

PARENT/STUDENT HANDBOOK 2023-2024

Foundational Documents

MISSION STATEMENT

St Francis de Sales Catholic School is dedicated to educating students of all faiths in a Catholic, Christ-centered environment through faith formation, rigorous academics, and service to others throughout our community.

BELIEF STATEMENT

We believe that St. Francis de Sales Catholic School is a rigorous and nurturing educational community that provides students in Pre-Kindergarten 3 through Eighth Grade, an environment centered in faith formation and service to others throughout our community. We recognize the value and dignity of individuals living out Catholic values, while fostering their own gifts and talents.

PROFILE OF A GRADUATE

A St. Francis de Sales graduate models Jesus in thoughts, words, and deeds while:

- Demonstrating **scholarship** through academic integrity, creative thinking, problem-solving skills, effective communication and study habits while aspiring to higher education and career readiness.
- Demonstrating **faith** through the Gospel values of love, forgiveness, honesty, and compassion by integrating the tenants of our beliefs into all facets of living.
- Demonstrating **dignity** by recognizing God in others while acting with kindness, courage, and peace.
- Demonstrating **service** by showing mercy, empathy, and justice through service to others in our community.

GOVERNANCE

We are a Catholic school affiliated with the other schools in the Diocese of Wilmington. 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 its daily Catholic Identity. The principal supervises the instructional delivery of the Diocesan curriculum.

We are guided by a Board of Specified Jurisdiction. This group helps lead the school through the work of five committees. These are finance, membership, facilities, development and enrollment. The Pastor is a member of this board. The principal is a non-voting member.

HOME AND SCHOOL ASSOCIATION

All parents are members of the Home and School Association upon registration of their children and payment of annual dues. Families are encouraged to participate in all activities of the H.S.A. and attend scheduled functions and open meetings.

The objectives of this organization are as follows:

1. To provide a structure within which the school community can assist the administration in creating a Christian environment that fosters the moral, educational, and physical growth of students.
2. To promote the active participation by parents in all aspects of their children's education and welfare.
3. To secure resources for auxiliary programming, services and materials that enrich the educational experience of the children.
4. To provide a forum for discussion and expression of specific needs of the school.
5. To foster communication between the school, teachers and parents.

ADMISSION POLICY AS ESTABLISHED BY THE DIOCESE OF WILMINGTON

Children are admitted to school for Pre-Kindergarten 3 if they are 3 years of age or older before September 1, Pre-Kindergarten 4 if they are 4 years of age or older before September 1 and Kindergarten if they are 5 years of age before September 1. Students for grade 1 must be 6 years of age before September 1 and have successfully completed Kindergarten.

**Note: Pre-kindergarteners must be fully potty-trained before entering the program.*

An original birth certificate is required along with a certificate of baptism for Catholics not baptized in St. Francis de Sales Parish. A health certificate containing current immunization information is required. An assessment is given to all new students before acceptance is finalized. School records including immunization record 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 Parish. Any student/family who requests a transfer to another school may be asked to complete an exit interview and/or survey. All financial obligations are to be paid before a student's records can be released from St. Francis de Sales.

IMMUNIZATION POLICY

As a school in the Diocese of Wilmington, we do not accept any waivers for religious reasons for immunizations that are required by the State of Maryland. All students must have all of these immunizations up to date and provide documentation to the school nurse. There may be rare exceptions to immunizations due to medical complications. These would have to be documented by a physician and shared with the school nurse.

NON-DISCRIMINATION POLICY

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

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex,

age, national origin, marital status, sexual orientation, gender identity, or disability; or discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”

ASBESTOS AND WATER 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 Water testing information is also available when requested and is also public information as a city water customer.

Catholic Identity

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 in which to mature. Non-Catholic students participate in all religious activities and classes, except the Sacramental Life of the parish.

Sacramental preparation occurs through religion classes and the parish program. To be a part of the sacramental programs of First Eucharist, First Reconciliation and Confirmation, a student must have completed one year of religion classes either in school or with the parish prior to the year of sacramental preparation. Children in second grade will be prepared to receive the Sacraments of Reconciliation and Eucharist. Confirmation is celebrated at the end of eighth grade.

Saint Francis de Sales School exists as a vital part of the worshiping community of Saint Francis de Sales Parish. Our Catholic students' presence at Mass on Sundays 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. Our community advocates and expects that our school parishioners will be supportive and active in parish life and will attend Mass weekly.

SCHOOL PROCEDURES and EXPECTATIONS

Arrival Time

- Students should arrive and will enter the building at **8:00 a.m.** Note that students who arrive before 7:50 am who are not signed up for before school care must have parental supervision.
- Students who enter the school building **after 8:10 a.m. are tardy.**

Dismissal Time

- Dismissal for all students is 2:55 p.m.

Traffic procedures for arrival and dismissal

*Arrival/Dismissal is different for Prekindergarten 3 and 4 as well as kindergarten. Families with students in these classes will park in the church parking lot and walk to and from the school with their child(ren). Older students in the family will walk on the sidewalk along the playground to be with their classes.

- **Arriving to School in the morning**

“Kiss & Go” Traffic: For those families that pull in, drop off children and leave.

1. Enter the Church lot from Riverside Drive
2. Pull forward toward Camden Ave. past the Carriage House in a **single lane ONLY**.
3. Stop and deposit precious cargo.

4. Proceed in the lane to the exit on Camden Ave. ***RIGHT TURN ONLY ONTO CAMDEN.***

“Park & Walk” Traffic: For those families who park and walk with their children

1. Enter the Church lot from Riverside Drive.
2. Park in the direction of the Carriage House in an available space.
3. You may walk your child to the appropriate class line for grades 1-8 or to the Parish Center for PreK 3, 4 and kindergarten.
4. Once in your vehicle, pull forward only. **AVOID BACKING UP FOR ANY REASON.**
5. Exit the Riverside Dr. exit. ***RIGHT TURN ONLY ONTO RIVERSIDE***

- **Dismissal from School in the afternoon**

“Pick Up & Go” Traffic: Children in grades 1-8

1. Cars will be formed in one line. Teachers will determine how far back in the line the cars are to be loaded. You may not circumvent the staff member’s decision.
2. Once the line of cars has been loaded, they will leave as directed by the faculty to exit turning right on Camden Ave.
3. The next group of cars will be directed forward by the staff member.
4. This procedure will continue until all cars have been loaded.

“Park & Walk” Traffic: For PreK 3, 4 and kindergarten and those families that might need to 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.

1. Enter the church lot.
2. Park in the church parking lot and walk to your child’s teacher. Escort your student to the car.
3. Leave the church lot onto Riverside Drive turning right only.
4. Once in your vehicle, pull forward only. **AVOID BACKING UP FOR ANY REASON.**

REMINDERS

- ALL TRAFFIC MUST PULL FORWARD! PLEASE, NO BACKING UP.
- The gates close at 8:15 a.m. and reopen at 2:30 p.m.
- PLEASE DRIVE SLOWLY AT ALL TIMES.
- Students are not to play on the field after school. Please use the playground for afterschool play.
- **No parking along the field.**
- Always watch out for children!
- Do not talk on cell phones while driving! It’s the law in Maryland.
- **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.)**
- Children should know where they will be picked up each day. This is especially important at times of inclement weather.
- Children not picked up by 3:15 p.m. will be sent to the office. Please notify the office if you will be late. If you know that you will not be able to pick up on time each day, then you will need to enroll your child in aftercare.
- Parents of students who walk or bike to and from school will need to notify the office in writing.

ATTENDANCE

Illness may result in absence from school. Students **must stay home for 24 hours without fever, diarrhea or vomiting**; or following the first dose of a prescribed antibiotic in accordance with **Maryland State** regulations. All contagious illnesses must be reported as soon as diagnosed to the school nurse.

Excessive absences not related to a health problem during any one trimester or during the school year may hinder advancement to the next grade the following year. More than **20 days** absent per year is considered excessive and may affect a student's academic standing and grade promotion.

Please note that a child who arrives after 10:00 a.m. is considered absent for the first half of the day. A parent is expected to call or email the office any time before 9:00 a.m. on the day of the absence to report the absence of their child. An email or note is expected 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 three or more consecutive days, a doctor's note is expected to be presented to the office.

Please note that Power School does not distinguish between excused and non-excused absences. Medical notes regarding absence are kept in the office.

When a student in grades 6-8 has been absent from school for any reason, it is her/his responsibility to personally check with the teacher(s) to determine the work that has been missed during her/his absence and how to make-up work. Parents of younger students will need to contact the teacher via email. All students will have the number of days they are absent with which to complete missing assignments. If an extended absence from school is necessary due to illness, please contact the homeroom teacher to coordinate completion of assignments. Absence from school excludes participation at ANY extra-curricular activities held that day. Perfect attendance for the year means no days absent or tardy. This includes non-school related early dismissal and being sent home ill.

VACATION ABSENCES

Family vacations should be planned to coincide with one of the ample school holiday periods whenever possible. Students need the continuity of the learning experiences provided through teacher presentations and student interaction. Written work alone cannot substitute for these experiences. If a family chooses to remove a student from school for a vacation, the office and teachers must be notified in writing (or via e-mail) regarding the dates that your child will not be in school. This will result in an unexcused absence. **NO ASSIGNMENT WILL BE GIVEN BEFORE OR DURING VACATION ABSENCES in keeping with Diocesan policy.** Students will make up work upon their return.

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 office on or before the requested day of early dismissal stating the reason for this request. The note should clearly state who is picking up the student. The parent, or approved adult, must go to the office to sign out the student, who will be called to the office for dismissal. Students are responsible for any work missed due to an early dismissal. Students who leave school before 11:30 a.m. will be marked absent for half the day (afternoon). Students who arrive at school after 10:00 a.m. will be marked absent for half the day (morning).

TARDINESS

Students must be inside school by the 8:10 AM tardy bell. Students who are late must report to the office to obtain an admittance slip to class and to be signed in by a parent. Students should expect to receive a

Procedural Referral Detention form and serve a recess detention for each tardy incident that exceeds more than 5 unexcused tardies to school in any given trimester. Continued and repeated tardiness may result in afterschool detentions and a meeting with parents. Tardiness affects academic success for the student and is disruptive to the learning environment. Tardiness will also disqualify perfect attendance.

TRUANCY

Maryland State law requires all children between the ages of 5-18 who live in the state to attend school unless excused for medical reasons with a lawful absence.

ACCIDENTS OR ILLNESS AT SCHOOL

It is important for parents to update the office with phone (cell) number changes. This can be done by the parent in the parent portal of Power School. Emergency numbers for parents and two other people responsible for the child must be kept current. Parents will be notified by phone if a child becomes ill or is injured during an accident that occurs while at school. Should an urgent situation occur, parents are responsible to provide transportation for their child, unless it requires emergency services. If a child has a special medical condition, this information must be filed with the nurse.

MEDICATIONS

Students needing medication, both prescription and over-the-counter, while at school must have a statement of permission signed by the doctor and parent. This permission must be updated yearly. A labeled bottle with the student's name and dosage is required and must be signed in by the nurse or the school office. No staff member may issue any medication to any student at any time, if not doctor prescribed. This includes applying sunscreen. Students are **not** permitted to carry medications, including cough drops and over the counter medications. Any surplus student medication that has not been retrieved by that child's parent or guardian by the last day of classes will be disposed of by the nursing staff.

WATER BOTTLES

Students may bring a **clear** water bottle to school. This bottle should be small enough to fit in the student's lunchbox or backpack. There are water bottle filling stations as well as drinking fountains throughout the school building.

LEAVING SCHOOL CAMPUS

Students are not permitted to leave the school grounds unaccompanied by a parent or teacher during school hours or during after school activities. If leaving campus during school hours, parents must sign out the student from the office prior to leaving. 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 AND NOTIFICATIONS

In the event of a SFdS school cancellation or other emergency, please stay tuned to WBOC for delays or closure announcements. Moreover, families will be notified by phone using the School Messenger system for any school closure or delayed opening via text message. In the event that public schools open late or close early, parental discretion is advised. For example, we generally do not have delays due to fog since we do not have buses and arrive at school after the sun is up.

Please be sure that your emergency contact numbers are current in the parent portal. 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.

SNOW DAYS

It is the policy of the Diocese of Wilmington that snow days are not made up at the end of the school year. Rather, we offer “snow work” to make up for this missed time. Teachers will either create a “blizzard bag” with written work or may choose a virtual school day. This is dependent on the developmental age of the students and the timing of a storm. Students have one week to complete this work after the return to school.

DRESS CODE (See school website for photos.)

School uniforms must be purchased through Lands’ End or the H.S.A. uniform store. All students must be in the complete required school uniform unless otherwise designated by the school administration. Failure to come to school in the correct uniform will require parental notification in writing. This form will communicate the dress code violation and the consequential disciplinary action.

PRE-KINDERGARTEN 3, 4 AND KINDERGARTEN

BOYS AND GIRLS

WARM WEATHER UNIFORM

T-shirt, grey with logo screen printed
Shorts, maroon
Socks, white crew
Sneakers-(no light up)

BOYS AND GIRLS

REGULAR UNIFORM (OCTOBER 24TH-APRIL 26)

T-shirt, grey with logo screen printed
Sweatpants, maroon
Socks, white crew
Sweatshirt, maroon with logo screen printed
(shorts may be worn UNDER sweatpants in case of indoor PE)
Sneakers-(no light up)

GRADES 1-5

BOYS

Warm weather uniform

Grey Shorts and Black Belt
Maroon Golf Shirt, logo
Solid Black Dress Socks (no logos)
Shoes, sturdy black dress (tie or Velcro)

Regular School uniform (October 24th-April 26th)

Grey Pants and Black Belt
White Dress Shirt (short or long sleeve)
Maroon Sweater vest or cardigan w/logo
Tie, maroon
Socks, black, dress, no logos
Shoes sturdy black dress (tie or Velcro)

GIRLS

Warm weather uniform

Gray Shorts and Black Belt or Grey Skort
Maroon Golf Shirt, logo
Socks, maroon knee highs
Shoes, white saddle or sturdy black dress

Regular school uniform (October 24th-April 26th)

Maroon Plaid School Jumper
White Blouse (Peter Pan collar, short or long sleeve)
Maroon cardigan with logo (optional)
Socks, maroon knee highs or tights
Shoes, white saddle, or sturdy black dress

GRADES 6 - 8

BOYS

Warm weather uniform

Grey Walking Shorts or long Pants
Black Belt
Maroon School Golf Shirt, logo
Black Dress Socks (no logo)
Shoes (sturdy black dress,
or Vans in black tie sneaker with **no stripes**)

Regular school uniform

(October 24th-April 26th)

Grey Dress Pants and Black Belt
White Oxford Shirt (short or long sleeve)
Maroon tie
Maroon Sweater vest or cardigan with logo
Or blazer, black
Black dress socks no logos
Shoes (sturdy black dress
or Vans, grey tie sneaker, **no stripes**)

Physical Education uniform

PreK 3 and 4 through 5th

All students wear PE uniform to school on their designated day(s) for PE.

Boys and Girls

Warm weather option

T-shirt, grey with logo screen printed
Shorts, maroon
Socks, white crew, no logos
Sneakers-no light up

Regular uniform (October 24th-April 26th)

T-shirt, grey with logo screen printed
Sweatpants, maroon
Sweatshirt, maroon with logo screen printed
(shorts may be worn UNDER sweatpants in case of indoor PE)
Socks, white crew
Sneakers-no light up

GRADES 6 - 8

Boys and Girls

Warm weather uniform

T-shirt, grey with logo screen printed
Shorts, black
Socks, white crew, no logos

GIRLS

Warm weather uniform

Grey Walking Shorts or Maroon Plaid Skirt
Maroon School Golf Shirt, logo
Maroon knee high socks or tights
Shoes (white saddle, black dress or Vans/ black tie
sneaker **no stripes**)

Regular school uniform

(October 24th-April 26th)

Maroon Plaid School Skirt or skort
White Oxford Blouse (short or long sleeve)
Maroon Sweater vest or cardigan with logo
or blazer jacket, black
Grey pants (optional) for very cold days
Maroon knee highs or Tights
Shoes (white saddle, sturdy black dress or Vans, grey tie
sneaker, **no stripes**)

Sneakers-no light up

GRADES 6 - 8

Boys and Girls

Regular school uniform (October 24th-April 26th)

T-shirt, grey with logo screen printed

Track pants, black

Track jacket, black with logo screen printed

(shorts may be worn UNDER sweatpants in case of indoor PE)

Socks, white crew, no logos

Sneakers-no light up

Other Dress Code Details:

- **Parents must take responsibility for adhering to the uniform policies.**
- Uniform school shorts, skirts and pants must be worn at the waist. Shorts, skirts, skorts, jumpers and kilts should come down **to the knee** and they must **not** be rolled up at the top. Uniform shirts and PE shirts must be worn tucked in at all times.
- **Make-up, false fingernails, false eye lashes are not permitted for any student.**
- Nail polish is not permitted for grades Prek3-5. Polish that is clear or white French tips may be worn by girls in grades 6-8.
- Girls may wear *single* stud earrings. (no hoops or dangle earrings) (No necklaces or wrist or ankle bracelets are permitted.) Students in grades 6-8 may wear one necklace and one bracelet) Students may wear an analog watch. (no Smart watches)
- Student hairstyles must not present a distraction to the learning environment.
 - Hair should be clean and neat.
 - Hair may not be “spiked” with gel.
 - Boys’ hair must be evenly cut and rest ABOVE the collar and ears.
 - **NO** mullets, mohawks, fauxhawks or hair tattoos (shaved designs) are permitted.
 - Hair is to be kept off the face for all students. Bangs must be above eyebrows.
 - Hair may not be dyed an un-natural hair color.
- ***Hair accessories should be white, grey or maroon in order to avoid clashing with the uniform.*** Costume accessories such as headbands with animal ears or horns are not appropriate as they are a distraction to others.
- Body decorations such as tattoos and piercings will not be permitted, except for girls' earrings (one small post). Boys may not wear earrings to school. Students may not wear hats, bandanas, scarves, or sunglasses indoors.
- Students may not use cologne, perfume or scented lotions, since it may bother others with allergies.
- **All** articles of clothing should be labeled with the name of the student in order to return it in the event of loss. The school is not responsible for lost, misplaced or misappropriated clothing.
- If attire, accessories, or hair are questionable, the determination will be made by the principal or assistant principal along with the homeroom teacher. Parents will be called to bring the appropriate uniform.

**FAILURE TO WEAR PROPER UNIFORM MAY RESULT IN LOSS OF RECESS THAT DAY.*

SPIRIT WEAR DAYS

For certain occasions students are permitted to be out of the regular uniform. On these **designated days** students may wear an approved school spirit wear top with appropriate shorts, jeans or other pants that

that are not baggy or skin tight and have **NO holes**. In addition, the following are **NOT permitted**: cut off shorts, yoga or other tight pants, flip flops, hats, or baggy sweat pants. Shorts, and skirts should touch the knee. Nail polish and other make-up is still prohibited as designated previously.

On a few days there may be an opportunity to dress up for a particular theme day or other celebration. Shirts should not contain sayings or pictures that have inappropriate language or advertisements. In addition to following the spirit wear guidelines, students are **NOT permitted** to wear halter tops, shirts with bare midriffs or sheer clothing.

Administration and faculty will determine the suitability and therefore violation of any item of clothing worn by a student. In these cases, the students will call home for appropriate clothing to be brought to change.

BIRTHDAYS

On the day of or nearest to your child's birthday, he/she may have a personal dress down day. *If your child has a summer or holiday birthday, he/she must choose the date of their "half-birthday" day to celebrate.* **The selected day must be pre-arranged with the child's homeroom teacher.** On days such as Mass/prayer service days, school pictures, field trips and other days requiring uniforms, your child may choose the day before or after to celebrate. The dress code regulations must be followed. The homeroom teacher will inform you as to classroom regulations for a small birthday snack. 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. Please check with the teacher before providing any snacks to the class. Snacks are expected to be a small or of modest proportion and will be distributed among the birthday student's classmates only during their lunch. 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, you must use other methods to distribute the invitations.

CARE OF SCHOOL PROPERTY

Reasonable care of the school building, furnishings, books, Chromebooks and other instructional materials is expected at all times. If such items are destroyed, payment must be made for the replacement. Books must be covered at all times. Book bags are to be used by all students to transport to and from school. Destroying school property is subject to disciplinary action. This includes paying for damages.

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 before going through the school. Parents and students should not let visitors in the building without permission from staff.**

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 or while a teacher is on lunch/recess/carpool duty since the teachers have the responsibility to supervise the students. Unless mutually agreed upon, dropping by for a conference before school is not appropriate.

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. Messages to students or

teachers from parents will be taken and delivered by the school administrative assistant. Students are not permitted to use the school phones or their personal cell phones to call home for lunch, homework, changes in dismissal arrangements, etc. unless authorized by staff, faculty or administration.

****The best way to communicate with teachers is via their school email. Teachers email addresses are found on the school website and in the front of this handbook.***

SCHOOL COMMUNICATION

The school website **stfrancisdesales.net** includes most information needed by families. Teachers use **Class Tag** to post important information to parent emails in real time. Each Monday, information about school events, important dates and happenings, etc., will be emailed as part of the **school newsletter**. Parents are expected to be aware of the information included in this weekly correspondence. When necessary, a hard copy of particular information will be sent through the **YOUNGEST and/or ONLY child** in the family.

A school newspaper (**The Busy Beak**) is also published periodically throughout the school year and is mailed home.

The School Messenger platform is used to send phone calls, emails or texts to the school community regarding time sensitive announcements. Parents have access to their child's gradebook through the parent portal in PowerSchool. Families will receive their access code with which they can set up an account at Back to School Night. These do not change from year to year unless done so by the parent/guardian. IT is vital that families keep their demographic information up to date in Power School.

Parent/Student Code of Conduct

The school administration has the primary responsibility and authority for maintaining an orderly educational environment. Francis de Sales School allows students freedoms allowed by law, provided these freedoms do not endanger the health, safety, and welfare of the students or staff. The SFdS School Board recognizes students' and parents' rights. The school also has an expectation for decorum and individual responsibility. All stakeholders contribute to the climate and culture of the school educational environment.

EXPECTATIONS FOR STUDENTS

Students are called to positively contribute to the educational and spiritual environment of our school. To accomplish this, all students should:

- Recognize and respect the authority of the faculty, staff and administration.
- Work to their fullest potential.
- Conduct themselves in a Christ-like manner.
- Accept responsibility for their actions.
- Respect the rights and property of others.
- Obey school procedures and regulations.
- Observe the dress code policies.
- Show respect for school property and environment.
- Model Catholic Christian values.
- Attend school regularly and on time.
- Come prepared for class assignments and activities.

EXPECTATIONS FOR PARENTS/GUARDIANS

Parents are called to develop in their children good habits of behavior as well as demonstrate respect and proper attitudes toward school. To help children, all parents should:

- Maintain positive communication among students, faculty, staff and administration.
- Teach and explain to children respect for rules, authority, faculty and staff, the rights of others, and for private and public property.
- Monitor student academic progress via the Parent Portal as part of our Power School platform.
- Insist on prompt and regular school attendance
- Comply with attendance rules and procedures.
- Communicate with the school nurse about health requirements:
 - Immunization Records/Health Inventories
 - Current Medications
 - Allergy Protocol
 - Short and Long Term Illnesses
- Attend requested parent-teacher conferences.
- Keep current with activities and assignments via the weekly school newsletter and teacher communications.
- Carry out recommendations made in the best interest of the child.
- Comply with the procedures of the school concerning student conduct and cooperate in carrying out disciplinary action.
- Model Catholic Christian values with the child
- Provide resources for students to complete class-work and homework.
- Assist their child in being healthy, neat, and clean.
- Refrain from using profanity, abusive language or inflammatory actions in interactions with school personnel and while on campus.
- Maintain up-to-date home, work, and emergency numbers with the school.
- Maintain positive relationships with the school and on social media when referencing St. Francis de Sales Catholic School.

We are a Christian community and as such should lift each other up at all times. Parents, students or other family members who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school. Care should always be taken to avoid libelous statements. Parents or students that habitually post negative dialog on social media about our community will be contacted by an agent of the school and may be asked to withdraw their student from the school.

****Parents/Guardians who act in an unacceptable manner (i.e. gross disrespect, threatening, or causing disruption to professional or academic climate) towards any staff member or student may be asked to leave the school community permanently. The Administration in consultation with the recommendation of the School Board and the Pastor has the authority to determine when this consequence is appropriate.***

TECHNOLOGY

Cell Phones/Texting

A student may have a cell phone in his/her school backpack, which is to be **kept turned off** while inside either their locker or classroom closet throughout the school day. If a cell phone is seen in use during the school day, no matter what the use (texting, talking, web access), the phone will be confiscated and the administration will contact the parent to come pick up the device. Repeated offenses or violations of the Diocesan **Acceptable Use Policy for Technology** will result in detention, suspension, and/or expulsion. Students may ask a staff member for permission to use their phone before or after school. Cell phones are not to be used during before or after care.

Electronic Devices

We strive to maintain technological relevance in education, in providing the opportunity for students to use these devices in accordance with our **Acceptable Use Policy for Technology**. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents. Students must obtain permission to bring electronic devices to school and may not access the school's wireless network without approval. Guest speakers or parents having business at the school (activities, board meetings, etc.) may use their own cellular service or request a login for the guest Wi-Fi network. St. Francis de Sales Catholic School as well as the Diocese of Wilmington are not responsible for lost, stolen, or damaged personal electronic devices.

Wearable Technology Policy

Wearable technology, such as fitness trackers or Smart Watches, which allow for notifications, such as email alerts, caller ID, text notification, social networking, photo/video capturing, and/or calendar alerts are prohibited. *No student may wear any form of wearable technology*. There may be medical exceptions with documentation from a physician.

Devices that have the capability to connect to a personal technology device (cell phone, tablet, etc.) are never permitted, even if the connecting device is out of reach. Normal analog watches are permitted in all grades and encouraged for the learning of time telling.

Acceptable Use of Technology Policy from the Catholic Diocese of Wilmington:

In an effort to ensure the safety of our students and the security of our school assets, our school along with the Diocese of Wilmington has developed an **Acceptable Use Policy** that is specific and clear. A student who violates any portion of the **Acceptable Use Policy** may immediately lose the privilege to use their electronic devices at school for a length of time commensurate with the nature of the violation.

1. All parents and students in grades 3-8 must sign and follow the Acceptable Use Policy.
2. Electronic devices are to be used only for academic activities assigned of or approved by the teacher.
3. All material on the electronic devices must comply with the spirit and policies of St. Francis de Sales Catholic School.

“ACCEPTABLE USE POLICY AS REQUIRED BY THE DIOCESE OF WILMINGTON

Access to technology is integral to the educational mission and purpose of our institution. These policies address the appropriate use of technology provided by the school and personally owned technological devices. This Technology Agreement is an abbreviation of full policies. For full policies, please refer to the complete version of the Acceptable Use of Technology Policy found on our school website. The responsibilities and expectations we have for our students, include but are not limited to:

- *We expect our students to act responsibly and thoughtfully when using technology.*
- *Students should not expect that what they write or publish online is private. The school reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events.*
- *The use of all school-owned technologies including the school network and its Internet connection is limited to educational purposes.*
- ***Commercial and recreational use of school technology resources is prohibited.***
- ***Recreational use of the school technology is prohibited.***
- ***All e-mails sent from school provided accounts are representative of the school.***
- ***Connection to wireless Internet by students is prohibited unless otherwise directed/instructed.***
- *Students are responsible for any activity that occurs through their personal account.*
- *Students must respect the privacy of others.*
- *Do not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others.*
 - *Do not misrepresent or assume the identity of others.*
 - ***Do not re-post information that was sent to you privately without the permission of the person***

who sent you the information.

- **Do not post private information about another person.**
- Do not post photos or videos of others without prior permission.
- Do not use another person's account. If you have been given an account with special privileges, do not use that account outside of the terms with which you were given access to that account.
- Do not voluntarily post private information about yourself online, including your name, your age, your school name, your address, your phone number, or other identifying information.
- Our institution prides itself on its reputation for excellence; therefore, you may not use the school's name, logo, mascot or other likeness or representation on a non-school website without express permission from school administration.
- Students may not initiate electronic communication with teachers, adult leaders in ministry, or administrators unless authorized to do so.
- Personal Technology Devices (PTDs) are for use only during an actual lock down and as instructed by emergency or parish/school personnel.
- Never use devices capable of capturing, transmitting, or storing images or recordings to record others without the expressed permission of the person(s) being recorded (including adult leaders and other young people). Such recording devices may never be accessed, turned on or operated in restrooms, sleeping areas, dressing rooms, or other areas where there is a reasonable expectation of privacy. Teachers or school personnel reserve the right to confiscate, collect, and inspect any PTD in accord with written policies.
- Social networking websites, profiles, or accounts, may not be accessed through the school's technology at any time. Students may not create social networking pages, accounts, sites, or groups that impersonate or misrepresent any individual. Prudent and appropriate use of any off-campus social media outlet should be done in a manner that is respectful to their standing as a member of the SFdS community. Actions contrary to this practice will be considered by the administration and thus might encounter school sanctions.
- Students may not access material that is offensive, profane, or obscene including pornography and hate literature.
- Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.
- Students may not utilize any technology to harass, demean, humiliate, intimidate, embarrass, or annoy any individual.
- Unless explicit permission is granted by legitimate authority, students are not allowed to bring iPods, MP3 players, CD players, DVD players, or other similar data-accessing devices, or personal video game systems onto school property or to school events.
- International websites may only be accessed from school owned technology under the direction of legitimate authority.
- All students are expected to maintain academic honesty.
- All access to the Internet is filtered and monitored.
-

Unless legitimate authority grants explicit permission, students are not allowed to alter, change, modify, repair, or reconfigure settings on school-owned computers. This includes downloading, adding, or installing new programs, software, or hardware.

If you accidentally access inappropriate information or if someone sends you inappropriate information, you should immediately tell a staff member or teacher.

If you witness someone else either deliberately or accidentally access inappropriate information or use technology in a way that violates this policy, you must report the incident as soon as possible.

The school retains the right to suspend service, accounts, and access to data, including student files and any other stored data.

The school is not responsible for any damages students may suffer, including but not limited to, loss of data or interruption of service."

Parents and students are required to read the Acceptable Use Agreement and sign it each year. It is available on the school website for parents and students. It can be printed and signed or can be acknowledged using e-collect in the Parent Portal of Power School.

STUDENT BEHAVIOR / DISCIPLINE

The immediate objective of school discipline is to maintain effective teaching and learning conditions. While positive behavior is reinforced, consequences will be administered when any individual's actions interfere with the right of teachers to teach, students to learn, and all to be safe. In addition to school wide policies, students must adhere to individual classroom procedures and accept consequences when the procedures are not followed. Any faculty, staff or administrator has the authority and responsibility to correct any inappropriate or unacceptable behavior that occurs on campus and during any school sanctioned events. If flagrant violations of school rules take place or repeated indifference to correction is demonstrated, appropriate disciplinary action must be taken.

CONDUCT / PROCEDURAL REFERRALS

A Conduct-Procedural Referral Form is used to communicate violations of school policies and procedures. A referral may be issued by faculty, staff, or administration. The written referral will be accompanied by an email from the teacher or administrator. It must be signed by a parent or guardian and returned the next school day.

Conduct referrals may be administered for:

1. Failure to observe school/class rules
2. Destruction of school property
3. Disrespectful/discourteous/rude behavior to an adult
4. Unacceptable physical contact such as striking or biting of another student
5. Multiple or repeated incidents of insubordinate behavior
6. Public displays of affection
7. Academic dishonesty (plagiarism or cheating)
8. Other serious infractions

Procedural referrals may be administered for:

1. Failure to observe school/class rules
2. Running in hallway/classroom
3. Inattentive behavior in class
4. Excessive talking or loud behavior
5. Inappropriate etiquette at school assemblies/liturgies
6. Failure to abide by the *Acceptable Use Policy for Technology*
7. Dress code infractions
8. Other incidents of disruptive or inappropriate behavior

Conduct/Procedural Referrals may merit the assignment of one or more of the following:

1. Teacher conference held with student
2. Student referred to the principal
3. Lunch, recess, or after-school detention
4. Student removed from class
5. Student sent home
6. Student suspended
7. Parent contacted

8. Parent conference requested

DETENTION

An afterschool detention will typically be held until 4:00pm. Failure to attend detention sessions as scheduled may result in the assignment of additional time or suspension. Parents will be notified in writing by way of an office referral and email at least 24 hours before a scheduled afterschool detention is to be served. The detention period may require the student to complete assigned work that might be academic or reflective in nature.

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 or more days. During an in-school suspension, the student will be removed from class and supervised by the administrator. During an out-of-school suspension parents provide supervision of the student. Students must complete all assignments given during the suspension period. While suspended, the student is ineligible to attend or participate in any school sponsored activity. In addition, the student is placed on probation until the next Progress Report is distributed.

DISCIPLINARY PROBATION

A student is placed on probation for any serious misconduct. The probationary time period will be determined by the Principal. This designation is assigned to a student who has failed to demonstrate improvement in conduct after warnings or who has been involved in a serious offense against school policy. Probation is both a formal notification to parents that their child may face possible expulsion if further behavioral issues continue to occur, and as well, a trial period in which the student must demonstrate significant improvement in behavior. A violation of probation may result in immediate dismissal by the Principal if circumstances warrant such action.

EXPULSION

Expulsion is a denial of the right to attend school for the remainder of the school year and thereafter. It is warranted when extreme violations of school rules take place, repeated indifference to correction is demonstrated, or the well-being of those within the school community has been jeopardized. This action and the authority to do so lie in the hands of the principal, pastor and the superintendent of Catholic Schools. Parent(s) and student will attend a meeting conducted by the administration before the expulsion is finalized. The following list gives examples of student behavior that violate school policy and may result in expulsion whether they occur at school or during school sponsored activities:

- Physical or psychological abuse of others.
- Insolence, disrespect, or insubordination of authority.
- Extortion.
- Arson.
- Grave defacing or destruction of school, church, personal property.
- Habitual disruption of school function.
- Possession of and/or trafficking in alcohol, tobacco, vaping products and illegal drugs, as well as their related paraphernalia.
- Possession of a weapon, or any other dangerous article or look-alike weapon.

- Possession of and/or trafficking in pornographic materials.
- Criminal activity.
- Terroristic threats
- Conduct unbecoming a student of a Catholic school.

HARASSMENT & BULLYING 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. We are committed to each student's success in learning within a caring, responsive, and safe environment that is free of harassment, discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a meaningful bond with people in the school community. Each student in our community has a right to:

- Learn in a safe place
- Be treated with respect
- Receive the help and support of caring adults

We take child protection seriously. As such all members of the school faculty and staff have participated in training as part of the *For the Sake of God's Children and the Shield of Protection Programs* instituted by the Catholic Diocese of Wilmington. In addition, each adult employee signs an ethical code of conduct and each volunteer signs a volunteer covenant based on the volunteer code of conduct each year.

Bullying behaviors (physical, emotional and sexual) will not be tolerated in our Christ-centered environment. Some, but not all, examples of this behavior are the following: a repeated pattern of 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 our school community. Appropriate disciplinary measures will be taken for violations of this policy. This will include conferencing with administration.

PHOTOS/VIDEOS 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 available on our school website and as well, is distributed in the packet at Back to School Night. Parents are requested to indicate their choice by printing the form and sending in or by acknowledging the form using the e-collect feature in Power School Parent Portal. **Forms not submitted or acknowledged will be interpreted as granted permission to the school to post/use photographic images.**

Parents should not post photos of other students to personal social media since permission from those students' parents may not have been granted.

LOST AND FOUND

THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS THAT ARE LOST, MISSING OR MISAPPROPRIATED. FOUND ARTICLES WILL TYPICALLY BE DONATED TWICE A TRIMESTER. ALL CLOTHING AND LUNCH CONTAINERS MUST BE LABELED FOR IDENTIFICATION PURPOSES. LABELED CLOTHING WILL BE RETURNED TO STUDENTS. A

LOST AND FOUND BIN SITS IN THE VESTIBULE NEXT TO THE SCHOOL OFFICE.

EMERGENCY PROCEDURES

The safety of the students, faculty, and staff is our top priority. Our parent notification system, School Messenger, allows us to send a timely message via all contact numbers and emails to the parents of **ALL** of our students after an emergency or incident has occurred at school. It is imperative that parents provide the school with their most up to date contact information using the parent portal in Power School or by contacting the school office.

If parents are to pick up their children early, they must sign them out and may need to 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 if asked.

In accordance with the Maryland State and Diocese of Wilmington regulations, we participate in emergency drills every month. These will include at the very least one fire drill per month and one of each of the following-lockdown, intruder, shelter in place, bomb/evacuation and tornado/severe weather throughout the year. Students are trained to move quickly and quietly to their designated locations. Fire equipment is inspected in accordance with state law requirements. 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. We teach students and teachers situational awareness and response.

The faculty and staff receives extensive Active Shooter response training with local county and city first responders. They have also been trained in basic first aid (Epi-pens/AED) by our nurses, and Stop the Bleed and Narcan training from Tidal Health. Our childcare team, early childhood teachers, assistants, and before/aftercare staff, are all CPR certified per the State of Maryland guidelines.

ACADEMICS

Saint Francis de Sales Catholic School is committed as part of its mission 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 meets the needs of the student according to the standards of the Maryland Department of Education and within the guidelines set forth by the Catholic Schools Office of the Diocese of Wilmington. Students receive instruction in religion, mathematics, language arts which includes reading/literature, English/grammar, spelling/vocabulary, penmanship, and written expression, science, social studies, and Spanish. We also offer classes in art, library, music and physical education for most grade levels.

Students in middle school are eligible to take various electives courses. These include band, choir, advanced art, nutrition, rocketry and drama. Other classes may be available pending teacher availability.

PROGRESS REPORTS

Progress reports are emailed to the parent/guardian at the end of each trimester for grades PreK3-8 and are an indication of a student's achievement in various academic areas along with their effort and conduct. Formal parent/teacher conferences are held at the interim of the first and second trimesters. Individual

conferences may always be made with specific teachers throughout the year. *All financial obligations must be current in order to receive progress reports.*

Grades K-2 and Specials:

Progress Codes

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

Grades 3-8:

Grade Percent Range

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

Effort/Conduct:

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

ACADEMIC DISTINCTION

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

Academic Excellence: All As in major subjects. P's and G's in special subjects. Students must have S or better in Effort and Conduct.

Academic Achievement: A's and no more than four B's in major subjects. P's and G's in special subjects. Students must have S or better in Effort and Conduct.

Major Subjects: Religion, English/Grammar, Reading/Literature, Written Expression, Vocabulary/Spelling, Mathematics, Science, Spanish (8th), and Social Studies.

BENCHMARK TESTING

Students participate in Renaissance Star 360 benchmark assessments three times each year. (September, February and May) These reading and math tests are used to make informed decisions about student instructional needs. Families will receive a parent report with their student's results. Students in kindergarten participate in a STAR Literacy assessment. This test offers insight for reading and math readiness. Students also take these assessments each month for internal progress monitoring.

STUDENT TRANSCRIPTS

Parents have access to review their child(ren)'s records. This request must be made in writing to the school office. In the absence of a court order stating otherwise, 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 records to another school must be submitted to the school office by the receiving school. Records will be sent only with this official request. *All financial obligations to the school must be settled prior to the transfer of such records.*

RETENTION

A student is promoted if he/she has successfully achieved the standards for the grade level. As the school year progresses, it may become evident that a student needs to be retained at the current grade level. In such a case, conversations between teachers and parents should be expected to begin during Trimester 2. This decision is not done lightly. Parents are provided specific information about the progress of the child. Students may be retained in a grade by the school administration in consultation with the teacher and parents if either or both of the following conditions exist:

- The student has not adequately completed the grade work or has a failing average in two major academic subjects.
- The student's maturation is developmentally, socially or emotionally delayed for the next grade level.

If approved by administration, summer school or tutoring may be accepted in order to remediate these failures. The major subjects are: religion, language arts, mathematics, science, and social studies. In all cases, grade level retentions are a school decision and must have the approval of administration.

HOMEWORK GUIDELINES

The school's policy is to assign homework to provide reinforcement of skills or content previously presented in class. Homework should be legible with a student's best penmanship. If this expectation is not adequately fulfilled, students may be required to redo assignments. Parents should not do their child's homework. Advice and direction are sometimes needed, but the child develops self-confidence and a sense of responsibility when working independently. If a written assignment has not been requested for the night, it is advisable for the student to review her/his work in preparation for the next day's classes. Homework is a review or added practice of a skill already taught in class.

The following is an average written homework load for each night - Kindergarten: up to 15 minutes; First Grade: up to 20 minutes; Second Grade: up to 30 minutes; Third Grade: 35 minutes; Fourth Grade: 40 minutes; Fifth Grade: 50 minutes; Sixth through Eighth Grade: 60-80 minutes. The aforementioned average may not include reading or long term project assignments. In addition, these totals are merely an average and may be less or may exceed the specified minute total on any given night.

All work missed through absences, etc., must be made up. Students will have the number of days absent with which to complete missed work. Tests will typically be announced at least three to five days in advance. Student planners are given to all students in grades K-8 and are utilized in each grade based on the specific teacher guidelines. Students are encouraged to use this organizational tool to record assignments.

STUDENT COUNCIL

The Student Council provides the leadership in promoting the goals and mission 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 students in grades 6-8 who are voted in for membership by fellow students. 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, 7th or 8th grade. Students are invited to join the NJHS if they have a cumulative Grade

Point Average of 93 or above, Ps or Gs in special subjects, and Os or Gs in Effort and Conduct in all subjects. In addition, students being counseled for academic dishonesty, repeated behavior problems or inappropriate use of technology (as deemed by the *Acceptable Use Policy* of the Diocese of Wilmington) will not be eligible for membership or may lose their membership for violation of these various codes of conduct. Students who are invited to participate complete an application for membership. This application allows the student to demonstrate their strengths in the five characteristics for NJHS. These are scholarship, character, citizenship, leadership and service. 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.

Programs

CAFETERIA

Lunches are paid through the use of an on-line POS food service system or cash/check payment may be sent in to the school office. Payment must be made in advance, no credit can be extended. Children may also bring lunch from home. Students should not pack sodas or candy for lunch. We need parent volunteers to help serve lunches and clean up each day.

Cafeteria Procedures

1. Students do not leave the classroom before the bell rings. The Grace before Meals prayer is to be said prior to leaving the classroom. Therefore, students may be immediately seated as they enter the lunchroom. All classes are to walk **quietly** to their assigned table. Students who are buying lunch may go directly to the line before going to their place. Grace after Meals is to be led by the teacher on duty before dismissal.
2. Only lunches should be on the tables. (no toys or books etc.)
3. All students should leave their place clean for the next class. Trash is to be put in the waste receptacles and the floor should be cleaned of all debris.
4. Other than use of the restroom facilities, students are not permitted to walk around the cafeteria. Everyone is to stay in her/his seat. Students are to ask permission from the supervising teacher to leave their lunch table.
5. Students should not be excessively noisy.
6. Students will be assigned to help wash tables after lunch.

Recess Procedures

Students are permitted to play in the schoolyard during their recess period. For insurance purposes, there is always a teacher or assistant on duty. *ABSOLUTELY, NO ROUGH GAMES ARE PERMITTED AT ANYTIME.* The teachers/assistants on duty will be present before the first bell and to the end bell. Children who have a minor accident on the playground will be escorted by another student to the Nurses Office. In the case of a serious accident or emergency, teachers will escort the student to the Nurses Office.

The following guidelines are expected:

1. No rough play, such as kicking or hitting another student.
2. Students must remain in the sight of an adult. They may not go down the hill on the field.
3. No standing on picnic tables or climbing trees.
4. Playground equipment is to be used properly. (example - do not walk up the slide or crawl on

outside of the bridge.)

5. No running or playing on the stairs or the ramp in front of the parish center.
6. No running or playing in the prayer garden or in the flower beds.
7. Students will exhibit sportsmanship in all play.

BEFORE AND AFTER SCHOOL PROGRAMS

St. Francis' Before/After-School Programs are open for all students. The aftercare program is **not** held the day before the Christmas and Easter holidays, the final day of Catholic Schools Week and the last day of school. The program begins on the first full day of classes in September and is held from dismissal time until 5:30 PM. Registration is required and is offered on a first come, first serve basis. While after-school care is provided during noon dismissal days, please note that these early dismissal days may incur an additional fee. Weekly payment is expected using the FACTS program. Payment that is delinquent more than two weeks will likely result in removal from the program.

EXTRA-CURRICULAR ACTIVITIES

St. Francis de Sales School offers several activities in which the students may participate if they meet the academic and physical requirements. Activities for students in grades 5-8 are field hockey, basketball, soccer, golf, lacrosse, baseball, band and choir participation. These activities are extra-curricular and should not interfere with academic progress.

For a well-rounded education, we offer a balance between academic studies and extra-curricular 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. Activities may require a fee.

A student who participates in any school or sport activity must maintain grades of C or above and at least Satisfactory in Conduct and Effort during participation. Students who do not maintain a C or above average may not participate in the activity until issued progress reports (report cards) or show adequate improvement as described by the administration. 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. The principal holds the final decision on any issue relating to this policy.**

COMMUNITY GATHERINGS

Parents are invited and encouraged to attend any community meeting, school assembly, function, Mass/Prayer Services, 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. Proper audience behavior and etiquette is expected.

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 St. Francis de Sales Permission Form signed by a parent will not be allowed to participate. Telephone calls or a fax are not typically 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. If a student will not be participating, they will stay home from school. Siblings may not accompany students and/or parent chaperones on field trips. Any student who does not participate in the field trip will be marked absent. 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 or injury occurring during a class trip. When participating in a field trip, all school policies and procedures apply. The Diocese of Wilmington does not permit over-night trips.

Tuition and Volunteering

FINANCIAL COMMITMENTS

Tuition covers approximately 75% of the total cost of educating a student at St. Francis de Sales School. Fundraising, tuition assistance and contributions from the parish support the rest of the funds needed. Tuition paid is non-refundable and payments are expected to be current. Monthly payments **must** be signed up for direct withdrawal using the FACTS program. The only exception is when paying in full with one payment. This requirement is part of the signed legal tuition contract.

Please note that excessive delinquency of a family's financial obligations to the school may result in disenrollment from the school. Failure to complete financial obligations by the end of the school year will prohibit re-enrollment for the following year. It will also prevent parents from receiving student records. Other fees include the annual registration/re-enrollment payment. Additional fees include H.S.A. dues, Before/After School Care Programs, failure to complete volunteer hours, uniforms, team or co-curricular activity, class activities and trips.

A parent who is having unexpected financial difficulties should inform the business manager, Susan Flanagan, immediately in order to make arrangements. All tuition transactions are handled through the Business Office (410-742-6443).

VOLUNTEER COMMITMENT

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 support of various fundraisers. Parents are required to give no less than 30 hours of volunteer service during the school year. There are many opportunities to help at school. This includes helping with lunch/recess, chaperoning dances, field trips, field day, coaching, etc. Volunteer hours are required to be completed by May 31st. Failure to complete the hours of volunteer service by the end of the fiscal year will result in a fee of \$15/hour for uncompleted service hours up to \$450. Families are responsible for reporting their hours earned using the H.S.A. online tool.

SCRIP Program Rewards

St. Francis de Sales Catholic School families earn both volunteer hours and tuition money as a reward for purchase of SCRIP gift cards. This applies to both gift cards and online Raise Right app purchases. The school gives families half of the value of the rebate given by the vendor from this program. For questions please contact the business office at sflanagan@visitstfrancis.org. Here is how the reward program works.

1. The school incurs a \$30 administrative fee to cover mailing, copying and labor expenses. Once a family's SCRIP purchases have covered this fee, they begin to begin to earn rewards.

2. For each \$2,000 in total purchases, families earn 5 volunteer hours for the current school year.
3. Families earn one half of the rebate amount for tuition credit for the **next** school year. For example, after purchases cover the administrative fee, a gift card for Food Lion for \$100.00 yields \$2.50 toward tuition.
4. The profits from SCRIP are directly deposited in the Home and School Association account. These funds are used for programs and resources that directly impact students. These include sports, technology and playground equipment. Support for this endeavor costs nothing extra for families while greatly benefitting our school.

CRIMINAL BACKGROUND CHECK

In accordance with the Diocese of Wilmington's "For the Sake of God's Children" mandate, **ALL** employees and volunteers (including but not limited to coaches, service providers, chaperones, classroom and lunch helpers) must complete a Criminal Background Check and receive clearance. Individuals will pay \$45 for a code from the office to be used by the vendor. The application is done online and once cleared lasts for 5 years.

LIBRARY BOOKS

Students are responsible for lost or damaged books. All library materials must be returned as required before report cards will be issued. Families are required to pay for or replace lost or damaged books.

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. For the most up-to-date version of the Parent-Student Handbook, families are asked to refer to the school website for its most current edition.

Revised July 2023