

## MISSION STATEMENT

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

## BELIEFS STATEMENT

We believe that St. Francis de Sales Catholic School will:

- Instill and nurture the development of Catholic values in its students, parents, and faculty.
- Be an educational ministry and an integral part of the community.
- Provide a safe environment for students, staff, and families.
- Provide a comprehensive academic program that is both rigorous and challenging.
- Prepare the students academically and morally to succeed in today's society.
- Foster emotional, social, and physical development.
- Have facilities and equipment that are current and prepare students for a technologically oriented world.

## SCHOOL PHILOSOPHY

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

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

## THE ROLE OF THE PASTOR AND THE PRINCIPAL

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

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

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

## RELIGIOUS EXERCISES

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

classes, except the Sacramental Life of the Catholic Church.

Sacramental preparation is done by means of a three-fold method: religion classes, parish meetings, and home program. To be a part of the sacramental programs of First Eucharist or First Reconciliation, a student must have completed one year of religion classes prior to the year of sacramental preparation. Children in Grade 2 will be prepared to receive the Sacraments of Reconciliation and Eucharist. Confirmation is administered in Grade 8.

## WORSHIP

Saint Francis de Sales School exists as a vital part of the worshipping community of Saint Francis de Sales Parish. The children's presence at Mass manifests their faith life and the commitment of the school to witness the sacramental life of the Church by participating in the celebration of the Eucharist. To this point, our community advocates and expects that our school parishioners will be supportive and active in parish life. As well, we encourage regular attendance at weekend Mass.

## SCHOOL HOURS

8:00 AM Report to School  
8:05 AM Enter the building  
8:10 AM Tardy Bell  
8:15 AM Beginning of Community Meeting - Parish Center  
3:00 PM Pre-Kindergarten Dismissal  
3:05 PM Kindergarten Dismissal  
3:10 PM Grades 1-8 Dismissal

**The school will not accept responsibility for students before 7:50 AM.** If you have an emergency and will be late in picking up your child at the end of the day, please call the school office. If a parent is consistently late in picking up their student, they will be asked to sign up and pay for aftercare in order to ensure supervision of their child.

Students may not be in the buildings or on campus at any time unless they are supervised by an authorized adult. Students who are not enrolled in aftercare may not be present in areas used by this program due to MD state regulations.

There are days that school will be dismissed at 12:00 PM. Please refer to the school calendar for these exact dates.

## ACADEMIC PROGRAM

Saint Francis de Sales Catholic School is committed to providing the best possible education for its students. Realizing that each child is an individual and has a tremendous potential for achievement, the curriculum is designed to meet the needs of the student according to the standards of the Maryland Department of Education and within the guidelines set forth by the Catholic Schools Office of the Diocese of Wilmington. Students receive instruction in Religion and Family Life, Language Arts (Reading/Literature, English/Grammar, Spelling/Vocabulary, Penmanship, Written Expression), Science, Social Studies, and Spanish. We also offer classes in Art, Computer, Library, Music and Physical Education. Students in grades 6-8 will receive instruction in: Grade 6 Math, Pre-Algebra, and Algebra I. Some students, as determined by the faculty, may be placed in a course track which ultimately enrolls a student in Algebra II during their 8<sup>th</sup> grade year.

## ACADEMIC REQUIREMENTS AND RETENTIONS

A student is promoted if he/she has successfully reached the requirements of the grade.

Primary students in grades Pre-Kindergarten through 2 must pass Religion, Reading and Mathematics. As the school year progresses, it may become evident that a student needs to be retained at the current grade level. In such a case, conversations between teachers and parents should be expected

to begin during Trimester 2. Parents are provided specific information about the progress of the child. Students may be retained (grades Pre-K through 2) by the principal in consultation with the teacher if either or both of the following conditions exist:

- The student has inadequately completed the grade work or has a failing average in two major academic subjects.
- The student's maturation is developmentally, socially or emotionally delayed for the next grade level.

Any student in grades 3-8 who fails two major subject areas for the year may be retained. If approved by the principal, summer school or tutoring may be accepted in order to remediate these failures. The major subjects are: Religion, Language Arts (Reading/Literature, Written Expression, English Grammar, Vocabulary/Spelling), Mathematics, Science, Social Studies and Spanish (grades 7-8)

In all cases, grade level retentions are a school decision and must have the approval of the principal.

#### ATTENDANCE AND ABSENCE FROM SCHOOL

**Students who enter the school building after 8:10 are considered to be tardy to school.** Illness may result in absence from school. After an illness, students must stay home for 24 hours without fever, diarrhea or vomiting; or following the first dose of a prescribed antibiotic in accordance with Maryland State regulations. All contagious illnesses must be reported as soon as diagnosed to the school nurse.

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

A parent is expected to call or email the office any time before 9:30 AM on the day of the absence to report the absence of their child. Please note that a child who arrives after 9:30 AM is considered absent for the first half of the day. **A written or electronic note must be presented upon the child's return to school with the following information: Child's Name, Grade, Date of Absence, Reason, and Signature by a Parent or Guardian.** If any student is absent for four or more consecutive days, a doctor's note is expected to be presented to the office.

When a student in grades 5-8 has been absent from school for any reason, it is her/his responsibility to personally check with the teacher(s) to determine the work that has been missed during her/his absence and the possibility of make-up work where the teacher feels it is necessary. Parents of younger students will of course need to contact the teacher.

If an extended absence from school is necessary due to illness, please contact the homeroom teacher to coordinate completion of assignments. **Absence from school excludes attendance/participation at ANY extra-curricular activities held that day.**

**Perfect attendance for the year means no days absent or tardy. This includes non-school related early dismissal and being sent home ill.**

#### VACATION ABSENCES

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

If a family chooses to remove a student from school for a vacation, the office and teachers must be notified in writing (or via e-mail) regarding the dates that your child will not be in school. **NO ASSIGNMENT WILL BE GIVEN BEFORE OR DURING VACATION ABSENCES.** Make up work should be discussed with the teacher(s) upon the return of the student.

#### EARLY DISMISSAL

Medical appointments should be scheduled outside school hours and on school holidays whenever possible. **A written request from the parent or guardian must be submitted to the office on or before the requested day of early dismissal stating the reason for this request.** The note should clearly state

who is calling for the student. The parent, or proxy, must go to the office to sign out the student, who will be summoned to the office for dismissal. Students are responsible for any work missed due to an early dismissal. Students who leave school before 11:30 AM will be marked absent for half the day. Students who arrive at school after 11:30 a.m. will be marked absent for half the day.

#### TARDY

**Students must be in school by the 8:10 AM tardy bell.** Students who are late must report to the office to obtain an admittance slip to class. **Students should expect to receive a Procedural Referral Detention form and serve a recess detention for each tardy incident that exceeds more than 4 tardies to school or class in any given trimester. Continued and repeated tardiness may result in afterschool detentions and a meeting with parents.** Tardiness prevents a student from attaining perfect attendance.

#### TRUANCY

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

#### ACCIDENTS OR ILLNESS AT SCHOOL

**It is important for the parent to update the office with phone (cell) number changes. Emergency numbers for parents and two other people responsible for the child must be kept on file in the office and must be kept current.** Parents will be notified by phone if a child becomes ill or is injured during an accident that occurs while at school. Should an urgent situation occur, parents are responsible to provide transportation for their child.

If a child has a special medical condition, this information must be filed with the nurse.

#### MEDICATION

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

A labeled bottle with the student's name and dosage is required and must be left in the nurse's office. **No staff member may issue any medication to any student at any time, if not doctor prescribed.** Students are not permitted to carry medications.

Any surplus student medication that has not been retrieved by that child's parent or guardian by the last day of classes will be disposed of by the nursing staff.

#### AFTER SCHOOL PROGRAM

St. Francis' After-School Program is open for all students. It is held every day that school is in session, except for the day before Thanksgiving, Christmas, Easter holidays, the final day of Catholic Schools Week and the first and last day of school. The program begins on the first full day of classes in August and is held from dismissal time until 5:30 PM. Registration is limited and is offered on a first come, first serve basis.

While after-school care is provided during early dismissal days, please note that these early dismissal days may incur an additional fee. Registration is required and enrollment is limited. Weekly payment is expected to be current. **Payment that is delinquent more than two weeks will likely result in removal from the program.** Information regarding the program is available on the school website.

#### LEAVING SCHOOL CAMPUS

Students are not permitted to leave the school grounds unaccompanied by a parent or teacher during school hours or during after school activities. If leaving campus during school hours, parents must sign out the student from the office prior to leaving. Students are required to remain "in sight" of teachers and supervisors at all times. In addition, students leaving campus at dismissal time are expected to notify

school personnel upon departure from that adult's supervision.

## EMERGENCY CLOSINGS

In the event of a SFdS school cancellation, please stay tuned to WBOC (TV 16) for delays or closure announcements. Moreover, families will be notified by our phone notification system of any affected school closure or delayed opening. In the event that other schools open late or close early, parental discretion is advised. If you wish to obtain your child during serious weather conditions, please contact the office to coordinate the necessary arrangements. **Please be sure that your emergency contact numbers are kept current with the school office.** Some factors for closings or schedule changes will include the condition of roads in and around Wicomico County, parking conditions in and around school, and weather bulletins posted by the National Weather Service. The administration will make every effort to post announcements in a timely manner considering how early our school day begins.

## DRESS CODE

**SCHOOL UNIFORMS MUST BE PURCHASED THROUGH FLYNN & O'HARA UNIFORM CO. (1-800-441-4122 OR [www.flynnohara.com](http://www.flynnohara.com)). ALL STUDENTS MUST BE IN THE COMPLETE REQUIRED SCHOOL UNIFORM UNLESS A NUT DAY HAS BEEN DESIGNATED.**

### PRE-KINDERGARTEN (PK)

#### BOYS

##### August To June

Grey Elastic Waist Walking Shorts Or Pants  
Maroon School Golf Shirt (Long Or Short Sleeve)  
Black Socks  
Sneakers

#### GIRLS

##### August To June

Grey Elastic Walking Shorts Or Grey Skorts  
Maroon School Golf Shirt (Long Or Short Sleeve)  
Maroon Or White Socks  
Sneakers

### KINDERGARTEN (K)

#### BOYS

##### August - October, April – June

Grey Elastic Waist Walking Shorts Or Pants  
Maroon School Golf Shirt (Long Or Short Sleeve)  
Black Dress Socks

#### GIRLS

##### August - October, April - June

Grey Elastic Walking Shorts Or Grey Skorts  
Maroon School Golf Shirt (Long Or Short Sleeve)  
Maroon Socks

#### NOVEMBER – MARCH

Grey Elastic Waist Pants  
Maroon School Golf Shirt (Long Or Short Sleeve)  
Black Dress Socks

#### NOVEMBER – MARCH

Maroon Plaid School Jumper  
White Blouse (Peter Pan Collar, Short Or Long Sleeve)  
Maroon School Cardigan Sweater (Optional)  
Maroon Socks

### GRADES 1-5

#### BOYS

##### August – October, April – June

Grey Walking Shorts and Black Belt  
Maroon Golf Shirt  
Black Dress Socks

##### November - March

Grey Dress Pants and Black Belt  
White Dress Shirt (short or long sleeve)

#### GIRLS

##### August – October, April – June

Grey Walking Shorts and Black Belt or Grey Skorts  
Maroon Golf Shirt  
Maroon Dress Socks

##### November - March

Maroon Plaid School Jumper  
White Blouse (Peter Pan collar, short or long

Maroon School Tie  
Maroon Sweater Vest or V-Neck Long sleeve  
Black Dress Socks

sleeve)  
Maroon School Cardigan Sweater  
Maroon Knee Highs or Tights

### GRADES 6 – 8

#### BOYS

##### August – October, April – June

Grey Walking Shorts or Dress Pants  
Black Belt  
Maroon School Golf Shirt  
Black Dress Socks

##### November – March

Grey Dress Pants and Black Belt  
White Oxford Shirt (short or long sleeve)  
Striped Maroon School Tie  
Maroon Sweater Vest/ White Trim (sleeveless or long sleeve)  
Black Dress Socks

#### GIRLS

##### August – October, April – June

Grey Walking Shorts or Maroon Plaid Kilt or Skirt  
Maroon School Golf Shirt  
Maroon Socks or tights

##### November - March

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

#### SCHOOL SHOES:

**Pre- Kindergarten:** Sneakers

**Girls- Grades Kindergarten-5** white saddle shoe or black dress shoe either tie or loafer

**Boys-Grades Kindergarten-5** black dress shoes either tie or loafer

**Girls-Grades 6-8** white saddle shoe or black dress shoes either tie or loafers or *grey Vans tie sneakers*

**Boys-Grades 6-8** black dress shoes either tie or loafer or *grey Vans tie sneakers*

#### OTHER:

- **Uniform school shorts and pants must be worn at the waist. Shorts, jumpers and kilts must not be more than 1 inch above the knee and they must not be rolled up. Uniform shirts and PE shirts must be worn tucked in at all times.**
  - Nail polish, make-up are not permitted for any student.
  - Girls may wear single stud earrings. Jewelry is to be limited to one religious neck lace and no more than one wrist adornment such as a bracelet or watch.
  - Student hairstyles are to be clean and neat. Fad or extreme hairstyles are not permitted for any student. Hair may not be "spiked" with gel. Boys' hair must be evenly cut and above the collar and ears. Hair is to be kept off the face for all students. Color treated hair is not permissible for any student. ***Hair accessories must be white, grey or maroon.***
  - Body decorations such as tattoos and piercings will not be permitted, except for girls' earrings (small post). Students may not wear hats, bandanas, scarves, sunglasses, etc.
  - Students may not use cologne, perfume or scented lotions, since it may bother others with allergies.

**Failure to adhere to the uniform code will result in disciplinary action.**

**All articles of clothing should be labeled with the name of the student in order to return it in the event of loss. The school is not responsible for lost, misplaced or misappropriated clothing!**

## PHYSICAL EDUCATION UNIFORM

The uniform consists of solid maroon micromesh school shorts, dark gray school T-shirts with logo, **white** crew socks and sneakers. Students will wear their P.E. uniform to school on the day they have this class. During cold weather (November-March), students in grades PK-8 will wear school maroon sweat pants and sweatshirt. (They may wear shorts under the pants in case of indoor PE.)

## N.U.T. DAYS

On certain occasions, students are permitted No Uniform Today (N.U.T.) days. In general, students are encouraged to "dress up" for these special days. **NO jean shorts, baggy jeans, jeans with holes, sweat pants, camouflaged clothing, tight clothing, tank tops, halter tops, bare midriffs, sheer clothing, hats of any type, flip-flops, short skirts and short shorts are not permitted. Sayings and pictures on shirts must not contain inappropriate language or advertisements. (Shorts will be no more than 1 inch above the knee.)**

**The principal & faculty reserve the right to render judgment on the suitability of any dress code item and will determine violations for any such infraction. Students will be required to call home for appropriate clothing.**

## NON-DISCRIMINATION POLICY

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

## ASBESTOS INSPECTION

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

## ADMISSION POLICY

Children are admitted to school for Pre-Kindergarten if they are 4 years of age or older before September 1, and Kindergarten if they are 5 years of age before September 1. Students for grade 1 must be 6 years of age before September 1 and have successfully completed kindergarten. An original birth certificate is required along with a certificate of baptism for Catholics not baptized in St. Francis de Sales Parish. A health certificate containing current immunization information is required along with the social security number of the student. All registrations must be made in person with original certificates. An assessment test should be expected to be given to all new students before acceptance is finalized. School records must be received before final acceptance. Admission is determined on a year by year basis with priority given to active parishioners of St. Francis de Sales Parish. Any student/family who requests a transfer to another school will be asked to complete an exit interview and/or survey. Financial obligations are to be paid before a student's records can be released from St. Francis de Sales.

## WAITING LIST PRIORITY

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

1. Dependents of faculty and staff
2. Siblings of children already enrolled or the child of an alumnus.
3. Registered and active parishioners
4. Registered, active and supporting Catholics of neighboring parishes.
5. Catholic students transferring from another Catholic school and moving into the parish.
6. Families of other faiths seeking a Catholic education.

The final decision regarding the student's admission shall be determined by the principal and the

pastor when the number of students within the parish exceeds the number of places available.

## BIRTHDAYS

On the day of or nearest to your child's birthday, he/she may have a personal NUT day. If your child has a summer or holiday birthday, he/she may choose the date of their "half-birthday" day to celebrate. **The selected day must be pre-arranged with the child's homeroom teacher.** On days such as Mass/prayer service days, school pictures, field trips and other days requiring uniforms, your child may choose the day before or after to celebrate. Appropriate dress code regulations must be followed.

The homeroom teacher will inform you as to classroom regulations for birthday snacks. Please be aware that there are students in our school who have severe food allergies. It is important that there is strict avoidance of certain foods in order to prevent life-threatening allergic reactions. Please check with the teacher before providing any snacks to the class. **Snacks are expected to be a small or of modest proportion and will be distributed among the birthday student's classmates only.**

To celebrate their child's special day, parents are invited to eat lunch in the cafeteria with their child on their birthday (or "half-birthday").

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

## FINANCIAL COMMITMENTS

Tuition is used to help defray the cost of educating a student at St. Francis de Sales School. Notification of tuition is generally announced in January. Tuition paid is non-refundable and tuition payments are expected to be current. **Please note that excessive delinquency of a family's financial obligations to the school may result in disenrollment from the school.** Failure to complete financial obligations by the end of the school year may prohibit re-enrollment for the following year. Other fee includes the annual registration/re-enrollment payment (which increases after March 1<sup>st</sup> for returning families).

### The tuition pay plan contains four options:

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

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

To receive the parish tuition rate, all families must be officially registered with the parish, be active and use the envelopes with a weekly offering with a minimum average of \$10 a week throughout the calendar year.

Additional fees include H.S.A. dues, After School Care Program, uniforms, team or co-curricular activity, class activities and trips.

A parent who is having unexpected financial difficulties should inform the principal immediately. All tuition transactions are handled through the Business Office (410-742-6443).

## SERVICE REQUIREMENT

Since tuition and parish subsidy do not cover the cost of educating each child at St. Francis de Sales School, additional fees are derived from each family's participation in the fund raisers sponsored by the school, H.S.A., and parish. Parents will also be required to give no less than 30 hours of volunteer service during the school year. Volunteer hours are required to be completed by June 30<sup>th</sup>. **The failure to complete the hours of volunteer service by the end of the fiscal year will result in a fee of \$10 per uncompleted service hour up to \$300.**

A member of the H.S.A. is assigned to manage the Volunteer Service Program. Various duties and events throughout the year will be publicized as opportunities to serve our school. **The recording of hours worked is to be entered into the Volunteer Service Program log book.**

## DEVELOPMENT/ENDOWMENT BOARD

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

## CARE OF SCHOOL PROPERTY

Reasonable care of the school buildings, furnishings, books, and instructional materials is expected at all times. If any book is torn or defaced, payment must be made for the replacement. Books must be covered at all times. Book bags are to be used by all students. Destroying school property is subject to disciplinary action. This may include paying for damages.

## VISITORS

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

Parents are to schedule conferences in advance at times convenient for both teachers and parents. Conferences will be scheduled at such times that they do not interrupt or interfere with a teacher's class. Parents may not interrupt teachers during class time since the teachers have the responsibility to supervise the students. Unless mutually agreed upon, dropping by for a conference before school is not appropriate.

## USE OF TELEPHONE

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

1. Messages to students from parents will be taken and delivered by the school secretary.
2. You may call 410-749-9907 to leave a message for a teacher. Teachers will respond at their earliest convenience.
3. **Students are not permitted to use the school phones to call home for lunch, homework, changes in dismissal arrangements, etc. unless authorized by staff, faculty or the principal.**

## Technology

### Cell Phones/Texting:

A student may have a cell phone in his/her school bag, which is to be kept turned off in the school locker or closet. If a cell phone is seen in use during the school day, no matter what the use (texting, talking, web access), the phone will be confiscated and the administration will contact the parent to come pick up the device. Repeated offenses or violations of the **Acceptable Use Policy** will result in detention, suspension, and/or expulsion.

### Electronic Devices

We strive to maintain technological relevance in education, in providing the opportunity for students to use these devices in accordance with our **Acceptable Use Policy**. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents. Students must obtain permission to bring electronic devices to school and may not access the school's wireless network without approval from the Technology Coordinator. Guest speakers or parents having business at the school (activities, board meetings, etc. may use their own cellular service or request a login for the guest WiFi network. St. Francis de Sales Catholic School nor the Diocese of Wilmington is responsible for lost, stolen, or damaged electronic devices.

### Wearable Technology Policy

Wearable technology, such as fitness trackers or Smart Watches, which allow for notifications, such as email alerts, caller ID, text notification, social networking, photo/video capturing, and/or calendar alerts are prohibited. No student in PreK through Grade 2 may wear any form of wearable technology.

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

Examples of allowed wearable technology in grades 3-8: Fitbit Flex, Fitbit One, Jawbone UP3

Examples of prohibited wearable technology in all grades: Apple Watch, Fitbit Alta, Fitbit Blaze, Fitbit Surge, Gizmo, Garmin Vivosmart, Samsung Watch

Prohibited devices are not limited to the above named examples. Administration shall have the final say in all matters related to wearable technology.

### Acceptable Use Policy:

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

1. All parents and students must sign and follow the Acceptable Use Policy.
2. Electronic devices are to be used only for academic activities assigned of or approved by the teacher.
3. All material on the electronic devices must comply with the spirit and policies of St. Francis de Sales Catholic School. Please refer to the **Acceptable Use Policy (AUP)** on the school's website:

### LOST AND FOUND

Articles which have been found should be taken to the lost and found bin in the main hallway. **The school is not responsible for any items that are lost, missing or misappropriated.** Found articles will typically be donated twice a trimester. **ALL CLOTHING AND LUNCH BAGS MUST BE LABELED FOR IDENTIFICATION PURPOSES.**

### REPORT CARDS

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

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

<b>Grades K-2 and Specials:</b>	<b>Progress Codes</b>	
	P	Demonstrates Proficiency
	G	Very Good Progress
	S	Satisfactory
	I	Improvement Needed
	N	Not Yet Demonstrating
	NA	Not Applicable

<b>Grades 3-8:</b>	<b>Grade</b>	<b>Percent Range</b>
	A	93-100
	B	85-92
	C	77-84
	D	70-76
	F	69 and below

**Effort/Conduct:**

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

**ACADEMIC DISTINCTION PROGRAM**

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

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

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

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

**PARENTS' RIGHT TO REVIEW RECORDS**

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

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

**APPOINTMENTS—COMMUNICATION**

1. When in doubt regarding some school regulation, please refer to the on-line Parent-Student Handbook. Should further clarification be required, please contact the school office to clarify your question.
2. Faculty members will be happy to make arrangements for a conference with any parent at a time that is convenient for both parties. Arrangements for such a conference are best scheduled via e-mail.
3. Parents may not disturb a member of the teaching staff or a student, before school, in the morning, or during the school day.
4. If concerns arise, whether they are academic or disciplinary in nature, contact the teacher. Should concerns persist, parents may then share them with the principal.
5. Appointments with the principal may be made by calling the office.

**STUDENT COUNCIL**

The Student Council provides the leadership in promoting the goals of Saint Francis de Sales School. It is responsible for organizing spiritual, educational, and social activities. Student Council is a main channel of communication between students and administration. It is open to students in grades 5 – 8 who qualify for membership. The Student Council is advisory in nature and all procedures and activities must meet with the approval of the faculty advisor and principal.

**NATIONAL JUNIOR HONOR SOCIETY**

Student membership in the National Junior Honor Society is based on outstanding Scholarship, Citizenship, Character, Service and Leadership. Students are eligible for membership after the second trimester of 6<sup>th</sup> grade. Students are invited to join the NJHS if they have a cumulative Grade Point Average of 93 or above, Ps or Gs in special subjects, and Os or Gs in Effort and Conduct in all subjects. In addition, students being counseled for academic dishonesty, repeated behavior problems or inappropriate use of technology (as deemed by the *Acceptable Use Policy* of the Diocese of Wilmington) will not be eligible for membership or may lose their membership for violation of these various codes of conduct. The selection of each member to the chapter shall be by a majority vote of the five-member Faculty Council. A student is expected to maintain his/her cumulative GPA, grades in conduct and effort and service activities throughout his/her membership. Those students who do not continue to meet the qualifications listed above are subject to a probationary period of one trimester in which to correct the deficiency. If the deficiency is not corrected, the member is subject to dismissal.

**EXTRA-CURRICULAR ACTIVITIES**

Saint Francis de Sales School offers several activities in which the students may participate if they meet the academic and physical requirements. Activities are field hockey, basketball, soccer, golf, lacrosse, school newspaper staff and musical group participation. These activities are extra-curricular and may not interfere with academic progress.

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

A student who participates in any school or sport activity must maintain grades of C or above and at least Satisfactory in Conduct and Effort during participation. Students who do not maintain a C or above average may not participate in the activity until issued progress reports (report cards) or show adequate improvement as described by the administration. Students who participate in sports activities must maintain a yearly physical examination by a physician. **Students who are absent from school may not participate in or be present at any activity after school or be present on school property. Students who miss excessive amounts of practice without permission may not be able to participate in games. The principal holds the final decision on any issue relating to this policy.**

**ASSEMBLIES**

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

**BAND MUSICAL INSTRUCTION**

Musical instruction may be provided by school personnel. Specific information on the participation fees will be provided in September. Fees are non-refundable.

**CHANGE OF ADDRESS OR PHONE**

Any change in address or telephone number is to be sent to the school office immediately.. School must always be able to reach a family member in the case of an emergency.

## CAFETERIA

Students may buy a hot or cold lunch daily in the cafeteria. Milk may also be purchased. Lunch menus are available on the school website at the beginning of each month. Lunches are paid through the use of an on-line POS food service system or cash/check payment during homeroom. **The food account balance must be kept current or the privilege to purchase food will likely be discontinued.** Children may also bring lunch from home.

Though parents may not eat lunch with their child in the cafeteria, we need parent volunteers to help serve lunches each day.

### Cafeteria Procedures

1. All classes are to walk **quietly** to their assigned table. Please do not leave the classroom before the bell rings. The Grace before Meals prayer is to be said prior to leaving the classroom. Therefore, students may be immediately seated as they enter the lunchroom. Students who are buying hot lunch may go directly to the line before going to their place. Grace after Meals is to be led by the teacher on duty before dismissal.
2. Only lunches should be on the tables.
3. All students should leave their place clean for the next class. Trash is to be put in the waste receptacles and the floor should be cleaned of all debris.
4. Other than use of the restroom facilities, students are not permitted to walk around the cafeteria. Everyone is to stay in her/his seat. Students are to ask permission from the supervising teacher to leave their lunch table.
5. Students should not be excessively noisy.
6. Students will be assigned to wash tables after lunch.
7. After the second lunch, each student is expected to place their chairs in the rack prior to returning to their classroom.

### Recess Procedures

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

The following guidelines are expected:

1. No rough play, such as kicking another student.
2. No standing on picnic tables or climbing trees.
3. No running or playing on the stairs or the ramp in front of the parish center.
4. No running or playing in the prayer garden or in the flower beds.
5. Students will exhibit sportsmanship in all play.

## FIELD TRIPS

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

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

## HOMEWORK GUIDELINES

The school's policy is to assign homework to provide reinforcement of skills or content of the work that has been covered in class. Homework should be completed neatly and legibly. If this expectation is not adequately fulfilled, students may be required to redo assignments.

Parents should not do their child's homework. Advice and direction are sometimes needed, but the child develops self-confidence and a sense of responsibility when working independently.

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

As a means to specify the intended nightly homework, the following arrangement itemizes the average expected homework load for each night - Kindergarten: up to 15 minutes; First Grade: up to 20 minutes; Second Grade: up to 30 minutes; Third Grade: 35 minutes; Fourth Grade: 40 minutes; Fifth Grade: 50 minutes; Sixth Grade: 60 minutes; Seventh Grade: 70 minutes; Eighth Grade: 80 minutes. The aforementioned average minute total may or may not include reading assignments. In addition, these minute totals are merely an average and may exceed the specified minute total on any given night.

In addition to daily homework assignment, long range projects are also assigned. All work missed through absences, etc., must be made up at the teacher's discretion. In grades 5-8, tests will typically be announced at least two days in advance. Student planners are given to students in grades 1-8 and are utilized in each grade based on the specific teacher guidelines.

## LIBRARY

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

## SCHOOL NEWS/COMMUNICATION

Every Wednesday, information about school events, important dates and happenings, etc., will be posted on the school web site via the Wednesday eFolder. Parents are expected to be aware of the information included in this weekly correspondence. When necessary, a hard copy of particular information will be sent through the **YOUNGEST and/or ONLY child** in the family.

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

## SCHOOL YEARBOOK

Families have the opportunity to purchase a copy of the school-wide yearbook. This annual publication is directed by school personnel. As well, students assist in the design of this yearly memoir. The yearbook is published by an off-campus distributor. An on-line payment is arranged directly with the yearbook vendor. The school will not handle the ordering of the yearbook for families.

## SCHOOL PICTURES

School pictures are taken yearly. The dates for the pictures are typically scheduled in early September and are listed on the school calendar. The purchase of these pictures is optional.

## TESTING PROGRAM

Standardized Tests are administered to students in grades K – 8 in March. The Terra Nova assessment is designed to evaluate a student's growth in various subject areas. The In-View assessment is a cognitive test administered to students in grades 2 – 8. In addition, the ACRE Religious Education assessment is administered in the spring to the 5<sup>th</sup> 8<sup>th</sup> grade classes. Parents will receive the testing results for the Terra Nova and In-View assessment as it becomes available.

## TRAFFIC PROTOCOL

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

## TRAFFIC PROCEDURE FOR MORNING DROP-OFF AND AFTERNOON PICKUP:

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

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

### **From the North (drawbridge, Rt. 50):**

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

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

### **From the South (SU, Allen, Eden):**

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

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

## MORNING SYSTEM

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

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

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

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

## NOTE:

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

## AFTERNOON SYSTEM

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

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

## NOTE:

- You may be asked to leave with the group of vehicles that is being dismissed, even if one or all of your children are not in the car. If your child/ren is/are not in the car, you may be asked to pull over and park.
- As always, you may not park in the rectory parking lot.
- Children and parents may not walk through the car line.
- If you choose to disregard this rule, teachers will not release your children until the end of the pickup procedure.

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

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



### **ADDITIONAL TRAFFIC REMINDERS**

- Please be mindful of moving traffic in the parking lot. You must accompany (not send) your child(ren) to the car. Drivers of moving cars do not always see darting children.
- Students should be accompanied by adults at all times during arrival and dismissal times.
- PLEASE! NO CELL PHONE USE WHILE DRIVING in accordance with MD state law. Please Park & Walk if you require use of the phone.
- Children should know where they will be picked up each day. This is especially important at times of inclement weather.
- Children not picked up by 3:20PM will be sent to the office. Please notify the office if you will be late. If you know that you will not be able to pick up by this time each day, then you will need to enroll your child in aftercare.
- Please drive slowly at all times.

### **CRIMINAL BACKGROUND CHECK**

In accordance with the Diocese of Wilmington For the Sake of God's Children mandate, **ALL** employees and volunteers (including but not limited to coaches, service providers, chaperones, classroom and lunch helpers) must complete a Criminal Background Check Form and receive clearance. Individuals must get a code from the office to be used by the vendor.

### **HOME AND SCHOOL ASSOCIATION**

All parents are members of the H.S.A. upon registration of their children. You are encouraged to participate in all activities of the H.S.A. and attend scheduled functions and/or meetings. Dues are collected in order to have funds for activities.

The objectives of this organization are as follows:

1. To help parents and teachers develop a mutual understanding and appreciation of the ideals of Catholic education; namely - message, community, service, and worship.
2. To provide programs, opportunities, and funds that will:
  - a. Assist the children in developing a personal and community life-style grounded in Catholic teaching and Gospel Values.
  - b. Foster the religious, intellectual, physical, cultural and social development of each child.
  - c. Enhance the ability of parents to participate actively and effectively in their child's education.
  - d. Engage in fund raising activities to benefit the needs of the school.

### **SCHOOL BOARD**

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

The Board, which includes the pastor and the principal, is advisory and meets 4-6 times a year.

### **THE ATHLETIC ASSOCIATION**

Our athletic program is developmental and not singularly competitive in focus. The program is supported in large part by the Home School Association (H.S.A.). The program encourages good sportsmanship on and off the field for all coaches, student-athletes, fans and parents. In addition, families might be asked to assist in fund raising events and programs that provide support to the overall program.

### **THE ROLE OF THE PARENTS**

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

1. Maintain effective communication among students, faculty, staff and administration.
2. Teach and explain to children respect for law, for authority, for faculty and staff, for the rights of others, and for private and public property.
3. Monitor student progress via the Parent Portal.
4. Insist on prompt and regular school attendance and comply with attendance rules and procedures.
5. Communicate with the school nurse about health requirements:
  - a. Immunization Records/Health Inventories
  - b. Current Medications
  - c. Allergy Protocol
  - d. Short and Long Term Illnesses
6. Attend individual and group parent-teacher conferences.
7. Keep current with activities and assignments via the Wednesday eFolder and teacher webpages.
8. Carry out recommendations made in the best interest of the child.
9. Understand and comply with the procedures of the school concerning student conduct and cooperate in carrying out disciplinary action.
10. Model Catholic values with the child.

### **THE ROLE OF THE STUDENT**

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

1. Recognize and respect the authority of the faculty, staff and administration.
2. Work to their fullest potential.
3. Conduct themselves in a Christ-like manner.
4. Accept responsibility for their actions.
5. Respect the rights and property of others.
6. Obey school procedures and regulations.
7. Arrive on time to school and classes daily.
8. Observe the dress code policy.
9. Refrain from damaging and defacing the school property and environment.
10. Model Catholic values.

### **STUDENT BEHAVIOR / DISCIPLINE**

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

## CONDUCT / PROCEDURAL REFERRALS

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

### Conduct referrals may be administered for:

1. Failure to observe school/class rules
2. Destructive to school property
3. Disrespectful/discourteous/rude behavior to an adult
4. Unacceptable physical contact or striking of another student
5. Multiple or repeated incidents of insubordinate behavior
6. Other serious infractions

### Procedural referrals may be administered for:

1. Failure to observe school/class rules
2. Running in hallway/classroom
3. Inattentive behavior
4. Excessive talking or loud behavior
5. Inappropriate etiquette at school assemblies/liturgies
6. Failure to abide by the *Acceptable Use Policy for Technology*
7. Unacceptable or ill-timed use of communication device
8. Dress code or hair style infraction
9. Other incidents of disruptive or inappropriate behavior

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

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

## DETENTION

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

## IN OR OUT OF SCHOOL SUSPENSION

Suspension may be given to a student for serious infractions of the school rules. The student will be removed from the classroom for one or more days. During an in-school suspension, the student will be removed from class and supervised by a staff member. During an out-of-school suspension parents provide supervision of the student. Students must complete all assignments given during the suspension period. While suspended, the student is ineligible to attend or participate in any school sponsored activity. In addition, the student is placed on probation until the next Progress Report is distributed. A parent conference is required before a student is admitted back to class.

## DISCIPLINARY PROBATION

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

## EXPULSION

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

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

## HARASSMENT & BULLYING BEHAVIOR

As a member of the Body of Christ and part of the community of St. Francis de Sales Catholic School, each person has a right to be treated with respect and dignity. As such, SFdS is committed to each student's success in learning within a caring, responsive, and safe environment that is free of harassment, discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. And at SFdS, each student in our community has a right to:

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

Bullying behaviors (physical, emotional and sexual) will not be condoned nor tolerated in a Christ-centered environment. Some, but not all, examples of this behavior are the following: a repeated pattern of name calling, put downs, starting or spreading rumors, lying about another person, physical threats, intimidation, insults, negative gestures, facial expressions, writing/drawing unkind notes or pictures, and social media harassment that influences the climate of our school community. Appropriate disciplinary measures will be taken for violations of this policy.

## ACCEPTABLE USE POLICY (AS REQUIRED BY THE DIOCESE OF WILMINGTON)

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

- We expect our students to act responsibly and thoughtfully when using technology.
- Students should not expect that what they write or publish online is private. The school reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events.
- The use of all school-owned technologies including the school network and its Internet connection is limited to educational purposes.
- **Commercial and recreational use of school technology resources is prohibited.**
- **Recreational use of the school technology is prohibited.**
- **All e-mails sent from school provided accounts are representative of the school.**
- **Connection to wireless Internet by students is prohibited unless otherwise directed/instructed.**
- Students are responsible for any activity that occurs through their personal account.
- Students must respect the privacy of others.
- Do not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others.
  - Do not misrepresent or assume the identity of others.
  - **Do not re-post information that was sent to you privately without the permission of the person who sent you the information.**
  - **Do not post private information about another person.**
  - Do not post photos or videos of others without prior permission.
  - Do not use another person's account. If you have been given an account with special privileges, do not use that account outside of the terms with which you were given access to that account.
- Do not voluntarily post private information about yourself online, including your name, your age, your school name, your address, your phone number, or other identifying information.
- Our institution prides itself on its reputation for excellence; therefore, you may not use the school's name, logo, mascot or other likeness or representation on a non-school website without express permission from school administration.
- Students may not initiate electronic communication with teachers, adult leaders in ministry, or administrators unless authorized to do so.
- Personal Technology Devices (PTDs) are for use only during an actual lock down and as instructed by emergency or parish/school personnel.
- Never use devices capable of capturing, transmitting, or storing images or recordings to record others without the expressed permission of the person(s) being recorded (including adult leaders and other young people). Such recording devices may never be accessed, turned on or operated in restrooms, sleeping areas, dressing rooms, or other areas where there is a reasonable expectation of privacy. Teachers or school personnel reserve the right to confiscate, collect, and inspect any PTD in accord with written policies.
- Social networking websites, profiles, or accounts, may not be accessed through the school's technology at any time. Students may not create social networking pages, accounts, sites, or groups that impersonate or misrepresent any individual. Prudent and appropriate use of any off-campus social media outlet should be done in a manner that is respectful to their standing as a member of the SFdS community. Actions contrary to this

practice will be considered by the administration and thus might encounter school sanctions.

- Students may not access material that is offensive, profane, or obscene including pornography and hate literature.
- Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.
- Students may not utilize any technology to harass, demean, humiliate, intimidate, embarrass, or annoy any individual.
- Unless explicit permission is granted by legitimate authority, students are not allowed to bring iPods, MP3 players, CD players, DVD players, or other similar data-accessing devices, or personal video game systems onto school property or to school events.
- International websites may only be accessed from school owned technology under the direction of legitimate authority.
- All students are expected to maintain academic honesty.
- All access to the Internet is filtered and monitored.
- Unless legitimate authority grants explicit permission, students are not allowed to alter, change, modify, repair, or reconfigure settings on school-owned computers. This includes downloading, adding, or installing new programs, software, or hardware.
- If you accidentally access inappropriate information or if someone sends you inappropriate information, you should immediately tell a staff member or teacher.
- If you witness someone else either deliberately or accidentally access inappropriate information or use technology in a way that violates this policy, you must report the incident as soon as possible.
- The school retains the right to suspend service, accounts, and access to data, including student files and any other stored data.
- The school is not responsible for any damages students may suffer, including but not limited to, loss of data or interruption of service.

Parents and students are required to read the Acceptable Use Agreement and sign it each year. **It is available on the school website for parents to print and sign.**

## PARENT COMMUNICATION ON SOCIAL MEDIA

If social media posts reference St. Francis de Sales School or the administration, faculty, staff, or students of the school, parents and students are expected to use commentary which is **courteous and productive**. In addition, parents are expected to avoid comments that use social media sites to publish disparaging or harassing remarks about the St. Francis de Sales Catholic School and Church community or any of its members.

Furthermore, parents, students or other family members who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school. Care should always be taken to avoid libelous statements. Parents or students that habitually post negative dialog on social media about our community will be contacted by an agent of the school and may be asked to leave.

## PHOTOS/VIDEOS OF STUDENTS

Occasionally the school publishes information about school activities or student accomplishments including names, pictures, and/or student work. Permission of parents is required each year regarding the publication of these pictures, activities or accomplishments. This Permission Form is available on our school website and as well, is distributed via our weekly e-Folder at the start of the school year. Parents are requested to indicate their choice and return the form with their signature and date. **Forms not submitted will be interpreted as granted permission by the school to post/use photographic images.**

## SAFETY ANNOUNCEMENT

The safety of the students, faculty, and staff is one of our top priorities. Our parent notification system allows us to send a timely message via all contact numbers to the parents of **ALL** of our students after an emergency or incident has occurred at school.

## EMERGENCY PREPAREDNESS PLAN

In compliance with state law regarding fire regulations and other emergency situations, emergency drills are held monthly throughout the school year. Students are trained to move quickly and quietly to their designated locations. Fire equipment is inspected in accordance with state law requirements. St. Francis de Sales School has developed a comprehensive crisis management plan that is a workable response primarily focused on ensuring the safety, emotional and spiritual well-being of students and staff. This plan focuses on the prevention of problems and provides a positive approach to unforeseen events. Announcements will be made via the parent notification system or over the local television station (WBOC). **If parents are to pick up their children, they must sign them out and provide proper identification. Other persons listed on the Emergency Form may also sign children out provided they have the proper identification. NO child will be released without proper identification.**

## EMERGENCY LOCKDOWN AND EVACUATION PROCEDURE

If an emergency should occur involving some unwanted person on campus jeopardizing the safety of the students, the following steps will be followed in the case of such a crisis:

**Code Red:** Based on available information, quickly yet safely determine ability to exit the building. If unsafe, close and lock door, close blinds and position/barricade students away from visibility of the doorway. No one enters the room once the door has been locked.

**Code Yellow:** Based on available information, close and lock the door and admit the students who belong. Stay in classroom and continue instruction.

**Code Green:** All clear.

## REPORT CARD AND TRANSCRIPT RELEASE

Families are expected to remain current with their financial obligations throughout the year. And as policy, all of the following **MUST BE PAID AND/OR RETURNED BEFORE STUDENT REPORT CARDS AND/OR TRANSCRIPT FILES CAN BE RELEASED**: tuition payments, aftercare payments, food service account payments, library books returned, lost textbook fee paid, athletic team uniforms returned, and athletic team fees paid.

## PRINCIPAL'S RIGHT TO AMEND

The administration reserves the right to rule on individual issues and retains the right to amend the handbook for just cause. For the most up-to-date version of the Parent-Student Handbook, families are asked to refer to the school website for its most current edition. (revised 8/2/2017)