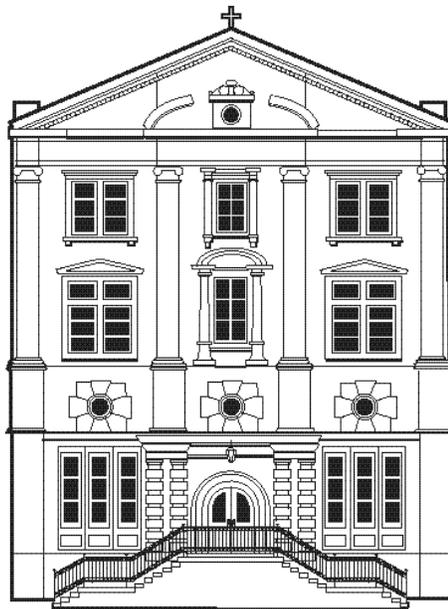


# St. Francis de Sales School Parent and Student Handbook 2018 - 2019

917 S. 47<sup>th</sup> Street  
Philadelphia, PA 19143  
Telephone: 215 387-4354  
Fax: 215 387-6605  
[www.desaleschool.net](http://www.desaleschool.net)



**The purpose of this Handbook is to set forth guidelines for those who enroll their children at St. Francis de Sales School, and the children themselves. This is not a contract.**

*The changes to this year's Handbook are italicized.*

## WELCOME TO THE SCHOOL YEAR

Dear Parent/Guardian,

As we begin a new school year, it is good to reflect on the role of the School which you have chosen for your child's formal education.

St. Francis de Sales Catholic School is a "child-centered" and "family-sensitive" community of learning. Parents and teachers focus on children, for they are the bond that unites the adults.

Here at De Sales we believe:

that each child is unique and important.

that each child can and will learn and each requires differing amounts of time and practice.

that the most successful children are those whose parents play an active role in their education.

that self-esteem is at the heart of successful, happy children.

We cannot promise you that we will be easy on your children. We want the best for them and expect the best from them. We do promise to support parents in their role as primary educators, and we ask parents to support our role as educators in the classroom. This handbook is an attempt to keep the lines of communication open between the home and the school, and to answer some practical questions you may have about our school. **Please review this handbook with your child.** .

May the Lord bless you and your family during this new school year!

The Faculty of St. Francis de Sales School

**SCHOOL TELEPHONE:** (215) 387-1749

**FAX:** (215) 387-6605

**WEBSITE:** [www.desalesschool.net](http://www.desalesschool.net)

### MISSION

At St. Francis de Sales School, our mission is to spread the Good News of Jesus Christ, while recognizing His Presence in every child, parent, and teacher. Our school is a united, multi-cultural learning community. Here, we foster academic excellence, expect and practice high standards of conduct, ensure the safety of each child, and work with parents as partners of education. St. Francis de Sales School motivates students to be stewards of peace in their community and moral leaders of tomorrow.

## **TABLE OF CONTENTS**

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Absences .....	6
Academic Probation.....	6
Accident Procedure.....	7
Arrival.....	7
Attendance at After School Programs.....	7
Breakfast .....	7
Bullying and Cyber-Bullying Policy.....	7
Chaperones and Volunteers.....	8
Child Custody Issues.....	9
Communications .....	9
Concussions .....	9
Crisis Plan.....	9
Student Discipline.....	10
Expectations.....	10
Disciplinary Procedures .....	11
Drop Off and Pick Up.....	11
Dismissal.....	11
Electronic and Mobile Devices, Cellphones & Other Electronic Devices (ED) ...	12
Elevator Use By Student.....	12
Emergency School Closing.....	12
Emergency Messages for Students .....	13
Field Trips.....	13
Health Information.....	13
HIV/AIDS and Contagious Diseases.....	14
Home and School Association.....	14
Homework Policy.....	14
Honors.....	15
Inappropriate Behavior/Harassment/Violence.....	15
Lateness.....	16
Lunch.....	16
Medications.....	16
Non-Promotion.....	16
Parent Cooperation.....	16
Party Policy.....	17
Religious Goals.....	18
Safe Food Policy.....	18
School Property and Searches.....	18
Scholastic Standards .....	19
Sports Participation.....	19
Student Information System/Online Gradebook.....	19
Textbooks.....	19
Transportation.....	19

Tuition and Fees.....	20
Uniforms and Appearance .....	20
Visitors.....	21
Right to Amend.....	22
Acceptable Use Policy for Technology .....	23
Email Acceptable Use Guidelines .....	26
Handbook Signature Page.....	28
Memorandum of Understanding.....	29

## **ABSENCES**

Consistent attendance is very important for each student's academic progress in school. Absence from school should occur only for illness or serious reasons. When it is necessary for a student to be absent from school, please telephone school between 7:45 a.m. and 8:30 a.m. to report the absence, at 215 387-1749. **Children must be present at least 3 1/2 hours in school, or they will be marked absent.**

On the day the student returns to school, a note is required for the homeroom teacher. In cases of frequent or prolonged absences (three or more consecutive days), a doctor's certificate is required. If you know in advance that a child will be absent, please send a note prior to the anticipated absence.

### **Special Types of Absences/Lateness**

Students preparing for the sacrament of Confirmation will be excused for retreats related to the sacrament.

Students will be excused from school to attend a family funeral.

Grade 8 students will be excused for one (1) visit to high schools. No high school visiting days will be afforded to students who are not in grade 8.

It is suggested that students make medical appointments/treatments during non-school hours. If this cannot be done, the student must submit a note from the physician stating the date and time of the treatment, upon arrival at school. If a note from the physician does not accompany the student, he or she will be marked late or absent.

### **Perfect Attendance Awards**

Students must be in school every day to be eligible for perfect attendance. The only exceptions for absences would be if a student was attending a family funeral, a Confirmation-related retreat, visiting a high school (only grade 8 and three (3) excused visits only), an approved absence due to medical condition, or attended an off-campus school-sanctioned event. **Any student who misses three and a half (3 1/2) hours or more of any school day, for reasons unrelated to school (i.e., medical appointment/treatment, early dismissal, etc.) and/or has more than 10 excused tardiness will not be eligible for a Perfect Attendance Award.**

## **ACADEMIC PROBATION**

Students, who are not progressing successfully in their studies, those whose grades are 75 and below, may be suspended from sports and other extracurricular activities until consistent, academic improvement is made. The teacher, in whose class the student is showing insufficient academic progress, will meet with the parent and student to outline a plan for improvement. If no improvement is made over the course of a designated period of time (discussed at the meeting), a decision may be made to suspend the student's activities by the Principal/Vice Principal. Parents and appropriate teachers/coaches will be notified. The suspension of activities and their reinstatement is decided upon by the Principal.

## **ACCIDENT PROCEDURE**

If a pupil is injured in an accident, the school nurse or other designated school employee will administer first aid. First aid is interpreted as being the immediate and temporary care given to a pupil who has been injured or has suddenly taken ill.

Parents or guardians will be notified and informed, via note or phone call, or by the school nurse or personnel. If the injured child needs transportation by ambulance or other emergency vehicle, parents/guardians will be notified immediately.

Universal precautions will be taken when dealing with any accidents involving blood or bodily fluids.

The teacher or staff member present and responsible for the child at the time of the accident will complete a report immediately following the accident. The report will be forwarded to the school nurse. The report will be filed in the student's folder in the nurse's office. A copy of the accident report will be given to the principal. A staff member will follow up with a phone call to the family.

## **ARRIVAL**

**Teachers will take attendance at 7:55 a.m.** A child not in his or her classroom at their assigned seat at that time will be marked late. Any student that arrives after 7:55 a.m. must report to the Front Office to be signed in and receive a Late Slip.

## **ATTENDANCE AT AFTER SCHOOL PROGRAMS**

If students are absent from school for any reason (sickness, suspension *etc.*), they are not permitted to participate in any after-school programs including (but not limited to) the POP Program, Sports and Homework Clubs, *etc.*. **At no time are students permitted to leave the school premises during these after-school activities.**

Payment for all Clubs is in the beginning of the month. **PAYMENT FOR CLUBS MUST BE THE FIRST SCHOOL DAY OF THE MONTH.** If a child is not paid up to date in an after School Club, at any time they will be asked not to return to the Club until the bill is up to date.

If a student has any outstanding Club fee from a previous year, they will not be permitted to partake in any Clubs until all outstanding fees are paid to in full.

## **BREAKFAST**

Beginning at 7:30 a.m., a cold breakfast will be available for students in Grades 2 through 8 through the Auditorium and the child should report to their respective classrooms. Also at 7:30 a.m., a cold breakfast is available for students in Kindergarten and Grade 1 in the Little School. There is no cost to the student for breakfast as the Breakfast Program is provided by Nutritional Development Services of the Archdiocese of Philadelphia.

## **BULLYING AND CYBER-BULLYING POLICY**

A safe, secure and respectful educational environment is necessary for students to learn and achieve high academic standards and build appropriate relationships with others. As a

Catholic school, St. Francis de Sales School strives to maintain an educational environment in which bullying and cyber-bullying in any form are not tolerated.

All forms of bullying and cyber-bullying by students are prohibited. Anyone who engages in bullying or cyber-bullying shall be subject to appropriate discipline.

**Bullying** shall mean an intentional electronic, written, verbal or physical conduct directed at another member of the school community that:

1. Occurs in a school setting;
2. Results in physical, emotional or mental harm; and
3. Substantially interferes with a student's education, or
4. Creates a threatening environment, or
5. Substantially disrupts the orderly operation of the school.

School setting shall mean in school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

**Cyber-bullying** includes, but is not limited to, the following misuses of technology: harassing, taunting, intimidating, threatening or terrorizing another member of the school community by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings, including social networking sites. All forms of cyber-bullying are unacceptable and to the extent that such actions are disruptive to the educational process, offenders shall be subject to appropriate discipline, including the possibility of expulsion and the reporting to the authorities.

Complaints of bullying or cyber-bullying shall be investigated promptly. Neither reprisals nor retaliation as a result of the submission of a complaint will be tolerated.

A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with the discipline code, which may include suspension or expulsion.

This policy also applies to off-campus bullying and cyber-bullying directed at another member of the school community, if that behavior substantially interferes with a student's education, or causes a substantial disruption of the orderly operation of the school, or brings discredit or dishonor to the school.

## **CHAPERONES AND VOLUNTEERS**

The Archdiocese and the law of the Commonwealth require that all Chaperones and Volunteers have all of the following:

- a) Federal Fingerprint Background Check if not a Pennsylvania resident for 10 continuous years or a Disclosure Statement Application for Volunteers if a Pennsylvania resident for 10 continuous years.
- b) Pennsylvania State Police Criminal Background Check, and
- c) Pennsylvania Child Abuse History Clearance.

Any chaperone or volunteer who has regular contact with children must complete the following training:

- a) Safe Environment Part I: Protecting God's Children and

b) Safe Environment Part II: Mandatory Reporting of Suspected Child Abuse.

Those who do not comply will not be permitted to chaperone or volunteer. This is the law of the Commonwealth of Pennsylvania.

The School encourages Parents/Guardians to start this process early in the School year if they intend to be a chaperone or volunteer. Obtaining the required Checks and Clearances takes time but is free. Do not wait until your child's trip to start the process. The School will assist Parents/Guardians in obtaining the necessary material.

Please see [www.chilyouthprotection.org](http://www.chilyouthprotection.org)

### **CHILD CUSTODY ISSUES**

It is the responsibility of a biological or adoptive parent or guardian to provide to the School the current and most up-to-date Custodial Agreement or Court Order. These Agreements are on file at the Front Desk and Principal's Offices. Any specific details regarding communication, transportation, after school programs or other issues will be communicated to the appropriate staff to ensure the safety of the student.

### **COMMUNICATIONS**

The School sends frequent communications to our families on a periodic basis. The School prefers that families receive communications sent via electronic mail because of the efficiency and reliability. Also, most communications will be on-line. [www.desaleschool.net](http://www.desaleschool.net)

### **CONCUSSIONS**

Concussions are both a medical and educational issue. After sustaining a concussion, and before the student returns to school, the school nurse should receive a letter from the physician. The letter should describe the student's injury and the specific and necessary modifications to the student's school day. Additional physician recommendation/documentation must be provided as the student recovers, to continue, make changes to, or discontinue the academic plans that have been put in place. The school will make every effort to follow the accommodations as directed by the physician to help the student to recover and gradually return to a full course load. The school will make adjustments to the student's attendance as suggested by the physician recommendations. The initial focus should be return to school before return to sports, so students must be cleared by the physician and written orders provided to the school nurse before the student can return to gym, sports or activities.

### **CRISIS PLAN**

The safety of your children is our main priority. In the event of a crisis or emergency, parents/guardians play a very special role. If communication is operational, every effort will be made to contact each parent. To that end, parents will be notified by phone system, which will call all phone numbers (up to five) provided by you.

### **Evacuation of School Building (not the campus)**

It is the intent that if there is an evacuation of the building, the children will be placed in St. Francis de Sales Church.

### **Campus Evacuation**

It is the intent that if there is a campus evacuation, the children will proceed to Clark Park.

## **STUDENT DISCIPLINE**

The students at St. Francis de Sales School are taught in the spirit of St. Francis de Sales, based on the foundation of openness, trust, hospitality and outreach. Students are expected to practice and promote this spirit on a daily basis. Through self-discipline, a student refrains from behavior which would disrupt or hinder the learning atmosphere of the School.

Discipline is enforced in order to help the student change an unacceptable behavior to an acceptable one. Whenever possible, a restorative approach is used to address student discipline issues. A restorative approach is a philosophy that, when conflict occurs, an attempt is made for students to fully understand what their role was in the conflict and how their actions affected themselves and others.

Some restorative questions that are asked of students:

What happened?

What was your role in it?

What were you thinking at the time?

Who has been affected by what you have done? In what way have they been affected?

What do you think you need to do to make things right?

Possible **disciplinary consequences** for student misbehavior include, but are not limited to:

Loss of privileges (may result in loss of extracurricular activities)

Detentions

Community service to the school

Suspensions (in-school or out-of-school)

Expulsion

*The Principal/Vice Principal has the final determination of the appropriate discipline in a given situation.*

## **EXPECTATIONS**

While we allow each teacher and each class to develop a set of expectations for good behavior, the following expectations are examples for the entire School:

We expect students to be respectful, considerate and polite to all members of the school community, including their fellow students.

We expect students to be polite in the halls, all areas of the School both inside and outside, and the entire Premises. There should be no running, shouting, and/or rowdy behavior to disturb or distract others.

We expect students to respect the School building and all School property.

We expect students to arrive on time for classes.

We expect students to be prepared for each class with completed homework and all materials required by the teacher.

We expect students to be in proper uniform.

We expect students to remain in classrooms or supervised areas unless given permission by a faculty/staff member.

We expect students to follow all School yard and auditorium rules and to obey instructions of the adults in charge.

We expect students to refrain from chewing gum in school.

We expect students to keep cell phones off upon arrival to school until after dismissal including after School activities and to keep phones in backpacks during this time.

We expect students to follow the Acceptable Use Policy concerning technology and the internet.

We expect students to follow the following policies (Bullying and Cyber-bullying, Electronic Devices, School Telephones, and Inappropriate Behavior/Harassment/Violence) as outlined in the *Handbook* following the School Discipline section.

*The same expectations apply to Parents, Guardians, and families of the students. If these individuals do not meet the expectations of the Administration, the Administration may exercise whatever disciplinary measures it deems appropriate to resolve a given situation, including, but not limited to, loss of privileges, expulsion, etc.*

## **DISCIPLINARY PROCEDURES**

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Faculty and/or Administration is responsible for handling discipline. When there is an infraction of the School Rules, a detention may be given by Faculty and/or Administration. The child will be sent home with a Student Detention Slip with a date for the Tuesday Detention and the reason(s) for the detention. The Parent/Guardian should sign the Student Detention Slip and return it the School. Detentions are held on Tuesday from 2:30 pm to 3:30 pm. Your child should not be picked up early.

More serious infractions will be handled with a call/communication with the Parent/Guardian. If a Conference Report is prepared, the Parent/Guardian and student may be asked to sign the Conference Report.

If the behavior is serious and/or persists, there may need to be a face-to-face meeting with the Faculty member and Parent/Guardian. It is the determination of the School if the Principal and/or Vice Principal may be present at the meeting. It is also the determination of the School if the student will be present.

If the infraction was so grievous (as determined by the School), the child may serve an at-home suspension, in-school suspension, or be expelled. At all times, only the School Administration determines which discipline applies.

## **DROP OFF and PICK UP**

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It is requested that parents who drive children to School drop them off on the corner of Farragut & Springfield Avenue for the Big School and 47<sup>th</sup> & Springfield Avenue for the Little School and **drive away immediately**, instead of parking and waiting for the bell to ring. The

traffic congestion creates a dangerous situation for the children. **Older students could be dropped off and picked up a block from school.**

### **DISMISSAL**

Dismissal begins with prayer followed by instructions for dismissal lines at 2:35 p.m. (11:50 a.m. on early dismissal days).

#### **Early Dismissal**

A note stating the reason and time for the early dismissal is required when a student must be dismissed early from school. Teachers should send students who leave early to the Front Office. Early dismissal means leaving the school before 2:35 p.m.

### **ELECTRONIC and MOBILE DEVICES, CELLPHONES & OTHER ELECTRONIC DEVICES (ED)**

Students may not use, lend, display or borrow an ED in the School Building or on School property from 7:30 a.m. through 2:45 p.m. A student is permitted to have an ED turned off and in the bottom of his/her schoolbag during the times listed above.

EDs in desks, pockets or anywhere other than the bottom of a schoolbag will be taken from the student and may be picked up in the Front Office by the Parent/Guardian.

If a student uses, lends, or displays an ED during the hours above on in the School or campus, the student will be suspended from School.

The School is not responsible for lost, stolen or otherwise missing EDs.

### **ELEVATOR USE BY STUDENT**

If a student in Grades 2 through 8 suffers an injury which makes navigating the stairs difficult, they may use the school elevator until the injury is healed. The student will not be permitted to borrow an elevator key. Instead, if a floor needs to be unlocked, the child will seek assistance from Office Staff.

### **EMERGENCY SCHOOL CLOSING**

For the 2017-18 School Year, SFDS will participate in the emergency notification system via our Student Information System, *Option C*. **If we have your correct, up-to-date telephone numbers in the system, you will receive a telephone call and text message when there is an emergency school closing.** You can update your information in the system by logging in to your account on Option C.

Alternately: Listen to KYW-Radio 1060 for this message: "All Philadelphia Public and Archdiocesan Schools are closed." Do not call school, convent or rectory. Catholic schools in Philadelphia usually close with public schools. There is another St. Francis de Sales in *Delaware County*. Don't mistake it for our school. If children are already in school, St. Francis de Sales School will not close early, but will remain open until regular dismissal time. (We do not want to risk a child's safety by sending him/her to an empty home.) In bad weather, parents are welcome to pick up children early.

If we have your current e-mail address, you will be notified of any emergency closings via e-mail.

## **EMERGENCY MESSAGES FOR STUDENTS**

For an emergency message to reach a child before dismissal, please be sure to call the Front Office at the School before 2:15 PM. The message will be relayed to the student. The Parent/Guardian is not permitted to speak with the child during School hours.

The School telephone is for conducting School business only. It will not be used by the students for personal calls, unless there is an emergency. Parents may not be called to bring forgotten books, lunches, homework, gym uniforms, etc.

## **FIELD TRIPS**

Field trips are privileges accorded to students to which no student has an absolute right. Trips are at the discretion of each teacher. Students may be denied participation for failing to meet academic, behavioral, or school requirements. **All bills must be paid up-to-date at least one day in advance of the trip. Expenses for venues and transportation are paid in advance. Therefore, no refunds will be issued for field trips.** Payment on trip day will not qualify for attendance. A permission slip must be signed & returned before the student may participate. **Those not going on the trip must report to School and may not go to the trip site on their own.**

## **HEALTH INFORMATION**

Students are examined annually for vision/hearing and growth problems. The nurse notifies parents and assists in obtaining medical care for problems.

Children should not be sent to school when they are ill. We have no resources for health services in the absence of the school nurse. If a child becomes ill, parents are called to take the child home. **Release will only be to a parent/guardian.** We must have your latest telephone number and emergency number on file in case your child becomes ill or injured. Please notify us if either of these numbers changes.

Children needing glasses must wear them.

Pennsylvania State Law requires that students entering school for the first time, students in Grades K, 1, and 6 are required to have complete Physical Examinations and Immunization updates. Documentation of Physical Exams & Immunizations must be provided to the school. **(Students who are not completely immunized according to Archdiocesan Guidelines will be excluded from school.)**

Students with chronic medical problems, such as asthma for example, are to have a Health Status Update provided yearly.

Medication is NOT permitted to be held in School or carried by a student unless proper medical authorization is provided. Please consult with the School nurse if your child needs medication such as inhalers for asthma for emergency use. Authorized medications, such as inhalers for example, are kept in the office are to be claimed by the parent or authorized adult at the end of each School year. Medications that are not claimed will be discarded. Medications will NOT be held during the summer.

## **HIV/AIDS AND CONTAGIOUS DISEASES**

St. Francis de Sales School does not discriminate with regard to students infected with HIV. These students will be placed in classroom situations according to procedures operative for all students and are entitled to the same rights, privileges and services. Decisions concerning changes, if any, in the educational program of the student infected with HIV will be made on a case-by-case basis by the Principal in consultation with a review committee. These decisions, based on up-to-date scientific evidence, medical advice and legal consultation, will reflect the Christian perspective of respect for the individual.

Conscious of the sensitive nature of the disease, the identity of those students infected with HIV shall be held in confidence. Information will be provided on a need-to-know basis.

## **HOME & SCHOOL ASSOCIATION**

The Home and School Board meets monthly, with General Meetings two to three times a year. All parents are encouraged to join and to attend meetings.

## **HOMEWORK POLICY**

The commitment to the religious instructional and formational program of the school in no way minimizes the commitment of a Catholic School to provide a program of general academic excellence.

The students are challenged to perform to the best of their ability with "self-improvement" as one goal, and "sharing of talents" as another.

Written and study homework assignments are integral to a student's complete education. Teachers will design assignments to reinforce and enrich the lessons taught in the classroom.

Specific homework requirements for each grade/subject are to be communicated to students and parents at the beginning of the school year. Homework assignments are an extension and reinforcement of skills and activities completed during class time, and include independent reading and studying.

The following time frame should be used as a guideline for homework and study assignments.

Kindergarten—when assigned by teacher

Grade 1—30 minutes nightly

Grade 2—30 minutes nightly

Grade 3—1 hour nightly

Grade 4—1 hour nightly

Grade 5—1 ½ hours nightly

Grade 6—1 ½ hours nightly

Grade 7—2 hours nightly

Grade 8—2 hours nightly

Parents should contact the teacher if their child is struggling with homework time. Together, a plan/strategies, can be devised to help homework time to be positive and productive.

## **HONORS**

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### Distinguished Honors:

Each student must maintain a '92' or above in all subjects and a '3' and above in all other areas.

Primary Grades – Each student must have a 'VG' or above in each subject and above in all other areas.

### Academic Honors:

Each student must maintain an '88' or above in all subjects and a '3' and above in all other areas.

Primary Grades – Each student must have a 'VG' and 'G' or above in each subject and above in all other areas.

## **INAPPROPRIATE BEHAVIOR/HARASSMENT/VIOLENCE**

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Students and their families are expected to act in a manner in which their behavior will reflect favorably on themselves and the School, even when outside the campus. They are expected to show respect and consideration to other students, Faculty/Staff, Administration, and the School. Students must recognize their responsibility in acting in an appropriate manner.

**Inappropriate behavior** includes, but is not limited to, disrespectful behavior of any kind toward or about any faculty/staff, student, volunteer or parent, insubordination, fighting, cheating or plagiarism, stealing, use or possession of drugs or alcohol, smoking, triggering false alarms or bomb scares, possession of any weapons, and intimidation, harassment, or threats. **These categories do not cover every possible situation. The School will determine when behavior is inappropriate.**

**Harassment** of any type is not tolerated. The School may investigate any complaints of harassment. The School determines if such a case is present. Students involved in harassing behavior may face disciplinary actions under the discretion of the principal.

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest or online) may face disciplinary action.

Engagement in online blogs such as, but not limited to, Facebook, Instagram, Twitter, Snapchat, *etc.*, may result in disciplinary actions if the content of the student's blog includes defamatory, degrading, inappropriate, *etc.*, comments (determined by the Principal/Vice Principal) regarding the School, the faculty, or other students.

Sexual Harassment refers to any unwelcome sexual attention, sexual advances, or requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual Harassment is unacceptable conduct and will not be tolerated. Any student or Parent/Guardian who is determined to have violated this policy will be subject to appropriate disciplinary action under the discretion of the principal.

All threats of violence will be taken seriously. Depending on the nature of a threat, the civil authorities may be contacted. Teachers and staff members should report any student threats promptly to the Principal/Vice Principal.

A student who makes a threat may be suspended (and/or expelled) from School and required to receive counseling. Punishment is determined at the sole discretion of the School.

## **LATENESS**

Success in school is affected by a child being late. Please make sure your child is in School on time.

Any student not in their designated seat **after 7:55** a.m. will be marked late and must report to the Main Office to sign the attendance log and receive a Late Slip before going to his or her homeroom. An excused lateness would be any student arriving on a bus or van or inclement weather under the discretion of the principal or a medical appointment accompanied by a doctor's note.

Chronic unexcused lateness (10 plus) will result in a detention.

## **LUNCH**

A cold lunch will be available for all students. There is no cost to the student for lunch as it is provided by Nutritional Development Services of the Archdiocese of Philadelphia. If the child decides not to receive the free lunch, then the child must arrive with it at the start of the day.

In rare cases, a Parent/Guardian may drop off a lunch at the School in the morning. If such an occasion occurs, the child is only permitted a cold lunch in fairness to all the other students. Under no circumstances will 'fast food' be permitted at the School.

If there is an abuse of this policy, as determined by the School, the child will not be permitted to receive lunches at the School.

## **MEDICATIONS**

Medications will not be given in school without specific written orders from a physician and written consent from the parent or guardian. Completion of a medication form is required. Medications will be kept in a locked area with the child's name clearly marked. The school nurse or a member of the administration administers the medication, not the teacher. Students are permitted to carry their inhalers or Epi pens, if needed. This should be listed on the medication form.

## **NON-PROMOTION**

Insufficient advancement in either Math or Reading, or both, indicates the need to repeat in Grades 1-3. In Grades 4-8, lack of effort, failures in major subjects, or incompleteness of required class/homework may result in non-promotion. This is the decision of the teacher and the Principal. Excessive absence/lateness could result in non-promotion.

## **PARENT COOPERATION**

Parents are asked to work with the school in the following areas:

check homework

see that children follow dress code

refrain from intimidation, harassment or threats of any kind toward teachers, students or other parents (our Peace Room is always available for anyone to work out differences).

Respectful attitude of parents to teachers and teachers to parents is expected.

keep appointments on time or call to cancel  
 parents may not meet with teachers while teachers are responsible for supervision of children: *e.g.* during class time or while supervising the school yard or dismissal  
 avoid excessive absence/lateness of children

<b>Type of school time missed</b>	<b>Frequency</b>	<b>Possible Consequence</b>
Absent	10 or more	Automatic parent meeting with teacher and/or Principal
	20 or more	Report to legal authorities for truancy
Late arrival/early dismissal	10 or more	Automatic detention
	20 or more	Report to legal authorities for truancy

a note with reason is required for every absence. **If teachers do not receive a note with reason for absence, it must be coded on the official record as parental neglect.**

Absence and lateness are considered in awarding of tuition grants.

children dismissed early must have a note and be picked up from the Office by a responsible adult. Little School parents must first go to Main Office for permission to take a child out of the Little School.

if a child is absent for three consecutive days, you must send Dr. note the next day.

parents may not alter the School calendar for their convenience (vacation, other travel plans, etc.).

do not bring forgotten gym clothes, homework or books.

pick up children immediately after school. Parent will be charged a Child Care Fee if child is not picked up on time beginning at 2:45 on regular days and 12:15 on half-days: between 2:45 PM & 3:00 PM = \$5.00; between 3:00 PM & 3:15 PM = \$10.00; between 3:15 PM & 3:30 PM = \$15.00; \$5.00 for each additional 15 min.

parents will also be charged if a child is not picked up from an after School program.

attend required parent meetings in School.

*abide by all conduct standards in this Handbook.*

## **PARTY POLICY**

Classroom parties take time from classroom instruction. If a Parent/Guardian wishes to celebrate a child's birthday with the class, the following guidelines are to be followed:

A teacher's prior approval is required.

Bring enough treats and napkins for the whole class.

DRINKS ARE NOT PERMITTED. FROZEN TREATS, PIZZA or SHEET CAKES ARE NOT PERMITTED.

Treats should arrive in the morning by 11:00 AM so that they can be given out at lunchtime or at the teacher's discretion.

The teacher has the right to allow or prohibit treats at his/her discretion.

Invitations to celebrations outside of school cannot be delivered at School.

## **RELIGIOUS GOALS**

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St. Francis de Sales School stresses the three aspects of the mission of Jesus: Message, Worship and Service.

The religious goals are:

To proclaim the Good News of Jesus Christ and His saving Love.

To experience the richness of liturgical worship in the celebration of Mass and other devotions.

To realize that true Christian living is a call to serve our fellow human beings.

### **At Home**

We ask you to work with us to achieve these goals by:

Discussing the content of religion lessons with your child using the Family Sharing section of the Religion book.

Worshipping with your child at Church on Sunday, whatever your religion. Everyone is most welcome to attend Mass at St. Francis de Sales.

Reviewing the prayers your child says in school and praying at meals.

Providing opportunities for your child to be of service to others.

### **In School**

The Faculty works toward these goals by:

Teaching Religion lessons and praying daily.

Planning Liturgy with the children, and worshipping with them at Mass.

Providing the atmosphere for children to share their time and talents with others.

Teaching children to follow a Christian way of life both inside and outside of school.

## **SAFE FOOD POLICY**

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Snacks are not permitted.

If you are sending a treat into a classroom for each student, prior approval from the teacher must be obtained to send the treat and the particular treat permitted.

## **SCHOOL PROPERTY and SEARCHES**

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The entire buildings and grounds, desks and classroom cubbies, etc., and their contents are the property of the School. Accordingly, there is no expectation of privacy. St. Francis de Sales School reserves the right to search these areas when reasonable cause leads to suspicion that there is or was inappropriate behavior or there are items that may be injurious to the student or others. This right to search also extends to the student, his or her materials, and items in his or her possession.

Searches will be conducted by either (or both) the Principal or Vice Principal and another adult (Teacher) present, or when appropriate and/or necessary, by law enforcement.

### **SCHOLASTIC STANDARDS**

Report cards are issued in December, March and June. In Grades 4 - 8, 70 is a passing grade. Letter grades are used in the Primary Grades. (O= 97-100; VG= 91-96; G=84-90; S=77-83; I=72-76; U=71 and below).

Parent – Teacher Conferences are held in the first trimester. Parents may schedule conferences at other times by writing a note to the Teacher. Please allow a Teacher a reasonable time to schedule the meeting/call.

### **SPORTS PARTICIPATION**

The Faculty, Staff, and Coaches want your child to be able to get the best of academics and sports. In order to participate in any sport at the School, the child must maintain at least a 75 average and a '3' in Conduct.

### **STUDENT INFORMATION SYSTEM / ONLINE GRADEBOOK**

*OptionC* is our Student Information System and Online Gradebook. Parents may access OptionC to retrieve their children's grades and attendance records. Parents may access OptionC to receive communication from the school and from the teacher. Parents will be issued their own user names and passwords for the 2018-2019 school year. Please access this site often to keep up to date on communication from the school.

### **TEXTBOOKS**

All books must be covered and carried in a waterproof schoolbag large enough to enclose the contents when secured with a zipper or other closure. Students are responsible for their books. A replacement fee is charged for lost/destroyed books.

### **TRANSPORTATION**

Public school districts are required to provide transportation for non-public school students under Act 372. Not all districts provide transportation for younger children or early dismissals. Please check with your school district for this information.

**No student may ride a school bus if they are not registered with the school district. Children may not take a bus other than their own as most school districts do not allow unauthorized students to ride their buses, even with parental note.**

Parents need to inform the Teacher in writing, if they are changing the form of transportation their child is taking home from school. Teachers do not always check their emails during the day as they are instructing students.

If the primary mode of transportation changes during the year, parents must also contact the Front Office.

## **TUITION AND FEES**

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### **1. PAYMENTS**

Payments are made for 10 months – July through April. No child may begin school until July and August payments have been made. Final payment is due April 30. Students will be suspended for non-payment of tuition. If you are delinquent during the academic year, you may get a phone call to come and pick up your child or a notice will be sent home to leave the child home until you become current. Students will be dropped from the roll after 5 days of suspension for non-payment of tuition.

The School reserves the right to undertake any and all means necessary for the collection of tuition and fees, including, but not limited to, withholding Report Cards/Progress Reports, non-participation in School activities, suspension, expulsion, collection attorneys, *etc.*

A child will not be permitted to participate in any field trip or any extra-curricular activities if there is any outstanding balance owed to the School.

SmartTuition applies a \$25 Late Fee for each monthly payment that is nine (9) days late. The School does not have the capability to waive any Late Fee.

### **2. REGISTRATION and RE-REGISTRATION**

A student cannot re-register for the 2018-2019 school year until tuition and fees for the prior school year is paid in full. If tuition for the 2017-2018 school year is not paid in full by the last day of school, the student will not be accepted for the 2018-2019 school year. Likewise, a student cannot re-register for the 2019-2020 school year until tuition and fees for the current school year is paid in full.

### **3. REFUND POLICY**

*Registration fees are non-refundable.*

*Tuition refunds are available on a limited basis. July, August and September tuition payments are non-refundable. Thereafter, if a student transfers within the first week of the month, and if tuition has been paid, that payment will be refunded. Monthly tuition payments will not be refunded for students transferring after the 1st week of the month.*

## **POLICY ON BOUNCED CHECKS**

If a check bounces parents must pay the amount in cash plus the \$25.00 fee charged by our bank. Checks will no longer be accepted from that individual. Post-dated checks are not accepted.

## **UNIFORMS AND APPEARANCE**

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The Dress Code will be strictly enforced. Students will not be permitted to class if they fail to adhere to the proper dress code.

- Girls:                   Uniform Hairband only  
                              School Jumper  
                              Short or Long Sleeve Yellow Peter Pan Collar Shirt  
                              Red Crisscross Tie  
                              Navy Nylon or Orlon Knee Sock  
                              Navy Crew Neck or Cardigan with Logo  
                              Navy Cheer Shoes
- Boys:                    Navy Elastic Waist Twill or Pleated Twill Trousers  
                              Short or Long Sleeve Yellow Broadcloth Shirt  
                              Navy Ready Knot or Four in Hand Tie  
                              Navy or Black Socks  
                              Navy V-Neck or Cardigan Sweater with Logo  
                              Black Scholar or Eastland Shoe  
                              Black or Brown Reversible Leather Belt
- Gym:                    Light Blue Gym T-Shirt with Silk Screen Logo  
                              Navy Nylon Gym Shorts with Silk Screen Logo  
                              Navy Heavy Weight Sweatshirt with Silk Screen Logo  
                              Navy Heavy Weight Sweatpants with Silkscreen Logo

Regulation shoes are required and no exceptions will be made.

Hair must be properly groomed. No sparkled, dyed or unnatural hair coloring is permitted. No shaved or cut designs are allowed.

No tattoos are permitted, whether permanent or temporary (i.e., henna). No nail polish is permitted. No make-up is permitted.

A regular watch is permitted.

Only small post earrings are permitted.

## **VISITORS**

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No teacher may be seen for a conference during the school day or in the schoolyard. Please make an appointment to see the teacher.

***Little School:***

Lateness: If the teacher aide is not on the porch, bring the child to the Main Office via the elevator and someone will escort your child to the Little School. Please do not ring the doorbell of the Little School during class time. Every child who enters the classroom after the line is in the building will be marked late.

**Big School:**

A camera, doorbell/speaker and elevator are at the north side door (Baltimore Avenue side) for parents visiting the Main Office. A doorbell, camera and speaker are at the south side door (Church side) for students to enter the building.

**Parents should not visit their children during the school day except for an emergency, volunteer opportunity or with teacher approval.**

**RIGHT TO AMEND**

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St. Francis de Sales School reserves the right to amend school policies and procedures during the school year. Parents will be notified of changes in policies and procedures.

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

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*(from the Catholic Schools of the Archdiocese of Philadelphia)*

### **Purpose**

Technology is a valuable and real world educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response** to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

### **Scope of Use**

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

### **Goal**

The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning
- Encourage critical thinking, communication, collaboration and problem solving skills
- Facilitate evaluation and synthesis of information
- Encourage ethical practices and provide education for internet safety and digital citizenship
- Provide a variety of technology based tools and related technology skills

### **Responsibilities of User**

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the

responsibility for appropriate use. In The Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways.

We embrace the following conditions or facets of being a digital citizen.

**Respect One's self.** Users will select online names that are appropriate and will consider the information and images that are posted online.

**Respect Others.** Users will refrain from using technologies to bully, tease or harass other people

**Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.

**Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.

**Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

## **TECHNOLOGY USE GUIDELINES**

**Educational Purpose/ Appropriate Use:** School technology is to be used to enhance student learning. Students must not access social networking sites, unrelated videos, or gaming sites, **except for educational purposes** under teacher supervision.

**Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

**Communications:** Electronic and/or Digital communications with students should be conducted for **educationally appropriate purposes** and employ only **school** sanctioned means of communication. The **school-sanctioned** communications methods include:

Teacher school webpage, email, and/or phone number

Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

### **Examples of Unacceptable Uses**

**Users are not to:**

Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.

Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.

Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.

Create any site, post any photo, image or video of another except with express permission of that individual and the principal.

Attempt to circumvent system security.

Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

Violate license agreements, copy disks, CD-ROMs, or other protected media.

Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.

Breach confidentiality obligations of school or system employees

Harm the goodwill and reputation of the school or system in the community

Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

**Reporting:** Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

**Administrative Rights:** The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

### **Personal Use of Social Media**

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, Youtube and Myspace.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. 'Friending' of current students by teachers is forbidden on a **teacher's personal social networking site**.

Personal posts' must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

The School Handbook applies to all Social Media venues of students, Parents and/or Guardians.

### **Policy Violations**

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

Loss of use of the school network, computers and software, including Internet access.  
The student will be expected to complete work on a non-networked, stand-alone computer system.

Issuance of /detentions, suspension, or expulsion if applicable.

Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

## **ST. FRANCIS DE SALES SCHOOL STUDENT EMAIL ACCEPTABLE USE GUIDELINES**

### **Philosophy**

St. Francis de Sales School encourages the use of student email to support teaching and learning.

### **Acceptable and Unacceptable Uses**

Student email may be used for academic purposes only. Email may not be used for personal use, unlawful activities, false identification, cyberbullying, or interference with St. Francis de Sales School technology operations.

### **Access Restriction**

St. Francis de Sales School maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Principal and Director of Technology for further investigation.

### **Privacy**

The general right of privacy will be extended to the extent possible in the electronic environment. St. Francis de Sales School and all users should treat electronically stored information in individuals' files as confidential and private.

Users of student email are prohibited from accessing files and information other than their own.

St. Francis de Sales School reserves the right to access its system when there is reasonable suspicion that unacceptable use has occurred.

In the normal course of system administration, system administrator may have to examine activities, files, and email to gather sufficient information to diagnose and correct problems with system software or hardware.

Accepting the *2017-2018 Parent and Student Handbook* indicates permission to use Google Apps and acceptance of the guidelines.

## **WEB TOOLS**

Online communication is critical to our students' learning in the 21<sup>st</sup> century, and tools such as blogs, wikis, podcasts, and other web resources will be used in classes to offer authentic, real-world vehicles for student expression and collaboration. Accepting the school handbook

indicates your consent for the use of these tools. Expectations for the use of blogs, wikis, podcasts, and other web tools follow the school guidelines for Internet safety and digital citizenship.

**Web Tool Guidelines:**

Students using blogs, wikis, podcasts, and other web tools are expected to act safely by keeping ALL personal information - full name, address, birthday - out of their posts.

Students using such tools agree to not share their usernames or passwords with anyone besides their teachers and parents and agree to treat blogs and wikis as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog, wiki or other web tool.

Students participating in Skype and videoconferencing sessions are expected to treat the person with whom they are communicating with the same respect and attention that they would give a visiting speaker.

Students who do not abide by these terms and conditions may lose their opportunity to take part in the activity and/or be subject to consequences appropriate to misuse.

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I have read the 2018-2019 *St. Francis de Sales School Parent and Student Handbook*, the - Student Internet Access Contract, and Google Apps/Email Acceptable Use/Web Tools Policies, and I agree to follow all school policies and procedures as stated.

\_\_\_\_\_  
Last Name (Please print.)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Homeroom

Each child needs to present this executed form to the Homeroom Teacher.

Please print out and return the signed form to Homeroom Teacher,  
Front Desk, by Friday, September 21, 2018.

If not received by that date, it is presumed both Parent/Guardian and student(s) have read, understood and have **no exception to the *Handbook***.



**ST. FRANCIS DE SALES SCHOOL**  
**917 S. 47<sup>th</sup> Street**  
**Philadelphia, PA 19143**  
**Phone: 215-387-1749    Fax: 215-387-6605**  
[www.desalesschool.net](http://www.desalesschool.net)

**MEMORANDUM OF UNDERSTANDING**

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to and education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. Attending a Catholic school is a privilege, not a right.
2. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
3. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
4. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
5. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school’s life and activity and that the school is able to function as a community of faith.
6. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date

Each child needs to present this executed form to the Homeroom Teacher by Monday, September 19, 2017. If not received by that date, it is presumed that the Parent/Guardian has read, understood and have no exception to the *Memorandum of Understanding*.