

St. Francis de Sales School



Parent Handbook

2016-2017

VISION

SOCIAL STUDIES: Each student will be an informed citizen able to contribute in a positive way to our democratic society. Each student will be a willing participant in the global community, fostering peace and justice.

RELIGION: A graduate of St. Francis will have an understanding and acceptance of Catholic doctrine and teaching which will enable them to exemplify Christ in their daily lives.

LANGUAGE ARTS: The graduate of St. Francis will possess the ability to communicate effectively through writing and speaking reflecting both logical and abstract thought.

MATH: The graduate of St. Francis will understand all facets of mathematics including mental computation and estimation. He/she will understand the relation of mathematics to everyday life situations requiring problem solving.

SCIENCE: By using the scientific principles developed, the graduate will be able to arrive at a better understanding of how God's world works. The student will have developed attitudes of curiosity, and wonder with phenomena in his/her natural environment.

READING: The St. Francis graduate will have a love of reading which will insure the solving of pragmatic problems of daily life, nurture the inquisitive mind, stimulate continuing intellectual development and promote a lifelong quest for knowledge.

PHILISOPHY

ROLE OF THE STUDENT: A student attending St. Francis de Sales is expected to exhibit Catholic/Christian values in all aspects of school life by being cooperative, courteous and respectful. He/she is further expected to give service to the school and the community outside of the school. Academically, each student is expected to attain the academic excellence commensurate with his/her ability.

ROLE OF TEACHER: Teachers provide a loving, caring community where cooperation is promoted. Teachers understand the needs of each student and promote each child's self-worth as an individual and as a Child of God.

ROLE OF PARENT: Parents are the primary educators of their children, and because of this, the school and parents work cooperatively to develop the full potential of each individual child.

ENVIRONMENT OF SCHOOL: The distinctive purpose of St. Francis is to create a Catholic Christian educational community where citizenship, culture and knowledge enlightened and enlivened by faith and Catholic Doctrine are shared among teachers, students and parents.

CURRICULUM: The Christ-centered curriculum of St. Francis provides a flexible, comprehensive, challenging program for grades PreK – 8th with rigor and discipline. Reading, language arts, mathematics, science, and social studies instruction are taught. Religious instruction and participation are emphasized on all grade levels not only as an academic subject, but as a foundation for daily living. Music, physical education, and art, and technology are taught to all grade levels. Spanish instruction starts in second grade.

OUR HISTORY

St. Francis de Sales School was founded by Rev. Joseph Firnbach in 1956. Over the years, St. Francis has kept pace with the growth in the community of Lake Zurich. In 1979 the kindergarten program was added. In 1988, a new church was built; and a new office, library, kindergarten room and teacher's aides rooms were added to the school facilities. In August 2007, a preschool program was added for three and four year old children. In August 2010, a PreK program was also added. Full day PreK, Preschool Three and Preschool Four programs were added in 2016.

In recent years, both the St. Francis School Board and the Parent Teacher Organization have received awards from the National Catholic Educational Association for significant contributions to Catholic Education. St. Francis de Sales has received certification for the period of 1997- 2015 from the Chicago Archdiocese Office of Catholic Education and the Illinois State Board of Education. The school was again reevaluated by the Archdiocese and the State of Illinois in 2006 and had received certification from both agencies. In 2007, St. Francis de Sales received the National Blue Ribbon Award from the United States Department of Education. In 2015, the school was certified through AdvancED. Expanding from a small country elementary school, St. Francis de Sales continues to meet the challenges of providing quality academic programs and extra-curricular programs to its student population of nearly 400 students.

OUR MISSION

As part of St. Francis de Sales parish, the School is committed to providing an environment that promotes academic excellence and a foundation of faith in which students, teachers, staff and parents live the message of Jesus Christ. We are committed to modeling and teaching Catholic Christian morals and values, while creating a caring, respectful environment that fosters a love for learning.

OUR GOALS

- To make Christ and His Church known to each student.
- To enable students to acquire basic skills and provide opportunities and experiences which contribute to their development.
- To help student develop the power to think constructively and reason independently.
- To help each student develop a healthy self-concept and respect for others.
- To help each child attain academic excellence equal to his or her ability.
- To provide students with opportunities to develop a sense of values and basic integrity.

To provide students educational experiences which emphasize the heritage, responsibilities and privileges of American citizenship.

RELIGIOUS AND SPIRITUAL FORMATION

The most important aspect of the education program at St. Francis is to assist the students in their growth as a Catholic Christian. This goal is our reason for existing. To enhance the spiritual growth of the child, St. Francis provides opportunities for prayer, reflection, service, and liturgy. Through planning and celebrating the liturgy, the students hopefully will grow to appreciate their faith and experience the joy of being a Catholic Christian. Parents are encouraged to participate in school liturgies, to unite with their child(ren) in the Eucharistic celebration, and to be an active part of building a **Faith Community**. The spiritual growth given at school merely builds upon that already received at home. Sunday Mass, in particular, does much to impress upon children an attitude of reverence for their religion. The ideal situation is for the family to celebrate the liturgy as a family unit, thus helping emphasize a oneness with God and each other.

The Parish staff directs the sacramental programs for Holy Eucharist, Reconciliation and Confirmation. They plan programs which call for parent participation and involvement. Each sacramental preparation begins with a parent meeting. Students in 2nd grade prepare for both Reconciliation and Holy Eucharist. Confirmation is received at the high school level and the preparation is overseen by the Youth Ministry Office.

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ADMISSIONS

Schools operated under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago, admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. St. Francis de Sales School does not discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school administered programs. The school follows guidelines under Title IX, VI, VII; the individuals with Disabilities Education Improvement Act (20 U.S.C. 1400 et seq.); the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.); the Illinois School Code (105 ILCS 5), and relevant case law including Plyler v. Doe, 457 U.S. 202, 102 S. Ct. 2382 (1982).

PARENTAL COOPERATION AND RESPECT

Parental cooperation with staff members are necessary to insure the highest possible educational attainment for each child. If parents do not cooperate or show respect for staff members, the child suffers. The school reserves the right to refuse registration from non-cooperative, disrespectful parent(s). Written notice will be given. In certain instances, a family may be asked to leave before the end of the school year.

AGE OF ADMISSION

A child entering three year old Preschool must be three (3) by September 1st and a child entering four year old Preschool must be four (4) by September 1st. A child entering Kindergarten must be five (5) years of age on or before September 1st of the current school year. A child entering first grade must be six (6) years of age on or before September 1st of the current school year. Children younger than this will only be accepted after all age appropriate students have been registered. Younger children will also have to undergo screening and/or proper recommendations in order to be considered. According to Archdiocesan mandate, no child under three (3) years old can be accepted.

NEW ADMISSIONS

In certain instances, a probationary period may be imposed to insure that the school can meet the needs of the child. This probationary period is enacted by the Principal. Testing may also be required in Language Arts, Math and Reading prior to the start of school for certain students.

STUDENT NEEDS

St. Francis de Sales School offers a comprehensive religious and academic program, but because of personnel limitations, certain student needs may not be able to be met. The school reserves the right not to accept or to keep a student whose needs exceed the capabilities of the school program.

NOTIFICATION

Parents will be notified through the school calendar and parish bulletin as to the dates of registration.

ACCEPTANCE

Priorities for acceptance are as follows:

1. Families with children presently attending St. Francis de Sales School.
2. Children of parishioners who have had children in St. Francis de Sales School.
3. Remaining parishioners' children will be accepted on the basis of length of time registered in the parish.
4. Parishioners' children not accepted would be placed on a waiting list. When an opening becomes available, parents on the list will be notified accordingly. They must accept the opening at that time or lose their place on the waiting list.
5. Remaining children will be accepted on a first come first serve basis after all other steps have been complied with.
6. Students not accepted will be placed on the waiting list.

In accordance with Archdiocesan Policy, school authorities are authorized to make discretionary exceptions to these priorities in favor of fostering values of social justice and personal spiritual development.

REQUIREMENTS FOR REGISTRATION OF NEW STUDENTS

After parents have been notified of acceptance, they will be required to complete the following:

1. Provide the school with a copy of the student's birth and Baptismal certificate where appropriate.
2. School Code of Illinois, Chapter 122, Section 27-8.1 requires medical, dental and vision examinations for students in Kindergarten and medical and dental for 6th grade and those students who have moved into Lake County from another state. Forms are available in the office, on Edline and on the website: www.stfrancislschool.com.
3. Medical examinations for three (3) and four (4) year old preschool students are required by the state prior to the start of school. Forms are available in the office.
4. Students entering 2nd grade must have completed dental examinations by the start of school.
5. Pay a non-refundable registration deposit per family. It will be applied as such to the tuition payment for the year.

REQUIREMENTS FOR RETURNING ST. FRANCIS STUDENTS

1. Each student must be re-registered in the winter of the current school year for the following academic term.
2. Each family must pay the registration fee to hold class space for the family for the following year. It will be applied to the following year's tuition.
3. Parents must commit themselves to fulfilling their financial obligations including tuition.
4. Past financial obligations including tuition and fees must be paid up-to-date.
5. Students entering Kindergarten requires medical, dental and vision examinations, and 6th grade must have new medical and dental examinations completed in compliance with the School Code of IL, Chapter 122 Sec. 27-8.1.
6. Students entering 2nd grade must have completed dental examinations by the start of school.

All registrations are subject to review by the Principal. St. Francis de Sales School can recognize only the person or persons who are listed on the registration form as the parent or legal guardian.

ALLERGIES

Severe allergy reactions (particularly peanut) are becoming more commonplace. Because of these possible life threatening possibilities, certain restrictions and regulations may have to be enforced in certain classrooms. These include, but are not limited to:

- Safe Snack List in original packaging enforcement
- Prohibition of bakery and home baked goods.
- Restriction on craft materials.
- Frequent hand washing regulations.

Parents in those rooms affected by a severe allergy child will be notified prior to the beginning of the school year.

Reminder notices and updates will be sent home during the year.

ATHLETICS

Our interscholastic athletic program offers volleyball, basketball, softball, track, cross country, and flag football.

- Girls' volleyball takes place in the fall; boys' volleyball takes place in the spring.
- St. Francis offers a basketball program for boys and girls in grades 5-8 in the winter.
- The track program takes place in the spring for grades 5-8 and cross country takes place in the fall for grades 4-8. Both are open to boys and girls.

ATHLETICS – cont'd.

- The girls' softball team plays in the spring.
 - Flag football takes place in the fall for boys and girls in grades 3 and 4.
- Our school colors are blue, white, and gold and the eagle is our mascot. The Athletic Parent Handbook and Athletic policies are available upon request from the office.

ATHLETIC POLICY REGARDING ACADEMICS:

Deficiency reports will serve notice of effort difficulties. These reports are given each quarter at mid-term. If the teacher has indicated athletic probation on the form, there is a two week probationary period. If the student has not improved, he/she will not be allowed to practice or play/cheer for the next two weeks. This monitoring will continue every two weeks until report cards are issued.

Any participants in the interscholastic athletic program may be suspended for academic or behavioral reasons at any time during the school year. Students who receive two 3's in effort at report card issuance will not be allowed to practice or play/cheer at any games for the next two weeks. This suspension will continue at two week intervals until an improvement in effort is seen.

ATTENDANCE POLICY

DAILY ATTENDANCE: Regular attendance is necessary for a student to benefit fully from our school programs. The school day begins at **7:40am**. A child is considered tardy if he/she enters the classroom after 7:40am. A child who is tardy must come to the office first to receive a tardy slip before entering his/her classroom. Students who are chronically late will be sent a letter to be signed and returned by the parents. If the problem persists, a conference may be required. Tardiness is indicated on the report card. Students who arrive late because of bus problems are not considered tardy. On certain days because of mitigating circumstances, attendance is held for a longer period of time.

PERFECT ATTENDANCE AWARD: Perfect attendance is defined as present on time every school day for the **entire** day.

NOTIFICATION OF ABSENCE: When a student is absent, parents are to call the school office before **8:30am** at 438-7921. A written excuse **MUST** be sent to school on the day of the student's return. **IF PARENTS DO NOT CALL, THEY WILL BE CALLED TO CONFIRM THE ABSENCE.** Any child who is absent more than 30 days in one school year may be retained upon the recommendation of the Principal.

EARLY DISMISSAL: Requests for early dismissal of a pupil must be in writing by the parents. **A child will not be released to anyone other than a parent or guardian unless there is written permission given by the parent.** When picking up a sick child, the parent must come to the office. All children leaving early must be signed out in the office before leaving.

SCHOOL CLOSURE AND SNOW DAY POLICY: When District #95 schools are closed due to weather conditions, St. Francis will be closed. When the superintendent of the Chicago Archdiocese designates that all Catholic elementary schools are to be closed or a situation arises that affects only St. Francis (i. e. power outage), St. Francis will close even if District 95 is open. Chicago radio (WGN 720-AM and WBBM 78-AM) and television (WGN - Ch9 and WFLD - Ch32) stations will carry the message of closings. A message using the Power School system will go out to all families about a closure. PLEASE MAKE SURE THE SCHOOL HAS CURRENT PHONE NUMBERS.

ATTENDANCE POLICY – cont'd.

FAMILY VACATIONS: Family vacations are **STRONGLY** discouraged during the school year. There are many classroom activities and learning experiences that CANNOT be made up at home. Parents who take their child(ren) out of school assume the responsibility for this child(ren)'s education during this period of time.

- Homework assignments will normally not be given in advance.
- Long term assignments that are due during the period of absence and are assigned one week prior to the start of the vacation period must be turned in before the student leaves.
- The student must complete all homework and assessments in a reasonable time period that is coordinated with the teachers. Generally it is the length of the vacation time after the student has returned.

ABSENT WORK: Generally, in the lower grades the teacher will assign a student to collect work and write down assignments for an absent student. Students in grades 5-8 should pick a homework buddy at the beginning of the year. This person will write down assignments, collect handouts and contact the absent student. Parents cannot pick up the work until the end of the day. In cases of prolonged absences, other arrangements can be made. Generally, a student has the number of days he/she was absent to complete work/tests.

COMMUNICATIONS

PTO NEWSLETTER: The PTO publishes a newsletter with important and useful information on a quarterly basis.

POWER SCHOOL: All school communication is posted via email in a Parish School Newsletter every Thursday. Other class information is posted through Google Classroom for grades five (5) through eight (8) and Class Dojo for grades Preschool through four (4). In addition, parents are able to access their child's grades online for grades 1-8. Power School grades are updated every week on Friday.

PROFICIENCY REPORTS: If a child is doing exceptionally well or has made tremendous growth, these reports may be sent home by the teacher to acknowledge the accomplishment.

DEFICIENCY REPORTS: These reports are sent home every quarter at mid-term. Deficiency reports indicate areas of concern: "D" or "F" averages, poor discipline, or lack of effort. Deficiency reports can also serve as a probationary notice for student athletics.

TEST FAILURES: Any tests, which receive a "D" or "F" grade, are to be signed by a parent and returned to the school the following day.

REPORT CARDS: Report cards are issued quarterly in grades Pre3yr.-8th. Concerns regarding achievement or effort grades should be addressed by contacting the teacher within two weeks of receipt of the report card.

PARENT CONFERENCES: There will be a scheduled parent conference during the fall. This will give parents an opportunity to discuss student progress. Teachers and parents, however, are encouraged to contact each other as soon as a need or concern arises.

CONCERNS

A well informed parent and parishioner needs to know the proper channels of communication in order to express his/her concerns or ideas regarding school matters. The School recognizes the need to familiarize parents and parishioners with these channels and offers the following guidelines:

1. Concerns/questions involving your child's achievement and classroom behavior/discipline – contact teacher; if concerns persist, contact Principal, then Pastor.
2. Concerns/questions involving general day to day operation of the school including: discipline, curriculum, special programs, extracurricular activities, uniforms, school budget, tuition payment, etc. – contact Principal; if problems persist, contact Pastor.
3. Concerns/questions regarding PTO programs or fundraisers – contact PTO Board President; if concerns persist, contact Principal, then Pastor.
4. Concerns/questions regarding our athletic program – contact Athletic Director; if concerns persist, contact Principal, the Pastor.
5. Concerns/questions regarding First Communion – contact teacher, if concerns persist contact the Religious Education Director, then Pastor.
6. Concerns/questions involving your child's bus transportation route or schedule – contact the School office. If concerns persist contact District 95 Transportation Department.
7. Concerns/questions regarding graduation (8th, Kindergarten, Preschool) – contact homeroom teacher. If concerns persist, contact the Principal.
8. Concerns/questions regarding School Board policies – contact the School Board President (see below):
 - a) A School Board policy manual is available through the school office or by contacting a School Board member.
 - b) School Board meetings are held monthly and are open to all parents/parishioners.
 - c) The Board meeting agenda includes a time for parents/parishioners to address the School Board with their concerns at any regular Board meeting. Unless prior approval has been given, only concerns/questions on the School Board agenda can be presented for that meeting.
 - d) Any parent/parishioner wishing to place an item on the agenda must submit the item in writing to the Principal or President no less than 14 days prior to the meeting.
 - e) Any parent/parishioner wishing to address the School Board should notify the Principal or the President of the School Board at least three (3) days before the meeting. The Principal, President or Pastor may decide that the issue is not a Board matter in which case they will direct the parent/parishioner to the proper channels.
 - f) All presentations made to the Board should be done in a concise and Christian manner. The Board President reserves the right to ask the presenter to discontinue his/her presentation if he/she thinks the presentation is inappropriate.
9. If problems persist after following all normal channels or if conflicts arise involving Principal, teachers, parents, parish/school groups, students or the Pastor, the matter may be resolved through the Conflict Management Process. The School Board is not involved in the Conflict Management Process; contact the Principal for more information.

LOCAL CONFLICT MANAGEMENT: Occasionally serious differences arise that cannot be solved through regular channels. Whether the conflict involves the Principal, teachers, parents, students, or the Pastor, it is important to follow a process to resolve the matter. The intent of Local Conflict Management is to provide a process that would assist persons in bringing the conflict to a mutual resolution. The following outlines a three step process that school personnel can use to resolve conflicts:

1. The conflicting parties meet and try to resolve the conflict through their own efforts.
2. The conflicting parties enlist the help of a mutually agreed upon third party to assist them in resolving the conflict.

LOCAL CONFLICT MANAGEMENT (cont'd.)

3. The conflicting parties request a review by the school's Conflict Management Council, which can be composed of school staff, Parish staff, parents, parishioners, or education professionals.

For more information on this process, please contact the Principal.

CHILD ABUSE

The ***Illinois Child Abuse and Neglect Reporting Act*** mandates that school personnel report alleged or suspected child abuse and/or neglect to the **Illinois Department of Children and Family Services (DCFS)** when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child's welfare at the time of the abuse or neglect.

Illinois law requires school personnel to notify DCFS even if there is only a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse; merely suspicion of abuse make a call to DCFS necessary. Furthermore, Illinois law protects school professionals from litigation if the DCFS call was made in good faith.

Mandated Reports

All school personnel including administration and both certified and non-certified staff must contact the Department of Children and Family Services (DCFS) when they have reasonable cause to believe that a child who is seventeen years of age or younger whom they know in their professional capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to protect the child from harm. This call must be made immediately, and no one in the workplace is permitted to restrain the call. It is not sufficient to make the report only to the principal or school nurse. The mandated reporter must be certain that the call to DCSF has been made.

CHILD CUSTODY

Release of a Child to Non-Custodial Parent

A court order is required to prevent a non-custodial parent access to the child or to school visitation rights. This includes the release of the child to the non-custodial parent in addition to school visitation rights.

Parent-Teacher Conferences/Communication

In the absence of a court order, the school will provide the non-custodial parent the opportunity (upon request) for a parent teacher conference. The conference will be scheduled at a time other than that of the custodial parent unless both parents do not object to the same conference. Likewise, the sharing of school information pertinent to the child will be provided to the non-custodial parent in a timely fashion.

CONDUCT AND DISCIPLINE

PRINCIPAL: The principal is the final recourse in all disciplinary situations and may waive or change any disciplinary consequence at his/her discretion.

PHILOSOPHY OF DISCIPLINE: The essence of Christian discipline is self-discipline. The child must be free to choose one form of behavior over another, and to take upon himself the consequences of that chosen behavior. The consequences of negative behavior are outlined at the beginning of every year in the "Rules of Conduct". It is expected that every parent will discuss these rules with their child(ren). The school reserves the right to detain a child after school to remediate disciplinary issues. Transportation home is the responsibility of the parent.

CONDUCT AND DISCIPLINE – Cont'd.

DISCIPLINE GUIDELINES: The school feels strongly that children must know what their limits are, and that they must take responsibility for the consequences of going beyond those limits. Detentions will be served after school for one half hour. Teachers will monitor the after-school detentions. Individual teachers have the responsibility for their own classroom management and establish their own consequences with the approval of the principal.

RULES OF CONDUCT (K-8)

1. All children are to be in complete uniform. This includes the gym uniform. Solid navy blue sweats may be worn under gym uniforms. St. Francis de Sales uniform sweats may be worn over the gym shorts. Uniforms should be clean, fit properly, be worn properly, and be of acceptable length.
2. Children are to be respectful at all times to adults and classmates alike.
3. Foul language, whether oral or written, will NOT be tolerated. Students guilty of this behavior will serve an automatic after-school detention.
4. The lunchroom is a place for nourishment and relaxation. Any loud obnoxious behavior will result in disciplinary action. Throwing of food may result in suspension from the lunchroom and the student may have to eat in a supervised room. If this behavior continues, a parent may have to personally supervise their child. A student who causes continual problems in the lunchroom may be asked to eat at home.
5. Gum chewing is not allowed on school grounds at any time. This includes athletic events and all extracurricular activities.
6. The playground at recess time is a time for exercise. Students who disrupt the play of others by fighting or other unpleasant behavior will receive disciplinary action. If repeated offenses occur, the parent may have to monitor the student during this time.
7. Bus regulations and rules are set by District 95. When a child receives a bus discipline notice, after-school detentions and bus suspensions can result depending upon the offense.
8. Bullying is not allowed. Bullying is repeated and unwanted hurtful, physical, verbal and non-verbal actions by one or more persons toward another person. All students must be respected.

BULLYING PREVENTION

By Archdiocese of Chicago
Office of Catholic Schools – August 2010

As Catholics we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Catholic school community.

Bullying is:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically,
- occurring on campus or off campus during non-school time,
- directed toward another student or students, that has or can be reasonably predicted to
 - place the student or students in an unreasonable fear of harm to the student or student's person or property
 - cause a substantially detrimental effect on the student or student's physical or mental health;
 - interfere substantially with the student or student's academic performance;
 - interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

BULLYING PREVENTION – cont'd.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying.

Cyber bullying can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include the following:

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;
- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- **Sexual** which includes, but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities
- through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all. St. Francis has initiated an anti-bullying program, Second Step, for grades K – 8th.

Bullying by a student or students may result in suspension and/or expulsion from the school.

FIRST FLOOR GUIDELINES

	<u>LEVEL ONE</u>	<u>LEVEL TWO</u>	<u>LEVEL THREE</u>	<u>LEVEL FOUR</u>
ACTION	<p><u>Hurting Other's Feelings/Mild Physical Contact</u></p> <p>Mean words, teasing, eye rolling, name calling, put downs, using your body to get your way or solve a problem and other behaviors that make others sad or upset.</p> <p><u>Exclusion</u></p> <p>Leaving people out, rumors, telling secrets, gossiping, mean notes, rude gestures, mean tricks</p>	<p><u>Disrespect to Adults, Others, or Property</u></p> <p>Not listening to directions, talking back, ignoring requests from adults, inappropriate language, damaging property, refusing to follow school rules, stealing</p>	<p><u>Intimidation</u></p> <p>Threatening another person's body, feelings, friendships, property, or reputation with the intent to hurt or bully</p> <p><u>Physical Contact</u></p> <p>Hitting, pushing, biting, grabbing, throwing objects with the intent to hurt or bully</p>	<p><u>Severe Physical Contact</u></p> <p>Punching, kicking, behavior that may injure others</p> <p><u>Harassment</u></p> <p>Racial, ethnic, or sexual name-calling, other forms of severe harassment</p>
FIRST TIME	<ul style="list-style-type: none"> • 15 second intervention • Document (in house only) • Opportunity to Make it Right 	<ul style="list-style-type: none"> • 15 second Intervention • Document • Opportunity to Make it Right 	<ul style="list-style-type: none"> • 15 second Intervention • Document • Think Sheet @ Silent Lunch 	<ul style="list-style-type: none"> • 15 second Intervention • Document • Student Calls Home • Silent Lunch • Parent Meeting
SECOND TIME	<ul style="list-style-type: none"> • 15 second Intervention • Document • Opportunity to Make it Right 	<ul style="list-style-type: none"> • 15 second Intervention • Document • Think Sheet @ Silent Lunch 	<ul style="list-style-type: none"> • 15 second Intervention • Document • Think Sheet @ Silent Lunch 	<ul style="list-style-type: none"> • 15 second Intervention • Document • Student Calls Home • 2 Silent Lunches • Parent Meeting • Individual Plan
THIRD TIME	<ul style="list-style-type: none"> • 15 second Intervention • Document • Think Sheet @ Silent Lunch 	<ul style="list-style-type: none"> • 15 second Intervention • Document • Think Sheet @ Silent Lunch • Student Calls Home 	<ul style="list-style-type: none"> • 15 second Intervention • Document • Student Calls Home • Think Sheet @ Silent Lunch 	
FOURTH TIME	<ul style="list-style-type: none"> • 15 second Intervention • Document • Think Sheet @ Silent Lunch • Student Calls Home • Parent Meeting • Individual Behavior Plan 	<ul style="list-style-type: none"> • 15 second Intervention • Document • Think Sheet @ Silent Lunch • Student Calls Home • Parent Meeting • Individual Plan 	<ul style="list-style-type: none"> • 15 second Intervention • Document • Student Calls Home • Think Sheet @ Silent Lunch • Parent Meeting • Individual Plan 	

SECOND FLOOR GUIDELINES

BEHAVIOR

Rough Play, “Just Kidding” Behavior

Behavior that may include pushing, shoving, hitting, grabbing, tripping, tackling, and/or play fighting.

Teasing

Behavior that could hurt others or make them feel bad about themselves, including name-calling, insulting, note writing, rumors, cyber-bullying playing mean tricks, rude gestures, directed profanity.

1st two levels – Rough Play and Teasing

- Student and Teacher conference Document on Tracking form
- Detention and student call parent Document
- 2nd Detention & student call parent Document
- Level & parent conference Document

Disrespectful Behavior

Destruction of property, stealing, and/or repeated or deliberate refusal to follow school rules.

Disrespectful Behavior

- Detention & student call parent Document
- 2nd Detention & student call parent Document
- Level & parent conference Document

Aggressive Physical Contact and Intimidation

Behavior that may include poking, pinching, pushing, shoving, grabbing, biting, fighting, hair pulling and/or tripping in an attempt to control other (s).

Threats of emotional or physical aggression, intimidation, and/or exclusion.

Severe Physical Contact

Hitting, slapping, punching, kicking, fighting, spitting.

Harassment and Intimidation

Sexual, racial, ethnic, and/or religious harassment, overt coercion, stalking, hazing.

4th & 5th levels – Aggressive Physical Contact/Intimidation & Severe Physical Contact

(This behavior is already listed on the SFS Level form.)

- Level – Call Parent Document
- In-school suspension Document
- Possible expulsion Document

CONDUCT AND DISCIPLINE – Cont'd.

GRADES 1-4

1. If a child accumulates two (2) after-school detentions, the following will occur:
 - a) Missing work...the teacher will request a parent/teacher conference if one has not been previously held.
 - b) Behavior problem...a parent/principal/teacher conference will be requested if one has not been previously held.
2. Suspension and expulsion can occur for serious offenses.

GRADES 5-8

Students in grades 5-8 are subject to five disciplinary procedures: 1. Detention: 2. Level: 3. Teacher detainment: 4. Suspension: and 5. Expulsion.

Procedure One: Detention

Detentions are issued for minor violations of the discipline code. Detentions are given for but not limited to the following:

1. Inappropriate language: written or oral
2. Inappropriate actions or gestures
3. Uniform infraction
4. Chewing gum
5. Eating food/candy in class
6. Chronic forgetfulness in bringing materials to class
7. Outdoor incident
8. Throwing objects
9. Grooming during class time
10. Technology (texting, etc.) during school time

Detentions are generally held after school for a half hour. Work assigned by the staff member must be done properly during the detention. If the assigned work is not completed satisfactorily, it must be presented to the detention proctor the next day or the student will remain after school until work has been properly completed. Every fifth detention a student receives will result in a level.

Procedure Two: Level

Levels are issued instead of detentions for serious infractions which include but are not limited to:

- 1. Disrespect**
- 2. Aggressive behavior**
- 3. Property violation**
- 4. Inappropriate Behavior During a Testing Situation:**
 - a) Communicating during test.
 - b) Having unauthorized materials during the test.
 - c) Looking around during the test.
- 5. Inappropriate Behavior Concerning Assignments/Homework**
(One detention warning has been given).
- 6. Illegal Activity**
- 7. Repeated Technology use (texting, etc.) during the school day.**

CONDUCT AND DISCIPLINE – Cont'd.

Level	Consequence	# of detentions
I	Written parent notification	5
II	Parent phone call	10
III	Parent conference	15
IV	No participation in special days for 2 weeks; Out of uniform, Hamburger Day, etc.	20
V	No participation in special days and field trips for 2 weeks	25
VI	Parent conference – calendar system started, on probation for Washington DC	30
VII	Suspension from all special days, field trips, and extra-curricular activities for 2 weeks	35
* VIII	Suspension from all activities for 4 weeks. NO Washington DC trip (8 th grade)	40
IX	Parent conference and suspension from all activities for 6 weeks	45
X	Suspension from school	50

*The school reserves the right to not accept students for the next academic year if they reach level VIII.

Any student who passes level X is in danger of expulsion from school. Seventh grade detentions are automatically transferred to Eighth grade. In grades 5 & 6, if a student reaches level VI, the detentions are transferred to the next grade level.

Procedure Three: Teacher Detainment

If a student has been repeatedly corrected because of poor behavior not covered by the detention system, the parent will be notified of the occurrence through the Teacher Detainment Form. The student will state the reason(s) that precipitated the misbehavior. The teacher will sign the form and add any other details that might be pertinent. The teacher, with the approval of the principal, will determine the consequence.

Procedure Four: Suspension

Depending on circumstances, suspension is sometimes automatically imposed. Students who bring illegal substances, materials or weapons or who engage in illegal activity may be suspended and possibly expelled. Both in-school and out of school suspensions are used. In both situations academic work is assigned which must be done completely, neatly and properly. The student is still responsible for tests, classwork or homework. All class time missed because of suspension must be made up before or after school.

Procedure Five: Expulsion

Generally, a number of suspensions will result in expulsion, but a single very serious or illegal incident may result in the expulsion. Expelled students are not allowed re-entry to the school at a later date. Battery to school personnel will result in immediate suspension or expulsion. Illinois State Police are notified of such incidents.

HOW AM I DOING PROGRAM: Certain students who have chronic homework and/or discipline problems will be put on this system. This is a weekly report that will indicate difficulties. It is signed by the parent. Detentions/consequences will be immediate. Some detentions will be served on in-service days or after school dismissal in June. Consequences may include but are not limited to after school detentions and suspensions from school and extra-curricular activities.

DAILY SCHEDULES

SCHOOL DAY – PRESCHOOL

Full day and partial day programs are available for Pre3's, Pre4's, and PreK
Partial day - 9:00am – 11:30am
Full day – 9:00am – 2:10pm
*Early Drop off is available at 7:00am.
A fee is charged if the child does not have a sibling in the K-8th program.

SCHOOL DAY – GRADES 1-8

7:30am – Students in school
7:40am – Class begins
10:40am – lunch - grades 1-3 (ends 11:20)
11:20am – lunch - grades KF-4-5 (ends 12)
12:00pm – lunch – grades 6-8 (ends 12:40)
1:58pm – classes end
2:05pm – dismissal – bus riders
2:15pm – dismissal - walkers

SCHOOL DAY – KINDERGARTEN

7:40am – Full and partial day begins
11:10am – Partial day class dismissal
2:05pm – Full day class dismissal

EARLY DISMISSAL SCHEDULE

Grades 1-8: 7:40am – 12:10pm
Full day Kindergarten: 7:40am – 12:10pm
Partial day Kindergarten: 7:40am – 10:15am
Preschool: Full and Partial day – 9:00am – 12:10pm

SUPERVISION: Supervision will be provided beginning no earlier than 7:00am. Walkers should not arrive before this time. Playground supervision will also be provided during the scheduled lunch recess. Dismissal supervision will be provided until 2:30 on full days and 12:30 on early dismissal days. **Please be prompt when picking up your child(ren).** Students will be asked to remain in a specified area after these dismissal times. *If the problem of late pick-up after school is chronic, the parents may be assessed a fee for staff supervision.*

LITURGY SCHEDULE: Parents are welcome and encouraged to celebrate liturgy with our students. Grades 1-8 convene once a week for a liturgical or paraliturgical celebration. Kindergarten classes attend twice a month. Preschool may attend on holy days. Usually the scheduled time for this is 8:30am on Wednesday, but times vary depending on the nature of the celebration. Also, floor units or individual classrooms are encouraged to prepare prayer services, Stations of the Cross or liturgies on their own. Parents are also invited to attend these.

EVALUATION

REPORT CARDS: Report cards are issued on a quarterly basis. Each year the child is in a new situation and the work becomes a little more challenging. Each child is encouraged to work to his/her full potential. The report card indicates both successes and needs and is an important communication tool. Please sign and return the envelope the following day.

HONOR ROLL: We believe that perseverance, achievement and cooperation should be recognized; therefore, the students in 6th, 7th and 8th grades have the opportunity to receive special recognition by having their names placed on one of the Honor Rolls.

General standards: No check marks, no D's or F's. Classes that do not meet five days a week (Art, Computers, Music, Physical Education, and Spanish (6th)) will have their grades averaged into one Fine Arts grade. This grade will be used with the other academic scores to tabulate honor roll status.

EVALUATION – cont'd.

Principal's Honors: All A's in academic classes, an A average in Fine Arts.

First Honors: All A's and B's, no C's, more A's than B's, Fine Arts average of A or B.

Second Honors: All A's and B's or all B's, may have 2 C's as long as there are two A's to compensate.

FINALS: 6th, 7th and 8th graders will have finals in certain classes in January and at the end of the fourth quarter. Because of this, the final report card will be mailed within two weeks of school dismissal in June.

PROMOTION: A promotion to the next grade level indicates that academic requirements have been met. At St. Francis de Sales School, in order to be promoted to the next grade level, a student must have an overall academic "C" average. All classes, including specials, will be a part of this average, but grades and effort marks will be weighted according to the number of times per week a subject meets. Physical Education, Art, Computer, Music, and Spanish (4-6) will be averaged separately and counted as one grade/effort equivalency. Failure to meet this requirement can result in the following:

1. For grades 4-7: a placement instead of a promotion to the next grade level.
2. For grade 8: a certificate of attendance instead of a diploma.

In certain cases, a successful completion of summer school or a remediation program may be required in order for the student to return to St. Francis de Sales School the following year. Eighth grade students who have received a certificate of attendance may receive a diploma upon completion of successful summer school or remediation program with the principal's approval. The principal will review these cases on an individual basis and assign expectations.

FINANCES

TUITION POLICY

PAYMENT PLANS

Parents have a number of payment plans available to them. A tuition management company manages these plans. The method of payment automatically renews from year to year unless a parent directly contacts the tuition management company. The registration fee, due in January, is non-refundable unless the family moves out of the area.

FORM OF PAYMENT

Payment is due direct to the tuition management company. PLEASE PAY BY CHECK, MONEY ORDER, AUTOMATIC DEBIT OR CHARGE CARD – DO NOT SEND CASH.

FINANCIAL HARDSHIP

For parents who are unable to meet their tuition obligations due to financial hardship there is assistance available through the Firnbach Foundation, an independent foundation set up for this purpose. Parents who do not expect to be able to make payments in accordance with their selected plan are requested to contact the Principal immediately to discuss their eligibility and for more information on how to apply.

NON-PAYMENT

While St. Francis does not wish to deny a Catholic education to any child due to failure to meet financial obligations, in light of the large investment that Parish families make in the school and in fairness to others who attend the school, it is important that parents do all they can to meet their financial obligations both to the school and the Parish.

FINANCES – cont'd.

Any family who is two (2) months in arrears in their tuition payments will receive a call from the Principal to schedule an in-person meeting with the parents. The purpose of the meeting is to discuss the circumstances for non-payment and to agree to a plan of action that is in the best interests of both the family and the school. This could include, but is not limited to, revision of the terms of the payment plan and/or applying for assistance from the Firnbach Foundation.

Any family who is three (3) months in arrears in their tuition payments, or who fails to abide by the terms of any agreement reached with the Principal after their meeting will receive a call from the Pastor to schedule a similar in-person meeting with the parents.

If the parents do not abide by the terms of any agreement reached with the Pastor after their meeting, or do not meet with the Pastor within 14 days after they have been contacted by him, all students in the family will be dismissed from the School effective on a date determined by the Principal and the Pastor.

Any family with an outstanding balance as of the time of registration will not be allowed to re-enroll in the school. In addition, the school reserves the right to withhold transfer requests, report cards and diplomas until all financial obligations have been met.

Families, who have not fulfilled their tuition obligation, will not be allowed to participate in the Washington D.C. trip, field trips, ski trips and extra-curricular activities, including school athletics, upon approval of the Pastor.

RENTAL AND LIBRARY BOOKS: Your cooperation is needed in the care of rental and library books. If a book is lost, damaged or defaced, the cost of a new book must be paid. All rental books must be covered with a durable material, **not with contact paper**. Report cards will not be issued until all books have been returned or payments have been made.

GANG ACTIVITY

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable.

The following may be subject to disciplinary action:

- intimidation and threat of physical harm of others
- symbols that may be gang-related in the manner displayed, including but not limited to jewelry, jackets, sweatshirts, caps or other forms of clothing
- display of signs/symbols on paper, notebooks, textbooks, and other possessions that may be gang-related
- conduct on or off premises that may be gang-related

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity.

Gang activity may result in probation, suspension, and/or expulsion.

The principal has the authority and responsibility to investigate and report suspected gang activity to local law enforcement.

HANDBOOK

Statements in this handbook are subject to amendment with or without notice. The school principal will keep the school families informed of all changes as soon as possible. Some changes might have to be made immediately due to unforeseen circumstances.

HEALTH AND SAFETY

EMERGENCY FORMS: All parents must complete an emergency form with telephone numbers where they can be reached and the telephone number of several neighbors or family members who will be responsible when you are not able to be reached.

SAFETY DRILLS: Regular fire drills are held to evacuate the building safely in a minimum amount of time. Students are to take the practice of these drills seriously. All classrooms and the halls have signs that give instructions on where to go in the event of a fire. A lockdown drill is also completed annually, which is supervised by the Police Department. The District conducts a bus evacuation drill at least once a year. A tornado drill is scheduled once a year. An earthquake drill is also scheduled yearly.

HEALTH RECORDS:

Health records are kept in the school office on each child. Medical, dental and vision examinations are required by State law for all students new to the state and all Kindergarten children. Medical and dental examinations are required for all students entering 6th grade. Medical examinations for all new three (3) and four (4) year old preschool students are required by the state prior to the start of school.

Students entering 2nd grade and 6th grade must have completed dental examinations by the start of school. All immunization records must be up-to-date and in compliance with State laws, including a diabetic screening. **STUDENTS NOT IN STATE COMPLIANCE WILL NOT BE ALLOWED ADMISSION.**

Medical, dental and vision forms are available in the school office and on the school website. These forms should be sent to the school office as soon as possible, before school starts in the fall. If a child has any medical problem that the school should be aware of, the parent should write it on the emergency form.

MEDICINE:

Ordinarily, non-prescription medicine will not be dispensed by the School. If children require medication, arrangements must be made with the office for the parent to dispense the medicine, if needed. The Archdiocese requires a form, completed by a physician, must be filled out to authorize the school staff to dispense any non-prescription and prescription medication required during school hours. The forms are available in the school office and on the school website. Students **may not** carry medication with them, unless ordered by the physician (i.e. inhaler, EpiPen, etc.). All medication is kept in a locked cabinet in the office.

SCHOOL ACCIDENT INSURANCE:

The Gerber Student Accident Insurance policy is optional. All general information, enrollment forms and claim forms are only available online. St. Francis de Sales School policy number is 13-0366-16. Any questions, you may call 800-727-7642 and the direct link is www.k12specialmarkets.com.

VISITORS AND VOLUNTEERS:

There are many occasions when parents, visitors and volunteers come into the building. In this kind of situation, it is very important for the safety of the students that certain guidelines and procedures are followed. Please come to the receptionist when dropping off something for a student. The receptionist will make sure that it gets to the classroom at a time when it is least disturbing to the learning process. It is also important that parents come to the office when picking up a child and then sign the child out. **ALL VISITORS AND VOLUNTEERS THAT WISH TO GO BEYOND THE OFFICE/RECEPTION AREA MUST SIGN IN AND OUT AND GET A VISITOR'S PASS.**

HEALTH AND SAFETY – cont'd

TRAFFIC CONTROL:

On the following page is a diagram of our parking and traffic control plan for morning use. Buses will enter at the entrance closest to Route 22. They then proceed counter-clockwise around the Old Church to allow the children to disembark and then exit south of the Old Church. Cars must enter off of Buesching Road at the Ministry Center, dropping children off at the south end of the main school building and then exit onto Buesching Road, closest to the Church according to the map. Cars can also enter by the old church and turn left and exit onto Buesching Road.

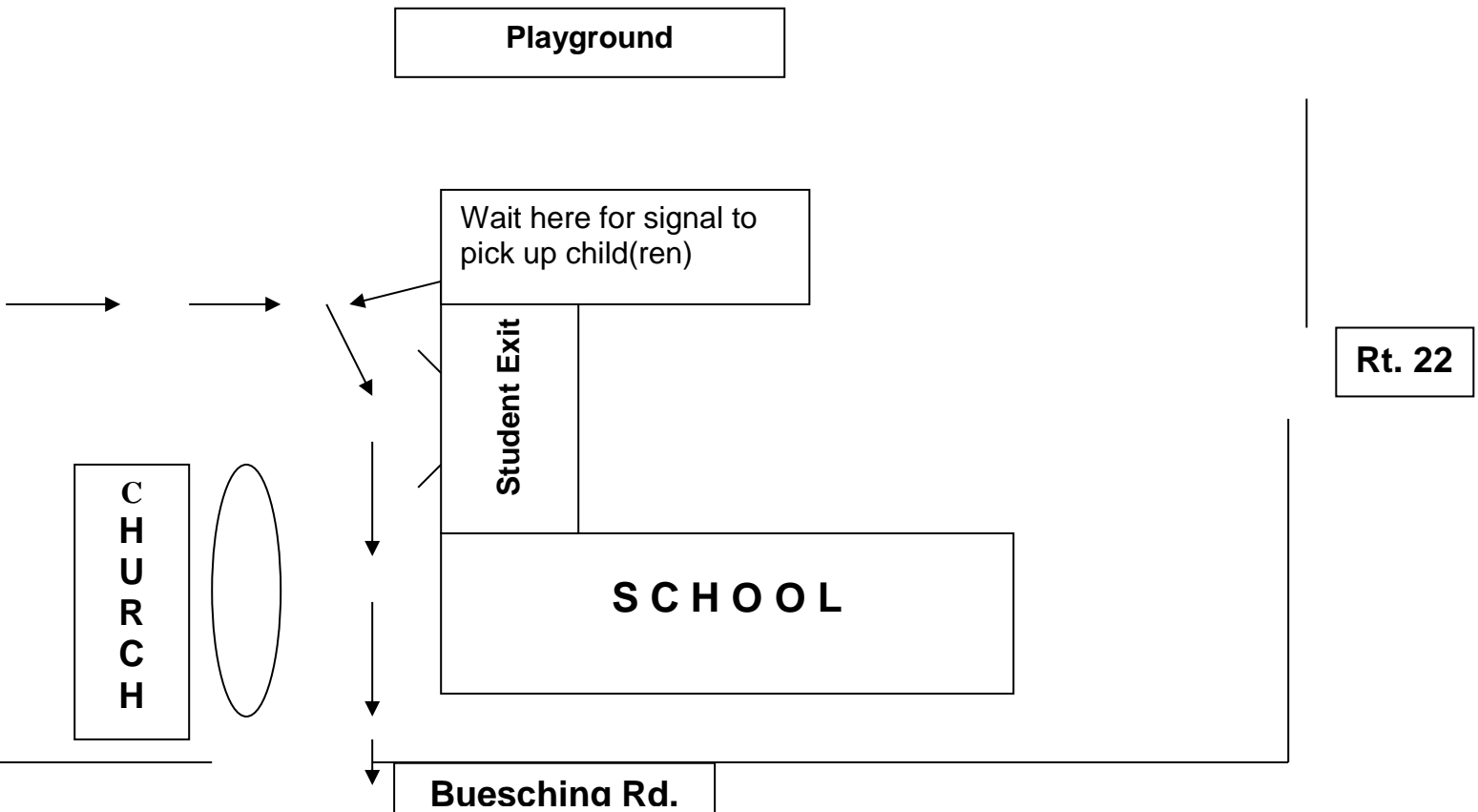
Because of safety concerns, cars cannot drop off or pickup by the front door.

Staff members will help direct this traffic plan. **Whenever possible, students should be dropped off between 7:20 and 7:30am.** Congestion is heaviest between 7:30 and 7:40am.

For afternoon dismissal (see diagram below), cars must again enter at the Ministry Center and should form a line behind the Church. Students are dismissed by the new gym entrance, and must wait in this area.

Parents may also park their cars in the front and wait for their children in the lobby. Parents may also park behind the new gym and those children will be dismissed from the back door.

AFTERNOON TRAFFIC PATTERN



MORNING TRAFFIC PATTERN

PLAYGROUND

All traffic must enter at the Ministry Center and exit at Buesching Rd, along the Church.

DROP OFF BEHIND SCHOOL:

- Parents must **park** their cars and walk their children into school.
- Parents are not to enter corridor where grades 1-4 homerooms are located.
- This door is not supervised in the morning.

ST. FRANCIS DE SALES SCHOOL

NO cars allowed to drop off directly in front of school. Area is sectioned off.

Student drop-off

Student entrance

Church parking

BUS
EXIT
LINE

OLD
CHURCH

BUS
ENTER
LINE
Faculty
Parking

AM ONLY
ADD'L
CAR EXIT

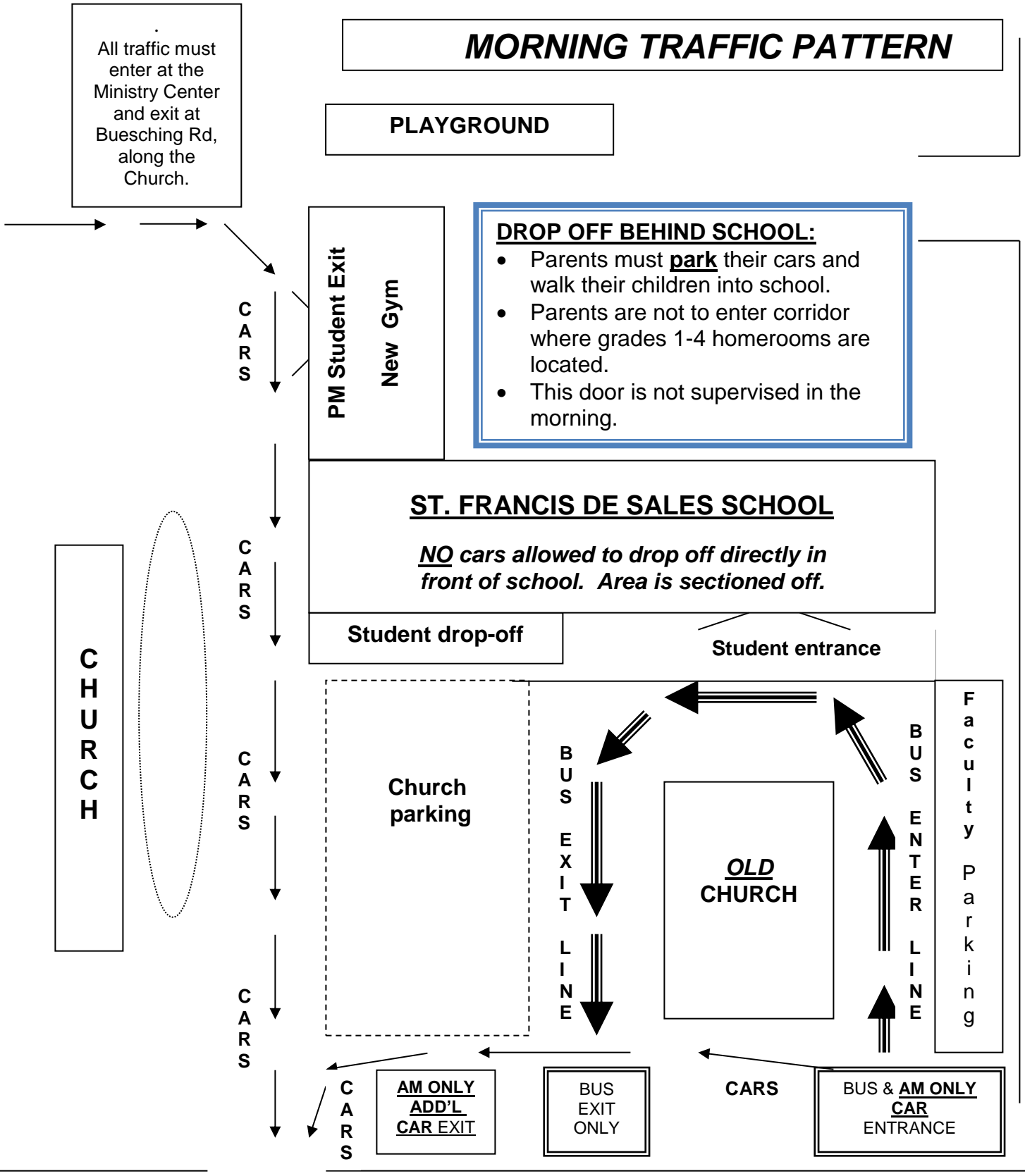
BUS
EXIT
ONLY

CARS

BUS & AM ONLY
CAR
ENTRANCE

AM
Car Exit

BUESCHING RD.



HOMEWORK – GRADES 1-8

LATE WORK: The following “late work” policy applies: Work is due on the assigned day. It will be accepted the following day and generally the score will be reduced by ten (10) percent. Reducing the grade by ten (10) percent will continue every day the assignment is late. All work must be turned into the teacher, even if it is no longer eligible for a grade.

HOMEWORK: **HOMEWORK IS IMPORTANT!** It is an extension of the learning that takes place in school. Homework can provide opportunities for independent study, research and creative thinking. Parents can help their child(ren) by arranging a quiet, comfortable place for the student (s) to work; and, by seeing that assignments are completed neatly, according to directions and on time.

Students who are absent for sickness or family business have the number of days they were absent to complete their assignments. For instance, if the child was absent for two days, the child has two days after returning to school to complete the work. Unusual circumstances requiring this time to be lengthened should be discussed with the teacher. A grade will not be written on the report card until all work has been completed in that subject. **A STUDENT WILL NOT BE PROMOTED TO THE NEXT GRADE UNTIL ALL WORK IS COMPLETED SATISFACTORILY.**

Homework will not be given during the following vacation periods: Thanksgiving, Christmas, Easter and Spring Break. Homework will also not be given over Holiday weekends: Labor Day, Columbus Day, Martin Luther King Day, Presidents’ Day and Memorial Day.

INSPECTION

In order to provide students and employees with a safe and healthy environment, the school reserves the right, at its discretion, to conduct inspection of school property and the property of students and visitors. Included within this policy is the right to inspect:

1. Lockers
2. Knapsacks, briefcases, bags, backpacks, gym bags, any similar containers, etc.
3. Vehicles on school property.
4. Clothing
5. Desks

A student’s failure to cooperate with such an inspection may lead to appropriate disciplinary action up to and including expulsion.

LIBRARY

Children may check out books from our library. There is a fee for late returns. Students will be charged for lost or damaged books. Library books/materials must be returned, or the child will not receive his/her report card.

LITURGY SCHEDULE

Parents are welcome and encouraged to celebrate liturgy with our students. Grades 1-8 convene once a week for a liturgical or paraliturgical celebration. Kindergarten classes attend twice a month. Preschool may attend on holy days. Usually the scheduled time for this is 8:30am on Wednesday, but times vary depending on the nature of the celebration.

LOST AND FOUND

Clothing and belongings found will be placed in the “Lost and Found” box located in the hallway near the school lobby. Valuables will be turned into the office. Please be sure to label your children’s belongings. PLEASE check the Lost and Found box for lost articles. Articles not claimed by Christmas time and the end of the year will be turned over to charitable organizations.

NON-CUSTODIAL PARENTS

St. Francis de Sales abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, this school will provide non-custodial parents with access to the academic records and to other school-related information regarding the child. Custodial parents should furnish the school with non-custodial visitation rights.

OFFICE HOURS

Regular school office hours are 7:30am – 3:30pm.

Early dismissal school office hours: 7:30am – 1:30pm

Summer office hours: 9:00am – 12:00am (June & August)

School Office is closed during the month of July.

School Office is closed all holidays, vacation periods and institute days.

PARENT BOARDS

SCHOOL BOARD

The School Board meets the 2nd Monday of each month. Meeting dates and times are announced in the Church bulletin and monthly Parent Newsletter. All are welcome to attend these meetings. The St. Francis School Board exists to advise the Pastor and the Principal on the conduct of school operations and to help in planning for the school’s future. The Board is consultative in nature; therefore it differs from their public school counterpart in that the Board can only influence the decision-makers, the Pastor and Principal. For more information on the School Board and proper communication channels, please call the office for a copy of “School Board Communications”.

PARENT - TEACHER ORGANIZATION (PTO) BOARD

The PTO Board usually meets on the 3rd Monday of each month and is responsible for many activities throughout the school year. Parents are encouraged to attend meetings and volunteer to help out whenever possible.

ATHLETIC BOARD

The Athletic Board meets the first Monday of the month. This group of individuals oversees the extra-curricular athletic program. The Athletic Director is a non-voting member who reports directly to the Principal.

PHOTOGRAPHS

Every year, all students are photographed by a professional photographer. This takes place in the early part of October so that pictures will be available before Christmas. Packets of individual, as well as class photos, are made available to those who wish to purchase them. Eighth graders also have graduation pictures taken in January in caps and gowns as well as dress clothes. Photographs are also taken for our yearbook throughout the year and occasionally for publicity purposes.

Parents are required to sign a release allowing for publicity photographs and/or videos.

SAFE ENVIRONMENT REQUIREMENTS EMPLOYEES AND VOLUNTEERS Protection of Children and Youth

The mission of the Office for the Protection of Children and Youth is to promote the dignity of children and assist those who have been affected by abuse and trauma. Compliance requirements are as follows:

Archdiocese of Chicago Application for Employment or Volunteer Service (Form 7703) is to be completed by all prospective employees at the time of their interview. References are called and documented (local principal's initials, dated) on the **7703 form** of the person being considered for employment. The school retains all application forms for 3 years following the interview.

Criminal Background Screening – All information needed to complete the list below is on the school website and the Archdiocese site, www.archchicago.org under “Protecting God’s Children”:

- All employees and all volunteers who work with children must complete an online background check.
- **No one may begin to work or volunteer unless the criminal background check has been completed and approved.**
- All school employees and volunteers are **required** to complete the **eAppsDB** form, online. For assistance, call the Office for the Protection of Children and Youth at **312-751-5238**.

Safe Environment Training

- All employees and all volunteers who work with children must attend the **Virtus/Protecting God’s Children** training program within three months of beginning employment, ministry or service.
- Verification of completing Virtus Training is filed in the personnel or volunteer file at the place of employment/ministry.
- Dates and sites for the Safe Environment Training (Virtus/Protecting God’s Children) are posted on the Archdiocese of Chicago website. (Register online, after being hired or accepted as a volunteer.)
- If the new employee or volunteer has previously completed the Virtus training, inform the local school administrator and provide a copy of the certificate received at the time of training.

Code of Conduct

- All employees and all volunteers who work with children must read, sign and date the **Code of Conduct Personnel Acknowledgement Form**.
- The signed Code of Conduct form is to be kept in the personnel file or volunteer file at the place of employment/ministry.

Child Abuse and Neglect Tracking System (CANTS) – Required to be completed yearly

- All employees and all volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System **CANTS 689** form. The form is to be given to the local administrator.

SCHOOL PROGRAMS AND ACTIVITIES

ADOPT-A-BOOK: This PTO sponsored program provides the opportunity for students in all grades to purchase books in honor of their birthday or other special occasion and donate it to the school library. The goal of this program is to encourage supplemental reading and to expand the library facilities.

ADVANCED READING: This program is for students in grades 5-8 and is taken instead of the regular Reading class. Students qualify for this program by attaining: 1) an "A" average in Reading and 85% national percentile ranking in Reading; (2) a 92% national percentile ranking in Reading and a "B" average; (3) a 95% national percentile ranking and a "C" average.

ALGEBRA: Algebra is offered on a daily basis to seventh and eighth grade students. In order to qualify, students must have done well on the proficiency test, had good grades in math and obtained high Aspire scores.

AFTER SCHOOL CARE: After school care for grades K – 5th is provided until 6:30PM. This program is organized and monitored by the Foglia YMCA. Questions and concerns about this program should be directed to the YMCA. Preschool students have after school care until 6:00pm. A St. Francis Staff Member is in charge.

ALTAR SERVERS: 6th, 7th and 8th grade boys and girls give service to the school and Parish by participating in the altar server program.

ATHLETICS: Opportunities for volleyball, basketball, girls' softball, flag football, track and cross country are provided for boys and girls through an after school interscholastic sports program. Students in grades 4-8 are eligible to participate in cross country, grades 3 and 4 are eligible to participate in flag football.

BAND PROGRAM: A band program is available to the students provided by Music Education Services. Information will be sent home after the beginning of the school year. Band starts in grade 4. There is a special fee for band.

CANTORING: Students are trained to be cantors at the 8:30 Masses. Practices are held before school. Cantoring is offered to students in grades 3rd through 8th.

CULTURAL ARTS PROGRAM: This PTO sponsored program brings the many forms of art into the school. Parent volunteers organize many different types of presentations for students: e.g. artist demonstrations, slide presentations, authors, performances, contests, and exhibits.

DRAMA: A Spring production is presented each year. Participants are from grades 6-8.

ENVIRONMENTAL CLUB (GREEN CREW): This club, called the Green Crew, for Grade 4 focuses on environmental issues.

FIELD TRIPS: Field trips are a truly educational and integral part of our curriculum, but they are privileges afforded to students. Students can be denied participation for academic or behavioral reasons. Each teacher plans field trips to places of interest as a learning experience for students. Such trips do necessitate a written permission slip from parents. These permission slips allow the students to leave school property. Parents are usually asked to serve as chaperones. Any student not attending a field trip is expected to be in school. Trips to various Catholic institutions are planned for grades 2, 4, 6, and 8. Science orientated trips are for grades 1, 3, 5, and 7.

SCHOOL PROGRAMS AND ACTIVITIES – cont'd.

GEOMETRY: A class in Geometry is offered to advanced 8th grade students during the school day.

LORADO TAFT: 5th graders participate in outdoor education for three (3) days. The site is sponsored by Northern Illinois University.

LIBRARY: Students in grades Preschool through 4 receive instruction in library and/or study skills during regularly scheduled weekly periods. They also participate in story times and book talks, as well as check out books on a weekly basis. The library collection is continually growing and updated with materials available for reading, reference work and special projects.

LURES: Lures is an Archdiocesan mandated program on child safety. It is presented in February.

MAY CROWNING: The Monday after Mother's Day, grades K-8th honor Mary. 8th and 2nd graders are highlighted.

NATIONAL JUNIOR HONOR SOCIETY: This national organization is for students who attain high academic standards and who feel service to the school and community is important. Students meet twice a month after school to plan service projects, to discuss strategies for school improvement and to acquaint themselves more with the cultural aspects of the Chicago Metropolitan area.

In order to be accepted, students must:

1. Have at least a "B" average
2. Secure 3 teacher recommendations
3. Complete a series of essays.

Students are assigned points for these areas and those with the highest totals are accepted. Membership is limited to 20% of the junior high enrollment. Application forms are available in May and must be returned by the end of May.

Upon acceptance, the student is expected to:

1. Maintain honor roll status or a "B" average
2. Attend all NJHS activities for their entire duration
3. Attend meetings. Only two unexcused absences are allowed. An excused absence is an absence for a full or part of a school day.

RESOURCE: Resource help is provided for grades 1st – 8th for those students who have academic difficulties.

SCHOLASTIC BOWLS – 7th & 8th GRADE: The Scholastic Bowls are academic competitions for a 7th grade team and an 8th grade team.

SECOND STEP: A nationally recognized anti-bullying program for grades K-8. It is taught during Religion class or in Health class for 7th and 8th.

SINGING FOR SERVICE: Students entertain seniors at various local nursing homes.

SPANISH: Spanish is part of the school curriculum in grades 5-8. For 7th and 8th grades, Spanish is scheduled for a daily 40 minute class. Grades 2-6 receive instruction twice a week.

SPANISH CLUB: This club is for students in 6th through 8th grade. They meet twice monthly to plan various activities

SCHOOL PROGRAMS AND ACTIVITIES – cont'd.

SPRINGFIELD: 7TH graders visit the Illinois Capital during the day. Busses leave at 6:00am and return in the evening.

STUDENT COUNCIL: Student Council represents the pupils of 5th, 6th, 7th and 8th grades. The Student Council plans social events, organizes school sponsored activities, shares concerns and ideas with the Principal and is involved in problem solving strategies.

URBAN EXCURSIONS: These are optional field trips open to grades 5th through 8th.

WASHINGTON D.C. TRIP: A trip to our nation's capital is planned for the 8th grade in the spring. Attendance on this trip is at the discretion of the school. Students not attending will remain at home.

SEARCHES

The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice. For reasonable cause, students and their belongings may be searched.

SEXUAL HARASSMENT REGULATION

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

Harassment charges should be made to the Principal, and, if necessary, the Pastor.

STUDENT RECORDS

The Archdiocese of Chicago, Office of Catholic Education, has established guidelines for school records. These guidelines describe parent rights with regard to the records of their child(ren) which are maintained by Catholic schools. These rules include:

RIGHT TO INSPECT: Parents have the right to look at their child's permanent record which includes **report cards, health records, accident reports, attendance records, biographical information (name, address, etc.).**

RIGHT TO PREVENT DISCLOSURE: The school will not disclose anything to third parties from your child's record unless:

- i) you consent in writing prior to the disclosure
- ii) the information is directory information which you have NOT requested be kept confidential
- iii) the information is requested by a school to which your child is officially transferring
- iv) the request for the information meets some of the limited circumstances described in the "Guidelines for School Records".

STUDENT RECORDS – Cont'd.

RIGHT TO REQUEST CORRECTION: Parents have the right to present evidence that the school should amend any part of your child's record which they believe to be inaccurate, misleading or otherwise in violations of student rights. If the school decides not to change the record, parents may insert an explanation in the records. Once a child reaches the age 18, he/she obtains all of the above rights.

TELEPHONE USAGE

The office telephone is a business telephone and should not be used by students except in an emergency. Students should be responsible for bringing needed items each day; i.e. gym clothes, homework, books, notes, lunches, etc. **Students will not be allowed to call for homework. Cell phones** should not be used during the school day and must be kept in student's locker. If a student has a cell phone with them during school hours, it will be taken and sent to the office. A second offense will result in disciplinary action.

TRANSPORTATION

Bus schedules and routes will be available at final registration in August. By State law, anyone living within 1.5 miles of school will not be bussed with the exception of Kindergarten students. Bus policy states that children **MUST BE PICKED UP AND BROUGHT HOME TO THE SAME LOCATION WITH NO EXCEPTIONS. Children are to ride only the bus assigned to them. Afternoon social visits that require transportation (school bus is excluded) must be arranged for and provided by the parents. If a child will not be riding the bus as scheduled, please send a note so the school is aware of the situation.**

Bus rules are also available with the schedules. It is extremely important that children conduct themselves in an orderly and polite manner while riding the bus. Poor conduct is hazardous to the safety of all concerned. Children who do not adhere to these bus rules will receive misdemeanor slips from District 95. If a child receives a misdemeanor slip for bus behavior, parents will be notified and appropriate discipline measures will be taken. **STUDENTS NEEDING REPEATED DISCIPLINARY ACTION FOR POOR BUS CONDUCT WILL LOSE THEIR BUS PRIVILEGES.**

For reference: District 95 Transportation: 847-438-2834.

SUBSTANCE ABUSE BY STUDENT

Substance is defined as illegal drugs and drug paraphernalia, anabolic steroids, tobacco, chemicals, inhalants, solvents, prescription or over-the-counter drugs used for purposes other than those for which they are indicated or in a manner or in quantities other than directed.

Substance abuse means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Illegal Violations: The possession, use, delivery, transfer, or sale of tobacco, alcohol, drug paraphernalia, illicit substances, chemical or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden.

SUBSTANCE ABUSE BY STUDENT – Cont'd.

School Procedures for Handling Violations:

- Notify the parent/guardian and suspend the student during the school investigation.
- Conference with principal, parent/guardian, student, pastor, and other appropriate persons as determined by the principal.
- Notify the police as directed by law.
- If the violation is founded, professional evaluation and, if necessary, treatment shall be provided by the parent/guardian.
- Based on the results of the certified clinical evaluation, the status of the student for continued attendance in the school will be determined by the principal. Options include but are not limited to continued suspension and/or expulsion.
- Appropriate confidentiality shall be maintained.

Mitigating circumstances such as first offense, age, seriousness of offense, prior conduct, cooperation of parent/guardian, attitude of student, and initial success of rehabilitative measures may warrant differences in the procedures for the principal.

The approach to substance abuse should focus on education, not experimentation and provide a supportive environment for the learners. In determining consequences for violation, treatment and counseling shall have priority over, but not necessarily exclude disciplinary measures.

TECHNOLOGY Acceptable Use Procedures

Use of the technology resources that are prohibited include, but are not limited to:

- violating student rights to privacy/confidentiality;
- attempting any unauthorized access, including hacking of any computer system;
- downloading unacceptable materials;
- using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- changing or attempting to alter any configuration, program or password on any computer or system;
- using a school computer without knowledge/approval of school personnel responsible for the computer;
- using inappropriate language, pictures, and gestures in any form;
- using the Internet for entertainment;
- using the Internet for unauthorized purchases.

TECHNOLOGY USE OUTSIDE OF SCHOOL ARCHDIOCESAN POLICY

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and her/his family.

UNIFORMS

UNIFORM REQUIREMENTS

UNIFORM SHORTS: Shorts may be worn by both boys and girls until Thanksgiving and beginning again after Spring Break. Boys can wear white jersey polo or white turtleneck with their shorts. Girls may wear white jersey polo shirts, or if a white turtleneck or uniform blouse is worn, the uniform vest must also be worn. All shirts must be tucked in. Girls may wear blue or plaid shorts. Shorts must be appropriate length: **no shorter than 3 inches above the knee.**

SWEATSHIRTS: There are a number of choices of uniform sweatshirts, which may be worn every day, but students must wear uniform shirt/blouse/turtleneck underneath. **The sweatshirt cannot be worn in place of the gym shirt.** The shirt collar must be seen on the outside of the sweatshirt. Special sweatshirts from school related sporting events may be worn for a specified amount of time with the approval of the Principal. Eighth graders are allowed to wear their specially designed sweatshirts for the year.

GYM UNIFORMS: All students **MUST** wear gym uniforms and proper gym shoes for all gym classes. Platform gym shoes and gym shoes that leave marks on the floor are not permitted. Grades K through 8 wear gym uniforms to school on gym days. Solid navy blue sweats can be worn under the gym uniform. St. Francis uniform sweats can be worn over the gym uniform. All gym shoes should have laces, except for Velcro fasteners.

SHOES: Students should wear closed shoes that are laced at all times for safety reasons. **Sandals and open back shoes are not permitted (on out-of-uniform days also). Boots, of any kind, are not to be worn during the school day, inside the school.**

SOCKS: Only **solid** navy blue or white socks are permitted. Navy blue or white tights or leggings are also permitted for girls.

ALL GIRLS AND BOYS MUST WEAR UNIFORMS ORDERED FROM:

Dennis Uniform Company
1400 E. Business Center Drive
Mount Prospect, Illinois 60056
Phone: 847-299-1442 / 800-854-6951
www.dennisuniform.com

At the end of each school year there is a used uniform sale. This gives parents a chance to purchase a uniform(s) at reduced rates and in good condition.

Parents are asked to check to see that their children are in proper uniform that are clean, mended and fit properly before they leave for school. If students are not dressed accordingly, their parents will be asked to bring the proper uniform to school. Boys and girls are expected to wear their shirts and blouses tucked inside their pants/shorts/skirts. For both boys and girls, belts are to be worn with pants and shorts.

GIRLS UNIFORM REQUIREMENTS

Grades K-3: Plaid jumper or shift with white blouse, white turtleneck or white jersey polo with sweater or sweatshirt.

Grades 4-8: Plaid skirt or skort with white turtleneck, blouse or white jersey polo shirt. Vest must be worn at all times with the blouse or turtleneck unless the uniform sweater or sweatshirt is worn. Skirt length should be no shorter than 3 inches above the top of the knee. If a girl receives more than five detentions (a level) for a skirt or shorts shorter than 3 inches above the knee, the student will have to wear uniform pants for the rest of the year.

ALL GIRLS ARE PERMITTED TO WEAR UNIFORM SLACKS IN PLACE OF A JUMPER, SKIRT OR SKORT. A vest, sweater or sweatshirt must be worn with the turtleneck or blouse. The white jersey polo may be worn, tucked in, without the vest, sweater or sweatshirt. Non-uniform pants may be worn under the skirt/jumper in transit to and from school and for recess, but must be removed upon entering school.

BOYS UNIFORM REQUIREMENTS

Grades K-8: Navy twill or corduroy pants with a white jersey polo or white turtleneck, navy or red crew neck sweater, sweater vest, sweatshirt, or v-neck cardigan. Plain white tee shirts **only** may be worn underneath uniform shirts.

IMPROPER UNIFORM PROCEDURE: (Skirt length, torn uniform, hair length/style, make-up)

If the student is not in uniform, the following procedures will occur:

1. **First offense:** a form letter to parents informing them of the infraction. This letter is to be returned on the following school day signed by the parent.
2. **Second offense:** the parent will be called by the child's homeroom teacher.
3. **Third offense:** a student may be denied admittance to school if they are not in proper uniform.

NON-UNIFORM APPAREL/JEWELRY/COSMETICS/TATTOOS/MARKINGS/ETC.: On out of uniform days, clothing must be deemed appropriate for a Catholic school setting. **All tops must cover the shoulders.** No ripped or torn clothing. Shorts/dresses/skirts must be no shorter than the uniform regulation of 3 inches above the knee. Pajamas or costume attire are not deemed acceptable on non-uniform days. Student can be refused class admittance until clothing is changed. The school reserves the right to limit or ban jewelry, tattoos or other markings. Jewelry is limited to **one set or piece:** one pair of earrings, one bracelet, one necklace, etc. Accessories must not be dangerous to the students themselves or others. **Make-up (foundation, powder, blush, eye make-up, etc.) is not allowed.** Boys are not allowed to wear earrings. All boys are to be clean shaven. For safety reasons students must wear closed shoes at all times. Sandals and open back shoes are not permitted. Birkenstocks, clogs and similar styled shoes are **not** permitted. Halloween costumes must conform to length (dress, skirt, shorts, etc.) and covering regulations. **Yoga pants** are not allowed.

SPIRIT FRIDAY: Sweatshirts and t-shirts with the St. Francis name may be worn on Fridays, along with the proper uniform bottoms. This includes team sweatshirts.

UNIFORMS – Cont'd.

SCOUTS: On meeting days, Scouts may wear their full uniform to school.

MAY CROWNING FOR 8TH GRADERS AND 2ND GRADERS:

8th grade: Graduation gowns without caps. **2nd grade:** First Communion attire.

HAIR STYLES: Hair is to be clean and well groomed for boys and girls. Hair should not be longer than collar length for boys. Shaved areas on the head are not permitted. **Fad styles** and **hair coloring** (any type, e.g. highlighting, foils, etc.) are **not allowed** for **girls and boys**. Traditional haircuts are required. Student hairstyles should not interfere with eyesight, posing a hazard for themselves and others. Any infractions will be dealt with on an individual basis. Consequences for infraction may include but are not limited to: detention, suspension from extra curricular activities and school suspension. Grooming is to be done at home, not in the classroom. The school may exercise its right to exclude a student until the unacceptable hair coloring/style is changed.

VALUABLES

The school cannot be responsible for valuables, which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these should be given to the teacher or to the office for safekeeping.

VOLUNTEERS

St. Francis de Sales School considers its parent volunteers as a very special and valuable resource. Parents are encouraged to help out in many different ways. By giving of their time, parents help make St. Francis a better place for students to learn and grow.

The PTO helps to organize and coordinate volunteers to fill the needs and requests of our school. Please call the office or get touch with the PTO Volunteer Chairperson if you have time to give. All volunteers who help out in our school, whether on a field trip, picnic, or on a regular basis, must complete Virtus training, which is mandated by the Archdiocese.

WEAPONS

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, “billy clubs”, bats, pipes, sticks and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots and school property.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.