

St. Francis of Assisi School Student/Parent Handbook 2011 - 2012



**601-A Buttonwood Street
Norristown, PA 19401
Rectory Phone: (610) 272 - 0402
School Phone: (610) 272 - 0501
School Fax: (610) 272 - 8011
Snow Emergency Number: 391**

This handbook contains certain policies and procedures of St. Francis of Assisi School. The school may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the principal. Students and parent(s)/guardian(s) must accept and abide by the school's policies and procedures in order for the student to attend the school.

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School Directory

Name	Position
Reverend Vincent F. Welsh	Pastor
Miss Bridget M. Tighe	Principal
Mrs. Katherine Pugh	Director of Religious Education
Mrs. Erica Gonzalez	Director of the Early Learning Center
Mr. David Minnick	Business Manager
Mrs. Dee Landis	Parish Office Manager/Tuition
Mrs. Carolina González	Administrative Assistant (M/T/W)
Mrs. Yvette Carr	Administrative Assistant (T/F)
Mr. Andrew Fedak	Parish Maintenance Supervisor
Mr. Tony Antunes	Maintenance Department
Mrs. Amy Park	Pre-Kindergarten
Miss Lisa Kqira	Kindergarten
Mrs. Marlene Lobb	1 st Grade
Mrs. Krista Spence	2 nd Grade
Miss Erin Shope	3 rd Grade
Miss Sharon Raquet	4 th Grade
Miss Hope Hall	5 th Grade
Miss Melissa Kirwan	6 th Grade
Mr. Sean Gensert	7 th Grade
Mrs. Melissa Tradewell	8 th Grade
Mrs. Patricia Gray	Art/Library
Ms. Peri Berman	Music
Mr. Michael Kirkpatrick	Physical Education
Señora Regina Mauro	Spanish
Mrs. Carol Ann Polinsky	Technology
Mrs. Barbara Santangelo	Classroom Aide/CARES Director
Mrs. Lorraine Pellegrin	Classroom Aide
Mrs. Lisa Salvo	Director of Nutritional Services
Mrs. Kathy Kline	Nutritional Development Services

Mission Statement & Philosophy

Service

Faith

Academics

Catholic Schools form Catholic students to be full and practicing members of the Church, are centers of evangelization that call all to live fully the message of Jesus Christ, and are centers of academic excellence that rigorously prepare students to be contributing members of the global community.



I. ACADEMIC POLICIES

A.) Preparation for Class

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will result in a demerit or a detention and will ultimately affect the student's effort grade on the report card.

The teacher assesses daily performance of students. Examination of copybooks and worksheets for neatness and completeness of work, as well as class participation, are part of the overall report card grade.

All students must be encouraged to use copybooks properly. Students should not tear pages from copybooks, skip pages, or use his/her copybook as a drawing or scribbling pad.

B.) Class Participation

Students are expected to:

- be attentive and respectful to school staff
- show respect and concern for other students
- actively participate in class by responding orally or in writing as circumstances dictate

C.) Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Ample time should be allowed for the completion of out-of-class assignments or research projects. On evenings with light assignments, we suggest that the student use the time on their reading and research projects. Parents are asked to check that their child's work is neat and complete. Homework provides a student who does not test well with the opportunity to demonstrate to the teacher that effort is being put forth.

The following time per night is suggested for homework. This includes both written and study assignments.

- Grades 1 and 2 - 30 minutes
- Grades 3 and 4 - 60 minutes
- Grades 5 and 6 - 90 minutes
- Grades 7 and 8 - 120 minutes

St. Francis of Assisi School realizes that teachers, students, and subjects vary. The objective is not time, but the extension of learning beyond class time. In the event of absence or suspension, all homework and assignments are to be completed, with the exception of Kindergarten. All students from first through eighth grade are expected to copy their daily assignments from the blackboard into their planner each day. As a courtesy to parents, assignments will also be listed on our website at <http://www.sfacatholic.org>. This does not excuse the student from copying down assignments in school. There are times when technical problems arise and the teachers are not able to list assignments. This is not accepted as an excuse for assignments not being completed. If a student is absent, parent(s)/guardian(s) may call the Main Office for homework before 11:00 A.M. or parent(s)/guardian(s) with access to a computer may access assignments through the SFA website. Books may be picked up outside the Main Office by 2:30 P.M.

D.) Progress Report

Academic progress can be monitored at any time using the GRADELINK program. Please visit <http://www.gradelink.com> in order to access your child's current academic progress. Progress reports are sent home approximately four weeks prior to the closing of the trimester. Learning not only cultivates intellectual skills, but also responsibility for one's actions. A student may be considered deficient in a particular subject/area for any of the following reasons:

- Poor test grades
- Neglect of written homework
- Student not working to ability
- Failure to listen to and follow directions after repeated warnings
- Lack of responsibility in handing work in on time or failure to return test papers signed by the parent/guardian
- Absence work not made up after a reasonable amount of time
- Carelessly completed class work after explicit directions have been given by the teacher
- Carelessly written or incomplete homework assignments
- Doing homework in class
- Neglect of study homework
- Effort/conduct problems

E.) Student Recognition

We recognize the accomplishments of our students at the Awards Ceremony in the following areas:

- | | |
|--|-------------------|
| • Honor Roll | Grades 4 to 8 |
| • Special Recognition | Grades 1 to 3 |
| • Student of the Month/or Week:
Varies in individual classrooms | Grades Pre-K to 8 |
| • Principal's Good Work Board | Grades Pre-K to 8 |
| • Caught Being Good | Grades Pre-K to 8 |

F.) Academic Responsibilities

St. Francis of Assisi School encourages all students to reach their fullest potential in its academic program. Each student is responsible for the satisfactory completion of projects, class work, and homework. Homework is to be complete and done on time. Grades on tests and quizzes should be commensurate with the student's ability.

G.) Participation in School Functions/Events/Special Devotions

Mandatory participation is required in the following events:

- | | |
|--|------------------------|
| <input type="checkbox"/> Christmas Pageant/Spring Show | Grades Pre-K – 8 |
| <input type="checkbox"/> Corpus Christi Procession | Altar Servers |
| <input type="checkbox"/> Forty Hours' Procession | Grade 3/ Altar Servers |
| <input type="checkbox"/> Holy Thursday Procession | Grade 3/ Altar Servers |
| <input type="checkbox"/> May Procession | Grades K – 8 |

H.) Promotion or Retention

Student progress is monitored throughout the school year. After the issuance of the second report card, the teacher will contact the parent/guardian of a student who continues to experience difficulty to discuss the possibility of retention and support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, the parent/guardian will receive an official notification that must be signed and returned to the school administration. Any student who had three failures in the final column of the report card will not be promoted. Any student with a failure in the final column of the report card must go to summer school for that subject or must complete thirty hours of remedial work from a certified teacher before he/she will be promoted to the next grade. This work must be documented and handed in the first day of school.

Promotion or retention is at the discretion of the administration in consultation with the teacher.

I.) Report Cards

Report cards are issued three times a year to students in Grades K through 8. If your child is not doing well, he/she will receive a progress notice approximately four weeks before the report is issued. This will give the student the necessary time to correct the problem. The report is to be signed and returned to school immediately. If you would like to discuss your child's progress with his/her teachers, please send in a note requesting a conference.

Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- successfully passing all major tests and quizzes
- satisfactorily completing all homework, oral and written reports, independent classroom work and class/individual projects
- active participation in classroom lessons and activities
- exemplary conduct and effort

4th – 8th Grade Honor Roll Requirements

First Honors	Second Honors
Average of 90 or above in all seven academic subjects - Religion, English Language Arts (ELA), Math, Social Studies, & Science	Average of 85 or above in all seven academic subjects - Religion, English Language Arts (ELA), Math, Social Studies, & Science
Satisfactory or above (3 or 4) in Personal & Social Growth as well as Effort & Study Skills	Satisfactory or above (3 or 4) in Personal & Social Growth as well as Effort & Study Skills
Satisfactory or above (3 or 4) in Art, Music, Physical Education, Spanish, & Technology	Satisfactory or above (3 or 4) in Art, Music, Physical Education, Spanish, & Technology

N.B. Any student who fails three subjects in the final column on June’s report card will not be promoted. Any eighth grade student who fails three or more subjects in the final column will not graduate and will not be allowed to participate in the graduation ceremonies. No eighth grade student may repeat at St. Francis of Assisi School.

J.) Standardized Testing

The Terra Nova standardized test is administered each year during the month of March to students in Kindergarten through 7th grade. The results are communicated to parent(s)/guardian(s) and are utilized by the school for curriculum planning.

K.) Test Grades

In order for parent(s)/guardian(s) to be aware of the academic progress their child is making with regards to tests, tests are to be signed by parents and returned promptly the next school day. Each test is to be signed individually. We ask that you take the time to go over the tests with your child and that you keep a record of your child’s progress. All signed tests will be collected and kept filed in the classroom. We encourage you to discuss with your child the importance of showing you all the tests, both good and bad, so that you are aware of your child’s progress. If a student fails to return ALL of the tests signed, he/she may receive a demerit. It is the student’s responsibility to make sure that you have signed all of the tests and forms before he/she leaves home. The student will not be permitted to call you to come to sign the tests or to bring papers/books to school.

L.) Graduation & Closing Exercises

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. The administration and the eighth grade teachers determine procedures for graduation. All financial obligations must be met by the third week of May to guarantee that a child will be permitted to graduate. Participation in closing exercises is a privilege, not a right. St. Francis of Assisi School has the right to deny any student from participating in closing exercises if, in the view of the school, the student’s academic, financial, or disciplinary record indicates that the privilege should not be extended.

II. ACCIDENT/ILLNESS AT SCHOOL

Accidents or unusual illness occurring at school are reported immediately to the Main Office personnel. When a student becomes ill or meets with an accident, the parent/guardian is contacted. If the parent/guardian cannot be reached, the emergency contact will be called. Medication may only be dispensed to a student in accordance with the Norristown Area School District Policy. Only basic first aid may be administered. Parent(s)/guardian(s) must be contacted immediately if there is any question regarding an injury. Each child is required to have a Tuberculin Tine test within a three-month period prior to entering school for the first time.

III. ACCOMODATION PROGRAM

The Office of Catholic Education for the Archdiocese of Philadelphia has established guidelines for modifying and adapting curriculum to meet the learning needs of all students. St. Francis of Assisi School is committed to providing for the needs of individual students. The Accommodation Program is designed to provide adaptations to the curriculum so that high expectations are maintained for all students. The administration, faculty, and Intermediate Unit personnel work in consultation with the student's parent/guardian to determine the need for classroom accommodations. Parent(s)/guardian(s) are required to sign a permission slip before a student will receive classroom accommodations. Any student who participates in the Accommodation Program will receive an Accommodation Sheet in the trimester report card. A copy of the Accommodation Sheet will be placed in the student's confidential file.

IV. ADDRESS CHANGES

Please notify the Main Office of address or phone number changes.

V. ADMISSION

St. Francis of Assisi School admits students of any race, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program. The school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstance.

St. Francis of Assisi School follows Norristown School District's age requirements for admission. In the case of children coming from different public school districts, the school administration determines the admission date. For example: a student who is six years old by September 1st is eligible for the first grade. The age for admission to kindergarten should be one year less than that of the first grade. Pre-K must be the required age by September 1st of the current year. Children must be fully toilet-trained. The necessary forms and certificates for admission are:

- Birth certificate
- Baptismal certificate (regardless of home parish)
- A certificate of immunization that must be updated and available for confirmation

A.) Registration Guidelines:

Families are accepted into St. Francis of Assisi School in the following preferential order:

- Parish families with children currently enrolled in our school
- Other families (non-parishioner) with children currently registered in our school
- Families new to our school
 - (1) Students transferring from other Catholic schools
 - (2) Families new to our school residing in our parish
- Families residing out of our parish
 - (1) Catholic students coming from a parish without a school
 - (2) Catholic students coming from a parish that has closed its school enrollment
 - (3) Catholic students coming from another parish school for other reasons
 - (4) Non-Catholic students

B.) Registration

Registration for Kindergarten students and other students new to our school takes place in March. Registration information is communicated through the school's website, school communication envelope, and the parish bulletin. There is a non-refundable fee due at the time of registration. Tuition is handled through C&E Lockbox Services. Application forms are available electronically via the school's website or from the Main Office at the time of the registration.

C.) Re-Registration

Families registered in our school are required to re-register annually. Re-registration information for the following year is forwarded to each family through the school's website and weekly communication envelope in February prior to the next school year. All financial obligations must be current before re-registration can be processed. Tuition is handled through C&E Lockbox Services.

D.) Admission of Non-Catholics

Our school serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and the formation of the entire school community of faith. Our school offers a complete Catholic religious education program and makes every effort to develop the faith in all the students so that they may live a full Christian life.

Non-Catholic students may be admitted to our school under the following conditions:

- The permission of the Pastor is obtained.
- Adequate facilities and space are available, without denying the admission of eligible Catholic students.
- The parents/guardians agree in writing to permit their child to attend Religion classes and religious functions that are offered as part of the school program.
- The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
- The parents/guardians agree in writing to assume responsibility for all financial obligations.

VI. ARRIVAL TIMES

A child must come directly into the school between 7:40 A.M. and 7:55 A.M. Any student arriving after the 7:55 A.M. bell will be considered late. Parent(s)/guardian(s) are not to leave a child at school before 7:40 A.M. The daily schedule is as follows:

- School begins at 7:55 A.M.
- Lunch
 - 11:30 A.M. – 12:00 P.M. 4th – 8th grades
 - 12:00 P.M. – 12:30 P.M. Pre-K – 3rd grades
- Dismissal is at 2:30 P.M. except on early dismissal days or in the case of inclement weather or an emergency.

VII. ASSEMBLIES

The primary purpose of school assemblies is educational. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy at this time.

VIII. ATTENDANCE

Regular school attendance impacts positively on the child's academic development. The Commonwealth of Pennsylvania prescribes the total amount of days that school is in session.

A.) Absences

The policies regarding this area are as follows:

- A student, who has been absent from school, even for one day, is required to present a written note to his/her homeroom teacher.
- A doctor's certificate may be required for absence of an extended nature (3 or more days).

- If your child is going to be absent or arrive late at school, you are required to call the school. Please leave a message on voice mail. The number to call to report absences or lateness is the school number (610-272-0501). Please call by 9:00 A.M. Please help us in this endeavor by calling because your child's safety and welfare are of great importance to us.
- In the case of illness during school, a school official will contact the parent(s)/guardian(s) or adult whose name has been submitted to the Main Office with an emergency phone number.
- Any child who stays home without his/her parent's knowledge is liable to suspension. Any child who leaves school without permission is liable to suspension.
- Absences due to a funeral will be recorded except in the case of a parent, sibling, or grandparent.
- In order to arrange for assignments of children who are absent due to illness, kindly call the school office by 11:00 A.M. or access the SFA website. If books are needed, the parent may pick them up by 2:30 P.M. It is the responsibility of the student to complete work and tests that have been missed due to absence.

B.) Perfect Attendance

Perfect attendance dictates that your child is to be present on all scheduled class days with no lateness or unexcused early dismissals. "Take Your Child to Work" day will affect perfect attendance. Doctor and dentist appointments will be counted as lateness but no disciplinary actions will be taken but such appointments will negate perfect attendance. Funerals for immediate family members are an excused absence. It will not affect perfect attendance. A request for early dismissal by parent(s)/guardian(s) will count against perfect attendance.

C.) Appointments

Student appointments should not be made during school hours.

D.) Lateness

A student who arrives late for school must:

- report to the Main Office for an admission slip
- present a note from his/her parent/guardian explaining the reason for the lateness
- present the admission slip to the teacher in the class

Consistent unexcused lateness will be considered parental neglect, which will be reported to Norristown Area School District for further investigation. Lateness, of course, impacts on a perfect attendance record and constitutes a serious infraction.

IX. BIRTHDAYS/PARTIES/INVITATIONS

- Birthday/party treats are welcome. Treats must not need refrigeration, heating or assembly.
- Please do not send ice cream or frozen items, cake or oversized cookies that need cutting and distribution, items requiring the microwave or a hot plate, pizza, fast food or birthday party bags.
- Selections include donuts, donut holes, cupcakes, fruit, and juice boxes. Please supply napkins.
- Do not bring balloons or flowers for a child's birthday or have them delivered to school.
- The birthday acknowledgement in school is a treat not a party.
- Parties at other times of the year like Christmas or Valentine's Day should follow the same rules as birthdays.
- Invitations to home parties may be distributed in school only if all of the children in a class are invited to the party.
- If it is a girl's party then all of the girls must be invited. If it is a boy's party then all of the boys must be invited.
- If it is a general party then the entire class must be invited. If all are not included, the invitations can be mailed from the home but may not come to school.

X. BOOKS & MATERIALS

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks. All covers must be neat and clean and free from doodling. Books, copybooks, and materials are to be properly identified with the child's name, school, school address, and grade/room number.

The student and parents/guardians must pay for all lost or damaged books in full. A charge will be made at the rate at which the school purchased the books.

Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property. Any malicious damage will necessitate compensation. Damage to neighborhood property on the way to and from school reflects on both school and home training.

XI. CARES PROGRAM

After school childcare is available for grades Pre-K to 8th grade. The afternoon services are available from 2:30 P.M. until 5:30 P.M. Parent(s)/guardian(s) are billed every two weeks and payment is expected upon receiving the bill. **Children may be suspended from this program for non-payment over \$250.00.** Please contact Mrs. Barbara Santangelo about registration and fee schedule.

Contact person: Mrs. Barbara Santangelo

School: (610) 272 - 0501

Home: (610) 277 - 5738

XII. COMMUNICABLE DISEASES

No student, absent from school because of conditions listed below, may return to school before the specified time period.

- MEASLES: 4 days from onset of rash
- WHOOPING COUGH: 7 days after medication is started
- SCARLET FEVER: 24 hours after medication is started
- MUMPS: 9 days from onset of swelling
- RUBELLA/GERMAN MEASLES: 4 days from onset
- CHICKEN POX: when all pox have scabs that are dried up
- PINK EYE: 24 hours after medication is started
- LICE: until judged non-contagious by physician or school nurse, and after treatment is given and no nits are present
- STREP THROAT: Return 24 hours after being clear of fever
- FEVER: Return 24 hours after being clear of fever

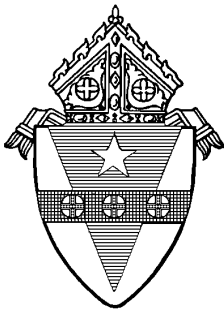
XIII. CONDUCT CODE

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the philosophy of a Catholic school, which attempts to develop a fully committed Christian committed to the observance of just rules and regulations which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians in school and at school-sponsored events, as well as in the school/parish community and outside the school/parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to St. Francis of Assisi School.

Disciplinary procedures for Grades K to 8 are outlined in Levels, I, II, and III. Please read the following code carefully and go over it in depth with your child. The responsibilities of the parent(s)/guardian(s) and the students are spelled out in the following sections.



ARCHDIOCESE OF PHILADELPHIA

222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299

Telephone: 215-587-3710 • Fax: 215-587-5644

OFFICE OF CATHOLIC EDUCATION
Director of Technology K-12

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

Technology is a valuable and real world educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

SCOPE OF USE

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

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

GOAL

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

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

RESPONSIBILITIES OF USER

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

In The Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people
- **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

TECHNOLOGY USE GUIDELINES

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

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

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

- Teacher school website
- Teacher school email
- Teacher school phone number
- Teacher created, educationally focused networking sites

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

Electronic and Mobile Devices, Cellphones: Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administrator of the school. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

Examples of Unacceptable Uses - Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

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

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

Personal Use of Social Media

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

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

'Friending' of current students by teachers is forbidden on a **teacher's personal social networking site**. 'Personal posts' must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Policy Violations

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

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

**ACCEPTABLE USE POLICY
FOR TECHNOLOGY**
Catholic Schools of the Archdiocese of Philadelphia

Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and Saint Francis of Assisi School. My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

Student Name/ID _____
Student Signature _____ Date ____/____/____
Grade _____

Parent or Guardian: We ask that you review this policy with your child and sign below:

Student Access Contract

I hereby release Saint Francis of Assisi School and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for Saint Francis of Assisi School. I hereby give my permission for my child to use the Internet and will not hold Saint Francis of Assisi School or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____ Date ____/____/____



Catholic Schools

If students are to be productive members of the 21st Century workplace, they must move beyond the skills of the 20th Century and master those of the 21st Century. The characteristics of the 21st Century classroom will be very different from those of the classrooms in the past because the focus is on producing students who are highly productive, effective communicators, inventive thinkers, and masters of technology.

During your children's formative years at the elementary and secondary levels, an understanding of technology including Web 2.0 tools will be used that will assist them in their learning over the course of their school experience. New tools arise every day. Some common tools that your children may encounter and use are, but are not limited to:

- Elluminate Live! Now called Blackboard Collaborate is a **virtual web-conferencing and collaboration** tool that allows individuals to "meet" in a virtual space to talk and share content.
- Blogs - A **blog** is a website where student work can be published online. It is also a tool often used for collaboration and communication among students and teachers. "Blog" can also be used as a verb, meaning *to maintain or add content to a blog*.
- Google Apps: An online suite of productivity and digital tools
- Wikis - A **wiki** is a website that allows visitors to add, remove, and edit content online.
- Podcasts - A **podcast** is a digital audio file that is distributed over the Internet for playback on portable media players (such as .mp3 players) and personal computers.
- Videos – A **video** is a recording displaying moving images and audios. Digital video files can incorporate photos, voiceovers and music.
- Social bookmarking - **Social bookmarking** is a way for internet users to store, classify, share and search Internet bookmarks.
- Really Simple Syndication - **RSS** is used to publish frequently updated content such as blog entries, news headlines, or podcasts. It allows users to "subscribe" to internet content. A commonly used tool for RSS is Google Reader.

Also your child's image may be used in a photo or video posted on:

- School website and/or communications
- Archdiocesan or Office of Catholic Education website and/or communications
- Parish website and/or communication

Your child's safety and security are our number one priority. All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today. The Acceptable Use Policy for Technology is posted on our Archdiocesan website. <http://www.catholicschools-phl.org/about-oce/technology>.

Please review the permission form and complete it so that we are aware of your expectations as a parent/guardian of a child(ren) in our school. Thank you for your cooperation!

**Parental Permission Form
General Technology Use including
Web 2.0, Online Collaboration, Photos and Media Release**

<input type="checkbox"/> I grant permission for my child to sign up for a personal account on approved educational sites and in accordance with site and school guidelines (Typically done in 4th – 8th Grades)
<input type="checkbox"/> I grant permission for my child to use his/her school created student email address or a teacher created class account when signing up for accounts (Typically done in 4th – 8th Grades)
<input type="checkbox"/> I grant permission for my child’s work to be published on the school website, the classroom wiki, and/or on other student classroom sites as prescribed by the teacher.
<input type="checkbox"/> I grant permission for my child’s photo to be published in the SFA Yearbook for 2011 – 2012 , on the school website, the classroom wiki, and/or on the other classroom sites as prescribed by the teacher. When photos are used in almost all cases names are not included. Names will be included with photos rarely and only in cases where there is special recognition such as with academic or sport awards/recognition.
<input type="checkbox"/> I grant permission for my child’s photo to be published in the school newsletter, in the local newspapers, the Catholic Standard and Times, on school brochures, printed materials and the Archdiocesan website.
<input type="checkbox"/> I give permission for my child’s photo to be posted on the school or Archdiocesan website or social network page associated with the work of the classroom.
<input type="checkbox"/> I give permission to the school to permit my child to participate in supervised interviews with the news media concerning events related to the school and its programs.

I have read, understand, and agree to those boxes that are checked above.

Student’s Name:	Grade:
Parent/Guardian Name:	
Parent/Guardian Signature:	Date:



A.) Student's Code of Conduct

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline to discipleship, following the Lord and serving others.

The following is the student's code of conduct that all students at St. Francis of Assisi School must follow:

1. Students should be aware that their first obligation is to give service to God and to others.
2. Students should cooperate with all school personnel: the administration, faculty, staff, volunteers, and school visitors.
3. Students should cooperate with all school personnel by following directives willingly and by offering service to others.
4. Students should use class time as effectively as possible by taking pride in doing their best and to help provide an atmosphere in which real learning takes place.
5. Students are responsible for completion of all homework and project assignments on time.
6. Students should obey all the rules and regulations of their individual classrooms and school.
7. Students are required to take care of the things given to them for their use. That includes texts, library books, desks, etc.
8. Students may not leave the school premises once they arrive in the morning without permission from the Main Office.
9. Students must present a note written and signed by the parent(s)/guardian(s) stating a request for their daily routine to be altered, e.g. appointments, different dismissal routes, bus, etc. the day before the change is to be made. All changes must be made through the Main Office.
10. Students are expected to show a Christian attitude toward one another at all times. Therefore, fighting, abusive and foul language, roughness, excessive taunting, teasing, sexual harassment or any similar action is forbidden. The consequences for these actions are outlined in the code.
11. Students may not chew gum or eat food during class time.
12. Students must maintain the good condition of the school and its property at all times.
13. Students are reminded that stairs and hallways may be slippery on days of inclement weather and extra caution should be taken.
14. In groups, or alone, students are asked to respect the classrooms they pass. They are to go directly to the place that they are sent without delay; no stopping in the lavatories or other areas of the school without the prior permission of the teacher.

B.) Parent/Guardian Responsibility

1. All parent(s)/guardian(s) should contact the teacher by note to set up an appointment for conferences. Teachers cannot leave the classrooms to take telephone calls.
2. All parent(s)/guardian(s) must report to the Main Office when entering the school. No parent/guardian may go directly to any classroom. Forgotten lunches and books will be sent to the student's class.
3. Please use the correct protocol when addressing a problem/concern. The teacher should be the first to be contacted. If the concern is not settled satisfactorily, then, and only then should the principal be contacted. Please be courteous and call for an appointment with the principal. Parent(s)/guardian(s) who just drop in at the Main Office with concerns often infringe upon time set aside for other parent(s)/guardian(s) with appointments.
4. A note from the doctor's office should accompany the student if he/she comes to school late or must leave school early for an appointment.
5. "Change of line/bus notes" must be sent into the Main Office the day before the change is to be made. No student will be permitted to change his/her line/bus without this permission. No student may ride the bus unless he/she is registered for bus service. No student may change buses to go to another student's home.
6. Notes for absence are due the day the student returns.
7. Vacations should not be scheduled during the school year. If time is taken off, it is the parent(s)/guardian(s)' responsibility to see that all work/tests that the student has missed are made up as soon as the student returns to school. The school should be notified in advance if the student is going to miss school because of a vacation.
8. Parent(s)/guardian(s) should make sure that all forms, signed tests/assignments are returned on time.

C.) INFRACTIONS, VIOLATIONS, AND DISCIPLINARY ACTIONS

The following list is not inclusive. It is a set of examples. Many of the Level I violations will be handled by the teacher and within the classroom. It is only when these infractions become persistent that they are referred to the principal.

LEVEL I OFFENSES:

A late project
Minor lunch infraction
Incomplete homework
Unprepared for class
Dress code violation

Books not covered
Minor classroom disruptions
Minor inappropriate behavior
Disobedience
Eating food during class
Failure to return signed tests, forms, notes

Level I violations may result in one or more of the following:

First Violation: Warning and/or demerit and/or detention(s)

Repeated Violations: Demerits and/or detention, parental contact

LEVEL II OFFENSES:

Disrespect directed toward school personnel
Unacceptable behavior at school-related activities
Insubordination/gross defiance
Major lunch infraction
Leaving school/room without permission
Truancy
Vandalism
Chewing gum
Bus infractions
Non-attendance at detention
Foul/inappropriate language
Cheating/plagiarism
Forgery
Failure to return signed detention/profile packet
Stealing
Fighting
Spitting
Repeated disobedience
Misconduct in lavatory
Inappropriate actions
Lying
Threatening another student
Jeopardizing safety of self or others
Copying homework or allowing homework to be copied
Smoking or possessing smoking materials on school property
Bringing aerosol cans onto school property

Level II violations may result in one or more of the following:

First Violation: Depending on severity, the following consequences may result in a detention and/or In-School Suspension

Repeated Violations:

Detention and/or In-School Suspension and/or Out-of School Suspension

LEVEL III OFFENSES:

Possession, use, selling or distribution of controlled substances

Causing a risk to the health and safety of others

Setting of or the possession of explosives

Failing to cooperate during In-School suspension

Physical assault on a staff member/fellow student

Obscene speech directed toward school personnel either verbally, written or gestures

Verbal, physical, or sexual harassment to staff/other students

Immoral/indecent behavior-physical, verbal or written

Extortion

Arson

Fighting

Theft

Use/possession of alcohol

Possession of weapons or objects used as weapons

Level III violations may result in one or more of the following:

Out-of-School Suspension

Expulsion Recommendation

Restitution

Police Notification

Principal/Pastor's Hearing

Expulsion

D.) Demerits & Detentions

Demerits are given for minor offenses. Demerits may be given by any faculty member. In Grades 3 through 8, six demerits from a particular teacher or two demerits in conduct will result in a detention. More serious infractions may result in an immediate detention or more serious consequences.

Detentions are sent home the day that they are issued. Detentions are to be signed and returned to the teacher the next day. Failure to do so will result in additional detentions. Failure to show up at detention will result in additional detentions. Please keep track of all demerits and detentions that your child receives. Be sure to keep a record of the dates of any detentions that are issued to your child. Dates for detentions will not be changed except for extreme emergencies. It is the responsibility of the parent/guardian and student to keep track of any

detentions that are issued and make sure that the student has transportation home. Detention is normally from 2:30 P.M. – 3:30 P.M. on Thursday afternoon unless it is a short week.

A.) Harassment

St. Francis of Assisi School follows the Archdiocese of Philadelphia’s policy prohibiting harassment, including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, and requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the policy is maintained by the principal and is available upon request.

B.) Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. Unacceptable conduct, either by a student or a parent/guardian, includes, but is not limited to, the following:

- Disrespectful behavior of any kind toward or about any staff, student, volunteer or parent
- Bullying
- Insubordination
- Fighting
- Bomb scares or triggering other false alarms
- Cheating, plagiarism, copying or sharing homework/test/project answers or work
- Use or possession of drugs, drug paraphernalia, or alcohol
- Smoking, possession of cigarettes, matches, lighters
- Stealing
- Intimidation, harassment or threats of any kind
- Possession of any weapon

These categories do not cover every possible situation. The school will determine which behavior is inappropriate.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to St. Francis of Assisi School.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

C.) Suspensions

Just, appropriate disciplinary policies are essential educational processes, which include procedures, which are more remedial than punitive, yet include the necessary provisions that protect the common good of the school community.

Suspension may lead to dismissal. The principal will inform the parent(s)/guardian(s) of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem.

Procedures for student suspensions:

- Infractions of a serious nature as determined by St. Francis of Assisi School.
- Parents/guardians of the student will be informed in writing of the suspension as soon as practical.
- Suspensions will be implemented [in-school or out of school], at the discretion of the principal.
- Following a suspension, the appropriate school official will interview parent(s) or guardian(s). Students removed from the school community will not be readmitted before a parental conference.
- Interview has been conducted and all other conditions for re-admittance have been satisfied.
- Parent(s)/guardian(s) and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- When necessary, a student will be referred to a counselor for counseling.
- A signed agreement of parent(s)/guardian(s) and a written report of the suspension will be filed in the student's record.
- Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records only will be made available to authorized school personnel and parent(s)/guardian(s).

D.) Dismissal/Expulsion

- After two formal suspensions, a student may be dismissed.
- Students who are dismissed may apply for, but are not guaranteed, readmission after one full year. St. Francis of Assisi School will determine whether re-admittance is appropriate.
- In certain instances the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student, at any time, where the school considers the conduct of the student or the parent/guardian to be inconsistent with school policy, the good of the school community, or Catholic teachings.
- Parents/guardians of the student will be informed in writing of the dismissal as soon as practical.

XIV. CONFERENCES

Parent/Teacher Conferences are scheduled for every student in the first trimester. Arrangements for Parent/Teacher conferences at other times can be made in writing to suit the convenience of both parties whenever deemed necessary for the benefit of the child. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parent(s)/guardian(s) should feel free to discuss it with the proper school authority - the teacher, the principal, or the pastor. The better the communication, the easier it is to direct your child in his/her educational endeavors.

Teachers may not be interrupted during the school day. Lunches, messages, forgotten books, etc. should be left at the Main Office with the child's name and room number.

XV. CURRICULUM

The curricula followed by the students in the parish elementary schools of the Archdiocese of Philadelphia are developed by and/or approved by the Superintendent of Schools through the Department of Elementary Curriculum, Instruction and Assessment. Guidelines for specific curriculum areas are prepared and disseminated through the Office of Catholic Education. In teaching the content of any curriculum area, teachers adhere to the content of the most recent curriculum guidelines, rather than any specific textbook series. Elementary curriculum guidelines are copyrighted material. Parent(s)/guardian(s) have the right to request to review the guidelines with the administrator/teacher. Curriculum guidelines can be accessed at http://www.catholicschools-phl.org/parents/curriculum_ele.htm

For the 2011 – 2012 academic year, Saint Francis of Assisi School and the Archdiocese of Philadelphia will implement the Common Core State Standards for English Language Arts (ELA) and Mathematics. The Common Core State Standards Initiative is a state-led effort coordinated by the National Governors Association Center for Best Practices (NGA Center) and the Council of Chief State School Officers (CCSSO). The standards were developed in collaboration with teachers, school administrators, and experts, to provide a clear and consistent framework to prepare our children for college and the workforce. These standards can be accessed through the Archdiocese of Philadelphia or at <http://www.corestandards.org/>

The NGA Center and CCSSO received initial feedback on the draft standards from national organizations representing, but not limited to, teachers, postsecondary educators (including community colleges), civil rights groups, English language learners, and students with disabilities. Following the initial round of feedback, the draft standards were opened for public comment, receiving nearly 10,000 responses.

The standards are informed by the highest, most effective models from states across the country and countries around the world, and provide teachers and parents with a common understanding of what students are expected to learn. Consistent standards will provide appropriate benchmarks for all students, regardless of where they live.

These standards define the knowledge and skills students should have within their K-12 education careers so that they will graduate high school able to succeed in entry-level, credit-bearing academic college courses and in workforce training programs. The standards:

- Are aligned with college and work expectations;
- Are clear, understandable and consistent;
- Include rigorous content and application of knowledge through high-order skills;
- Build upon strengths and lessons of current state standards;
- Are informed by other top performing countries, so that all students are prepared to succeed in our global economy and society; and
- Are evidence-based.

English Language Arts (ELA) – Kindergarten through 8th Grade Common Core State Standards

Reading

- The standards establish a “staircase” of increasing complexity in what students must be able to read so that all students are ready for the demands of college- and career-level reading no later than the end of high school. The standards also require the progressive development of reading comprehension so that students advancing through the grades are able to gain more from whatever they read.
- Through reading a diverse array of classic and contemporary literature as well as challenging informational texts in a range of subjects, students are expected to build knowledge, gain insights, explore possibilities, and broaden their perspective. Because the standards are building blocks for successful classrooms, but recognize that teachers, school districts and states need to decide on appropriate curriculum, they intentionally do not offer a reading list. Instead, they offer numerous sample texts to help teachers prepare for the school year and allow parents and students to know what to expect at the beginning of the year.
- The standards mandate certain critical types of content for all students, including classic myths and stories from around the world, foundational U.S. documents, seminal works of American literature, and the writings of Shakespeare. The standards appropriately defer the many remaining decisions about what and how to teach to states, districts, and schools.

Writing

- The ability to write logical arguments based on substantive claims, sound reasoning, and relevant evidence is a cornerstone of the writing standards, with opinion writing—a basic form of argument—extending down into the earliest grades.
- Research—both short, focused projects (such as those commonly required in the workplace) and longer term in depth research—is emphasized throughout the standards but most prominently in the writing strand since a written analysis and presentation of findings is so often critical.
- Annotated samples of student writing accompany the standards and help establish adequate performance levels in writing arguments, informational/explanatory texts, and narratives in the various grades.

Speaking and Listening

- The standards require that students gain, evaluate, and present increasingly complex information, ideas, and evidence through listening and speaking as well as through media.
- An important focus of the speaking and listening standards is academic discussion in one-on-one, small-group, and whole-class settings. Formal presentations are one important way such talk occurs, but so is the more informal discussion that takes place as students collaborate to answer questions, build understanding, and solve problems.

Language

- The standards expect that students will grow their vocabularies through a mix of conversations, direct instruction, and reading. The standards will help students determine word meanings, appreciate the nuances of words, and steadily expand their repertoire of words and phrases.
- The standards help prepare students for real life experience at college and in 21st century careers. The standards recognize that students must be able to use formal English in their writing and speaking but that they must also be able to make informed, skillful choices among the many ways to express themselves through language.
- Vocabulary and conventions are treated in their own strand not because skills in these areas should be handled in isolation but because their use extends across reading, writing, speaking, and listening.

Media and Technology

- Just as media and technology are integrated in school and life in the twenty-first century, skills related to media use (both critical analysis and production of media) are integrated throughout the standards.

Portfolio Assessment

Assessment and instruction are closely linked. With English Language Arts (ELA), many sources of assessment data can be used to document and evaluate a student's progress in literacy. The Office of Catholic Education supports a portfolio approach to evaluation since it reflects a "work in progress" philosophy rather than a traditional "mastery of skills" perspective. Portfolio assessment provides a wide variety of student data sources and activities as indicators of each student's growth. The **Permanent Portfolio** should contain the minimum archdiocesan required documents. At least two years of the latest progress documentation must be maintained in the Permanent Portfolio. The **Working Portfolio** should contain a variety of formal and informal assessment tools that reflect the student's growth within a one-year period. The contents of the Working Portfolio are reviewed periodically throughout the year by the teacher, student, and the parent(s)/guardian(s). By the end of the year, items from the Working Portfolio should be selected for inclusion in the Permanent Portfolio.

Mathematics – Kindergarten through 8th Grade Common Core State Standards

- The K-5 standards provide students with a *solid foundation in whole numbers, addition, subtraction, multiplication, division, fractions and decimals*—which help young students build the foundation to successfully apply more demanding math concepts and procedures, and move into applications.
- In kindergarten, the standards follow successful international models and recommendations from the National Research Council’s Early Math Panel report, by focusing kindergarten work on the number core: learning how numbers correspond to quantities, and learning how to put numbers together and take them apart (the beginnings of addition and subtraction).
- The K-5 standards build on the best state standards to provide detailed guidance to teachers on how to navigate their way through knotty topics such as *fractions, negative numbers, and geometry*, and do so by maintaining a continuous progression from grade to grade.
- The standards stress not only procedural skill but also conceptual understanding, to make sure students are learning and absorbing the critical information they need to succeed at higher levels - rather than the current practices by which many students learn enough to get by on the next test, but forget it shortly thereafter, only to review again the following year.
- Having built a strong foundation K-5, students can do hands on learning in geometry, algebra and probability and statistics. Students who have completed 7th grade and mastered the content and skills through the 7th grade will be *well-prepared for algebra* in grade 8.
- The middle school standards are robust and provide a coherent and rich *preparation for high school mathematics*.
- The high school standards call on students to *practice applying mathematical ways of thinking to real world issues and challenges*; they prepare students to think and reason mathematically.
- The high school standards set a *rigorous definition of college and career readiness*, by helping students develop a depth of understanding and ability to apply mathematics to novel situations, as college students and employees regularly do.
- The high school standards *emphasize mathematical modeling*, the use of mathematics and statistics to analyze empirical situations, understand them better, and improve decisions. For example, the draft standards state: “Modeling links classroom mathematics and statistics to everyday life, work, and decision-making. It is the process of choosing and using appropriate mathematics and statistics to analyze empirical situations, to understand them better, and to improve decisions. Quantities and their relationships in physical, economic, public policy, social and everyday situations can be modeled using mathematical and statistical methods. When making mathematical models, technology is valuable for varying assumptions, exploring consequences, and comparing predictions with data.”

Science

The Archdiocese of Philadelphia Science Curriculum allows for inquiry based learning of scientific concepts through hands-on activities and experiments.

Social Studies

The Elementary Social Studies Curriculum is based upon the National Council for the Social Studies Scope and Sequence. The goals of the Social Studies Curriculum include the development of knowledge, skills values and social participation appropriate to the children's age grade level.

Grade 1: The Individual in Primary and Social Groups; Understanding School and Family Life

Grade 2: Meeting Basic Needs in Nearby Social Groups; The Neighborhood

Grade 3: Sharing Earth and Space with Others; The Community

Grade 4: Interdisciplinary Study of the Local Region; Pennsylvania

Grade 5: The Western Hemisphere; the United States and Its Close Neighbors

Grade 6: The Eastern Hemisphere; Representative World Regions

Grade 7: American History to the Civil War

Grade 8: American History from the Civil War to present

Specialty Subjects

Specialty Subjects are required as part of the elementary school curriculum by the Archdiocese of Philadelphia and the Pennsylvania Department of Education. Specialty subjects include: the Arts, (*Music and Visual Arts*), Physical Education, Technology, and World Languages.

Fine Arts: Art / Music

This area of the curriculum is designed in keeping with the National Standards for Arts Education.

Physical Education

Physical education is vital to the development of the student and is required as part of the elementary curriculum of the Archdiocese of Philadelphia and the Pennsylvania Department of Education.

Technology

There are two major areas in the use of technology in our schools: basic technology skills and specific curricular applications of technology. Elementary Technology Guidelines include the following topics: general computer literacy, word processing, spread sheets, database, LOGO programming, and telecommunications.

World Languages

Schools may include modern world languages in the elementary curriculum where feasible. At St. Francis of Assisi School, Spanish is taught in grades Pre-K to 8th grade.

XVI. CUSTODY ISSUES

Parent(s)/guardian(s) are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions, and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

XVII. DISMISSAL

Teachers dismiss children from their classroom at 2:30 P.M. No child may leave the building prior to dismissal without the principal's permission.

A.) Early Dismissal-General

Parent(s)/guardian(s) are encouraged to check the school's website or SFA Monthly Newsletter for updates or changes in the yearly tentative calendar. **On early dismissal days, students will be released from school at 11:00 A.M.**

B.) Early Dismissal-Individual Students

No child will be excused early except in cases of emergency. To request an early dismissal, please send the day before a note to the homeroom teacher who will forward it to the Main Office. The student will be dismissed from the school office. The parent/guardian must report to the school office first and sign the "Visitor's Book," in order to have your child released from school. This will count against perfect attendance.

C.) Emergency Closings

Since St. Francis of Assisi School is located in Norristown, we must follow the schedule of Norristown Area School District. If Norristown Area School District closes school for the day or places their schools on a two hour delay, then St. Francis of Assisi School will close school or operate on a two hour delay. If there is a chance of bad weather, please do the following:

1. **You will receive a phone call from our new automated system, School Reach. Each year, you will be asked to verify the phone number(s) and email associated with your family name.**
2. Check St. Francis of Assisi School's website at <http://www.sfacatholic.org>. Any school closings or late arrivals will be listed in the banner section on the website.
3. Listen to KYW News Radio 1060 or login to their website <http://www.kyw1060.com/>. Click School Closings. **St. Francis of Assisi's School number is 391.**
4. Watch the major news networks – CBS3, ABC6, Fox29, or NBC10. St. Francis of Assisi School – Norristown will scroll across the bottom of the TV station's page.

When school operates on a two hour delay, school will open beginning at 9:40 A.M. If there is bad weather during the school day, please follow the same steps listed above to see if St. Francis of Assisi School will close early. If SFA closes early, there won't be CARES that day.

Parent(s)/guardian(s) picking their children up due to an emergency or inclement weather must report to the Main Office to sign out the child. The Main Office will send for the child to be brought to the Main Office. No parent or guardian may go directly to the child's class to remove the child.

XVIII. DRESS CODE

Winter Dress Code:

Gentlemen's Choices (K to Grade 8):

- ★ gray dress pants with a belt
- ★ maroon knit shirt with school logo or white turtleneck with sweater or vest with school logo
- ★ black dress shoes or black/cordovan Docksidors
- ★ black or maroon socks
- ★ hair must not touch the shirt collar
- ★ no earrings or jewelry permitted other than a watch and a small cross on a neck chain

Ladies' Choices (K to Grade 5):

- ★ maroon plaid jumper no more than 2" above the knee
- ★ white blouse with Bermuda collar
- ★ maroon cardigan sweater
- ★ maroon anklets, knee highs, or tights
- ★ black dress shoes with low heel

Ladies' Choices (Grades 6 to 8):

- ★ maroon plaid kilt no more than 2" above the knee
- ★ maroon knit shirt with school logo
- ★ maroon pull-over sweater
- ★ maroon anklets, knee highs, or tights
- ★ black dress shoes with low heels
- ★ one pair of small stud earrings permitted
- ★ no other jewelry except for a watch and a small cross on neck chain
- ★ no make-up

Fall and Spring Uniforms:

Ladies' & Gentlemen's Choices (K through Grade 8):

- ★ A short sleeve knit polo with the school logo may be substituted for the long sleeve shirts
- ★ Gray walking shorts may be substituted for pants, kilts and jumpers
- ★ This uniform may be worn beginning on April 1st and until October 31st

Gym Uniforms (K through Grade 8):

Ladies' & Gentlemen's Choices:

- ★ maroon sweatshirts
- ★ maroon sweatpants
- ★ gray T-shirt
- ★ gray shorts or maroon mesh shorts
- ★ sneakers
- ★ white crew socks

All uniforms are to be purchased through authorized dealers. **Pre-K students are HIGHLY encouraged to wear the school Gym uniform five days a week with sneakers.**

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parent(s)/guardian(s). When a child looks and feels good about himself/herself, he/she acts and works accordingly. Personal appearance that constitutes a distraction is not permitted.

- No nail polish, makeup, or hair dye is permitted.
- **Non religious necklaces, bracelets or rings cannot be displayed.**
- Watches are permitted.
- Girls may wear one pair of small earrings.
- Boys may not wear earrings.
- Hair should be of a moderate length on boys – not in their face or to their collar.
- Hair can be any length on girls but not in their face.

Dress Down Days occur occasionally throughout the year. Participation is a privilege and is subject to proper attire. Midsections, backs and shoulders must be covered at all times. Sleeveless tops must cover all undergarments. Scoop or V necked tops must not be so low as to expose any cleavage. Shorts should be an appropriate length. Pajamas are not acceptable at any time. T-shirts with words or images deemed inappropriate by school staff will be confiscated. Shoes must be flat and have a backing or strap at the heel for recess and stairwell safety.

XIX. EMERGENCY CONTACT FORMS

Information necessary to address student emergencies will be required at the beginning of each school year.

XX. FAMILY COMMUNICATIONS

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communications include: this handbook, a monthly calendar of events, and the Weekly Notes from the Office will be posted on the school's website. If you do not have internet access, please notify the Main Office and a hard copy of such information will be sent home with the oldest child.

It is the responsibility of the oldest child in each family enrolled at the school to provide the parents with all written communications. **Family Envelopes are sent home each Monday throughout the year. A weekly email through SchoolReach will also be sent.** Parent(s)/guardian(s) are asked to check book bags and folders regularly for such communications. Any communication, forms, money, etc. that are brought to school are forwarded to the Main Office through the homeroom teacher. Students should not be instructed to deliver items directly to the Main Office. Please be sure all monies and forms are sent to school in an envelope with the purpose, the child's name, grade, and room number clearly marked.

XXI. FIELD TRIPS

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities. Each student's parent(s)/guardian(s) must provide written permission for each trip in order for the student to participate. A class trip is a privilege which can be taken away. If a parent/guardian does not wish a child to attend the trip for any reason, he/she should notify the school. The child must attend school on the day of the trip or be marked absent.

XXII. FIRE DRILLS

Fire drills are conducted on a monthly basis. The students are instructed to leave the building quickly and quietly when the alarm rings according to directions posted in each area. Failure to cooperate is considered a serious matter. All staff and volunteers must evacuate the building for any drill.

XXIII. MEDICAL RECORDS

****These immunizations are required by the 1st day of school for students in Kindergarten through 12th Grade in September or students will be excluded from school.**

In accordance with Pennsylvania State Law, it is required that all school children in the Commonwealth of Pennsylvania are to be protected against serious communicable disease and immunized as follows for the 2011 - 2012 school year:

Diphtheria, Tetanus (DT,TD, DTaP)	Four or more doses	Properly Spaced - Dose #4 to be given on or after the Fourth Birthday
Polio	Three or more doses	Properly Spaced
Measles, Rubella, Mumps (MMR)	Two doses	Dose #1 to be given on or after the First Birthday
Hepatitis B	Three doses (Properly Spaced)	Dose # 2 to be given 28 days after Dose #1
Tuberculin Test	One test	As indicated by the TB screening questionnaire
Varicella	Two doses	#1 dose given on or after 1 st birthday. Immunity from vaccine or proof by doctor of chicken pox disease.

***** For Students Entering 7th Grade – Only**

Tetanus, Diphtheria Acellular pertussis (Tdap) Vaccine	One dose	If 5 years passed since last tetanus immunizations
Meningococcal Conjugate Vaccine (MCV)	One Dose	If not given previously

Contact your family physician or the County Health Department (610) 278-5145.
(Servicio en Espanol: 1-800-344-7432) (TTY-Deaf Access: 1-800-243-7889)

****Physical Exams are required by the State of PA for students entering school, and in grades 6 and 11. A private physician’s report form can be obtained from the School Nurse or Main Office.**

XXIV. MEDICATIONS

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician’s directions. In those rare instances where the medication must be given during the school day, it will be administered in the Main Office or nurse’s office. Parents/guardians are required to sign a medication authorization form, which is available from the school. If the student must take medication at the school, prescription and non-prescription over the counter medications must be in the original container with a note from the parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is not recommended that students carry a full prescription bottle to be taken back and forth daily.

XXV. NURSE

A registered nurse is provided by the public school district one day a week. The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referral to parent(s)/guardian(s) when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, school personnel will arrange to have the student transported to the hospital. All students are screened yearly under the state-mandated program. Student physical examinations are required within one year of entrance into school and the sixth grade. Student dental examinations are required within one year of entrance into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis. If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student. Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.

XXVI. PARENTAL INVOLVEMENT

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society. Active cooperation of parents and guardians is expected and required as follows:

- Sending their child to school physically fit, clean, and properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the school in matters of activities, recreation, academics and discipline. Discovering their child's special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate school policy, Catholic teachings or the law.
- Taking an active role in the school by volunteering.

XXVII. PEANUT & NUT ALLERGY

Please read the label of any food you intend to send into school for the class. The following treats are generally safe for children with peanut allergies. The following list applies to name brand items only. The generic equivalents frequently contain different ingredients, which sometimes includes peanuts or nut traces:

Plain Rice Crispy Treats	Skittles
Plain or Chocolate Oreos	Plain Hershey's Chocolate Bars
Regular Ritz Crackers	Tootsie Rolls
Most pretzels	Most popcorn
Plain Nilla Wafers	Fruit Rollups
Plain Hershey's Kisses	Fruit Gushers
Plain Peppermint Patties	Goldfish – Pepperidge Farm
Junior Mints	Cheezits
Twizzlers	Nabisco Graham Crackers
Marshmallows	Doritos
Fritos	Soft pretzels
Triskits	Utz's Potato Chips (plain)
Smarties	Starburst

Two things should be noted here. First, of course, this is not a comprehensive list. Second, and most importantly, many of these manufacturers produce specialty lines for holidays, such as Christmas Kisses or Halloween Oreos. Those specialty items are often *not safe* as they are contaminated with peanut traces.

XXVIII. REMEDIAL SERVICES

MONTGOMERY COUNTY INTERMEDIATE UNIT

ACT 89 / TITLE I

These programs provide remedial, corrective, or developmental reading skill reinforcement for the students. Students are considered for these programs based on their performance in the Terra Nova standardized test, Temple Informal Reading Inventory, and classroom teacher recommendation or parental request. These services are coordinated with the classroom teacher to maximize student reading, thinking, and learning potential.

Speech and Language Services

Speech and language services are provided by Act 89 through the Montgomery County Intermediate Unit. Children are selected to receive services when standards of sound production, fluency, language use, form, or content fall below normal standards for the child's age and ability. Referrals for evaluations are initiated by staff, parent(s)/guardian(s) or the children themselves. Evaluation and treatment are only provided following the consent of the parent(s)/guardian(s).

Math Services

Remedial math services are provided by Act 89 through the Montgomery County Intermediate Unit. Students are considered for this program based upon classroom teacher recommendation, performance in the Terra Nova standardized test, and informal diagnostic tests administered by the I.U. teacher. These services are coordinated with the classroom teacher to provide the maximum benefit for the student. Service is only provided following the consent of the parent(s)/guardian(s).

Counseling and Psychological Services

The Commonwealth of Pennsylvania provides counseling and psychological services through the Montgomery County Intermediate Unit. The school counselor provides quality service to the St. Francis of Assisi community by consulting with the school administration, faculty, and parent(s)/guardian(s) regarding individual students. Individual and group counseling is available to the students. The counselor recommends suitable referrals when needed. After appropriate consultation, individual students are eligible for educational and psychological testing. The school psychologist consults with the school administration, faculty and parent(s)/guardian(s) in order to prepare for the testing procedure. Following the testing, the school psychologist meets with the student's parent(s)/guardian(s) to review the complete report. After parental permission is secured, the school psychologist shares recommendations with the school administration and the faculty in order to provide the student with the assistance needed.

XXIX. SAFETY REGULATIONS

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal unless a member of the school staff accompanies the student.
- No student may leave the school premises at any time without permission. Every student must stay within the established boundaries when outdoors for activities or recess.
- All visitors and volunteers must report to the Main Office.

XXX. SMOKING

The school premises are a smoke-free environment. No smoking is allowed in the school building or on the adjoining property.

XXXI. STUDENT RECORDS

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child may be disclosed only upon written consent of the parent/guardian with legal custody.

The school requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition.

XXXII. TELEPHONE USE

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with permission of the office staff. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason. If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the Main Office. During class time, neither student nor teacher may be called to the phone. Messages can be given to the school office when necessary, and they will be given to the appropriate teacher. Students are not permitted to use cell phones while school is in session.

Cellular Telephones/Pagers/Handheld Electronic Games

Cellular telephones may be carried in a book bag for emergency use. They may not be left in an “on” position and may not be used in the school building without the permission of an adult. If a student uses a cellular telephone during the academic day without authorized permission, the cellular device will be confiscated and held in the Main Office until a parent/guardian picks-up the cellular device. The school is not responsible for replacement of lost phones.

Beepers and pagers are not permitted in the school.

Personal CD players, I-Pods, MP3 players, watchband electronic games, and other items that may be distracting or disruptive to the learning environment are not permitted in the school. Any items of this nature will be confiscated.

XXXIII. TRANSFER

If a student is transferring to another school, parent(s)/guardian(s) should contact the school office to obtain the official transfer form and also to sign a permission form for release of records. Records are not forwarded to another school until this form has been signed by a parent and all financial obligations have been met. School records will be forwarded to the child’s new school upon request from that school.

Every change of address, phone number, or family name must be reported to the office as soon as possible. Up-to-date records are needed in case of an emergency.

XXXIV. VISITORS

Visitors are welcome by appointment. To arrange for a visit contact the school office.

Parent(s)/guardian(s) coming to school to bring forgotten articles or to relay messages should come to the Main Office.

Classes may not be disturbed for these reasons.

All visitors must report to the school office and sign in the Visitor’s Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

XXXV. VOLUNTEERS

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our student’s families, which helps in building a strong learning community. Criminal Record Checks and Child Abuse Clearances must be on record with the Main Office in order to volunteer in the school building or go on field trips.



Saint Francis of Assisi School

601-A Buttonwood Street

Norristown, PA 19401

Phone: 610-272-0501 Fax: 610-272-8011

**St. Francis of Assisi School Handbook
Acknowledgement Form**

2011 – 2012

Family Last Name: _____

We have reviewed all policies, procedures, and information outlined in the St. Francis of Assisi Handbook detailed on the school’s website at <http://www.sfacatholic.org>. Particular attention has been given to Academic Policies, Code of Conduct, Curriculum, and Dress Code sections of the handbook.

Student Signature & Grade Level

Student Signature & Grade Level

Student Signature & Grade Level

Student Signature & Grade Level

Student Signature & Grade Level

Student Signature & Grade Level

Parent/Guardian Signature

Date