

THE CATHOLIC COMMUNITY OF
SAINT FRANCIS OF ASSISI

SAINT FRANCIS OF ASSISI CATHOLIC SCHOOL

Parent-Student Handbook
2006 - 2007

TABLE OF CONTENTS

| | |
|---|------------------------------|
| INTRODUCTION | 7 |
| SCHOOL HISTORY..... | 7 |
| PARISH STAFF AND SCHOOL FACULTY..... | 7 |
| PARISH STAFF | 7 |
| SCHOOL FACULTY | 8 |
| MISSION/VISION STATEMENT | 8 |
| STATEMENT OF PHILOSOPHY AND OBJECTIVES..... | 9 |
| ADMISSION INFORMATION | 10 |
| REGISTRATION POLICIES FOR ST. FRANCIS OF ASSISI SCHOOL..... | 10 |
| READINESS ASSESSMENTS..... | 11 |
| REGISTRATION PROCEDURE..... | 11 |
| PARENTAL PARTICIPATION | 11 |
| NON-DISCRIMINATION POLICY..... | 11 |
| PAYMENT AND BUSINESS PROCEDURES | 12 |
| TUITION Parishioners..... | 12 |
| TUITION Non-parishioners | 12 |
| EXCEPTIONS:..... | 12 |
| SCHOOL FEES..... | 12 |
| RESOURCE FEE | 12 |
| FIELD TRIP FEE | Error! Bookmark not defined. |
| OFFICE OF LIFELONG FORMATION AND EDUCATION ASSESSMENT..... | 13 |
| MEDIA FEE | Error! Bookmark not defined. |
| REGISTRATION FEE..... | Error! Bookmark not defined. |
| MILK FEE..... | 13 |
| NON PAYMENT | 13 |
| REFUNDS..... | 13 |
| ACADEMIC INFORMATION | 14 |
| CURRICULUM | 14 |
| KINDERGARTEN | 14 |
| GRADES 1- 8 | 14 |
| HOMEWORK | 14 |
| HOMEWORK POLICY FOR EXCUSED ABSENCE..... | 14 |
| LATE HOMEWORK POLICY - GRADES 4 - 8..... | 15 |

| | |
|--|------------------------------|
| PARENT-TEACHER-STUDENT CONFERENCES | 15 |
| PROGRESS REPORTS | 16 |
| PROMOTION POLICY | 16 |
| REQUIRED/SUGGESTED TUTORING | 16 |
| PERMANENT RECORDS | 16 |
| LUNCH | 17 |
| FIELD TRIPS | 17 |
| LIBRARY | 17 |
| MOVIE/VIDEO TAPE RATINGS | 17 |
| SCHOOL YEAR VACATION TRIPS | 17 |
| CO-CURRICULAR ACTIVITY | 17 |
| YOUTH CHOIR..... | Error! Bookmark not defined. |
| STUDENT COUNCIL | 17 |
| DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM (TIP)..... | 17 |
| SERVICE PROJECTS..... | 18 |
| ENRICHMENT ACTIVITIES | 18 |
| SCOUTS | 18 |
| ATHLETICS | 18 |
| SERVER..... | 18 |
| ACADEMIC COMPETITIONS | 19 |
| | |
| GENERAL INFORMATION | 20 |
| SCHOOL HOURS..... | 20 |
| VISITOR POLICY..... | 20 |
| ATTENDANCE | 20 |
| EXCUSED ABSENCE | 20 |
| ABSENCE DURING THE DAY | 20 |
| HOMEWORK ASSIGNMENTS | 20 |
| TARDINESS | 20 |
| RELEASING STUDENTS DURING SCHOOL HOURS | 21 |
| TELEPHONE..... | 21 |
| BIRTHDAYS | 21 |
| BICYCLES | 21 |
| POLICY REGARDING EMERGENCY CLOSING ANNOUNCEMENTS..... | 21 |
| UNIFORMS..... | 23 |
| GIRLS | 23 |
| BOYS | 24 |

| | |
|---|-----------|
| UNIFORM VIOLATIONS | 25 |
| DRESS DOWN DAY | 25 |
| DISMISSAL GUIDELINES | 26 |
| SAFETY | 26 |
| REAR PARKING LOT AND TRAFFIC PATTERN | 26 |
| SCHOOL REGULATIONS | 26 |
| STUDENT MANNERS | 27 |
| CODE OF DISCIPLINE..... | 27 |
| ST. FRANCIS OF ASSISI'S NINE VALUES | 27 |
| PROCEDURE FOR DISCIPLINARY ACTION | 28 |
| PROBATION AND SUSPENSION..... | 29 |
| INTERNET AND ELECTRONIC MAIL STUDENT USER AGREEMENT | 31 |
| ST. FRANCIS OF ASSISI COUNSELING PROGRAM | 32 |
| THERAPEUTIC COUNSELING SERVICES | 32 |
| SPECIAL LEARNING NEEDS..... | 32 |
| STANDARDIZED TESTING ACCOMMODATIONS | 32 |
| HIGH SCHOOL PLACEMENT TESTING ACCOMMODATIONS..... | 33 |
| PEACE EDUCATION..... | 33 |
| THE PEACEBUILDERS PROGRAM | 33 |
| PACIS FAMILIAE..... | 33 |
| NO BULLYING PROGRAM | 34 |
| SAFETY CONCERNS | 34 |
| CHILD ABUSE..... | 34 |
| THREATENING BEHAVIOR | 34 |
| HARASSMENT | 35 |
| FIREARMS OR DANGEROUS WEAPONS | 36 |
| SEARCH AND SEIZURE | 36 |
| CRIMINAL GANG-LIKE ACTIVITY..... | 36 |
| ILLEGAL DRUGS..... | 37 |
| GRIEVANCE POLICY | 37 |
| HEALTH AND MEDICAL INFORMATION | 38 |

| | |
|--|------------------------------|
| HEALTH AND MEDICAL REQUIREMENTS | 38 |
| MEDICAL EXAMINATIONS..... | 38 |
| EYE EXAMINATION FOR ELEMENTARY SCHOOL ENTRY | 38 |
| MEDICATION POLICY..... | 39 |
| ALLERGIES..... | 39 |
| ASTHMA MEDICATION..... | 39 |
| AIDS | 40 |
| MARRIED STUDENTS..... | 40 |
| | |
| SUPPORT ORGANIZATIONS TO ST. FRANCIS OF ASSISI SCHOOL | 41 |
| OFFICE OF LIFELONG FORMATION AND EDUCATION | 41 |
| ST. FRANCIS OF ASSISI SCHOOL BOARD..... | 41 |
| PARENT VOLUNTEER ORGANIZATION (PVO)..... | 42 |
| AFTER SCHOOL CARE..... | 43 |
| | |
| SAINT FRANCIS OF ASSISI -- ATHLETIC PROGRAM POLICIES | 43 |
| ATHLETIC PROGRAM POLICIES | Error! Bookmark not defined. |
| MISSION STATEMENT | Error! Bookmark not defined. |
| TEAM SELECTION..... | Error! Bookmark not defined. |
| PLAYING TIME..... | Error! Bookmark not defined. |
| PLAYER, PARENT AND FAN RESPONSIBILITIES..... | Error! Bookmark not defined. |
| COACHES | Error! Bookmark not defined. |
| ADMINISTRATION..... | Error! Bookmark not defined. |
| | |
| APPENDIX A - SCHOOL CALENDAR | 46 |
| | |
| APPENDIX B - SAMPLE FIELD TRIP PERMISSION SLIP..... | 48 |
| | |
| APPENDIX C - ACADEMIC REFERRAL FORM..... | 49 |
| LATE HOMEWORK POLICY - GRADES 4 - 8..... | 49 |

APPENDIX D - DISCIPLINARY FORM..... 50

APPENDIX E – PVO SOUNDING BOARD FORM..... 51

APPENDIX F - NO BULLYING VICTIM FORM 52

APPENDIX G - NO BULLYING BEHAVIOR CHART AND CODE 53

APPENDIX H - NO BULLYING PARENT NOTIFICATION FORM 54

APPENDIX I: PEACEBUILDERS PEACE TREATY 55

APPENDIX J: PEACEBUILDERS PLEDGE 56

INTRODUCTION

St. Francis of Assisi Elementary School is one of the forty-one (41) schools in the system under the direction of the Archdiocese of Louisville school system. As a member school, there are certain policies which we must follow. Those are stated in the official Handbook of the Archdiocesan schools. (Located in the Principal's Office)

This handbook of St. Francis of Assisi, which incorporates some necessary points of the Diocesan Handbook, is designed to give parents and students the information they will need to participate fully in the spiritual and academic program of the particular school. We hope that you will find within these covers beliefs, hopes and goals which are similar to those you personally hold for our Catholic School.

SCHOOL HISTORY

St. Francis of Assisi parish opened its first school in 1886 under the auspices of the Bishop of Louisville and the Rev. B. H. Westerman, the first pastor. The mission to teach the first classes of farm children in the new school was given to the Mercy Sisters who continued in that capacity for twenty-five (25) years.

In 1911, at the request of the Rev. Henry Rothheut, the new pastor, the Community of Ursuline Sisters located on Lexington Road staffed the St. Francis of Assisi School. The first Ursuline Sisters assigned to the parish were Sister Mary Rose and Sister Mary Agnes, teachers of grades 1 through 4, and 5 through 8 respectively. By 1918 there were one hundred fifty (150) students in grades 1 through 8 with one teacher for each grade. On January 12, 1925, ground was broken for the new school. Completion of the project came on July 4, 1926, and resulted in the present school building, a handsome structure renovated in the past years to meet current program needs.

Since its founding in 1886, St. Francis of Assisi School has served the Louisville community by providing a quality catholic elementary education. Generations of students have enjoyed elementary years as students engaged in a full academic program as well as a sports program. Current enrollment is 234 students.

PARISH STAFF AND SCHOOL FACULTY

PARISH STAFF

| | |
|--|----------|
| Rev. Lou Meiman, Pastor | 456-6394 |
| Mrs. Paula Watkins, Principal | 459-3088 |
| Mrs. Jo Ann Jones, Adult Formation | 456-6394 |
| Mr. Ed Wirth, Parish Manager | 456-6394 |
| Mrs. Laura Cecil, Parish Secretary | 456-6394 |
| Mrs. Mary Lou Shaw, School Secretary | 459-3088 |
| Mrs. Christine Sivori, Parish Bookkeeper | 456-6394 |
| Mr. Fred Whittaker, After School Care Director | 473-0617 |

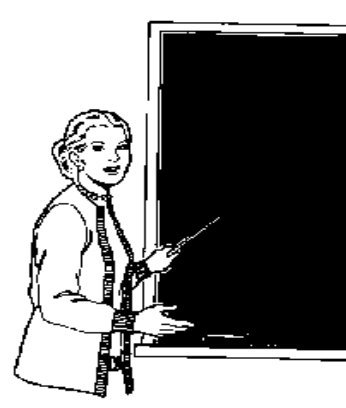
Web Site: www.ccsfa.org

SCHOOL FACULTY

| | |
|--------------------------|--|
| Mrs. Kate Rasmussen | Kindergarten |
| Mrs. Donna Kamer | Grade 1 |
| Mrs. Nancy Schroeder | Grade 2 |
| Mrs. Paula Do | Grade 3 |
| Mrs. Catie Jones | Grade 4 - Science / Math Grade 5 |
| Mrs. Sally Humphreys | Grade 5 - Language Arts/Reading Grade 4 |
| Ms. Theresa Steinbock | Grade 6 - Math / Religion 6&7, Resource K-8 |
| Sr. Sara Delaney | Math 7/8 |
| Mrs. Pam Freibert | Grade 7 - Math 7/8, American History 8, Technology Curriculum Coordinator K-8 |
| Mrs. Amy Dickinson | Co-Grade 8 - Language Arts/ Literature 6,7,8 |
| Mr. Fred Whittaker | Co-Grade 8 - Grade 6,7,8 Science, World History 7, Religion 8 |
| Ms. Nicolasa Menchú | Spanish Grades K-8 |
| Ms. Regina Eberenz | Music / Drama K-8, Grade 6 World Geography |
| Ms. Karen Miller | Counselor |
| Mrs. Mary Horecny | Learning Consultant |
| Mrs. Susan Messerschmidt | Librarian |
| Ms. Laura Dant | Art K-8 |
| Ms. Liz Eaton | PE K-8 |

Instructional Assistants

Mrs. Pam Banas
Mrs. Suzanne McGarvey
Ms. Kathy Henry
Mrs. Cathy McKenzie
Ms. Abby Pawley



MISSION STATEMENT

We dedicate ourselves to building a value-centered learning community rich in the Roman Catholic traditions of prayer and service. We foster a safe, nurturing environment of mutual respect. We value innovation in education with the goal of our students becoming Christian stewards and lifelong learners.

VISION STATEMENT

St. Francis of Assisi School serves as a vital component of the Parish Community and strives to reflect the greater diversity prevalent to the Louisville Highland area. We recognize that effective teaching and learning rests upon the recognition of the unique talents and learning style of each individual. We maintain that the grade school years are vital for children to be exposed to a variety of opportunities in order to determine their own strength-based areas.

St. Francis of Assisi will be recognized Nationally for academic excellence and differentiated instruction that allows students to find opportunities for success. We will promote critical thinking, teamwork and ownership through compelling and challenging work that builds on the fundamentals. Through stewardship education, social justice teaching, creative and expressive arts, academic competitions, leadership training, technology integration, and community service projects, our commitment is to the growth and development of the whole person. The administration and staff's commitment will be to continual analysis and evaluation of the programming to make curricular decisions based on up to date educational best practices.

It is our intent to maintain the intimate, family centered, small school setting. By the very nature of our size, we are able to know each individual child and family by name. We are enhanced by the collaborative relationship with our parents, surrounding Catholic schools and entire Parish community. It is with this partnership that we can provide caring Christian formation and promote individual academic expectations to ensure the success of ALL our students.

STATEMENT OF PHILOSOPHY AND OBJECTIVES

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

The following objectives have been identified as essential to the education of a Christian person:

1. To create a Christian educational community within the school and in the community demonstrated by student service to others.
2. To inspire growth through personal prayer, Sacramental preparation, liturgy planning and participation.
3. To help the student discover and develop a positive sense of self-esteem, through self-discovery of basic gifts and personal talents.
4. To broaden social skills through the practice of effective communication and cooperation.
5. To include the parish community in the school educational process by frequent communication and volunteer opportunity.
6. To motivate students personal development of discipline and study habits.
7. To enable students to acquire basic skills of learning while recognizing the student's learning styles and potential.
8. To help each student develop the power to think constructively, to solve problems, to reason independently and ethically.

9. To encourage creative response in the student by developing an appreciation of the humanities acquired through continuous exposure to art, music, theatre, literature and foreign language.
10. To encourage a response in the student to the sciences, by developing in them the ability to understand the contribution of science to the well being of all life.
11. To develop in the student sound habits and attitudes of physical and mental health.
12. To respond to hurting students and families with caring and professional help.
13. To model respect for all the cultural, political, and religious differences found in a society.
14. To provide for each student educational opportunities and participatory experiences which emphasize the heritage, privileges, and responsibilities of American citizenship.

ADMISSION INFORMATION

The basic purpose of Catholic Schools is to assure that Catholic truths and values are fully integrated with the student's life and academic program. Students are expected to participate fully in the religious program of the school. No one shall be refused admission on the grounds of race, sex, national or ethnic origin, or religion.

REGISTRATION POLICIES FOR ST. FRANCIS OF ASSISI SCHOOL

1. There will be a well-publicized registration day early in the second semester of one school year for all children wishing to enter in the fall of the next school year.
2. Once a child has been admitted to a class that place is reserved for the remainder of elementary school, as long as the child is in continuous enrollment.
3. Entrance into St. Francis of Assisi School begins in kindergarten. From that time forward, children new to the school in grades 1 through 8 will be considered as transfers.
4. All children who register on the **announced date** will be prioritized for admission in the following sequence:

Children of registered parishioners: (Completed all paperwork and met with Mr. Ed Wirth. If a family is transferring Parishes, a letter of good standing must be presented)

- a. Children from parish families with children already enrolled
*This includes Non-Parishioners and Parishioners of other Parishes without a school who already have children enrolled at SFA (So as not to break up the family).
- b. Oldest child just reaching school age and children from parish families with children.
- c. Children of new parishioners who are newly moved into the neighborhood who are transferring from a Catholic school or from an area where a Catholic school was not available but participated fully in the religious education programs offered.
- d. Children from parish families with children who are currently enrolled in other schools.

Children from non-parish families with students already enrolled.

Other Catholic children if the parish authority (a person designated by the pastor) judges the intent and motivation for attendance to be in accord with the purposes of Catholic education.

Non-Catholic students if the parish authority, on the basis of a personal interview, judges the intent and motivation for attendance to be in accord with the purposes of Catholic education.

5. Should there be more potential entrants than spaces in kindergarten or any other class, a waiting list will be developed from those who applied on registration day and the child's parent or guardian will be notified as a place opens in the class. This place must be accepted or rejected within 3 days.
6. Late applicants will be added to the waiting list for a particular grade in chronological order.
7. A new waiting list for potential new entrants will be formed each year at the completion of the announced registration day.
8. For classes which are under subscribed, immediate entrance will be allowed at any time with the approval of the designated parish authority.
9. Children shall be 5 years of age on or before October 1 of the current school year to enter kindergarten. Children shall be 6 years of age on or before October 1 of the current school year to enter first grade.

REGISTRATION PROCEDURE

Contact principal for application information and interview. For kindergarten or first graders new to school and new students to Saint Francis of Assisi, a birth certificate, baptismal certificate (if Catholic), recent report card, immunization slip, tuberculosis test certificate, and medical exam will be required. The school will send for permanent record information from the previous school.

Parents should present the school with information dealing with custodial and non-custodial parents/guardians. All health and medical forms and Divorce/Custodial forms will be maintained in a confidential, locked file but must be kept up to date by the student's parents. Failure to keep the school administration informed of any and all such issues (or changes in status) could carry severe consequences.

It is the responsibility of the parents to notify the school if their child has or has ever had an Individual Educational Plan (IEP) or 504 Educational Plan, attendance/tardy issues or behavioral issues at their transferring school.

****All transfer students who are allowed to enroll are accepted on a probationary status, which will be reviewed at the end of the first quarter.**

READINESS ASSESSMENTS

Each school shall establish a specific protocol defined by sound principles of child development for making school readiness decisions. This protocol shall include ample time for gathering student information from a variety of sources such as teacher observation, family interviews, student work samples, valid readiness test, etc.

School readiness and placement decisions shall be based on multiple factors and consultation with a variety of individuals including, but not limited to, parents, teachers, administrators, counselors, etc. Specific programs design shall be ever changing, based upon the developmental levels of incoming students, and include instructional plans to address those students who may be considered at risk for early school success.

PARENTAL PARTICIPATION

Volunteer participation in school and parish activities is required of parents sending children to St. Francis of Assisi School. For families identifying themselves as "Parishioners", a current stewardship form pledging time, treasure and talent must be on file with the parish in order to register your child(ren) for the current school year.

NON-DISCRIMINATION POLICY

The schools of the Archdiocese of Louisville will not discriminate on the basis of sex, race, color, nationality, or ethnic origin in administration of their educational policies, admission policies, scholarships and loan programs, athletic or other school administered programs.

PAYMENT AND BUSINESS PROCEDURES

TUITION - Member

For registered members of St. Francis of Assisi Church for the 2006 – 2007 School year is:

| | |
|--------------------------------------|-----------------|
| Families with one child | \$4275 per year |
| Families with two children | \$6290 per year |
| Families with three or more children | \$7385 per year |

For the 2006 – 2007 school year there is a 2% discount offered for pre-payment of annual tuition.

TUITION - Non-Member

Non-parishioners with children in grades K through 8 are required to pay tuition of:

| | |
|--------------------------------------|-------------------|
| Families with one child | \$5660 per year |
| Families with two children | \$9315 per year |
| Families with three or more children | \$14,560 per year |

For the 2006 – 2007 school year there is a 2% discount offered for pre-payment of annual tuition.

**Parishioners and Non-Parishioners with children in grades K through 8 are required to pay tuition through the SMART Tuition Management System. An annual enrollment fee will be added to your account. Contact the Parish Manager, Mr. Ed Wirth at 456-6394, if you have not yet enrolled in this program. Records must be current on registration day. You have the option to pay your child's tuition in advance directly to St. Francis of Assisi School. Contact the Parish Manager, Mr. Ed Wirth before July 1st to make this arrangement.

EXCEPTIONS:

Families with graduating 8th graders, May 2007, and no other children enrolled at St. Francis of Assisi who wish to use the SMART option must re-enroll. Payments for these families must be completed in eleven (11) months.

If you need more information please call Ed Wirth @ 456-6394,

E-mail ewirth@ccsfa.org or fax # 456-9462.

SCHOOL FEES

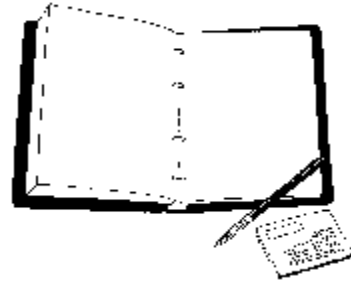
Half of the Total School Fees are due at registration August 17, 2006 and the remainder of the Total School Fees are due in January. Half the Total School Fees due at registration is figured minus the Spring registration fee paid by all families and minus any Kroger / Thornton cards or grocery certificates purchases made January 2006 through June 2007. The remainder of the Total School Fees will be due January 31st. Your January payment will reflect the amount of Kroger / Thornton cards or grocery certificates purchased July 1, 2006 through December 31, 2006.

| | |
|----------------|--------|
| One Student | \$599* |
| Two Students | \$699* |
| Three Students | \$899* |

***TOTAL SCHOOL FEE**

The school fee assessed each family covers:

- ◆ rental for all textbooks ** books that are rented from the school are to be covered at all times. Students who lose rented books must pay the full price for a new book. If a book is damaged or defaced the student may be required to pay a fine or pay the full price of the book if it is considered beyond usable condition
- ◆ all workbooks and worksheets
- ◆ testing materials
- ◆ weekly magazines for some grades
- ◆ Field Trips
- ◆ art, music, and science lab costs
- ◆ office supplies and teacher materials
- ◆ fees for special visitor performances
- ◆ media maintenance and purchasing to maintain and enhance the current level of programming
- ◆ grade appropriate supplies
- ◆ library books, A-V materials and repair costs
- ◆ PVO Fee (\$10.00)



OFFICE OF LIFELONG FORMATION AND EDUCATION ASSESSMENT

An assessment per child is charged by the Office of Lifelong Formation and Education to fund the many services provided by their consultants for our school.

Services provided by the Office of Lifelong Formation and Education include:

- representation as a school system
- professional in-service
- consultants
- test-book reviews
- lending library
- personnel service
- curriculum development

MILK FEE

Milk is available at lunch-time. The milk fee (\$17.50) will be collected at registration. White and chocolate milk will be available.

NON-PAYMENT

The payment of tuition, school fees, and after school care fees for the semester must be current by December 31st of the current year. Failure to comply with these arrangements will result in forfeiture of your child's/children's position(s) in their class(es) for the next semester.

The payment of tuition, school fees, and after school care fees for the 2nd semester must be current by the last day of school of the current school year. Final report cards, transfer of records, or registering for the following school year will not be permitted until all accounts with the school and the after school care fees are settled.

Families will be notified in writing when their Smart tuition account falls 30 or more days delinquent. If you have problems with payment, contact the school office or rectory promptly and a plan for payment will be arranged. If families do not comply with the request for communication with the rectory or school office, parent/legal guardians may be asked to keep their child(ren) from school until arrangements can be made.

REFUNDS

Refunds of Total School Fees will be made on a pro-rated basis according to the time the student is transferred or withdrawn. No Total School Fees will be refunded after the third quarter.

ACADEMIC INFORMATION

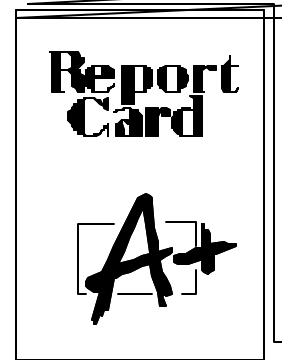
CURRICULUM

KINDERGARTEN

Our full day kindergarten program is designed to develop within the child habits of observation, questioning and listening. An experiential approach is employed by means of hands-on work and field trips. This provides the child with a sense of readiness for social development and educational growth necessary for the first grade.

GRADES 1- 8

During the instructional day grades 1 through 8 are scheduled in Language Arts, Spanish, Math, Science, Social Studies, Physical Education, Health and Safety, Religion, Music, and Art.



HOMEWORK

Homework assignments have many purposes, including:

- (1) Providing sufficient time for completing assignments or projects requiring longer preparation times
- (2) Giving the students time to practice previously taught material
- (3) Preparation for quizzes or tests
- (4) Preparation of class discussion of new material
- (5) Helping students develop self-discipline
- (6) Helping students become more responsible.

The Office of Lifelong Formation and Education guidelines for homework time allotments per grade level will be followed:

| | |
|-------------|-----------------|
| Grades 1, 2 | 30 – 40 minutes |
| Grades 3, 4 | 40 – 50 minutes |
| Grades 5, 6 | 60 – 75 minutes |
| Grades 7, 8 | 75 – 90 minutes |

HOMEWORK POLICY FOR EXCUSED ABSENCE

It is expected that homework will be completed as assigned. If a child is absent, they must turn in the assignment on the **second school day upon their return**. If the assignment is not completed by this time, the student will receive a **“zero.”** Students can make arrangements with individual teachers for excessive absence from school. It is to the teacher’s discretion to accept late work and may result in loss of points to the assignment’s grade. **Parents will be contacted when students have excessive late assignments.**

Please notify the teacher as soon as possible when your child is absent. Assignments will be prepared and may be picked up after school.

LATE HOMEWORK (K-2)

Parents will be notified by the teacher when homework assignments or required items are not returned to school on the assigned date. Teachers may communicate with the parent/guardian in one or more of the following ways: (1) Write a letter to the Parent/Guardian to be sent home with the child, (2) Write a message in the Daily assignment planner, (3) E-mail or make a phone-call home.

HOMEWORK HALL (GRADE 3)

In an effort to bridge the transition from primary to intermediate grades, third grade students who have not completed the homework from the previous evening, stay after school for homework hall. After contacting parents, the student stays on that day until 3:30. This study time is used to catch up on the missing assignment with help from the teacher. It reinforces study skills and ensures that the student stays caught up with assigned work.

LATE HOMEWORK POLICY - GRADES 4 - 8

All students are expected to complete all homework and have it turned in by an announced date. However, as teachers we recognize that occasionally an emergency occurs and students are unable to complete their homework assignment in a timely manner. In this situation, we are requesting a written note by you explaining the reasons for the late assignment.

If a student fails to give a written notification, the following consequences will be automatic.

1. If the assignment is one day late, an academic referral is given, signed and returned, and a 10% reduction in grade will be given.
2. If the assignment in two days late and/or academic referral is not signed and returned, a 20% reduction in grade will be given.
3. If the assignment is three days late and/or academic referral is not signed and returned, a 0% will be given for the work.
4. After five (5) late assignments per quarter, a letter will be sent to the parent/guardian and a conference scheduled if requested of the parent. **If the signed referral is not returned, signed the following day, the teacher will e-mail or call the parent(s) and/or guardian to make them aware of the referral.

The above rules have not been designed to hinder any student's progress at St. Francis of Assisi. Rather, we feel that if all students and parents are aware of this policy problems can be eliminated because everyone can work together to foster success in student responsibility.

SCHOOL YEAR VACATION TRIPS

Regular attendance is an integral part of the learning experience. A student may benefit from the travel but will miss instructional activities directly related to their academic progress. The school recognizes that family travel during the school year is sometimes necessary due to the schedules of working parents. However, parents are encouraged to plan these events within the scheduled school holidays. If parents choose to schedule an out-of-town trip that necessitates student absence, we ask that the following steps be in place:

- Notify the teachers and the administration in writing at least two weeks in advance.
- Teachers will make the effort to get work together in advance of the trip.
- Advance work is due on the day the student returns to school.
- Students will make up tests on the day they return to school.
- Other outstanding assignments will be completed in a timely manner.

PARENT-TEACHER-STUDENT CONFERENCES

Conferences with parents are scheduled four times during the school year. The child is required to be present for the conference. Parent-Teacher-Student Conferences for this school year are scheduled for October, January, March, and May. Conferences are the primary method of reporting the child's progress to the parents.

In addition to the conference times mentioned above, parents may request a conference with a teacher at any time during the school year. It is necessary that teachers be called so that an agreeable time may be set.

PROGRESS REPORTS

Pupil progress is a measure of both growth (self-improvement) and achievement (pupil's present status). Pupil progress reports are issued four (4) times a year. Written reports reflect the student's progress and academic achievement for the entire quarter.

Pupil progress is determined by the child's attainable goals, his/her achievement in subject matter, and the quality of the work he/she does. These are examined in light of the child's ability. The emphasis is on growth rather than mastery of subject matter.

PROMOTION AND RETENTION POLICY

If students have completed their grade level work satisfactorily, they are promoted. If the required levels for that grade are not completed, they may be required to attend summer sessions for that purpose, they may be retained in the present grade, or may be transferred. Students are transferred when the teachers and the principal feel that retention in the present grade would not benefit them. Students may still be required to attend summer school. Parents are notified before the school year end if the child is to be transferred and/or needs to attend summer school. Student(s) failing two (2) or more core subject areas will likely be retained.

REQUIRED/SUGGESTED TUTORING

If a student receives a failing grade in any subject area, they will be **required** to attend a summer school program or tutoring session. Parents will be notified in writing by the school at the end of the year if their child is failing a subject area. *Appropriate documentation will need to be completed and returned before the start of the next school year.*

While some students do not receive failing grades, his/her progress is not steady. St. Francis of Assisi School may **suggest** that students receive tutoring help over the summer to be prepared for the start of the new school year. Since research confirms possible regression of students during summer recess, it is imperative that parents provide an opportunity for reinforcement of educational skills during the break. Parents will be notified in writing by the school if their child is recommended. *Appropriate documentation will need to be completed and returned before the start of the next school year.*

PERMANENT RECORDS

A parent or guardian may request an appointment to meet with the administration to observe/discuss his/her permanent records. A parent having non-custodial rights has a right to request to see his/her child's permanent records. It is

the obligation of the parent/legal guardian to notify the school when there is a change in registration information such as, address, telephone number, place or employment of the parent(s)/legal guardian(s), emergency numbers, marital status, and custodial rights.

LUNCH

SFA does not offer a hot lunch program. However, the cafeteria is considered a proper setting for promoting good eating habits. Milk (white or chocolate) is available and paid for at registration. We discourage soft drinks from home as a lunch time beverage. A balanced selection of luncheon foods with minimal high sugar items is necessary for student lunches. We also discourage sending fast food as a frequent lunch item for the children. Office personnel cannot be expected to manage the delivery of such lunches to the children at their assigned lunchtime. A balanced lunch, packed from home, is always the best option.

FIELD TRIPS

Field trips are educational activities that are an outgrowth of class instruction. Permission slips are issued by the teacher in advance of the trip. These must be signed by a parent or guardian and returned to school prior to the event. **A child must have a signed designated permission slip in order to attend any field trip.** Students will usually be transported by bus rather than by car because of the liability it places on the drivers. Field trips are a privilege, not a right. Students can be denied participation if they fail to meet academic or behavioral requirements. Most field trip fees are paid at registration. Fees charged for field trips are non-refundable due to bus and program reservations, which are made in advance.

LIBRARY

ALL RULES THAT APPLY TO ANY LIBRARY APPLY TO OUR SCHOOL LIBRARY. Students who check out books are expected to return them on the day due. Any book that is lost or misplaced by a student must be paid for by that student before any other book may be taken from the library. If any student has not returned or replaced any book by the end of the school year, the report card and/or transcript of grades will be withheld until the book or payment is received by the library.

MOVIE/VIDEO TAPE RATINGS

- Only G-rated and un-rated videos will be shown to students
- Parent permission is required to show other than G-rated or un-rated videos

CO-CURRICULAR ACTIVITY

STUDENT COUNCIL

The Student Council promotes citizenship and organization of services to the student body and parish as well as charitable contributions to the community. The Council, under the faculty monitor's guidance, elects officers and representatives each year. Elections are held in May.

DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM (TIP)

Seventh grade students who qualify by scoring in the 95th percentile on any main content area of the 5th grade Terra Nova Test are given the opportunity to take the ACT or SAT. Their areas of strength are then targeted and tracked by the Duke University. Students are notified in the Fall and make arrangements to test at a local site. Students can qualify at regional and state levels and are recognized for this accomplishment.

SERVICE PROJECTS

The students are involved with the Parish Community Service Projects. Each month a class is responsible for a fund raising project to collect money for the Catholic Relief Services. Students bring in new toys and games and Christmas decorations in the fall for the Whitley City Store. During Lent we collect food for the Whitley City Food Pantry. Activities week in January will involve service outside of SFA at a site to be determined at a later date. Middle School students complete a service oriented project as part of the Familia Pacis Program.

ENRICHMENT ACTIVITIES

SCOUTS

Parents of both boys and girls have organized scout troops, which usually meet in the St. Francis Center after school during the school year.

ATHLETICS

St. Francis of Assisi participates in the Louisville Archdiocese's Catholic School Athletic Association (CSAA) which sponsors 13 team and individual sports throughout the course of the school year. Individual sports at SFA are provided as interest dictates. The SFA program is currently supervised and funded by the Booster Club. The exception being football and baseball where SFA children play at St. Agnes. The combined team is known as the "Saints."

The SFA Program is open to all SFA students, including those members of the parish attending public school. The program is governed by the rules and philosophy of the CSAA, the SFA Athletic Program Policies, and the SFA Code of Discipline.

Parents should watch for bulletin and school announcements that advertise sign-up times and requirements. In most cases the notices will appear approximately 1 month in advance of the start of practice date. The following is a list of sports and the approximate start of practice dates:

| | |
|---|------------|
| Girls Volleyball, Football, Cross Country | August 1 |
| Basketball | November 1 |
| Boys Volleyball | February 1 |
| Swimming | mid March |
| Girls Softball, Soccer, Track | March 1 |
| Tennis, Golf | mid May |
| Field Hockey, Baseball | May 1 |

The SFA Athletic Program Policies is provided in the back of the handbook.

SERVER

The honor of participating in the liturgy as a server is an individual choice. The boys and girls of grades 5 through adult are eligible to participate. Parent cooperation in this enterprise is essential.

ACADEMIC COMPETITIONS

The school participates in several academic events during the school year. The students compete in a variety of areas including:

| | |
|--|------------|
| Regional Science Fair | Grades 6-8 |
| Catholic School Academic League (Quick Recall) | Grades 4-8 |
| Governor's Cup | Grades 4-8 |
| Quick Recall | |
| Future Problem Solving | |
| Written Assessments | |
| Spelling Bee | Grades 4-8 |
| Young Authors | Grades 1-8 |
| Geography Bee | Grades 6-8 |

GENERAL INFORMATION

SCHOOL HOURS

School begins at 8:10AM and dismisses at 3:00PM. Opening exercises (prayer and pledge) start at 8:10AM. Classes begin at 8:15AM. In accordance with directives from the Office of Lifelong Formation and Education, the school day consists of six (6) hours of instruction and one-half (½) hour for lunch. St. Francis of Assisi extends the day by 15 minutes in order to dismiss at noon, one day a month for teacher professional development.

VISITOR POLICY

All parents and/or volunteers are to enter the school through the main entrance (facing Bardstown Road). All visitors are to sign in and receive a "Visitor" sticker before gaining admittance into the main school.

ATTENDANCE

Upon returning to school after a period of absence, the student must present to the teacher a note from the parent explaining the situation. **When a student is absent from school, parents are asked to call the office that morning after 8:10AM.** If parents do not call in an absent student on the day of the absence, the school will call the parents. This is the only way the students' whereabouts and safety can be verified. In addition to the morning phone call, a note is necessary upon the child's return to school, for records purposes.

EXCUSED ABSENCE

An excused absence includes the child's illness or injury, or death in the family. Doctor and dental appointments should be made outside school hours when possible. Missed assignments are the student's responsibility. These assignments must be completed as soon as possible.

ABSENCE DURING THE DAY

If a student is excused during the school day for any reason, he/she should present a note stating the reason and the time he/she is to leave and return if (applicable). This note is presented to the office and the homeroom teacher before school begins that day. **The child must be picked up by the parent or guardian in the office and the adult must sign the log provided in the secretary's desk.** If the child returns to school during the same day, he/she must report to the office.

HOMEWORK ASSIGNMENTS

A brother, sister, or parent of an absent child should request assignments from the child's teacher(s) in the morning before the school day and pick them up in the afternoon when school day ends.

TARDINESS

A child who arrives after 8:10AM is considered tardy. The child should report to the secretary's office before going to the classroom. Repeated tardiness implies a lack of growth in responsibility and causes disturbances of classroom routine. Students who are tardy 5 or more times in one quarter will receive a detention. Tardies in excess of 10 in one quarter will

warrant a conference with the Principal. Continual tardiness after a conference will result in notifying the Pupil Personnel Truancy Department.

RELEASING STUDENTS DURING SCHOOL HOURS

A student shall not be released from school during school hours into the custody of any person other than those listed on the EMERGENCY INFORMATION CARD FOR THE STUDENT. Identification of the person to whom the child is released must be verified.

Parents/guardians shall be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification shall be made.

Students shall not be sent on errands off the school grounds, or sent home for books, homework, etc.

Students shall not be released to speak with anyone during school hours except Child Protective Services unless the parent/guardian is first notified.

Students must be released through the School Office.

TELEPHONE

Permission to use the phone must be obtained from the secretary. The office phone is a business phone and students will be permitted to use it only in case of emergency. Arrangements for after school visits should be made at home.

BIRTHDAYS

Birthdays of students will be recognized by the class in small appropriate ways.

BICYCLES

Racks for bicycles are provided in the courtyard. All bicycles must be walked on and off the school grounds. The school is not responsible for stolen or damaged bicycles. Every effort is made by the school to protect student property.

POLICY REGARDING EMERGENCY CLOSING ANNOUNCEMENTS

When weather conditions cause school openings to be questioned, one of the following announcements will be made for Catholic Elementary Schools in Jefferson County:

ALL CATHOLIC ELEMENTARY SCHOOLS IN JEFFERSON COUNTY ARE OPEN.
St. Francis of Assisi will be open at the usual time of 8:10AM.

CATHOLIC ELEMENTARY SCHOOLS IN JEFFERSON COUNTY WILL BE OPEN, BUT ON A DELAYED SCHEDULE.
St. Francis of Assisi will be open at 10:00AM on these days.

ALL CATHOLIC ELEMENTARY SCHOOLS IN JEFFERSON COUNTY ARE CLOSED.
St. Francis of Assisi will be closed.

Announcements of these decisions will be aired via radio and TV as early as possible. When announcements are made, every effort will be made to have the media use the exact wording indicated by this policy.

There is no provision for early dismissal due to bad weather. We feel that our students will be safer at school than walking home or waiting for parents to pick them up. Further, it is a burden on the parent to come to school to pick up students earlier than planned. Therefore, we will not dismiss students early from school, if bad weather should occur, unless the parent requests.

UNIFORMS

If for some reason a student is not dressed according to uniform regulations, the parent should send a note explaining the reason. Children who come to school without the proper uniform or a note from the parent requesting an excuse from the uniform code for that day will be required to contact his or her parents. Uniforms may be purchased from Dillard's Department Store, Shaheen's Department Store, or Parker Uniforms.

GIRLS

Girls Uniform Code - Kindergarten through Grade 3

- Girls may wear navy blue jumpers (jumpers must have drop waist with four box pleats), navy slacks (straight, plain legged dress slack) or navy walking shorts (shorts must reach to the fingertips of wearer).
- A light blue blouse or collar shirt must be worn with the above items.
- White crew socks (must be seen above the shoe) or knee high socks or tights must be worn (navy or white). No designs or logos may be on the socks or tights.
- Navy cardigans or crew neck sweaters may be worn (with no logos or designs).
- Sweatshirts with the school tower emblem may be worn.
- If wearing pants or shorts, a dark simple belt must be worn (this rule may be disregarded at the discretion of the teacher for children in kindergarten and 1st Grade).
- Wearing make-up, including fingernail polish, is not permitted. Hair must be neatly groomed and out of the face. Hair ribbons and hairbands that do not cause a distraction may be worn.
- Small single post earring may be worn.

Girls Uniform Code - Grade 4 through 8

- Girls may wear navy skirt (4 box pleats), navy slacks (straight, plain legged dress slack) or navy walking shorts (all shorts must reach to the fingertips of the wearer). The skirts must be no shorter than three inches above the knee.
- A light blue blouse or collar shirt must be worn with the above items. Students in Grade 8 may wear white collar shirts.
- White crew socks (must be seen above the shoe) or knee high socks or tights must be worn (navy or white). No designs or logos may be on the socks or tights.
- Navy cardigan or crew-neck sweaters (with no logos or designs).
- Sweatshirts with school tower emblem may be worn.
- If wearing pants or shorts, a dark simple belt must be worn.
- Wearing make-up, including fingernail polish, is not permitted. Hair should be neatly groomed and out of the eyes and face. Hair ribbons and hair bands that do not cause a distraction may be worn.
- Girls may wear plain, small, single post earrings.

BOYS

Boys Uniform Code - All Grades

- ❖ Boys may wear navy dress slacks or navy walking shorts (shorts must reach to the fingertips of the wearer). The pants must be a straight, plain legged dress slack (no baggy slacks allowed) and worn at the waist.
- ❖ Light blue collar shirts must be worn with the pants or shorts. Students in Grade 8 may wear white collar shirts.
- ❖ White crew socks that can be seen above the shoe must be worn. No designs or logos may be on the socks.
- ❖ Navy cardigans, V-neck sweaters or crew neck sweaters may be worn (with no logos or designs).
- ❖ T-shirts worn under the uniform shirt must be plain and white.
- ❖ Belts that are dark and simple (no decorations) must be worn (this rule may be disregarded at the discretion of the teacher in kindergarten and 1st Grade).
- ❖ Sweatshirts with school tower emblem may be worn.
- ❖ Hair should be no more than collar length, above the eyebrows and out of the face. It is to the discretion of the school Principal to determine when haircuts/styles or colors are extreme and not acceptable.

All Students

- Students must wear shoes with toes and heels enclosed.
- T-shirts worn under the uniform shirt must be plain and white.
- All shirttails are to be tucked in.

UNIFORM VIOLATIONS

If for some reason a student is not dressed according to uniform regulations, a uniform violation notice will be sent home to be signed and returned the next day.

After three uniform violations, the student will be sent to the office and a parent will be called to come correct the problem. The child will not be allowed back in class and will stay in the office doing work until the uniform is in compliance with the above rules.

If there is a persistent violation of the skirt length policy, a conference will be called with the teacher, administration, and parents to correct the problem. It may be necessary to remove the uniform skirt option.

DRESS DOWN DAY

Dress Down implies comfortable and casual, yet neat. On days designed as "Dress Down Day" the following guidelines are in effect:

Girls

- jeans are appropriate if they are clean and neat.
- corduroys may be worn.
- casual shirts and blouses may be worn, including colored T-shirts (spaghetti straps are not permitted) – no inappropriate logos may be worn
- sweatshirts and jogging suits, providing they are neat and clean may be worn
- shorts must be to the fingertips of the wearer (cut-offs and spandex shorts are not permitted)
- socks must be worn, any kind
- NO sun dresses
- Mid-drift section MUST be covered

Boys

- jeans - same as above.
- corduroys may be worn.
- casual shirts may be worn, including T-shirts, sport shirts, flannel shirts (tank tops not permitted) – no inappropriate logos may be worn
- sweatshirts and jogging suits may be worn as above.
- socks must be worn, any kind.
- shorts must be to the fingertips of the wearer and worn at the waist (cut-offs and spandex shorts are not permitted)

DISMISSAL GUIDELINES

1. Dismissal from school begins at 3:00 p.m. Children will not be allowed in the parking lot area before 3:15PM without an adult. Cars can wait in the parking lot or line up in the alley from Rutherford until the children are dismissed. Cars are not allowed to park on Rutherford near the school alley because visibility becomes low and guards have a difficult time crossing walkers. In order for the flow of traffic to run smoothly, cars entering from Rutherford will be given first priority in the pickup line. After the car pool line from Rutherford is finished, cars from the parking lot will exit. If your children are not ready when you are first or second in the pickup line, you will be asked to circle around Sewanee and Rutherford until your entire car pool is assembled.
2. No walkers will be allowed in the alley. They will be asked to walk next to the Church to Rutherford.
3. Children remaining after 3:15PM will be escorted to After-School Care to wait for their ride.
4. Children will not be allowed to walk to Rutherford or Alfresco to find their ride. A parent or parent designee may park on Rutherford or Alfresco and walk to the courtyard to escort their child(ren) to the parked car.

Parents are reminded to park only in designated parking areas, between the yellow lines.

Parents are also reminded to pass these guidelines onto grandparents and others who may, on occasion, pick up the children.

SAFETY

Student safety patrols, grade eight students, are stationed in strategic areas on the school grounds for your child's safety. Students must follow school guard directions.

REAR PARKING LOT AND TRAFFIC PATTERN

Traffic in the morning and afternoon should enter the school premises (the alley) by Rutherford Avenue and exit only by the city alley. Guards are placed there each morning to monitor that students enter the building safely. No cars should linger and park in the driveway space. Park, while waiting, in the church parking lot. No students should be dropped off on Rutherford or Alfresco to walk into school unsupervised.

SCHOOL REGULATIONS

1. Students are expected to behave in a Christian manner.
2. Students must treat all teachers with respect in and outside the classroom.
3. Students must use a moderate tone of voice in the school building.
4. Since all classes do not change at the same time, courtesy in the halls when changing classes is expected.
5. Chewing gum and candy is not permitted on the school grounds or on field trips.

6. Complete silence is required during the regularly scheduled fire and tornado drills.
7. Restrooms are to be kept clean, by all students.
8. Students may enter the school building at 7:30AM. Students may not re-enter the building after dismissal without permission of a faculty member.
9. Students defacing school property, including books, desks, walls, and equipment will be held responsible for paying for the damage incurred.
10. Toys, knives, matches, radios or any item considered a distraction from the learning climate will be collected by the teacher.
11. Uniforms worn in a neat manner with shirttails tucked in.
12. Table manners are expected in the cafeteria. A conversational tone is to be maintained at all times.
13. Assigned homework must be completed and given to the teacher at the time requested.
14. Hair styles for boys and girls must be neat and not extreme styles.
15. Make-up and nail polish may not be worn during the school day.
16. Materials kept in students' desks and lockers are to be neat and orderly.
17. Students must remain in desk if the teacher is out of the room.
18. Students may not have cell phones, pagers, or electronic games in the school building. If a cell phone is needed to be used while walking to or from school, the office can hold it for the student until the end of the day.

STUDENT MANNERS

- * Say thank-you, excuse me, and please when you have received a favor or request for a favor.
- * Greet adults, student friends, and acquaintances.
- * Return borrowed items on time and in good condition.
- * Walk around people speaking to each other, not between.
- * Open and shut doors softly.
- * Be a good volunteer — help and follow through on tasks.
- * Keep all property — personal and school — in good condition.

CODE OF DISCIPLINE

ST. FRANCIS OF ASSISI'S NINE VALUES

The conduct of the students of St. Francis of Assisi School should reflect growth in the nine values that form our relationships. These are Equality, Fidelity, Honesty, Justice and Fairness, Promise-keeping, Respect, Responsibility, Self-control and Trust.

Equality: students are expected to demonstrate the same standard of treatment for every one.

Behaviors Expected: inclusiveness, participation in cooperative learning groups, practice of conflict management skills.

Behaviors not tolerated: name-calling, put-downs, mean-spiritedness, exclusiveness.

Fidelity: students are expected to be faithful, to hang in there when it is tough.

Behaviors Expected: volunteering for the non-glory or much needed jobs, being enthusiastic about projects, participation in school projects, being supportive of friends and schoolmates.

Behaviors not tolerated: giving up, gossip, rumor-mongering.

Honesty: students are expected to be truthful.

Behaviors Expected: telling the truth.

Behaviors not tolerated: lying, cheating, stealing.

Justice and Fairness: students are expected to be responsible toward the whole community.

Behaviors Expected: participation in jobs and activities, keeping areas clean and neat, respect for community property. (Books, library books, desks, equipment)

Behaviors not tolerated: vandalism, careless use of equipment, breaking or losing community property.

Promise-keeping: students are expected to be true to their word.

Behaviors Expected: follow-through with commitments.

Behaviors not tolerated: excuses, quitting a project that is dependent upon a student's participation.

Respect: students are expected to treat people with the dignity that they merit as God's creation.

Behaviors Expected: politeness, good manners in cafeteria, on field trips, wit invited speakers, and helpfulness.

Behaviors not tolerated: racial slurs, back-talk to those in authority, ignoring or refusing to obey the directives of those in authority.

Responsibility: students are expected to answer for their own actions and to take care of their obligations.

Behaviors Expected: doing class work and homework on time, owning mistakes, initiating helpful actions when needed.

Behaviors not tolerated: refusal to do work scape-goating, indifference to obvious but assigned tasks.

Self-control: keeping desires in check.

Behaviors Expected: quiet when appropriate or requested, practice of conflict management skills, reverence in Church.

Behaviors not tolerated: disrupting class, fighting, hitting, use of tobacco, alcohol or drugs, carry a weapon (knife, gun, nun-chuck etc.).

Trust: a special bond created between people that gives them a safe feeling.

Behaviors Expected: reaching out to someone who appears to need support.

Behaviors not tolerated: ignoring or failure to respond to an unsafe situation.

PROCEDURE FOR DISCIPLINARY ACTION

In guiding the student's growth in habits and in Christian attitudes, it is well to emphasize positive approaches. Well-prepared and conducted classes reduce disciplinary problems, particularly when positive motivation for conduct and achievement are apparent. In working to prepare moral and responsible members of our community, the following procedure will be followed when disciplinary action is necessary. (Unusual circumstances might warrant a more immediate and direct contact with administration.)

An effective disciplinary action must be:

- A. deserved, and the student must understand what he/she has done and the consequence thereof.
- B. Constructive and proportionate to the act.
- C. Applied as soon as possible after the act, but with careful deliberation.

1. If behavior requires a disciplinary action, the student will be given a "**St. Francis of Assisi Disciplinary Form**" (**Appendix D**). The teacher completes this form in a detailed manner, outlining the infraction.

2. The student is then sent to the office to conference with the Principal. During all conferences, an attempt will be made to help the student understand the infraction and the consequences necessary to learn from the mistake. The Principal may implore the principles of the Peacebuilders program to guide the child in understanding their wrong in a dignified and respectful manner.
3. The Principal then checks the students records to determine the appropriate disciplinary action, signs the form and a copy is sent home to be signed by the parent and/or guardian. Ordinarily the steps will be taken in sequence except in cases of a severe breach of conduct. They are:

| | |
|---------------------------|--|
| 1 st Referral: | Conduct Referral to be signed by Parent(s) |
| 2 nd Referral: | Conduct Referral to be signed by Parent(s) |
| 3 rd Referral: | Signed Referral and Early morning detention |
| 4 th Referral: | Signed Referral and Early morning detention |
| 5 th Referral: | Signed Referral and Early morning detention |
| 6 th Referral: | Signed Referral, Early morning detention AND a conference with parent(s) and/or guardian(s), student, Principal, and others as circumstances demand. After the conference, the student may be subject to one or more of the following: required counseling, suspension, probation, or dismissal from St. Francis of Assisi School. |

**The student must be on time for the detention or another one will be issued.
4. The parent(s) and/or guardian(s) sign the form and return it the Principal on the next school day. Failure to return the form will warrant a phone call to the child's parent(s) and/or guardian(s) by the Principal.
5. The referral forms are kept on file in the office for one school year. Each child starts over with the start of a new school year.

All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

PROBATION AND SUSPENSION

Probation and suspension are to be used only when normal disciplinary procedures have failed or in cases of exceptionally severe breaches of discipline. Only the principal has the authority to administer probation or suspension as a disciplinary measure.

PROBATION is a disciplinary procedure by which a student who is in school is evaluated in regard to attitude and behavior over a specified period of time by teachers and the principal in order to determine his/her resolve to remain in the school community.

The procedures for probation are:

1. The Principal has a conference with the student, teacher(s), and parents to advise of reasons, conditions, and length of probation. Notice is placed on file in the school office.
2. The Pastor is advised immediately.
3. After the period of probation, a second conference is held for evaluation and to decide whether the probation is to be terminated or extended.

TEMPORARY SUSPENSION is a disciplinary procedure by which a student is removed from the school/class for a specified period of time to give the student the opportunity to realize that certain aspects of his/her behavior and attitude are unacceptable to the school community. Adequate supervision shall be provided.

The procedure for temporary suspension is:

- 1) If the Principal judges temporary suspension may be necessary, she
 - a) has a conference with the student and teacher(s).
 - b) consults the pastor and/or
 - c) calls a conference with the parents and any others as circumstances demand.

- 2) If the Principal decides that temporary suspension is necessary, she
 - a) informs other persons who are affected by the decision.
 - b) provides educational tasks for the student to complete
 - c) sends a written statement to the Superintendent for Elementary Schools and to the parents
- 3) Some serious infractions may necessitate immediate temporary suspension.

INDEFINITE SUSPENSION is a disciplinary procedure by which a student is removed from the school indefinitely. Indefinite suspension is used in those cases where probation and temporary suspension seem inadequate to effect the desired changes in the student's attitude and behavior.

The procedure for indefinite suspension is:

- 1) If, in the Principal's judgement, indefinite suspension may be necessary, she
 - a) has a conference with student and teacher(s).
 - b) consults with the Pastor, and
 - c) calls a conference with the parents and any others, as circumstances demand.
- 2) If the Principal now decides that indefinite suspension is necessary, she
 - a) informs other persons who are affected by the decision, including the School Board Chairperson.
 - b) Provides guidance for the transfer to another school.
 - c) Advises parents of conditions under which further reconciliation might be effected.
 - d) Sends a written statement of the measures taken and the reasons for the action to the Superintendent for Elementary Schools and to the parents.

INTERNET AND ELECTRONIC MAIL STUDENT USER AGREEMENT

Access to Electronic Mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages.

To that end, the Archdiocese of Louisville has set the following standards for using on-line information sources.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege – not a right.
2. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers will always be private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.
4. The following are not permitted:
 - Revealing personal information online (name, phone number, address)
 - Sending, receiving, or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting or threatening others
 - Damaging computer systems or computer networks
 - Violating copyright laws
 - Submitting documents from the Internet as personal work
 - Using another person's password
 - Trespassing in someone else's folder, work or files
 - Intentionally wasting limited resources
 - Using the network for commercial purposes
 - Propagating chain messages
 - Making unauthorized down loads
 - Participating in personal chat or instant messaging
5. Violations may result in loss of access as well as other disciplinary action.

ST. FRANCIS OF ASSISI COUNSELING PROGRAM

The St. Francis of Assisi Counseling Program offers a variety of services to students and their families free of charge throughout the school year. Among them are individual and group counseling services, student and family counseling referrals, peace education, management of special learning needs and testing accommodations, tutoring referrals, Duke Talent Search information for incoming 7th graders, and a variety of programming based on the school community's needs.

Please feel free to direct inquiries to the SFA Counseling office anytime during school hours at 459-3088 x.145.

THERAPEUTIC COUNSELING SERVICES

St. Francis of Assisi utilizes the Family Builders model to offer direct individual and group therapeutic counseling opportunities to SFA students throughout the school year. The SFA counseling program is affiliated with the Catholic Family Center of the Archdiocese of Louisville. Parent permission and intake paperwork is required for students to receive these on-going counseling services. Services may be provided by the degreed counselor on staff or by a visiting, clinically supervised intern, from one of the local universities.

On-going SFA counseling proceedings and records will remain strictly confidential except in cases that require a report to state or federal services as determined by law. These cases include but are not limited to reports a child makes regarding planned or perceived injury to himself or herself or another person.

Counseling referrals are also available through the SFA counseling program. Inquiries can be directed to the SFA counseling office. If you have a counseling emergency or require immediate assistance, contact the Seven Counties Services 24-hour Crisis and Information Line at (502)-589-4313.

Disclaimer: Though all on-going counseling services require parent permission, it is understood that the counselor may meet with a student individually on an as-needed basis for minor student needs in the areas pertaining to health, learning, or peer relationships. These meetings will be documented and reported to the parent or guardian, but will not require prior written permission.

SPECIAL LEARNING NEEDS

The Archdiocese of Louisville promotes a model of inclusion for children with mild disabilities in our schools. We believe that children with mild learning differences can be successful within the regular classroom setting when strategic teaching methods are utilized and appropriate accommodations based on professional assessment recommendations are implemented.

Unlike the public school system, private schools do not receive state and federal monies to fund special education programs. Therefore, we do not write or accept IEPs (Individualized Education Plans) as public schools are mandated to do. However, our schools are guided by an Archdiocesan Special Education protocol, which utilizes the development of School Strategy Plans and Section 504 Plans (a plan based on Section 504 of the Americans with Disabilities Act) to address the special learning needs of students when a formal educational evaluation has been obtained. The development of these plans involves any and all members of the student's learning community (i.e. student, parent, teachers, counselor, principal, tutor, etc.) and is regularly maintained throughout each school year. More information regarding these plans is available from the SFA counseling office at 459-3088 x.145.

If a guardian is concerned that a student has special learning needs and would like to pursue assessment options, inquiries about referrals for formalized testing can be directed to the SFA counseling office.

STANDARDIZED TESTING ACCOMMODATIONS

Accommodations will be made on standardized testing for students with learning differences and will be implemented according to the mandate of the standardized assessment producer. To qualify for standardized testing accommodations, a student must have a diagnosed disability as determined by current (within the past three years) formalized assessment or physician's note. In addition, the student's diagnosed learning difference and appropriate testing accommodations must have been documented on the student's Section 504 Plan for a minimum of 30 days prior to testing. Inquiries regarding this issue can be directed to the SFA counseling office at 459-3088 x.145.

HIGH SCHOOL PLACEMENT TESTING ACCOMMODATIONS

Catholic High Schools provide testing accommodations to students with special needs. To qualify for testing accommodations on the Catholic High School Placement Tests, a student must have a diagnosed learning difference determined by a current (within the past three years), formalized assessment or physician's note. The learning difference and corresponding classroom accommodations must have been documented on a Section 504 Plan (see section for Special Learning Needs) for a minimum of 30 days prior to the request submission date. A request for these accommodation services must then be made in writing, by SFA, a minimum of two weeks prior to the high school placement test. This request should be on the appropriate form and must be signed by the SFA administrator and by the guardian. Questions regarding this issue can be directed to the counseling office at 459-3088 x.145

PEACE EDUCATION

Peace education is a cornerstone in value training at St. Francis of Assisi School.

The three main aspects of Peace education at SFA include Peacebuilders, Inc., Familiae Pacis, and the No Bullying Program.

THE PEACEBUILDERS PROGRAM

Central to all instruction at St. Francis of Assisi is a very clear understanding of our responsibility as Catholic educators to produce students who are proficient in their understanding and application of Christian Values. Pursuant to this need, St. Francis has adopted the PeaceBuilders Program.

PeaceBuilders is a simple child friendly curriculum, which helps students to understand and claim responsibility for creating conditions conducive to peace in their school and classroom environments. The PeaceBuilders Program, as practiced at St Francis, is firmly anchored in its adherence to Christ-centered values. As such, it provides a structure, expectations and a common language utilized by all students and staff for the creation and maintenance of school atmosphere marked by a focus on non-violence, justice, peace and compassion.

Specific guided activities and discussions based upon the values inherent in PeaceBuilders are utilized, in addition to the Archdiocesan Religion curriculum, for Peace Education at St. Francis. It is thus hoped that students will more readily take the lessons learned from their studies of peace to heart and practice Christ-centered values in all aspects of their lives.

The PeaceBuilders Program has at its heart a pledge written simply, so as to be understood by all ages. The PeaceBuilders Pledge sets forth a framework by which all interactions at St. Francis, social and otherwise, are to be guided. The expectations, which the St. Francis staff, will have of student behavior flows from an understanding of the Pledge.

PACIS FAMILIAE

The Compassion Project at St. Francis of Assisi, Pacis Familiae, (Latin for Peace Families), is the Middle School program for Peace Education at St. Francis of Assisi. Middle School students are developmentally ready to become active and responsible members of the Christian Community. As such it becomes prudent to lay a foundation of spiritual soundness based upon the development and maturation of each student's ability to connect empathetically with all members of the Human Community.

Pacis Familiae has at its core an understanding that all Christian Values flow from Compassion. Those who are able to practice Compassion are also those who are capable of practicing all of the values which are made clear in the New Testament.

It is a strength of Pacis Familiae that the program recognizes that Compassion can not be taught as one would teach regular academic subjects. Instead, it is understood that in order for students to develop their own awareness of and mechanisms for practicing Compassion, they must be allowed opportunities to meet individuals who have suffered first-hand or who have directly worked to alleviate suffering. Students must also be given opportunities to meet people who are wholly outside of their normal social or cultural experiences. Importantly, students must also learn a new way of listening to speakers and to each other.

To achieve these goals Middle School students are divided into small, mixed grade groups who meet bi-weekly to listen to speakers, perform service projects or explore in discussion or via activities ideas conducive to building their understanding of Compassion. Students also learn and practice a special type of listening called Compassionate Listening.

The end result of a student's participation in Peace Education at St. Francis, hopefully, is the development of young adults who are both wise academically as well as morally and who have the courage to practice Christ-centered values in all aspects of their lives.

NO BULLYING PROGRAM

This program teaches students about bullying and its effects. The program also provides a confidential victim report system with measurable follow-up for the student who is bullying and their family or guardian. Included in this handbook are copies of the victim report form, the bully behavior chart and the bully report notice. If a student at SFA is a victim of bullying, that student is strongly encouraged to come to the counseling office or other staff member as soon as possible to make a confidential report of the bullying behavior. Please note that bullying behavior can be subtle and extremely painful and is not limited to physical gestures.

SAFETY CONCERNS

At St. Francis of Assisi it is of paramount importance that we maintain a school environment, which provides for the physical and emotional safety of each student and staff member. As such, school officials may exercise their option or responsibility of contacting and of reporting specific transgressions to local enforcement officials if the actions of a student are suspected to have violated Federal, State or local laws or ordinances.

CHILD ABUSE

As stated in KRS 620.030, "any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to a local law enforcement agency, or the Kentucky state police, the cabinet, or its designated representative, or the Commonwealth's attorney by telephone or otherwise."

This reporting requirement includes all clergy, employees, and volunteers. When the accusation involves church personnel, such a report also must be forwarded to the Chancellor of the Archdiocese.

THREATENING BEHAVIOR

Threatening behavior is defined as intentional statements, gestures, or actions meant to cause harm to another and/or damage to property. School officials may consider the following factors in deeming whether behavior is threatening: history or inappropriate behavior, circumstances surrounding the behavior, nature of statements/gestures/actions, developmental stage of student, other relevant information.

Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified.

3. Student is suspended from school and may not attend any school activity or be present on school grounds.
4. School officials apprise pastor and Superintendent of Schools.
5. Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, or concern the use of a weapon of mass destruction on school property, the local authorities will be contacted. The individual(s) who have been threatened, as well as applicable parents,/guardians, are to be notified as soon as possible.
6. Parent/guardian of student is required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parent/guardian and/or school officials may consult with the family Counseling office for assistance in determining an adequate mental health assessment.
7. Mental health assessment results and recommendations are shared with the principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow up.

False Threats

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

Consultation

The Superintendent and Director of Family Counseling are available to consult with schools dealing with threatening behavior.

HARASSMENT

The Schools of the Archdiocese do not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made explicitly or implicitly, (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile or offensive learning environment.

Verbal harassment: includes derogatory comments, jokes, or slurs: can include belligerent or threatening words spoken to another individual.

Physical harassment: includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual harassment: includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

FIREARMS OR DANGEROUS WEAPONS

“UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.”

Should a student be in violation of the above policy, the following steps will be taken:

1. Parent/guardian is contacted.
2. The student is dismissed from school.
3. The police are called.
4. Superintendent is notified.
5. Reason for dismissal is noted on the student's permanent record.

SEARCH AND SEIZURE

School officials have the right to search a student's personal items (jackets, bags) or school desks/lockers if they suspect the student brought items to school that are not permitted or that might be harmful. The principal will keep any confiscated items in the office. Parents will need to make an appointment to pick up these items.

CRIMINAL GANG-LIKE ACTIVITY

Criminal gang-like activity will not be tolerated on school grounds or at any school-sponsored activity. Student will not wear/display explicit gang-like symbols. Violation may result in suspension and/or other appropriate action as deemed by the principal.

Criminal gang-like activity involving membership in a criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.

When student participation in criminal gang-like activity is suspected/observed on school ground or at any school-sponsored activity, the following steps shall be taken:

1. the teacher or other person having the aforesaid information shall notify the principal of the school wherein the student is enrolled;
2. the principal, in consultation with appropriate resources, will gather information to make a determination of student involvement in criminal gang-like activity;
3. upon confirmation of student involvement in criminal gang activity, the student's parents or legal guardians shall be notified, appropriate action taken, and written documentation kept on file;

if activity cannot be confirmed and concerns exist about student behavior, the student's parent or legal guardians shall be notified, the concerns expressed to them and written documentation of notification kept on file.

4. local law enforcement should be notified if a criminal act occurs

ILLEGAL DRUGS

The possession, use, sale or distribution of illegal drugs or alcohol is subject to disciplinary action. If students bring to or from school, or have in their possession at school or on school grounds, or before, during or after a school-sponsored event, during or after school hours, any illegal drugs or alcohol, look-alikes, or paraphernalia, they are subject to disciplinary action which may include dismissal from school.

Possession/Use of Illegal Drugs or Alcohol

When a student is found in possession or under the influence of alcohol or other illegal drugs, look-alikes or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

1. The substance will be taken away from the student
2. Parent/guardian will be called to take the student home unless emergency help is necessary.
3. The superintendent and/or the Safe & Drug Free Schools Coordinator is notified and consulted
4. A conference with the student, parent/guardian, and school officials will take place.
5. Law enforcement authorities will be informed
6. A professional assessment for chemical dependency is required, and the student may be suspended from school pending the results of the assessment.
7. Assessment results, disciplinary history, and other pertinent information is reviewed by school officials to determine subsequent disciplinary measures which may include consequences in accordance with the school's code of conduct, suspension/reinstatement with stipulations and/or dismissal from school.

Distributing/Selling Illegal

If a student is found distributing or selling illegal drugs or alcohol, look-alikes or paraphernalia on the way to or from school, at school, or before, during or after school-sponsored event.

1. Parent/guardian will be called to take the student home.
2. Law enforcement authorities will be notified.
3. The superintendent and/or Safe & Drug Free Schools Coordinator is notified and consulted.
4. The student will be dismissed from school.

Suspected Possession/Use/Distributing/Selling of Illegal Drugs or Alcohol

When an administrator suspects that a student may be using, distributing, in possession of, or selling illegal drugs or alcohol, the administrator will meet with the student, discuss the situation and contact the parent/guardian. If a suspicion is confirmed, the school will follow its policies. If no evidence is found to support the expressed concern, the matter will be dropped.

Professional Assessment and Treatment

When a professional assessment is required the Safe and Drug Free Schools Office can provide the family a list of certified chemical dependency counselors/agencies that can be chosen for the assessment. Should a parent/guardian refuse the professional assessment or the recommended treatment, the student may be dismissed from school.

GRIEVANCE POLICY

Authority as exercised in the Catholic school system depends in a large measure upon a spirit of willing cooperation among administrators, staff and students. However, honest disagreements can, and sometimes do, occur between parties at various levels. For those instances when the persons involved cannot reach an agreement that is mutually satisfactory, the following guidance is offered. (Consult Archdiocese of Louisville Handbook for Elementary Schools which is kept in the school office for more details).

Normal Level of Resolving Grievance

1. STUDENTS/PARENTS

*The parent and the student address the concern and resolve amongst themselves.

2. STAFF/TEACHER

*The grievance of the student/parent is addressed directly with the teacher.

3. PRINCIPAL

*The grievance is brought to the Principal by the Teacher/Staff and/or the Student/Parent to address.

4. SCHOOL BOARD (only when policies are concerned, not staff issues etc.)

*The grievance is brought to the School Board after all of the above have been addressed. The concern must be presented to the Chairperson of the School Board (in writing) 48 hours in advance of the regularly scheduled meeting.

5. PASTOR

*The grievance is brought to the pastor in writing and he then chooses how to address the issue (written response, scheduled meeting, etc.)

6. OFFICE OF LIFELONG FORMATION

*The Superintendent of Schools is contacted in writing and it is to his/her discretion as to how to address the issue.

HEALTH AND MEDICAL INFORMATION

HEALTH AND MEDICAL REQUIREMENTS

The State Department of Health requires that each student entering school for the first time have a medical examination form.

The State also requires that the student's immunization certificate be updated. Students will not be allowed in school without this certificate.

Eye and hearing tests are given yearly to students on a rotating basis. Results are given to the principal who informs the parents of any problems that may require medical attention.

A health card is maintained for every pupil in the school file.

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

SICKNESS DURING THE SCHOOL DAY:

Parents will be contacted if a student is deemed as sick/not feeling well by the school staff. Every effort will be made to keep them in school. However, at the discretion of the staff, you or your emergency contact designee will be required to pick your child up from school for a fever, vomiting, or other illness which keeps the child from participating fully in the school days activities.

MEDICAL EXAMINATIONS

A medical examination shall be required of each fifth grade student prior to entering sixth grade. The medical examination shall be reported on forms prescribed by the Department of Education and will include a medical history; record or immunization; assessment of growth and development and general appearance; physical assessment including hearing and vision screening; a report of the results of a tuberculin skin test administered within one year prior to entering school; and recommendations to the school regarding health problems that may require special attention in classroom or physical education activities.

EYE EXAMINATION FOR ELEMENTARY SCHOOL ENTRY

Archdiocese of Louisville Catholic elementary schools require proof of a vision examination by an optometrist or ophthalmologist be submit to the school no later than January 1 of the first year that a five (5), or six (6) year old child is enrolled.

MEDICATION POLICY

Medication should be given at home when possible. If school personnel are giving medications, they should receive appropriate preparation for the administration of medication and recording of medication.

The person supervising the administration of medication must keep a written record. All medication given will be documented on a medication log. Records must contain the legal signature of person(s) administering medication and will be kept on file in the student's cumulative health record.

All medication must be stored in a secure place.

All medication should be sent to school in its original container with the prescription label attached which includes the physician's directions for dispensing the medication.

A signed "authorization to give medication" form from the parent/guardian is required for school personnel to give medication to a student. The information on the form should include: (1) name of student, (2) name, address, and phone number of physician, (3) type of medicine, (4) dosage, (5) time of day for dosage, (6) reason medication is to be given, (7) possible reactions or side effects of medicine, (8) release from liability, and (9) parent's telephone at home, work, and emergency.

Prescription medication will be accepted on an individual basis and administered only as prescribed on the physician's or dentist's authorization. The original prescription or refill must be provided by the parent and include the student's name, date, medication, dosage, strength, and directions for use which includes frequency, duration, and route of administration, prescribing physician, and pharmacy name and address.

Non-prescription (over-the-counter) medication may be accepted on an individual basis as provided by the parent or legal guardian provided a completed authorization to give medication form is on file. Prolonged use of non-prescription medication is discouraged. Physician or health care provider approval is required for use of non-prescription medication. The medication should be in the original container. **This includes distribution of Tylenol or Advil for occasional headaches. ALL students must have a permission form on file.**

Emergency medication must be administered as per written protocol approved and signed by a physician or local health officer and parent. Individual protocols (explicit instructions) are needed to address those students with a history of systemic reaction to known allergens (anaphylaxis) and other medical conditions which would require the administration of emergency medication

ALLERGIES

Please provide the school office and teacher with the necessary information regarding seasonal or food allergies for your child. If an Epi-pen is needed, they will be stored in a secure location of the classroom.

ASTHMA MEDICATION

A student with asthma is permitted self-administration of medications if the student's parent or guardian:

- Provides written authorization for self-administration to the school.
- Provides a written statement from the student's health care practitioner that the student has asthma and has been instructed in self-administration of asthma medication. The statement shall also contain the following information: name and purpose of medications, prescribed dosage, time(s) when the medications are to be regularly administered and under what additional special circumstances the medications are to be administered, and the length of time for which the medications are prescribed.
- The permission for self-administration of medication shall be effective for the school year in which it is granted and shall be renewed each following school year.
- The statement shall be kept on file by the school.
- The parent /guardian of the student shall be informed that the school and its employees and agents shall incur no liability as a result of any injury sustained by the student from the self-administration of asthma

medications. The parent/guardian shall sign a statement acknowledging that the school shall not be liable and the parents/guardian shall indemnify and hold harmless the school and its employees against any claims relating to the self-administration of asthma medications.

AIDS

SFA will follow Archdiocese Guidelines.

MARRIED STUDENTS

SFA will follow Archdiocese Guidelines.

SUPPORT ORGANIZATIONS TO ST. FRANCIS OF ASSISI SCHOOL

OFFICE OF LIFELONG FORMATION AND EDUCATION

This office provides many valuable services to the Catholic Schools of Louisville. Administrative assistance, personnel in-service programs, policy leadership, curriculum guidance, and research.

ST. FRANCIS OF ASSISI SCHOOL BOARD

The primary tasks of this board are:

- 1) Develop, approve and review general policies
- 2) Identify the long - and short - range needs of the school
- 3) Analyze and approve the annual budget request for the school

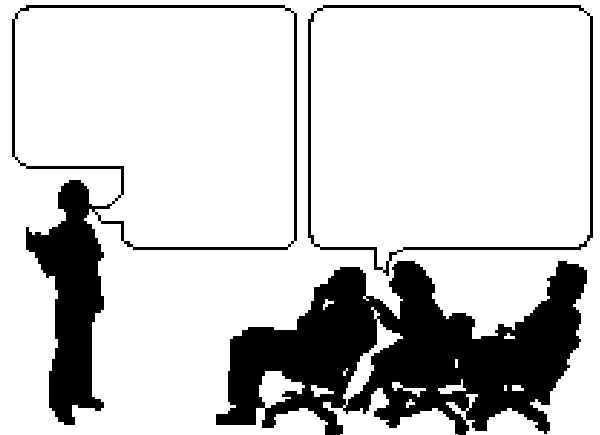
2006-2007 SCHOOL BOARD MEMBERS

Bruce White, Chair
Kim Thieneman
Paula Ohlmann
Mary Ann Riehl
Shelley Santry

Mary Kennedy
James Jenkins
Larry Coomes
Susan Sanchez
Theresa Leezer

Ex officio:

Paula Watkins, Principal
Rev. Lou Meiman, Pastor
Marilyn Kearney, PVO Co-Chair
Kim Thieneman, PVO Co-Chair
Paula Do, Teacher Representative



PARENT VOLUNTEER ORGANIZATION (PVO)

PURPOSE: To provide a framework that enables parents to support and share in the intellectual and spiritual education of the children at Saint Francis of Assisi.

The committees of the organization and their purposes are:

- **Communications Committee:** To publish a periodic newsletter, the Cougar Courier, targeting parents and school leadership.
- **Gift Card Program Committee:** To facilitate the sale of gift cards by school and parish families with the proceeds of such sales used to fund the technology lab in the school and/or to directly offset school fees paid by parents.
- **Health and Safety Committee:** To implement programs such as the annual health screenings and safety awareness programs for the children. This committee will address any issues concerning safety and health.
- **Newcomer Committee:** To establish a network to pair new families with existing families and to provide information, support, and friendship to these families.
- **Program Committee:** To organize speakers for meetings to discuss topics of interest to the parents.
- **Volunteer Resource Committee:** To solicit and organize volunteers for school projects including classroom liaisons, tutors, office workers, baked goods for meetings, and babysitting service.
- **Sounding Board Committee:** To help parents communicate their concerns via a written or verbal report and to further seek to channel these concerns in an appropriate way. Sounding Board maintains a box at school for any concerns to be communicated in either an anonymous or direct fashion.
- **Special Projects Committee:** To coordinate special fund raising projects, such as the Campbell's Soup, Box Top for Education, Target Credit Card, or Scrip. Programs and to help plan and implement other such programs which would financially benefit the school.
- **Catholic Identity:** To help the school staff in promotion of the message of spirituality to our school community and to help educate parents in the Peacebuilder's program.
- **Teacher/Parish Staff Appreciation Committee:** To provide a means of showing appreciation to the teachers, parish and school staff, and school volunteers.

COMMITTEE CHAIRS

Marilyn Kearney : Co-Chair
Kim Thieneman : Co-Chair
Denise Martin/Debby Sexton: Gift Card Program
Susan Grady: Teacher/Staff Appreciation
Renee Hook, Donna Grundy, Amy Foos: Communication
Susie Ansert: Sounding Board

Joanne Coleman: Resource
Jennifer Chang: Newcomer
Jennifer Hummel: Program
Paula Watkins: Principal
Lynn Rough and Laura Zoeller: Health and Safety
Mary Kennedy: Special Projects
Pam Conway: Catholic Identity
Susan Messerschmidt: Teacher Rep.
Sub-Committee: SCRIP: Stephanie Clemans

AFTER SCHOOL CARE

SFA has licensed after-school care facility. This service is provided for care and convenience of the students and parents. Fees and hours may be obtained from the school office. The guidelines of the Jefferson County Human Resources Department were met in the design and maintenance of the child care space located in the lower level of St. Francis Center. The principal and director of the child care program set policy and management procedures. Please contact Mr. Fred Whittaker for more information at 459-3088.

SAINT FRANCIS OF ASSISI -- ATHLETIC PROGRAM POLICIES

ATHLETICS

St. Francis of Assisi participates in the Louisville Archdiocese's Catholic School Athletic Association (CSAA) which sponsors 14 team and individual sports throughout the course of the school year. Individual sports at SFA are provided as interest dictates. The SFA program is currently supervised and funded by the Booster Club. There is one exception, contact football, where SFA children play at St. Agnes. The combined team is known as the "Saints."

The SFA Program is open to all SFA students, including those members of the parish attending public school. The program is governed by the rules and philosophy of the CSAA, the SFA Athletic Program Policies and the SFA Code of Discipline.

Parents should watch for bulletins and school announcements that advertise sign-up times and requirements. In most cases the notices will appear approximately 1 month in advance of the start of practice date. The following is a list of sports, grade and approximate start of practice dates:

| | | |
|------------------|-----------------------------------|---------------------------|
| Girls Volleyball | 3 rd – 8 th | Last Monday of July |
| Contact Football | 5 th – 8 th | August 1 st |
| Cross Country | 5 th – 8 th | August 1 st |
| Flag Football | 3 rd – 4 th | August 15 th |
| Fall Soccer | K – 2 nd | Mid August |
| Basketball | 3 rd – 8 th | November 1 st |
| Boys Volleyball | 3 rd – 8 th | February 15 th |
| Girls Softball | 3 rd – 8 th | March 1 st |

| | | |
|---------------|-----------------------------------|---|
| Soccer | K – 8 th | March 1 st |
| Track | 5 th – 8 th | March 1 st |
| Swimming | 1 st – 8 th | Mid March (1-day Meet) |
| Tennis | 4 th – 8 th | January 1 st (1-week Tournament June) |
| Field Hockey | 5 th – 8 th | May 1 st |
| Boys Baseball | 3 rd – 8 th | May 1 st |
| Golf | 5 th – 8 th | June (1-day Tournament 7 th /8 th) (1-day Tournament 5 th /6 th) |

SAINT FRANCIS OF ASSISI – ATHLETIC PROGRAM POLICES

ATHLETIC PROGRAM POLICES

Athletic participation at SFA is governed by the rules and philosophy of the Catholic School Athletic Association (CSAA), the SFA Code of Discipline and the following SFA Athletic Program Polices.

MISSION STATEMENT

The athletic program follows the Parish Mission Statement expanded to provide.....

- Every child has the opportunity to participate, have fun and improve regardless of their current level of athletic ability.
- CSAA leagues are competitive and winning is inherent to competition but not the prime objective of the CSAA program. Good sportsmanship, school spirit, teamwork, leadership, achieving personal goals, doing your best and winning or losing with dignity will be stressed.
- Coaches are encouraged to lead a team prayer before every game.
- Designated team masses are held twice a year. Teams are encouraged to attend in uniform as a group.

TEAM SELECTION

SFA currently maintains a “no cut” policy that ensures that every child makes a team. In many cases this results in very large team sizes. In order to provide adequate playing time, multiple teams are required.

There is no debate on the advantages of manageable team sizes. The question becomes how to divide between “A”, “B” and sometimes “C” teams? There is no answer for every situation.

CSAA rules mandate that when a parish has two or more teams at the same level, the stronger team must play as the “A” or #1 team. The Booster Club has adopted the following policies in an attempt to insure that each child is placed at a level of competition that agrees with his/her ability and to field teams that will be competitive in CSAA league play.

- The child’s self esteem is a very serious consideration and every effort will be made to insure that all teams are as competitive as possible without negatively affecting any individual.
- Tryouts will be held when multiple teams are anticipated at a grade level. Team sizes will be smaller rather than larger to provide every child the opportunity to improve their skills and contribute to the team’s

- The “A” level coach in a grade level will have selection prior; however the “B” and “C” coaches will need to collaborate in the process. Final team assignments are approved by the Booster Club Executive Board as recommended by the Athletic Director.
- At all levels, if an upper grade player is assigned to a “B” team or lower, there must be at least two upper grade players assigned (Ex. – 7th/8th Grade Basketball. If an eighth grader is assigned to the “B” or “C” level, the team must have at least two eighth graders.)
- Coaches may elect to have their own child on their team.

¹ CSAA Handbook July 2005 – Page 12

PLAYING TIME

SFA follows the playing time policy of the CSAA. Currently the CSAA does not have mandatory requirements except for 3rd and 4th grade teams.

Coaches are expected to include as many players as possible in as many games as possible during CSAA competition. Not to strive for this end casts serious doubt on the acceptability of a coach within the CSAA.²

SFA coaches are instructed to carefully evaluate each situation and maximize playing time whenever possible. Every child should enjoy substantial playing time during the season but not necessarily in every game. Scrimmage games, jamborees and games that are already decided with time remaining on the clock should afford ample playing time to everyone.

PLAYER, PARENT AND FAN RESPONSIBILITIES

- Players, parents and fans are reminded they are representing the entire SFA community at all events and their behavior and actions should reflect accordingly. Everyone is encouraged to yell and cheer enthusiastically in support of his or her team. Negative comments to anyone, including teammates, coaches, opponents and officials are not acceptable.
- Parents are welcome and encouraged to attend games and practices.
- Parents are encouraged to initially contact the coach with questions or concerns. The Athletic Director should be the second line of relief.
- Coaches will be directed to remove disruptive players from practice. The player will be instructed to call their parents to come and pick them up. In the gym, a coach may ask uninvited children who become disruptive to leave.
- Athletic participation for players, parents and fans is a privilege, which may be withdrawn at anytime if abused.
- Ineligibility for academic reasons will be based on parent and school recommendations

COACHES

- Interested individuals should contact the Booster Club if interested in coaching. Prior to the start of each season, the Athletic Director will compile a list of candidates. Final assignments are approved by the Booster Club Executive Board as recommended by the Athletic Director. Returning coaches will have preference unless the Board feels sufficient justification exists for a coach to not be invited back.
- Coaching is a privilege, which may be withdrawn at anytime if abused.

ADMINISTRATION

The athletic program is governed by the SFA Booster club, which is located within the Parish's Christian Service Committee. The Executive Board appoints the Athletic director on a yearly basis. The Pastor has the ultimate responsibility for the overall program and its functioning.

The Booster Club meets on the second Monday of each month in the Parish Hall at 8PM. Individuals are encouraged to attend with suggestions, concerns and ideas. Membership is mandatory for families with children participating in the athletic program.

Please remember the children, their parents, the coaches and the Booster Club administration in your prayers as they all strive to provide the best possible athletic program in keeping with the teaching of Christ and His Church.

APPENDIX A - SCHOOL CALENDAR

St. Francis of Assisi Catholic School Calendar 2005-2006

APPENDIX B - SAMPLE FIELD TRIP PERMISSION SLIP

St. Francis of Assisi School
Field Trip Permission Slip

I request that St. Francis of Assisi School allow my (son, daughter) to participate in:
(cross out incorrect word)

_____.
(field trip event)

I give permission for my (son, daughter) _____
(cross out incorrect word) (print name of student)

to attend _____ at _____
(field trip event) (destination)

on _____.
(date of event)

I understand that this is an educational trip and a valid extension of the classroom experience. In consideration of the making of arrangements for the trip by the school, I hereby release and save harmless the school and any and all school personnel from any and all liability for any injuries, loss, or other claims arising or resulting from this trip.

(Parent/Guardian Signature)

(Date)

APPENDIX C - ACADEMIC REFERRAL FORM

LATE HOMEWORK POLICY - GRADES 4 - 8

All students are expected to complete all homework and it is turned in by an announced date. However, as teachers we recognize that occasionally an emergency occurs and students are unable to complete their homework assignment in a timely manner. In this situation, we are requesting a written note by you explaining the reasons for the late assignment.

If a student fails to give a written notification, the following consequences will be automatic.

1. If the assignment is one day late, an academic referral is given, signed and returned, and a 10% reduction in grade is given.
2. If the assignment is two days late and/or academic referral is not signed and returned, a 20% reduction in grade for will be given.
3. If the assignment is three days late and/or academic referral is not signed and returned, a 0% will be given for the work.
4. After five (5) late assignments per quarter, a conference will be scheduled with the parent, student and teacher(s).

The above rules have not been designed to hinder any student's progress at St. Francis of Assisi. Rather, we feel that if all students and parents are aware of this policy problems can be eliminated because everyone can work together to foster success in student responsibility.

APPENDIX D - DISCIPLINARY FORM

APPENDIX E – PVO SOUNDING BOARD FORM

PVO SOUNDING BOARD

The Parent Volunteer Organization Sounding Board Form is for parents to express ideas, comments, questions, and/or suggestions about the school. The form may be filled out and sent to the office in an envelope marked PVO SOUNDING BOARD. Responses will be made individually or in the Friday newsletter.

PVO SOUNDING BOARD

IDEAS _____ **THOUGHTS** _____ **SUGGESTIONS** _____ **COMMENTS** _____

NAME _____

(optional and confidential – but encouraged for individual response)

DATE _____

APPENDIX F - NO BULLYING VICTIM FORM

Victim Report Form for Bullying Behavior

Reporter: _____ **Date:** _____

Time: _____

Victim: _____ **Grade:** _____

Aggressor: _____ **Grade:** _____

Supervising Adult:

Location:

Bullying Behavior Code: _____ **(See Back)**

Consequence Code: _____ **(See Below)**

Comments:

Follow-up on Report:

CONSEQUENCES FOR BULLYING BEHAVIOR

- 1. Unacceptable behavior is discussed with student; parents are notified.*
- 2. Student loses privileges where behavior occurred; parents received 2nd notification.*
- 3. Student serves one day in-school suspension; a behavior plan is developed; parents receive 3rd notification.*

**** Counseling recommended at this point *****

- 4. Student is suspended from school for one day; counseling is required.*

5. *Student is suspended from school for three days; parent/guardian must accompany student throughout the first day back at school.*
6. *Student is suspended indefinitely or expelled.*

APPENDIX G - NO BULLYING BEHAVIOR CHART AND CODE

APPENDIX H - NO BULLYING PARENT NOTIFICATION FORM

Date _____

Grade _____

Your child _____ was reported for engaging in the following bullying behavior:

This is your child's _____ 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____ 6th reported bullying incident. With each offense a student moves to a higher level of consequences (see below). Please discuss this incident with your child and help your child understand that bullying behaviors will not be tolerated.

Principal's Signature

Teacher/Counselor's Signature

CONSEQUENCES FOR BULLYING BEHAVIOR

- 1. Unacceptable behavior is discussed with student; parents are notified.*
- 2. Student loses privileges where behavior occurred; parents receive 2nd notification.*
- 3. Student serves one day in-school suspension; a behavior plan is developed; parents receive 3rd notification.*

**** Counseling recommended at this point****

4. *Student is suspended from school for one day; counseling is required.*
5. *Student is suspended from school for three days; parent/guardian must accompany student throughout the first day back at school.*
6. *Student is suspended indefinitely or expelled.*

Parent's Signature _____ Date

Student's Signature _____ Date

APPENDIX I: PEACEBUILDERS PEACE TREATY

APPENDIX J: PEACEBUILDERS PLEDGE