

# 2017-2018

# Parent & Student Handbook



## St. Francis de Sales Central Catholic School

*We are here to serve; not to be served!*

St. Francis Central Catholic School  
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## Welcome Letter

Dear Students, Parents, and Guardians:

Welcome to the 2017-2018 school year at St. Francis Central Catholic School! What a blessing it is to begin another school year in a faith-based school community.

First and foremost, let us pray that God's light shine will shine upon our school this year and be our constant source of strength. It is through His grace that we succeed. Let us put God before others and serve Him in a faithful and humble manner this school year. If we commit ourselves to this then there is no limit as to what we can accomplish.

St. Francis Central Catholic School has a rich tradition of promoting Catholic identity as well as academic rigor. These two principles will remain pillars of our structure. At St. Francis Central Catholic School, we also strive to develop character in our children and to truly support them in understanding our mission "to serve, not to be served."

At St. Francis Central Catholic School we maintain high expectations for all students and adults on our campus. Students are expected to act responsibly and always do their best academically, behaviorally, and socially. We encourage our students to seek additional support whenever they have a problem, need assistance, or have a concern. We also believe that the best way for parents to be aware of their child's progress is to communicate with their teachers. It is important to listen to your child and support him/her by encouraging each child to do his/her best.

This Parent/Student Handbook reflects the policies of St. Francis Central Catholic School for the 2017-18 school year. Our school rules are carefully designed to protect our students' best interests and ensure safety and success. Students and parents are responsible for knowing the content of this handbook as it applies to rules and regulations. Please review it with your family so that there is understanding among all.

The faculty and staff of St. Francis Central Catholic School look forward to working with you and meeting the needs of your children to the best of our ability this school year. Your choice of Parochial education is evidence of your faith commitment. We commend you for that, and we will do our best at St. Francis Central Catholic School to serve your children with an eager spirit. We truly appreciate your support.

May we become inspired and excited for the journey ahead and may God bless the entire St. Francis Central Catholic School Community this school year.

Yours in Christ,

Arthur Moore  
Principal

## TABLE OF CONTENTS

Revision Date: June 22, 2017

Administration and Faculty	6-7
Parish Leadership	8
Mission Statement Philosophy	9
Statement of General Goals & Objectives Strategic Planning Goals	10
Accreditation	11
General Admissions <ul style="list-style-type: none"> <li>● Admission Selection Procedures</li> <li>● Student with Special Needs</li> <li>● Students of other Faith Traditions</li> <li>● Student Screening</li> <li>● Requesting Teachers</li> <li>● Student Records</li> </ul>	12-15
Curriculum	16-17
Academics <ul style="list-style-type: none"> <li>● Evaluation &amp; Accountability</li> <li>● Probationary Admissions</li> <li>● Withdrawal of Students for Academic Reasons</li> </ul>	18-19
Early Childhood <ul style="list-style-type: none"> <li>● Philosophy</li> <li>● Academic Requirements</li> <li>● Class Schedule</li> <li>● Class Size</li> <li>● Illness &amp; Contagious Disease</li> <li>● Parental Involvement</li> <li>● Snacks</li> </ul>	20
Primary School <ul style="list-style-type: none"> <li>● Philosophy</li> <li>● Academic Requirements</li> <li>● Grading &amp; Grading Scale</li> </ul>	21
Intermediate School <ul style="list-style-type: none"> <li>● Philosophy</li> <li>● Academic Requirements</li> <li>● Grading &amp; Grading Scale</li> </ul>	22
Homework & Snow Day Work (Elementary)	23
Middle School <ul style="list-style-type: none"> <li>● Philosophy</li> <li>● Academic Requirements</li> <li>● Grades and Grading Scale</li> <li>● Homework</li> <li>● Snow Day / Cyber Day</li> <li>● Final Exams</li> <li>● Camp Magis</li> <li>● Aquinas Award</li> <li>● Field Trips</li> <li>● Graduation</li> <li>● Graduation Awards</li> <li>● Probationary Admissions in Middle School</li> </ul>	24-29

Behavior & Discipline <ul style="list-style-type: none"> <li>● Student Discipline Expectations</li> <li>● Appropriate Behavior Guidelines</li> <li>● Policy &amp; Procedure on Bullying</li> <li>● Bullying Reporting Procedures</li> <li>● Detentions</li> <li>● Suspensions</li> <li>● Expulsions</li> <li>● Controlled Substances</li> <li>● Threats to Welfare &amp; Safety</li> <li>● Search &amp; Seizure</li> </ul>	30-35
Uniform Policy <ul style="list-style-type: none"> <li>● PreK - 2nd Grade</li> <li>● 3rd - 5th Grade</li> <li>● Middle School</li> <li>● Special Uniform Days</li> </ul>	36-40
School Visitors	41
Field Trips	42
Parents and Families at St. Francis <ul style="list-style-type: none"> <li>● Parents as Partners</li> <li>● Gifts</li> <li>● Parental Covenant</li> <li>● Advancement</li> </ul>	43-46
Student Health and Safety <ul style="list-style-type: none"> <li>● Insurance – Student/School</li> <li>● Illness and Accidents</li> <li>● Communicable Disease</li> <li>● Student Abuse and Neglect</li> <li>● Student Allergies</li> </ul>	47
Dispensing Medication	48
Attendance	49
Tardiness	50
Drop-Off & Pick-Up Procedures	51
Pre-K Drop Off/Pick Up Procedures	52
Tuition & Fees: Policies and Procedures <ul style="list-style-type: none"> <li>● Tuition</li> <li>● Tuition Schedule</li> <li>● Tuition Assistance</li> <li>● Tuition Payment and Collection</li> <li>● General Fees</li> </ul>	53-55
Keeper's Extended Care Program <ul style="list-style-type: none"> <li>● Keepers Policies and Procedures</li> </ul> Snow Day Program <ul style="list-style-type: none"> <li>● Program Registration</li> </ul>	56-57
Hot Lunch Program	58
Internet Use <ul style="list-style-type: none"> <li>● Technology and Internet – Terms and Conditions</li> <li>● Privileges</li> <li>● Security</li> <li>● Vandalism</li> <li>● Use of Electronic Communication</li> <li>● Use of Technological Devices</li> </ul>	59-60

<ul style="list-style-type: none"> <li>● Internet Engagement</li> </ul>	
Tablet & Chromebook Code of Conduct	61
Extra-Curricular Activity Program	62
Release of Students	62
Parent Teacher Organization (PTO) Meetings	63
Lost and Found	63
Parties and Treats at School	63
Questioning Other Students	63
Policy Relating to Sexual Abuse of Children	64
Safety Procedures <ul style="list-style-type: none"> <li>● Fire Drills</li> <li>● Shelter In-Place Drills</li> <li>● Tornado Drills</li> <li>● Lockdown / Intruder Drills</li> </ul>	65-67

**RIGHT TO AMEND**

St. Francis Central Catholic School Administration reserves the right to amend this handbook.  
 Notice of amendments will be made available to parents.

## 2017-2018 ADMINISTRATION & FACULTY

St. Francis Central Catholic School

Designated School Pastor: Rev. Msgr. Anthony Cincinnati, S.T.D., V.E.

Principal: Mr. Arthur L. Moore

Assistant Principal: Mr. Edward Swierkos

Name	Teaching Area	E-mail
Mr. Andrew Alden	Middle School Religion	<a href="mailto:aalden@sfccs.org">aalden@sfccs.org</a>
Mrs. Jennifer Badzek	Grade 5 multi-subjects	<a href="mailto:jbadzek@sfccs.org">jbadzek@sfccs.org</a>
Mrs. Barb Been	Middle School Literature	<a href="mailto:bbeen@sfccs.org">bbeen@sfccs.org</a>
Mrs. Linda Brantmayer	Middle School Language Arts	<a href="mailto:lbrantmayer@sfccs.org">lbrantmayer@sfccs.org</a>
Mrs. Mary Ann Boczek	Grade 2 multi-subjects	<a href="mailto:mboczek@sfccs.org">mboczek@sfccs.org</a>
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Dr. Johanna Caruso	Spanish K-8	<a href="mailto:jcaruso@sfccs.org">jcaruso@sfccs.org</a>
Mrs. Lucinda Corbin	Pre-Kindergarten 2 Teacher	<a href="mailto:ccorbin@sfccs.org">ccorbin@sfccs.org</a>
Mrs. Julia DeVincent	Director of Early Childhood	<a href="mailto:jdevincent@sfccs.org">jdevincent@sfccs.org</a>
Mrs. Chasity Eddy	Pre-Kindergarten 2/3 Teacher	<a href="mailto:ceddy@sfccs.org">ceddy@sfccs.org</a>
Mrs. Kathy Evanto	Student Support Service	<a href="mailto:kevanto@sfccs.org">kevanto@sfccs.org</a>
Ms. Elizabeth Ferrari	Kindergarten multi-subjects	<a href="mailto:eferrari@sfccs.org">eferrari@sfccs.org</a>
Ms. MaeBeth Fisher	Pre-Kindergarten 4 Teacher	<a href="mailto:mfisher@sfccs.org">mfisher@sfccs.org</a>
Mr. Shaun Gainer	Grade 3 multi-subjects	<a href="mailto:sgainer@sfccs.org">sgainer@sfccs.org</a>
Mrs. Allie Hamilton	Music K-8	<a href="mailto:ahamilton@sfccs.org">ahamilton@sfccs.org</a>
Mrs. Michelle Jeffrey	Director of After School Programs	<a href="mailto:mjeffrey@sfccs.org">mjeffrey@sfccs.org</a>
Mrs. Susan Martin	Pre-Kindergarten Aide	<a href="mailto:smartin@sfccs.org">smartin@sfccs.org</a>
Ms. Terri Martin	Physical Education K-8	<a href="mailto:tmartin@sfccs.org">tmartin@sfccs.org</a>
Mrs. Jennifer McKibben	Grade 1 multi-subjects	<a href="mailto:jmckibben@sfccs.org">jmckibben@sfccs.org</a>
Mrs. Beverly Meador	Kindergarten Aide	<a href="mailto:bmeador@sfccs.org">bmeador@sfccs.org</a>
Mrs. Caitlin Meadows	Pre-Kindergarten 4 Teacher	<a href="mailto:cmeadows@sfccs.org">cmeadows@sfccs.org</a>
Mrs. Amy Metz	Title I Interventionist	<a href="mailto:ametz@sfccs.org">ametz@sfccs.org</a>
Mrs. Ria Monteleone	School Nurse	<a href="mailto:rmonteleone@sfccs.org">rmonteleone@sfccs.org</a>
Mr. Arthur Moore	Principal	<a href="mailto:amoore@sfccs.org">amoore@sfccs.org</a>
Mrs. Kelly Moore	Grade 2 multi-subjects	<a href="mailto:kmoore@sfccs.org">kmoore@sfccs.org</a>
Mrs. Sequoyah Moore	Grade 3 multi-subjects	<a href="mailto:smoore@sfccs.org">smoore@sfccs.org</a>
Mrs. Natalie Moritz	Middle School Math	<a href="mailto:nmoritz@sfccs.org">nmoritz@sfccs.org</a>
Mrs. Christina Rodeheaver	Kindergarten Aide	<a href="mailto:crodeheaver@sfccs.org">crodeheaver@sfccs.org</a>
Mrs. Keiah Romeo	Pre-Kindergarten 3 Teacher	<a href="mailto:kromeo@sfccs.org">kromeo@sfccs.org</a>
Mr. Doug Rouster	Maintenance	<a href="mailto:drouster@sfccs.org">drouster@sfccs.org</a>
Mrs. Jessica Sanetrik	Pre-Kindergarten 2/3 Aide	<a href="mailto:jsanetrik@sfccs.org">jsanetrik@sfccs.org</a>
Mr. William Scudiere	Middle School Social Studies	<a href="mailto:wscudiere@sfccs.org">wscudiere@sfccs.org</a>

Mrs. Jill Seman	Accounting Manager	<a href="mailto:jseman@sfccs.org">jseman@sfccs.org</a>
Ms. Nora Sheets	Art K-8	<a href="mailto:nsheets@sfccs.org">nsheets@sfccs.org</a>
Ms. Riley Shubert	Pre-Kindergarten 4 Aide	<a href="mailto:rshubert@sfccs.org">rshubert@sfccs.org</a>
Mrs. Renee Shreve	Grade 4 multi-subjects	<a href="mailto:rshreve@sfccs.org">rshreve@sfccs.org</a>
Ms. Janet Stone	School Secretary	<a href="mailto:jstone@sfccs.org">jstone@sfccs.org</a>
Mr. Edward Swierkos	Assistant Principal	<a href="mailto:eswierkos@sfccs.org">eswierkos@sfccs.org</a>
Mrs. Kathy Switzer	Cafeteria Manager	<a href="mailto:kswitzer@sfccs.org">kswitzer@sfccs.org</a>
Mrs. Cara Tiberi	Grade 5 multi-subjects	<a href="mailto:ctiberi@sfccs.org">ctiberi@sfccs.org</a>
Mrs. Rachel Vitt	Director of Advancement	<a href="mailto:rvitt@sfccs.org">rvitt@sfccs.org</a>
Mrs. Erin White	Middle School Science	<a href="mailto:ewhite@sfccs.org">ewhite@sfccs.org</a>
Ms. Maggie Williams	Grade 4 multi-subjects	<a href="mailto:mwilliams@sfccs.org">mwilliams@sfccs.org</a>
Mrs. Alyssa Wilson	Director of Admissions	<a href="mailto:awilson@sfccs.org">awilson@sfccs.org</a>

## **PARISH LEADERSHIP**

St. Francis Central Catholic serves the Catholic communities found in Monongalia County in the Clarksburg Vicariate of the Diocese of Wheeling-Charleston. St. Francis Central Catholic cannot exist without the generous support and spiritual leadership of our pastors and the vibrant parish communities they lead.

Pastor of St. Francis de Sales Parish, Morgantown  
Rev. Msgr. Anthony Cincinnati, S.T.D., V.E.

Pastor of St. John's University Parish, Morgantown  
Reverend Walt Jagela

Pastor of St. Luke the Evangelist Parish, Cheat Lake  
Reverend Carlos Melocoton, Jr.

Pastor of St. Mary's Parish, Starr City  
Reverend John DiBacco



## **ST. FRANCIS CENTRAL CATHOLIC SCHOOL**

St. Francis Central Catholic School is a PreK2 through Grade 8 Catholic Elementary and Middle School under the Diocese of Wheeling-Charleston Schools' Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the Bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Francis Central Catholic School, we are attempting to "teach as Jesus did."

### **MISSION STATEMENT**

The mission of St. Francis Central Catholic School is the lifelong, holistic formation of each person according to the Good News of Jesus Christ through faith community experience, academic excellence, and quality religious education. In collaboration as Christians, we commit ourselves "to serve; not to be served."

### **PHILOSOPHY**

St. Francis Central Catholic School exists for the purposes of communicating the "Good News," for building a faith community, and for assisting parents in fulfilling their responsibility to educate children in accordance with Catholic tradition. We believe that parents are their children's primary educators. St. Francis Central Catholic strives for excellence and provides meaningful teaching-learning experiences so that students can grow spiritually, intellectually, and emotionally in a Christian atmosphere animated by the Gospel values of community, love, faith, hope, truth, reconciliation, courage, justice, and service. We believe that every child is God's unique creation, meriting respect and dignity. Each student has the freedom and responsibility to achieve goals, personal fulfillment, self-esteem, self-discipline, and self-direction.

Christ is the foundation for all of our activities, and His message is the basis of truth, goodness, and life. God's message and love permeate school curriculum allowing each student to realize full potentials as a child in God's Kingdom. St. Francis Central Catholic School strives to provide a program enabling students to develop as Christians, to achieve academically, and to live productive lives.

## **STATEMENT OF GENERAL GOALS AND OBJECTIVES**

In keeping with the St. Francis philosophy and statement of mission, the following are the general school goals:

- To communicate the “Good News” and to help form Christ in the lives of St. Francis students, thereby developing better people for God and society.
- To provide a quality Catholic educational program for the students entrusted to the care and nurturing of the faculty and staff.
- To assist each student to grow to his/her full potential academically, emotionally, physically, socially and spiritually.
- To develop within each student a sense of pride, honesty and self-esteem.
- To develop community, creating in each student the desire to become involved with and to be of service to others.

## **STRATEGIC PLANNING GOALS**

- Provide a superior academic preparation for all students.
- Provide strong character formation for all students.
- Ensure that all students are actively involved in the community serving others and working for justice.
- Provide strong spiritual formation that supplements the spiritual formation of each student’s parish and family.
- Take concrete steps in terms of enrollment growth, improving fiscal health, and completing the necessary feasibility studies to achieve our long-term goal of reconfiguring to serve students from prekindergarten through the end of eighth grade.

## ACCREDITATION

St. Francis Central Catholic School is a proud part of the Catholic Schools of the Diocese of Wheeling-Charleston and a fully accredited member of the North Central Association Commission on Accreditation and School Improvement (NCA CASI).

A national task force is creating a resource guide for teachers and instructional leaders to infuse Catholic identity elements into school level curriculum and instruction based on the Catholic Academic Standards of Excellence (CASE).

Publication of the National Standards and Benchmarks (March, 2012) marks only the beginning of ongoing collaboration and action among those committed to the future of Catholic education.

St. Francis Central Catholic recently completed a comprehensive review of the schools programs in accordance with the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools.

St. Francis Central Catholic School – as well as all elementary schools in the diocese – are to take the necessary steps leading to regional accreditation. Guidelines for accreditation are available through the Office for Catholic Schools. The staff of the school will work together in preparing the forms for the accreditation team visit. The staff of the Office of Catholic Schools will assist in the self-study in the visit if needed.

## **GENERAL ADMISSIONS**

St. Francis Central Catholic School has a time honored tradition of producing graduates that make a difference in the world. The reputation of our school resonates in the Morgantown community. Our facilities and campus are first class. We believe you will quickly recognize St. Francis Central Catholic as a premier school.

No child whose parents desire to enroll him/her in a Catholic school in the Diocese of Wheeling-Charleston shall be denied admission on the basis of race, gender, national origin, age (in accordance with the law). Notwithstanding the foregoing, students with disabilities will be considered for admission subject to the discretion of the principal, considering the extent of the disabilities and special needs of the student and the resources and accessibility of the school to meet such needs.

Catholic schools are exempt from compliance with the public accommodation provisions of the ADA (Americans with Disabilities Act).

Every local effort shall be made to provide each qualifying Catholic child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of their Pastor/Designated Pastor if a financial problem exists. Each local Catholic School Consultative Board is encouraged to have a local tuition assistance program to help families that cannot afford all or part of the tuition. The St. Francis Central Catholic School Advisory Council provides this local tuition assistance program.

### **Admission Selection Procedures**

St. Francis de Sales Central Catholic School admits students of any sex, race, color, nationality and ethnicity to all rights, privileges, programs and activities generally accorded to students in the school.

Admissions may be made on a rolling basis. Applicants must complete all necessary registration forms and submit a non-refundable registration fee to be given full consideration for admission. Eligible students will be selected and admitted into the school based upon the maximum capacity of classrooms as set by Diocesan policy and in accordance with the following categories in order of preference:

1. Students of currently enrolled families at SFCCS;
2. Children of full-time employees of SFCCS;
3. Catholic students of families not currently enrolled at SFCCS;
4. Non-Catholic students of families not currently enrolled at SFCCS.

All decisions regarding admissions shall be subject to the discretion of the Designated Pastor in consultation with the Administration.

All new admissions to St. Francis Central Catholic are probationary for a period of one semester. At the end of the semester, probationary status can either be removed or continued for a period of one additional semester. If probationary status is continued, the parents and student will be notified in writing as to why probationary status has been continued and what concrete actions must be taken to remove the probationary status.

All students admitted share equally the rights, privileges, academic and religious programs and activities offered. They and their parents are expected to commit themselves to the philosophy and mission of the school and abide by the policies, rules and regulations of the school.

### **Opportunity for Students with Special Needs to Receive a Catholic Education**

St. Francis Central Catholic collaborates with parents and guardians to provide both spiritual and academic educational development for children. Parents/guardians who have a child with a disability should be afforded the opportunity to have a Catholic education for their child.

The Principal shall evaluate on a case-by-case basis whether or not St. Francis can meet the needs of the student. If the school can make reasonable accommodations to meet the student's needs, then the school will offer the child the opportunity of a Catholic school education.

### **Students of Other Faith Traditions**

St. Francis Central Catholic will provide a truly pastoral setting in which all of the participants, students, and adults, Catholics and those of other faith traditions, are renewed and refreshed, challenged and given hope, and brought closer to God. All students seeking enrollment, including those of other faith traditions, must be willing to understand and accept the philosophy, purpose and goals of the Catholic school education, and understand all the requirements for their students in a Catholic school.

Since Catholic religion classes are an integral part of the life of the school, all students, including students of other faith traditions, are required to attend Catholic religion classes. St. Francis Central Catholic School participates in the pastoral, educational, evangelizing and catechizing mission of the Church; this means that all students attending religion classes will be expected to understand the teachings of Christ as unfolded in Scripture and Catholic Tradition. To this end, only Catholic religion classes will be taught at St. Francis Central Catholic School.

### **Students enrolled at St. Francis must be willing to:**

1. Attend all formal religion classes
2. Understand that the Catholic faith and Gospel values will be integrated into all curricular areas and the overall life of the Catholic school
3. Attend and participate in faith formation opportunities such as retreats
4. Attend school liturgies. (Because of the reality of the divisions which exist within Christian churches, only members of the Roman Catholic Church, either Latin or Eastern rites, can be welcomed to communion.)
5. Participate in service programs which flow from the religious education program and the mission of Catholic school education.

Once a family is formally admitted to the school, that admission is considered final unless the family withdraws or the school discovers that the application was incomplete or falsified. Formal admission is determined by the Principal in consultation with the Director of Admissions, Assistant Principal, and Testing Coordinator.

Tuition assistance and waivers are available to all who are admitted to our school based upon need. Please contact the school office for further information and applications for tuition assistance.

According to West Virginia law, to be eligible to enter first grade a child must be six (6) years of age on or before September 1 of the year of enrollment. Students who have successfully completed Kindergarten in another system, but who have not turned six (6) by September 1, may still be enrolled in first grade.

A child entering Kindergarten must be five (5) years old by September 1 of the year he/she starts school. Exceptions to the age criteria may be made locally by the administration based upon testing, parent/teacher/principal conference, and observation of the child's social and academic performance.

A child entering Prekindergarten must be two (2), three (3), or four (4) years old (depending on admission into PK2-PK4) by September 1 of the year he/she starts school. Exceptions to the age criteria may be made locally by the administration based upon testing, parent/teacher/principal conference, and observation of the child's social and academic performance.

All children entering school for the first time shall have been immunized against diphtheria, polio, rubeola, rubella, tetanus and whooping cough and shall be given a screening test to determine if they might have a vision or hearing impairment.

Parents of new students' initially entering school must present for examination and recording of data the following documents: Additional documents may be required at the discretion of the school's administration.

1. An official copy of the child's birth certificate
2. Proof of recent medical examination
3. A permanent or temporary certificate of immunization
4. The child's social security card or number
5. An official copy of the child's Baptismal certificate (*if applicable*)

Parents of new students entering from another school will need to present their child's most recent report card and must sign an authorization form for release of the child's school records.

Parents will be notified in writing as to the admission status of their child(ren)

## **STUDENT SCREENING**

Students entering St. Francis Central Catholic will be given a placement exam to determine the student's age appropriateness. If we deem that we are unable to serve the child's needs, he/she may not be admitted into St. Francis.

It is policy at St. Francis Central Catholic School for a screening process to occur with all new incoming students. The screenings that take place are primarily in Math and Reading. These screenings serve as a measurement tool for us to determine if our school can reasonably serve the incoming student.

This process is in place to ensure the commitment we wish to honor of adequately being able to serve each child. If a student's scores are of concern, a meeting shall take place with the school administration and prospective family to determine whether or not we can accept this student.

## **REQUESTING TEACHERS**

There is a standing Pastor's policy that parents are not allowed to request teachers for their children. All teachers at SFCCS are well qualified. The school administration will not honor requests made by parents for their children to have a specific teacher for the school year. Any concerns about a teacher with any individual student will be addressed individually with the parent(s)/guardians and the principal.

## **STUDENT RECORDS**

St. Francis Central Catholic School will keep a full and accurate record of each student's attendance and academic progress. Cumulative records shall be kept permanently.

When a student transfers to another school a copy of the transcript of his/her records including attendance, academic progress, test scores and health records shall be forwarded to the school to which the student is transferring. However, the school should be given a reasonable amount of time to comply with such requests.

No data shall be released about pupils without the written consent of the parents. Therefore, in the case of divorce, or other custody proceedings, a copy of that part of the court order which awards custody should be placed in the student's permanent file in order to identify who is the child's custodial parent.

Parents and legal guardians shall have full access to and the right to challenge the accuracy of data on their children. No one but school personnel, parents, and legal guardians should have access to pupil data without either a subpoena or the written permission of the student's parents or guardians.

## **Catholic Academic Standards of Excellence (CASE)**

Roman Catholic theology is comprised of the teachings of the Catholic Church, which bases its conclusions on Scripture and Sacred Tradition, as interpreted by the Magisterium. The Diocese of Wheeling-Charleston is very proud of its tradition of uniting the strongest of this Catholic theology within our schools with an intense academic rigor. As successful as our schools have been, we refuse to rest on our history of strong Catholic identity and high academic achievement and allow complacency to set into our program. To that end, we introduced the idea of the Catholic Academic Standards of Excellence Initiative within all the schools in our school system.

The United States Department of Education put forth the idea of a Common Core State Standards protocol and it was quickly endorsed by two different groups in the early 2000's. The basic idea was to bring diverse state curricula into alignment with each other by following the principles of standards based educational reform. These two separate groups focused initially on math and the various areas of reading/language arts in the public schools. To date, these are the only two subject areas that have reached a national consensus on implementation.

There has been some controversy over the past several months about the nature, scope and perhaps even fear of the federal government's perceived intrusion into school programming, and as an extension, a child's education and development. Many pundits have expressed the concern over certain agendas that might be promoted over existing/established curricula and new ideas. These same pundits claim the Common Core State Standards Initiative is positioning what is being taught in public schools as running contrary to constitutional rights and national ideals; and therefore public schools, and the children that attend, might also be at some sort of risk.

Our Catholic schools have utilized curriculum and standards that have many similarities with those in our public school counterparts for many years...even decades. However, the key element in our programming is how much further we are able to go with our prescribed standards. Perhaps because of the dedication of our staffs, the demographics of our student population or a combination therein, our Catholic schools have always had the opportunity of doing more than what was expected in our public schools while being infused with the gift of Jesus Christ. Parents are paying a premium for their children to attend our Catholic schools and therefore have an expectation of receiving more in the process. The Catholic schools have always delivered on that expectation.

So how are Catholic schools defined in light of these sweeping educational reforms? For one, Catholic schools never, ever, lose sight of the mission to teach the Gospel values of Jesus Christ that are essential to the Catholic faith and to the development of the next generation of Catholics in West Virginia. Second, Catholic schools must continue to strive for a level of academic rigor that meets the highest of expectations of the Bishop, the parents and the communities served. Lastly, Catholic schools will refuse to allow gaps in the educational program to develop because of inattentive leadership. Catholic schools will work within the framework of the Common Core State Standards, but the standards our schools will adopt will be reflective of our Catholic values and traditions.

There have been many discussion forums where the Common Core State Standards protocol, as it is being delivered in the public school sector, has been dismissed as an opportunistic program of the Federal or state governments to take control over the American school system. There have been claims of "data-mining" public school students' responses, mandated delivery models, common pacing and the removal of teacher creativity in the learning process. These fears have never been put onto the Catholic school program and in good conscience could never be put on our program. Rest assured that the public schools in West Virginia and the Catholic schools in the Diocese of Wheeling-Charleston have never assessed, delivered content or governed their schools in a similar fashion...and we won't start now.

Our Catholic schools will welcome the research that comes from the strong data that aligns the Common Core State Standards, associated with the math and reading/language arts, necessary for high achievement within our schools.



However, our Catholic schools will continue to invest considerable time and educator talent to make sure these standards are reflective of our Catholic identity and rigor for which the Catholic schools have been celebrated. There is no one size fits all model in Catholic education. Our Catholic students are celebrated for their diversity, social awareness and independent thought. Our Catholic school programs will continue to promote Gospel values, academic excellence, social justice and personal fulfillment throughout the State of West Virginia.

The Diocese of Wheeling-Charleston Catholic Academic Standards of Excellence Initiative will make our outstanding program even better. Our Catholic schools have always been a tremendous resource for the faith community. The value added with the Catholic Academic Standards of Excellence Initiative in our schools will guarantee our success of our children as they face the challenges ahead. The Catholic Academic Standards of Excellence Initiative strives to assist our Catholic educators in developing excellent school-based curriculum that faithfully implements the Common Core State Standards and effectively integrates elements of Catholic Identity with honesty and integrity.

## **ACADEMICS**

The school office is open on all school days from 7:30 AM to 3:30 PM

St. Francis Central Catholic serves diverse learners from early childhood through early adolescence. Recognizing that each child learns differently and that the needs of children evolve as they grow and develop, St. Francis Central provides for four distinctive learning environments designed using a combination of traditional educational best practices and innovative applications of the latest in educational theory and research. These distinctive learning environments are as follows:

**Early Childhood**

Prekindergarten 2, 3, & 4 year old

**Primary School**

Kindergarten through Second Grade

**Intermediate School**

Third through Fifth Grade

**Middle School**

Sixth through Eighth Grade

Recognizing the distinctive nature of each learning environment, school routines and procedures regarding academics and student behavior are differentiated at each level, while all the while remaining rooted in the overall mission, philosophy, and policies of St. Francis Central Catholic School.

**EVALUATION AND ACCOUNTABILITY**

The scholastic year is divided into two semesters. Each semester has two grading periods. Five school days are counted each week for a total of at least 180 class days a year. Classes are regularly scheduled according to State and Diocesan policies. The schedule, however, is flexible to provide for opportunities of team teaching, combining classes, independent study and use of audiovisual materials.

Students will be assessed per each 9-week period. Parents may always monitor their child’s progress via the school’s online school management system, ParentsWeb by RenWeb, at any time during the academic year. Grades will be posted for daily assignments, quizzes, and tests in a timely manner by the classroom teacher. Parents have the opportunity to consult with instructors during scheduled parent-teacher conferences, by appointment through the school secretary, and through email or phone during the instructional day. Unscheduled “Drop In” appointments are not permitted. Quarterly grading reports are available to parents through ParentsWeb (<http://www.renweb.com>). All families have the right to additional face-to-face conferences with their child(ren)’s teacher.

Academic standards are seriously undermined by cheating, plagiarism, and unauthorized copying of class work. Plagiarism and unauthorized copying of class work are considered cheating. Any type of cheating, or the strong suspicion of any type of cheating, may result in disciplinary actions by the school, including but not limited to detention, in-school suspension, and/or a reduction in the student’s overall quarter grade. With respect to plagiarism, the school reserves the right to use electronic services (i.e. internet services) to evaluate a student's work.

**PROBATIONARY ADMISSIONS**

Students are admitted under probation to St. Francis Central Catholic in the following circumstances:

1. All New Admissions;
2. Behavioral misconduct that results in an out-of-school suspension;
3. Academic progress is not meeting the requirements at grade level;
4. Under special circumstances determined by the Principal in consultation with the Designated Pastor and the Superintendent of Catholic Schools for the Diocese of Wheeling-Charleston.

Probationary admissions are reviewed at the end of each semester by the administration and middle school faculty. At that time, probationary status can either be removed or continued for a period of one semester. Furthermore, if a student does not meet the criteria during the semester in which he or she was on Probation, the student may be dismissed from the school. If probationary status is continued, the parents and student will be notified in writing as to why probationary status has been continued and what concrete actions must be taken to remove the probationary status.

### **WITHDRAWAL OF STUDENTS FOR ACADEMIC REASONS**

SFCCS may require a student to withdraw for serious academic reasons if the school is unable to meet a student's needs. If such a request is made, the following conditions must be fulfilled:

- Sufficient advance notice of the request must be given in writing to the student and parents;
- The required progress reports shall have been given to the student and parents;
- The student and parents shall have been given the opportunity to discuss with the appropriate staff personnel the future school placement of the student; and
- The school must cooperate with any receiving school in matters concerning the placement of the student in an instructional program.

## **EARLY CHILDHOOD**

### **Pre-Kindergarten**

### **PHILOSOPHY**

St. Francis Central Catholic School Early Childhood programs provide opportunities to help our youngest learners develop a stronger, balanced foundation for spiritual, academic and social skills. With parents and school as partners, it serves as a transition from home to school where young children can develop the fundamental basic skills necessary for success throughout their academic life. A loving and caring atmosphere will prevail at all times.

## **ACADEMIC REQUIREMENTS**

Children in the St. Francis early childhood program will develop skills and knowledge in the following areas:

Self-esteem	Health & Safety	Science
Literacy	Math	Social Skills
Music	Art	Religion
Fine Motor Skill	Gross Motor Skills	

## **CLASS SCHEDULE**

Monday-Friday, 7:50 AM – 2:30 PM.

## **CLASS SIZE**

In Pre-kindergarten, class sizes shall be limited to the following:

- PreK2 - 16 students with one teacher and one teacher's assistant per classroom (8:1 student/teacher ratio).
- PreK3 - 20 students with one teacher and one teacher's assistant per classroom (10:1 student/teacher ratio).
- PreK4 - 20 students with one teacher and one teacher's assistant per classroom (10:1 student/teacher ratio).

## **ILLNESS & CONTAGIOUS DISEASE**

Your child should be kept home if any of the following symptoms are present: rash, fever, vomiting, lice, sore throat, conjunctivitis (pink eye), diarrhea, severe runny nose or bad cough. If any of these symptoms appear at school, parents may be called to come for the child.

Please call the school if your child is going to be absent. The secretary will notify the teacher. Please tell the secretary if your child has a communicable disease such as chickenpox or influenza.

## **PARENTAL INVOLVEMENT**

Parents are the primary educators of their child(ren). Parental involvement and communication are wholeheartedly encouraged. In Pre-kindergarten, conferences will be scheduled for each family twice per year. Progress assessments will be provided. These assessments will serve as a tool for exchanging information to meet the needs of the child. All families have the right to additional face-to-face conferences with their child(ren)'s teacher. These conferences should be scheduled through the school secretary so as to ensure teacher availability and readiness; drop in conferences are not permitted.

## **SNACKS**

Children are permitted to bring simple, nutritious snacks. Appropriate snacks will be communicated through the teacher and homeroom parents. Bottled water is permissible.

## **PRIMARY SCHOOL** Grades K through 2

## **PHILOSOPHY**

The academic program for primary school students at St. Francis meets State and Diocesan requirements in the areas of religion, language arts (reading, phonics, spelling, handwriting and English), mathematics, science, social studies, health, physical education, music, and art. In addition to being a distinct core academic requirement, religious instruction

permeates the entire curriculum. St. Francis Central Catholic School provides for the spiritual enrichment of students by stressing the importance of prayer as the means of communicating with and coming closer to God.

## ACADEMIC REQUIREMENTS

Elementary school students at St. Francis Central Catholic School must demonstrate basic proficiency in all standard areas of the core curriculum in order to be promoted to the next grade level. In this way, students will be adequately prepared to have success navigating the secondary school curriculum at St. Francis Central Catholic School.

## GRADES & GRADING SCALE

**Kindergarten:** Students in Kindergarten do not receive letter grades. Instead, they are assessed by their teacher in each content and skill standard in the following way:

- M = 90% and above (the student has successfully demonstrated proficiency in the standard)
- S = 80-89% (the student is making adequate progress toward proficiency in the standard)
- NI = 70-79% (the student needs improvement and has either not demonstrated proficiency or is not making adequate progress toward proficiency)
- U = 69% and below

**Grades One and Two:** Students in first and second grades will receive letter grades. Grade averages will be rounded beginning at the tenth decimal place. (Example: 92.50 = 93 = A-) (Example: 92.49 = 92 = B+) Students will be assessed by their teacher in the following way:

A+ = 100	B+ = 92	C+ = 84	D+ = 76
A = 99-94	B = 91-86	C = 83-78	D = 75-70
A- = 93	B- = 85	C- = 77	D- = 69
F = 68-Below			

**Failing Grades:** Promotion to the next grade level in the Primary School at St. Francis Central Catholic is based solely upon a student's ability to demonstrate proficiency in all of the standards for the core curriculum.

**Promotion and Retention:** For students who do not demonstrate proficiency in all standards for the core curriculum, the school reserves the right to retain the student in the current grade level, or require the student to receive further tutoring and instruction in the standard areas where she/he is not proficient and then demonstrate she/he has achieved proficiency prior to being admitted to the next grade level. This may be accomplished through the school's summer session, through other approved summer programs, or through private tutoring arranged by the parents and approved by the school's administration. If the student does not succeed in demonstrating proficiency prior to the beginning of the next school year, the school will retain the student in the current grade level. In these cases, parents have the right to appeal the decision to the Designated Pastor of the school and/or the Superintendent of Catholic Schools for the Diocese of Wheeling-Charleston, whose decision is considered final.

## INTERMEDIATE SCHOOL Grades 3 through 5

## PHILOSOPHY

The academic program for intermediate school students at St. Francis meets State and Diocesan requirements in the areas of religion, language arts (reading, spelling, writing and English), mathematics, science, social studies, health, physical education, music, and art. In addition to being a distinct core academic requirement, religious instruction permeates the entire curriculum. St. Francis Central Catholic School provides for the spiritual enrichment of students by stressing the importance of prayer as the means of communicating with and coming closer to God.

## ACADEMIC REQUIREMENTS

Intermediate school students at St. Francis Central Catholic School must demonstrate basic proficiency in all standard areas of the core curriculum in order to be promoted to the next grade level. In this way, students will be adequately prepared to have success navigating the secondary school curriculum at St. Francis Central Catholic School.

## GRADES & GRADING SCALE

Students in grades 3 through 5 receive letter grades. Grade averages will be rounded beginning at the tenth decimal place. (Example: 92.50 = 93 = A-) (Example: 92.49 = 92 = B+)

Students will be assessed by their teacher in the following way:

A+ = 100	B+ = 92	C+ = 84	D+ = 76
A = 99-94	B = 91-86	C = 83-78	D = 75-70
A- = 93	B- = 85	C- = 77	D- = 69
F = 68-Below			

### Honor Roll:

An honor roll is posted each quarter for those students attaining grades which entitle them to the following:

- Principal's Honor Roll - All A's
- Honor Roll of Achievement - All A's and B's

**Failing Grades:** Promotion to the next grade level in the Intermediate School at St. Francis Central Catholic is based solely upon a student's ability to demonstrate proficiency in all of the standards for the core curriculum. However, students in grades three through five may still receive a grade of F if they do not meet classroom expectations, such as successfully completing daily homework assignments, projects, and portfolios.

**Promotion and Retention:** For students who do not demonstrate proficiency in all standards for the core curriculum, the school reserves the right to retain the student in the current grade level, or require the student to receive further tutoring and instruction in the standard areas where she/he is not proficient and then demonstrate she/he has achieved proficiency prior to being admitted to the next grade level. This may be accomplished through the school's summer session, through other approved summer programs, or through private tutoring arranged by the parents and approved by the school's administration. If the student does not succeed in demonstrating proficiency prior to the beginning of the next school year, the school will retain the student in the current grade level. In these cases, parents have the right to appeal the decision to the Designated Pastor of the school and/or the Superintendent of Catholic Schools for the Diocese of Wheeling-Charleston, whose decision is considered final.

## HOMEWORK

Homework is valuable for reinforcing concepts and skills and for mental discipline. Homework is required of all students. There is no such thing as "having no homework." Students are expected to review daily that which was learned in class. They are expected to read the lesson again for reinforcement, and they are expected to practice the skills worked on in class. Homework assignments will be coordinated by teachers to avoid homework overload for students. All homework assigned is to be checked and returned to the student.

Assignments may not be given in advance for any time missed by students. Assignments will ordinarily be given when the student returns. It will be the parent's responsibility to review the skills taught while the student is absent. If an

absence is due to illness, work may be picked up from the teacher daily. Work not turned in will result in a zero for all incomplete assignments.

Though some students need more study time than others, the following time schedule for homework is suggested for average students:

<b>Grades K-2</b>	15-30 minutes
<b>Grades 3-5</b>	45-60 minutes

Students are responsible for completing all homework assignments by due dates. Parents, please report to the teachers if homework takes longer than the recommended time. Every student is required to have a homework assignment book and parents are asked to check it each evening.

## **SNOW DAY WORK**

**Primary School** students will receive a “snow day” packet that is comprised of 3 days of work. The students should complete the amount of work according to how many days they are at home (1 day cancelled = 1 day of snow day packet work to be completed). When they return the expectation is for all students to turn in the work completed from the day(s) out of school. Teachers will send home snow day packets as the potential for inclement weather approaches. If parents have any questions they should email their child’s homeroom teacher.

**Intermediate School** students, or parents of the students, should access their teacher’s web page to find the assignments for the day. The teachers will be available during the course of the snow day to respond to any questions via email. In addition to checking the teacher's web page, students may also need to log into their Google Classroom for assignments. The students are expected to complete the assignments that are posted for the snow day and hand them in when school resumes. In the event that a student does not have reasonable access to the internet during a snow day, teachers will make other efforts to provide the class work for the student.

## **MIDDLE SCHOOL** Grades 6 through 8

### **PHILOSOPHY**

St. Francis Central Catholic School’s middle school academic program provides early adolescent girls and boys in grades six through eight with an engaging and rigorous academic experience grounded in the Catholic liberal arts tradition. Eighth grade graduates of St. Francis Central Catholic meet and exceed state and Diocesan requirements for promotion to ninth grade, and may be eligible for advanced placement courses in high school. This strong academic preparation is supplemented by a broad range of co-curricular and extracurricular programs.

In keeping with the school’s mission “to serve; not to be served,” all St. Francis Central Catholic secondary school students must complete a minimum of forty (40) hours of community service and justice projects that are person-centered and approved by the religion teacher.

**ACADEMIC REQUIREMENTS**

Yearly Curriculum Summary

**Sixth Grade Academic Curriculum**

Old Testament	1.00
Literature I	1.00
English I	1.00
Saxon Math I	1.00
Science I	1.00
World Regions	1.00
Electives	2.00

**Seventh Grade Academic Curriculum**

New Testament	1.00
Literature II	1.00
English II	1.00
Saxon Math II or III	1.00
Science II	1.00
World History	1.00
Spanish Prep	.50
Electives	1.50

**Eighth Grade Academic Curriculum**

Church History	1.00	
Literature III	1.00	
English III	1.00	
Math I	1.00*	or
Algebra	1.00	or
Saxon Math III	1.00	
Physical Science	1.00	
West Virginia History	1.00	
Spanish	1.00*	
Health	.50	
Electives	.50	

\*High school credits.

**Elective Courses**

Of elective courses, students must complete one (1) credit each in music, art, and physical education. Eighth grade students must also complete one (1) credit of Spanish and ½ credit of health. Elective courses other than in music, art, and physical education will be offered on a rotating basis and according to demand for the course.

**Religion Curriculum:** The religion curriculum is divided into the following areas: Sixth Grade = Old Testament/Our Ancestors in Faith; Seventh Grade = New Testament/The Life and Message of Jesus Christ; Eighth Grade = Church/History & Doctrine. In addition to the academic curriculum, students must also complete the following: a day retreat in sixth, seventh and eighth grade and a pre-established number of service hours each year of middle school. The service hours must be person-centered and be approved by the school campus minister. The eighth grade clinic at WVU cannot be counted towards the required hours of service.

**GRADES & GRADING SCALE**

**Grading System:** Students will be assessed on a continual grading system for each subject from the beginning to the end of the school year. A student’s GPA will not reset at the end of each quarter. This allows for the most accurate measure of achievement for your student. Grade averages will be rounded beginning at the tenth decimal place. (Example: 92.50 = 93 = A-) (Example: 92.49 = 92 = B+)

A+ = 100	B+ = 92	C+ = 84	D+ = 76
A = 99-94	B = 91-86	C = 83-78	D = 75-70
A- = 93	B- = 85	C- = 77	D- = 69



**Honor Roll:** An honor roll is posted each quarter for those students attaining grades which entitle them to the following:

- Principal's Honor Roll – All A's
- Honor Roll of Achievement – All A's and B's

**Failing Grades:** Students will not receive credit for a class they fail. Students who receive a failing grade in a core content area for the entire year may not be allowed to return the next school year. In order to return, the Principal must approve a summer curriculum for the student. The student must meet the requirements of his or her summer curriculum. Furthermore, the student will be placed on Academic Probation for the first semester of the following school year. If the requirements are not met during that first semester, the child will not be permitted to return for the second semester.

**Grade Point Average:** A student's academic progress is expressed by the point-hour ratio for each quarter, semester, and final course grade. The ratio is found by dividing the number of points earned in each course by the credit value of each course as listed above (half credit courses receive half the number of points earned). Each semester grade is the average of the two quarter grades.

A+ = 4.0	B+ = 3.25	C+ = 2.25	D+ = 1.25
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.75	B- = 2.75	C- = 1.75	D- = 0.75

### Teacher Web Sites

Teacher websites can be accessed through the school's faculty website. Each teacher's website provides an overview of their class and weekly assignments. CyberDay information is also accessed through each teacher's website.

### Google Classroom

All middle school students have access to a Google Chromebook during the school day. Google Classroom is an important part of their instruction. Students should regularly access Google Classroom for assignments, daily announcements, and homework. Each teacher will explain the Google Classroom expectations for their class.

## HOMework IN MIDDLE SCHOOL

Homework is assigned to help students become self-reliant and self-directed. Assignments are designated to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Every student is required to have a homework assignment book. If parents have a question, they may check the assignment book or teacher websites.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework during Vacations/Planned Absences: The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Arrangements must be made with each teacher regarding missed assignments. Use of Google Classroom and teacher websites will help students keep up with their work while they are away. Not all assignments may be given in advance.

Homework Policy due to Illness: When a student is absent, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 - 3:30 PM or sent home with a sibling/friend. Students may also receive missed assignments from their teacher when they return to school. Students are allotted the amount of days absent to turn in missed assignments.

Late or Missing Homework: If students do not hand in an assignment when it is due, they will receive 10% off the earned grade for the first day it is late, 20% for the second day, and 30% for third day. Beyond that, late or missing assignments will result in a zero.

### **SNOW DAY / CYBER DAY WORK**

All students are to enter the school website ([www.sfccs.org](http://www.sfccs.org)) and access their teacher's web page found under the "faculty & staff" option in the top menu. From there, they should click on the left sidebar named "Cyber Day". They will find their assignments posted there. The teachers will be exclusively available to answer any questions via email from 12:00pm-2:00pm. The students are expected to have their completed assignments upon returning to school. In the event that a student does not have reasonable access to the internet during a snow day, teachers will make other efforts to provide the class work for the student.

### **FINAL EXAMS**

All core content courses (i.e. religion, math, science, language arts, Spanish, & social studies) will have a comprehensive final exam that is equal to one regular test grade in the fourth quarter. Elective courses may also have a final exam, though it may not take the form of a written exam.

No student will be excused from taking final exams.

Students who are ill the day of the examination will take the exam at a later date to be determined by the school.

Parents are strongly discouraged from removing students during the exam week (which is defined in the school's calendar). In this way, teacher evaluation of overall student academic progress will be more accurate, and students will be better prepared for high school and college.

### **CAMP MAGIS**

As part of the 7th Grade religion curriculum required by the Diocese of Wheeling/Charleston, the seventh graders attend Camp Magis for three days/two nights. Please note that the camp is both educational and spiritual. It is not a field trip, which typically tends to be a one and done event. After attending camp, students complete a year-long curriculum based on the "teachings and speakings" of Pope Francis.

### **AQUINAS AWARD**

The Bishop of the Diocese of Wheeling-Charleston annually hosts the Bishop’s Cross Dinner where individuals who have made significant contributions to Catholic education in the state of West Virginia are honored. Each school in the diocese selects one student to be awarded the Aquinas Medal. This student “best embodies the qualities of Catholic School education: excellence in learning, faithful discipleship, leadership, and service to school, parish, and community.” St. Francis Central Catholic selects an 8th Grade student to receive this award. That student is then required to give a short address at 8th Grade Graduation.

## **FIELD TRIPS**

Throughout the school year, the Middle School classes may take field trips. These trips are intended to be Plus Ones that go beyond the basic curriculum. With the exception of the 8th Grade Class trip and parties, they are student financed.

### **6th Grade:**

Carnegie Natural History Museum  
World Religions Churches Tour

### **7th Grade:**

Heinz History Center  
Cultural Experience

### **8th Grade:**

8th Grade Class Trip  
Falling Water  
Historical Wheeling  
8th Grade celebrates the All-Saints Day, Advent, and St. Patrick’s Day parties off-campus

## **8TH GRADE GRADUATION**

The quality of instructional time for graduates of St. Francis Central Catholic School is as important to them as it is for students at all the grade levels.

Therefore, the final day for eighth graders shall not be more than three (3) days prior to the last instructional day for the remainder of the students in the school’s program without the permission of the Superintendent of Catholic Schools.

Graduation exercises will be held at the conclusion of eighth grade. In order for a student to qualify for graduation, all academic requirements must be met in full.

## **GRADUATION AWARDS**

**PSALM Award:** This award, more than any other, exemplifies the mission of St. Francis. It is awarded to any student who actively participates in PSALM during his / her 8th Grade year.

**Subject Area Awards:** One 8th Grade student is honored in each of the following academic subjects: English, Health / PE, Literature, Mathematics, Religion, Science, Social Studies, and Spanish. The honoree is chosen by the individual teacher's requirements.

**Academic Award:** The student with the highest overall GPA in the core 8th Grade Curriculum (English, Health / PE, Literature, Mathematics, Religion, Science, Social Studies, and Spanish) is presented the Academic Award.

**St. Francis deSales Award:** This award recognizes a student who embodies the qualities that define the ideal St. Francis student. He or she understands the code of respect and responsibility learned and expected at St. Francis and puts this code into practice on a daily basis. This student has a strong, moral character. He or she demonstrates compassion towards others, and shows care, friendship, and a positive attitude towards all around them. In the classroom, this student is motivated and engaged. He or she values learning, and shows respect for his or her teachers and peers. Above all, the deSales recipient has a positive, faith-based attitude and is humble and committed to service. He or she appreciates and reflects on the teachings of Jesus and is committed to following a path of goodness.

## **PROBATIONARY ADMISSIONS IN MIDDLE SCHOOL**

Students are admitted under probation to the St. Francis Central Catholic Secondary School in the following circumstances:

1. All new admissions and/or transfers into 6th, 7th, and 8th grade;
2. All students who fail a core content area course during the year and pass it during the summer session or next school year (please see “Failing Grades,” above);
3. All students who fail a core content area course during the year, and during either the summer session or next school year, and who successfully appeal to the school administration, designated pastor, and/or Superintendent of Catholic Schools for the Diocese of Wheeling-Charleston for continued admission;
4. Behavioral misconduct that results in an out-of-school suspension.

Probationary admissions are reviewed at the end of each semester by the administration and middle school faculty. At that time, probationary status can either be removed or continued for a period of one semester. Furthermore, if a student does not meet the criteria during the semester in which he or she was on Probation, the student may be dismissed from the school. If probationary status is continued, the parents and student will be notified in writing as to why probationary status has been continued and what concrete actions must be taken to remove the probationary status.

## **WITHDRAWAL OF STUDENTS FOR ACADEMIC REASONS**

SFCCS may require a student to withdraw for serious academic reasons if the school is unable to meet a student’s needs. If such a request is made, the following conditions must be fulfilled:

- Sufficient advance notice of the request must be given in writing to the student and parents;
- The required progress reports shall have been given to the student and parents;
- The student and parents shall have been given the opportunity to discuss with the appropriate staff personnel the future school placement of the student; and
- The school must cooperate with any receiving school in matters concerning the placement of the student in an instructional program.

## BEHAVIOR AND DISCIPLINE

Behavior is the manner in which one acts. Since the essence of Christian discipline is self-discipline, the student must be free to choose one form of behavior over another. In choosing to behave or to misbehave, the student takes upon himself/herself the consequences of that chosen behavior.

In establishing a code of conduct the school shall:

- Ensure that rules and consequences are understood by students
- Ensure that the punishments are constructive and relative to the misbehavior
- Ensure that work of an academic nature is not used as a punishment
- Encourage reconciliation with the offended party if applicable

Teachers shall uphold the code of conduct established for the school and follow the expectations, procedures, corrective measures, and penalties regarding the school's rules. Teachers shall also be responsible for establishing a classroom environment in which students receive continuing instruction regarding acceptable behavior.

The Catholic Church respects the dignity of persons of all ages; therefore, corporal punishment in any form is not an acceptable form of punishment for student misbehavior. However, a person employed or engaged as a teacher, principal, or administrator may use a physical response to obtain possession of weapons or dangerous objects.

If the safety of the child or other children's safety become at risk, then the child may be physically restrained.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule(s) for just cause at his/her discretion.

### **Code of Public Conduct**

Parents are the first educators of their children. The school enters into a partnership with parents in that education. Sometimes, partnerships simply do not work. If, in the opinion of the school administration, the partnership is irretrievably broken, the school reserves the right to require the parents to withdraw their children.

### **Off-Campus Conduct**

The administration of St. Francis Central Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with the behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying through social networking, texting, or any other electronic transmittals.

## **STUDENT DISCIPLINE EXPECTATIONS**

The discipline philosophy at St. Francis Central Catholic School flows naturally from the philosophy of the school. At St. Francis, faculty and students practice and experience Christian values. Students are encouraged to grow in their understanding of moral and honorable behavior in a manner which promotes genuine respect for one's self, as well as one another's person, property, space, and time. In order to build a community where trust and respect are at the foundation, it is important to strive for the highest standards of honesty, integrity, and responsibility for one's actions. In order to achieve an atmosphere where the Catholic faith, academic excellence, service, leadership, and character can be pursued, students and their parents must support the policies and regulations set forth by St. Francis Central Catholic School.

While St. Francis Central Catholic School neither claims control over nor accepts responsibility for the behavior of its students outside of school time, activities, and premises, students' out-of-school behavior reflects their personal integrity. Cases of behavior that could influence other students adversely may result in disciplinary action deemed appropriate by school authorities. An all-inclusive listing of various expectations is impossible to outline on these pages. However, activity such as harassing or bullying another student either in person or via the internet, cell phone, or other electronic devices is unacceptable and deserves special mention. The school reserves the right to take appropriate action for any offense which, in the opinion of the faculty, staff or administrators, violates the good behavior expected of a St. Francis Central Catholic School student.

## **APPROPRIATE BEHAVIOR GUIDELINES**

St. Francis Central Catholic School has earned a reputation based on its tradition of high academic standards, the emphasis on values and morals, and the sense of discipline and order in the school. In such an atmosphere, teaching and learning may occur so that students prosper spiritually, academically, and emotionally. To assure these goals, students are expected to use appropriate behavior not only on school premises, but at any time they are in school uniform or representing the school in any way. Students must realize that they are identified as St. Francis students whether they are in uniform or not. Any action that reflects negatively on the St. Francis Central Catholic community may result in disciplinary action.

Appropriate school behavior may be summed up in this way: behavior that assures the right of every student to learn, assures the right of every teacher to teach, and demonstrates respect for the personal, civil, and property rights of others. Student behavior will be courteous, attentive, and respectful. Any individual student who does not meet these standards will be disciplined by the classroom teachers and/or school administration. Each classroom teacher will establish specific disciplinary standards that students are expected to follow in the classroom. Students unable to abide by established school behavioral guidelines are subject to dismissal from St. Francis Central Catholic School.

While representing St. Francis Central Catholic School at school-sponsored activities, either as participants or spectators, students are expected to demonstrate their personal best. Athletic events, school dances, field trips, retreats, etc. offer students the opportunity to experience learning beyond the classroom. However, all school rules apply, whether the event is on school premises or not. Unacceptable behavior includes, but is not limited to, inappropriate dancing, horseplay, berating opposing players, spectators, and/or sports officials.

## **POLICY & PROCEDURES ON BULLYING**

St. Francis Central Catholic School shall not tolerate any bullying on school grounds or at any school activity on or off campus whether actions are committed in person, written, or electronically transmitted.

Bullying is defined as the repeated intimidation of students by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, such actions as verbal taunts, name-calling, put-downs, and extortion of money or possessions. Such conduct is not compatible with the values and religious character of St. Francis Central Catholic. As such, bullying is unacceptable behavior at St. Francis Central Catholic School.

This policy shall apply to all actions on school property, at other school-sponsored events that may occur away from the school, or that otherwise have an adverse impact upon student life and learning at St. Francis Central Catholic. The following components are part of this policy:

1. A procedure for pupils to confidentially report to school officials incidents of harassment, intimidation or bullying;
2. A procedure for parents and guardians of pupils to submit written reports to school officials of suspected incidents of harassment, intimidation, or bullying;
3. A requirement that teachers and staff report suspected incidents of harassment, intimidation, or bullying;
4. A formal process for the documentation of reported incidents of harassment, intimidation, or bullying;
5. A formal process for the investigation by the appropriate school officials of suspected incidents of harassment, intimidation or bullying;
6. Disciplinary procedures for pupils who have admitted or been found to have committed incidents of harassment, intimidation or bullying;
7. A procedure that sets forth consequences for submitting false reports of incidents of harassment, intimidation or bullying;



## **BULLYING REPORTING PROCEDURES**

St. Francis Central Catholic expects faculty and staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If the faculty or staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the Assistant Principal for further investigation.

Parents or students who observe or become aware of an act of bullying on school grounds or at any school activity on or off campus are expected to report it to the school Assistant Principal for further investigation. The Assistant Principal will contact the parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff, and reviewing records.

Additional procedures are as follows:

1. St. Francis Central Catholic School encourages any student who believes they have been the victim of bullying or any student who has witnessed bullying to report the incident(s) at once to any teacher, staff or administrator of the school.
2. Verbal complaints should be documented by the adult receiving the complaint.
3. Verbal or written reports should be made to the administrator as soon as possible.
4. Verbal reports must be followed up within 10 working days with a written report.
5. Teachers may want to provide an anonymous procedure for reporting, such as a “problem box”.
6. Bullying reports are treated as confidential data and should not be disclosed. The privacy of the complainant, accused, and witnesses will be protected as much as possible within the framework of the school’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

### **Investigative Procedure**

Upon receipt of a verbal or written complaint the administrator (or designee) will:

\*interviews will be conducted individually, in a manner to protect the privacy of all involved.

1. Interview the reporter (parent, student, faculty, or staff member)
2. Interview the victim
3. Interview witnesses
4. Interview the accused

### **Disciplinary Procedure**

Bullying is a serious form of misbehavior outside and involves a pronounced imbalance of personal power between aggressor and victim as well as an element of repetition. For this reason, incidents of bullying will be treated in a more formalized manner.

For mild or moderate incidents of harassment, intimidation, or bullying, parents of the victim and the aggressor will be contacted and informed of the incident; the aggressor will receive a verbal reprimand and be assigned detention – either during school or after school and will be allowed to return to class; the same victim will receive verbal support and assurance. A repeat offense against the same victim will involve a parent conference, detention, and referral to administration and counselor. Further offenses will result in suspension, and if there is no evidence of progress, the parents may be asked to withdraw the child from school.

For severe incidents the aggressor will be removed from class and parents of victim and aggressor will be contacted. For the aggressor, mandatory documented counseling will be required; and he/she will face suspension, depending on the nature and severity of the incident.

## **DETENTIONS**

Accumulation of minor offenses or repeated infractions from the behavior code, general rules and regulations could warrant suspension or expulsion.

Detentions are ordinarily reserved for serious actions that disrupt the school's academic program and mission but do not pose a serious and immediate threat to other members of the St. Francis Central Catholic community. Administration reserves the right to determine any assigned discipline.

1. Throwing objects
2. Destruction of Property
3. Disrespect of other students, faculty, administration, or staff
4. Vulgarity
5. Dishonesty
6. Inappropriate Use of Electronic Communications Devices (i.e. Cell Phones, Smart Phones, iPods, iPod Touch, e-readers, etc.)

## **SUSPENSIONS**

Serious misconduct is that which disrupts the academic atmosphere of the school; endangers fellow students, teachers, or school officials, damages property; or flagrantly or repeatedly violates regulations or policies of the school. Grounds for suspension may occur on school property or at any school-sponsored activity. For such serious misconduct, the Principal may immediately suspend the student from school. The length of the suspension is left to the discretion of the Principal. Parents will be notified of any suspension verbally, followed by written notice. A conference with the parent, student, and appropriate school personnel will be arranged. Parents and student should understand that repeated misconduct could result in expulsion.

## **EXPULSIONS**

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension. Expulsion is the termination of the student's enrollment in school. Expulsion is a serious matter and should be invoked only as a last resort, or in cases of serious misconduct or violation of school policy. The decision to recommend expulsion is made by the Principal. Expulsion must have the approval of the Designated Pastor. Parents will be notified of any expulsion verbally, followed by written notice. A conference with the parents, student, and appropriate school personnel will be arranged. The reasons for the expulsion will be discussed at that time. The superintendent of Catholic Schools will be notified prior to the student's expulsion.

Should parents appeal to the Superintendent of Catholic Schools to review an expulsion, the Superintendent will solicit from the parents, the Principal, and the Designated Pastor the following: a written summary of the issues, and any supporting documentation. After reviewing the documentation and, if the Superintendent deems necessary, conferring with the parties to the disputed action, the Superintendent will determine only whether the school's action is in accord with applicable Diocesan and school policies and is within the authority and discretion of St. Francis Central Catholic School.

## **CONTROLLED SUBSTANCES**

The possession, use, delivery, transfer, or sale of tobacco, alcoholic liquor, beer or controlled substances by students at school, at school sponsored events, on school sanctioned transportation, or on school property is expressly forbidden and will be subject to appropriate legal and administrative sanctions and/or discretion.

Under all circumstances, the student's parents or guardians will be notified. If necessary, emergency medical personnel will also be notified.

## **THREATS TO WELFARE AND SAFETY**

No student shall use, possess, handle, transmit or conceal any object which is, or can be considered a weapon or instrument of violence. Any object determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions.

If a student is found to be in violation of this policy, disciplinary actions will be imposed by the administrator, depending on the severity of the offense.

## **SEARCH AND SEIZURE**

The Principal and/or Assistant Principal may search student desks, lockers and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. Two adults must be present during the search.

## UNIFORM POLICY

St. Francis continues to nurture and educate its students in faith, academics, and service to others. We also encourage students to appreciate and respect their uniform. Fostering improved self-image and modesty, school unity, and a “dress-for-success” attitude, the uniform helps to support our mission. Boys and girls adhere to a dress code designed to distinguish themselves by their accomplishments rather than by their appearance. The uniform policy also strives to eliminate label competition, while offering a simplified economic selection of uniform items.

As St. Francis parents, teachers and administrators we believe that students work best at school when they come dressed uniformly, neatly and modestly. Uniformity of dress identifies our students and reminds them and others of the values and expectations associated with being a student at St. Francis. Additionally, uniformity promotes our belief that the pursuit of status and style at school distracts children from the learning process. Requiring neatness reinforces that school is a place where high expectations lead to optimal performance. Children of all ages can take personal responsibility for keeping themselves neat. Modesty in dress makes it easier for students to focus on their academic and spiritual growth.

St. Francis’ Uniform Policy must begin at home. Parents are responsible for purchasing clothing that complies with the policy and for sending their children out the door each morning in uniform. To that end we have tried to make the policy clear and easy for parents to follow. Parents should be able to purchase uniforms conveniently and at a reasonable price. Uniforms should be safe and comfortable for students of all sizes and shapes and in a variety of activities and weather conditions. Teachers and administrators should not have to be “uniform police.” They should work with parents and students to ensure that school expectations are clear and students follow through with appropriate dress at school. Although we hope that this policy addresses the needs of the entire St. Francis community, we recognize that on rare occasions individual needs will require individual attention. Please contact the school administration in these instances.

The SFCC uniform committee comprised of faculty and parents respect and appreciate the years you have been committed to our school and its mission. Our efforts focused on simplifying and revising the uniform policy in harmony with the vision we have for our school and our students.

You may find and purchase St. Francis Central Catholic School uniforms from the following:

- Lands End – [www.landsend.com](http://www.landsend.com) (Uniform logo is not available at this time)
- School Belles – [www.schoolbelles.com](http://www.schoolbelles.com) (School Code = S0283)
- Other - you may purchase uniforms at other locations. Items needing a logo may be done through the school during regularly scheduled times throughout the year. Announcements of these times will be communicated.

## 2017-2018 UNIFORM CODE

### Pre-K through 5th Grade

Uniform combinations include:

Top	Bottom
red SFCC polo	khaki pants/shorts/skort OR black pants/shorts/skort
white SFCC polo	khaki pants/shorts/skort OR black pants/shorts/skort
black SFCC polo	khaki pants/shorts/skort
red & black plaid jumper / skirt	white socks/tights OR black socks/tights  white blouse (no logo required) OR red/white/black polo (polos worn under must have SFCC logo)
black jumper	white socks/tights  white blouse (no logo required) OR red/white/black polo (polos worn under must have SFCC logo)
khaki jumper	black socks/tights OR white socks/tights  white blouse (no logo required) OR red/white/black polo (polos worn under must have SFCC logo)

\*\*dates for wearing shorts will be announced at a later date

#### Every uniform combination also includes:

- plain white or black socks (must be visible above the shoe)
- black shoes (including soles, stitching, logos, etc.)
- black belt with a simple buckle (excluding jumpers)

#### Additional items may include:

- sweaters or sweater vests with SFCC logo (red, black or white), no hoods
- red, black, or white hair accessories: plain headbands, barrettes, clips, small bows
- watch
- religious medal
- Girls: post earrings

**To complete the look:**

- shirts must be tucked in at all times
- hairstyles need to be clean neatly styled, and out of the student's eyes
  - Boys: hair must be above the uniform shirt collar and out of eyes

**Prohibited items include:**

- nail polish and make-up
- clothing with non-SFCC logos
- boots

## 2017-2018 UNIFORM CODE

### Middle School

Uniform combinations include

Top	Bottom
red SFCC polo	khaki pants/shorts/skort OR black pants/shorts/skort
white SFCC polo	khaki pants/shorts/skort OR black pants/shorts/skort
black SFCC polo	khaki pants/shorts/skort

\*dates for wearing shorts will be announced at a later date

#### Every uniform combination also includes:

- plain white or black socks (must be visible above the shoe)
- black shoes (including soles, stitching, logos, etc.)
- black belt with a simple buckle
- shirts must be tucked in at all times

#### Additional items may include:

- sweaters or sweater vests with SFCC logo (red, black or white), no hoods
- red, black, or white hair accessories: plain headbands, barrettes, clips, small bows
- watch
- religious medal or bracelet
- Girls: post earrings or nickle size or smaller hoop earrings
- Girls: light make-up and light nail polish (polish must be cleanly manicured and not peeling)
- Girls: please wear proper white or neutral undergarments with white shirts

#### To complete the look:

- shirts must be tucked in at all times
- hairstyles need to be clean neatly styled, and out of the student's eyes
  - Boys: hair must be above the uniform shirt collar and out of eyes

#### Prohibited items include:

- clothing with non-SFCC logos
- boots, open toe shoes, backless shoes, slipper style shoes

## 2017-2018 SPECIAL UNIFORM POLICIES

### Grades Pre-K through 8

On all non-uniform days, students are expected to wear modest and appropriate clothing choices that are not revealing and uphold the dress standards of St. Francis Central Catholic.

#### **DRESS DOWN**

for scrip, spirit days, picture day, etc

Students must choose clothing that follows these guidelines:

- shorts/skirts/skorts must be within 2" of the knees
- tops that are modest and appropriate (no tight, low cut, see through, etc)
- shoes that are not backless, open toe, or excessive heels

Prohibited items include:

- sleeveless shirts / tank tops (without covered shoulders)
- yoga styles pants
- beach-style shorts
- jeans that have holes/ripped or are tight-fitting
- clothing with inappropriate language

#### **DRESS UP**

concerts, 8th grade graduation

Students must choose clothing that follows these guidelines:

- shorts/skirts/skorts must be within 2" of the knees
- tops that are modest and appropriate (no tight, low cut, see through, etc)
- shoes that are not backless, open toe, or excessive heels
- no slipper styles, no "uggs" or similar styled boots

Prohibited items include

- sleeveless shirts / tank tops
- athletic wear
- denim
- t-shirts

#### **MIDDLE SCHOOL ADVISORY**

- Middle School MSA t-shirt
- jeans or khaki pants



## **SCHOOL VISITORS**

All visitors must sign in and out at the main office, receive a visitor's badge, and be accompanied and/or directed to and from their intended destination. Any parent who wishes to visit a classroom needs permission and/or an invitation by the teacher. To minimize classroom disruptions, backpacks, lunches, and other forgotten items ordinarily must be left with the school secretary, who will make sure they are delivered to the appropriate student.

Parents who volunteer to serve in the school may not enter or peek into a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

When an appointment with an instructor has been scheduled (after school or during the instructor's conference period), the following procedures should be followed:

1. Meetings with instructors must be scheduled at least 24 hours in advance and reported to the school secretary
2. Upon arrival at the school, parents must sign in at the office
3. The office will notify the teacher of the parents' arrival
4. Parents and teachers are expected to maintain a civil attitude during the conference
5. The conference should not exceed 45 minutes.

When an appointment with the Principal has been scheduled, the following procedures must be followed:

1. Meetings may be scheduled through the School Secretary;
2. In instances regarding academic, disciplinary, or other disputes with school staff, the meeting will not be granted until the parents have met with all other appropriate personnel (please see "Procedures for the Pursuance of Complaints" below);
3. Upon arrival at the school, parents must sign in at the office
4. The Principal will escort the parents to the location of the meeting
5. The Principal or another member of the school's staff may attend meetings of the Principal and may take notes at the discretion of the Principal
6. All parties are expected to maintain a civil attitude during the conference
7. The conference should not exceed 30 minutes

"Drop In" meetings – that is impromptu, unscheduled meetings – will be permitted pending Principal's availability.

## **GUEST SPEAKERS AND OTHER GUESTS TO THE SCHOOL**

The school administration must be consulted at least three (3) school days in advance of any special program that would involve special guests visiting the classrooms or the school in general. This procedure will permit orderly scheduling of events and the opportunity to make proper arrangements. No guest speaker will be permitted in the building without the express written permission of the school Principal.

## FIELD TRIPS

A field trip is a privilege, not a right. St. Francis Central Catholic School recognizes the importance and value of trips for field study and approves of these visits to places of cultural, educational, spiritual or co-curricular significance to further enrich the lessons of the classroom. Only trips of this nature are permitted.

It is the responsibility of the principal to approve all field trips taken by students in the school. Monies raised in the name of the school may be used to defray costs of trips only if those trips have the approval of the Principal, and when such trips are permitted by the Catholic School Consultative Board policy.

Overnight trips are permitted by the Diocese of Wheeling-Charleston, only on a case by case basis and with permission of the Superintendent of Catholic Schools; however, local Catholic School Consultative Boards may approve policies which forbid overnight trips for students in their schools.

The following should be taken into consideration when any field trips are planned:

1. Adequate adult supervision must be provided, including at least one employee of the school.
2. Bus transportation is the most desirable method to be used for any field trip. The use of private passenger vehicles is discouraged and should be avoided if possible.
3. Waivers must be completed by all chaperones and all parents/guardians of students participating in any field trip, holding harmless the Diocese and the school for injury, accident, illness or death occurring during or by reason of the field trip.
4. Chaperones and volunteers must be 100% "protecting God's' Children/Virtus" compliant.
5. Individual teachers, in consultation with Administration, reserve the right to restrict or deny student participation on any field trip.
6. All grades do not always have the same number of field trips
7. Field trips are permissible for all grades when advance planning, location, and the experience insure a successful learning opportunity
8. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office before the field trip.
9. A telephone call will not be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by noting so on the "Permission Slip for Field Trip Participation" form.
11. All monies collected for the field trip are non-refundable.
12. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.

If a private passenger vehicle must be used, the following information must be supplied and certified by the driver in question:

1. The driver must be at least 21 years of age
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and a valid and current license plate.
4. Written permission must be provided by each student's parent or legal guardian prior to the trip. The permission form is provided by the Diocese.
5. All drivers and chaperones must be VIRTUS trained.
6. Students must wear seat belts at all times.
7. Cell phone calls, both incoming and outgoing, are not permitted at any time while driving a vehicle for diocesan business. This applies to handheld and hands-free devices.

## **PARENTS AND FAMILIES AT ST. FRANCIS CENTRAL CATHOLIC**

We at St. Francis Central Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life; physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Francis Central Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter a relationship with St. Francis Central Catholic School, we trust you will be loyal to this commitment. During these formative years of Pre-K to 8, your child needs constant support from both parents and faculty in order to develop moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his or her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he or she earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he or she is capable of becoming.

## **PARENTS AS PARTNERS**

As partners in the educational process at St. Francis Central Catholic, we ask parents:

1. To set rules, times, and limits so that your child;
  - a. Gets to bed early on school nights
  - b. Arrives at school on time and is picked up on time at the end of the day
  - c. Is dressed accordingly to the school dress code
  - d. Completes assignments on time
  - e. Has a nutritional sack lunch each day of not receiving the school hot lunch
2. To actively participate in school activities when opportunities arise
3. To see that the student pays for any damage to school books, iPads, Chromebooks, or property due to carelessness or neglect on the part of the student
4. To notify the school with a written note when the student has been absent or tardy
5. Notify the school office of any address or important phone numbers
6. To meet all financial obligations to the school
7. To inform the school of any special situation regarding the student's well-being, safety, and health
8. To complete and return to school any requested information or documentation promptly
9. To read school notes, newsletters, and emails and to show interest in the student's total education
10. To support the religious and educational goals of the school
11. To attend Mass and teach the Catholic faith by word and example
12. To support and cooperate with the discipline policy of the school
13. To treat teachers with respect and courtesy in discussing student issues

## **GIFTS**

Students should not exchange individual gifts at school. This gesture may create hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of the students via U.S. mail or email unless an invitation is being given to every student in the entire class.

## **PARENTAL COVENANT**

1. See that children attend regularly and are punctual to school. All classes begin promptly at 7:50 a.m. School doors are opened at 7:00 a.m. Students not present in their classroom by 7:50 a.m. will be marked tardy.
2. Ensure child/ren's immunization records are up to date and comply with the CDC recommended Immunization Schedule for all students enrolled at SFCCS. Kindergarten and 7th grade students will have additional requirements before entry.
3. Ensure child has lunch each day either from home or from the school lunch program. If a student does not have a lunch, every effort will be made to notify the parent. If no contact is made with the parent, the school will provide a hot lunch from the school's lunch program if there is additional food left. Parents will be assessed a \$4 charge for each lunch provided.
4. Keep the child home when ill. If the child has a fever, vomiting or diarrhea, keep home for 24 hours after the fever breaks or the last incident occurs.

5. Notify the school of any serious illness (asthma, allergies, etc.) and ensure all information is documented on child's medical forms accompanied with an official letter from the doctor indicating diagnoses. Send in a written explanation including a doctor's note where applicable:

- following any absences;
- if child is to be late due to an appointment;
- if child must be excused from school before dismissal time;
- if child is not to take part in physical education or outside recess;
- if any change in transportation is made – emergency cards cannot be accepted for this purpose;
- parents must sign a medical release form in the office prior to administering any medication.
- all medication must be in the original container with the child's name clearly indicated.

## 6. Parental Concerns

a. If the concern results from some problem or misunderstanding in the classroom, the parent should directly contact the teacher involved first. Please email the teacher directly and cc the principal to request a conference with the teacher. If parent has no Internet or email, send in a note with your child. Parents must schedule a conference with the teacher. Conferences can be scheduled before or after school hours. Drop Ins are not permitted.

b. After consultation with the teacher, if the parent believes the issue has not been resolved, the next step is to request an appointment with the principal.

c. If the issue is not settled after consultation with the principal, parents are invited to meet with the pastor.

7. Notify the school of any change of address, telephone number or emergency information in a timely fashion.

8. Provide all legal documentation ordered by the court with regards to custody and visitation rights of each parent. Documents must contain the court's stamp.

9. See that the child is always dressed in complete school uniform for school activities.

10. Support the school in its activities, and when possible offer your gift of time and talent in support of the teachers and school.

11. Monitor and supervise study at home, regularly monitor teacher webpages and RenWeb for grades, homework assignments etc. and discuss grades.

12. Monitor regularly child's progress on RenWeb. Parents/guardians are asked to complete a RenWeb account.

13. Monitor regularly the school website for forms, calendar information and upcoming events etc.

14. Refrain from texting/calling child on their cell phone during school hours. Please DO NOT text your child during dismissal to tell him/her you are in the drive thru. Please contact the school office in the case of emergency.

15. Ensure prompt payment of all fees including, but not limited to, tuition, lunches, after school and child care services. Failure to do so may result in loss of child/ren's place in the school.

16. Ensure all monthly funds are available for tuition and fee payments.

17. Changes and amendments to financial obligations and payments must be made in writing. Changes and amendments will be in effect ten working days from date received.

18. Ensure financial contract is signed prior to enrollment.

19. Ensure handbook contract is signed and returned to school office upon enrollment.
20. Ensure all forms such as ‘Acceptable Technology Use Policy’, ‘Student Work Form’, ‘Permission to Photograph Student’, and RenWeb forms are completed.
21. Photographs of students and school events shall not be posted on individual social network sites. The use of the school logo and school name is strictly prohibited.
22. Acknowledge that social network sites are not the correct forum for discussing school issues, faculty, staff or students. Any forms of inappropriate postings on social websites by parents, grandparents or other family members may result in immediate termination of child/ren’s placement at SFCCS at the Principal’s and Pastor’s discretion.
23. Any behavior deemed negative and inappropriate may result in the termination of child/ren’s place at SFCCS at the discretion of the principal and pastor.

### **ADVANCEMENT**

The Advancement Department at St. Francis is focused on raising funds for various projects around our campus and planning for the future of our school. Within in this department is alumni relations, fundraising, the school newsletter and Annual Report, the Community Partner program, the Annual Fund, the St. Francis School Foundation, and donations, whether they are for general purposes or made in memory of a passed St. Francis supporter. The success of the Advancement Department depends on the generosity of our current families, alumni, and community supporters.

One of the most important components of Advancement at St. Francis is our two annual fundraisers. Each fundraiser is mandatory for every St. Francis family to participate in, no matter the grade of child, how many students the family has, or if the students are full-time, part-time or flex-time. Each family pays by the family as a whole and not by each student they have enrolled at our school. The two fundraisers, the Pepperoni Roll Sale in the Fall and the 5K Run for Education in the Spring, have been chosen because our families can participate in three different ways: a buy-out of the mandatory amount, the ability to fundraise the amount from their friends or family, or have the amount taken from their FACTS account. The money raised from these two fundraisers goes directly and entirely into campus improvement and projects.

Another important Advancement program is the One Day of Giving. This is an event that is run in conjunction with the national “Giving Tuesday” fundraiser and will be held this year on November 28th, 2017. The goal is to raise a set amount of money in a 24-hour period. This is NOT a mandatory fundraiser for our families; however, we strongly encourage all current families, alumni, and community supporters who would like to help us reach our goal throughout the month of November to participate.

## **STUDENT HEALTH AND SAFETY**

First Aid procedures will be kept at the School Nurse Office. A written form authorizing emergency medical treatment signed by a parent or guardian will be on file for each student.

### **INSURANCE – STUDENT/SCHOOL**

School accident insurance through the Diocese is mandatory for every child enrolled in a school in the Diocese of Wheeling-Charleston.

### **ILLNESS AND ACCIDENTS**

Parents are called immediately if any child is involved in an accident that may require further medical treatment. For minor accidents such as minor scrapes and cuts, parents may be notified via the “Boo-Boo Report,” which will be sent home with the child. When a child becomes ill at school, the office will call the parent and ask that the child be taken home. Children with a temperature of  $\geq 100.5^{\circ}$  or, who have vomited, must be sent home immediately.

### **COMMUNICABLE DISEASE**

St. Francis Central Catholic School shall report all known or suspected cases of reportable communicable disease immediately to the local health department and the Principal, and follow all requirements of the health department.

A student infected with HIV/AIDS shall be allowed to attend school and other classes as long as the student poses no reasonable risk to himself/herself or to other persons in the school.

The right to privacy of the infected student or employee shall be respected at all times.

### **STUDENT ABUSE AND NEGLECT**

Any person who has reasonable cause to suspect that a child is neglected or abused, or observes a child being subjected to conditions that are likely to result in abuse or neglect, is required by West Virginia Law to report it. A “child” is defined as any person under eighteen years of age. It is the responsibility of the teacher, staff member, coach, tutor, or activity coordinator to report such suspicion to the principal. It is the responsibility of the principal to make a report to Child Protective Services in accordance with State Law. Any person acting in good faith under this law is immune from civil and criminal liability for making this report.

### **STUDENT ALLERGIES**

The school recognizes that an allergy is an important condition affecting many school children and positively welcomes all all pupils with allergies. The school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of this policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse. Training is updated as needed.

## DISPENSING MEDICATION

1. Giving medication is the primary responsibility of the parent/guardian. Therefore, medications should, as much as possible, be given before and/or after school. If a medication must be given during school hours, school personnel will assist in the administration of the medication. However, school personnel are not responsible for giving missed or late home doses of medicine.
2. If a child requires any medication during school hours, the parent/guardian must bring or have the child bring medication to the nurse or designee before the school day begins along with a note signed by the parent/guardian, and the child's physician.
3. **PRESCRIPTION MEDICATION:**
  - a. Medication will only be given when the school has received the Medication Form signed by the physician and parent/guardian.
  - b. The medication must be in the original container from the pharmacy
  - c. The dosage must be the same on the container and the permission slip
  - d. Medication for 30 days is the maximum supply students may bring to school
  - e. If a child's medication or dosage changes it is important that the parent/guardian send a new Medication Form signed by the physician and parent/guardian, and in the original container from the pharmacy. Additional forms are available at the school
4. **NONPRESCRIPTION MEDICATION:**
  - a. Medication will only be given when the school has received the Medication Form signed by the parent/guardian and the primary physician.
  - b. The medication must be in the original container and labeled with the child's name.
  - c. The dosage must be age appropriate, unless otherwise indicated by a physician.
  - d. If the child's medication or dosage changes, it is important to send a new Medication Form or signed note by the parent/guardian. Additional forms are available at the school
5. **DO NOT:**
  - a. Do not send medication with the child in boxes, baggies, or envelopes. School personnel will not give medication that is not in the original container and labeled.
  - b. Do not send any medication with a child to school unless there is also a written permission slip. This guideline includes Tylenol, cough drops, nose sprays, cold medications, skin creams, sore throat gum, drops or sprays.
6. **CALL THE SCHOOL NURSE OR DESIGNEE AT SCHOOL REGARDING THE FOLLOWING:**
  - a. Injectable Medications- A dose must remain at school at all times.
  - b. Inhaled Medications- If a child must carry; a written physician's order must be sent stating the need.
  - c. Medication that must be taken all year (Ritalin, Dexedrin, etc.) Please provide a maximum supply of 30 days
  - d. Medication with aspirin or aspirin products-The Medication Form must be signed by the physician and parent/guardian, because of the possibility of Reye's syndrome. It is recommended that aspirin-free products be considered.
7. The school accepts no responsibility for accidental or unexplained "self-medication" by a child, or for loss or misuse of medication carried by a child.

If you have additional questions or concerns, please call the school nurse or school secretary.



## ATTENDANCE

### Accounting for Attendance

St. Francis Central Catholic School will keep an updated and accurate record of absences and tardiness and such information is to be recorded on the student's permanent record.

**Excessive absences and tardiness** are to be considered serious educational hindrances; therefore excessive absences may result in retention for the following school year.

A student who is absent must, upon his/her return to school, present a note containing the reason for the absence, the date(s) of the absence, and the signature of a parent or legal guardian.

Teachers and school staff keep an accurate account of attendance via the school's online school management system. Parents are requested to call the school office by 9:00 AM when a student is ill. When a student has been unable to attend school, he/she must, upon their return to school, present a written note to their teacher telling the reason for the absence. These notes are given to the teacher, initialed, and then forwarded to the office. A student coming to school late must report to the office before he/she is admitted to class. Students who arrive at school after 11:00 AM are considered absent for a half day and may not participate in secondary school athletics events (unless a physician's note allows for their participation).

If it is necessary to have your child excused during the school hours, a note must be sent to the Principal stating the reason for the early dismissal. Assignments may not be given in advance for any time missed by students. Assignments will ordinarily be given when the student returns. It will be the parent's responsibility to review the skills taught while the student is absent. Work not turned in will result in a zero for all incomplete assignments.

Students will be given one day to complete all assignments for every sick day away from school.

### Unexcused Absences

- After three (3) unexcused absences: parents will be notified in writing.
- After four (4) unexcused absences: parents will be contacted by telephone.
- After five (5) unexcused absences: a mandatory parent meeting will take place with school administration.
- More than five (5) unexcused absences may result in more severe action.

## **TARDINESS**

Diocesan policy requires a minimum school year of 180 days of class instruction. Regular and punctual attendance facilitates learning and parents are encouraged to commit themselves to seeing that students are present on time daily. Students who are absent or tardy frequently miss important instruction and may experience difficulty in meeting grade and/or subject requirements.

Students may be dropped off at school beginning at 7:00 AM where they will be supervised in the cafeteria. At 7:30 AM, middle school students may go to the gymnasium.

School begins at 7:50 AM daily. Students are considered tardy after 7:50 AM when the school shall begin morning pledge and announcements.

### **Tardiness Consequence**

After 5 unexcused tardies, the student will be given 1 unexcused absence.

Parents may pick up students starting at 2:30 PM following the procedures defined on the following page. At 3:00 PM, any students remaining in the building and not in a school-approved after school activity will be sent to the Keepers after school program. An additional fee will be charged for Keepers students in Prek4 to 8th grade.

## **DROP-OFF & PICK-UP PROCEDURES**

### **Drop-Off Procedures K-8 (7:00 – 7:50 AM)**

#### **Option One**

1. Circle around the back school parking lot following the yellow arrows.
2. Pull all the way up as directed by school staff to allow the most vehicles into the drop off lane at one time as possible.
3. Once your car has stopped, your child(ren) may exit the vehicle on the side facing the gym and enter the school by using either of the two gym door entrances.
4. Exit slowly from the drop-off lane and turn right to exit St. Francis Central Catholic.
5. Do not leave your vehicle unattended in the drop-off lane.

#### **Option Two**

For those who wish to walk their children to school:

1. Park in the lower lot.
2. Walk up the concrete stairs to St. Francis Central Catholic and enter the main school entrance.

### **Pick-Up Procedures K-8**

Window Requests 2:30-2:40 PM \*\*Loop Pick up 2:40-3:00 PM

#### **Option One**

1. Circle around the back school parking lot following the yellow arrows.
2. Pull all the way up as directed by school staff to allow the most vehicles into the pick-up lane at one time as possible.
3. Once your car has stopped, your child(ren) will be helped into your car by one of the school's staff.
4. Do not leave your vehicle unattended in the pick-up lane.
5. Exit slowly from the pick-up lane and turn right to exit St. Francis Central Catholic.

#### **Option Two**

For those who wish to walk their children to their car from school:

1. Park in the lower lot.
2. Walk up the concrete stairs to St. Francis Central Catholic.
3. After announcements, you may request the office to call your child(ren) down to the lobby.

### **Daytime Parking**

The front loop is reserved for PreK pick-up and drop-off only. No vehicles should be parked in the front circle before 8 AM or after 2 PM, except in an emergency situation.

If special assistance / handicap parking is required, please contact the Main Office for this service.

## **PRE-K DROP OFF/PICK UP**

New for the 2017-18 school year, PreK parents will have access to the front loop of the school for drop-off and pick up. In order to utilize the front circle / loop for pick-up and drop-off, be sure you have the PreK Pass visible in your car.

Pre-K Parents may drop-off their child between the hours of 7:00-7:50 AM. Parents will then walk their child to the Pre-K entrance, where they will be asked to sign in their child. After 7:50 AM, parents will park in the lower lot and escort their child to the main entrance. Parents will need to sign in their child at the main office any time after 8:00am.

### **ARRIVAL PROCEDURES (PreK)**

#### **Option One - Express Drop-Off**

1. Enter the front circle / loop
2. Pull around the loop as far as possible to allow the most vehicles into the drop off circle at one time as possible.
3. Once your car has stopped, bring your child into the school through the PreK entrance, sign your child into his or her classroom, and promptly return to your vehicle.
4. Exit slowly from the circle through the North End and turn right to exit St. Francis Central Catholic.

#### **Option Two**

For those who wish to take more time when dropping their child off, or if you plan to speak with a teacher:

1. Park in the lower lot.
2. Walk up the concrete stairs to St. Francis Central Catholic.

#### **Drop off during early hours**

During the hours of 7:00-7:30 AM, children will be with one of the Pre-K Teacher's Aides. At 7:30 AM, the children will enter the classrooms to begin their morning routine.

### **PICK-UP PROCEDURES (PreK)**

#### **Option One - Express Pick-Up**

5. Enter the front circle / loop
6. Pull around the loop as far as possible to allow the most vehicles into the drop off circle at one time as possible.
7. Once your car has stopped, enter the school through the PreK entrance, sign your child out of his or her classroom, and promptly return to your vehicle.
8. Exit slowly from the circle through the North End and turn right to exit St. Francis Central Catholic.

#### **Option Two**

For those who wish to take more time when picking up their child, if arriving before 2:30 pm, or if you plan to speak with a teacher and/or staff member:

3. Park in the lower lot.
4. Walk up the concrete stairs and enter the school through the PreK entrance to sign your child out of his or her classroom.

#### **Departure**

Pre-K Parents may begin using the front circle / loop 2:30-3:00 PM. Parents will then walk to the Pre-K entrance, where they will be asked to sign out their child. Children being picked up from Keepers will also need to be signed out from the main PreK entrance. Older siblings of PreK to Kindergarten students attending Keepers will be signed out by Keepers staff and sent to the PreK wing to meet parents/guardians.

## TUITION & FEES: POLICIES AND PROCEDURES

### **Tuition**

The Diocese of Wheeling-Charleston requires all schools of the Diocese to prepare an annual operational budget that is submitted to the Superintendent of Catholic Schools (Diocesan Policy 3110). This budget is prepared by the Principal in collaboration with the School Accountant, Finance Committee, and Designated Pastor. The budget must be a balanced budget based on anticipated income and projected expenditures (Diocesan Policy 3111).

After establishing the desired and anticipated expenses, anticipated fees shall be added to the income projections. After establishing the fees, the school shall establish projected enrollment based on the enrollment of the current school year.

After having established the expenses, fees, and projected enrollment, the school shall establish the tuition rate. The tuition rate shall be determined by dividing all remaining school expenses by the projected enrollment. The tuition rate shall be uniform across all grade levels, with the exception of PreK2 and PreK3. At a minimum, there is a 5% annual tuition increase mandate in place for all twenty-seven Catholic Schools in the Diocese of Wheeling-Charleston, per His Excellency Bishop Bransfield.

The school may establish additional subsidy and tuition reduction programs in which families may elect to participate. These programs must be backed by predictable income sources. When possible, families should also be allowed to contribute these subsidies and reductions to tuition assistance programs for needy families as a charitable gift.

**TUITION SCHEDULE**  
**School Year 2017-2018**

Annual Tuition (Actual Cost of Education- ACE).....	\$ 8,150
Pre-Kindergarten 2 & 3 year old Amount Owed.....	\$ 7,300
Available Tuition Subsidy	
Participating Catholic in a Sponsoring Parish:	
• First Child Amount Owed, PreK4-8.....	\$ 5,900
• Multiple Child Amount Owed, PreK4-8.....	\$ 4,500
Non-Participating Families PreK4-8	
• Non-Catholic and Non-Participating Catholic student rate.....	\$ 8,150

A 5% discount will be given if tuition is paid in full by June 30, 2017

Additional Fees:

Instructional Material Fee (per Student) .....	\$ 75
Health & Safety Fee (per Student) .....	\$ 130
Registration Fee (per Family) .....	\$ 150
Technology Fee (per Family) .....	\$ 100

**TUITION ASSISTANCE**

According to Diocese of Wheeling-Charleston Policy 3212, “It is a principle of philosophy of the parochial schools of the Diocese of Wheeling-Charleston that Catholic youth desirous of receiving a Catholic school education should not be deprived of it for financial reasons. Each local school board is encouraged to establish a tuition assistance fund. Schools may use the diocesan tuition assistance service to assist them in disbursement of funds.”

It is the policy of St. Francis Central Catholic School that no child will be denied a Catholic education at the school because of the family’s inability to pay. Therefore, the school will establish tuition assistance to ensure accessibility to the school for all. These programs must include the following:

1. Clearly defined rules regarding eligibility for the tuition assistance.
2. An objective and clearly defined method to determine said eligibility.
3. Respect for the Catholic nature and overall admissions policies of St. Francis Central Catholic School.

Every family wishing to apply for tuition assistance may do so through FACTS Management. To make the application, families must go to the following website: [www.factstuitionaid.com](http://www.factstuitionaid.com). If the family is making their first application for tuition assistance, they must create an account. Families who already have an account must sign in. Once logged into the system, the family must enter all requested financial information into the system and then forward to FACTS Management a copy of their most recent tax returns.

Twice annually, in May and August, the Diocese will review each application and determine a reward amount. Once awards are determined, the family will receive a letter stating their award amount, and the amount will be deducted from their tuition invoice and payments will be adjusted ratably. Families who do not receive awards or who wish to receive more may receive local tuition assistance by contacting the school’s Principal with their individual request and circumstances.

Families who experience financial hardship during the school year may also qualify for tuition assistance during the year. These families must also complete an online application for tuition assistance through FACTS Management. In addition, they must notify the school of their hardship and schedule a meeting with the school's Principal. This meeting will be granted once the FACTS application has been submitted and verified. At the meeting, the family must present documentation supporting the financial hardship. The Principal will then make a determination regarding tuition assistance within 48 hours of the meeting. If assistance is granted, the amount will be deducted from their tuition invoice and their FACTS payments will be adjusted ratably. The family will be notified of the award both through a phone call and in writing.

Families who are active and participating members of one of our four participating parishes (St. Francis de Sales , St. John's University, St. Luke's, and St. Mary's) may qualify for parish subsidy reductions of \$2,250 for each child in PreK4 through Grade Eight, and \$1,400 for each additional child (up to 3) in PreK4 through Grade Eight. To receive these subsidy reductions, families must meet with their pastor and return the verification form signed by the pastor. These verification forms may be obtained through the school and the signed form must be returned to the school by June 30th.

### **TUITION PAYMENT**

According to Policy 3119 of the Diocese of Wheeling-Charleston, "all schools must have a policy regarding the payment and collection of tuition."

For the 2017-2018 school year, all tuition will be paid through FACTS Management. Families may choose to pay through a monthly automatic deductions from their checking, savings, or credit card account, or pay in full in September. There is no fee for initially setting up these options.

### **GENERAL FEES**

St. Francis Central Catholic School shall establish fees to fund specific, targeted programs or expenses not covered by tuition. In general, these programs must have clearly defined expenses that cannot be reduced or eliminated due to fluctuations in school enrollment. Fees will be established by the school's administration in consultation with the Finance Committee and Designated Pastor. Fees will be collected by the same means as tuition through the FACT Management System.

## **KEEPERS EXTENDED CARE PROGRAM**

Keepers is the school's after-school enrichment and care program for students from Pre-Kindergarten through grade 8. It is administered and staffed by employees of the school and runs from 3:00–6:00 PM, Monday-Friday (excluding early dismissal days). Children who are not picked up by 3:00 PM will be sent to Keepers and you will be billed accordingly.

The base hourly charge for Keeper's is set by the school administration in consultation with the Finance Committee of the School Advisory Council. The hourly charge for the school year 2017-2018 is \$4.50 per hour per student. Upon check-in, you will be billed a flat fee of \$4.50. For the second and third hours, Keeper's usage will be billed by rounding up to the nearest half hour. A late fee will be charged at \$15 for every fifteen minutes after the scheduled closing hour.

Children will remain in the extended care area until parents sign out students. Parents or guardians must come to the extended care area (cafeteria entrance) to pick up their child(ren). Children will not be sent alone to the car, and children will not be left alone in the extended care area. PreK through Kindergarten students will be picked up at the main PreK entrance of the school. Older siblings of PreK-K students will be sent to the PreK entrance to be picked up with younger siblings.

Children will not be released to anyone other than parents or guardians unless prior arrangements with the school have been made, in writing, by the parent.

### **Keepers Policies and Procedures**

#### **General Information**

Parent pick up is on the side of the building near the statue. Keepers staff will let you in. Children will not be released to anyone other than a parent or guardian or other individuals listed on your child's Emergency Procedure Card unless prior arrangements have been made, in writing, by you. Picture ID will be required of individuals not known to the Keeper's staff.

Children will remain in the extended care area until the student is signed out. Parents or guardians must come to the extended care area to pick up their child (ren). Children will not be sent alone to the car, and children will not be left alone in the extended care area.

Children will receive a snack upon arrival at Keepers. Homework time is from 3:30-4:00 PM. Children must read a book, or complete a worksheet if they do not have homework. We do not allow any talking during homework time. No electronic devices (iPads, cell phones, etc.) will be permitted until after 4:00 PM. Children are to remain in secured approved extended care area at all times. Any students caught in unauthorized area of the school will receive detention.

#### **Inappropriate Behavior**

\*Level one - Disrespecting staff, talking during homework time, leaving snack on table or floor, Offensive language or playing on electronic devices are examples of level- one behaviors. First offense verbal warning; second offense parents will be notified, student will walk laps. Third offense the student will receive R&R.

\*Level two- Being in unauthorized area, arguing, bullying, or any display of harassing behavior, or destruction of school property are examples of level- two behaviors. First offense, student will walk laps; second offense, parents will be called to pick up child; third offense, one day out of Keepers.



\*Level three- Fighting, and/or showing aggressive behavior towards another child or staff member; or intentionally injuring another child are examples of level -three behavior. First offense, parents will be called to pick child up from Keepers and they will not be allowed to attend keepers the next day; second offense, 3-5 days out of Keepers; third offense, child will not be permitted back in Keepers.

- Any child with repeated offenses will receive extra days out of Keepers, or not be permitted back in Keepers.
- Children are not to share any electronic devices or watch another child play on one. Please review these policies and procedures with your child.

A signed agreement must be on file for your child to attend Keeper's.

## **SNOW DAY PROGRAM**

The Snow Day Program is intended to provide a safe, reliable, and fun option for busy parents in the event that school is cancelled due to inclement weather. Below are further details about the program, as well as the procedure for registration.

### **Program Details**

Children must be registered to attend this program and attendance will be limited to 40 children in preschool through eighth grade.

- Registration Fee: \$10 per family
- Cost: \$45 a day for one child

\$65 a day for two children

\$90 a day for three or more children

\*\*There will be a \$10 charge per snow day for children signed up for the program who do not use the service. This is necessary to cover the cost of staffing

- Hours: 8:30 AM - 5:30 PM

The children will be able to use the gym, cafeteria, and library for a variety of activities. If the weather allows, time will be set aside to play outside so it is recommended that children bring warm jackets and a change of clothing.

Hot lunch will be provided (same charge as a regular school day) and will be the same as what would have been for the regular school day (See [Lunch Menu](#)). You may also decide to send a lunch with your child. A morning and afternoon snack will be provided, as well as hot chocolate to warm up cold children.

### **Program Registration**

To register or learn more, call the St. Francis Central Catholic School's main office at (304) 291-5070, or contact Michelle Jeffrey at: [mjeffrey@sfccs.org](mailto:mjeffrey@sfccs.org). Registration fees may be dropped off at the main office.

## HOT LUNCH PROGRAM

All students at St. Francis are eligible for nutritious food, milk, and juice through the cafeteria.

The school offers a variety of options to students, including hot lunch, soup and salad bar, and a cold lunch alternative. The meals are prepared in line with the nutrition guidelines of the Federal Free and Reduced Lunch program in which the school participates. Seating is established by the Cafeteria Manager in consultation with the faculty. Accommodations can be made for students with food allergies or who require special diets. Please see the Cafeteria Manager in these cases. Students may also pack their lunch each day.

The lunch program runs each day from 11:00 AM – 1:00 PM in the cafeteria as follows:

- 10:50 AM - Lunch delivered to PK2 & PK3 \*
- 11:00-11:25 AM – PK4
- 11:10-11:35 AM - Kindergarten
- 11:20-11:45 AM - 1st Grade
- 11:30-11:55 AM – 2nd Grade
- 11:40-12:05 PM – 3rd Grade
- 11:50-12:15 PM - 4th Grade
- 12:00-12:25 PM - 5th Grade
- 12:30-1:00 PM – Middle School

\*PK2 & PK3 will eat a family style lunch in the Pre-K Wing

The Cafeteria Manager publishes a monthly menu. Students place orders for hot lunch each morning with their teacher from 7:50 – 8:00 AM. Students who arrive late should either pack their lunch or place an order through the School Secretary when they arrive.

The cost of lunch is \$4.00 per day for hot lunch; \$4.00 per day for soup & salad bar; or \$6.00 per day for both hot lunch and soup & salad bar. Milk and water is included. Juice is \$1.25 each. Parents are billed monthly through FACTS.

To apply for free lunch, please request the application form through the main school office or cafeteria manager. The Free Program does not discriminate on the basis of gender, race, ethnicity, or religion.

## INTERNET USE

Please read this document carefully before signing the Internet Use Agreement form

St. Francis Central Catholic School has established a computer network and is pleased to offer various technologies, including Internet access for our students, faculty, and staff. We believe the Internet offers vast, diverse, and unique resources. Providing this service can help promote educational excellence by facilitating resource sharing, innovation, and communication consistent with our educational goals.

These guidelines are provided here so that you are aware of the responsibilities you have while using our technology program. In general this requires efficient, ethical, and legal use of the network resources. If a St. Francis user violates any of these provisions, his or her privilege will be terminated and future access could be denied. The signatures on the Internet Usage Agreement Form are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

### Technology and Internet - Terms and Conditions

#### Acceptable Uses

1. Use of technology at St. Francis School must be in support of education and research and consistent with our educational objectives and Catholic values. This includes classroom activities, research, peer review of assigned work, and exchange of project-related ideas.
2. Students will have access to the Internet via classroom, library, or lab computers. Students may also bring to school for their personal educational use netbooks, iPads, and other portable internet devices.
3. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.
4. Material created and/or stored on the school's network is not guaranteed to be private.

#### Unacceptable Uses

1. The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the network administrator.
2. St. Francis network users may only use e-mail accounts assigned through the network administrator and may not use commercial Internet or "free-mail" accounts without the permission of the network administrator.
3. Participating in chain letters and "spamming" (sending e-mail to more than 10 people at the same time) is not permitted.
4. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator.
5. Use of the network for advertising or political lobbying is prohibited.
6. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
7. Network users may not use vulgar, derogatory, or obscene language, nor engage in personal attacks, harass another person, or post private information about another person.
8. Network users may not log on to another person's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
9. Use of chat rooms, newsgroups, or instant messaging is prohibited.

## **Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of St. Francis School may request the system administrator to deny, revoke, or suspend specific user accounts. St. Francis School makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Francis School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruption caused by negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. St. Francis School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

## **Vandalism**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the components of the computers or network system. This includes, but not limited to, the uploading or creation of computer viruses.

## **Use of Electronic Communication**

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school, or is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion. This policy applies to communications or depictions through e-mails, blogs, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

## **Use of Technological Devices**

Use of any technology-oriented device in schools must have an educational focus and purpose.

The use of electronic communication devices during normal school hours is prohibited.

Teachers reserve the right to allow communication devices (e.g. cell phones, laptops, iPods, personal digital assistants (PDAs), iPads, etc.) during instructional time for specific instructional purpose. If a particular electronic communication device is to be used for educational purposes, the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment.

The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered and treated as cheating.

## **Internet Engagement**

Engagement in social networking, online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching.

## **TABLET & CHROMEBOOK CODE OF CONDUCT**

The focus of learning with tablets at St. Francis Central Catholic School is to prepare students for their future; a world of technology and information. Excellence in education requires that technology is seamlessly integrated throughout the educational program. The individual use of a tablet is a way to empower students to learn at their full potential and to prepare them for the future. Tablets encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher.

Students will:

1. Follow all teacher directions including when to use the device.
2. Access only information related to the learning task.
3. Have your device fully charged at the start of every school day.
4. Have the volume of the device muted unless otherwise instructed.
5. Inform the teacher or others when using the camera and audio recording functions.
6. Ensure the device is password locked.
7. Seek your teacher's permission before sending any form of electronic messaging in class.
8. Ensure that audio, photos and video recorded at school are not uploaded, broadcast or transferred without a teacher's permission.
9. Only use your personal device yourself and do not loan your device to another student unless instructed to share.
10. Transport and store your device in a safe and secure manner when not in use, ensuring tablets are in a sturdy and robust cover at all times.
11. Understand that your device may be removed by teachers until the end of the lesson or for more serious breaches; the device will be held longer.

**Adhere to all other Technology and Internet Usage Agreements.**

## **EXTRA-CURRICULAR ACTIVITY PROGRAM**

Various athletic opportunities are offered to students at St. Francis. Boys and Girls in grades 6-8, who meet the eligibility requirements set forth by the West Virginia Secondary Athletic Commission and St. Francis Central Catholic School, are eligible for volleyball, basketball, track, cheerleading, softball and cross-country.

All students participating in Athletics must show proof of insurance. All students participating in athletics must maintain a minimum GPA of 2.0 per semester.

### **RELEASE OF STUDENTS**

Generally, students are released only to parents or the parent who has custody according to school registration data. Positive identification may be requested. If someone other than parents or the parent who has custody will be picking up a student, a note must be on file in the office authorizing release of the student. If a child is to go home with another student, both students must bring written permission on the day of the event. There will be no exceptions. This policy is in the interest of the child's safety.

The student is responsible for showing the written note to all pertinent teachers. The written note is reviewed and initialed by the pertinent teachers before being presented to the school office.

### **Early Release of Students**

Parents are encouraged to avoid picking up students between 2:00-2:30 PM. Early release is discouraged. It robs students of equal opportunity to learn and succeed by causing them to miss vital instruction. Doctor, dentist, and clinic appointments should be scheduled, whenever possible, for an after-school time or during vacation from school.

## **PARENT TEACHER ORGANIZATION (PTO) MEETINGS**

All parents are members of the Parent Teacher Organization. General meetings are held at least quarterly each year. The meetings scheduled for the 2017-2018 school year will be announced through the school's website, weekly email bulletins, and Facebook & Twitter.

## **LOST AND FOUND**

Parents are urged to clearly mark all articles of clothing, book bags, and other school items. Any items found in the school building or on the school grounds should be placed in the Lost and Found container located in the cafeteria. Items placed in the Lost and Found remain there for 30 days. Every attempt is made to return identifiable articles to the owner. After 30 days, items are donated to charity.

## **PARTIES AND TREATS AT SCHOOL**

Parties are held at various times during the year for the students. Please refer to your school calendar for dates and grade levels. Homeroom parents, with the supervision and direction of the homeroom teacher, plan the parties.

## **QUESTIONING OTHER STUDENTS**

No parent is permitted to question another student while at St. Francis Central Catholic or at an officially sponsored school event. Questioning of students is to be done by a member of the school's faculty or administration at their discretion.

## POLICY RELATING TO SEXUAL ABUSE OF CHILDREN

The safety of each child entrusted to the care of St. Francis Central Catholic is of primary importance each and every day children are with us. This is especially true in regards to child sexual abuse.

The primary responsibility for safeguarding children each day falls upon the administration of St. Francis Central Catholic. However, only the concerted efforts of all the adults in the St. Francis Central Catholic community can guarantee that children will not become victims of sexual abuse while in our school building or at school activities.

St. Francis Central Catholic and the Diocese of Wheeling-Charleston require ALL school employees and any school volunteers to complete three steps prior to being allowed to work in our school and with our children. St. Francis further strongly recommends all parents complete this process during their child(ren)'s first year at St. Francis Central Catholic:

- **Background Checks:** Before a person is offered a paid or volunteer position, they must give permission to have a background verification that is focused on anything that would put children at risk. Only after being cleared can they be offered said position. The background checks are processed at the local level, i.e. Parish, Catholic School, etc.
  - Complete the Background Screening Release Form and submit to the school office.
- **Policy Handbook:** Each employee and volunteer is to be given a copy of Diocesan handbook "Policy Relating to Sexual Abuse of Children". The policy is available online via [www.dwc.org](http://www.dwc.org) and is dated Fall 2006 on the back. (Available in English and Spanish)
  - Complete the Questionnaire for Receipt of Policy Relating to Sexual Abuse of Children and submit to the school office.
- **In-Service Workshop (VIRTUS):** Employees and volunteers must complete the Protecting God's Children for Adults/VIRTUS training. All should be registered online with VIRTUS, and keep up-to-date with the training bulletins.
  - Register online at [www.VIRTUSonline.com](http://www.VIRTUSonline.com) and complete the initial training online or select an in-person workshop to attend.
  - Print the Certificate of Completion and submit to the school office.

All three steps can be completed at an on-site VIRTUS Workshop. Workshops are given throughout the year in all parts of the Diocese of Wheeling-Charleston. The Diocesan newspaper – The Catholic Spirit – lists workshop dates, times, and locations.

You may also choose to complete the VIRTUS workshop training online at [www.VIRTUSonline.org](http://www.VIRTUSonline.org) and receive the other two forms from the main school office. Please contact Mr. Swierkos if you have any questions in regards to the Safe Environment Program at St. Francis Central Catholic.



## **SAFETY PROCEDURES**

Teachers will instruct students at the beginning of the school year on the following safety procedures. This is in addition to the required 15 minutes of general safety instruction each week. Practice or “walking through” the procedures prior to all-school drills is encouraged. Additional safety information may be obtained in the school office.

Note: Fire Department Officials make inspections periodically, and may call a fire drill when they visit. **DO NOT WANDER OR HESITATE! EXIT IMMEDIATELY**, even if a fire drill has just ended.

### **FIRE DRILLS**

The fire laws of West Virginia require a minimum of ten fire drills each school year. During the first two weeks of classes, there will be at least two fire drills. Prior to the first fire drill, teachers will inform the students of the proper procedures for a safe exit from school.

In all fire drills or emergency exit drills, **ALL TEACHERS AND STUDENTS MUST KEEP PERFECT SILENCE** during the drill, leaving the building, standing in the safe area, and returning to the classroom when directed to do so by either the School Secretary or Principal.

When the alarm sounds, students rise, walk in a single line, and exit the building in silence. Students must leave all personal belongings and school materials behind in the classroom or in the locker. Children are to walk quickly, not run, with hands at their sides.

If there is a disabled student in the class, the classroom teacher will assign a student(s) to assist the student to leave the building. The teacher will assign a student or adult staff person to help a child with a cast or other medical condition that requires assistance during the drill. Every teacher who works with these students is to know the person or persons assigned to help. No teacher should leave the room until all students have left the room.

Teachers are to take their class lists to call roll when the class has left the building. The Principal, Executive Assistant to the Principal, or another designee shall check with each teacher during the drill to determine if all students are present and/or accounted for. All school volunteers and staff members must exit the building during the fire drill. Students not with a class at the time of the drill are to leave the building by the nearest exit and join their class outside the building. Students on the playground at the time of the drill should meet in a safe area designated by the classroom teacher at the opening of the school year. When the class is in the specified area outside the building, the teacher responsible for the class at the time must call roll and report to the designated administrator if any student is missing. No teacher or student is to re-enter the building to check for the child.

At the close of the drill, the Principal will notify the groups that it is safe to enter the building. Everyone must keep perfect silence in entering the building; students will return to their desks and resume class.

The person responsible for the drill must post the date, time, evacuation time, number of students, and sign the form for the state fire marshal’s office. The form must be posted where it is visible to anyone during the school year.

## **SHELTER IN PLACE DRILLS**

Shelter in place drills are announced by a person coming over the school public address system and saying “shelter in place.” Teachers are to see that shades are pulled and the door is locked. Students are to move to a location away from the door and windows and sit on the floor quietly. At no time should a teacher or student open the door; the school administrator, staff, and/or emergency personnel will unlock and open the doors at the end of the drill.

## **TORNADO DRILLS**

Tornado drills are announced by a person coming over the public address system and saying “tornado drill.” Students will sit facing the wall in the downstairs hallways. Teachers should take care to ensure that students are kept – as much as is possible – out of the pathways of doors and windows. Students in the Art room, Music room, and Gym should take refuge in the gym locker rooms. Students in the cafeteria will make their way into the gym locker rooms as well. Students should sit facing a wall.

## **LOCKDOWN / INTRUDER DRILLS**

If you hear, “LOCKDOWN” or “INTRUDER” over the intercom or an administrator announces the lockdown in person:

- Everyone is to stay where they are.
- Classroom teachers are to:
  - Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
  - Lock your door.
  - Turn out lights and computer monitors.
  - Lower or close any blinds.
  - Place students against the wall, so that the intruder cannot see them looking in the door. Look for the ‘Safe Corner’
  - Keep students quiet.

*Note: All staff members should locate and hold on to their student roster prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.*

- Physical education classes being held in the gym should move into a locker room, lock all doors, and find a safe area.
- Any students in the cafeterias should move to the back kitchen area.
- If students and teachers are outside the school building, they should move toward a hidden area and remain still. You will be directed where to relocate depending on the situation.
- If teachers and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet.
- Anyone in the hallway should move to the closest classroom immediately.

- Office staff should stay in the area they are in, secure the doors, and turn out the lights.
- Students and staff in the library should move to the Reading/Gifted classroom and should lock the doors, turn out the lights, and locate a safe area.
- Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate after the safe word is given. Never open doors during a lockdown, even in the event of a fire alarm.
- For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.
- An administrator will signal, by a safe word, to all personnel if the lockdown has been lifted.
- If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators will divide and keep in communication with radios or cell phones.

Further procedures will be available to all faculty and staff; as well as additional training for these situations. It is important to be aware of your surroundings and understand best practices, but always use your best judgement in how to keep your kids safe.