

MISSION STATEMENT

Saint Francis de Sales Catholic School is a parish faith-based, academic community where students, faculty, staff and parents are inspired to love and to serve others. We recognize and embrace the uniqueness of each individual. We encourage growth in spirituality and excellence in academics as well as physical and cultural development.

SCHOOL PHILOSOPHY

Saint Francis de Sales School is committed to helping each student achieve the goal of becoming a fully responsible Christian citizen. We strive to inculcate the Gospel message as revealed by scripture and presented in the teachings and traditions of the Roman Catholic Church in all areas of the curriculum. We are devoted to building community in our families, our church, our neighborhoods and our world. We are dedicated to the service of others, especially those less fortunate than ourselves. Together we express our faith as a worshipping community.

Saint Francis de Sales School is a Catholic elementary and middle school affiliated with the Catholic Schools in the Diocese of Wilmington. We are dedicated to and responsible for the care and education of the whole person. Spiritual, intellectual, psychological and physical development are nurtured and promoted as we seek to synthesize faith, truth and culture in our curriculum and our environment. We recognize each student as a unique gift of God's creation entitled to an education that motivates and assists the individual to achieve her/his potential.

THE ROLE OF THE PASTOR AND THE PRINCIPAL

The pastor is the spiritual leader of the parish and is responsible for the various ministries of the parish, including the ministry of education. The Bishop of the Diocese of Wilmington delegates to the pastor the responsibility of supporting and maintaining the school and providing for the spiritual needs of the school community. With his associates, the pastor takes an active role in the religious and moral development of the students, and in the support and development of the spiritual lives of the students, the administration and faculty, and the parents.

The Principal is the spiritual leader of the school, and is responsible for articulating the Catholic educational vision in a variety of ways. One is by knowing intimately the process of faith and its subsequent moral development, and by consistently providing spiritual opportunities for the faculty, students and parents.

In conjunction with the pastor, the principal is accountable for providing a curriculum that is both educationally and theologically sound. This curriculum is enriched by the integration of Catholic social principles into the daily curriculum and life of the school.

RELIGIOUS EXERCISES

The development of each child's faith life is fostered through times of prayer, participation in religious celebrations, liturgy, services and the study of Scriptures, thereby providing a Christian foundation and climate of faith to mature. Non-Catholic students are expected to participate in all religious activities and classes, except the Sacramental Life of the Catholic Church.

The sacramental preparation is done by means of a three-fold method: religion classes, parish meetings, home program. To be a part of the sacramental programs of First Eucharist or First Reconciliation, a student must have completed one year of religion classes prior to the year of sacramental preparation. Children in Grade 2 will be prepared to receive the Sacraments of Reconciliation and Eucharist. Confirmation is administered in grade 10.

WORSHIP

Saint Francis de Sales School exists as a vital part of the worshipping community of Saint Francis de Sales Parish. The children's presence at Mass manifests their faith life and the commitment of the school to

witness the sacramental life of the Church by participating in the celebration of the Eucharist.

SCHOOL HOURS

8:00 AM Report to School
8:05 AM Line up in Yard
8:10 AM Homeroom
8:15 AM Community Meeting - Parish Center

3:10 PM Dismissal

The school will not accept responsibility for students before 7:50 AM. When waiting for activities (athletic, social, etc.), the students must be supervised by an authorized adult. **Any student not picked up by 3:25 PM will be placed in the After School Program and charged the hourly fee.** If you have an emergency and will be late in picking up your child, please call the school office.

Students may not be in the buildings or on campus at any time unless they are supervised by an authorized adult.

There are days that school will be dismissed at 12:10 PM. Please refer to the school calendar for these exact dates.

ACADEMIC PROGRAM

Saint Francis de Sales Catholic School is committed to providing the best possible education for its students. Realizing that each child is an individual and has a tremendous potential for achievement, the curriculum is designed to meet the needs of the student according to the standards of the Maryland Department of Education and within the guidelines set forth by the Department of Schools of the Diocese of Wilmington. Students receive instruction in Religion and Family Life, Language Arts (Reading/Literature, English, Spelling, Penmanship), Science, Social Studies and Spanish. We also offer classes in Art, Computer, Library, Music, and Physical Education. Students in grade 7 who qualify also receive instruction in Pre-Algebra I or Pre-Algebra II. Those in grade 8 who qualify may receive Pre-Algebra II or Algebra I.

ACADEMIC REQUIREMENTS

Each student's progress and effort is unique to the individual. When it becomes evident that it is necessary for a student to repeat the grade, parents will be notified in January. Any student in grades 4-8 who fails two major subjects for the year may be retained. Summer school or tutoring may be accepted in order to make up these failures. Approval must be given by the principal. The major subjects are: Religion, Language Arts (Reading, Literature, English, Vocabulary, Spelling), Mathematics, Science, Social Studies and Spanish (grades 7 and 8).

Primary students (K-3) must pass Religion, Reading, and Mathematics. They may not be one year or more below grade level in reading or mathematics. Retentions must have the approval of the principal.

All students in Eighth Grade must pass all major subjects in order to complete the academic program.

ATTENDANCE AND ABSENCE FROM SCHOOL

To receive the maximum benefit from classroom and instructional participation, it is important that a child report to school each day. **Students are to be in their homeroom and ready for class by the 8:10 AM bell. Illness of the pupil, death in the family, and exceptional instances that affect the child are the only legitimate excuses for absence from school.** Oversleeping is not an excuse for absence, because it is better to be late than absent.

Excessive absences not related to a health problem during any one trimester or during the school year may result in no-credit reporting which would hinder advancement to the next grade the following year. **More than 20 days absent per year is considered excessive.**

A parent is requested to call and leave a message at the office between 8:30 AM and 9:30 AM to

report a student absent. **A written note must be presented upon the child's return to school with the following information: Child's Name, Grade, Date of Absence, Reason, and Signature by a Parent or Guardian.** If any student is absent for four or more days, a Doctor's note must be presented to the Office. All contagious diseases must be reported as soon as diagnosed. A parent will be notified if the child becomes ill or is injured while at school. **Emergency numbers for parents and two other people responsible for the child must be kept on file in the office and must be kept current.**

When a student has been absent from school for any reason, it is her/his responsibility to personally check with the teacher or teachers to determine the work that has been missed during her/his absence and the possibility of make-up work where the teacher feels it is necessary.

Homework assignments are available on the school website.

Moreover, homework will not be sent home until the second day of illness. Excuses from Physical Education on short term illness will be granted only upon a written statement indicating the reason from the parent or guardian.

If an extended absence for illness from school is necessary, please contact the school for arrangements for necessary class work assignments. **Absence from school excludes attendance at ANY extra-curricular activities held that day.**

Perfect attendance for the year means no days absent and no days late. This includes early dismissal and being sent home ill.

VACATION ABSENCES

Family vacations should be planned to coincide with school holiday periods whenever possible. Children need the continuity of the learning experiences provided through teacher presentations and student interaction. Written work alone cannot substitute for these experiences.

If, for some unavoidable reason, a family needs to remove a child from school for a vacation, we ask that you notify the office in writing regarding the number of days that your child will not be in school. **Missed assignments should be discussed with the teacher after the student returns to school. NO ASSIGNMENT WILL BE GIVEN DURING VACATION ABSENCES. These days are considered absence from school.**

EARLY DISMISSAL

Medical appointments should be scheduled outside school hours and on school holidays whenever possible. **A written request from the parent or guardian must be submitted to the principal on or before the requested day of early dismissal stating the reason for this request.** The note should clearly state who is calling for the student. The parent, or proxy, should go to the office to sign out the student, who will be summoned to the office for dismissal. Students are responsible for any work missed due to an early dismissal. Students who leave school before 11:30 AM will be marked absent for half the day. Students who arrive at school after 11:30 a.m. will be marked absent for half the day. Students will be marked absent for whatever portion of the day they are not present.

Telephone and/or fax requests will be honored only in cases of an emergency and upon satisfactory identification of the caller. The early dismissal note must be signed by the Principal.

TARDY AND TRUANT

Punctuality is very important in the education of a student. A student who is late must report to the office to obtain an admittance slip to class. **Students must be in their homeroom and ready for class by the 8:10 AM bell.**

Students who are not in school or who are tardy without parental or school consent will be considered truant. Truancy is considered a serious offense. The Principal will note any incidence of frequent tardiness and discuss the reasons for it with the parents. **Students will receive recess detention for 3 or more tardies to school or class per trimester.** Students are expected to be punctual to school and classes. Tardiness will keep a student from perfect attendance.

ACCIDENTS OR ILLNESS AT SCHOOL

Parents will be notified by phone if a child has an accident or becomes ill while at school. Parents need to provide transportation for the child, if an emergency should occur. Only those persons whose names are on the emergency card may provide transportation of an ill student. **It is important for the parent to update the office with phone (cell) number changes.** If a child has a special medical condition, this information must be filed with the office with instructions on how to dispense medicine. Please help your child to practice good health habits that we will enforce at school.

MEDICATION

Students needing medication, both prescription and non-prescription, prescribed by a doctor while at school must have a **statement of permission signed by the doctor and parent.** This permission must be updated yearly.

A labeled prescription bottle with the student's name and dosage is required and must be left in the nurse's office. **No staff member may issue aspirin or any medication to any student at any time, IF NOT DOCTOR PRESCRIBED. THIS INCLUDES OVER THE COUNTER MEDICATION.** Remember, it is necessary that we know where to reach you at all times at home or at work in case of emergencies. Students are not permitted to carry medications, not even aspirin.

AFTER SCHOOL PROGRAM

St. Francis After-School Program is open for all students. It is held every day that school is in session, even on early dismissal days except for the day before Thanksgiving, Christmas, Easter holidays, and the last day of school. The program is held from dismissal time until 5:30 PM. Registration is required. Information regarding the program is available on the school web site. The program begins on the first full day of classes in August.

LEAVING SCHOOL CAMPUS

For the protection of all, students are not permitted to leave the school grounds during school hours or during after school activities. Students are required to remain "in sight" of teachers and supervisors at all times. In addition, students leaving campus at dismissal time are expected to notify school personnel upon departure from that adult's supervision.

EMERGENCY CLOSINGS

In the event of school cancellation for St. Francis de Sales, please listen to WBOC (TV 16), WMDT (TV 47), WQHQ-Q105—104.7FM, WLWW-WLBW-The Wave—92.1 and 105.5FM for announcements. The SchoolReach Broadcast Service will be used to notify each family by phone of a late opening or cancellation of school. In the event that other schools open late or close early, parental discretion is advised. If you wish to pick up your child due to serious weather conditions, please call the Office to tell them to expect you. **Please be sure that your emergency numbers are kept current.** Some factors for closings or schedule changes will include the condition of roads in and around Wicomico County, parking conditions in and around school, and weather bulletins posted by the National Weather Service. The administration will make every effort to post announcements in a timely manner considering how early our school day begins.

DRESS CODE

A clean and neat appearance enhances a child's dignity and helps to promote proper behavior. The school uniform achieves these purposes. All uniforms must be purchased through Flynn & O'Hara Uniform Co. (1-800-441-4122 or www.flynnohara.com). All students must be in the complete required school uniform unless a free dress day has been designated. If a student is not in the proper school uniform, the parent must send a note to the principal explaining the reason.

BOYS: GRADES PK - K

November to mid-April

Grey Elastic Waist Pants
Maroon Golf Shirt (long or short sleeve)
Black Socks
Black Shoes (No brown or nubuck)

September, October, mid-April - June

Grey Elastic Waist Walking Shorts or Pants
Maroon golf shirt (long or short sleeve)
Black Socks
Black Shoes (No brown or nubuck)

BOYS: GRADES 1- 8

November to mid-April

Grey Dress Pants and Black Belt (1-8)
White Dress Shirt (short or long sleeve) (1-5)
White Oxford Shirt (short or long sleeve) (6-8)
Maroon School Tie (1-5)
Striped Maroon School Tie (6-8)
Maroon Sweater (sleeveless or V-neck long sleeve - 1-5)
Maroon Sweater/White Trim (sleeveless or V-neck long sleeve - 6-8)
Black Crew Socks (1-8)

September, October, mid-April, May, June

Grey Walking Shorts and Black Belt (1-5)
Grey Walking Shorts or Dress Pants (6-8)
Black Belt (6-8)
Maroon School Golf Shirt (1-8)
Black Crew Socks (1-8)

November to mid-April - Grades PK-5

Maroon Plaid School Jumper
White Blouse (Peter Pan collar, short or long sleeve)
Maroon School Cardigan Sweater (optional)
Maroon or White Knee Highs or Tights

GIRLS:

November to mid-April - Grades 6, 7, 8

Maroon Plaid School Kilt or Skirt
White Oxford Blouse (short or long sleeve)
Maroon Sweater/White Trim (sleeveless or V-neck long sleeve)
Maroon or White Knee Highs or Tights

GIRLS - September, October, mid April, May, June

Grey Walking Shorts (Gr.PK-5); Grey Walking Shorts or Skort (6-8)
Maroon School Golf Shirt (PK-8)
Maroon or White Crew Socks (over the ankle)

SCHOOL SHOES: All students must wear recommended school shoes, no brown or nubuck. All shoes must have a full back. Girls in grades PK-8 may wear black and white saddle shoes. Ballerina-style shoes are not to be worn to school. **Students may not wear any kind of sneakers, shoe boots, work boots, clogs, sandals, flip-flops, etc.**

PHYSICAL EDUCATION UNIFORM

Regulation uniforms are to be worn by all students in grades K-8 for physical education classes. **These uniforms must be purchased through Flynn and O'Hara Uniform Company.** The uniform consists of solid maroon micromesh school shorts, ash school T-shirts with logo, white crew socks and sneakers. Students in grades PK-5 may wear their PE uniform to school on the days they have PE. Students in grades 6-8 will change into their PE uniform for class and then change back to their school uniform. During cold weather (November-March), students in grades PK-5 must wear school maroon sweat suits. Students in grades 6-8 may wear school maroon sweat suits only for P.E. class. Students in grades 6-8 may not wear sweat suits in school.

OTHER:

- **Uniform school shorts and pants must be worn at the waist. Shorts, jumpers and kilts must not be more than 1 inch above the knee and they must not be rolled up. Uniform shirts and PE shirts must be worn tucked in at all times.**

- Excessive jewelry, nail polish and make-up are not permitted for any student. Student hairstyles are to be clean and neat. **Fad haircuts are not permitted for any student.** Boy's hair must be evenly cut and off the collar. Hair is to be kept off the face for all students. Color treated hair is not permissible for any student. Hair accessories must complement the school uniform, not clash. Body decorations and piercings will not be permitted, except for girls' earrings (small post). Students may not wear hats, bandanas, scarves, sunglasses, etc. Students may not use perfume or scented lotions. Students may not wear Silly Bandz or any similar product.
- **Parents must take responsibility for proper uniform attire every day. If a student is not in proper school uniform, the parent must write a note to the principal explaining the reason. Parents may be contacted to bring in the proper uniform. After 2 warnings for not wearing the proper uniform, the student may receive recess detention.**

The principal and faculty determine violations of the Dress Code.

ALL ARTICLES OF CLOTHING MUST BE LABELED WITH THE NAME OF THE STUDENT. The school is not responsible for lost, misplaced or misappropriated clothing!

N.U.T. DAYS

On certain occasions, students are permitted No Uniform Today (N.U.T.) days. In general, students are encouraged to "dress up" for these special days. **Jean shorts, baggy jeans, sweat pants, camouflaged clothing, tight clothing, bicycle shorts, tank tops, halter tops, bare midriffs, sheer clothing, hats of any type, flip-flops, sandals, short straight skirts and short shorts, etc., are not permitted. Students may wear sneakers or school shoes. Sayings and pictures on shirts must not contain inappropriate language or advertisements.**

NON-DISCRIMINATION POLICY

Saint Francis de Sales Catholic School does not discriminate against applicants or students on the basis of race, color, gender, or national and ethnic origin.

ASBESTOS INSPECTION

In accordance with the Asbestos Hazard Emergency Response Act, the Management Plan for Asbestos-Containing Materials is available for your inspection at the school office. The plan is available for review within five working days of receiving a request for inspection.

ADMISSION POLICY

Children are admitted to school for Pre-Kindergarten if they are 4 years of age or older on or before September 1, and Kindergarten if they are 5 years of age on or before September 1. Students for grade 1 must be 6 years of age on or before September 1 and have successfully completed kindergarten. An original birth certificate is required along with a certificate of baptism for Catholics not baptized in St. Francis de Sales/Holy Redeemer Parish. A health certificate containing current immunization information is required along with the social security number of the student. All registrations must be made in person with original certificates. All new families will be interviewed by the principal at the time of registration. A placement test may be given to all new students before acceptance is finalized. School records must be received before final acceptance. Admission is determined on a year by year basis with priority given to active parishioners of St. Francis de Sales/Holy Redeemer Parish. Any student/family who requests a transfer to another school must complete an exit interview. As well, all bills must be paid before the transcript folder will be released.

WAITING LIST PRIORITY

Admission is determined on a yearly basis with priority given to parishioners of Saint Francis de Sales Parish. The following criteria will be used to determine acceptance:

1. Registered, active, supporting Catholics.
2. Siblings of children already enrolled.
3. Catholic students transferring from another Catholic school and moving into the parish.
4. Families of other faiths seeking a Catholic education in grades K-8.

The final decision regarding the student's admission shall be determined by the principal and the pastor when the number of students within the parish exceeds the number of places available. Dependents of faculty and staff shall be given priority for enrollment in grades PK-8.

BIRTHDAYS

On the day of or nearest to your child's birthday, he/she may have a personal out of uniform day. If your child has a summer or holiday birthday, he/she may choose one "un-birthday" day to celebrate. He/she must inform his/her teacher what day they are choosing in advance. On days such as school pictures, field trips and other days requiring uniforms, your child may choose the day before or after to celebrate. Appropriate dress code regulations must be followed.

The homeroom teacher will inform you as to classroom regulations for birthday snacks. Please be aware that there are students in our school who have severe food allergies. It is important that there is strict avoidance of certain foods in order to prevent life-threatening allergic reactions. We are asking your help to provide the students with a safe school environment. Any exposure to allergens may cause a life-threatening allergic reaction that requires emergency medical treatment. To reduce the chance of this occurring, we are asking that you do not send any birthday or party treats to school with your child that will be eaten in the classroom before checking with the teacher as to the specific allergens. We appreciate your support of these procedures.

Distribution of birthday invitations in the classroom is permitted only if the entire class is receiving invitations to the celebration. If the entire class is not invited, we ask that you use other methods to distribute the invitations in fairness to all.

FINANCIAL COMMITMENTS

Tuition is used to help defray the cost of educating a student at St. Francis de Sales School. Notification of tuition is generally announced by March. **Tuition paid is non-refundable.** Other fees include registration and re-enrollment.

The tuition pay plan contains four options:

1. F.A.C.T.S. 11 payments from July through May (using F.A.C.T.S., a family authorized automatic tuition payments from a bank account on either the 5th or the 20th of each month beginning in July. The contract contains a non-refundable enrollment fee of \$41 deducted from your account upon inception of the agreement each year).
2. Annual payment must be paid in full on or before July 1 directly to the school.
3. Semi-Annual payment must be paid on or before July 1 and December 1 directly to the school.
4. 3 Payments must be paid on or before July 1, November 1 and March 1.
If Annual, Semi-Annual or three payments are not paid on time, F.A.C.T.S. monthly plan will go into effect.

A registration fee of \$50.00 for one child/\$100.00 for two or more children is payable at the time of initial registration and re-enrollment. This fee is non-refundable.

To receive the parish tuition rate, all families must be officially registered with the parish, be active and use the envelopes for their weekly offering.

Additional fees include H.S.A. dues, After School Care Program, uniforms, class activities and trips.

All financial obligations must be current within each trimester. A parent who is having unexpected financial difficulties should inform the principal immediately. All tuition transactions are handled through the Business Office (410-742-8781).

Since tuition and parish subsidy do not cover the cost of educating each child at St. Francis de Sales School, additional fees are derived from each family's participation in the fund raisers sponsored by the school, H.S.A., and parish. Parents will also be required to give no less than 30 hours of volunteer service during the school year. Failure to do so will result in a pro-rated service fee. **Full cooperation by each family is expected in order to maintain the family tuition plan.**

SERVICE REQUIREMENT

It is the policy of Saint Francis de Sales School to require parents to give no less than thirty (30) hours of volunteer service in the school year or pay the entire service fee. **The failure to complete the hours of volunteer service will result in a pro-rated fee of \$300 per family due by May 31st.**

A member of the H.S.A. will manage the Volunteer Service Program. A comprehensive list will be sent home each year listing the activities for service to our school. **The recording of hours worked is to be entered into the Volunteer Service Program log book.**

DEVELOPMENT/ENDOWMENT BOARD

The board shares responsibility with the Pastor and Principal for designing and implementing an effective and significant endowment fund for the school. The purpose of the board is to develop all programs and activities, rules and regulations that will develop the fund into a notable source of new revenue for the school.

CARE OF SCHOOL PROPERTY

Reasonable care of the school buildings, furnishings, books, and instructional materials is expected at all times. Parents are requested to render active support toward these expectations. In this manner, operational and maintenance expenses can be held to a minimum. If any book is torn or defaced, payment must be made for the replacement. Books must be covered at all times. Bookbags are to be used by all students. Marking or in any way destroying school property is inexcusable and subject to disciplinary action. This may include paying for repairs.

VISITORS

For the safety of our students, all visitors, including parent volunteers at the school, except at the times of public function, **must sign in/out at the school office and receive a badge before going through the school.**

Parents are to schedule conferences in advance at times convenient for both teachers and parents. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class. Parents may not interrupt teachers during class time since the teachers have the responsibility to supervise the students.

USE OF TELEPHONE

We make every effort to keep interruptions of the instructional program to a minimum. Therefore, teachers and students will not be called to the phone during the school day.

1. Messages to students from parents will be taken and delivered by the school secretary.
2. You may call 410-749-9907 to leave a message for a teacher. Teachers will respond within 24 hours.
3. **To help develop responsibility, students may not use the school phones to call home for lunch, homework, changes in dismissal arrangements, etc. unless requested to do so by a teacher or the principal.**

PORTABLE GAME DEVICES/CELL PHONES

Portable game and/or communication devices are not to be brought or used in school or at school functions. If cell phones are brought to school, they must be OFF and kept in backpacks or lockers during the school day.

Students may, with permission of the staff, use cell phones in cases of emergency. All other use of cell phones is prohibited.

If a cell phone is confiscated, a parent must come to the school office to retrieve it.

LOST AND FOUND

Articles which have been found, other than textbooks and library books, should be taken to the office. Library books and textbooks should be taken to the library.

Lost articles can be claimed by proper identification. **The school is not responsible for any items that are lost, missing or misappropriated.** Found articles will be given to the Carriage House after an appropriate period of time has elapsed. **ALL CLOTHING AND LUNCH BAGS MUST BE LABELED FOR IDENTIFICATION PURPOSES.**

COMPUTER LAB

Our lab has 35 PCs, and there is a PC in each classroom. All computers in the lab are connected with the Library and have Internet access. All computers contain a filter that limits access to unauthorized sites. Our school also has two mobile laptop labs that may be used in the classrooms.

INTERIM PROGRESS REPORTS

Interim Progress Reports are issued midway in the trimester to keep parents informed of the student's progress. A cooperative partnership between the school and home is absolutely essential for a child's successful academic achievement.

If you need a more detailed explanation of the grade, please contact the teacher. Reports will include all subject areas.

REPORT CARDS

Report Cards are issued at the end of each trimester and are an indication of a student's achievement in various academic areas along with their effort and conduct. Parents are asked to sign and comment on each report and then return the card promptly to the school. Formal parent/teacher conferences are held at the interim of the marking periods. Individual conferences may also be made with specific teachers throughout the year.

In grades K-8, students are graded on a trimester basis in each subject area with a letter grade or assigned progress code grade for achievement and also for effort and conduct.

Grades 3-8:

Grade	Percent Range
A	93-100
B	85-92
C	77-84
D	70-76
F	69 and below

Grades K-2:

Progress Codes	
P	Demonstrates Proficiency
G	Very Good Progress
S	Satisfactory
I	Improvement Needed
N	Not Yet Demonstrating
NA	Not Applicable

Effort/Conduct:

O-Outstanding; **G**-Very Good; **S**-Satisfactory; **I**-Improvement Needed; **U**-Unsatisfactory

SCHOLASTIC RECOGNITION PROGRAM

The following criteria have been established, in grades 6-8, for students who earn recognition for Academic Excellence and Academic Achievement for each marking term:

Academic Excellence: All As in major subjects. Ps and Gs in special subjects. Students must have S or better in Effort and Conduct.

Academic Achievement: As and no more than four Bs in major subjects. Ps and Gs in special subjects. Students must have S or better in Effort and Conduct.

Major Subjects: Religion, English, reading, literature, spelling, mathematics, science, Spanish, and social studies.

There will be a recognition ceremony held in the spring for those students who reach Academic Excellence or Academic Achievement.

PARENTS' RIGHT TO REVIEW RECORDS

Parents may have access to review their child/ren's records. This request must be made in writing to the principal, and the school will respond to the request within twenty-four hours. In the absence of a court order, a non-custodial parent has access to the academic records and to other school related information regarding the child(ren). If there is a Court Order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a copy of the Court Order.

A transfer of student's records to another school must be submitted to the school office by the receiving school. Records will be sent only with this official request.

APPOINTMENTS—COMMUNICATION

Mutual understanding between home and school plays an important role in the development of the child. The following points will help produce a harmonious teacher-parent relationship and a level of understanding that is essential.

1. When in doubt regarding some school regulation, please contact the school office to clarify your question.
2. Faculty members will be happy to make arrangements for a conference with any parent at a time that is convenient for both parties. Arrangements for such a conference are best scheduled via e-mail.
3. Parents may not disturb a member of the teaching staff or a student, before school, in the morning, or during the school day. Items that students forget may be left at the office.
4. Appointments with the principal may be made by calling the office.
5. Proper protocol requires you to communicate with your child's teacher when and if difficulties arise, whether they are academic or disciplinary in nature. Should difficulties continue to exist, parents are then invited to share their concerns with the principal.

STUDENT CONTESTS

The students may participate in various contests (poetry, spelling, poster, essay, etc.) sponsored by Diocesan, Civic, and National Organizations. These contests are open to all interested students and will be publicized throughout the school year.

STUDENT COUNCIL

The Student Council provides the leadership in promoting the goals of Saint Francis de Sales School. It is responsible for organizing spiritual, educational, and social activities. Student Council is a main channel of communication between students and administration. It is open to all students in the school who qualify for membership. The Student Council is advisory in nature and all procedures and activities must meet with the approval of the faculty advisor and principal.

NATIONAL JUNIOR HONOR SOCIETY

Student membership in the National Junior Honor Society is based on outstanding Scholarship, Citizenship, Character, Service and Leadership. Students are eligible for membership after the second trimester of 6th grade. Students are invited to join the NJHS if they have a cumulative Grade Point Average of 93 or above, P's or G's in special subjects, and O's or G's in Effort and Conduct in all subjects. In addition, students being counseled for academic dishonesty or repeated behavior problems will not be eligible for membership. The selection of each member to the chapter shall be by a majority vote of the five member Faculty Council. A student is expected to maintain his/her cumulative GPA, grades in conduct and effort and service activities throughout his/her membership. Those students who do not continue to meet the qualifications listed above are subject to a probationary period of one trimester in which to correct the deficiency. If the deficiency is not corrected, the member is subject to dismissal.

EXTRA-CURRICULAR ACTIVITIES

Saint Francis de Sales School offers several activities in which the students may participate if they meet the academic and physical requirements. Some sports activities are field hockey, basketball, soccer and golf. These activities are extra-curricular and may not interfere with academic progress.

For a well-rounded education, we offer a balance between academic studies and extracurricular activities so that one has the opportunity to develop intellectually, morally, emotionally, physically and culturally. Parental permission is required for students who participate in these programs.

A student who participates in any school or sport activity must maintain passing grades in all subject areas and at least Satisfactory in Conduct and Effort. Students who do not maintain passing grades may not participate in the activity until progress reports are issued. Students who participate in sports activities must maintain a yearly physical examination by a physician. **Students who are absent from school may not participate in or be present at any activity after school or be present on school property. Students who miss excessive amounts of practice without permission may not be able to participate in games.**

ASSEMBLIES

Assemblies are scheduled periodically for the students for educational enrichment. Assemblies provide an opportunity for children to personally experience public speaking, and they teach children proper audience behavior and appreciation.

Parents are invited and encouraged to attend any school assembly, function, Mass, etc., even if their child is not actively participating. Your presence gives support and, at the same time, helps you keep in touch with the school.

BAND MUSICAL INSTRUCTION

Musical instruction is provided by school personnel. Specific information on the fee and lessons offered will be provided in September. This program is completely optional and children are responsible for all academic work missed during the music instruction period. Fees are non-refundable.

CHANGE OF ADDRESS OR PHONE

Written notification of a change in address, telephone or cell number is to be sent to the school office immediately when the change is made. This is necessary to keep our files as current as possible. The school must always be able to reach a family member in the case of an emergency.

CAFETERIA

Students may buy a hot lunch daily in the cafeteria. Milk may also be purchased. Lunch menus are available on the school website at the beginning of each month. Lunches are paid through the use of a lunch ticket. Children may also bring lunch from home.

Though parents may not eat lunch with their child in the cafeteria, parents are encouraged to volunteer for lunch or recess duty.

FIELD TRIPS

Periodically, students are taken on field trips as a part of their educational program. These trips are considered a privilege, and a student may be denied participation if she/he fails to meet academic or behavioral requirements. When such trips are being planned, permission forms will be sent home to be signed and returned to school. Forms, other than the school form, will not be accepted. **Any student who fails to submit the Diocesan Permission Form signed by a parent will not be allowed to participate. Telephone calls or a fax will not be accepted in lieu of the proper form being completed.** No refunds for the cost of the trip are given. A parent has the right to refuse to allow the child to participate in the field trip.

Any student who does not participate in the field trip must report to school. All chaperones must be cleared through a background check by the Diocese in order to accompany the students. (All trips are supervised by the classroom teacher and volunteer parents.) Students must remain for the entire class trip and will be dismissed from school. The school is not liable for any accidents occurring during the class trip. When participating in a field trip, all school rules and sanctions apply. The school does not permit overnight trips.

FIRE DRILLS

In compliance with state law regarding fire regulations, drills are held monthly throughout the school year. Students are trained to move quickly and quietly to their designated locations. Fire equipment is inspected in accordance with state law requirements.

HOMEWORK GUIDELINES

The school's policy is to assign homework, either written or study, as a carryover of the work that has been covered in class time. This home study provides a reinforcement and enrichment of material already taught.

Please schedule a homework time and a special place for your child to study each evening and make certain that the work is completed neatly and legibly. Avoid interruptions by phone, friends, family members, television, radio, social media/Internet browsing, etc.

Parents should not do their child's homework, but parents should supervise home study and train the child to present her/his work to them for approval. Advice and direction are sometimes needed, but the child develops self-confidence and a sense of responsibility when working independently.

If definite study has not been assigned for the night, it is advisable for the student to review her/his work in preparation for the next day's classes.

Grades 1 and 2 may have written work, given at the discretion of the teacher, for approximately 20 minutes. Grades 3, 4, and 5 may have study and written homework not to exceed 30 minutes. Grades 6, 7, and 8 may have study and written homework not to exceed one hour. Long range projects are also assigned. All work missed through absences, etc., must be made up at the teacher's discretion. In grades 5-8, tests will be announced at least two days in advance. Student Planners are given to students in grades

1-8 and are utilized in each grade based on the specific teacher guidelines. Additional planners used as replacements are available.

LIBRARY

The Saint Francis de Sales School Library is staffed by a multi-media specialist who manages the library, and provides a number of instructional services including library/study skills lessons. The library provides a variety of materials for teachers and students including books, periodicals, and other resource materials. Library materials may be borrowed for one (1) week. Students are responsible for lost or damaged books. All library materials must be returned as required before report cards will be issued. Students are required to pay for or replace lost or damaged books.

SCHOOL NEWS/COMMUNICATION

Every Wednesday, information about school projects, important dates and happenings, etc., will be posted on the school web site via the Wednesday eFolder. Please read it. Information will be sent to you through the **YOUNGEST and/or ONLY child** in the family.

A school newsletter (**The Busy Beak**) is also published periodically throughout the school year.

SCHOOL PICTURES

School pictures are taken yearly. The dates the pictures will be taken will be announced at the beginning of the school year. The purchase of these pictures is optional.

TESTING PROGRAM

The TerraNova CAT Achievement Test is conducted annually in grades K through 8. This testing takes place in the March. Standardized tests are designed primarily for following a student's growth from year to year within each subject area. These cognitive tests are administered to students in all grades.

Standardized testing is valuable because the scoring is scaled to provide useful information for the teachers in evaluating and continuing the improvement of the student's educational progress and also the curriculum. Parents will receive the results of testing.

TRAFFIC PROTOCOL

Students and drivers are reminded to be cautious of traffic at all times. **Drivers and students need to use extreme care during times of drop-off and afternoon pickup. No one should walk between the cars at any time. PLEASE DRIVE SLOWLY.**

TRAFFIC PROCEDURE FOR MORNING DROP-OFF AND AFTERNOON PICKUP:

This system is based on RIGHT HAND TURNS to avoid the dangerous crossing traffic patterns which exist on Riverside and Camden Avenues. It may be more convenient and save some time to make the left turn into or out of the parking lots; however, we are asking all families to follow the protocol.

From the North (drawbridge, Rt. 50):

Straight on Camden Ave., right onto Wicomico St. to Riverside Dr., right on Riverside Dr. into Church parking lot.

- ☐ Due to the difficult traffic patterns, please DO NOT MAKE A LEFT TURN into the Church lot from Riverside Dr.

From the South (SU, Allen, Eden):

Riverside Dr. to the Church parking lot. Turn right into the Church lot.

- ☐ Due to the traffic pattern of Rt. 50, we strongly recommend that those typically heading north on Camden in the mornings now use Riverside to avoid the left turn onto Wicomico St.

MORNING SYSTEM

"Kiss & Go" Traffic: Those families that pull in, drop off children and leave.

1. Enter the Church lot.
2. Pull forward toward Camden Ave. past the Carriage House.
3. Stop and deposit precious cargo.
4. Proceed to the exit on Camden Ave. RIGHT TURN ONLY ONTO CAMDEN.

"Park & Walk" Traffic: Those families that normally park and walk their children to their line.

1. Enter the Church lot.
2. Park in the direction of the Carriage House in the closest available space.
3. Proceed to your child's line.
4. DO NOT LEAVE the parking lot until the children have entered the building, by 8:05 AM. (This is to keep children from walking through moving traffic.)
5. Once in your vehicle, pull forward only. WE STRONGLY ENCOURAGE ALL DRIVERS TO AVOID BACKING UP THEIR VEHICLES.
6. Exit the Riverside Dr. exit. RIGHT TURN ONLY ONTO RIVERSIDE.

- ☐ **ALL TRAFFIC MUST PULL FORWARD!! PLEASE, NO BACKING UP.**
- ☐ **THE GATE NEAR THE CARRIAGE HOUSE WILL BE CLOSED BY 8:20 AM.**
- ☐ **DO NOT LET CHILDREN OFF ON CAMDEN AVE. IN FRONT OF THE SCHOOL.**
- ☐ **PLEASE DRIVE SLOWLY AT ALL TIMES.**

AFTERNOON SYSTEM

"Pick Up & Go" Traffic: Those families that pull in, remain in their vehicle, load their children and depart for the day.

1. Cars will still pull up in two rows. Teachers will determine how far back in the line the cars are to be loaded. You may not circumvent the teacher's decision.
2. Once both lines of cars have been loaded, they will alternately leave as directed by the faculty to exit on Camden Ave.
3. The next group of cars will be directed forward by the faculty.
4. Once these cars have been loaded, they will alternately leave as directed by the faculty.
5. This procedure will continue until all cars have been loaded.

NOTE:

- ☐ You must leave with the group of vehicles being dismissed, even if one or all of your children are not in the car. If your child/ren is/are not in the car, you will drive around to the back of the line.
- ☐ We will not delay the dismissal process while your child(ren) is/are located and you may not pull over and park.
- ☐ As always, you may not park in the rectory parking lot.
- ☐ Children may not walk through the car line.
- ☐ If you choose to disregard this rule, teachers will not release your children until the end of the pickup procedure.

- ☐ **STRICTLY FOR "STAY IN YOUR CAR" FAMILIES.**
- ☐ **THE CARRIAGE HOUSE GATE WILL BE CLOSED AT 3:20 PM.**

"Park & Walk" Traffic: Those families that park and walk to the dismissal area or who have children participating in an after school extracurricular activity, making up school work or playing on the grounds past 3:20 PM. Pick up your child(ren) at the steps of the Parish Center. Children should not play on the stairs or on the ramp.

1. Enter the Church lot.
2. Park facing the Carriage House. Pull to the most forward space.
 - o Families intending on gathering their children and pulling from the Church lot **by 3:20 PM park closest to the Carriage House.**
 - o Families staying past 3:20 PM, due to after school obligations, **should park closest to Riverside Dr.**
3. Exit the Riverside exit or Camden exit. RIGHT TURN ONLY ONTO RIVERSIDE.

★**Please be mindful of moving traffic in the parking lot. You must accompany (not send) your child(ren) to the car. Drivers of moving cars do not always see darting children.** ★

**** The Morning and Afternoon Systems do not apply to PK parents. Instructions will be provided by the PK Instructor.****

GROUND RULES FOR BASIC SAFETY

1. Students needing special consideration due to an injury must contact the office for additional information.
2. Exercise extreme caution if you find yourself in a situation where you must back up.
3. Please! No cell phone use while driving in the parking lots.
4. Faculty will give students one day's notice if they need to stay late. This will provide the time needed to make the necessary changes in your routine.
5. CHILDREN MUST KNOW WHERE THEY WILL BE PICKED UP EACH DAY. THEY WILL BE SEPARATED INTO DIFFERENT LINES IN THE CLASSROOM PRIOR TO EXITING THE BUILDING AT THE END OF THE DAY. THIS IS ESPECIALLY IMPORTANT AT TIMES OF INCLEMENT WEATHER.
6. Students need to be accompanied by an adult to re-enter the building once they have been dismissed (if they are not involved in an after school function).
7. **CHILDREN NOT PICKED UP BY 3:20 PM WILL BE SENT TO THE OFFICE. PLEASE NOTIFY THE OFFICE IF YOU WILL BE LATE. NO CHILD MAY BE ON THE SCHOOL CAMPUS UNSUPERVISED.**
8. Please do not park in the Parish House areas.

PLEASE DRIVE SLOWLY AT ALL TIMES.

Thank you for cooperating to keep our children safe.
It's easier for everyone when we all work together.

CRIMINAL BACKGROUND CHECK

The Diocese of Wilmington is committed to doing everything in its power to ensure the safety of all those entrusted to its care. All employees and volunteers must complete a Criminal Background Check Form. This means that all volunteers, coaches, and service providers who have regular, recurring contact with minors or young people need to receive clearance. Please contact the office for further information.

HOME SCHOOL ASSOCIATION

The education of the child involves a cooperative enterprise between home and school. You, as a parent, are urged to contribute your suggestions and viewpoints concerning the educational needs of your child. The most efficient means to carry out this privilege is to become an active member of the H.S.A. The objectives of this organization are as follows:

1. To help parents and teachers develop a mutual understanding and appreciation of the ideals of Catholic education; namely, message, community, service, and worship.
2. To provide programs, opportunities, and funds that will:

- a. Assist the children in developing a personal and community life-style grounded in Catholic teaching and Gospel Values.
- b. Foster the religious, intellectual, physical, cultural and social development of each child.
- c. Enhance the ability of parents to participate actively and effectively in their child's education.
- d. Engage in fund raising activities to benefit the school.

All parents are members of the H.S.A. upon registration of their children. You are encouraged to participate in all activities of the H.S.A. and attend all general meetings. Dues are set in August for the school year. Dues are \$15.00 per family.

SCHOOL BOARD

The purpose of the Saint Francis de Sales School Board is to work with the pastor and principal to ensure that the school functions within the guidelines of the Diocese of Wilmington. Their roles and responsibilities are in the areas which include planning, policy formulation and enactment, finances, the selection of the principal, development including public relations and marketing.

In addition to the Board members, the pastor and the principal serve on the School Board. The Board is advisory and usually meets monthly at 5:30 PM.

THE ATHLETIC ASSOCIATION

The purpose of the athletic program is to develop in each and every student of Saint Francis de Sales School a sense of youthful play that fosters their physical development, mental aptitude, moral character and spiritual sensitivity. Our athletic program is developmental and not singularly competitive in focus. The association supports and develops all of the sports programs and also all school teams. In addition, they coordinate, arrange and support all athletic events that occur during the school year, such as field day and the sports assemblies.

THE ROLE OF THE PARENTS

To assist the school in maintaining quality education, there must be effective communication between parents, students, teachers, and the administration. To help young people develop the self-control necessary to succeed to the best of their ability, adults are obligated to teach and provide a good example. As such, parents are called to develop in their children good habits of behavior as well as proper attitudes toward school. To help children, all parents should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach and explain to children respect for law, for authority, for the rights of others, and for private and public property.
3. Talk with children about school programs, activities, and share an interest in their progress. Praise improvement demonstrated by the child on progress reports.
4. Insist on prompt and regular school attendance and comply with attendance rules and procedures.
5. Be responsible for periodic health examinations for children.
6. Make every effort to attend individual and group parent-teacher conferences.
7. Arrange for a time and place for students to complete homework assignments.
8. Work with the school in a cooperative effort to carry out recommendations made in the best interest of the child.
9. Understand and comply with the procedures of the school concerning student conduct and cooperate with the school in carrying out disciplinary action.
10. Explain and review periodically the Catholic-Christian behavior with the child.

THE ROLE OF THE STUDENT

As a student, you attend school so that you develop your individual capabilities to their full potential.

To accomplish this, you need to:

1. Make a sincere effort to do your best work.
2. Develop personal standards of conduct that are reflected in socially approved behavior.
3. Accept responsibility for your own actions.
4. Respect the rights of others.
5. Obey school procedures and regulations.
6. Be regular and punctual in attending school and classes.
7. Observe the Dress Code, which is:
 - a. Neatness and cleanliness at all times
 - b. Your attire needs to be modest and in good taste and appropriate for the classroom at all times
 - c. The same good taste observed during school hours needs to be carried over in personal life.
8. Help maintain school property and keep the school environment free from damage and defacement.
9. Recognize that the teacher takes the place of your parent in school.
10. Pray, think and act as a Christian.

DISCIPLINE

The purpose of discipline in a Catholic school is to bring about the self-discipline of each individual and of the Catholic school community. As a whole, student actions promote the Christian development of each member and thereby enhance the school community. It is the responsibility of the school to help develop self-control. A sound policy of correction must be based on a clear understanding of motivation as well as a clear understanding of the nature of the child. Order is essential to the effective management of any school. It is maintained not only by a good teaching staff, efficient administration, and good educational programs, but also by the development of rational self-control in the child.

STUDENT BEHAVIOR

The ultimate objective of school discipline is student growth in abilities, attitudes, and habits, which are essential to acceptable standards of behavior. The immediate objective of school discipline is to maintain effective teaching/learning conditions. Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. Discipline plans are developed with the students and include the procedures for the classroom and consequences when the procedures are not followed. Emphasis will be placed on reinforcing positive behavior in the school. Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place at any time. However, if flagrant violations of school rules take place or repeated indifference to correction is demonstrated, appropriate disciplinary action must be taken. Hopefully, the occasion to invoke serious penalties will rarely occur.

HARASSMENT & BULLY BEHAVIOR

As a member of the Body of Christ and part of the community of St. Francis de Sales Catholic School, each person has a right to be treated with respect and dignity. No student has the right to treat another in any way which will cause physical or emotional pain. Any kind of bullying or sexual harassment will not be condoned in a Catholic-Christian environment. Some, but not all, examples of this behavior are the following: name calling, put downs, starting or spreading rumors, lying about another person, physical threats, intimidation, insults, negative gestures, facial expressions, writing/drawing unkind notes or pictures, and social media harassment that influences the climate of SFdSCS. Appropriate disciplinary measures will be taken for violations of this policy.

DETENTION

Detention is the basic disciplinary sanction. Teachers may use detention offenses at their own discretion. A Conduct Referral is issued and must be signed and returned the next day. Detention will be held after school for 30 minutes. Failure to attend detention sessions as scheduled will result in the assignment of additional time or may result in suspension. Parents will be notified 24 hours before scheduled detention is to be served. Detention may be assigned as follows, although the list is not all-inclusive.

Students in grades 1-8 may be given recess detention for the following:

1. Not being ready for class to begin
2. Failure to complete class work or homework
3. Disobedience to classroom routines and procedures
4. Failure to promptly return papers that are to be signed
5. Chewing gum
6. Any dress code violation after 3 times per trimester.

Students may be given after school detention for the following:

1. Disrespect to authority
2. Excessive talking or loudness
3. Rowdy behavior: running, pushing, shoving, yelling, whistling, etc.
4. Cumulative violations of Recess Detention
5. Miscellaneous offenses handled by the principal.

A Parent Conference will be required for any student who has 3 or more detentions per trimester, and the student will serve Saturday detention.

IN OR OUT OF SCHOOL SUSPENSION

Suspension may be given to a student for serious infractions of the school rules. The student will be removed from the classroom for one to three days. In the case of an In School Suspension, the student will be removed from class and supervised by a staff member.

All assignments must be completed, and credit may be given for assignments or tests. For an Out of School Suspension, parents must provide supervision and completion of all assignments. In addition, the student is placed on probation until the next Progress Report is distributed. During this time, the student is ineligible to participate in any school sponsored activity.

A parent conference is required before a student is admitted back to class. Students may be given an Out of School Suspension for the following violations:

1. Ignoring fire/evacuation safety procedures.
2. Forging/altering teacher/parent communications.
3. Being in a restricted area.
4. Use of profanity/obscene language/gestures.
5. Leaving a classroom or the school without permission.
6. Continual class or school tardiness or truancy.
7. Cheating.
8. Stealing or destruction of school or private property.
9. Insolence, disrespect, or insubordination of authority; refusal to follow regulations
10. Sexual and physical harassment.
11. Continued lack of respect for authority or peers.
12. Conduct unbecoming a student of a Catholic school.

Other cases may arise which require suspension.

EXPULSION

This is a denial of the right to attend school for the remainder of the school year and thereafter. This is a most extreme measure and, hopefully, the occasion to invoke serious penalties will rarely occur. However, if flagrant violations of school rules take place, or repeated indifference to correction is demonstrated, appropriate disciplinary action must be taken. This action and the authority to do so lie in the hands of the principal, pastor and the superintendent of Catholic Schools. Parent and student will attend a hearing conducted by the administration before the expulsion is finalized. While it is not possible to enumerate all cases that could arise, the following list gives examples of student behavior that violate school policy, whether they occur at school or during school sponsored activities:

1. Physical or psychological abuse of others.
2. Insolence, disrespect, or insubordination of authority.
3. Extortion.
4. Arson.
5. Grave defacing or destruction of school, church, personal property.
6. Habitual disruption of school functions.
7. Possession of and/or trafficking in alcohol and other drugs, as well as drug paraphernalia.
8. Possession of a weapon, or any other dangerous article or look-alike weapon.
9. Possession of and/or trafficking in pornographic materials.
10. Criminal activity.
11. Conduct unbecoming a student of a Catholic school.

RIGHTS OF THE PRINCIPAL

The principal reserves the right to determine the seriousness of student behavior. The principal will also determine if certain cases of misconduct require stronger measures. The principal may waive any disciplinary rule for just cause.

PHOTOS/VIDEO OF STUDENTS

Occasionally the school publishes information about school activities or student accomplishments including names, pictures, and/or student work. Permission of parents is required each year regarding the publication of these pictures, activities or accomplishments. This Permission Form is posted via the Wednesday eFolder during the first week of school. **Parents are requested to indicate their choices and return the form with their signature and date.**

ACCEPTABLE USE POLICY

We live in a global society with ever-changing technologies. It is understood that the staff and students of St. Francis de Sales Catholic School should have an opportunity to use these technologies to exchange ideas and information. While it is desirable that staff and students engage in these activities, it is of paramount importance that these activities be related to the curriculum. Furthermore, telecommunications technology must be used in a responsible, efficient, ethical, and legal manner in accordance with the philosophy and mission statement of St. Francis de Sales Catholic School and all local, state, and federal rules and regulations.

Technology brings worldwide resources into the classroom, enables students to learn by doing, enables educators to teach more than one lesson simultaneously, and enables educators to accommodate the varied styles and pace of learning of students. In order to preserve these benefits, it is necessary to require those using the technology to abide by the following standards:

Acceptable uses of telecommunications technology include but are not limited to:

- Following directions given by those supervising the use of school technology
- Showing respect for and taking proper care of all equipment

- Facilitating the exchange and access of information and services to promote research and instruction
- Being polite and using appropriate language
- Practices which meet individual needs but use technology for intended purposes
- Limiting access time to provide equitable access for those seeking it

Unacceptable uses of telecommunications technology include but are not limited to:

- Deleting, copying, or modifying files or data belonging to the school or other users
- Using or changing another person's ID or password to access the system or send messages
- Using any chat or blog programs without the direct supervision of a teacher
- Eating or drinking while using school technology
- Violating the rights to privacy of another individual
- Revealing home phone numbers, addresses, or other personal information
- Transmitting or receiving profane, obscene, pornographic, or otherwise objectionable materials
- Transmitting threats or intimidation
- Copying proprietary information including software, in violation of copyright laws
- Plagiarizing someone else's works, ideas, or findings without properly giving credit to the sources
- Using school equipment for personal financial gain, for political purposes, or for any illegal activity
- Creating, transmitting, or introducing computer viruses
- Deliberately degrading or disrupting system performance

Parents and students are required to read this Agreement and sign it each year. **It will be posted via the eFolder for parents to print and sign.**

CRISIS MANAGEMENT PLAN

St. Francis de Sales School has developed a comprehensive crisis management plan that is a workable response primarily focused on ensuring the safety, emotional and spiritual well being of students and staff. This plan focuses on the prevention of problems and provides a positive approach to unforeseen events. Announcements will be made over the local television stations (WBOC TV, WMDT TV). Also announcements will be made over the following radio stations: WQHQ-Q105, 104.7 FM, WLWV-WLBW-The Wave-92.1 and 105.5 FM and their respective web sites. **If parents are to pick up their children, they must sign them out and provide proper identification. Other persons listed on the Emergency Form may also sign children out provided they have the proper identification. NO child will be released without proper identification, and NO child will be released to another family unless that person is on the Emergency Form.**

SAFETY ANNOUNCEMENT

The safety of the students, faculty, and staff is one of our top priorities. **SchoolReach Broadcast Service** will allow us to send a message to **ALL** of our students' parents on all contact numbers within minutes after an emergency or incident has occurred at school. This service will also be used if there is a change in our school schedule due to weather conditions. Please be sure that your emergency numbers are kept current.

PRINCIPAL'S RIGHT TO AMEND

The administration reserves the right to rule on individual issues and retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.