

St. Francis of Assisi School



PARENT/STUDENT HANDBOOK

2026-2027 School Year

3617 Harford Road | Baltimore, MD 21218
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Dear St. Francis of Assisi School Families:

Welcome to St. Francis of Assisi School. We are happy to support you as the primary educator of your child. We dedicate ourselves to providing your child a rigorous education grounded in the Catholic faith grounded in reading and math literacy, understanding our roles as stewards of God's green earth, and a robust fine arts education. In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include:

- **To be a partner with the school in the education of your child**
- **To understand and support the Catholic mission and identity 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**
- **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 include, but not limited to, social media platforms.**
- **To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible**
- **To appreciate Catholic education and the benefits of attending a school in a Christ centered environment.**
- **To behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party sites, and including sporting events.**
- **To follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.**

Thank you for choosing to enroll your child in St. Francis of Assisi School. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education. Surely, He who said, "Suffer the children to come unto me" will bless the efforts made in his name.

Yours in Christ,

John Seibel

Principal

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St. Francis of Assisi School is a co-ed elementary school for grades pre-k 2 to 8th grade. St. Francis of Assisi School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. 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.

Overview

Archdiocese of Baltimore's Vision Statement

The Catholic schools in the Archdiocese of Baltimore nurture and sustain the God-given gifts of every person, especially students, to be used in service to the Mission of Jesus.

Archdiocese of Baltimore's Mission Statement

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential - spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

Vision Statement

St. Francis of Assisi School seeks to be a joyful center of the New Evangelization that promotes active and engaged learning through faith, discovery, collaboration, and service.

Mission Statement

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:

History of School

We are a comprehensive co-ed Preschool, elementary, and middle school, partnered in ministry to provide a secure, caring, Christian community of learning for children. St. Francis of Assisi School offers a student teacher ratio of 1:9, experienced and well-trained faculty providing students with a vibrant, engaging and nurturing learning environment.

We have a strong curriculum focused on the integration of environmental science and the arts in all subjects. In all grades, we strive to teach cross-curricular lessons that involve the students in active inquiry learning.

HISTORY

Our story begins with the founding of St. Francis of Assisi Parish in northeast Baltimore. The one-story church was dedicated on May 15, 1927, and served the neighborhood of Mayfield and the surrounding communities for decades. Nestled between lake and woods, the parish became an anchor for the community that came to be known as a "hamlet in the heart of town."

After many years of growth, the decision was made in the early 1950s to build a new church next to the existing building, and to convert the original 1927 structure into a school. The new school opened in 1955 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 a third floor was added to our building. This expansion of the facility enhanced the learning environment and made a statement to the neighborhood that SFA is committed to this area and to the city of Baltimore.

The school was approved to offer the International Baccalaureate Middle Years Program starting in 2015, and the Preschool achieved Level 5 recognition from Maryland EXCELS in 2018. 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!

Accreditation

St. Francis of Assisi School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, St. Francis of Assisi School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

National Catholic Educational Association (NCEA)

St. Francis of Assisi School is a member of the National Catholic Educational Association (NCEA).

Awards & Accolades that your school has been awarded

Green School Award

MSDE Excels Level 5 Quality Rating for Preschool - Highest rating

Administrative Team

St. Francis Faculty and Staff 2025/26

Administrative Team

St. Francis of Assisi School is a parish school under the jurisdiction of the Pastor. SFA has a Principal, who is considered the chief administrative officer of the school, accountable directly to the Pastor, and is a member of the Parish Staff. The Principal is responsible for the pastoral, academic, and business leadership of the school.

Principal	Mr. John Seibel
Assistant Principal Marketing Director	Ms. Maggie Gerstmyer
School Counselor	Ms. Jennifer Tan
Front Office Administrative Assistant	Ms. Lauren Duggins
Bookkeeper	Ms. Kathie Nichols
Admissions and FACTs Manager	Ms. Kara Sherman
Virtus	Ms. Sharon Foley
Nurse	Ms. Charlotte Birago

Pre and Elementary School

PreK2	Ms. Lisa Bradford and Ms. Christina Hill
PreK3	Ms. Charlene Richardson and Ms. Julie Lin
PreK3/4	Ms. Mia Hodge and Ms. Trisha Greensfelder
PreK4	Ms. Melissa Flora and Ms. Kristin Watson
Kindergarten	Ms. Alyssa Opoola
First Grade	Ms. Lori Hicks
Second Grade	Ms. Olivia Sundeen
Third Grade	Dr. Myrtle Webb
Fourth Grade	Ms. Anna Merriam

Middle School

ELA	Ms. Johnetta Mukes
Social Studies/Religion	Ms. Jenna Gaskill
Math/Religion	Mr. Fryan Escobar

Science/Environmental
Sciences K-8

Mr. Alex Gammon

Specials

Art/Physical Education
General Music/
Instrumental Music
Spanish

Ms. Brea Branche
Ms. Madison Foreman

Ms. Nancy Lanfranco

Pastoral Support

Pastor

Father Patrick Carrion

School Board Members

Chair

Mark Rohde

Vice Chair

Mary Carol Lidinsky

Treasurer

Mike Lynch

Secretary

Doreen Williams

School Calendar 2026-2027

The Archdiocese of Baltimore has a plan in case of inclement weather or unforeseen school closings. St. Francis of Assisi follows Baltimore City and Baltimore County for any delayed openings, early dismissals and/or closures. In the event of an unforeseen closing, we will contact parents via email and post on our school website and social media sites.

For the 2026/27 school calendar, there are snow days already built in.

August

August 22 New Student Orientation

August 25 Sneak-a-Peak

August 31 First Day of School: Half Day, Noon dismissal

September

September 2 First full day of Pre K

September 4 Half Day for students: 11: 30 preschool dismissal, noon for K-8

September 7 Labor Day: School Closed for Student and Teachers

September 9 Back to School Night

September 10 Coffee with the Principal on the White Top

September 10 Kick off Joe Corbi Fundraiser

September 16 8th Grade - Parent Night - Applying to High Schools

September 25 Monarch Butterfly Day

September 28 MAP Testing - Reading

September 29	MAP Testing - Math
September 29	HASA General Meeting @6pm
September 30	MAP Testing - Language Usage
October	
October 9	Early Dismissal, 11: 30 Pre K and noon for K-8
October 14	Interims Go Home
October 19	Parent Teacher Conferences
October 20	Two Hour Delayed Opening - No AM childcare
October 23	Bingo in Burke Hall
October 27	HASA General Meeting @ 6pm
October 31	Trunk or Treat open to all SFA Families
November	
November 4	Early Dismissal, 11: 30 Pre K and noon for K-8
November 8	Fall Open House 6 - 7:30
November 17	HSPT for 8th Grade
November 18	Grandparents Day
November 20	First Trimester Ends - School Closed
November 23	Second Trimester Begins
November 25 - 27	Thanksgiving Break, School closed for Staff and Students
December	
December 11	High School Applications Deadline
December 16	Christmas Program in Burke Hall - Franciscan Center Food Drive
December 22	Half Day for students: 11: 30 preschool dismissal, noon for for K-8
December 23	Christmas Break, School closed for Staff and Students
January	
January 4	School Re-opens
January 14	MAP Testing - Reading
January 15	Half Day for students: 11: 30 preschool dismissal, noon for K-8
January 15	T-2 Interims sent home
January 18	Dr. Martin Luther King Day, School Closed Staff and Students
January 19	MAP Testing - Math
January 20	MAP Testing - Languages Usage
January 21	MAP Testing - Make Ups
January 25	Open House for Catholic Schools Week
January 27	HASA General Meeting @ 6pm
January 31	Catholic Schools Week Mass and Open House 10:30 - noon
January 31 - February 5	Catholic Schools Week
February	
February 10	Early Dismissal, 11: 30 preschool dismissal, noon for K-8
February 12	Sweetheart Dance
February 13	School Closed for students
February 15	President's Day, School Closed for students and Staff

February 26 Second Trimester Ends - Early Dismissal 11: 30 preschool dismissal, noon for K-8

March

March 1 Trimester 3 begins
March 1 ACRE Testing begins
March 10 HASA General Meeting
March 26 Student led Stations of the Cross
March 26 Easter break begins

April

April 5 School Re-opens
April 14 Interims sent home
April 19 MAP Testing - Reading
April 20 MAP Testing - Math
April 21 MAP Testing - Language Usage
April 22 MAP Testing - Make Ups
April 23 Early Dismissal, 11:30 pr-k - noon for K - 8
April 27 Pre-HSPT - 7th grade testing
April 28 School Closed - Professional Development for Teachers
April 30 Race for Education

May

May 6 May Crowning
May 7 School Closed for Students
May 18 HASA General Meeting @ 6pm
May 31 Memorial Day, School Closed for Staff and Students

June

June 4 Graduation
June 10 Last Day for Students
June 11 Last Day for Staff

Campus Access for Parent Drop off and Pick Up

Parents of students in grades K-8 are requested to utilize car line or park on the street for drop off. Parents will not be able to drive onto the parking lot while dropping off students in the morning. Staff members will be available to assist students out of cars until 8:00 AM. During this time, parents are not permitted to park in 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 and walk students to their classroom to the whitetop entrance doors to awaiting staff. Parents wanting to walk their child to class, must sign-in in the main office.. ALL students arriving after 8:00 AM, must be accompanied by a parent into the building. Any parent wishing to enter the school before 8:00 AM 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 the parking lot will be closed due to student safety. **Parents arriving at the school during the day are asked to park either on Chesterfield or Pelham Avenues.** 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 3:15 PM for afternoon pick up. Preschool students will be dismissed at 2:30 PM. Students in grades K-8 will be dismissed starting at 3:00 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.

Catholic Identity

The official teachings of the Roman Catholic Church are taught in (N) school. The faith formation program is under the jurisdiction of the Archbishop. The curriculum integrates the six tasks of catechesis and is developed in accord with the Archdiocesan faith formation curriculum guidelines published by the Institute for Evangelization. Students attend religion classes, participate in liturgical celebrations, and participate in the religious activities of the school. Parents receive information about the faith formation program in the school and the school's expectations of their child(ren) with regard to religion both as an academic discipline and as a lived faith.

Advent

November 29 - December 24, 2025

"Buddy" Program

St. Francis of Assisi School offers the 'Prayer Partners Program'. It is a religious and social mentoring program for middle school students to pray socially engage with elementary school students.

Catholic Schools Week

January 31 - February 5

Daily Prayer

All students at St. Francis of Assisi School gather on the white top, lining up by class behind their teachers, and reciting The Our Father and one Hail Mary. All parents are invited to join students on the white for morning prayer.

Lent

February 10 - March 27

Living Rosary

St. Francis of Assisi School will pray the Living Rosary during Catholic Schools Week.

May Procession & Crowning

May 6 - All Parents are invited to attend.

Pastor's Contact Information & Short Biography

Rev. Patrick M. Carrion

410-235-5136 email: pcarrionarchbalt.org

(awaiting Fr. Carrion's bio)

PBIS Framework

St. Francis of Assisi School emphasizes the Catholic faith and values by implementing the PBIS framework through the House/Matrix system.

POSITIVE BEHAVIOR INTERVENTION & SUPPORTS (PBIS)

The Archdiocese of Baltimore has implemented an evidence- and research-based anti-bullying program, Positive Behavioral Interventions & Supports (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated curriculum that is designed to enhance academic and behavioral outcomes for every student.

Positive behavior support is increasingly being recognized as a strategy that meets these criteria. By changing stimulus and reinforcement in the environment and teaching the child to strengthen deficit skill areas the student's behavior changes in ways that allow him/her to be included in the general education setting. The three areas of deficit most directly affected by this approach are: (1) communication skills, (2) social skills, and (3) self-management skills. Positive behavior support is successful in the school setting because it is primarily a teaching method. All teachers actively participate in and support the incentive-based program developed by the PBIS Team at SFA. Students are publicly recognized achievement in 4 value areas:

- **Safe** - Promote safety and responsibility in our thoughts, words and actions.
- **Ownership** - Take pride of ownership in our campus, our work, and our mission
- **Actively engaged** - Stay actively engaged in academics, faith, family, and community life.
- **Respectful** - Encourage and model respect, peace, and kindness for all.

SFA Students are always encouraged to "Let your spirit **SOAR!**" Incentives are provided for varying levels of achievement and key benchmarks for behavior.

ONE BEHAVIORS: MINOR INFRACTIONS	INTERVENTIONS/ CONSEQUENCES
1. Not following procedures/regulations the teacher has established for his/her classroom. 2. Not showing respect or courtesy. 3. Distracting another student by talking at inappropriate times, writing notes, texting, or email. 4. Chewing gum or eating food at inappropriate times. 5. Not following the dress code. 6. Using inappropriate or vulgar language.	• Verbal Warnings • PBIS Referral • Parent Contact • Detentions • Check-In/Out • Reparations • Counseling • Conflict Mediation
TIER TWO BEHAVIORS: MAJOR INFRACTIONS	INTERVENTIONS/ CONSEQUENCES
1. Received multiple minor infractions 2. Threats, bullying, harassment, or racist statements toward students and/or staff. 3. Smoking/vaping on school/parish grounds. 4. Vandalism or theft of others. 5. Blatant or repeated disrespect to others. 6. Truancy or leaving the property without permission. 7. Conduct which damages the school's reputation. 8. Not reporting dangerous behavior/objects. 9. Engaging in fighting or antagonistic behavior. 10. Academic dishonesty, including allowing others to engage in academic dishonesty from your work. 11. Other dishonesty, including forging another's name. 12. Possession/distribution, indecent literature, language, or pictures either on paper or electronically. 13. Violating Technology Acceptable Use Policy (AUP).	• Loss of Privileges • In school intervention • Suspension • Each consequence results in Parent Conference
TIER THREE BEHAVIORS: MISSION INFRACTIONS	POSSIBLE INTERVENTIONS
1. Received 3 major tier 2 infractions 2. Possession or use any illegal substance in any form on the premises or at any community activity. 3. Bringing dangerous objects to school. SFA reserves the right to designate if an object is dangerous.	• Parent Conference & Withdrawal/Expulsion

4. Violations of public law or other actions that bring discredit to the reputation of the school.	
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Prayer Services

Students attend weekly Mass on Fridays at 8am. Parents are welcome to attend Mass.

Religion Curriculum

St. Francis of Assisi School follows the Archdiocese of Baltimore's Religion curriculum. St. John School uses the Christ Our Life series from Loyola Press, the We Believe services from Sadlier, and the Growing with God program.

Retreats (Grade-level)

St. Francis of School students will participate in grade level retreats in conjunction with St. Francis of Assisi Church focusing on being stewards of God's earth.

Sacraments (First Eucharist, Reconciliation, Confirmation)

Preparation and reception of the Sacraments of First Eucharist, Reconciliation, and Confirmation take place in the parishes in which the student's family is registered. Please contact your parish in early fall to receive details about the above.

School Liturgy Schedule

All students will attend weekly mass. Parents are invited to attend.

Service Projects

The faculty, staff, and students of St. Francis of School will work on monthly service projects. Details will be shared when available.

As a part of the 8th grade graduation requirement, all 8th grade students are required to complete a faith and research based community service project. Project is presented at the end of the year to the middle school students and 8th grade parents.

Stations of the Cross and/or Living Stations

March 26

Virtue of the Month Program - Supporting PBIS

At St. Francis of Assisi each month we will highlight a virtue that will be emphasized in religion class and the PBIS program. Each month, one boy and one girl will be selected as exemplifying that virtue in pre-school, elementary, and middle school.

Month	Virtue
September	Faith
October	Forgiveness
November	Studiousness
December	Fidelity
January	Diligence
February	Fortitude
March	Honesty
April	Friendship
May	Respect

Academics

Curriculum

St. Francis of Assisi School follows the Archdiocesan Curriculum standards, instructional minutes and the regulations of the Maryland State Department of Education for non-public schools. Courses are updated on a rotating basis.

Click for the [Archdiocese of Baltimore Pre-K - 8 Curriculum](#)

Academic Integrity Policy

The Academic Integrity Policy includes consequences for cheating and plagiarism (including work that used Generative Artificial Intelligence to plagiarize).

ACADEMIC INTEGRITY

SFA students are to foster and maintain honesty, trust, responsibility, and academic excellence. All members of the school community, including students, parents, and faculty, are dedicated to this vision. This policy is established to create a positive learning environment and help build students' moral character. The community of St. Francis of Assisi School expects a commitment of academic integrity from all students. Students should produce and submit their own work and refuse to allow or

ignore when they are aware that others do not produce and submit their own work. If a student believes an act of cheating or plagiarism has occurred, the student is encouraged to talk to the teacher directly and promptly.

The following actions are considered examples of academic dishonesty:

- Using AI and setting the parameters to disguise the work as genuine product by the student
- Copying information from a source without giving proper citation. This includes using AI and/or website
- Discussing test questions or answers with someone who has yet to take the test
- Using unauthorized aids such as notes or a “cheat sheet” on a test or quiz
- Giving assistance to another student during a test or quiz
- Copying another student’s work or allowing another student to copy your work
- “Recycling” work from another course
- Paraphrasing information from a source without giving proper citation

Every effort will be made to ensure that testing situations are set up in such a way that dishonesty is less of an option. On homework assignments, the teacher will make it clear to parents what the expectations are regarding parental involvement. Increasingly, there are assignments that emphasize collaboration rather than isolated individual performances. It is important to help students distinguish between times when they must work alone, and times when their work involves contributions from others.

We do not give academic penalties (such as lost points) for cheating or other misbehavior during tests. Instead, the incident will be handled as a discipline infraction and referred to the administration. The teacher may remove the questionable assignment and require it be re-taken.

Textbooks

Kindergarten Religion - Growing with God, We Believe
Math - Bridges
Reading - Superkids
Social Studies - My World
Science - Pearson

First Grade

Religion - Growing with God, We Believe
Math - Bridges
Reading - Superkids
Social Studies - My World
Science - Pearson

Second Grade

Religion - Growing with God, We Believe
Math - Bridges
Reading - Superkids

Social Studies - My World
Science - Pearson

Third Grade

Religion - Growing with God, We Believe
Math - Bridges
Reading - Superkids, Focus on Reading Strategies
Spelling - Houghton Mifflin and Vocabulary Continuous Stroke 3
Social Studies - My World
Science - Pearson Interactive Science

Forth Grade

Religion - Growing with God, We Believe
Math - Bridges
Reading - Wonders
ELA - Literature Anthology
Social Studies - My World
Science - Pearson

Fifth Grade

Religion - Growing with God, We Believe
Math - Bridges
Reading - Wonders
ELA - Literature Anthology
Social Studies - My World
Science - Pearson

Sixth Grade

Religion - Sadlier We Believe, Growing with God
Math - Go Math
ELA - Workshop
Social Studies - Discovery
Science - Discovery

Seventh Grade

Religion - Sadlier We Believe, Growing with God
Math - Go Math
ELA - Workshop
Social Studies - Discovery
Science - Discovery

Eighth Grade

Religion - Sadlier We Believe, Growing with God
Math - Go Math
ELA - Workshop

Social Studies - Discovery
Science - Discovery

Grading Policy

All archdiocesan K - 8 schools will follow this grading policy to ensure consistent, transparent, and fair grading of student academic performance.

Purpose:

To ensure consistent, clear grading practices that accurately reflect student academic performance and mastery of the curriculum.

Overview of Grading and Reporting:

Grades are a tool to measure and communicate a student's academic performance and mastery of the curriculum. They provide valuable feedback to students, parents, and educators about students' understanding of the material, areas of strength, and areas of improvement. Grades help guide instructional decisions, support student learning, and ensure accountability in the educational process. By reflecting academic achievement, grades serve to motivate students to strive for excellence and foster a culture of continuous learning and growth.

Grading by Grade Band:

Grades K–2

In Kindergarten through Grade 2, grading is standards-based and reflects student developmental readiness and progression toward mastery. The focus is on growth, skill acquisition, and demonstration of understanding through developmentally appropriate learning experiences. Progress is reported using performance levels. The levels are defined as: Consistently Demonstrating (CD), Making Progress (MP), Developing (DV), Support Needed (SN), and Not Assessed at this Time (NA).

Assessment Practices

Assessment methods include, but are not limited to: teacher observations, classwork, student discussions, portfolios, checklists, quizzes, and tests. Formal quizzes and tests are administered in developmentally appropriate ways to assess student understanding. While traditional numerical weighting is not applied in Grades K–2, assessment results are used to inform instructional decisions and report progress toward mastery of grade-level standards.

Homework

Homework is assigned to reinforce skills already taught in the classroom and may be graded when appropriate. Assignments should be completed independently and take, on average, approximately 10 minutes per night for students in kindergarten and 1st grade, and 20 minutes per night for students in 2nd grade.

Behavior

Behavior is reported separately and is not factored into academic performance indicators.

Grades 3-8

Grades are a reflection of the student's classroom performance and academic mastery of the content and are weighted in the gradebook for each class in the following 3 categories: Classwork and Assignments (60%), Assessments (30%), and Homework and Practice (10%).

Category 1: Classwork and Assignments (60%)

Formative assessments including application, projects, writing, and practice activities.

- Classwork and assignments are completed during class time and demonstrate a clear understanding of the material. These formative assignments may be graded for accuracy, comprehension, completion, and/or depth of thought.
- Practice activities include tasks that help reinforce learning such as drills, exercises, and review activities. These activities are integrated with class content and help students solidify their understanding.

Category 2: Assessments (30%)

Summative measures of mastery including quizzes, tests, and projects.

- Projects require students to apply learned concepts in more complex, real-world situations. These summative projects can be assessed on both the process (e.g., research, organization) and the final product (e.g., depth of analysis, creativity).
- Quizzes and tests are formal assessments that measure student retention and comprehension. Quizzes assess smaller portions of the content, while tests include larger units or major concepts.

Category 3: Homework and Practice (10%)

Formative practice and preparation primarily completed outside of class.

- Homework assignments will be graded for completion, and may be graded for accuracy if the concepts were previously taught. These assignments

provide students with opportunities to practice and review the content discussed in class.

- Practice assignments are tasks completed during class or at home that reinforce previously taught concepts. They include, but are not limited to, exit tickets, spelling tests, math fact drills, or other review activities that support skill development and content retention.

Special Subjects

Participation, engagement, and skill demonstration are used to assess subjects like Art, Music, Technology and Physical Education, using the same performance indicators. Please note, specials that meet 3 or more times per week are eligible to receive letter grades. Specials meeting less than 3 times per week will use performance levels.

Behavior

Behavior is not included in academic grades. Grades are an accurate reflection of a student's academic performance, regardless of their behavior.

Subjects and Activities Requiring Participation

There are courses and activities in which demonstration of mastery through participation is the only way to assess skills and application. These include, but are not limited to:

- Music: Participation in performances, rehearsals, and practice sessions is essential to demonstrate mastery of musical skills.
- Art: Active participation in art projects, critiques, and exhibitions is necessary to showcase artistic abilities.
- Physical Education: Participating in physical activities, sports, and fitness assessments is crucial for demonstrating physical skills and fitness levels.

Additional Grading Considerations

- The range of student scores is from 0% - 100%. No other grading minimums or maximums are allowed.
- Extra credit assignments or questions are not allowed.
- As a general practice, assessment retakes are not allowed.
- Participation in class discussions may be assessed as part of the learning process, as it provides students with opportunities to demonstrate understanding, communicate ideas clearly, and engage thoughtfully with course content and peers.

Grading Category Summary	Weighting (%)
Classwork and Assignments (formative) - application, projects, writing, and practice activities	60%
Assessments (summative) - quizzes, tests, and projects	30%
Homework and Practice (formative) - practice and preparation primarily completed outside of class	10%

Trimester Grade Key Grades K-2/Specials	
Consistently Demonstrating	93-100
Making Progress	85-92
Developing	75-84
Support Needed	74 and below
NA	Not Assessed at this time
Trimester Grade Key Grades 3-8	
A+	97-100
A	93-96
B+	89-92
B	85-88
C+	80-84
C	75-79
D	70-74

E	69 and below
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Trimester Grade Key Specials Grades 3-8	
Consistently Demonstrating	93-100
Making Progress	85-92
Developing	75-84
Support Needed	74 and below

Report Cards and Interims

In the Archdiocese of Baltimore, students in pre-kindergarten through grade 8 will receive report cards three times a year, at the conclusion of each trimester. In addition, the school will send progress reports home for grades 3-8 during the middle of each trimester.

	Interim	Report Card
Trimester 1	October 14, 2026	December 4, 2026
Trimester 2	January 15, 2027	March 4, 2027
Trimester 3	April 14, 2027	June 10, 2027

Honor Roll Policy

All Archdiocesan schools shall honor academic achievement with an Honor Roll based on specific criteria. The purpose is to recognize and encourage high academic achievement and positive contributions to the learning environment in accordance with the values of the Catholic archdiocese.

HONOR ROLL FOR MIDDLE SCHOOL

Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

- **Principal's Honor Roll** – All A's or better in major subjects (Religion, ELA, Math, Science, Social Studies), all special classes, and no N's or U's in any standards, effort, and conduct including unstructured time.

- *Second Honors* – All A's & B's (with more A's than B's, meaning a minimum of 3 A's) in major subjects (Religion, ELA, Math, Science, Social Studies), and B or better in all special classes, standards, effort, and conduct including unstructured time.

National Jr. Honor Society

If you have a National Jr. Honor Society at your school, you are to follow the NJHS policies and procedures outlined in their handbook. This is not an Archdiocesan sponsored organization. It's a national organization.

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects each year.

Retention

Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below.

Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan. Students may also be retained for severe attendance and tardy issues during the school year, as determined by the school in consultation with the Department of Catholic Schools.

Graduation Requirements

Students in eighth grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An eighth-grade student must be in good academic, financial and behavior standing to participate in the end of the year graduation activities.

Power School Access

It is the parents' responsibility to obtain their passwords for PowerSchool and to monitor grades for their children in grades 3-8. Parents will be contacted by the teacher by mid-trimester with an interim report. In some cases, where there is a significant drop in grades or performance, a conference may be required.

Communication

In the best interest of students, St. Francis of Assisi School welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, **the concern should be addressed first at the level at which the situation arose. Please contact your child's teacher directly** by email or through a phone call to the school office to schedule a mutually convenient time to meet. Teachers will also communicate with parents via mail or telephone any time there is a concern. Teachers in PreK through grade 2 will communicate with parents via email midway through each trimester regarding student progress.

Other Student Services and the Student Advocacy Team

Catholic schools in the Archdiocese of Baltimore strive to meet the academic needs of students, so they may access and benefit from a Christ-centered education. The Individuals with Disabilities Act of 1997 (IDEA) is a federal law that mandates all students in the United States who have a disability or multiple disabilities be provided with Free Appropriate Public Education (FAPE) that is individualized to meet their needs.

Students enrolled in private schools by their parents are not entitled to the same level of service that they would receive if enrolled in a public school. The applicable regulations give public schools the authority to decide, after consulting with private school representatives, which students in private schools will be served, what services they will receive, and where the services will be delivered. The regulations require the development of an Individual Service Plan (ISP), rather than an IEP or 504 plan, by the public school with input from the private school representatives in order for a private school student to receive services, such as speech/language therapy or occupational therapy (OT), from the public school. A family may also seek these services privately.

When a student has been previously identified by the public school as qualifying for an IEP or Section 504 plan, a Student Accommodation Plan (SAP) may be written by the Catholic school staff to document accommodations the student needs to benefit from education services, providing there is psychoeducational testing data or other testing data to support the need for accommodations.

If a parent or teacher identifies an area of concern that is impacting a student's ability to learn, the teacher takes the necessary pre-referral steps to address the concern. The teacher contacts the family about the concerns and response to pre-referral steps. Each school has a Student Advocacy Team (SAT). The teacher completes the SAT referral form and gives it to the SAT leader. The teacher attends an SAT meeting to present the student information. A plan of action is constructed. The school engages the family in the student's plan of action and documents response. The teacher and SAT leader work together to carry out the plan of action. The teacher updates the SAT of the student's and family's progress.

If the SAT recommendation is that the student needs to be formally evaluated, the SAT will discuss with parent or guardian the ongoing concerns and recommendation that the student be evaluated/tested. Testing may be necessary documentation for the school to be able to write a Student Accommodation Plan for their child.

All Student Accommodation Plans are reviewed annually with the student's family and revisions are made as needed. SAPs are only valid for the duration of the school year in which they were implemented. In order for a SAP to be implemented in subsequent school years, an annual review must take place with the parent or guardian

Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. Parents must notify the teacher if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent.

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. The school does not permit parents who are not selected as chaperones to join the group at the trip destination as this creates confusion. All chaperones are required to comply with the school's policies, to adhere to the Archdiocesan Child and Youth Protection policies, and to complete VIRTUS training in advance of the field trip. Any parents who are driving on field trips will have additional requirements.

A parent may pick up their child from a field trip and drive them home if they have requested in writing prior to the trip. Parents may take home additional students only IF there is documented written permission by the parent of the child who is going with them at the school before the field trip.

Admissions

Application Process

Students must be in good standing (financial, academic, and behavioral) to be accepted into a Catholic school. Parents or guardians must provide pertinent information, including required forms for admission as well as additional information that may assist the school staff with your child(ren).

PRESCHOOL: Applications for Preschool are accepted through the online Final Site Parent Portal (www.sfa-school.schooladminonline.org) beginning in November. All applications for the waiting list received by an established date in November 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 St. Francis of Assisi School.

Kindergarten- Grade 8: All children applying for admission to grades K-8 submit an application form and records from previous school(s) through the online Final Site Parent Portal. Grades K-8 participate in a shadow day after report cards and standardized testing (where applicable) are received. 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 SFA parish, regularly practicing the faith by weekly involvement and participation in the sacramental life of the church, support to the parish financially according to household means, and actively supporting our parish and church activities.

Initial 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 subject to the policies in this Handbook.**

Documentation needed for a prospective student's application is uploaded to FACTs for 2027-2028 school year.

- Report card
- Standardized testing scores

Priority for admissions is for:

- Siblings of current students
- Children of parishioners
- Parishioners of other churches - regularly practicing and financially supporting their church according to their means

Class Sizes

Class sizes range from 8 - 15 students in elementary school and 9 to 19 in middle school

Placement

Students are initially placed using the results of the following:

- School administered placement test
- Teacher recommendation (from sending school)
- Report cards
- Standardized test results

High School Admissions and Visitation Policy

Eighth grade students are allowed up to 3 days for shadow visits to local area Catholic High Schools. While these days are the only excused days off, students will be marked absent since they will not be in the building.

High School Placement Test- given at the school each fall is required for all current 8th grade students applying to any Catholic High School.

High Schools need to put in their College visits procedure.

Non-Discrimination Statement

The State of Maryland requires the following statement in the Student Handbook:

"It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

(1) Title VI of the Federal Civil Rights Act of 1964; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

(i) *Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.*

(ii) *Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or*

(iii) *Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."*

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Requests for reasonable accommodations for a student with a disability may be directed to Mrs. Tan or Dr. Evans.

Religion is required for each year a student attends St. Francis of Assisi School. All students enrolled in St. Francis of Assisi School must attend religion classes and services. We will always teach and act consistent with the tenets of the Catholic Church.

Assessment Program

Standardized Testing

All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Pre-Kindergarten 3, Pre-Kindergarten 4, and Kindergarten Students

Pre-kindergarten 3, Pre-kindergarten 4, and Kindergarten students are administered the BRIGANCE developmental screening in the fall and/or spring.

Elementary and Middle School Students

Elementary school students in grades 2-8 are administered the NWEA MAP Assessment three times a year to measure growth. Grades 3,5 and 7 also take the Science Assessment each Spring. Parents are given feedback about their child's performance at the end of each trimester.

Assessment of Child/Youth Religious Education (ACRE)

All students in grades 5, 8, 9 and 12 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. ACRE is a school assessment; therefore no individual student scores are obtained from the assessment.

Attendance and Student's Records

ATTENDANCE

Fundamental to academic success is regular attendance at St. Francis of Assisi school. Absences from school for personal trips or vacations should not be taken when school is in session. Absence from school can have a negative impact on a student's academic success.

Every instance of absence, lateness, and/or early dismissal is recorded in the Student Information System. The school does not designate absences as excused or unexcused. School-sponsored activities and trips are recorded as **Present**-School Sponsored/Field Trips. Missing school for non-school sponsored events/activities is considered an absence. In addition, if early dismissal is required for travel to non-school sponsored events/activities, an early dismissal will be recorded.

Students must take responsibility for keeping pace with their studies. The faculty is under no obligation to help a student make up missed work from this type of absence (personal trips or vacations). Additionally, teachers are under no obligation to provide work in advance for the student.

In order to be considered present for a full day of school, students must observe the following:

- Anyone not present by the school's official starting time is considered absent or late. The school day begins at 8am. Any student arriving after

8:10 is considered late and must report to the office for a late slip. 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.

- Arrival after or dismissal before 3.5 hours after or before the end of the official school day is considered a half-day absence.
- Early dismissal is leaving any time before the end of the school day and is documented. The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, **or during** vacation periods. Check the calendar for days when school is not in session..
- If a student arrives late, they are required to bring a note from a parent/medical provider.
- A note from a provider is required to allow for participation in extracurricular activities if a student arrives late or leaves early during the day. A note from a parent/guardian will not suffice.
- Every absence, late arrival, or early dismissal requires an email from a parent/guardian prior to the official starting time of the school day on the morning the student is absent. A student may not return to school until he/she is well enough to participate in all school activities including recess.
- All absences become part of the student's permanent record.
- If a student has been absent for 5 or more consecutive days, the student is required to bring a note from his/her doctor to be filed by the nurse in his/her medical file.
- Parents/Guardians will be notified in writing when a student's absences equal 10 cumulative total days.
- Permission to participate in extracurricular activities, and/or field trips may be withdrawn when absences, lateness, or early dismissals combine to equal 10 cumulative total days and a parent conference may be required.
- Prolonged unauthorized absences can and will affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. A student who is absent for more than 20 days in the course of a school year or has an excessive lateness and/or early dismissal record or a combination of the above may be required to repeat the school year at the discretion of the administration.
- The administration reserves the right to request a conference with parents of a student with excessive absences and tardies at any point during the school year, to make parents and students aware of the possible consequences of not attending school on a consistent basis. Unlawful absences are considered truant. The school informs parents that if truancy persists, the public authorities will be notified.

- Child Protective Services (CPS) may be called due to excessive absences.

Extended Leave of Absence

Parents/Guardians are encouraged to keep the Health Suite and the student's counselor updated regarding any chronic medical diagnoses that might impact a student's attendance.

Parents/Students are urged to contact the appropriate counselor to arrange for assignments when the student will be absent from school for a prolonged period of time due to illness.

An Extended Leave of Absence (more than 5 consecutive school days) is used for students who are experiencing physical concerns, psychological concerns, or family emergencies. This is a collaborative process between the family, the student's counselor, the school nurse, the administrator, and an outside licensed healthcare professional. Each case will be handled individually, keeping the student's best interests in mind, with the ultimate goal to help the student focus on managing his/her health so that he/she can return to campus. Depending upon the length of the leave, students may be asked to make up incomplete work, attend an approved summer program, repeat a year of schooling, or complete another option decided upon by the team.

Administrative approval is required for each instance of an Extended Leave of Absence.

Regular Dismissal

St. Francis of Assisi School dismisses each day at 3pm. All students are brought to the white top for parent/guardian pick-up. Parents are expected to come to the white top and make contact with the teacher for pick-up. If someone other than the parent or guardian is picking up from school, please email or call indicating who the person is. They need to present a valid ID.

Early Dismissal Days

On scheduled early dismissal days, St. Francis of Assisi School will dismiss at 11:30 for pre-k and noon for kindergarten to 8th grade. In cases of inclement weather, early dismissal times will be announced as needed.

Location & Access to Student's Records

Student's records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

Records Policy (Family Educational Rights and Privacy Act)

St. Francis of Assisi complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of [school name] are as follows:

Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to [insert title of appropriate school official] a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.

Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to Mr. John Seibel the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:

To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.

- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.

- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information

- o Student's name
- o Participation in officially recognized activities and sports
- o Address
- o Telephone listing
- o Electronic mail address
- o Photograph
- o Honors and awards received
- o Date and place of birth
- o Dates of attendance
- o Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the principal in writing by September 15, 2026.

- 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. 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.
- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Francis of Assisi School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

Discipline

Statement on Philosophy of Discipline

St. Francis of Assisi School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

Positive Behavior Intervention and Support (PBIS)

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

All teachers actively participate in and support the incentive-based program developed by the PBIS Team at SFA. Students are publicly recognized achievement in 4 value areas:

- **S**afe - Promote safety and responsibility in our thoughts, words and actions.
- **O**wnership - Take pride of ownership in our campus, our work, and our mission
- **A**ctively engaged - Stay actively engaged in academics, faith, family, and community life.
- **R**espectful - Encourage and model respect, peace, and kindness for all.
SFA Students are always encouraged to "Let your spirit **SOAR!**" Incentives are provided for varying levels of achievement and key benchmarks for behavior.

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

Disrespect in manner and/or language to each other, including peers, teachers, faculty and staff

Using the property of others without permission

Dishonesty

Disruptive Behavior

Failure to have necessary supplies for class work

Dangerous Play

Rudeness

Vulgarity

Dress code violations

Gum

Harassment of any kind by word or action including but not limited to digital harassment

Possession, consumption, or under the influence of any drug or look-alike drug while at school or while attending a school function

Possession, consumption, or under the influence of alcohol while at school or while attending a school function

Possession of knives/weapons or look-alike knives/weapons

Possession of pornographic material(s) including distribution of both physical and digital

Smoking/using matches/vaping/gummies

Possession of blades/matches/vape pens/gummies

Willful destruction of school property

Leaving school property without permission

Theft or extortion

Fighting or threats of violence

Public displays of affection

Threats to Others

Engaging in threatening/dangerous behavior in school or out of school

After school activities, while riding on buses to sports games or other school or parish sponsored activities are included in the definition of on-campus conduct.

When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if it creates a disruption, the school can take action to support the school environment.

Should a violation of a school rule lead a student's referral to the office for a disciplinary referral, the parent will receive notification from the school administration identifying the infraction, their child's specific role in the rule violation, what corrective actions are being taken to address the incident and next steps following the infraction.

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the school administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as outlined in Policy SS 2.0; SS 2.1; SS 2.2. The principal will exercise his/her discretion whether the suspension should be served in-school or at home.

While on suspension, the student is still responsible for missed work. A suspension is considered an excused absence from school. Therefore, a student will have the amount of days to complete makeup work equal to the amount of days suspended. After the specified amount of time for suspension, which shall not exceed three consecutive school days, (unless approved in consultation with the superintendent) the student and the parent(s)/guardian(s) will meet with the school administration for reinstatement. The school administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the St. Francis of Assisi School student. The school administrator reserves the right not to re-admit an expelled student later. If a student is expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. In some cases, parents are given the option to withdraw the student in lieu of expulsion.

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.

Search and Seizure

St. Francis of Assisi School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

Conflict Situations

Conflicts are a normal and healthy part of living and growing. The school administration will implement acceptable conflict resolution techniques to work towards a solution.

Bullying Policy

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, and sexual orientation are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

"Bullying, harassment, or intimidation" means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

a. Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:

i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, **ancestry**, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or

ii. Is sexual in nature; or

iii. Is threatening or seriously intimidating; and

b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, gaming device, tablet, etc.

Retaliation means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported

Reporting forms are located in the main office and on the school's website.

<https://sfa-school.org/resources/>

Harassment Policy

It is the policy of the Archdiocese to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, 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.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

A. 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, at 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.

B. Prohibited Conduct

a. 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, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity, that:

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

b. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression, or sexual orientation. "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.

C. Procedure

a. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools. A bullying/harassment form should be filled out.

b. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.

c. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.

d. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

Financial Obligations

Financial: Release of Tuition Obligation/Tuition Refund

Procedures

Should a family enroll in an AOB school, and later decide to withdraw, responsibility for tuition payment may remain with the family to compensate the school for expenses already incurred as well as the potential lost opportunity to fill that seat with another student. The amount of tuition obligation is dependent on the date of withdrawal. Please note that enrollment deposits, whether applied against tuition or charged as a separate fee and made at the time of contract signing are non-refundable and non-transferable regardless of the date of withdrawal.

St. Francis of Assisi School release or refunds

- Date of Withdrawal after June 1st: Family Tuition Obligation is 25% of annual tuition and fees
- Date of Withdrawal after First Day of School: Family Tuition Obligation is 50% of annual tuition and fees
- Date of Withdrawal after start of Second Trimester: Family Tuition Obligation is 100% of annual tuition and fees

The basis for the refund policies above is the following:

- Billed vs. Paid - The refund should be calculated based on the amount billed for the school year not the amount already paid. That is why the term release of obligation is used in addition to tuition refund. If the amount is calculated based on what has been paid to date, families who withdraw on the same date will be responsible for a different tuition than those who are on a different payment schedule.
- 25% - School purchased textbooks and supplies as well as completed other administrative tasks based on completed registration. Retaining 25% of the billed tuition is to cover these costs incurred. Since school has not yet started there is the potential that another student can be found to fill the seat, but the closer the withdrawal occurs to the first day of school the less likely that becomes, therefore that risk has also been factored into the obligation percentage.
- 100% – The teacher and the classroom are fixed costs and therefore sunk costs even when a student leaves early. Be careful not to diminish the families desire for justification and rationalization of the refund amount.

Registration Fees

(Policy FIN 1.0) The enrollment fee is non-refundable. The tuition rates are published annually. There is a non-refundable re-enrollment fee of \$325 per student. Re-enrollment opens on November 28, 2025. Book/Materials Fees

This fees is non-refundable for student workbooks, textbooks, and online classroom resources.

Other Fees

These are non-refundable fees that include technology and safety.

Registration Policy

Registration for new students when they have completed an application, meet the requirements for admission, and have been accepted. In order to register for Kindergarten, a child must be five years of age by September 1 of the entry year. A baptismal certificate (unless the child is 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.

Payment Schedule

All payments are made to FACTs

Full Tuition: \$8850

If partial and monthly payments are to be done in facts. Payments may be allowed over an 11 month period. Tuition for the current year must be paid in full before a FACTS payment plan can be set up for the following year.

Tuition Assistance, Tuition Grants, BOOST

FACTS application must be completed in order to receive tuition assistance.

Applications open in November for the following school year and should be completed by the end of February for first round awards.

BOOST information is sent via email in the spring.

Delinquent Tuition

If a student transfers without having fulfilled all financial obligations, the school is only required to release health records and grade level to the new school. Copies of academic records will be released once all financial obligations are met. Failure to meet

financial obligations may result in students being removed from school. until obligations are fulfilled.

Withdrawal from School

A family with outstanding financial obligations to the current school is not to be accepted at another Catholic school within the Archdiocese of Baltimore.

Health

Maryland School Immunization Requirements

All students in Catholic schools must be immunized in accordance with Maryland State Law. Schools inform parents that the child may have up to a maximum of twenty (20) calendar days from the time the child starts school to obtain the immunization record, get needed doses of vaccine, or get started on the vaccination series. If there is no verification of immunization record presented within twenty (20) calendar days of entry, the student is to be excluded until the record is obtained. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official.

In the case of immunization exemptions for religious objection, MDH form 896 and the AOB Statement of Religious Objection must be submitted within 20 calendar days of entry, kept on file by the school and be approved by the Department of Catholic Schools.

In the case of immunization exemption for medical contraindication, MDH form 896 must be submitted within 20 calendar days of entry, kept on file at the school and the Department of Catholic Schools is to be notified of the medical exemption.

Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Dispensing of Medication

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student's doctor is required. The parent or guardian must bring the medication to the school nurse or designee. Students may not bring medication into school on behalf of the parent. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for all medications must be brought

to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

A student is not permitted to possess, administer, or distribute medication, whether prescription or non-prescription.

Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens, epinephrine spray). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

Measles – regular or German (Rubella)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Mumps	Virus Infection (AIDS and all
Adverse reactions to Pertussis Vaccine	other symptomatic infections)
Lyme disease	Animal bites / Rabies
Chicken Pox (varicella)	Influenza
Covid 19	

Conjunctivitis (Pink Eye)

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students may return if they have been on an antibiotic for 24 hours or until symptoms have resolved.

Varicella (Chicken Pox)

Students who have chicken pox are excluded from school until all lesions are completely dried or scabbed over.

Health Records

The school maintains a health file for each student for the duration of enrollment. Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

Head Injury

If any injury to the head or any other serious injury occurs to a student, then the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

Insurance

The Office of Risk Management has DISCONTINUED offering the Voluntary Student Accident Insurance in fall of 2025.

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 or epinephrine spray with them, the physician must state this requirement on the order.

Bloodborne Pathogens

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.

Vision & Hearing Screening

The school follows the directives Baltimore City Health Department and responds to parent's requests for individual testing.

This testing is usually done for:

- 1.) All new students who have not provided documentation for screening in the past year;
- 2.) All students the year they enter the school in Grades PreK, kindergarten, 1, and 8 or 9;

- 3.) Grade 3 or Grade 4 if funding is available;
- 4.) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

General Use Epi Pens and Epinephrine Spray

As of August 25, 2025, St. Francis of Assisi School has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

Brochodilators

As of August 25, 2025 St. Francis of Assisi School has adopted a policy allowing the availability of a stock bronchodilator through the health suite for use in the event of an emergency when a student is, or is perceived to be, experiencing asthma-related symptoms or respiratory distress and the student does not have a bronchodilator of their own readily available. The stock bronchodilator is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. Students with a known history of asthma are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

Naloxone (Narcan)

As of August 25, 2025 St. Francis of Assisi School has adopted a policy allowing the availability of Naloxone through the health suite for use in the event of a suspected overdose emergency. This Naloxone is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. As required by the “Start Talking Maryland Act” a communication about the program is provided at the beginning of the school year. For those interested in learning more about the program and administration of Naloxone, please refer to the following resources:

https://youtu.be/p9hYzykHs_o and [Pages - Home \(maryland.gov\)](https://www.maryland.gov/Pages/Home.aspx).

Partnership and Communication with Parents

Responsibilities

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

- to be a partner with the school in the education of your child
- to understand and support the Catholic mission and identity 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
- 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 include, but not limited to, social media platforms.
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.
- to behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party site, and including sporting events.
- to follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.
- to demonstrate appropriate behavior and respect to all teachers, staff, and administrators, this includes verbal, written or electronic exchanges.
- all communications with faculty and staff should be done via school sanctioned communication tools.

Birthdays

We welcome a modest celebration of a child's birthday should a parent wish to bring in a treat. The teacher must be notified prior to bringing birthday treats. No treats with nuts may be brought to a class birthday celebration. Bring in a birthday treat so each child in the class may participate.

Birthday party invitations are to be distributed outside of school.

Support, Partnership, and Compliance by Families

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration reserves the right to withdraw a child(ren) from the school. Depending on the severity of the breach of partnership with the school, parent, or other family members may be prohibited from entering the campus.

Communication

We consider the parent-school relationship vital to your child's academic and developmental success. Effective communication between home and school helps make that relationship a positive and productive one. 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 is one regular communication from the school to all families: which is; "With One Voice," the regular email newsletter. Every other Wednesday, informational mailings are made available on the school website www.sfa-school.org. Urgent or emergency communication will be made through the online emergency system. Phone calls and emails are sent to the main contact numbers for each family. Each fall, families are asked to update this information.

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Please contact your child's teacher directly by email or phone to schedule a mutually convenient time to meet. Due to instructional time with their students, teachers may respond to emails and calls up to 48 hours on business days. Teachers typically do not respond to emails and calls during the evening or over the weekend. All communications with faculty and staff should be done via school sanctioned communication tools.

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of an emergency. This information will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher immediately.

Non-Custodial Parent

Emergency contact information for each child is to be kept current in the student information system. It is the parent's responsibility for keeping that information current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a 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.

Change in Name, Family Status, and Custody

If there is a change in the family status/or the change of a child's name, or a change in custody arrangement, 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 describes the custody arrangements must be on file with the school. The parent also needs to notify the principal.

Change in Address, Telephone Number, and Email Address

When there is a change in address, phone number or email address, parents need to update the student information system immediately.

Bright Arrow

Bright Arrow is our means of communication with parents. We use it to send important messages, both emergency and non-emergency. Please be sure your phone number and email address in PowerSchool are up to date. You may add additional numbers and email addresses. If you want the messages sent to more than one number or email, please call the school office.

Parent Teacher Conferences

Parent/Teacher Conferences are mandatory at least once in the fall. St. Francis of Assisi School. Trimester one parent conferences will be held on October 19, 2026.

Home & School Association

The purpose of a Home and School Association is to partner with the school in providing support for both the academic and social aspects of the school. 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. Parents are encouraged to speak to their Class Parent about special events, such as classroom parties and special events.

President	Telisa Claiborne
Vice President	Carrie Young
Treasurer	Michelle Steager
Secretary	Michelle Latoga
Members at Large	Hillary Jones
	Jeanette Mason

Homeroom Parents

St. Francis of Assisi School has many opportunities for parents to volunteer their time. Homeroom parents are needed to plan parties and events for the school and the students. Parent volunteers will be selected by the homeroom teacher. All volunteers must be in compliance with the Archdiocesan Virtus regulations prior to beginning any volunteer activity. Please call the school office for more information.

Safety

Emergency Plan

Archdiocesan schools follow the I Love You Guys Foundation school safety standard protocols.

Fire and Safety Drills

St. Francis of Assisi School conducts fire and safety drills as required by the State of Maryland. These drills include hold, secure, evacuation, lock down, and shelter in place

Emergency & Weather-related Closings and Delayed Openings

St. Francis of Assisi School will follow Baltimore County and Baltimore City Public Schools for decisions regarding early dismissals, delayed openings and any other emergency and weather-related closing. St. Francis of Assisi School will communicate via Bright Arrow with a text message, phone call, and email in the event of emergency

and weather related closings. Closings announcements will also be made in local radio and television stations. Parents may also check the websites for Balt. City and County: <https://www.baltimorecityschools.org/>
https://www.bcps.org/about_us/emergency_notifications_school_closings_and_delays

Asbestos Hazard Emergency Response Act (AHERA)

AHERA – 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.

Child and Youth Protection

St. Francis of Assisi School follows the policies and procedures as outlined by the Office of Child and Youth Protection.

Child Abuse and Neglect Reporting Policy Procedures

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the principal. The Office and Child Youth Protection (OCYP) director, Archdiocese of Baltimore, may also be contacted.

Student's Cell Phones

Use of student cell phones during the school day is not permitted.

With a note from the parent indicating permission to bring a cell phone to school, a student may do so. This is only for middle school students. It is for the purpose of students to communicate with parents after school. All student cell phones are checked in with either Ms. Gaskill or Mr. Gammon at homeroom. They are not to be accessed during the school day. Students pick up their phones at dismissal time with teacher permission. St. Francis of Assisi School will not be responsible for loss, damage, or theft of any phone or electronic devices brought to 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. 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.

Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge through RAPTOR before visiting other parts of the school building.

Volunteers

Prior to volunteering, all volunteers must be fully trained in VIRTUS as required by the Archdiocese of Baltimore. All policies and procedures must be followed for Child and Youth Protection.

If you are volunteering or interested, please call the main office and ask for Sharon Foley for Virtus training.

Playground & School Supervision and Provisions

Students will have recess daily and will be supervised by 3 staff members. We encourage parents to volunteer to help monitor students at recess. Students should dress appropriately for the weather.

Supervision Responsibilities (Before and After the School Day)

Parents are required to follow the times stipulated when dropping off or picking up students. Students dropped off before 7:50, unless enrolled in before care, are under the care of St. Francis of Assisi School. The school is not responsible for supervision of students before the drop-off time and after the pick-up time, as listed above. The school is not liable for any injuries or accidents which may occur before the drop-off time or after the pick-up time, as stated above.

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. St. Francis of Assisi School does offer before and after care for an additional cost. Please call the main office to register.

St. Francis of Assisi School's drop-off time begins at 7:50. Morning prayers promptly begin at 8am and parents are encouraged to join their child. Dismissal time is at

3:00pm and students not picked up by 3:05 will be brought to the main office and staff will call the parent or guardian.

Threat Assessment

Each Archdiocesan school has a threat assessment team to monitor and respond to information about behavior, statements, or plans that may pose a threat.

A *threat* is a communication or behavior that indicates intent to cause physical harm, including self-harm, at school or a school activity or to one or more members of the school community. The *threat* may be expressed by spoken or written words, actions, drawings, electronic communications, or any other means. The *threat* may be observed by or communicated directly to the target(s) or observed by or communicated to a third party. Threats also may be reported anonymously or through “tips” or rumors. *Threats* may be direct (“I am going to beat you up”) or indirect (“I’m going to get him”).

The threat assessment team shall develop, implement, and monitor a plan to address the *threat*. Possible responses based on the assessment of risk may include a mental health risk assessment conducted by a qualified medical/psychological professional.

A written *Return to School Safety plan* may be implemented to address the immediate steps taken to prevent the *threat* from being carried out and a plan for further support before the student is permitted to return to school.

Tobacco and Drugs

St. Francis of Assisi School is a tobacco-free and drug-free workplace.

Transportation Procedures

Students are only to be released to custodial parents, legal guardians, or those adults listed on emergency contact forms. Students may NOT ever leave school in an Uber, Lyft, or any private transportation company.

Morning Drop-off procedures:

Starting at 7:50am parents are to enter the main parking lot from Chesterfield Rd., drop-off to awaiting staff in front of the white top, and exit down the alley. Exiting to Chesterfield Rd. causes unsafe traffic back-ups.

Afternoon pick-up transportation procedures:

Only pre-school parents are permitted to park in the main lot to pick up their child for the 2:30pm. Kindergarten to eighth grade parents are to park on the street and walk to the white-top for afternoon pick-up.

Use of School Grounds

Anyone who would like to use the school facilities and/or grounds, please contact the main office at 410-467-1683.

Student Services

Before & After School Care

Before and After School Care is provided by St. Francis of Assisi staff and regulated by the Maryland Office of Child Care. Before school care is available from 7:00am to 7:50 am and after school care is available from 3:00pm until 6:00pm. Contact Ms. Maggie Gerstmyer at 410-467-1683 to register your child.

Cafeteria: Milk & Lunch Program

Parents who wish to participate in the lunch program may do so through Heaven Sent Catering. Click [here](#) for the link to register.

School Activities, Sports, & Organizations

St. Francis of Assisi Offers a wide variety of sports, clubs, and activities. Coaches are selected by administration. Questions about athletics: for fall soccer contact the soccer association. For cross country and track and field, contact administration. Some require fees for participation.

Fall Sports:

Soccer	Sponsor: St. Francis of Assisi Soccer Association (fee)
Cross Country	Sponsor: Mr. Laroy Alston (fee)

Spring:

Track and Field	Sponsor: Mr. Laroy Alston (fee)
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School Year Activities:

Science Olympiad	Sponsor: Ms. Julie Lin (fee)
Music:	Sponsor: Ms. Madison Foreman

STEM Club:

Sponsor: Ms. Julie Lin

Art Club:

Sponsor: Ms. Brea Branche

Lego Club:

Sponsors: Ms. Anna Merriam and Jenna Gaskill

Cooking Club:

Sponsor: Charlene Richardson

Green Team:

Sponsor: Ms. Mary Carol Lidinsky and Dr. Andrea Bowden

Farming Club:

Sponsor: Ms. Charlotte Birago

Guidance & Counselor

St. Francis of Assisi's School counselor is available everyday and is part of the PBIS team, facilitates lunch bunch meetings with small groups of students, acclimates new students to the school, delivers classroom guidance lessons, presents related professional development for teachers and staff, works with students on conflict resolution, and tracks attendance as well as incidents of bullying. Parents can reach the counselor by email or phone. Contact information: Ms. Jennifer Tan: 410-467-1683 Email: tanj@sfa-school.org.

Leadership Programs

Student Council

Technology

Acceptable Use Policy for the Internet and Technology Tools

Technology skills are necessary to prepare our students for their future. Access to the internet and technology tools (including artificial intelligence, software tools, web-based applications and services, computer equipment, iPads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the school are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The school reserves the right to edit internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the school imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

Unacceptable uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information without prior teacher approval

- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child's technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Artificial Intelligence

Principals must ensure staff and students in the Archdiocese of Baltimore use generative artificial intelligence (AI) in an ethical and responsible manner, following all policy guidelines listed below.

Purpose

- To provide clear expectations for staff and students on how to use generative artificial intelligence (AI) ethically and responsibly in the Archdiocese of Baltimore.
- To ensure generative artificial intelligence (AI) supports teaching and learning without replacing critical thinking, creativity, and/or effort.
- To ensure the use of generative artificial intelligence (AI) is aligned with the teachings of the Catholic Church and our Catholic values.
- To protect the privacy and safety of all staff and students by ensuring compliance with data privacy laws (e.g., FERPA) and safeguarding personal information.
- To help prevent potential exposure to misinformation, inappropriate content, and unauthorized generative AI use, ensuring that it is used responsibly and ethically.

Introduction and Definitions

- Artificial intelligence (AI) refers to computer systems designed to perform tasks that usually require human intelligence, such as reasoning, problem solving, learning, and decision-making.
- As stewards of creation, we are called to use AI to enhance teaching and learning while preserving human judgment and dignity, ethical responsibility, personal interaction, and the common good. AI should serve as a complement to traditional education, rather than a replacement.
- *Generative AI* is a type of artificial intelligence that creates new content, such as text, images, videos, or music, based on patterns it has learned from existing data. Examples include chatbots that write responses, or tools that generate pictures or videos.

Student Use

- PreK–Grade 4 are not permitted to use *generative* artificial intelligence (AI) at this time.
- Grades 5–8 are not permitted to use intelligence (AI) tools.

- Privacy and Safety

Misinformation and Potential Bias

- Students must not assume that all AI-generated content is accurate or appropriate to share and must be fact-checked for misinformation and potential bias.

Web-based Services

The School uses Google Apps for Education as well as other web-based education tools, sites, and services (“web-based services”) to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students’ use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child’s name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children’s use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School’s web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child’s participation in the School’s academic activities and programs, including the child’s use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

Uniforms

Student Uniforms

Uniform Company

Flynn O’Hara Uniforms

Local Store Information:

8868 Waltham Woods Road Parkville, Md 21234

SJS Shop Link: <https://flynnohara.com>

Uniform Description

STANDARD UNIFORM

ALL K-8 STUDENTS

- Plain Navy Blue or Plain White Socks (no logos) which must cover the ankles.
- Brown Tie Buck Shoes (Light OR Dark Brown permitted)
- (Optional) Navy Blue sweaters with the school's logo, which must be purchased from Flynn & O'Hara or Lands End only. Three options are available. Sweatshirts or jackets may not be worn in the classroom.

KINDERGARTEN TO FIFTH GRADE

- **Girls** - Uniform Jumper (knee- length) OR long khaki dress slacks from Flynn & O'Hara or Lands End with a white Peter Pan collared blouse. Black or brown belt. Shirt must remain tucked into the pants.
- **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).

MIDDLE SCHOOL

- **Girls** - Uniform skirts (knee-length) OR long khaki dress slacks from Flynn & O'Hara or Lands End with a white buttoned down collared blouse. Black or brown belt. Shirt must remain tucked into the pants or skirt.
- **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.

Summer Uniform

- 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.
- Black or brown belt.
- Shorts must fit properly and come to the top of the knee or longer.
- White, short-sleeved polo (SFA logos are not required but no other logos are permitted.)
- Standard uniform pieces may still be worn, including mix/match with summer options. (e.g. Summer polo with regular blue pants is allowed).

Physical Education Uniform

- Green Gym Shirt with St. Francis of Assisi Uniform Logo

- Green Gym Shorts with St. Francis of Assisi Logo - no more than 3 inches above the knee
- Solid White Athletic Ankle Socks (must be free from graphics)
- Athletic Shoes - tie or velcro
- Green St. Francis of Assisi Uniform Sweatshirt - to be worn OVER the gym shirt - required from Nov 1st - March 31st
- Green St. Francis of Assisi Uniform Sweatpants - to be worn OVER the gym shorts - required from Nov 1st - March 31st

Socks, Shoes, Jewelry & Hair Accessories

- Jewelry, Hair Accessories, Make-Up, Nail Polish
- No Jewelry may be worn during Physical Education class 63
- A wrist watch is permitted - NO smart watches are permitted
- Only one small stud earring per earlobe may be worn. Boys are NOT permitted to wear earrings. No additional body piercing is permitted
- Only Religious or Medical Alert Bracelets and Necklaces are permitted
- Barrettes, Ponytail Holders, Hair Clips, Headbands are permitted for girls
- Animal Headbands are NOT permitted
- NO Make-up of any kind is permitted
- NO Nail Polish, Nail Gel, or Nail Accessories of any kind is permitted

Labeling Clothes & Belongings

Please label all sweatshirts, sweatpants, lunch boxes, and backpacks with your family name.

Out-of-Uniform Days

On occasion, there may be out-of-uniforms days scheduled. Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature. Clothing may not distract from the learning environment.

Used Uniform Swap

Used uniforms are available upon request. There is no fee. Please email or call the office with your needs and a volunteer will check our uniform swap

Grooming and Hair

- Clean shaven.
- Hairstyles are to be neatly groomed. Hair is not to exceed the top of the collar, the top of the ear, or be below the eyebrows and of reasonable length and

height as to not be disruptive to the learning environment. Sideburns may not exceed the bottom of the ear.

- The following styles are examples of prohibited hairstyles: head shaving, lines and designs, faux-hawks, mohawks, mullets, spikes, or coloring of any kind. St. Francis of Assisi School recognizes that particular hairstyles may be part of social, ethnic, spiritual and cultural identities and practices or adopted for protective purposes. In those cases, it is the policy of St. Francis of Assisi School to permit individual families to receive an exception from this policy, so that they may choose the appropriate cared-for hairstyle for their son or daughter. Should a student have a question about a hairstyle, he or she should contact the principal before getting his/her hair cut or styled.
- Body piercing jewelry is not permitted while on campus. Tattoos must be covered while on campus, and during all school-related events off campus, including during participation in athletic events. Chains or necklaces, if worn, are not to be visible.
- The final decision as to what constitutes acceptable dress and grooming rests with the principal. Students and parents who have questions regarding the acceptability of certain types of clothing and grooming should consult with the principal before appearing in school with them.

Lost and Found

The lost and found bin is found at the bottom of the main stairwell. Parents are welcome to check the bin for missing items.
