successfully completed eighth grade requirements.

## **SCHOOL UNIFORM**

St. Francis maintains a dress code because we believe it fosters school identity and pride in one's self; it minimizes fashion competition and distractions; it teaches the value of appropriate dress; and it is an economical solution to expensive clothes.

Students are to be in full uniform when school is in session. Uniforms are to be worn to and from school. A student who is out of uniform for a legitimate reason must bring a note from a parent or guardian. Students who do not abide by the dress code will receive a uniform slip, and repeated offenses may result in disciplinary action. When students are attending field trips they will be expected to wear their uniforms unless otherwise instructed.

Preschool students do not wear uniforms. They should wear comfortable play clothes that do not interfere with full participation. Low-heeled shoes that fully enclose the heel and toes are required.

### **BOOK BAGS**

All students must carry their books to and from school in a book bag. Preschoolers will be provided with a tote bag for carrying their things to and from school. Parents are responsible to replace lost or damaged book bags or tote bags. Middle school students with iPads are expected to keep them in a protective case at all times.

### **DRESS UNIFORMS**

- K-5th Girls - Uniform Jumper ( knee- length) with a white Peter Pan collared blouse.
- K-5th Boys - Navy blue pants from Flynn & O'Hara or Lands End with a white buttoned down collared shirt . (School Logo is not required on the white shirt, but no other logos are acceptable.) Black or brown belt. Shirt must remain tucked into the pants. Navy blue ties are required (except for Kindergarten).
- 6th-8th Girls - Uniform skirts (knee-length) with a white buttoned down collared blouse
- 6th-8th Boys - Navy blue pants from Flynn & O'Hara or Lands End with a white buttoned down collared shirt. ( School Logo is not required but no other logos are acceptable.) Black or Brown Belt. Shirt must remain tucked into the pants. Navy blue ties are required.

A class tie, approved by the school, may be included for both boys and girls in 8th grade.

All Students:

- Navy Blue or White Socks which must cover the ankles.
- Brown Tie Buck Shoes (We prefer the light bucks but will allow the darker suede )
- Navy Blue sweaters with the school's logo, which must be purchased from Flynn & O'Hara or Lands End only. Student has three (3) options to choose from.

Summer Option (April 1 to October 31):

- Khaki walking shorts, purchased from Flynn & O'Hara or Lands End, may be worn in place of the dress uniform by both boys and girls with a white, short- sleeved polo shirt (School logos are not required but no other logos are permitted.) Shorts must fit properly and come to the top of the knee or longer.

Winter Option for Girls (November 1 to March 31)

- Girls may substitute long khaki dress slacks for their jumper or skirt. Khaki slacks must be purchased from

either Flynn & O'Hara or Lands End. A brown or black belt must be worn. All other pieces of the uniform remain unchanged.

General:

- Uniforms should be neat and clean and shirts are to be tucked in at all times.
- Tee shirts worn underneath must be plain white, short sleeved in length and tucked into slacks or skirts.
- Clothing must not be tight or revealing.
- Hats are not to be worn in the building.
- Colored and artificial nails are not permitted. Only clear nail polish is acceptable.
- Tattoos, makeup, and body piercings are not permitted.
- Bandanas, hats and similar hair decorations are not permitted. Simple headbands may be worn.
- Because our dress code seeks to minimize fashion competition and distractions, we discourage elaborate hairstyles:
  - Boys' hairstyles should be simple, not touch the collar of their shirt and may not impede vision. No trends such as Mohawks, coloring, or designs shaved into the head will be permitted.
  - Girls' hairstyles should be simple rather than extravagant and should be the student's own natural hair color.
  - Hair accessories should be functional, and should not interfere with learning. Simple headbands, such as the uniform plaid or plain dark colors, are preferred.

Jewelry

- Girls may wear one stud earring on each ear. Dangling earrings or hoops are not allowed.
- Boys may not wear earrings.
- Bracelets and necklaces are not permitted. A small religious symbol may be worn around the neck but must be worn underneath the shirt.
- One simple ring is permitted.
- A simple watch is permitted.

Shoes

- Tie "buck" shoes are the only uniform shoe permitted.
- Tennis shoes must be worn with the gym uniform.

Physical Education Uniform - Worn all day of assigned gym day

- Green tee-shirt with SFA logo
- Green gym shorts with the SFA logo
- Solid green sweatpants and sweatshirt with the SFA logo
- White socks and tennis (athletic) shoes

**GUIDELINES FOR OUT-OF-UNIFORM OCCASIONS**

Occasionally, students are permitted to attend school or school events in casual, out-of-uniform attire. Even though students are out of uniform, clothing must reflect the values of St. Francis of Assisi School.

Casual Clothing -

- No undergarments should be visible.
- Students may wear jeans, pants, sweats, or capri pants. Skirts, dresses, shorts must go to the knee. Leggings must be covered by a skirt or dress that goes to the knee.
- Shirts must have sleeves and cover the stomach and chest areas.

- Clothing should not be snug-fitting or revealing. No tank tops, spaghetti straps, or bare midriffs are permitted. Leggings and tight jeans/pants are not permitted unless they are layered under other clothing, in which case, the top layer must reach the knee.
- Clothing should not have holes or tears, even if that is part of the design.
- If there is writing or a logo on the clothing , it must be in good taste. No pants or skirts that have writing on the back are permitted.
- No writing or drawing on the skin is permitted.

Shoes-

- Shoes worn on dress-down days must be close-toed shoes with a heel of no more than one inch.

Hair and Accessories for dress-down days-

- Students may wear jewelry or hair accessories but they must not impede learning.
- Teachers reserve the right to tell a child to take off accessories that are a distraction .
- Earrings must be post earrings. Hoop and dangle earrings are not permitted.
- No hats or other head-coverings are permitted in the building.
- No makeup is permitted. Only clear nail polish is permitted. (However, during the week after Fun Day, nail polish will be allowed.)

## **STUDENT LIFE**

### **FIELD TRIPS**

Field trips which are educational in nature are offered to the children during the year. When a child's class is planning an educational field trip, a permission slip is sent home which the parents are required to sign. The permission slip must be returned to the teacher before the child is permitted to take part in the trip. All students are expected to participate in field trips as they are planned as part of the instructional program. Ordinarily, if a student is absent on the day of the trip, the cost will not be refunded, because the arrangements usually require a guaranteed number of students. If the fees for the trip are a concern for any family, please call the principal's office.

Because of our concern about insurance, all field trip travel is by public transportation or rented bus. This increases the cost of the trips, so we require that all lunches to be 'brown bagged'. Since the trips are educational in nature, the students are to wear their uniforms unless the principal and teacher in consultation with each other make a different decision.

Field trip chaperones are required to complete the procedures established by the Archdiocesan Office of Child and Youth Protection. These procedures are informally referred to as "STAND" training on [www.shieldthevulnerable.com](http://www.shieldthevulnerable.com). The required forms can be found on our web site and through the school secretary. There are no exceptions to this rule.

### **STUDENT COUNCIL**

The Student Council has the responsibility of helping to encourage school spirit by sponsoring projects and helping with school activities. Students exhibiting exemplary behavior in grades 5, 6, 7 & 8 may apply to be members of the Student Council. From among these members the student body (grades 5-8) elects a President, Vice President, Secretary and Treasurer. All members attend meetings during which projects are presented and discussed. Students are guided by moderator/s.

### **ROOM PARENTS**

Room parents are a very essential segment of our school life. Ordinarily, each class has two parents who take special responsibility for aiding the teacher in any way possible. This assistance may take the form of helping in the organization of class trips, planning small in-room parties, assisting in receptions for school functions, or other needs that may arise. All activities are cleared with the principal/classroom teacher before planning. Two parents take the responsibility for coordinating special receptions and maintaining contact among the parents who have assumed these responsibilities. There is a handbook, which is distributed by the Class Parent Coordinator to help any parent who assumes this important role in our school.

### **PLAYGROUND RULES**

We are happy to be able to provide our primary students with access to a playground facility built on the school property. Children in PreK to grade 2 will be able to play on the playground or on the white top during their regularly scheduled recess period. Older children may play on the whitetop or blacktop. When the children are outside on the playground or the white top they are expected to adhere to very specific playground rules. The playground equipment may only be used by students being supervised by teachers during school activities. It is not to be used after school, even by school families. A public playground is available for that purpose at 3400 Norman Avenue.

### **CONFLICT SITUATIONS**

Conflicts are a normal and healthy part of living and growing. We encourage students to handle conflicts and not to avoid them. The goal is reconciliation. Should a conflict escalate beyond the capabilities of the students to resolve, St. Francis of Assisi School will implement acceptable conflict resolution techniques to work towards a solution.

## CODE OF CONDUCT

The policies of Saint Francis of Assisi School aim to help students assume responsibility for their actions as members of a community. When all individuals freely accept this responsibility, discipline exists. Good discipline, administered equitably, is not an end in itself. Its ultimate purpose is to:

- Develop in students a strong character and a sense of responsibility based on Christian ideals
- Establish an atmosphere that will enhance all aspects of growth and learning in the child
- Provide a supportive climate that will promote the welfare of the individual and the school community.

From time to time, a student's exemplary actions may be recognized by way of a "Good News Note" through the Spotlights system.

Saint Francis of Assisi School asks that each student accept the responsibility for conduct rightfully expected of a student attending a Catholic school. When that responsibility is not demonstrated, faculty members may give a verbal warning and/or a "Discipline Note" through the Spotlights system, which is a notification to parents of an infraction.

The following regulations fall into four categories. Each student has a responsibility to adhere to these regulations at all times. The violations outlined should not be viewed as a total list since it is impossible to predict all possible rule infractions. The school reserves the right to discipline students for infractions not specifically identified in this section but which the school feels creates a safety concern, disruption to the learning process, a hostile environment for other students, or that violate the spirit of the stated rules.

### CATEGORY 1: Will be addressed by the teacher and may result in written documentation (Spotlight)

1. Students are to follow regulations the teacher has established for his/her classroom.
2. Students are expected to conduct themselves in a respectful, courteous manner, and are expected to comply with regulations established for the good order of the entire community.
3. Students are to focus on class material and are not to distract one another by writing notes, texting or email.
4. Students are not to chew gum on school property or eat food at inappropriate times.
5. Students are not to be dishonest on tests, homework, or in any conversation. Students in middle school are expected to follow the Academic Honesty policy of the International Baccalaureate program.
6. Students are to be on time for school, and for all classes, and to report to teachers after class when requested to do so.
7. Students are to follow the dress code.
8. Students may not use inappropriate or vulgar language.

### CATEGORY 2: Will result in written documentation (Spotlight) and may require parent conference.

1. Repeated violation of anything in Category One.
2. Students must report when someone engages in dangerous activities or possesses any inappropriate object that could cause harm.
3. Students may not engage in fighting or antagonistic behavior.
4. Students may not forge another's name.
5. Students may not possess or distribute indecent literature, language or pictures either on paper or electronically.

### CATEGORY 3: Will Result in written documentation (Spotlight) and mandatory parent conference . May result in suspension at the discretion of the Administration.

All violations of these regulations will be referred immediately to the Administration and may subject the student to suspension. More than one suspension may subject the student to expulsion.

1. A second violation of any item in Category Two.
2. Students may not threaten, bully or harass other students
3. Students may not smoke on parish property or vandalize parish or private property.
4. Students must not steal.
5. Students must not show disrespect to a teacher or other adult working in school, yard or hall.
6. Students may not leave the school property without permission.
7. Students must not cut class or remain at home without the knowledge and consent of a parent. This is considered truancy.
8. Students may be disciplined for conduct which by its very nature brings dishonor to our school.

#### CATEGORY 4:

This section includes regulations, the violation of which will subject the student to suspension and/or expulsion. The principal will discuss the incident with the pastor and will submit a written report to the Superintendent of Catholic Schools.

1. Continued Category 3 violations.
2. Students may not possess or use any illegal drugs or alcohol in any form on the school premises or at any school-related activity. (All medication is kept in the Main Office and dispensed from there.)
3. Students may not bring dangerous objects to school. The school reserves the right to designate whether or not an object is dangerous.
4. Students who break the law may be subjected to disciplinary consequences at school as well.

The involvement of parents in the disciplinary process is a means of having the school work closely with the home in an effort to place emphasis on corrective measures so as to develop, within the students, responsibility for their conduct. Parental indifference to any conference that is deemed necessary may be construed as a lack of concern for the child's education, and may affect the continuance of the child's enrollment at Saint Francis of Assisi School.

#### **SEARCH AND SEIZURE**

Desks are the property of the school and can be searched at any time. The principal, or designee, shall request the student's consent for search of personal belongings. Failure of the student to give consent may result in automatic suspension and/or expulsion from the school.

#### **CELL PHONES AND ELECTRONIC DEVICES**

Electronic games, I-pods, and other similar devices are not permitted for students' use during regular school hours. iPads and computers are to be used ONLY for academic purposes during class time. Students enrolled in Aftercare may use these devices at the discretion of the Aftercare staff. During school hours, all personal, non-academic electronic devices must be turned off and stored in the student's book bag.

Students may bring cell phones with them to school, but only for the purpose of emergency use after school. Every classroom in our school has a phone and there will never be a need for students to access their cell phone during school hours. If you feel your child requires a cell phone, you must send a letter to the office "registering" the phone. The child must keep the phone in his/her backpack during the day, and the phone must be turned off. If any of these policies are broken, the child's phone will be confiscated and only returned to the parent. The school reserves the right to confiscate *any* electronic devices in use at inappropriate times.

#### **TRUANCY**

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or

leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion. In addition, excessive lateness can be considered a form of neglect or truancy.

### **BULLYING PREVENTION, INTERVENTION AND RESPONSE POLICY**

Bullying, harassment, or intimidation of any student is prohibited in all Archdiocese of Baltimore schools. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools follow established procedures for prevention, intervention, and response. Details of this policy, along with forms for reporting incidents of bullying or harassment, can be found on the school's website ([www.sfa-school.org](http://www.sfa-school.org)).

## **Archdiocese of Baltimore Harassment Policy - Schools**

### **I. Policy**

It is the policy of the Archdiocese to prohibit discrimination, including harassment on the basis of race, color, gender, national origin, religion, age, disability or handicap or protected activity, (i.e. opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

### **II. Scope**

This Policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

### **III. Prohibited Conduct**

For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, national origin, religion, age, disability or handicap, or protected activity, that:

Has the purpose or effect of creating an intimidating, hostile or offensive environment; Has the purpose or effect of unreasonably interfering with an individual's performance; or Otherwise adversely affects an individual's educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, national origin, religion, age, handicap or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

## **ST. FRANCIS OF ASSISI INTERNET ACCESS AND TECHNOLOGY USE POLICY**

Electronic information research skills are fundamental to the preparation of our students, our future citizens and

employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members of our community. As such, it also places a great deal of responsibility on all users. It is our aim to provide guidance and instruction to our students in the appropriate use of such resources.

As in other areas, our students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under the supervision of their teacher.

Access to the Internet will enable students to explore thousands of libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, you, as the parents and guardians of minors, are responsible for setting and conveying the standards that your children should follow when using media and information sources.

With these opportunities come some responsibilities and restrictions. St. Francis of Assisi School reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run software, such as *Watchguard*, for their protection. Students ordinarily may not access Internet accounts provided by their families during school time because the school has no control over the configuration of those accounts. This includes email, photo collections and social networking sites.

Internet services are to be used in a responsible, efficient, ethical, and legal manner. Use of the Internet is a privilege, not a right. Failure to adhere to the following guidelines may result in a revocation of a student's Internet access and disciplinary action up to and including suspension or expulsion.

*All users of the network, within the boundaries of St. Francis of Assisi School, are responsible for adhering to the following guidelines.*

- Acceptable uses of the Internet are activities that support learning and teaching.
  - Unacceptable uses of the network include, but are not limited to:
    - Violating the rights of privacy of others.
    - Using profanity, obscenity, or other offensive language.
    - Unauthorized copying of materials or installation of software.
    - Revealing home phone numbers, addresses, or other personal information while using Internet resources.
    - Downloading or copying information onto disks or hard drives without prior teacher approval.
    - Accessing, downloading, storing, or printing files or messages that may be offensive to others.
    - Sharing of passwords, if provided, or attempting to discover another's password.
    - The intentional writing, producing, generating, copying or introducing of dangerous codes or program designed to cause harm, including, but not limited to, viruses, bugs, 'worms', etc.
    - Intentional damaging of or tampering with any hardware, software, printers, keyboards, mice, speakers, etc.
    - Intentional erasing, renaming, or disabling of anyone else's files or programs.
- St. Francis of Assisi School will be responsible for:
- Teaching students about these guidelines
  - Supervising and guiding student access to the Internet

Loss or destruction of school equipment will ordinarily require the responsible party to replace the equipment.

*The Technology Committee of the Archdiocese of Baltimore composed the following guidelines, which cover the Ethical*

### *Use of Technology.*

The school is committed to Christian community, academic excellence, and lifelong learning. It is imperative that technological resources be used to build community, encourage critical reflection, and foster readiness for future learning. All developments in technology at the school are, therefore, meant to ensure broad access and to promote ethical, legal, and responsible use. This policy serves to define expected standards of behavior by all users of computers and networks within the school. Failure to adhere to this policy and guidelines herein will result in revocation of computer privileges, and possible disciplinary action up to and including suspension or expulsion.

In a spirit of cooperation, all employees and students are expected to adhere to the following standards in their use of computers and networks in the school.

- Respect and protect individual rights, as well as the well being of the school.
- Individual users are responsible for any activity on their computers and for materials stored therein.
- Computers are to be used exclusively for academic work and school related activities.
- Members of the school community will respect copyright laws and software licensing terms.
- Individuals may access only those files for which they have specific authorization. Searching through directories and folders without the owner's permission is prohibited.
- All computer equipment and software is to be treated with respect.
- Only authorized personnel may alter equipment or equipment configurations.
- Use of technology for obscene, offensive, disruptive or threatening messages is prohibited.
- Network accounts are to be used only by those persons for whom the account has been established. Account users may not authorize anyone else to use their accounts.
- Individual account users must maintain adequate security for their accounts including frequent changing of passwords.
- Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols, is prohibited. Use of any program designed to disrupt the performance of the network is likewise prohibited.
- All e-mail must clearly identify the sender of the message. Use of anonymous or pseudonymous communications over the network is prohibited. False information is prohibited.
- Students should avoid posting personal information and should never respond to inappropriate messages. If inappropriate material appears on a student's computer screen, the student will immediately turn off the monitor or close the laptop cover and then inform the teacher.
- Use of the computer facilities to obtain, distribute or store inappropriate materials is prohibited. If material gathered from other media (books, magazines, TV, video) is unsuitable for the school environment, the same material brought in over the Internet is equally unsuitable.