

*The Franciscan School  
Community Handbook  
2017-2018*



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*The Franciscan School is accredited by AdvancED. The Franciscan School is approved by the Roman Catholic Diocese of Raleigh and is a member of the National Catholic Educational Association.*

## THE FRANCISCAN SCHOOL *COMMUNITY HANDBOOK*: A PREFACE

While every effort has been made in this *Handbook* to accurately communicate and reflect Franciscan School policies and procedures currently in place and in effect, the school reserves the right to alter, amend, eliminate, or add to these policies, should such an alteration, amendment, elimination, or addition appear to better serve The Franciscan School community and its students or be necessary to respond in a timely way to changing student and community needs during the school year in progress.

Any such changes will be communicated via email, on the Parent Portal, in the school newsletter, *The Franciscan*, and reflected in the next edition of the *Community Handbook*.

While this *Community Handbook* is intended to be comprehensive, it is not exhaustive. It is meant to provide clear guidelines and to be a reference to all in our TFS community, including new and returning families as well as Faculty and Staff, as we make thoughtful decisions in the best interest of our students and community.

As such, this *Handbook* combines rules, regulations, and expectations with practical reflections on subjects as varied as homework, athletics, and discipline. We hope that you will find it both a useful reference and an instructive guide.

Changes to last year's handbook are indicated by an asterisk (\*).

Should you find the *Community Handbook* lacking, incomplete, in error, or unclear as you use it and make reference to it during this academic year, please let Becky Lytle know at [becky.lytle@stfrancisraleigh.org](mailto:becky.lytle@stfrancisraleigh.org)

Please review this carefully, sharing and discussing the school's expectations in an age-appropriate way with your child. Parents are asked to review the document and sign the form indicating that you have read and understand the handbook and in particular, our policy on bullying. The signature page is available on the Parent Portal. Thank you in advance for your support.

### **INCORPORATION**

The Franciscan School is tax-exempt under section 501 (c) (3) of the Internal Revenue Code of the Internal Revenue Service.

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## Welcome from the Principal

August 14, 2017

Dear Parents and Students,


The Community Handbook was revised this year to provide more information for families and an easier format to reference information. We hope that you find the changes to be positive ones. It is our intention to partner with families to provide guidance and support for our children here at The Franciscan School.

I would like to draw your attention to our discipline section. We have revised our policies and created a new chart that will better delineate consequences. Please also note the new policy from the Diocese of Raleigh that addresses student conduct outside of school. We have also included the Acceptable Use Policy for our students in this handbook.

As always, we welcome your feedback on the handbook and are always available to answer any questions about our policies and procedures. We ask that you take the time to review all of the information in the handbook to be knowledgeable about our processes, procedures and programs at The Franciscan School.

***Parents are to review this handbook and, by their enrollment and the attendance of their children at the school, they affirm they have read and understand the Community Handbook, including the Acceptable Use Policy. Additionally, they also affirm that they will follow the policies and procedures outlined in this document, and the school agrees to inform all parents of any changes and modifications before they go into effect.***

We ask for your prayerful support as we continue to work together to promote the mission and vision of The Franciscan School.

And don't forget, every day is a great day to be a T Wolf! 

Michael Watson  
Principal



### Helpful Information

	Contact	Extension	Email
Absences	Joanne Sullivan	251	tfsattendance@stfrancisraleigh.org
Bridges Program	Joey Bradshaw	248	joseph.bradshaw@stfrancisraleigh.org
Athletics	Doug Cottle		tfsad@stfrancisraleigh.org
Billing Information	Donna Sincock	253	donna.sincock@stfrancisraleigh.org
Change of Address	Sami Burnette	250	sami.burnette@stfrancisraleigh.org
Grades K-5	Michele Northington	254	michele.northington@stfrancisraleigh.org
Grades 6-8	Colette Dziadul	651	colette.dziadul@stfrancisraleigh.org
Financial Assistance	Donna Sincock	253	donna.sincock@stfrancisraleigh.org
Guidance	Laureen Wacenske	314	laureen.wacenske@stfrancisraleigh.org
Media Center	Eva Socko	700	eva.socko@stfrancisraleigh.org
Newsletter	Terri Layer	351	terri.layer@stfrancisraleigh.org
Transcripts	Terri Layer	351	terri.layer@stfrancisraleigh.org
Home & School Association	Anne Chance		TFSHSAPresident@gmail.com
Uniforms	Flynn O'Hara		1.800.441.4122
	Land's End		1.800.523.2786
Lunches	Spice Cubed		919.523.2786

## OUR MISSION

Inspired by our patron Francis of Assisi, we seek to proclaim the reign of God by growing in **Holiness** through our experience of Christ in word, sacrament and one another, offering **Hope** to those who hunger for human dignity, and extending **Hospitality** to all.

## THE FRANCISCAN SCHOOL VISION STATEMENT

Reflecting the unique charism of our patron, St. Francis of Assisi, The Franciscan School is dedicated to an education that fosters a Christ-centered way of living and that celebrates the building of the Kingdom of God on Earth.

We believe that community is at the heart of Franciscan education and strive to create a prayerful environment alive with Catholic traditions and Christian values where self-discipline, sensitivity, respect, and personal responsibility are taught and practiced.

We believe that every child at The Franciscan School has the potential to achieve something wonderful and that our family-centered faith formation encourages all in our community to share their time, talent, and treasure and to recognize the value and significance of their gifts in God's plan for the world.

We believe teaching is a ministry, and our Faculty and Staff reflect this attitude. Our educators share their diverse talents, encourage growth, and recognize that relationships with students and families go far beyond the role of formal education.

We provide an academic curriculum that reflects excellence in all its parts, allows for creative expression, and prepares our children to live in the technological world.

We instill a love of learning, a desire to look for truth with a humble spirit, and a willingness to consider reality from many perspectives while evaluating it with a sense of justice and proportion.

We value diversity and purposefully engage in activities that promote an understanding and an appreciation of all people. We are inspired to awaken and expand the social conscience of our youth so they can fully appreciate what it means to be human and actively participate in the betterment of the human condition.

We foster and celebrate partnership and collaboration among families, teachers, the ministries of the parish, the local community, and the global world.

To model the goodness of St. Francis, we encourage our students, families and teachers to give generously, to forgive even before the asking, and to live as responsible stewards of the church, our society, and the Earth and its resources.

We send forth children knowledgeable of self, rooted in faith, educated in mind, compassionate in heart, and deeply responsive in service to others, especially the poor and the oppressed of our world.

## **ACCREDITATION**

The Franciscan School is accredited by AdvancED (formerly known as the Southern Association of Colleges and Schools). The Franciscan School is approved by the Roman Catholic Diocese of Raleigh and is a member of the National Catholic Educational Association. Additionally, The Franciscan School complies with the North Carolina Guidelines for Non-Public Schools.

## I. ACADEMIC POLICIES AND PROCEDURES

### CURRICULUM

The curriculum includes all of the guided learning experiences of the student under the direction of the Diocese of Raleigh, The Franciscan School, and the classroom teacher. It includes the content of the course of studies, but it is not limited to it. The experiences of the student include participation in religious, intellectual, cultural, physical, social, and civic activities both in the classroom and, when possible, outside the school. The Franciscan School Faculty and Staff strive to create a value centered, holistic environment consistent with Catholic teaching, academic excellence, and high levels of achievement for the students.

*The Diocese of Raleigh Curriculum Guide* is intended for use in all Catholic elementary schools in the Diocese of Raleigh. It is the framework for instruction that assists teachers in identifying and implementing the appropriate instructional methodology in Grades K through 8. The curriculum outlines in detail the level of competency that is expected of students at different stages. The curriculum is aligned with competencies identified in the *North Carolina Standard Course of Study*, national standards, and diocesan objectives and values. Copies of the curricular scope and sequence from Kindergarten through Grade 8 may be found online at the website of the Diocese of Raleigh ([raldioc.org](http://raldioc.org)).

### IMPLEMENTATION OF COURSE OF STUDY

Teachers are responsible for curriculum-driven instruction, knowledge of grade-level curriculum, and awareness of the total Diocesan curriculum. The Principal and Assistant Principals are responsible for overseeing curriculum implementation.

### \*TECHNOLOGY EDUCATION

Technology education is an integral part of every subject area in grades K-8 at the Franciscan School. The Technology teacher will work with classroom and subject area teachers to provide a comprehensive education in technology for their grade level or subject area. Additionally, broad access to school computers is provided through the technology lab, the Media Center, mobile computer labs, computers in classrooms, and to individual students in Grades 5-8.

### METHODS OF INSTRUCTION

The methods of instruction used at The Franciscan School are in keeping with the needs of the individual students and the basic philosophy of Catholic education. These methods include, but are not limited to, small and large group instruction, cooperative learning, and hands-on activities. Please note that while teachers within a grade level spend

substantial time planning together, teachers are allowed the flexibility in the pacing of instruction to meet the specific needs of their particular students in a given year.

### TEXTBOOKS

Textbook selection is made by The Franciscan School based upon recommendations of the Catholic Schools Office and is in full conformity with Church and Diocesan guidelines. Each textbook selected supports the Diocesan-defined curriculum and Catholic Christian teachings.

### RELIGIOUS INSTRUCTION

All students receive religious instruction as part of the total curriculum of the school. The religious education curriculum at TFS is consistent with the philosophy and goals established by the Diocese. Program content follows a continuous progression from year to year, and has been evaluated by the Principal in collaboration with the Lifelong Faith Formation Team, the Pastor and the Diocesan Faith Development Office. In doing so, TFS follows the curriculum listings and guidelines in the *Handbook for Parish Directors of Faith Development*.

Word, worship, and community service are components of catechetical ministry. Therefore, a variety of experiences and opportunities for total spiritual development are at the center of school life. Special instruction is given in Catholic doctrine, scripture, sacramental preparation, liturgy and observance of the liturgical seasons. Instruction is developmentally appropriate.

### SACRAMENTAL PREPARATION AND CHRISTIAN FORMATION IN HUMAN SEXUALITY

Sacramental preparations are integrated with parish-based programs. Christian formation in human sexuality is taught within the guidelines of the Catechism of the Catholic Church. Parents are offered the opportunity for their child to participate in or opt out of the Human Sexuality program offered at TFS.

### RELIGION GRADING

Religious education provides opportunities for information, formation, and transformation of the student. The only element able to be graded is that of information. Therefore, a religion grade reflects the student's knowledge of doctrine, principles, practice, and liturgy flowing from the Catholic Christian message and not the quality of formation or transformation taking place in a student's everyday behavior. All students receive a grade in religion as a regular academic course.

## AUXILIARY SERVICES

### COUNSELING SERVICES

The school has a licensed counselor as a member of our professional staff. Counseling is available for students and families if and when the student is experiencing any social, emotional, behavioral, and/or academic struggles at school. To request the service of the Counselor, please contact the school office.

### EDUCATIONAL RESOURCE SPECIALISTS

The Franciscan School employs two Educational Resource Specialists (**one for Grades K-4 and one for Grades 5-8**) to serve the needs of the students with identified learning differences as determined by a psycho-educational assessment or other diagnostic assessments. The specialists also work with classroom teachers to employ best practices to assist the students with learning differences.

### OCCUPATIONAL SPEECH THERAPY

The school contracts out for services of licensed occupational and speech therapists for students who may need these services. Arrangements for these services will be made after consultation with parents and professionals.

### BRIDGES PROGRAM (EARLY MORNING CARE AND AFTER SCHOOL PROGRAM) TELEPHONE: (919.610.8104)

Morning Care is available from 7:00-7:40 AM Monday through Friday for K-8 in Jacoba Hall. For more information and for registration forms, please refer to the school's website.

If the school opening is delayed due to inclement weather, then EMC will also be delayed in opening by that same given amount of time.

The Bridges After School Program operates Monday-Friday, between the hours of 2:40 and 6:00 PM. Bridges will be open on select early release and teacher work days. Bridges will not operate on holidays. For more information and for registration forms, please refer to the school's website.

If school is dismissed or canceled due to inclement weather, Bridges is also canceled for the day. On such occasions, we ask that parents use every means possible to arrive safely at school to pick up their children so that school personnel may also safely make their way home.

If you have any questions regarding the program please contact the Head of Bridges, Joey Bradshaw at 919.610.8104 or by email at [joseph.bradshaw@stfrancisraleigh.org](mailto:joseph.bradshaw@stfrancisraleigh.org). Billing questions should be directed to Donna Sincock at x253.

## **WORSHIP**

The Franciscan School strives to create a faith-filled environment that is given to reflection and prayer that draws each member of this community closer to Christ.

Each day begins with Morning Prayer in the Courtyard. Each week, individual classes, on a rotating basis, gather in the Chapel for the celebration of the Eucharist. The entire school community participates in Gospel Share, Morning Praise, a monthly all-community liturgy at the St. Francis of Assisi Church, and liturgies on feast days. Classes take turns preparing these liturgies.

## **CLASSWORK**

Active participation in each class is critical to student and group success. Such participation requires attentiveness, a willingness to participate and engage, and regular preparation outside of class, when homework is required. Both in-class and out-of-class assignments are to be neat, complete, and executed on time with care. The individual instructor, if any, makes other requirements for written assignments clear.

## **HOMEWORK**

Homework supplements, complements, and reinforces classroom teaching and learning. It requires further application of skills and material already taught within the classroom. As such, homework is a valuable component of learning.

Assignments are to be definite, of reasonable quantity, and within the range of the student's ability. Where class work is departmentalized (as at the Middle School level), there is cooperation among teachers regarding the amount of homework assigned for any one night. Repeated failure to perform homework assignments jeopardizes the student's learning, progress, and overall academic performance. Just as sport requires practice, so too do academic skills.

K-5 homework assignments are posted on each teacher's portal page. Parents are encouraged to engage actively in their children's learning while remembering that homework is your child's opportunity to learn and strengthen his/her skills. Resist the temptation to "do it for them". If a parent senses that homework assignments are being completed with difficulty, please contact the individual teacher so that together we can

evaluate the student's organizational skills, priorities, academic challenges, and busy schedule at any given moment.

Although the time required to complete daily homework assignments may vary from child to child and subject to subject, assignments in elementary grades should last approximately:

10 minutes for Kindergarten  
15-30 minutes for Grades 1-2  
15-45 minutes for Grade 3  
45-60 minutes for Grades 4-5

Homework is not to be assigned over the weekend in these grades.

In middle school, there are projects and other "long-term" assessments that would be assigned several weeks, if not months, before they are to be turned in for grading. The assumption on the part of students and parents should not be that school work on weekends is being "banned". Weekends are primarily reserved for family time and other activities, but there are times where work on the weekends may be required to keep up with the academic requirements as dictated by the student's own schedule of school responsibilities and outside activities.

The purpose of homework, as described above, is to reinforce the lessons taught by the teacher in the classroom. This being the case, the homework assigned daily in middle school should be of a scope and quantity necessary to meet those requirements. The middle school teachers will assign their homework and post it on their Plusportal homework folder and/or their Google Classroom page with appropriate advance notice. The following are the guiding principles for Middle School teachers as they plan their lessons:

- Homework should average 6 hours per week for 6<sup>th</sup> grade
- Homework should average 8 hours per week for 7<sup>th</sup> grade
- Homework should average 10 hours per week for 8<sup>th</sup> grade
- These times include daily homework, longer term project requirements, and studying times, but do not include study hall times.

**If time spent on homework is much greater than the above, please discuss your child's study habits with their teachers.**

This policy is meant to foster understanding regarding the requirements of the academic program at TFS to ensure an academically challenging experience that is cognizant of the other demands on student and family time. As educational professionals, our goal is to prepare all of our students for their future success by challenging them in the classroom,



while allowing them time and room to grow spiritually, morally, socially, and physically outside of it.

Late homework assignments for Middle School will receive a 70% maximum on the second day, with no credit on a subsequent day. Any assignments deviating from this policy will be noted in a rubric in advance.

**If a parent brings in homework late for their child, they may drop it off at the receptionist desk. The homework will then be put in the teacher's mailbox.**

### **\*STUDENT PROGRESS REPORTING AND GRADING**

The Franciscan School evaluates and reports student progress in a number of different ways. Report cards are one method of communicating to students and parents an evaluation of academic progress. Grades represent student performance in class, on written and oral material, on projects, presentations, and homework, and on tests and quizzes.

Parents should contact the teacher if there are any questions or concerns about student performance. Report cards are distributed at the end of each trimester. K-2 teachers write interims in the 2<sup>nd</sup> and 3<sup>rd</sup> trimesters if there have been changes to note in student progress. In grades 3-8, test and assignment scores are continuously updated on PlusPortals as per grade level policy.

#### Grading Scale for Kindergarten-Second Grade

- Consistently exceeds expectations (+)
- Meets expectations (√)
- Still Working on meeting expectations (-)

#### \*Grading Scale for 3<sup>rd</sup> – 8<sup>th</sup> Grade

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

### **STANDARDIZED TESTING**

TFS conducts an annual standardized testing program approved by the Diocese of Raleigh Catholic Schools Office for Grades 3 through 8. The Superintendent of Schools and the Principal mutually determine the type of tests administered at TFS.

The present Diocesan testing program includes the Iowa Test of Basic Skills administered in Grades 3 through 8, and the Cognitive Abilities Test (CogAT) administered in Grade 3 and 5.

TFS designates a testing coordinator responsible for working collaboratively with the Catholic Schools office to facilitate the required Diocesan required testing.

### **ACCOMMODATIONS FOR STUDENTS WITH LEARNING STYLE DIFFERENCES**

The Franciscan School is committed to ensuring that all admitted students succeed. In the event that a learning style difference is identified through a psychoeducational evaluation within the last three years by a licensed psychologist, TFS will make reasonable accommodations for the student. A list of the reasonable accommodations that TFS may be able to offer is available for review from our School Counselor. For additional information on testing for possible learning style differences, parents should contact the School Counselor.

The TFS administrative team, TFS Educational Specialists and teachers will collaborate with the parents/guardians of the students with identified special needs. **If a student cannot be accommodated within the school program, every effort is to be made to help with placement in another school program beyond TFS.**

### **PROMOTION, TRANSFER, AND RETENTION**

If the developmental stages and academic progress of a child are inconsistent with his/her chronological age and success at the next grade level seems improbable, a parent-teacher conference will be called, with parents being invited to participate in the decision-making process during the second trimester of the school year, at the latest (if the concerns have been identified by then).

After a parent, teacher and Principal conference, all parties sign a letter summarizing the mutual school-home decision to have the child retained in the present grade, placed in the next grade, or recommended for a different educational setting. This letter shall be retained in the child's records. The school may require summer tutorial or remedial work for the benefit of the student should s/he be promoted, should such additional work hold out the promise of success in the next grade.

\*\*\*At The Franciscan School, students may be retained in Grades K-3 as determined by agreement of the administration, classroom teacher, and parent(s). Beyond Grade 3, if a student is not recommended for promotion, the repeating of a grade at The Franciscan School is recommended only in rare cases for the benefit of the student. Normally, after 3<sup>rd</sup> grade, students move on to another educational setting in which they can be successful.

## **\*STUDENT RECORDS/FILES**

A file is maintained for each student that includes:

- Copies of forms required for admission to TFS
- Cumulative school grades
- Cumulative school attendance
- Records of standardized and other testing
- Medical information including record in immunization, allergies, and physical assessment.
- Copy of custody agreement (if applicable)

The student's cumulative file is kept in a locked fireproof cabinet in the TFS office. Records are open only to authorized school personnel, parents, guardians or a case-working agency upon request per federal and state policies. Student records can be reviewed only on TFS premises.

### **TRANSFER OF RECORDS**

At the time of withdrawal, copies of academic and health records are transferred to the requesting school when a record release form is signed by the parent/guardian. The records to be transferred when a student enrolls in another school includes the:

Cumulative school grades  
Cumulative school attendance  
Educational and/or related testing record  
Health record

### **INFORMATION TO NON-CUSTODIAL PARENT**

It is the responsibility of the parents to notify the principal of a legal separation or divorce. This information allows the school to support the child during what is often a challenging time for students. If there is a change in custody and/or financial responsibility, it is the obligation of the parents to notify the principal as well.

A custodial parent is responsible for providing school-related information to the non-custodial parent. Upon request, TFS will provide all information to a non-custodial parent that is in accord with the decree of divorce or separation, which is on file in the TFS office. Information will only be provided once TFS receives such decree.

In cases of separation or divorce in which both parents retain custody, TFS will provide the same information to both parents. This will include school notices, report cards, interim reports, and other communications. In addition, it is expected that faculty and

staff will keep both custodial parents informed of the academic, social, and emotional progress of each child.

## **MEDIA CENTER**

The Media Center includes a collection of books, periodicals, audio-visual materials, computer systems, and other equipment that conforms to the American Library Association Standards for Media Centers, and meets AdvancED accreditation requirements. The book and periodical collection is available to students throughout the school day, and audio-visual materials and equipment are available for classroom use. A Media Specialist supervises and maintains the Center.

The Media Center contains curriculum enrichment materials appropriate to the curriculum needs of TFS. The following policies concerning the school library have been established. Materials checked out are due as follows for the different grade levels:

K-1:	1 book for 1 week
Grades 2-3:	2 books for 2 weeks
Grades 4-5:	3 books for 2 weeks
Grades 6-8:	3 books for 3 weeks

Students may not check out materials if they have overdue, damaged or missing items. Reference materials may not be checked out of the Media Center. Reminders for overdue materials are sent home periodically. At the end of each trimester, students who have materials unaccounted for will be asked to return them or pay for materials. Report cards will be withheld until materials are returned or fines paid. Replacement cost plus \$1.00/item for processing will be charged for lost or damaged items. Refunds may be given for materials that are found within the school year.

Please make every effort to locate lost and overdue materials before paying library fines. The school may withdraw checkout privileges for students who repeatedly have overdue or lost books.

## **EXTRA-CURRICULAR ACTIVITIES AND CLUBS**

In addition to athletics, extra-curricular activities enhance the TFS learning experience. At TFS we provide the following opportunities:

- Safety Patrols (5<sup>th</sup> Grade): to promote concern for the safety of others, develop responsible citizenship and service to others. To become a member of the safety patrol is an honor accompanied by respect and recognition.

- Hospitality Ambassadors (5<sup>th</sup> Grade): to welcome and assist at entrances to buildings during morning arrival.
- Student Council: to develop leadership and communication skills and responsibilities in students to enable them to become more effective and confident people.
- School-wide Spelling Bee
- Tennis Club
- Chess Club
- Odyssey of the Mind
- Art Club
- Model United Nations
- National Junior Honor Society
- Student Ambassadors
- FYI Club
- Science Olympiad
- Girl Talk

## **ATHLETICS**

### **MISSION AND PHILOSOPHY**

Faithful to the mission of The Franciscan School to educate the whole person, the role of physical education, sport, and games at TFS is to:

- Engender a healthy lifestyle and an enduring love of physical activity
- Teach and develop basic skills, with an emphasis on broad student participation
- Teach the lessons that grow from teamwork and goal setting
- Develop leadership, help students cope with adversity and disappointment
- Appreciate the gifts in others
- Be welcoming hosts, good sports, and good ambassadors
- Be humble in victory and gracious in defeat

The TFS Athletic Program exists to promote and integrate Christian values with community, leadership, reverence, and service. TFS Athletics Program endeavors to develop qualities of good sportsmanship, team building, self-reliance, responsibility, and self-discipline. At TFS, cooperation and team activity are emphasized. A complete *Athletic Handbook* for student athletes, coaches, parents, and spectators is available online at the TFS website. Please consult this handbook for all current policies and procedures for TFS Athletic Programs.

### **FIELD TRIPS**

Field trips supplement classroom learning. Each teacher may plan organized class field trips during the year. When a trip is planned, a description of the activity is sent home. Separate written parental permission is necessary for each field trip. Parent chaperones may not be accompanied by student siblings. Additionally, parents who are not chaperoning may not participate in any portion of the trip, either on or off campus. Field trip transportation will be provided by a commercial bus service. TFS does not allow parents to transport students on field trips. Refunds will not be given, as reservations are based on the expected number of students.

## **COMMENCEMENT**

The Commencement of each TFS class suggests that their faith journey and their lifelong journey of learning have only just begun. The TFS Commencement is a sending-out of 8<sup>th</sup> Graders who have met all TFS graduation requirements.

Typically, in late May, simple and dignified Commencement activities mark a rite of passage for the 8<sup>th</sup> Grade Class and for the entire Franciscan School community.

It is a general expectation that a student must be in attendance at TFS for his or her entire 8th Grade year to receive a Franciscan School diploma. An exception may be made only by the Principal in consultation with his or her administrative staff.

## **AWARDS**

The following awards are given throughout the year to students at The Franciscan School.

### Citizen of the Month Award

Citizenship Awards are given to students each month in Grades 5-8 for exemplifying leadership, service towards others, and character. These traits are at the very core of a life filled with meaning and purpose. Taken together, this student's leadership, service, and character strengthen our TFS community while inspiring us to do the same.

### Honor Roll

Students in Grades 6-8 are awarded honor roll certificates for each trimester. Students are recognized for all As and all As and Bs in all subject areas.

### Subject-Area Awards

Subject area awards for overall effort and achievement are given in each subject to 8th grade students at the 8<sup>th</sup> Grade Awards Assembly.

### Leader of the Pack Awards

The Leader of the Pack Awards are awarded to one 8<sup>th</sup> Grade boy and one 8<sup>th</sup> Grade girl for demonstrating outstanding scholarship and serving as an example of commendable conduct as a leader of the school while fully participating in the athletic programs of the school. This award is a recognition of the students who fully embrace all of the opportunities the school offers to excel in spirit, mind and body.

#### The Franciscan School Citizenship Award

The TFS Citizenship Award is awarded at Commencement to that 8<sup>th</sup> Grade student who, through his or her example and often quiet, behind-the-scenes leadership and good will, has made TFS a better place to live, work, worship, and learn.

#### The Franciscan Awards

The Franciscan Awards are awarded at Commencement to one 8<sup>th</sup> Grade boy and one 8<sup>th</sup> Grade girl for combining exemplary scholarship, leadership, citizenship, service and faith during their year or years at The Franciscan School.

## **II. GENERAL SCHOOL POLICIES AND PROCEDURES**

### **ADMISSION**

Admission priority to TFS is given to Catholic children. All others are welcome when space is available, with the understanding that:

- All students participate in the religion program.
- Once a student is accepted, re-enrollment is not denied because of religion
- Students meet age requirements for kindergarten in conformity with North Carolina:
  - The child reaches the age of 5 on or before August 31<sup>st</sup> of that school year; or
  - The child did not reach the age of 5 on or before August 31 of that school year, but has been attending school in another state in accordance with the laws or rules of that state before the child became a resident of North Carolina.
- TFS does not discriminate on the basis of race, color, sex, and national or ethnic origin in the admission of students.

The application is considered complete when the following is received:

- Completed application forms including parent essay and in Grades 4-8, student essay
- Teacher recommendation forms
- Current report card
- Birth Certificate
- Record of Immunization
- Baptismal Certificate, if applicable

### **ENROLLMENT**

Enrollment for current students will begin in late January or early February. Enrollment for new families will occur after the re-enrollment period. The annual enrollment fee is payable at the time of re-enrollment and is completely non-refundable. Each year, parents/guardians are asked to sign and return the following: a Stewardship Form, re-enrollment form, enrollment and tuition contract, and the enrollment fee for each child.

### **TUITION AND FINANCIAL AID POLICIES**

The tuition fee schedule is set on the recommendation of the School Advisory Council and approval from Parish Finance Council each year. Each family will receive a tuition fee schedule at the time of re-enrollment for the upcoming school year. All re-enrollment fees are non-refundable.

The return of the Stewardship Form is required for consideration for the St. Francis Steward tuition rate each year. A review and determination of appropriate tuition rates is made annually by the Pastor. ***Families not approved for the stewardship rate or who fail to turn in their forms will be billed at the full cost of tuition for the next school year.***

Applications for tuition assistance (financial aid) are made available in January and must be submitted to The Franciscan School and to FACTS Grant and Aid Assessment Services by March 1<sup>st</sup>.

### **REQUIREMENTS**

All parents must sign a contract at the time of enrollment agreeing to a regular schedule of tuition payments.

1. Those families receiving tuition assistance must sign a contract agreeing to a specific and regular payment plan for the portion of the account they are responsible to pay.



2. If an account is two months delinquent, and no payment arrangements have been made with the Principal, the collection of the delinquent account may be turned over to a collection agency. Children are not permitted to attend classes until good-faith payment arrangements have been made.
3. Any special payment arrangements must be agreed to in writing between the family and Principal, acting as agent for The Franciscan School.
4. A family cannot return to The Franciscan School for a new school year unless tuition from previous year has been paid in full.
5. A student is considered Catholic through their baptism. “Parishioners” are defined as being registered with St. Francis of Assisi parish and as being active participants in the life of the St. Francis of Assisi parish community as determined by the Stewardship Covenant.
6. A family that leaves The Franciscan School with an unpaid balance, and has failed to cooperate with the school community in keeping their payments current, may have their account turned over to a collection agency.
7. All tuition contracts are to be completed, enrollment fees paid, and for new students and rising Middle School students: copies of current immunizations and health reports must be submitted by the designated deadline.

### **FINANCIAL AID**

The St. Francis of Assisi parish makes a strong commitment to need-based financial aid at TFS. Indeed, TFS was founded in 2000 with a commitment to making a Franciscan School education available to all students who are parishioners of St. Francis of Assisi regardless of family financial need.

Should tuition costs, changing family circumstances, or the enrollment of a second or third child at TFS strain the monthly budget beyond its limit, parents should ask the Bookkeeper for FACTS information that will guide them through an online financial application process. **The deadline for the receipt of financial aid applications is March 1<sup>st</sup>.**

The TFS need-based financial aid application process is straightforward and uncomplicated, and is similar to completing a Federal tax form. After entering such items as income, assets, indebtedness, and unusual financial circumstances, FACTS criteria will develop an “adjusted effective income” on which they will calculate a family’s “discretionary income available for education”. Families are also asked to submit a monthly budget and letter explaining any extenuating circumstances which might affect the ability to pay tuition.

These financial aid resources come from two sources: a dedicated St. Francis of Assisi parish tithe and from endowed funds set up at the School’s founding solely for this purpose. We are grateful for this commitment that allowed us to respond to each request for need.

## **NOTIFICATION OF WITHDRAWAL FROM CONTRACT**

By June 15<sup>th</sup> of each academic year, programs are designed, books purchased, and staff hired for the upcoming year. At the same time, our waiting pool for closed classes begins to decline quickly after June 30<sup>th</sup>, as parents seek to confirm a school placement for their children. If a student is withdrawn after June 30<sup>th</sup>, it becomes progressively difficult to fill the student's slot.

A family who wishes to cancel its registration, but has completed the registration process and has paid all necessary registration fees, must notify the Principal and/or Sami Burnette in writing of their intent to withdraw. The date of written notification will determine the tuition amount due to The Franciscan School by the withdrawing family as outlined on the Tuition Agreement Form. Registration fees are non-refundable.

A family withdrawing from TFS will not be held accountable for tuition or fees beyond what is due at the date of withdrawal if:

- The family relocates outside of the Raleigh area.
- Serious events occur which are beyond the control of the family, such as a death of a family member or catastrophic illness.

## **\*SCHOOL HOURS AND SCHEDULE**

The school opens at 7:40 AM. At that time, the Thea front gate is opened for elementary students and Middle School students are allowed from the covered walkway to enter Siena and proceed to their classrooms. Families who wish to drop off students earlier than 7:40 AM must enroll in Bridges Early Morning Care.

School safety patrols and staff members will begin carpool drop off at 7:40 AM and continue until 8:00 AM.

**Parents that arrive after the safety patrols have left the drop off areas are to park in a designated parking space and walk their child to the staff member at the crosswalk who will safely cross the students. If parents arrive after 8:00AM and no staff member is at the crosswalk, they must walk their child to the front office.**

Students who arrive in their classrooms after 8:00 AM are tardy. Please be sure to leave your home with enough time to plan for traffic congestion to arrive on time.

Morning Prayer begins promptly at 8:05 AM in the Jacoba courtyard. After the 8:00 AM bell, all doors will be locked and remain locked throughout the school day. Parents and visitors must enter through the front lobby entrance only.

At the end of the day, any student remaining at the end of carpool at 3:10 PM will be escorted by a staff member to the Bridges After School Program in Jacoba Hall and be charged accordingly.

The Receptionist is available from 7:40 AM to 3:45 PM when school is in session. Students may not return to the classroom after the school day to get a forgotten book/homework without the permission of the teacher. Any student returning to the building must be accompanied by their parent or teacher.

### **UNATTENDED CHILDREN**

Please do not plan to drop off your child prior to 7:40AM or when carpool starts in the morning. Anyone arriving before 7:40 AM, or the start of staff monitored carpool, will be taken to Bridges Early Morning Care and billed the drop-in fee. Parents are required to sign their child into EMC at the time of their arrival.

**Being with an older sibling does not constitute parental care and supervision. Additionally, although the gathering of parents with their children which starts in front of the Courtyard gate as early as 7:35 AM may appear to provide “safety in numbers”, adding unsupervised, unattended children whom no one knows is there, and for whom no one is directly responsible, is contrary to common sense and to every safe child guideline at The Franciscan School.**

### **A GOOD START TO OUR SCHOOL DAY**

At TFS, students are to arrive in their classrooms between 7:40 AM and 8:00 AM, and we begin Morning Prayer promptly at 8:05AM. Morning Prayer is not an “elective”, but an essential part of each day as we create community, come into the presence of the Lord, pray, celebrate life and the accomplishments of our TFS family, and go forth to carry out God’s holy and true command. We are diminished by even one student’s lateness or absence.

### **\*ATTENDANCE, PARENTAL NOTIFICATION, & EXCUSED ABSENCE**

The Franciscan School maintains attendance records for each student as part of the cumulative school record. A teacher checks attendance each morning at 8:00AM and monitors attendance during the day. This information is transferred to a student’s cumulative school record at the end of the school year. The Administrative Assistant records and maintains all attendance records.

Regular attendance ensures educational progress. If a child is not able to attend class, a parent/guardian is to send an email to [fsattendance@stfrancisraleigh.org](mailto:fsattendance@stfrancisraleigh.org) within the **first hour of class** and state the reason for the absence.

**Please do not call the teacher or ITA and/or leave a voicemail message.** They are instructed to not take messages regarding absences. Attendance is sent to the school office each day after Morning Prayer. If a child is marked absent and TFS has not received parental notification of that absence, a TFS staff person will attempt to call or email the parents to account for the student. Written excuses are required of all students following absence. Upon returning to class, each child is to bring his/her teacher a written excuse from the parents stating the reason for the absence.

Since all classroom instruction is critical for learning and mastery of the skills/material in each course, school attendance must be first priority. Parents are thus strongly discouraged from scheduling standing appointments or co-curricular activities that will require regular early dismissal from classes during the year. School attendance after Kindergarten is required in the State of North Carolina, and TFS adheres to mandatory attendance laws.

\*Per Diocesan guidelines, if a student has accumulated three (3) unexcused absences, the parents may be contacted for a conference with the Principal. If a student has accumulated six (6) unexcused absences, a written letter may be sent to the parents notifying them that they may be in violation of the Compulsory Attendance Law of North Carolina (N.C. G.S. 115-378). Further unexcused absences may be referred to the Catholic Schools Office of the Diocese of Raleigh.

**The academic performance of a student who has accumulated twenty (20) or more days of absence will be reviewed to determine if the student is ready for the academic work of the next grade and/or if an offer of re-enrollment will be extended for a subsequent school year.**

**If a student is absent during the class day, s/he may not participate in any pre- or after-school program of any kind, including school dances, athletics, and other scheduled or special activities.**

Permission for any regular or anticipated extended absence must be requested in advance of the absence for review by the Assistant Principal and Principal. Failure to do so will result in a parent conference.

#### MAKEUP WORK

Parents of children in Grades K-5 should contact their child's teacher for classroom makeup policies due to absences.

In Grades 6-8, students have 3 days to make up work for 1 day missed, and 5 days for more than 1 day missed. The same applies to test make-up. However, if the student misses only the review day, s/he can still take the test on the assigned test day. **Parents or students should not request assignments from a teacher on the first day that a**

**child is absent. Requests for assignments should be made only if the student misses multiple days.**

On the second or additional day of absence, students or parents may e-mail the teacher no later than 10:00 AM on the day the work is to be picked up. It is the parent's responsibility to pick up a student's work at the reception desk at the end of the school day on which the request is made. The teacher and/or the receptionist cannot assume the task of getting work to a sibling or carpool partner during the school day. Parents should go to a child's locker and/or classroom desk to get books or materials before or after the school day. Scheduling of make-up tests or quizzes should be done by the student when they return to school in cooperation and consultation with the teacher.

**ABSENCE DUE TO VACATIONS**

Parents should not plan travel that will pull a child from classes. Classroom instruction is an integral part of the learning process. New concepts and subject content are introduced daily. Missed instruction may result in gaps in a student's progress.

TFS should not learn after the fact that a student is away on vacation during the school year. As the 180 days of mandated instruction account for only 49% of the calendar year, please plan travel and other scheduled family events for the other half of the year. *Please note that teachers will not give assignments to students who will be absent due to vacations prior to leaving for vacation.* Reasonable accommodations will be made when the student returns to complete the missed assignments.

**TARDINESS**

A student who arrives in the classroom after 8:00 AM is tardy. **Parents may not drop a tardy child off at the curb and allow him/her to enter the building alone. Parents must park in a designated parking space and walk the child to the staff member at the crosswalk. After 8:00AM, parents must walk the child to Thea for students the front office.** Families will receive written notice if their child is repeatedly tardy.

If a student has a doctor or dentist appointment before school, they may bring in a note from the doctor's office for an excused tardy.

When a student has five unexcused tardies, the parent will receive notification from the Administration. If a student continues to be tardy to school, the following consequences will occur:

15 or more unexcused tardies – parent conference with Administration to determine if continuing attendance at TFS will occur

Please note that 10 unexcused tardies equal one day missed of school and will reflect as such on the student’s transcript. Excessive unexcused absence of 30 days or its equivalent in tardies can be cause for student retention.

**Students must be in school by 10:00 AM on the day of expected participation in an afterschool activity such as a competition, practice, club, or performance.**

### **\*EARLY DAYTIME RELEASE FROM TFS AND RETURN**

A student may be released during the school day from TFS only at the personal request of the parent/guardian. The parent/guardian must also sign the student out at the time of the release. Picture identification must be presented if the person picking up the student is not familiar to the TFS Faculty or Staff. A student must be in attendance for at least half of the instructional day to be considered in attendance. Upon return from an off-campus appointment, the student and his or her parent/guardian *must* sign back in at Thea for Grades K-5 and at Siena for Grades 6-8.

\*Please note that students **will not be released after 2:20PM** from school. Early departures during this time disrupt the regular dismissal process.

### **RESTRICTED AREAS**

Students are not permitted in the Faculty Room. They should not use the office computers, copiers, phones or other equipment without permission. Students should not be in classrooms without adult supervision after dismissal.

### **CARPOOL PROCEDURES**

Please note that school personnel will be on hand to assist with directions and to enforce the traffic patterns. With safety of our students as our primary concern, ignoring the instructions of the staff will result in a conversation with the principal.

**To protect our students and staff, the use of cell phones is strictly forbidden during carpool when operating a vehicle.**

### **MORNING DROP-OFF**

**K-5 Carpools** enter from New Leesville Rd. on St. Francis Drive (by the field), proceed along the right side of the parking lot, turn left at the end of the lot toward the covered walkway, and get in line along the walkway. Staff will direct cars and assist students as they exit the cars.

***Important Reminders:***

● Morning Drop off for K-5 Students

- ✓ *Please drop off in the main school parking lot along the covered walkway. Please enter from the school driveway by the athletic fields. Please remember, you cannot enter the School lot from the Church lot during morning carpool.*
- ✓ *Though parking and walking students in is an option in the morning, we really encourage the use of drop-off along the walkway with the safety patrol to ensure the safety of the students. With so many cars moving around the lot, these procedures keep everyone safe; please take advantage of the safety patrol presence. If you do walk your child into the school from the parking lot, you must use the crosswalk and follow the direction of the staff person on duty.*

**Middle School Carpools (including those with K-5 students)** enter from Leesville Rd. on the church driveway and proceed to the covered walkway. Students must exit cars on the passenger side. Staff will direct cars and assist students as they exit cars. Students will walk down the covered walkway to school.

***Important Reminders:***

● Morning Middle School Carpool

- ✓ *Please enter through the main Church entrance and drop off at the end of the covered walkway. Please follow the direction of the staff and pull all the way up to the car in front of you. You cannot enter the School lot from the Church lot.*
- ✓ *You can pull in and park in the Church lot but must wait until carpool drop off starts and then **please walk your child to the crosswalk** where the faculty member is crossing people to the covered walkway. Do not drop your child off early as they will not be under adult supervision as discussed above on page 25.*

**Walking students in**—parents may walk students into school, but only from the school parking lot (elementary) or Church lot (middle school). Cars must be parked in the parking lot and parents must accompany students to the crosswalk. Students must be accompanied by a parent at all times in the parking lot.

**NOTE: Students are not allowed to walk unaccompanied in the parking lot at any time.**

Afternoon Dismissal

**Carpool #1 – Dismissal of Kindergarten and 1<sup>st</sup> Grade Only**

Arrival time is no earlier than 2:30 and not later than 2:45. Enter from Leesville Rd on the main church driveway. At the covered walkway, turn right into the school parking lot, and line up along the walkway. Pick-up is in the circle outside of Jacoba Hall. Staff will direct cars and assist students as they enter the cars.

**Carpool #2 – Dismissal at 2:50 PM. Grades 2-4 (and siblings/carpoolers from K and 1)**

Enter from Leesville Rd. on the main church driveway and stay in the left lane. Proceed to the second right hand entrance to the school parking lot, turn right into the lot, and proceed immediately to the parking lanes facing the flagpole island. Cars should fill the lanes closest to the covered walkway, pulling as close as possible to the car ahead, and turn off engines. At dismissal time, students will walk with their teachers to the covered walkway.

Walk toward the covered walkway and wait for the horn to blow. When it sounds, approach the curb and find your child(ren). A second horn blow signals that everyone should be in their cars. If you are not, proceed to your car as quickly as possible. When all individuals are in cars with doors closed, staff will direct cars in the first lane to depart. There must be no pedestrian traffic at this point. As the lines pull forward, cars will exit on St. Francis Drive to New Leesville. All cars must remain in a single line within this area and must not break from the line. Any cars arriving after this dismissal begins must join the Group #3 dismissal line that will form near the faculty parking area along the Dominion Park neighborhood. Remaining students from Group #2 will stay with their classes.

**Carpool # 3 – Dismissal at 3:05 PM Grades 5-8 (and siblings/carpoolers from K-4)**

Arrival time is no earlier than 2:40PM. Enter only from New Leesville Rd. on St. Francis Dr. (by the field) and proceed in the right lane to the far end of the school parking lot, and enter the far left side of the school lot and form a single file line against the planters on that side of the lot. When the line reaches the last median/planter, a second line may form in the next lane to the right. Staff will be present by 2:45 to direct cars into all lanes. As Group #2 exits, more 3<sup>rd</sup> carpool cars will begin to fill the lanes facing the flagpole island. Cars should fill the lanes closest to the covered walkway, pull as close as possible to the car ahead, and turn off engines. At dismissal time, students will walk with their teachers to the covered walkway.

Walk toward the covered walkway and wait for the horn to blow. When it sounds, approach the curb and find your child(ren). A second horn blow signals that everyone should be in their cars. If you are not, proceed to your car as quickly as possible. When all individuals are in cars with doors closed, staff will direct cars in the first lane to depart. There must be no pedestrian traffic at this point. As the lines pull forward, cars will exit on St. Francis Drive to New Leesville or through the Church parking lot to



Leesville Rd depending on their place in the carpool line. All cars must remain in a single line within this area and must not break from the line.

\*\* School personnel will be on hand to assist with directions and to enforce the traffic patterns. With safety of our students as our primary concern, ignoring the instructions of the staff will result in a conversation with the principal.

### **Early Release Day Schedule:**

The procedures outlined above are followed on early release days as well. The only changes on Early Release days, those days specified on the school calendar, are the release times. The release times on Early Dismissal Days are:

ER Carpool #1 – Dismissal of Kindergarten and 1<sup>st</sup> Grade Only  
Arrival time is no earlier than 11:30 and not later than 11:45.

ER Carpool #2 – Dismissal at 11:50 PM. Grades 2-4 (and siblings/carpoolers from K and 1st grades.

ER Carpool #3 – Dismissal at 12:05 PM Grades 5-8 (and siblings/carpoolers from K-4)  
***Important Car Pool Reminders:***

- *Car Pool in General*

- ✓ *In the afternoons, please make sure that you get all children into vehicles quickly and safely so we can be sure that everyone is safe before we let cars move.*
- ✓ *If you arrive late in the afternoon, you must use the crosswalk and follow staff person on duty's direction to cross the driveway to get to school sidewalk.*
- ✓ *Please remember that the speed limit through the school parking lot is 10 mph at all times. Do not speed please!*

**NOTE: In some instances, parking is allowed in the church parking lot. This pertains to parents driving athletes to away games during the sport season and in other circumstances approved by administration. All parents parking in the church lot must have a pass with them to park in the church lot as well as to pick up their child from the covered walkway by the church driveway when the horn blows. The Athletic Director will distribute athletic passes. For passes other than for student athletes, please email Ms. Northington to arrange for the passes.**

### Late Pick-Up

At the end of all dismissals, any remaining students will be taken to Jacoba where they will be with the Bridges Program and will be charged accordingly. If you arrive late, you must park in a designated parking space and pick your child up in Jacoba Hall.

## **WALKING PERMISSION**

Students wishing to walk home at the end of the school day must have a walking pass with them. Parents must send a request each year to Michele Northington in school administration before a pass is issued.

Students remaining for after-school practices and/or activities must be met in the pickup location designated by the Coach or the responsible adult after the 3:05 PM dismissal horn.

## **MORNING SNACK (KINDERGARTEN – GRADE 3)**

Morning snack food should be nutritional, such as fruit, bagels, yogurt, vegetables, cheese and crackers. Please do not send snacks such as cookies, chips, or candy. Snacks should be peanut-free.

## **LUNCH**

There are two options for lunch: brown bag from home or pre-ordered hot lunch (which must be ordered and purchased online.) Milk is available daily, using tickets that must be purchased in advance. A hot lunch is offered five times a week during the school year. As the school cannot provide a lunch if a student has no lunch, it is critical that parents make arrangements for food for their children at school. Repeated need for TFS to call a family regarding its failure to provide food will result in a parent-teacher conference. If your child has any food allergies, please notify the school nurse. Please note that TFS has peanut-free tables in the lunchroom.

Behavior in the cafeteria must conform to the norms of grace and courtesy. Students are expected to clean their places, use inside voices, and ask permission to use the bathroom. Lunch will conclude with a prayer after meals.

## **LOCKERS**

Each 4<sup>th</sup>-8<sup>th</sup> grade student is assigned a locker at the opening of the school year. However, students are reminded that lockers are the property of the school and, as such, may be inspected at any time. Money and valuable items should not be kept in lockers. Students assume full responsibility for the locker and its use. Lockers should be kept clean at all times. *No writing or adhesive products* (stickers, tape, etc) should ever be used on the inside or outside of the lockers. Nothing is allowed on the outside of the lockers at all without specific permission, and magnetic items of an appropriate nature

will be allowed inside the lockers only. A damage or cleaning fee of \$10 will be assessed for lockers that require maintenance at the end of the trimester.”

### **LOST AND FOUND**

To minimize lost and found articles, all clothing and student items should be clearly marked. It is a student’s responsibility to retrieve lost articles that will be held mainly in the Lost & Found cabinet in Jacoba Hall, or occasionally in other locations on campus (Church, Siena, or Community Center). All unclaimed, unmarked articles will be given to charity at the end of each trimester.

### **ELECTRONIC DEVICES**

Students may not bring *personal* electronic devices to TFS, including CD players, iPods, and mp3 players with the exception of instructional calculators and cell phones. Since TFS cannot be responsible for lost or damaged items, and since these items are distracting to prayer, study, play, and work, they must be left at home. **Any cell phone brought on campus by students must be in the off and remain in their backpack or locker up until the student is picked up from school. Any cell phone in use or that disturbs class during the day will be confiscated. Additionally, any electronic device, including Apple Watches and any other devices, that prove a distraction by being misused by students during the day will also be confiscated.**

Confiscated devices will be held at school by the Assistant Principal and returned by the school to the student’s family, not to the student.

### **SCHOOL VISITORS**

All visitors, including parents who are at TFS outside of the drop-off and pick-up time or after Morning Prayer, are required to secure a visitor’s badge by signing in to the Lobby Guard system at the Receptionist’s Desk upon arrival at TFS. This badge must be visible while on campus, and must be returned upon sign-out departure. Unidentified visitors without badges will be asked to sign in or leave campus.

**As Faculty and Staff are receiving students from 7:40 AM on, and as they must be attentive to the children already in their care, parents should not seek out staff for “sidewalk” or “classroom” conferences at either drop-off or pick-up and should not accompany students into the classroom. Please call or email for a conference at a time when the staff can be free to talk without putting the children in their care at risk.**

### **SCHOOL CALENDAR**

The school calendar is prepared with great care and thought, with a draft (subject to revision) available for distribution in February.

Each year the school receives requests to coordinate its calendar with that of the Wake County public schools, Cardinal Gibbons High School, magnet schools, year round schools, and other area independent and diocesan K-8 schools. While working hard to be sensitive to the needs of families with children in several different schools, and while particularly conscious of the Wake County and Cardinal Gibbons calendars, TFS must craft its annual academic calendar to serve the programmatic needs of its children, the professional development needs of its Faculty and Staff, and the requirements of the Diocesan Catholic Schools Office.

### **MOVIES IN THE CLASSROOM**

At TFS, movies are shown only if they enhance the curriculum of the school or on rare special occasions after approval by the Assistant Principal.

### **CELEBRATIONS**

At The Franciscan School, special classroom celebrations are planned in accordance with the liturgical calendar and curriculum. Parents will receive a information on these celebrations during the school year with sufficient notice to allow proper planning.

### **\*INTERNET POLICY**

Students at TFS have access to the internet in several locations on campus. Internet use is limited to times when the students are supervised and will only be used for educational purposes. Students and parents are to agree to the *Acceptable Use Policy* **found at the end of this Handbook**. Violation of the *Acceptable Use Policy* will result in disciplinary action.

## **III. CONDUCT**

### **DISCIPLINE: A PHILOSOPHICAL & PRACTICAL OVERVIEW**

Clearly-established rules, regulations, and expectations are at the heart of an effective system of rules affecting conduct. The Faculty and Administration review the TFS Code of Conduct and its administration with regularity.

For their part, all TFS Staff respect the dignity of each child. Self-esteem and self-discipline are fostered at every stage of development. The school administration provides in-service training to the staff regarding positive approaches to discipline, and our

partnership with parents in discipline is essential in maintaining a safe and productive culture.

As a reminder, discipline cases are confidential. **Teachers and administrators will not discuss the details of a case, including what consequences were given, with other students or parents.** School administrators and staff do not use corporal punishment.

### **CODE OF CONDUCT**

Adult members of The Franciscan School community, Faculty, parents, and volunteers alike, are expected to be role models whose actions consistently reflect the Christian values of our school. Our goal is to create and maintain a positive, cooperative atmosphere within the school community. The Franciscan School adults are expected to honor the following guidelines:

- To be committed to the educational and spiritual development of all members of our faith community
- To be cooperative and committed to school goals
- To be respectful and self-disciplined
- To treat each other honestly and politely, respecting the diversity of people and opinions
- To seek peaceful resolution of disputes when conflict arises

The Code of Conduct is a guide for TFS student Christian behavior, as well. Its purpose is to create a respectful atmosphere to ensure a safe learning environment. The discipline policy encourages our students to take responsibility for their own educational experience, as well as their actions. In all disciplinary situations, students are reminded that personal decisions and actions have consequences. The following may be used for handling inappropriate behavior:

- Teacher or staff intervention
- Written or telephone communication with parents/guardians
- Parent/teacher conference
- Involvement of school administration
- Parent, teacher, administration, and / or Pastor conference
- Disciplinary action, including suspension and/or required withdrawal from school.

### **\*CONDUCT OUTSIDE OF SCHOOL (DIOCESAN GUIDELINE 5407)**

A student's activities are subject to review at all times. Any student who becomes involved in public misconduct, whether it be connected with a school activity or not, will be reviewed by administration for possible disciplinary action.

It is important to remember that misconduct outside of school has a damaging effect on the school as well as the student.

Each school within the Diocese of Raleigh has the right to protect their reputation as a school, including the faculty, staff, and families.

**\*RULES, REGULATIONS, & EXPECTATIONS (CONSEQUENCES FOR INFRACTIONS WERE REVISED 8/15)**

Rules and regulations across the school have been carefully developed so that our students are aware that their decisions and actions have consequences, both positive and negative. Rules and regulations are established to help all in the TFS community develop respect for self, respect for others, and respect for the environment. We recognize that minor and major rules are necessary to create an environment conducive to learning on campus, and developmental stages are considered when infractions occur. **All of the rules, regulations and expectations apply during the school day, during time at Bridges, and during after school events, including online where applicable.**

Infractions of minor rules include:

- Tardiness to class or other school appointments (MS only)
- Inattentive and/or disruptive classroom behavior
- Unwanted, kicking, hitting, pushing or shoving another student.
- Unwanted teasing
- Imaginary violent play
- Running or shouting in the building
- Improper use of electronic devices
- Violation of safety rules
- Public display of affection
- Chewing gum
- Littering

In grades 6<sup>th</sup> -8<sup>th</sup>, a Discipline Notice is issued for minor infractions. Accumulation of two discipline notices will result in Working Lunch and accumulation of three Discipline Notices for minor infractions will lead to an afterschool detention. Discipline Notices accumulate throughout the year.

Infractions of major rules include:

- Disrespect to a student, teacher or staff member, including vulgar, degrading or disrespectful language
- Chronic disruptive behavior
- Chronic Minor Rule infractions
- Academic dishonesty

- Inappropriate internet usage
- Possession of weapons or weapon-like instruments\*
- Vandalism\*
- Bullying or harassment of any kind, including physical, verbal, written, or via the internet (including violation of the Technology Acceptable Use Policy)\*
- Violence or the threat of violence\*
- Possession or use of alcohol or other drugs\*

<b>MINOR RULE INFRACTIONS</b>	<b>K-1<sup>st</sup> Grade Consequences</b>	<b>2<sup>nd</sup>-3<sup>rd</sup> Grade Consequences</b>	<b>4-5<sup>th</sup> Grade Consequences</b>
First Infraction	Infraction Report form (IRF) completed and sent to parent and AP. Student Conference with teacher and use of classroom strategies by lead teacher	Infraction Report form (IRF) completed and sent to parent and AP. Student Conference with teacher and use of classroom strategies by lead teacher	Infraction Report form (IRF) completed and sent to parent and AP. Student Conference with teacher and use of classroom strategies by lead teacher
Second Infraction	Infraction Report Form (IRF) completed and sent to parent and AP. Parent contacted by teacher	Infraction Report Form (IRF) completed and sent to parent and AP. Parent contacted by teacher	Infraction Report Form (IRF) completed and sent to parent and AP. Parent contacted by teacher
Third Infraction	Infraction Report Form (IRF) completed and sent to parent and AP. Student/Parent/Teacher/AP conference to establish an action plan and further consequences if necessary.	Infraction Report Form (IRF) completed and sent to parent and AP. Student/Parent/Teacher/AP conference to establish an action plan and further consequences if necessary.	Infraction Report Form (IRF) completed and sent to parent and AP. Student/Parent/Teacher/AP conference to establish an action plan and further consequences if necessary.
Fourth Infraction	Infraction Report Form (IRF) completed and sent to parent and AP. A fourth infraction represents chronic	Infraction Report Form (IRF) completed and sent to parent and AP. A fourth infraction represents chronic	Infraction Report Form (IRF) completed and sent to parent and AP. A fourth infraction represents chronic

	infractions of minor rules which equals a major infraction; may also be referred to Educational Team if appropriate	infractions of minor rules which equals a major infraction; may also be referred to Educational Team if appropriate	infractions of minor rules which equals a major infraction; may also be referred to Educational Team if appropriate
<b>MAJOR RULE INFRACTIONS</b>	<b>K-1<sup>st</sup> Grade Consequences</b>	<b>2<sup>nd</sup>-3<sup>rd</sup> Grade Consequences</b>	<b>4-5<sup>th</sup> Grade Consequences</b>
First Infraction	Infraction Report Form (IRF) completed by teacher; Parent/AP/Student Conference; further disciplinary consequences up to and including possible short-term suspension	Infraction Report Form (IRF) completed by teacher; Parent/AP/Student Conference; further disciplinary consequences up to and including possible short-term suspension	Infraction Report Form (IRF) completed by teacher; Parent/AP/Student Conference; further disciplinary consequences up to and including possible short-term suspension
Second Infraction	Parent/Teacher/AP conference and possible further consequences up to and including suspension (short or long term) from school	Parent/Teacher/AP conference and possible further consequences up to and including suspension (short or long term) from school	Parent/Teacher/AP conference and possible further consequences up to and including suspension (short or long term) from school
Third Infraction	Parent/Teacher/AP conference and possible further consequences up to and including long-term suspension or possible expulsion.	Parent/Teacher/AP conference and possible further consequences up to and including long-term suspension or possible expulsion.	Parent/Teacher/AP conference and possible further consequences up to and including long-term suspension or possible expulsion.

Short-term suspensions range in length from a ½ day up to 3 days. The Principal, Pastor, and Assistant Principal are the ones who determine the extent of the consequences based upon the situation. The parent will be notified via phone of the consequence and will receive written confirmation of the consequence.

Long-term suspensions range in length from 4-7 days. The Principal, Pastor, and Assistant Principal are the ones who determine the extent of the consequences based



upon the situation. The parent will be notified via phone of the consequence and will receive written confirmation of the consequence.

<b>MINOR RULE INFRACTIONS</b>	<b>6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> Grade</b>	<b>8<sup>th</sup> Grade</b>
First Infraction	Discipline Notice Form requiring Parental Signature	Discipline Notice Form requiring Parental Signature	Discipline Notice Form requiring Parental Signature
Second Infraction	Teacher/Student Conference and <b><i>Working Lunch</i></b>	Teacher/Student Conference and <b><i>Working Lunch</i></b>	Teacher/Student Conference and <b><i>Working Lunch</i></b>
Third Infraction	After-School Detention	After-School Detention	After-School Detention

Working lunches will be scheduled for the next day following an infraction. The working lunch requires the student to have lunch in a Siena classroom under the supervision of a teacher.

After-School Detentions are served from 3:05-4:05PM on a date designated by the Assistant Principal. The location of the detention for the student and for parent pick-up will be included on the **Student Detention Notice** or by email when it is due to accumulation of Discipline Notices. The parent will be notified via e-mail that a student has received a **Student Detention Notice**.

An After-School Detention will result in a conference with the Assistant Principal, student, and parent(s) to formulate a plan for improving student behavior.

Discipline Notices and detentions accumulate from trimester to trimester.

<b>MAJOR RULE INFRACTIONS</b>	<b>6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> Grade</b>	<b>8<sup>th</sup> Grade</b>
First Infraction	Parent/AP/Student Conference; After-School Detention and possible short term suspension	Parent/AP/Student Conference; After-School Detention and possible short term suspension	Parent/AP/Student Conference; After-School Detention and possible short term suspension
Second Infraction	Parent/AP/Student Conference; After-School Detention and further disciplinary consequences up to and including long-term suspension or	Parent/AP/Student Conference; After-School Detention and further disciplinary consequences up to and including long-term suspension or	Parent/AP/Student Conference; After-School Detention and further disciplinary consequences up to and including long-term suspension or

	possible expulsion	possible expulsion	possible expulsion
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Short-term suspensions range in length from a ½ day up to 3 days. The administration and pastor are who determines the extent of the consequences based upon the situation. The parent will be notified via phone of the consequence and will receive written confirmation of the consequence.

Long-term suspensions range in length from 4-7 days. The administration and pastor are who determines the extent of the consequences based upon the situation. The parent will be notified via phone of the consequence and will receive written confirmation of the consequence.

Detentions accumulate from trimester to trimester.

**For all students in Grades K-8, Infractions of major rules with an asterisk may call a student’s place in school into question.**

\*Suspension will be assigned by the Administration. Students who are suspended should complete all missed assignments and tests and will not receive a grade penalty for the suspension.

**ACADEMIC HONESTY**

Students must be honest and responsible in the completion of their academic work. While parents are encouraged to assist and guide their children, they must allow their children to do their own work. Students must refrain from:

- Copying another student's graded work.
- Cheating
- Plagiarism (submitting another's work as one's own and copy /paste from internet sources)

Teachers who suspect that a student may have been academically dishonest will report their concern to the Administration. Consequences may range from receiving a zero (no credit) on the assignment to required withdrawal from school.

**FIREARMS AND ILLEGAL SUBSTANCE POSSESSION OR USE**

The Diocese of Raleigh Catholic Schools maintains a strict policy related to the use and possession of illegal drugs and firearms/weapons on school/parish property. Students who are in violation of this policy are subject to dismissal and/or referral to the appropriate civil authorities. TFS has little discretion in this matter.

Explicit classroom guidelines (provided separately to students) are established to clarify acceptable norms and to encourage the development of responsibility and self-discipline among our students.

**POLICY ON BULLYING**

Through a commitment to Catholic Social Teaching and our parish Mission Statement everyone at The Franciscan School is committed to making our school a safe and caring place for all students. We will treat each other with respect and we will refuse to tolerate bullying in any form.

Our school defines bullying as a repeated, negative unwanted action toward another individual. There is usually an imbalance of perceived power between the person engaging in bullying behavior and the person receiving the bullying behavior. **A “Bullying Behavior Report Form” may be submitted online through PlusPortals once downloaded from the “School Resources” section. Once submitted the form is emailed to the TFS administration to investigate and address as per school policy.**

<p>Level 1 Behaviors  <i>Some examples may include but not limited to:</i>          Pushing/kicking/hitting          Defacing property or clothing          Gossiping/spreading rumors          Embarrassing or making someone look foolish          Mocking or mimicking          Name-calling          Teasing          Threatening to reveal private personal information          Publicly challenging to do something</p>	<p>Level 1 Consequences  <i>Some consequences may include but not limited to:</i>  <b>Parent contacted and any of the following consequences:</b>          Making amends          Class meeting on topic          Loss of privileges          Loss of the privilege to remain in the community for a specified time.           Repeat of Level 1 offenses may result in consequences for Level 2 offenses and referral to intervention services.</p>
<p>Level 2 Behaviors  <i>Some examples may include but not limited to:</i>          Spitting          Stealing          Physical or verbal actions that are meant to cause emotional pain such as:          Locking in a closed or confined space          Setting up to take the blame for something they did not do          Humiliating publicly          Excluding from group/social rejection          Taking possessions (lunch, clothing, toys)          Gender or racial taunting</p>	<p>Level 2 Consequences  <i>Some consequences may include but not limited to:</i>  <b>Parent contacted and any of the following consequences:</b>          Loss of privileges (progressively more severe than Level 1)          Making amends:          Repairing, cleaning, or replacing item (natural consequence)          Writing a report on the topic (race, theft, defacing property, etc)          School or community service or monetary retribution          Referral to one-on-one or small-group intervention</p>

	<p>sessions</p> <p>Short-term suspension</p> <p>Loss of the privilege to remain in the community for a specified time</p> <p><i>Repeat of Level 2 offenses may result in consequences for Level 3 offenses.</i></p>
<p><b>Level 3 Behaviors</b></p> <p>Some examples may include but not limited to:</p> <p>Physical violence or injuring someone</p> <p>Threatening with a weapon (or anything that mimics a weapon)</p> <p>Excluding someone in order to cause serious emotional pain</p> <p>Calling attention to a disadvantage in order to exclude</p> <p>Spreading rumors to cause serious emotional pain</p> <p>Threatening total isolation by peer group</p> <p>Verbal threats of aggression against property or possessions</p> <p>Verbal threats of violence or injury</p> <p>Using electronic devices to harm the dignity of another individual (during school hours or affecting school environment)</p>	<p><b>Level 3 Consequences</b></p> <p>Some consequences may include but not limited to:</p> <p><b>Required parent conference with teacher and assistant principal/principal and any of the following consequences:</b></p> <p>Student behavior plan (for example, contract, functional behavioral analysis)</p> <p>Referral to one-on-one or small-group intervention sessions</p> <p>Short-term suspension</p> <p>Long-term suspension</p> <p>Expulsion from school</p> <p><i>Criminal behavior may be referred to law enforcement for further action.</i></p>

**Acceptable Use Policy**  
**The Franciscan School (2016 –2017)**  
**Grades K-8**

Each student and a parent or guardian must read these guidelines and sign the handbook agreement before the student is permitted to access the Internet via his or her Franciscan School account. Students will also be asked to sign after the policy has been reviewed in class.

## INTERNET ACCESS

The Franciscan School provides Internet access to students, teachers, and staff members. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.

The Internet is a vast, global network that provides users with the ability to search, communicate, share, and learn. Accessing the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information around the world. While the use of Internet resources is intended for constructive educational goals, students may find ways to access other materials; however the benefits to students from having access to the Internet in the form of information resources and opportunities for collaboration far exceed the disadvantages.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, each family has a right to decide whether or not to apply for access.

In order for a student to be issued an account, he or she must agree to take full responsibility for his or her own actions by signing the user contract. **The Franciscan School will not be liable for the actions of anyone connecting to the Internet through this network. All users shall assume full liability (legal, financial, or otherwise) for their actions.**

## STUDENT EXPECTATIONS

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications outlined in the Community Handbook apply. It is expected that users will comply with district standards and the specific rules set forth below. Consequences for violating the agreement are also outlined below.

## RULES FOR INTERNET USE

Students Should:	Students Should NOT:
<ul style="list-style-type: none"><li>• Use the provided resources for schoolwork only.</li></ul>	<ul style="list-style-type: none"><li>• Search for, view, or send inappropriate or offensive material.</li></ul>

<ul style="list-style-type: none"> <li>● Notify a teacher immediately if, by accident, materials are encountered which violate the Acceptable Use Policy.</li> <li>● Investigate resources approved by teachers or IT staff members.</li> <li>● Recommend new educational resources to be evaluated by teachers or IT staff members.</li> <li>● Create projects for educational purposes.</li> <li>● Express creativity in an appropriate manner through approved resources.</li> <li>● Participate in online safety and digital citizenship classes during the school year.</li> <li>● Show pride in their work.</li> <li>● Give credit when they use work created by others.</li> <li>● Use devices carefully and responsibly.</li> <li>● Notify a teacher immediately if a device is broken or damaged.</li> </ul>	<ul style="list-style-type: none"> <li>● Attempt to bypass the school firewall.</li> <li>● Use a computer to harm other people or their work.</li> <li>● Damage the computer or the network in any way. This includes the removal of keyboard keys.</li> <li>● Interfere with the operation of the network by installing illegal software, shareware, malware, or freeware.</li> <li>● Violate copyright laws.</li> <li>● Share passwords with other people.</li> <li>● Waste resources such as disk space or printing capacity.</li> <li>● Trespass in another student's folders, work, or files.</li> <li>● Access outside email accounts without permission.</li> <li>● Use the school name or logo on any social media without permission of the principal.</li> <li>● Communicate threats, harass, or insult other people.</li> <li>● Change computer settings without permission.</li> </ul>
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BE PREPARED to be held accountable for your actions and for the loss of privileges if the Acceptable Use Policy is violated.

**CONSEQUENCES FOR VIOLATING THIS AGREEMENT**

(IN ADDITION TO CONSEQUENCES OUTLINED IN THE DISCIPLINARY POLICY ON PAGE 36 )

- Warning
- 1<sup>st</sup> Written Offense: lose all online privileges for **1 week**
- 2<sup>nd</sup> Written Offense: lose all online privileges for **1 month**
- 3<sup>rd</sup> Written Offense: lose all online privileges **indefinitely**; student must appeal to administration and technology staff representatives to have privileges reinstated

\*Students who have lost online privileges may not access the Internet on school campus and will need to complete any assignments requiring Internet use at home or in another manner.

ADDITIONAL CONSEQUENCES FOR INTENTIONAL OFFENSIVE CONTENT SEARCH OR ONLINE BULLYING

- Student will face all consequences outlined in the student discipline policy for these offenses and the above consequences should not be seen as substituting for those outlined in the discipline policy.

GENERAL INFORMATION

Privacy	Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity, which will insure that students are using the system responsibly. Student files may be accessed by the Network Administrator at any time.
Illegal Copying	Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Students should not enter websites that download spyware or adware, nor should students copy other people's work or intrude into other people's files.
Inappropriate Materials or Language	Profane, abusive or impolite language should not be used to communicate online, and materials which are not in line with the rules of school behavior should not be accessed. Since the internet is not confined to simply school or home, students need to remember that inappropriate postings at home will result in consequences at school. Remember that statements on the internet are permanent so students should be conscious of lasting effects when posting online. A good rule to follow is never view, send, or access materials or language which you would not want your teachers and parents to see. Students should understand that when they are online, they are part of the digital community. They should treat people who they encounter online with the same respect and regard as people they encounter in their day to day lives.
Firewall	A firewall has been put in place to protect students from inappropriate material and to keep content limited to what is appropriate for learning. Students need to respect the limitations of the firewall and not attempt to bypass the system. Should students encounter material that should be restricted by accident, they should report it their teacher immediately. The material should not be shared with other students or saved to the student's account.

\*PROBATION, SUSPENSION, AND EXPULSION

Following the infraction of a major school rule, a student may be placed on probation. Probation suggests that a student's place in school is in jeopardy and that the infraction of another major school rule during the probationary period will in all likelihood result in his or her suspension or expulsion (required withdrawal) from TFS.

While suspension and expulsion are not desirable outcomes of the discipline process, they are within the jurisdiction of the Principal. In situations involving repeated violations of TFS rules, continued disruptive behavior, or serious academic problems that TFS believes it is ill-equipped or ill-staffed to meet, or if at any time a student's influence is regarded as destructive, TFS reserves the right to suspend or expel. This shall be done only following a conference with the student and with the student's parents/guardians. The Pastor will be notified prior to such disciplinary action and will help to arrange counseling for the student and/or parents/guardians. Notice of a long-term suspension or expulsion and a summary of the events that led to the decision will be sent to the Superintendent of Catholic Schools no later than the day following the disciplinary action taken.

### **CHRISTIAN DUE PROCESS**

The student is provided due process in discipline situations. This provides the student an opportunity to offer his or her explanation of the situation/behavior. All situations are first to be discussed between the teacher and the student. This may require that parents be included in the explanation and discussion of corrective actions.

If resolution cannot be reached at the teacher/student level, the situation should be presented to and resolved by the Principal or Assistant Principal(s). Situations leading to suspension or expulsion are to be discussed with the Parish Pastor and reported to the Superintendent of Schools.

### **STUDENT DISCIPLINARY RECORDS**

A disciplinary record must be specific, an accurate description of student behavior, and verifiable. Disciplinary records are maintained in a file separate from the academic folder of the student.

### **\*UNIFORM/ DRESS CODE**

A school uniform helps to standardize school dress, brings a seriousness of purpose to daily school life, and minimizes socio-economic awareness and the materialism that surrounds "label consciousness" in our larger society. While a winter dress code is not mandatory at The Franciscan School, we strongly encourage families to consider warmer uniform options between November 15<sup>th</sup> and March 15<sup>th</sup>.



The TFS administration can and will amend and interpret the dress code to address fashion or style changes that become popular. Our goal, as stated above, is to “minimize socio-economic awareness and the materialism that surrounds “label consciousness” in our larger society”. Decisions about particular articles of dress that come into question will be made by the administration on a case-by-case basis and will be final decisions for the entire school. Please take this into account when choosing styles of clothing and shoes that may be questionable as to their appropriateness in following the spirit of the dress code.

Although homeroom teachers are asked to evaluate each student’s choice of attire upon their arrival to school in the morning, any staff member may speak to a student they feel is out of compliance with our dress code. When questions arise, the faculty and staff will consult with the Assistant Principal.

All uniform items are to be purchased at Flynn O'Hara and/or Lands’ End.

<b>The Franciscan School Uniforms for All Students</b>			
<b>Girls K-5th</b>	<b>Girls 6th - 8th</b>	<b>Boys K-5th</b>	<b>Boys 6th - 8th</b>
<i>Dress Uniforms</i>			
<i>BOTTOMS (worn with choice of Top)</i>			
Skort: Plaid or Navy Chino (Cross Logo)	Shorts/Skort/Skirt: Khaki Chino (Cross Logo)	Short/Pants: Pleated or Flat Front Navy Chino (Cross Logo)	Short/Pants: Pleated or Flat Front Khaki Chino (Cross Logo)
Shorts/Pants: Navy Chino (Cross Logo)	Capri/Long Pants: Khaki Chino (Cross Logo)		Leather or webbing belt: Must have a buckle and be a color consistent with the uniform and appropriate in design.
<b>5th Grade Only: Khaki Chino Bottoms may be worn beginning the last trimester (Cross Logo)</b>	<b>8<sup>th</sup> Grade Only: non-TFS khaki pants/skirts/shorts /skirts may be worn beginning the last trimester</b>	<b>5th Grade Only: Khaki Chino Bottoms may be worn beginning the last trimester (Cross Logo)</b>	<b>8<sup>th</sup> Grade Only: non-TFS khaki pants/shorts may be worn beginning the last trimester</b>
All Skort/Skort/Short hems must be no shorter than fingertip length.		Shorts may not cover knee	

<b><i>TOPS (worn with choice of Bottom)</i></b>			
Girls or Unisex Polo: White or Green; Long or Short Sleeve with Logo	Girls or Unisex Polo: White or Navy; Long or Short Sleeve with Logo	Unisex Polo: White or Green; Long or Short Sleeve with Logo	Unisex Polo: White or Navy; Long or Short Sleeve with Logo
Oxford Shirt: Solid White; Long or Short Sleeve with Logo	Oxford Shirt: Solid White; Long or Short Sleeve with Logo	Oxford Shirt: Solid White; Long or Short Sleeve with Logo	Oxford Shirt: Solid White; Long or Short Sleeve with Logo
Girls Peter Pan Polo Knit: White or Green; Long or Short Sleeve with Logo (worn as Top or under Jumper)	Girls Peter Pan Knit: White or Green; Long or Short Sleeve with Logo	Rugby Shirt: Green with Logo	Rugby shirt: Navy with Logo
All shirts must be tucked in			
Turtleneck or Long Sleeve Solid White T-Shirt: Worn under Tops in colder weather (No Logo)			
<b><i>DRESSES</i></b>			
Polo Dress: Long or Short Sleeve with Logo Grades K - 4 ONLY			
Plaid Jumper worn with Peter Pan Blouse/Peter Pan Polo Knit in Long or Short Sleeve (No Logo required on Jumper)			
Dresses/Jumpers must be worn with modesty shorts or leggings; Hem must be no shorter than fingertip length			

<b><i>FOOTWEAR/ACCESSORIES</i></b>			
White, black or navy socks or anklets with no other markings		White, navy, or black socks with no other markings	
White, Black, or Navy Tights or Leggings			
Students must wear closed toe shoes at all times. Acceptable shoe wear includes both dress shoes (loafers, boat shoes, laced shoes) and any clean sport or athletic shoe.			
<b><i>OUTERWEAR</i></b>			
Navy Sweater, Vest, Jacket, Fleece, or Sweatshirt with Logo			
<b><i>PE Uniforms</i></b>			
Short or Long Sleeve T-shirt: Green or Grey with Logo			
Short or Long Sleeve Performance T-shirt: Green or Grey with Logo			
Mesh/Performance shorts: Navy/Gray/Green with Logo			
Track Suit: Jacket and/or Pants with Logo			
Sweatpants: Navy with logo			
Athletic Shoes with non-marking soles			
All Uniform Items to be purchased from Flynn O'Hara (School ID NC028) or Lands End (School ID 900085705)			

**Any outerwear not approved by administration for inside wear may be worn only at Morning Prayer, recess, dismissal, and to and from P.E. The non-TFS outerwear must be removed upon entering a building on campus and placed in the student's locker, backpack or other location as designated by the teacher.**

Baseball caps or other hats are not part of the school uniform and may not be worn on campus during the school day. The only exceptions are winter hats and hoods that may be worn only outside as weather dictates.

**\*SHOES AND SOCKS**

Students must wear closed toe shoes at all times. Acceptable shoe wear includes both dress shoes (loafers, boat shoes, laced shoes) and any clean sport or athletic shoe. Unacceptable footwear includes over-the-ankle boots (other than on dress out days), military-style shoes, sandals or other open-toed shoes, clogs, Croc-like shoe wear, slippers and moccasins (even with hard soles), sport shoes with cleats, rollers, or lights.

If the shoes have laces, the shoes must be laced (tied) before the ends are tucked into the shoe. Socks must be worn. **Socks may not have a visible logo or any piping, stripes, or geometric shapes on them. Socks are to be solid in the designated colors only.**

Students must wear non-marking athletic shoes on P.E. days.

#### LEGGINGS

Leggings, jeggings, yoga pants, or any other extremely form-fitting clothing are not appropriate dress out wear, even if worn with a long shirt. Leggings may be worn for dress out, or as part of the regular uniform in navy, black or white colors on colder days, but **MUST** be worn with a skirt, dress, skort, or shorts that are fingertip length.

#### FREE DRESS

Students may choose to dress out and wear “free dress” on their birthdays, their half birthdays (if their birthday is in the summer), and other days as designated by the school administration. Jeans which are neat and untornd may be worn as dress-out. Free dress clothing may not advertise alcohol or other drugs, tobacco or rock bands, reference political preference, or contain any inappropriate slogans, logos, or disrespectful language as determined by Administration. Boots may be worn on free dress days. Tops/dresses with spaghetti straps are not allowed. Attire on free dress days must follow the length and appropriateness guidelines as uniforms. ***For safety reasons, regular-dress shoes or boots must be worn on dress out days.***

#### HAIRCUTS AND HAIR BANDS

Hair in a conventional haircut is required for both girls and boys. Severe or extreme styles are unacceptable. Boys’ hair must not touch shirt collars and must be trimmed above the eyes so they can be seen. Hair must also be trimmed so that at least the bottom half of the ear must be visible. For girls, bows, headbands, scrunchies, and ponytail bands may be worn.

**Dye, coloring, and other changes to a student’s NATURAL hair color are not allowed and should not be done during the school year.**

**For all students, hair extensions, feathers, other “hair additions” are NOT acceptable.**

#### JEWELRY, ACCESSORIES, PIERCING, AND TATTOOS

For health, safety, and uniformity, dangling earrings are not permitted. Hoop earrings are classified as dangling. Only small post earrings (1 per earlobe) may be worn by girls. Ear piercing and earrings are unacceptable for boys. Only a simple necklace with a symbol of the student’s faith may be worn around the neck on a simple chain. A watch,

simple bracelets (up to 3), and small rings may also be worn. All jewelry worn must be in good taste and not a distraction in the educational environment as determined by school staff members. All other jewelry including, ear cuffs, ankle bracelets, nose rings, body piercing, tattoos, bandanas, and pocket chains are all unacceptable for both boys and girls. Nonstandard contact lenses (hologram, colored, etc.) are not allowed.

#### MAKEUP AND NAIL POLISH

Make-up is not permitted at school, other than foundation. Mascara, eye shadow, lipstick, and blush are not permitted. French and American manicures are permitted but only with a clear nail polish.

#### **\*FAILURE TO FOLLOW DRESS CODE**

Parents must be the first arbiters and enforcers of the TFS dress code, both for its weather and code appropriateness. Please take a moment to review your child's uniform before you leave for school and throughout the year. At all times, we expect that uniforms fit properly (**are not overly tight as determined by school personnel**), are the proper length, and do not appear so worn out that logos are worn away or hems are tattered. Skirts and skorts for girls should be at fingertip length. Please do not hesitate to speak with us with any questions you may have about the dress code. **Failure to follow these guidelines will result in a call to parents to bring appropriate clothing to school before the student can attend class and students** who repeatedly violate the uniform policy will lose the privilege of free dress at The Franciscan School. If parents cannot be reached, students will be given a uniform to wear for the day. Middle School students who violate the dress code will be given a uniform infraction. Three uniform infractions will lead to a working lunch consequence for middle school students.

### **V. ROLE OF THE PARENT AND VOLUNTEERS**

#### **ROLE OF THE PARENT**

As the child's first teacher, it is difficult to overstate the importance of the role of the parent in school success. As a result, TFS reaches out to parents from the first day to establish the strongest possible school-home partnership so that together we can establish a constructive working relationship that will allow TFS and our families to work together on behalf of each child.

Adult members of The Franciscan School community, Faculty, parents, and volunteers alike, are expected to be role models whose actions consistently reflect the Christian values of our school. Our goal is to create and maintain a positive, cooperative atmosphere within the school community. The Franciscan School adults are expected to honor the following guidelines:

- To be committed to the educational and spiritual development of all members of our faith community
- To be cooperative and committed to school goals
- To be respectful and self-disciplined
- To treat each other honestly and politely, respecting the diversity of people and opinions.
- To seek peaceful resolution of disputes when conflict arises

**VOLUNTEERS**

Volunteers are central to our success as a school and community, and the school provides many opportunities for volunteerism. We greatly appreciate the services of our dedicated stewards and recognize the invaluable benefits that come to our school community through their investment of talent and time. We encourage mothers, fathers, grandparents, and members of St. Francis of Assisi parish to offer their many talents to help our children and enrich our education programs.

All stewards are required to sign in at the Lobby Guard at the reception desk and receive a visitor badge. The tag must be worn during the entire stay on campus. Stewards should sign out and return their tags to the reception desk before departing.

**SAFE CHILD**

Safe Child training and certification in “Recognizing and Reporting Child Abuse and Neglect” is required for all Faculty, Staff, and TFS volunteers. These two-hour sessions are offered throughout the year and are in addition to requisite background checks and screening for all Faculty and Staff.

The Franciscan School complies with all requirements of the Diocese of Raleigh Safe Child Guidelines regarding volunteers. All school volunteers (Level B and C) are required to submit a Personal Information Sheet and attend the Safe Child Classes which are held at St. Francis of Assisi and other parishes in the Diocese throughout the year.

**Depending on the nature of the activity and the level of supervision, additional background checks may be necessary.** All paperwork and verification must be on file in the school office prior to any volunteering. **Please note that all field trip chaperones are designated Level C volunteers. (Please consult parish or Diocesan websites for calendar of Safe Child classes)**

**Volunteer Categories**

<b>Level A</b>	<b>Level B</b>	<b>Level C</b>
Remote or Occasional Interaction	Supervised Interaction	Unsupervised

with Children/Youth	with Children/Youth	Interaction with Children/Youth
An adult volunteer who has brief, limited, or infrequent interaction with them.	An adult who has regular and frequent interaction with children/youth but is supervised	An adult who would have regular and frequent unsupervised interaction or supervises adult volunteers who interact with children and youth.
Examples – parent classroom visitor, School Advisory Council members	Examples – classroom helper, lunch helper	Examples – chaperones for overnight events, field trip chaperones, tutors.

### **CHILD ABUSE RECOGNITION & REPORTING**

School personnel who have cause to suspect child abuse or neglect have a legal responsibility and moral obligation to report such a case(s), as directed by North Carolina General Statute 110-118. The staff member or Principal will make a report to the Child Protection Services of the Department of Social Services in the county where the student resides or is found.

If the staff member makes the report, they must also inform the Principal. The Principal must inform the Superintendent of Catholic Schools and the Pastor, that the Department of Social Services has been notified regarding a suspected child abuse/neglect situation. If consultation or treatment is required, Catholic Social Ministries' regional office can be contacted.

The Superintendent is to call the Office of Child and Youth Protection for Diocese of Raleigh if the alleged perpetrator is a priest, deacon, religious, staff member or volunteer.

## **V. COMMUNICATION**

### **MESSAGES**

The school telephone is not for general student use. In case of an emergency, a student may request permission from his/her teacher to use the school telephone. Students are expected to come to school prepared. Calls home for forgotten homework, lunch, or after-school plans or changes should not be necessary and will in most cases be denied.

### **STUDENT DIRECTORY**

Within the first month of the school year, a Student Directory listing students' and parents' names, addresses, home telephone numbers, and email addresses will be available via the online secure PlusPortal site. The Student Directory should be used to acquaint parents with the names of their children's classmates and parents. These directories may not be used or sold for other purposes. The purpose of the School Directory is to serve as a resource in communicating with families regarding approved school activities, functions, and programs. It is not intended to be used to solicit other parents for financial gain. The school will not be liable/responsible for the use of the Directory for purposes other than that which it is intended.

### **NEWSLETTER**

*The Franciscan* is the school newsletter. It is published regularly throughout the school year to share information regarding TFS with its parents, the School Advisory Council, and the parish staff. The newsletter is available online. For families unable to access the newsletter online, please contact the school office to arrange to have a copy sent home. Any group/individual who wishes to include information in the newsletter or the parent packet should contact Terri Layer, Administrative Assistant for review (terri.layer@stfrancisraleigh.org). The deadline for the submission of material for *The Franciscan* is the Friday prior to publication.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are during the school year. On these occasions, parents have the opportunity to meet with teachers and discuss the progress of their child. Other parent-teacher conferences should be scheduled, as necessary, at a mutually convenient time for the teacher and the parent(s) via email directly with the teacher. Please do not "catch the teacher" in the mornings or during their free periods as they have other duties and meetings during those times.

Parents who wish to schedule meetings that are more broadly about the school or school policy should contact the Assistant Principals or Principal.

### **\*INTERNET COMMUNICATIONS**

Families are encouraged to consult the TFS website and Parent Portal on a regular basis as it is updated with important school information. Parents and Middle School students must activate their accounts in order to access the parent portal which houses class pages, hot lunch ordering, and other parent, and student information not available to the general public. The school also maintains one official Facebook Page (the Franciscan School) as well as an official twitter account (@TFSRaleigh). **All other forms of social media are not to be considered official school communication vehicles and should not be considered as official communication or necessarily correct in their content.**



## **CLASSROOM COMMUNICATION**

If parents have a concern regarding a classroom matter or teacher expectations and procedures, they must make initial contact with the teacher to discuss the matter. If concerns or questions remain following the conversation with the teacher, then the parent should bring them to the attention of the Assistant Principal for Grades K-5 or the Middle School. If concerns or questions persist, then the matter may be brought to the Principal.

Classroom communication directly from the teachers may include, but not be limited to class newsletters, weekly folders, email, and class pages on the portal including bi-monthly grade updates.

Please note that students are only allowed to pass out invitations to parties if everyone in the class is invited. Nothing is sadder than a child not receiving an invitation that others have received.

## **EMAIL**

Email is effective for the communication of routine information including notification of events, schedule changes, and classroom needs. We ask that parents and teachers communicate in person or on the phone for more serious concerns.

## **VI. HEALTH, SAFETY, AND SECURITY**

### **SCHOOL HEALTH SERVICES**

TFS cooperates with the North Carolina Health Department and local health agencies to help promote a comprehensive school health care program.

Primary prevention activities related to health promotion include:

- Assured immunization compliance
- Provide students, families, and school personnel information regarding health hazards
- Coordinate health promotion activities that raise awareness and encourage healthy lifestyles
- Participate in health education activities that promote wellness and positive health behaviors.

### **HEALTH SERVICES**

School health services are identified as those activities that affect the physical and emotional well-being of students. TFS has a school health plan that ensures basic student health is addressed and facilitates the provision of the mandated activities identified by the North Carolina Department of Environment, Health and Natural Resource to include:

- Kindergarten health assessments
- Communicable disease control, including immunizations
- Report of child abuse and neglect

#### \*IMMUNIZATION REQUIREMENTS

Students may not attend TFS without presenting a certificate of immunization signed by a physician. If a certificate is not presented on the child's first day of attendance, written notice is given to the parent/guardian, who has 30 calendar days from the child's first day of attendance to show proof of the required immunizations.

If more time than 30 calendar days is needed to receive the required vaccines at medically-approved intervals, a physician or local health department must provide a written statement attesting to this need and stating the clinic appointment dates when remaining doses will be administered. Upon termination of 30 calendar days or the extended period, the Principal will not permit a child to attend school unless he/she is immunized.

North Carolina Law Requires the Following Minimum Doses:

- 5 DPT, DtaP or DT doses (if 4<sup>th</sup> dose if after 4<sup>th</sup> birthday, 5<sup>th</sup> dose is not required; DT requires medical exemption).
- 4 Polio Vaccine doses (if 3<sup>rd</sup> dose is after 4<sup>th</sup> birthday, 4<sup>th</sup> dose is not required).
- 1-4 Hib doses (series is complete if at least 1 dose given on/ after 15 months and before 5 years of age; not required after age 5)
- 3 Hep B doses (children born on or after July 1, 1994 are required to have 3 doses)
- 2 Measles doses (at least 30 days apart; 1<sup>st</sup> dose on/after 12 months of age)
- 1 Mumps dose (on/after 12 months of age)
- 1 Rubella dose (on/after 12 months of age)
- \*\*\*2 Varicella doses by Kindergarten
- \*\*\*Children entering 7<sup>th</sup> Grade: Tdap (1 dose) AND Meningococcal (1 dose)

Immunization records are open to inspection by the local health department.

## IMMUNIZATION STATUS REPORT

Within 60 calendar days after the first day of a school year, a Kindergarten-1st Grade immunization status report is filed with the Department of Environment, Health, and Natural Resources.

## STUDENT HEALTH FOLDER

A health folder is maintained for each student. The folder includes, but is not limited to:

- Record of immunizations
- Screening evaluations
- Documentation of teacher/nurse conferences
- Referrals for health care
- Documented results of services rendered by referral sources
- Documentation of parent/guardian conferences of contacts

All records are maintained with confidentiality as specified by the Family Education Rights and Privacy Act. Any violation of confidentiality is subject to disciplinary action. The permanent health record is available to parents/guardians/ and all school and medical personnel with a legitimate need for the information.

Forms that have been approved by the North Carolina Department of Public Instruction and Department of Environment, Health and Natural Resources for school use include:

- Kindergarten health assessment report
- Physician's Request for Medical Exemption
- Medical Exemption Statement
- Student's permanent health record
- Student Health History
- Focus of concern/screening
- Exceptional children referral
- Prior notice and parent/guardian consent for evaluation
- Multi-disciplinary team report – specific learning disabilities
- Individualized education plan (IEP)
- Scoliosis screening program parental information and consent

## MEDICATION

When a student requires medication during school hours, an adult will bring the medication to the school nurse or designee, who will dispense it only upon written permission of parent/guardian and prescribed by an attending physician or dentist. An

authorization form may be found on the website. All medications will be secure in a locked place. **An exception may be made for students who need an inhaler during the day, but a note MUST be on file with the School Nurse from the parent stating they have the need for the inhaler and they have the parent's permission to have the inhaler with them during the day.**

Field Trips: Permission forms for dispensing of medications by chaperones on overnight field trips will be provided when the field trip is planned. Forms must be completed to allow for medications to be provided, students cannot bring and dispense their own medications on field trips.

TFS is not responsible for student(s) who self-medicate. At no time are students allowed to give medication to each other.

### **MEDICAL EMERGENCY**

In case of an accident or illness suffered by a child during the school day, every attempt is made to notify the parents/guardians. If the parents cannot be reached, one of the parties designated on the *Emergency Release Form* will be contacted. If a doctor's attention is indicated and parents are not available, school personnel will use the authorization given on the *Emergency Release Form* to have the child treated to the extent of emergency care.

This authorization needs to be completed by the parents and returned on the first day of the school year. Parents are asked to inform the school of any changes to the *Emergency Release Form* which may occur during the school year. Parents are also requested to inform the school office/teacher of any special health needs their child(ren) may have.

TFS will always err on the side of caution in contacting emergency medical personnel (911) promptly and in urgently transporting a student or adult to a health care facility. The Nurse and/or the Principal or his designee will accompany the student to the health care facility and remain with that student until the family or family-designee can be reached.

### **FIRST AID**

The school nurse, who is a Registered Nurse and certified by the state of North Carolina, will normally treat minor injuries, such as cuts and scrapes, by washing with water to clean the wound and then placing a bandage when necessary. No other medication will be administered without the written authorization of the parent/guardian. The *Medication Authorization Form* is available on the website and is necessary for this purpose. Health Room hours are 8:00 AM to 3:00 PM.

## **HEALTH SCREENING**

Vision screening is completed by request. Hearing screenings are completed on all 1<sup>st</sup> and 3<sup>rd</sup> Graders as well as any students new to the school. Speech screening is done on all Kindergarten students, as well as any students who are identified by teachers or parents.

## **ILLNESS & SCHOOL ATTENDANCE**

A child who is ill at school shall be sent to the Nurse. Before contacting the parent, the Nurse will decide if the student should be sent home.

In addition to the standard childhood illnesses, diseases, and symptoms of illness and/or disease, including fever, students should not attend school with, and will be sent home for: uncontrollable coughing; yellow or green drainage from nose or eyes; red itching eyes, including but not limited to pink eye, and; sleeping in class (an indication of severe sleep loss or illness).

**Students should not return to school until they have been free of fever (without aid of medication), vomiting, and/or diarrhea for at least 24 hours. North Carolina state law requires that students diagnosed with strep throat need to be on antibiotics for 24 hours before returning to school.**

**Students must report to the school clinic when they return to school to be checked by the school nurse before being allowed to return to the classroom following an absence involving fever, vomiting, or diarrhea.**

Additionally, students who have been absent during the class day due to illness may *not* return to school at the end of the school day to participate in athletic practices/games or any other school-related activities on the same day or evening.

## **STUDENT ACCIDENT/INJURY**

TFS personnel are trained to give on-the-spot first aid care for minor illness or injury. All school-related accidents must be reported to the school administration as soon as possible, followed by a written accident / incident report. A parent/guardian will be informed immediately – and will be asked to pick up their child as soon as possible for follow-up with a licensed physician -- when any of the following occur:

- Head injury
- Fever/temperature of 100 degrees or above
- Severe abdominal pain
- Nausea, vomiting, and diarrhea

- Injury where there is swelling, severe pain or a question of sprain or broken bone
- Injury where there is significant bleeding or if bleeding does not stop in a short period of time
- Chipped or avulsed (uprooted) tooth
- Eye injury
- Rash accompanied with fever
- Animal bite (also reported to proper authorities after emergency care is given)
- Burns
- Severe asthma or allergic reaction
- Poisoning

Please note that in an emergency, the Principal or Assistant Principal may call 911 to transport a student to the emergency room in lieu of waiting for a parent to pick up a child.

The person responsible for supervision at the time of a student injury files a written accident / incident report and turns it into the Assistant Principal for Student Life and Activities and/or the Nurse on the day of the accident. A copy of the accident/incident form is given to the parent/guardian.

### **COMMUNICABLE DISEASES**

TFS strives to provide a safe, secure learning environment for all students. In the case of severe contagious disease, strict adherence to safety measures is required. Guidelines set out by the NC Schools Health Program Chart for Control of Communicable Diseases in School are followed.

Those students diagnosed as having a contagious disease will be denied attendance unless they have a physician's statement indicating that the student does not pose a threat to the school community. With such a statement, a student will not be denied attendance.

The need for confidentiality with respect to students diagnosed with a contagious disease, hepatitis B, and HIV or AIDS, is recognized. Parents/guardians of a student will cooperate with the Principal, who will follow carefully detailed procedures for such events. The Principal will also contact the Diocesan Superintendent of Schools, who will advise TFS on notification of other persons. The parents will be informed that these people may include the school nurse, physical education teacher, and, possibly, the classroom teacher.

## **SAFETY**

### **SUPERVISION OF STUDENTS**

The safety and security of our students is a fundamental priority at TFS. Students shall be supervised on school grounds during school hours by employees of the school or duly authorized agents of the TFS. TFS makes known to the parents the specific time frames before and after the school day during which TFS is responsible for the students. Students may not be on campus at any time, during or after school hours, without adult supervision. We thank you for your attention to this policy of the Diocese of Raleigh.

### **EMERGENCY DRILLS AND PROCEDURES**

All emergency drills require that every teacher checks the attendance roll to verify that all students have assembled at appropriate checkpoints and report to a central designee the class and number of individuals. The designated person is responsible for accounting for all students and other persons in the building at the time of the drill. The TFS daily sign-in book and attendance record are to be used for reference.

#### **FIRE DRILLS**

A fire drill is held within the first 10 days of the start of the school year. Thereafter, fire drills are held monthly. A report of each monthly fire drill is maintained in the school office. The local fire department is requested to conduct an annual fire drill. Fire extinguishers are inspected annually. Faculty and all responsible persons in the building must know the location of each fire extinguisher and how to operate it.

#### **SEVERE WEATHER DRILLS**

Severe weather drills are scheduled monthly during the tornado season, usually August through September and March through June. Severe weather drills are signaled by a method different from a fire emergency alert.

Unspecified emergencies are outlined in the TFS emergency/crisis management plan.

#### **LOCK DOWN DRILLS**

Drills are conducted 3 times a year in conjunction with the preschool and parish.

## **FACILITIES**

TFS educational facilities comply with current state and Diocesan construction guidelines. Constructed since 2000, TFS affirms that it is asbestos-free as required under AHERA requirements.

## **INCLEMENT WEATHER CLOSINGS AND DELAYS**

If dangerous, or threatening weather is imminent, TFS Administration will determine if The Franciscan School will have a delayed opening, early closing, or closure for the day. Once a determination has been made, parents will be alerted via AdminPlus Notify. Please be sure that your email addresses/phone numbers have been linked to the system through Sami Burnette.

If school is delayed in opening due to inclement weather, Bridges Early Morning Care will also be delayed in opening by that given amount of time. Similarly, if school is dismissed or canceled due to inclement weather, the Bridges After School Care is also canceled for the day.

When it is necessary to close school, delay the opening or release early because of weather or hazardous conditions, an alert message will be sent via email and/or by phone. This information will also be available on the school's website and on the automated message at ext. 255.

As with all school decisions made at TFS, the administration will always err on the side of student safety in making decisions regarding re-opening following a weather-related closure. If necessary, make-up days will be taken from designated holiday and summer vacation days (see School Calendar) and announced to TFS families in a timely way.

## **CANCELLATION OF EVENTS**

On days when school is cancelled (for the remainder of the day) or closed, all school events, including those in the afternoon and evening of the day of closure, are also cancelled. This includes games and practices and all student and parent after-school activities (choir, Home and School Association meetings, club meetings, etc.). This policy eliminates the confusion and risk of individuals such as coaches and program supervisors making case-by-case decisions that might conflict directly with a school-wide closure decision made to assure TFS student and adult safety on the day of closure.

## **PHOTO/VIDEO RELEASE**

All parents are given an opportunity to decline permission for their child to be photographed or videotaped at The Franciscan School.



## **USE OF SCHOOL GROUNDS**

School grounds are private property and should not be used at any time by parents and students after school hours without permission. In particular, sports fields are for the exclusive use of the TFS sports program. Any use by parents or others for non-TFS use (such as CASL, private club teams, etc.) is strictly forbidden without express written permission from the St. Francis of Assisi Parish Coordinator of Facilities and Scheduling.

The primary reason for this requirement is the strict parish-wide observance of Safe Child guidelines and, secondarily, due to the cost of field maintenance, the toll of overuse on the fields, and liability, trespassing, and property damage / vandalism issues for TFS and St. Francis of Assisi parish.

## **PETS**

Pets should not be brought on campus. Service animals are an exception to this rule.

## **VII. ROLE AND RESPONSIBILITY OF THE ADMINISTRATION, THE SCHOOL ADVISORY COUNCIL, AND SCHOOL ORGANIZATIONS**

### **PRINCIPAL/DIRECTOR**

The Pastor empowers the TFS Principal to foster a learning environment that insures the continuing presence of Catholic values, develop an academic program that addresses total Catholic development of the students, work collaboratively with the Superintendent of Catholic Schools and the Diocesan Director of Human Resources, and be responsible for the overall operation of the school facility and program in consultation with the Pastor and with the advice of the School Advisory Council and the parish Finance Committee.

Additionally, the duties of the Principal include but are not limited to spiritual leadership, professional growth of the Faculty and Staff, supervision, evaluation and administration, instruction, public relations, and facility oversight.

### **ASSISTANT PRINCIPALS**

The Assistant Principals assist the Principal in the day-to-day operation of the school and in fulfillment of the spiritual and educational mission of TFS. This includes the enforcement of the code of conduct and addressing parent concerns such as student development, curriculum, and programming. They are responsible for the School on an alternating basis in her absence.

## **FACULTY AND STAFF EMPLOYMENT PROCESS**

All instructional and non-instructional school staff are hired, evaluated, rehired and/or terminated by the Principal. All staff hiring is preceded by a reference check that includes inquiry regarding child abuse issues and all convictions other than minor traffic violations. Termination of an employee is done in consultation with the Pastor, Diocesan Director of Human Resources, and the Superintendent of Catholic Schools.

All employees are screened prior to employment and prior to beginning their duties in the school, including a thorough criminal background check at time of employment and every 5 years thereafter. All employees must be familiar with and are bound by the Diocesan Code of Professional Responsibility. Each teacher/employee at TFS is directly responsible to and held accountable by the Principal for the accomplishment of duties.

## **SCHOOL ADVISORY COUNCIL**

The Pastor and Principal establish a School Advisory Council which advises and provides support to the administration of TFS. It is not a governance entity, but strictly advisory.

The School Advisory Council is composed of members selected from the local community who provide input and support to the Principal. Advisory Council members participate in and contribute to fiscal, academic, and program decisions. Financial recommendations for capital improvements and subsidies are approved by the Parish Finance Council subject to the approval of the Pastor.

Sub-committees of the School Advisory Council, either ad hoc or sub groups, provide information and rationale to the process of policy-making to the larger advisory board. Sub-committees are accountable to the School Advisory Council for the work assigned to them.

The duties of the School Advisory Council are to witness to the educational missions of TFS; assist in developing TFS policies, long-range plans, and ongoing assessment of the school's educational programs within the context of the total educational mission of the parish without entering into the administrative functions of TFS; aid in the recruitment of personnel for TFS when requested by the Principal or pastor; assist in developing a TFS budget in collaboration with representative(s) of the Parish Finance Council, and; provide alternate perspectives and views of parish constituencies essential to policy development.

The duties of the School Advisory Council do not include becoming involved with individuals or taking action with respect to issues regarding personnel or individual students.

## **HOME AND SCHOOL ASSOCIATION**

Parents and school staff work in collaboration with the Principal, to whom they are responsible, and the Pastor through a home and school organization that is consultative in nature.

All parents are members of the Home and School Association. The TFS H.S.A. provides a forum for parents and teachers to work together on behalf of the students; encourages all parents to become involved members of the school in both friend raising and fund raising; and expands the activities of the organization to education, important social events, and issues that affect the quality of TFS student and staff life.

### **The Franciscan School**

Knowledgeable of self  
Rooted in Faith  
Educated in mind  
Compassionate in heart  
Deeply responsive in service to others

The Franciscan School gratefully acknowledges the contribution of Dr. Mike Fedewa and the Office of the Superintendent of Schools to the substance of this *Community Handbook*

## **NON-DISCRIMINATORY STATEMENT**

The Franciscan School admits students of any race, color, national or ethnic origin or gender. It does not discriminate on the basis of any race, color, national or ethnic origin,

or gender in the administration of its admissions, employment or educational programs or policies.