

St. Francis de Sales
Catholic School
Lebanon, Ohio

Parent and Student
Handbook
2016~2017

To Know

To Love

To Serve

REVISED AUGUST, 2016

STATEMENT OF MISSION

St. Francis de Sales Elementary School is a Roman Catholic school operated by St. Francis de Sales Parish in the Archdiocese of Cincinnati. The staff of St. Francis de Sales is committed to the spiritual, intellectual, physical, emotional and social growth of each student. St. Francis de Sales School strives for academic excellence in an environment permeated with Catholic values. The School endeavors to prepare each student to confidently meet the challenges of the future and to live out the Gospel message in service to the Church and the civic community.

STATEMENT OF BELIEFS

Working in partnership with the parish of St. Francis de Sales and the parents of our students, we, as a school, endeavor to bring about the spiritual, moral, and educational growth of the students. St. Francis de Sales School seeks to bring about a climate where all can experience Christ.

- We believe that all the parents are the primary educators of their children who entrust their children to us.
- We believe that the teaching of religion is of prime importance.
- We believe that each child is unique in the eyes of God.
- We believe that we are called to prepare students to be active contributing members of the Catholic Church and the world community.
- We believe in educating the whole child.
- We believe in encouraging, directing, and assisting children in the development of self-discipline and responsibility.
- We believe that students should be encouraged to use their talents and gifts for the benefit of all.

Faculty reviewed October, 2009

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August, 2016
Parents/Guardians,

THEME: To Know, To Love and To Serve

We at St. Francis de Sales School take the team approach to your child's educational experience. We invite you and your family to join us as active members of your child's growth in Christian values and academic progress. We are committed to fulfill the philosophy as stated herein. We feel that we are called to prepare students for their future spiritual and intellectual life as members of society. To that end, we are facilitators of growth, responsibility, and knowledge at each stage of their development.

The policies, guidelines, and regulations herein contained supersede all previous handbooks and are a means of helping us attain the goals you have helped us set for your children.

Parents/ Guardians please sign this page as a pledge of your willingness to be co-educators of your children at St. Francis de Sales School.

Students, please sign this page as a pledge of your willingness to be the best student you are capable of being this year.

Sincerely,

The Faculty and Staff of St. Francis de Sales

Signature of parents/guardians and students are required as an indication of having read the handbook, user Technology agreement and acceptance of the policies.

We have read the handbook and agree to be governed by the rules and regulations contained herein.

Student Signature

Parent/Guardian Signature

Student Signature

Date

Student Signature

Student Signature

Student Signature

**THIS PAGE MUST BE SIGNED AND RETURNED TO SCHOOL
BY FRIDAY, AUGUST 29, 2016.**

**ST. FRANCIS DE SALES SCHOOL
20 W. DESALES AVENUE
LEBANON, OHIO 45036
513-932-6501**

**Website -- stfrancisdesales-lebanon.org
e-mail – schooloffice@stfrancisdesales-lebanon.org**

Pastor	- Rev. Bernard Weldishofer
Parochial Vicar	- Rev. Eric Wood
Principal	- Mr. Paul McLaughlin
Secretary	- Mrs. Judi Ketch
Grade 8	- Mrs. Lynn Colley and Mrs. Erin Hirko
Grade 7	- Mrs. Linda Kilker
Grade 6	- Mrs. Julie Leslie
Grade 5	- Miss Sarah Browning
Grade 4	- Mrs. Mary Beth Simmons
Grade 3	- Mrs. Edwina Harvey
Grade 2	- Mrs. Julie McDaniel
Grade 1	- Mrs. Polly Cowan
Kindergarten	- Mrs. Sarah Markey
Librarian/Computer Instructor	- Mrs. Tina Ford
Teaching Asst.	- Mrs. Monica Boland
Music	- Mrs. Cassie Georgeff
Phys Ed	- Mrs. Janet Parish
Art	- Mrs. Jacqueline Rohner
Title I/Enrichment	- Mrs. Jeanne Borja
Speech/Language Therapist	- Mrs. Lauri Ollier
Band Instructor	- Mrs. Kimberly Denney
Maintenance	- Mr. Jim Kreitzer

PARENTAL RIGHTS AND RESPONSIBILITIES

PARENTS RIGHTS

1. To have children receive an academically sound education in a Catholic environment;
2. To talk with school personnel and to have requests for meetings answered in a timely manner;
3. To have parental concerns and grievances heard;
4. To have students supervised in a safe and appropriate manner;
5. To review records and respond;
6. To participate in the life of the school.

RESPONSIBILITIES

In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include the following:

1. To be a partner with the school in the education of your child;
2. To understand and support the religious nature of the school;
3. To read all communications from the school;
4. To know your child's teachers and to observe parent-teacher conference dates and any special requests for meetings;
5. To be involved as you can be in the life of the school and to volunteer assistance when possible;
6. To meet your financial obligations in a timely manner and to support the fund raising efforts of the school when possible;
7. A child who refuses a disciplinary action and is supported by the parent in their refusal may make an appeal to the principal. The child may be subject to expulsion. The decision of the Principal in all disciplinary situations are final.

PTO PARENT PARTNERSHIP

Mission: To share in the nurturing and assisting of a Catholic Education. This program shall have as its primary concern the well-being and spiritual growth of our children and staff at St. Francis de Sales Parish School.

Parents can volunteer in the following areas:

- | | | |
|----------------------------|------------------------|---------------------|
| - Art Enrichment Presenter | - Family Mentor | - Make a suggestion |
| - Book Fair | - Lunch/Recess Monitor | - Uniform Exchange |
| - Box Tops | - Market Day | - Talent Show |
| - COSI | - Power of the Pen | - Target Sales |
| - Veteran's Day | - Room Parent | - Teacher Lunch |
| - Everybody Counts | -Sports | -Library |

CATHOLIC SCHOOL PARENTS CODE OF CONDUCT

- Catholic school parents work towards the improvements of their child's Christian values and academic progress.
- Catholic school parents do not challenge the authority of a staff member or parent volunteer in public. Disagreements are handled in private.
- Catholic school parents accept discipline of their children by a staff member or parent volunteer that is administered under school guidelines. Parents and staff insist that children honor any discipline given.
- Catholic school parents understand that it is unacceptable for children to inflict verbal or physical violence on another person for any reason.
- Catholic school parents raise issues concerning staff and school policies to the appropriate staff. Parents realize that gossip about teachers, staff or students is unchristian behavior.
- Catholic school parents recognize parent volunteers as an extension of the staff and that those volunteers are empowered to identify discipline issues and raise them to the appropriate staff member for resolution.

PARENT CONFERENCES

Parent conferences are scheduled at the end of the first quarter. If a parent wishes a conference at any other time, they are requested to contact the teacher so this can be arranged.

CONFERENCES WITH PRINCIPAL

If a parent wishes to have a conference with the principal, please call or stop in the office to make an appointment.

ADDRESSING CONCERNS

Should a concern arise, please don't hesitate to call the teacher (932-6501) or contact them by e-mail. He or she will make every effort to contact you within 24 hours. If you feel the concern was not addressed satisfactorily or needs to be brought to the attention of the principal, please call the office.

In matters of curriculum or discipline that reflect a policy contrary to the Gospel values, parents may contact the Pastor.

Parents can refer to the Archdiocesan School Office (513-421-3131).

VISITS/TELEPHONE

All visitors must report to the office, sign in, and wear badges. Teachers and classes are not to be disturbed while in session. Teachers will not be called to the telephone from their classes during the school day. Parents should make an appointment to see a teacher before or after school.

Here are several ways to contact the teachers: contact them by E-mail, call the school between 8:30 and 3:30 to make an appointment to see the teachers, send a written request to the teacher, or indicate your request for a conference on the comment portion of the report card or assignment book.

If a parent wishes to deliver something a child has forgotten, please bring the item to the office.

GUIDELINES FOR DEALING WITH NON-CUSTODIAL PARENTS

The responsibility for each child rests with the court designated custodial parent. The school will make every effort to support that parent in carrying out this responsibility. The non-custodial parent also has some inherent rights in regard to the child unless there is a specific court order limiting those rights.

SUGGESTED PROCEDURES:

1. At the time of registration, or when there is evidence of a dissolution of marriage, the school will require the residential parent to produce any court document that puts limitations on the rights of the non-residential parent.
2. A copy of this document is kept in the student's file.

STUDENTS RESPONSIBILITIES

ATTENDANCE

Absence - In accordance with federal legislation regarding missing children, the school requires the parent/guardian to call school when their child/children is/are absent from school. The school will call the parent to confirm absence if the parent does not call the school.

When a student has been absent he/she must present a **written excuse** from parents or guardian even though the absence has been phoned in to the office. A note of admission from a physician is required after an absence of three days or more. All absences over 12 per year must have a doctor's note. If a student is to stay inside during lunch recess, a note from the parent or guardian is required.

Tardiness - A student is considered tardy for class if he/she arrives at the classroom **after the 8:45 bell**. If a student is tardy, the parent must report directly to the school office in order to give a reason for their tardiness. The office will then issue the student an admittance pass to class. An excused tardy is issued for a late bus, medical appointment, illness or a death in the student's family. More than five unexcused tardies will result in the student making up missed time at lunch or after school.

DAILY SCHEDULE

The school doors will open and supervision of students will begin at 8:30 a.m. Students are not to arrive before this time. Students who arrive before 8:30 will be enrolled in the Morning Care Program at the parent's expense. Students are to report directly to their classroom. School is scheduled to begin at 8:45 a.m. Monday through Friday. School dismissal is 3:30 for grades K through 8. Students should be promptly picked up at this time.

LUNCH

Hot lunches are prepared in the school cafeteria each day by cooks from Lebanon City Schools. A monthly menu is provided for students. The cost of a hot lunch is \$2.65 and includes milk. Cookies, snacks and ice cream treats are sold at an extra cost ranging from \$.50 to \$1.00. Milk is \$.60. No soft drinks are permitted. Fast food items are not permitted in the cafeteria during lunch times.

ONLINE LUNCH RULES

Payments can be made on line payments for school lunches by using the SPS EZ Pay link on our webpage.

DISCIPLINE

At the root of St. Francis de Sales' discipline policy is the conviction that parents have the right to establish rules of procedure for their children at home, and teachers and administrators stand in the place of parents at school. Teachers, administrators, and staff, therefore, have the right to establish rules of procedure for their classrooms and other areas of supervision, such as playground, cafeteria, etc. It is expected that children will follow these rules without argument. It is further expected that parents will support the teachers, administrators, and staff in this effort.

We are fortunate at St. Francis de Sales School that discipline has never been a major problem area for us. This is due in great part to a very effective staff receiving support and cooperation from the students' parents. However, we do find that minor behavior problems do take away from all of the students' learning time.

Every child has the right to feel comfortable coming to school and no other student should interfere with that comfort.

It is important that an environment be established in school wherein students and faculty can concentrate on the business of learning without unnecessary interference. It is our belief that limit-setting guidelines enable children to develop academically and socially. The faculty and administration strive to develop and maintain a system of discipline that is fair, consistent, respectful, and firm. The classroom teacher is the primary source of information for parents regarding student behavior. Parents are asked to support the teacher's efforts in dealing with behavior issues in the classroom. In cases of misbehavior, it is the faculty's intent to know each child well enough so that his or her behavior can be understood and appropriate intervention can be taken.

The goal of discipline is to develop individuals who are responsible for their own actions. Developing self-discipline takes work. A self-disciplined person values self and others and shows proper respect towards property and material goods.

In order to help the students of St. Francis de Sales School maintain appropriate behavior, a system of discipline is used. This system focuses on reinforcement of positive behavior but also addresses infractions of school rules based upon the seriousness of their nature. The school goal is to correct the student's behavior and to redirect the student's behavior in a more positive Christian fashion.

At the beginning of the school year, all classroom teachers will establish class regulations and procedures to ensure a Christian atmosphere of learning. Each teacher will explain a system of warnings and consequences for violations. The teacher's communication system with parents will also be explained.

In all matters of discipline, the principal's decision is final.

DETENTIONS

Detentions are one part of the discipline system at St. Francis de Sales School. Detention is a form of punishment for infractions or a series of infractions of school rules and/or policies. Detention is intended to be of a serious nature. Each detention

slip must be signed by the child's parents and returned to the classroom teacher the following school day. All detention time will be served the day and time assigned by the teacher. Students serving detention will be given a task to complete. Detention is not a study hall. It is the parents' responsibility to arrange transportation for the student. Teachers of the lower grades will proctor their own detention times. Teachers of grades 4-8 will proctor detention on a rotating basis. A student who chooses not to change his/her behavior will be given demerits.

Students who receive more than three detentions in any quarter may lose the privilege of being able to attend and participate in enrichment activities such as field trips and special activities. Excessive detentions (more than three per quarter) will prevent students from being on the Honor Roll.

DETENTIONS (minor infractions of school rules—these include but are not limited to)

1. Uncovered books/damaged books
2. Dress code violation
3. Gum chewing
4. Eating or drinking outside the cafeteria
5. Inappropriate playground behavior
6. Unacceptable cafeteria behavior
7. Creating a disturbance in the restroom
8. Unacceptable behaviors, disruption, or talking in hallways during change of class
9. Inappropriate behavior in church
10. Unacceptable classroom behavior that disrupts the learning process
11. Lack of responsibility in schoolwork and/or failure to follow classroom procedures
12. Failure to report to a scheduled detention
13. Minor disrespect to others
14. Minor altercations
15. Failure to complete homework in an acceptable manner
16. Unexcused tardiness (beyond 3 in a quarter)

DEMERITS (serious/chronic infractions of school rules) More than one demerit may be issued for serious offenses after consulting with the principal.

Demerits are the consequences of serious offenses or repeated offenses not corrected by detentions. A student who receives a demerit(s) during any one quarter may not earn honor roll status during that quarter. Students who receive a demerit may lose the privilege of being able to attend and participate in enrichment activities such as field trips and special activities. Students who receive a demerit will not be eligible for the Honor Roll.

Serious infraction includes but is not limited to:

1. Harassment—any form of harassment (or bullying) including physical, verbal, sexual, or racial
2. Disrespect shown to self and/or others; disrespect shown to teachers/staff, disrespect to church
3. Forgery or alteration of school-related documents

4. Cheating or copying or allowing another student to copy work including computer plagiarism. Zeros will be recorded for any grades involved
5. Profanity
6. Disrespect to or destruction of school or another's property
7. Fighting
8. Dishonesty
9. Serious infraction of school bus rules
10. Continued or repeated behavior that previously resulted in a detention, including missing homework
11. Failure to follow the Internet use agreement
12. Conduct, whether inside or outside of school, that is detrimental to the school and/or parish
13. Abusing (verbally and/or physically) a student or staff member. Physical or verbal threats are serious offenses and may result in suspension or expulsion from school.
14. Cell phone possession and/or use.

Demerit Based Suspension/Expulsion

1. Upon issuance of the third demerit, the student will be suspended (in-school or out-of-school) for a period of one day. Zeros will be recorded for all work.
2. Upon issuance of the fourth demerit, the student will be suspended (in-school or out-of-school) for a period of two days. Zeros will be recorded for all work.
3. Upon issuance of the fifth demerit, the school administration and faculty will meet to determine student status. They will either recommend a mandated behavioral modification plan, alternative education plan, or expulsion. The principal will make the final decision.

Immediate Suspension with the Possibility of Expulsion

1. Selling, providing, or possessing drugs and/or alcoholic beverages on school premises or at school-sponsored events
2. Misuse of the fire equipment (extinguishers) and/or setting false alarms
3. Carrying and/or using fire hazardous or explosive devices; carrying and/or using weapons and/or simulated weapons
4. Exhibiting any behavior deemed to be of a threatening or violent nature that has the potential for physical violence or mental torment
5. Vandalism to and/or stealing of school or personal property (plus full payment of damages)
6. Smoking and/or possession of smoking materials, tobacco materials, or dip
7. Intentional physical assault or injury to another person
8. Possession or distribution of pornographic or libelous materials and/or use of indecent or obscene language or gestures
9. Truancy, skipping classes, or leaving school without permission from the office
10. Involvement with gangs and/or the wearing/writing of gang related insignias and clothes
11. Involvement in any crime—on parish premises or during a parish activity (in violation of the Ohio Criminal Code, Ohio Traffic Code of the Ohio Juvenile Code) repeated violations will be addressed by the classroom teacher/principal and the parents will be notified.

The administration of St. Francis de Sales School reserves the right to levy disciplinary measures on any offense or misconduct of an over-all school nature even though not mentioned specifically in the above rules and regulations. In all matters regarding discipline, the decision of the principal is final. A child who refuses a disciplinary action and is supported by the parent(s) in their refusal may be subject to suspension or expulsion.

The St. Francis de Sales Boosters Association supports the goal and procedures of the school's discipline program. Students suspended or expelled may not participate in any parish organized sports program.

COURTESY CODE

The purpose of this code is to ensure a school climate in which students and faculty can live and work effectively and treat each other in a Christian manner.

1. The student will participate appropriately at all religious services, school assemblies and during daily prayer times.
2. The student will show respect for all people by the way she/he speaks and acts. She/he will never tease, ridicule, make fun of, or put down another person.
3. She/he will show respect for others by waiting quietly until their conversations have been completed before speaking. She/he will also be careful not to walk between two people who are talking.
4. She/he will use polite language at all times and make such words as "please", "thank you", and "excuse me" a part of their daily vocabulary.
5. She/he will keep the volume of their voice under control and at an appropriate level.
6. She/he will show respect for adults by the way they greet them and respond to them. She/he will maintain eye contact when speaking to others and listening to them.
7. She/he will always walk in a quiet and orderly manner in the school building.
8. She/he will show respect for all school property by conserving supplies and taking care that our school's facilities are kept in order. She/he will also respect the personal property of others just as they expect others to respect their personal property.
9. She/he will be sensitive to other people's feelings. She/he will not exclude other students from playing games on the playground or sitting next to them in the cafeteria, at assemblies, or in class.

10. She/he will calmly remain seated and finish their lunch in the cafeteria, avoiding wasting any food. She/he will clean up around their table before leaving.
11. She/he will properly use the bathroom facilities and will help protect their health and the health of others by remembering to wash their hands.

STUDENT CODE OF CONDUCT

A violation of the following school rules may result in disciplinary action including demerits, detention, suspension, and/or expulsion.

1. **Disruption of School** - A student may not disrupt or obstruct the mission of the school. Any disruption to the learning environment of others is prohibited.
2. **Damage, Destruction, or Theft of School and Private Property** - A student may not cause or attempt to cause damage to public or private property, including that of either students, teachers, administrators, or other school employees. Students who deface or damage such property must pay full restitution. Parents will be responsible for all costs incurred, such as for replacements, repairs, and/or labor. Also, a student may not steal or attempt to steal school property or the private property of another.
3. **Physical and Verbal Assaults** - A student may not inflict injury, cause another to inflict injury or behave in any way which could cause physical injury to another student, teacher, other school personnel, or other persons. A student may not use words, phrases, or gestures, which are vulgar, obscene, or degrading in nature.
4. **Weapons and Dangerous Instruments** - A student may not possess, handle, or transmit any objects that can reasonably be considered a weapon. Other dangerous objects of no reasonable use to the student at school are prohibited.
5. **Possession and Use of Tobacco, Narcotics, Alcoholic Beverages, Drugs and Counterfeit or Look-Alike Drugs** - A student may not possess or use tobacco, narcotics, alcoholic beverages, drugs, counterfeit or look-alike drugs anywhere on school grounds or while attending school related functions. In addition, a student may not possess, use, receive, buy, transmit, sell, or be under the influence of any of the above stated substances, drugs, beverages, intoxicants, inhalants of any kind. Drug paraphernalia may not be worn, carried or brought to school or school events.
6. **Acts of Immorality** - A student may not perform acts of immoral nature while on school property. Possession or distribution of pornographic matter or material is prohibited.
7. **Truancy, Excessive Absenteeism, and Tardiness** - A student may not be truant from school. Students are to be in school regularly unless ill or excused by the appropriate school official. Students are expected to be to school on time. Excessive tardiness is prohibited. More than five unexcused tardies will

result in the student making up the time at lunch or after school. All absences over twelve must have a doctor's note.

8. **Cheating and Forgery** - A student may not cheat or give an appearance of cheating or cause another to cheat in school. Students may not forge another person's signature nor commit plagiarism.
9. **Uniform Code** - All students must adhere to the St. Francis de Sales uniform policy at all times.
10. **Homework policy** - All students are expected to complete and turn in homework assignments on time. All students must adhere to homework policies of their designated teachers.
11. **General School Regulations and Teacher Classroom Rules** - All students are required to adhere to general school rules and individual classroom teacher rules and regulations. General rules include cafeteria, playground and field trip regulations.
12. **Other Miscellaneous Offenses** - Other behavior deemed inappropriate by the principal or his/her designee.

TRANSPORTATION BUS RULES:

1. Students will follow directions of the driver the first time.
2. Students will stay in their seats, with feet on the floor, and face the front of the bus.
3. Students are not to push, shove or fight at any time.
4. Students are to keep all body parts inside of the bus.
5. Students are not permitted to have any items including books and bags in the aisle.
6. Students are not permitted to throw anything from the bus windows.
7. Students should keep voices at an appropriate level.

CAFETERIA RULES:

1. Students should walk in the cafeteria and keep their hands and feet to themselves.
2. Students should remain seated and use inside voices while they are eating and remember to keep the volume of their voices under control.
3. Students should bring their coats to the cafeteria on inclement days.
4. Students should cleanup the area around their table before leaving the cafeteria.
5. The adult on duty will dismiss the tables.
6. Students should walk as they leave the building once they are dismissed.
7. Students should never take food from the cafeteria.
8. Students are not to save seats for another student.
9. Students will be permitted to buy snack items and seconds after they have finished eating their regular meal.
10. Parents are not permitted to bring fast food items into the cafeteria for lunch.

PLAYGROUND RULES:

- 1 Students are permitted to play in their assigned area of the blacktop and in the gravel area containing the playground equipment.
- 2 Gravel is not to be picked up or thrown.
- 3 Students will be permitted to use the field only when approved by the teacher on duty.
- 4 Students are to ask permission to get a ball from outside the playground area or the field.
- 5 Students are not permitted to leave the playground without permission from a teacher on duty.
- 6 Students are not permitted to play “rough” games that may cause injury or harm.
- 7 Students are not permitted to bring any food, candy, or gum from the cafeteria.
- 8 Students will line up promptly, silently and orderly when so directed.
- 9 Students are not permitted to enter the building without permission.

GENERAL SCHOOL RULES (includes but are not limited to the following):

- 1 Students may remain in the building after dismissal only under the direct supervision of a teacher or an adult moderator of an after school activity.
- 2 Students may not chew gum in the school building or on the school grounds.
- 3 Students may not enter the faculty room, maintenance room, or office areas without permission.
- 4 Students may not bring cell phones, MP3 players, electronically operated games, or toys to school.
- 5 Students may not run in the halls.
- 6 Students are to be quiet in the hallways and restrooms at all times.
- 7 Students must keep all books belonging to the school covered at all times.
- 8 Students are not permitted to leave school without written authorization from parent(s) or guardian(s).
- 9 Students must adhere to all cafeteria, playground and bus guidelines, which are listed elsewhere in this handbook. The student code of conduct as well as school rules and procedures may be modified during the school year by the school principal.

DEMERITS, DETENTION, SUSPENSION, AND EXPULSION PROCEDURE

Knowing that, at times, some students are uncooperative even with several interventions, St. Francis de Sales School will use written assignments, detentions, and, in serious situations, demerits to help the student modify their behaviors. Uncorrected discipline problems may result in suspension or expulsion. In all cases of discipline, the decision of the principal is final.

CARE OF BOOKS

All school textbooks are to be covered at all times. Covers are to be appropriate for our school environment and protect the book from accidental damage. The cost price must be paid for a book which is lost.

HOMEWORK

Homework is an important part of an academic program. Its educational value is in reinforcing skills and concepts taught during the school day. This is done through additional practice, fostering independence and a sense of responsibility in the student, and providing an opportunity for students and their parents to communicate regarding the material introduced in the classroom.

Suggested average time for nightly homework:

- Gr. 1-3 about 20-30 minutes
- Gr. 4-6 about 45-60 minutes
- Gr. 7-8 about 90-120 minutes

The times listed are average nightly study amounts for the average student. Occasionally, students will have more work on some nights than others. Please consult with the teacher if you observe, over an extended period of time, that your child is spending an excessive amount of time on homework.

It is important for the student to develop good study habits. We recommend that each student have a suitable environment and specific time set aside for the completion of homework assignments. The student is responsible for writing down his/her assignments, completing his/her homework and turning it in on time.

DRESS CODE

DRESS CODE: Revised August 3, 2012

St. Francis de Sales School enforces a dress code for both girls and boys in order that all of our students come appropriately attired for school. Students are expected to dress in a manner that indicates that they are engaged in a serious business— education. It is our desire that the dress code be focused on uniformity and also be cost effective for the parents. No student is to have tattoos, body piercings, or similar ornaments at school.

The dress code for ALL St. Francis de Sales students for the 2015 – 2016 School Year is as follows:

GIRLS: K to 3

SHIRTS: white knit polo with 2 or 3 buttons, long or short sleeve, no emblems, with or without school logo, any supplier; Navy Blue polo, long or short sleeve, must have school logo. Buttons must be the color of the shirt. Plain white t-shirt or undershirt may be worn under the uniform polo.

SWEATER: (Optional) Navy uniform style long sleeve cardigan, crew or V neck pullover from any uniform supplier. Plain style only, no ruffles, cable, adornments, etc. No hoods or zippers. This must be worn with the uniform shirt.

NAVY PULLOVER: ¼ zip or full zip - must have St. Francis logo. Available from Educational Outfitters and other uniform suppliers.

PLAID JUMPER*: Plaid #57, style #194 (drop waist) available from Educational Outfitters and other suppliers.

SHORTS: Khaki (tan) in color, available from any uniform supplier, dressy style and fabric, e.g. polyester/cotton twill. Must be plain style. No cargos, rivets outside pockets or loops. Shorts must extend between 3 inches below the fingertips and the knee. Shorts may only be worn during the first and fourth quarters.

LEGGINGS: plain, white or navy (must cover complete leg) or tights may be worn with the jumper. Must be plain with no ruffles, adornments, etc. No sweatpants.

SLACKS: Khaki (tan) pants available from any uniform supplier. Must be straight leg uniform style, dressy style and fabric e.g. polyester, cotton, twill. No flare, boot cut, knit, cord, cargo, spandex or stretch styles. No “skinny” style. No rivets or outside pockets. A sample is available in office.

SOCKS: solid white, black, or tan- must be visible above shoes at all times.

***Modest length will be measured 3 inches below the fingertips. No skirt is to be rolled up.**

GIRLS 4 TO 8:

SHIRTS: white knit polo with 2 or 3 buttons, long or short sleeve, no emblems, with or without school logo, any supplier; Navy Blue polo, long or short sleeve, must have school logo. Buttons must be the color of the shirt. Plain white t-shirt or undershirt may be worn under the uniform polo.

SWEATER: (Optional) Navy uniform style long sleeve cardigan, crew or V neck pullover from any uniform supplier. Plain style only, no ruffles, cable, adornments, etc. No hoods or zippers. This must be worn with the uniform shirt.

NAVY PULLOVER: ¼ zip or full zip- must have St. Francis logo. Available from Educational Outfitters and other suppliers.

PLAID SKIRTS*: Kick pleat, plaid #57, style #134 available from Educational Outfitters and other suppliers.

SHORTS: Khaki (tan) in color, available from any uniform supplier, dressy style and fabric, e.g. polyester/cotton twill. Must be plain style. No cargos, rivets outside pockets or loops. Shorts must extend between 3 inches below the fingertips and the knee. Shorts may only be worn during the first and fourth quarters.

LEGGINGS: plain, white or navy (must cover complete leg) or tights may be worn with the skirt. Must be plain with no ruffles, adornments, etc. No sweatpants.

SLACKS: Khaki (tan) pants available from any uniform supplier. Must be straight leg uniform style, dressy style and fabric e.g. polyester, cotton, twill. No flared, boot cut, knit, cord, cargo, spandex or stretch styles. No “skinny” style. No rivets or outside pockets. A sample is available in the office.

SOCKS: solid white, black, or tan- must be visible above shoes at all times

***Modest length will be measured 3 inches below the fingertips. No skirt is to be rolled up.**

BOYS K TO 8:

SHIRTS: white knit polo with 2 or 3 buttons, long or short sleeve, no emblems, with

or without school logo, any supplier; Navy Blue polo, long or short sleeve, must have school logo; source: Educational Outfitters. Buttons must be the color of the shirt. Plain white t-shirt or undershirt may be worn under the uniform polo.

SWEATER: (Optional) Navy uniform style long sleeve cardigan, crew or V neck pullover from any uniform supplier. Plain style only, no ruffles, cable, adornments, etc. No hoods or zippers. This must be worn with the uniform shirt.

NAVY PULLOVER: ¼ zip or full zip- must have St. Francis logo. Available only from Educational Outfitters.

SHORTS: Khaki (tan) in color, available from any uniform supplier, dressy style and fabric, e.g. polyester/cotton/twill. Must be plain style. No cargos, rivets, outside pockets or loops. Shorts must extend between 3 inches below the fingertips and the knee. Shorts may only be worn during the first and fourth quarters.

SLACKS: Khaki (tan) pants available from any uniform supplier. Must be straight leg uniform style, dressy style and fabric e.g. polyester, cotton, twill. No flared, boot cut, knit, cord, cargo, spandex or stretch styles. No rivets or outside pockets. A sample is available in the office.

SOCKS: solid white, black, or tan- must be visible above shoes at all times.

ACCESSORIES: GIRLS ONLY

HEADBANDS/ HAIR ITEMS- must be plain, simple (not wider than ¾ inch) and match plaid or uniform colors. No beads or bead weaves

EARRINGS- may wear stud-style earrings that lay against the earlobe, one earring per ear.

ACCESSORIES: BOYS AND GIRLS: ALL GRADES

BELT: if worn, must be a brown dress belt

SHOES: dress shoes or gym shoes. Shoes must totally enclose the foot (no sandals, boots, clogs, or shoes with open toes or backs.

JEWELRY- students may wear one simple band type ring, a watch (narrow band), and/or a simple single strand necklace with the pendant smaller than one inch diameter. No ankle bracelets. Students who do not follow the necklace/jewelry guidelines will forfeit the opportunity to wear jewelry for the remainder of the school year. All jewelry must be in good taste as seen by the teacher or administration.

GENERAL GUIDELINES:

- All clothing is to be clean and in good condition- not worn, faded, torn, or frayed.
- Clothing must fit appropriately- not be form fitting, too tight or too loose.
- Pants must be long enough to cover the ankle, not drag on the floor when walking, and must be worn at the waist.
- Shirts must be tucked in at all times.
- Sweaters and fleece must be worn with the uniform shirt.

- Shoes must not mark the floor.
 - Socks are to be worn at all times.
 - No make-up, including lip gloss, mascara, face powder or foundation, eyeliner, or nail polish.
 - Hairstyles are to be neat and clean, and in no extreme style. Definition of “extreme” will be defined by the teacher/principal. Students are not permitted to dye or highlight their hair. Hair must be out of the sight lines.
 - No visible logos on any clothing except shoes. The St. Francis de Sales logo is required on the navy blue shirt and the pullover.
 - The school administration reserves the right to amend/clarify this policy as needed.
- Girl students are permitted to wear gym shorts or bicycle shorts under their skirts for modesty at any time.

JEANS DAYS (OUT-OF-UNIFORM EVENTS)

Periodically throughout the school year, jeans days will be announced. On these days, students will be permitted to wear jeans (no holes, rips, frays, no “skinny jeans”). Occasionally these events will have special circumstances attached and may not extend to the entire student population. Special guidelines for these days will be explained at that time.

ON NON-UNIFORM DAYS, STUDENTS MUST DRESS APPROPRIATELY FOR A DAY OF CLASS.

GYM DAYS

The school does not require a gym uniform at this time. Girl students are permitted to wear gym shorts or bicycle shorts under their skirts for modesty at any time.

PLEASE NOTE

Failure to follow the dress code will result in negative consequences for the student. These include calling parents to bring the proper uniform items to school, loss of recess time, extra written work, and afterschool detention.

A---Z

POLICIES AND PROCEDURES

ADMISSION POLICY

St. Francis de Sales School exists to serve the parishioners of St. Francis de Sales Parish. Our first priority is to serve as many parishioners as possible.

1. No student shall be excluded from St. Francis de Sales School, Lebanon, Ohio because of race, sex, color, religion, national origin or ancestry.
2. A student must be five years old by September 30th of the year of admittance to be admitted to kindergarten, except under the following condition:

Students who will not be five years old until after September 30th, but before January 1, are considered under-age kindergartners and will be evaluated according to state guidelines for underage kindergartners.
3. Admission shall not be based solely on ability, physical limitations or achievement. Those children with special educational needs will be evaluated on an individual basis based on the ability of the school to provide for those needs.
4. St. Francis de Sales School will not admit any student who is on suspension in another school or who has been expelled from another school.
5. St. Francis de Sales School will not admit students into the 8th grade unless they are moving into the area or until all records are checked and a final decision of acceptance is made.
6. All students are enrolled on a one year basis.

REGISTRATION

To accept students the school must have received registration forms and fees. Admission will then be determined by the following criteria.

Registrations will be taken beginning on February 15 for the following school year for those students currently enrolled and their siblings.

Registrations for any new Parishioner students will be accepted on March 1 for the following school year. Non-parishioner students will be accepted beginning on March 15.

POLICY FOR REGISTRATION ACCEPTANCE:

- A. If criteria are met, students currently enrolled in the school are guaranteed a space for the next school year.
- B. New student registrations will be accepted in this order:
 1. Siblings of students currently enrolled in the school
 2. Parishioners new to the school based on date joined the parish
 3. Members of contributing parishes new to the school

4. Non-parishioners

All children accepted into the school must provide records of immunization in accordance with established rules from the State of Ohio.

All new students are accepted with a probationary period of two quarters. Students who are not achieving satisfactory success by the school standard after two quarters will be released.

PLACEMENT

Students who register for any grade at St. Francis de Sales School will be placed in the grade recommended by the school from which the child is transferring.

AIDS POLICY

Each instance of AIDS involving (a student, an employee) shall be treated as a strictly confidential and individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well being, and individual privacy and needs. Information concerning HIV infected persons will be divulged strictly on a need-to-know basis.

COLLECTIONS IN SCHOOL

Any collections for any purpose are to be cleared through the principal first. Collection of money or sale of articles on school premises during school hours by students must first be approved by the principal. This would include but not be limited to:

1. Collection for a gift - student, teacher, etc.
2. Selling of candy, cookies for brothers, sisters, friends for other schools
3. Selling of articles such as candles, trinkets, etc.
4. Invitations to personal parties and events may not be sent through the school unless all students of the class are invited (all boys, all girls).

EMERGENCY CLOSINGS

In case of inclement weather, please listen to local TV and radio for the St. Francis de Sales School or the Lebanon City Schools announcement. We will follow the same plan. We will also send email notification by means of the ascend system.

If we must dismiss early on a school day, our goal is to get the children home safely. Our school website, local radio, and TV will be used to notify parents. School will follow the directions given by the parents on the Emergency Early Closing Form.

FIELD TRIPS AND ACTIVITIES

Field trips are a part of the school curriculum. Students are expected to participate. Since they occur off the school campus, parent permission is required. Field trips are a privilege, not a right, and can be forfeited by behavior. Students not going on the field trip will be assigned work to do at school.

Periodically activities that are part of the curriculum are held outside the school hours (8:45 - 3:30), e.g. Christmas program, field trips, retreats. Student attendance is **mandatory** at these activities. A parent note is required for students' absence. Students not attending for any reason will be required to do an alternative activity or assignment.

GOVERNMENT ELECTIONS

Students will limit their participation to educational activities and refrain from overt political campaigning. Permission for political activities will be given at the Principal's discretion.

MEDICATION

The school is not permitted to give medicine of any kind to the students without your written permission. If your child needs medication, please fill in the proper form from the school office or from the website. **ALL** medication is kept in the office for your child's safety and the safety of the other students. This includes over-the-counter medication. Over-the-counter medication and prescription drugs require a physician note. (refer to the medication form "Physician's/Parent's Request for the Administration of Medication", or Self Medication for Asthma Inhalers Authorization form on the webpage).

SCREENING PROCEDURES FOR VISION, HEARING AND SCOLIOSIS.

Each year all students in grades 2,4,6 and 8 will have their vision checked by the volunteer school nurse.

Each year all students in grades 1,3 5 and 7 will have their hearing checked by the speech and hearing therapist.

Each year all students in grades 6, 7 and 8 will be screened for scoliosis.

The results of all these screenings will be noted in the student's health file.

Each student new to the school will be screened by the speech and hearing therapist for possible placement in speech and/or hearing therapy.

PROMOTION/RETENTION/PLACEMENT POLICY

Students who have completed the course of study for a particular grade level and have exhibited an adequate grasp of basic skills and knowledge that gives reasonable assurance of success in the following grade level shall be promoted. The student will be promoted if he/she has successfully completed all the requirements for the present grade level, and passing grades have been obtained in all subjects. In Kindergarten, and in grades 1-3, passing grades are O's and S's and in grades 4-8, passing grades are A's, B's, C's, and D's.

A student will be "placed" to the next grade level if he/she fails one major subject. Major subjects include Religion, Reading, English, Math, Social Studies, and Science/Health. The placement means that the student will be moved to the next grade only on the condition that summer school tutoring has been successfully completed. Parents will receive written notification of the placement with the stipulation that twenty (20) hours of tutoring be conducted with a certified teacher. After the tutoring has been completed, documentation needs to be submitted to the school office.

Documentation of the placement status/completion of tutoring will be placed in the student's permanent file. Tutoring can be group or one-on-one instruction. If parents do not secure the summer tutoring for their child, the student will not be permitted to return to St. Francis de Sales School for the new school year.

A student in grades 4-8 will be retained if he/she fails two or more major subjects. Major subjects include Religion, Reading, English, Math, Social Studies, and Science/Health. Parents will receive written notification of the retention; the parent will meet with their child's teacher(s) and with the school principal to discuss the retention. If the parents disagree with the school's recommendation for retention, then the student will not be permitted to enroll at St. Francis de Sales School for the following school year.

In grades K-3, students must successfully complete requirements in Math, Reading, and Language Arts in order to be promoted to the next grade. Summer tutor will be recommended for students who do not successfully complete all other subjects.

Students who have not completed the course of study for a particular grade level and have not exhibited an adequate grasp of basic skills and knowledge and thus do not give reasonable assurance of success in the forth coming grade level shall be considered for retention at the present grade level.

The school reserves the sole right to promote or retain students at a particular grade level. All decisions on promotion, recommendation, placement, and retention will be handled on an individual student basis with the school principal making the final decision.

RELEASING STUDENTS FROM SCHOOL

If a child is to be released from school early, whether it be for medical, dental, or other reasons, a note signed by parent or guardian must be presented to the teacher indicating time of dismissal.

When a parent/guardian arrives at school to pick up a child for early dismissal, the parent should stop at the office. The office will call for the student. A student

will be dismissed from class only after the office has called for him/her. A sign out form must be completed before leaving the school grounds.

REPORT CARDS/INTERIM REPORTS

The report card is the most conventional means of informing the home of a student's progress. Report cards are issued four times a year. If there are any questions concerning the report cards, a conference can be arranged with the student's teacher/s, and may be requested on the report card. Report cards are not issued in the first quarter for Kindergarten and First grade.

Interim Reports will be available on line using the school's Gradebook Wizard program and the parent's personal access code.

GRADING SCALE

Kindergarten: The kindergarten report card focuses on developmental tasks since that is the purpose and function of kindergarten.

Primary students are basically learning to read, while those in grades 4 and up are reading to learn. This constitutes a major shift in instruction, and in the intellectual responses required of students. Grades used in the primary years to indicate the student's ability to master the learning-to-read skills mean something altogether different when reporting reading-to-learn skills. In order to eliminate some of this confusion, the report cards use two different systems of reporting progress in the primary grades and the intermediate/upper grades.

Grades 1 - 3:

- S+ - strong progress
- S - satisfactory
- N - needs time/experience/improvement
- U - unsatisfactory

Grades 4 - 8:

- A - 93-100%
- B - 85- 92%
- C - 77- 84%
- D - 70- 76%
- F - below 70%
- Conduct - G - Good (0-4 demerits)
- S - Satisfactory (5-9 demerits)
- N - Needs Improvement (10 or more demerits)

HONOR ROLLS

Students in grade 5 - 8 may earn honors based upon their report cards and behavior. Honors are awarded according to the following guidelines:

First Honors

93% - 100% average (A) in each of these areas: Religion, Science/Health, Social Studies, Math, Reading and English. A grade of C or higher in Art, Music, and Physical Education
All G or S grades in Effort and Conduct.
No checkmarks under personal development.
Less than three detentions
No demerits.

Second Honors

85% - 92% average or above (B) in these areas: Religion, Science/Health, Social Studies, Math, Reading and English. A grade of C or higher in Art, Music, and Physical Education
All G or S grades in Effort and Conduct.
No checkmarks under personal development.
Less than three detentions
No demerits.

TRANSPORTATION

Bus service is provided by Lebanon City Schools, Springboro Schools, Waynesville Schools, and Little Miami Schools.

For information regarding the buses, contact the following:

Lebanon transportation	934-5838
Springboro transportation	748-3960
Waynesville transportation	897-8511
Little Miami transportation	899-2941

The bus service or school reserves the right to discontinue bus service for a child who is disruptive on the bus. Children may only ride buses to the district in which they live. A waiver to do otherwise must be obtained from the non-residential district.

The school office must be notified if a child is not going to their regular after school destination (E.G. - friend's house, library, etc.).

A written note is necessary if your child is to ride home with someone other than their parent or guardian. One note at the beginning of the year with the names of persons having permission to pick up your child is sufficient. Phone calls received at dismissal time can no longer be accepted as a valid form of permission.

TUITION POLICY

St. Francis de Sales School has one tuition rate. Participating parishioners are offered a discount if they meet the participating parishioner requirements. The term “participating” refers not only to the school, but to the entire parish operation since the parish subsidizes the school and looks on the school as an integral part of the entire parish.

A **participating parishioner** meets the following guidelines established by Parish policy:

1. Participation in the faith life of the parish, especially coming together for Sunday Eucharist.
2. Supports the Parish financially on a regular basis through the use of the Sunday envelopes or online payments.
3. Participates in Parish and/or school related functions and programs, with a minimum of 20 volunteer hours per family required each year.
4. Is currently registered in the parish, and updates name, personal data as needed.

The volunteer hours apply to both school and parish activities. These hours are accumulated from July 1st throughout June 30 for the following school’s term and coincide with the school’s fiscal year. When registration takes place in February, each family will be asked to account for volunteer hours worked since the previous July 1st. In addition the families’ financial contribution to the Parish will be reviewed by the Pastor. If the above requirements are not met, the family will not be eligible for the discount.

DELINQUENT TUITION POLICY

The School’s Budget is based on the expectation that all registered families fulfill the obligation for tuition on a timely basis. Personnel and operating expenses continue through the year and tuition payments are needed to meet those expenses. Families with children enrolled in the St. Francis de Sales Parish School are expected to make all tuition payments on time and in full, based on their respective payment arrangements.

PROCEDURE:

1. All payments are made through an online payment system.
2. The Parish offers two payment methods for tuition: one payment due before school begins on July 15th OR 10 monthly payments from July 15th through April 15th
3. A letter explaining the two options will be sent in late June.

COLLECTION:

1. Bank account debits returned unpaid will be charged \$5 by the Parish for processing.
2. Bank account debits returned unpaid should be rescheduled within 5 days.

3. Appropriate collection activities will be undertaken by the Parish Office

RELEASE OF RECORDS:

Student records will not be released if tuition or any other fees are delinquent. Access to online student records will also be suspended until accounts are current.

TUITION ASSISTANCE POLICY

Children of participating parishioners should not be denied admission to St. Francis de Sales Parish School only for inability to pay tuition.

PROCEDURE:

1. St. Francis de Sales Parish uses FACTS to evaluate parishioner need for tuition assistance.
2. Parishioners requiring tuition assistance should complete the FACTS online application at <https://online.factsmgt.com/aid>. Our school id code is 16615.
3. Only one FACTS form needs to be completed by a family with students at St. Francis de Sales School and any of the Catholic high schools. The information is available to any schools.
4. Information sent to FACTS and the FACTS recommendation for assistance is confidential.

LIMITS:

1. Tuition assistance is provided on an annual basis. The family should re-apply in subsequent years if there is still a financial need.
2. Tuition assistance is limited to 75% of the applicable tuition.
3. If the family's financial situation changes during the year, the family should resume regular payments to free up funds for other tuition assistance.

We understand that parishioners, at times, may experience temporary financial difficulty due to unforeseen circumstances. As in the past, please contact either the Pastor or the Business Manager. We will work with you in meeting your financial obligations.

VACATION POLICY

Family vacations are discouraged when school is in session and absences due to vacations are considered unexcused. Unexcused absences can be detrimental to a child's educational progress and should be avoided. Parents assume responsibility for such absences. If a child is to be taken out of school for a vacation or any other unexcused absence, parents should notify the school in writing at least several days beforehand.

If parents decide to remove a student for an unexcused absence, they are advised that teachers will not be able to give work ahead of time. Any assignments missed, including tests, will be given to the student upon return.

Upon returning to school, the student must return all assignments within a reasonable time frame as established by the teacher (maximum 1 day per day of absence). If the student is missing assignments at the end of this period, no credit will be given.

If the student experiences problems in class with material that was covered during the student's absence, the teacher will notify the parents. It will be the parent's responsibility to make arrangements to provide the student with needed instruction. If the tutoring is done by the teacher, the parents will be charged at the standard tutorial rate. The fee must be paid prior to the tutoring.

With today's modern methods of communication, it is reasonable for the "homework buddy" to be able to supply each day's homework on a nightly basis to the vacationing student. Therefore the teacher may require missing work to be submitted the day of returning to class.

WITHDRAWAL

Parents who are withdrawing their child from St. Francis de Sales School must do so in writing and should sign a release of records form at the school to which they are transferring. You will receive an exit survey. Please complete and return it to the Pastor. The school to which the student is transferring should request the student's records via the mail. The student's records will be sent by mail to the school of transfer. No records will be transferred via parents/guardian. Report cards and records will be withheld for non-payment of tuition and fees. Any special arrangements necessary should be made with the principal.

THIS HANDBOOK MAY BE AMENDED BY THE PRINCIPAL AT ANY TIME AS NEEDED.