

# **St. Francis of Assisi School Student/Parent Handbook 2022-2023**



**601-A Buttonwood Street  
Norristown, PA 19401**

**<https://www.sfacatholic.org>**

**Rectory Phone: (610) 272-0402**

**School Phone: (610) 272-0501**

**School Fax: (610) 272-8011**

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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## SFA School Directory 2022-2023

Name	Position
Reverend Richard J. Smith	Pastor
Miss Bridget M. Tigue	Principal
Mrs. Virginia Rodriguez-Bueno	Director of the Early Learning Center (ELC)
Mr. Carl Needles	Business Manager
Mr. Andrew Fedak	Parish Maintenance Supervisor
Mr. Pdraig Hurd	Maintenance
Mrs. Yvette Carr	Administrative Assistant
Mrs. Jenna Feldman	Pre-Kindergarten
Mrs. Michelle Ward	Kindergarten
Miss Veronica Severino	1 <sup>st</sup> Grade
Miss Dianna Gustafson	2 <sup>nd</sup> Grade
Miss Erin Mele	3 <sup>rd</sup> Grade
Mrs. Anna Marie Robinson	4 <sup>th</sup> Grade
Mrs. Natalie Salamone	5 <sup>th</sup> Grade
Miss Erin Shope	6 <sup>th</sup> Grade
Mr. Shane Munro	7 <sup>th</sup> Grade
Miss Teresa Akers	8 <sup>th</sup> Grade
Mrs. Ellen Burns	Accelerated/Honors Math
Mrs. Cristina Hartley	Art
Mr. Stephen Alpuche	Health & Physical Education
Mr. Peter Rowley	Instrumental Band
Señora Virginia Gomez	Spanish & Technology
TBD	Music
Mrs. Lorraine Pellegrin	Classroom Aide
Señora Rosalia Espinoza	Nutritional Development Services (NDS)
Señora Matilde Gomez	Nutritional Development Services (NDS)
Mrs. Kimberly Reese	Nutritional Development Services (NDS)
Mrs. Megan Bertele	MCIU Speech & Language
Mrs. Molly Conaway	MCIU Math & Reading Remediation
Mrs. Dominique Desir	MCIU Counselor

# Mission Statement & Philosophy

Service

Faith

Academics



## Mission Statement

**-Train up a child in the way he should go: and when he is old, he will not depart from it. - Proverbs 22:6**

St. Francis of Assisi School is dedicated to educating a diverse community of students. Founded in 1923, we integrate the traditions and principles of the Catholic faith in a comprehensive educational program. All instruction is aimed to empower our students with the ability to thrive in an ever-changing world and encourage students to develop into morally aware and intellectually advanced members of the global community.

## Belief Statements

*We believe that:*

- The Catholic faith permeates all aspects of the educational programs in our school including reaching out to the community as stewards of God's mission.
- Effective education develops the whole student - spiritually, intellectually, emotionally, socially, and physically.
- All students have a right to safety, respect, and learning.
- Creativity, communication, collaboration, and critical-thinking skills are promoted through differentiated instruction in the 21<sup>st</sup> century classroom.
- A learning community is comprised of active involvement and shared responsibility among students, parents, teachers, administrators, and members of the community.
- Students need to develop self-discipline and social conscience.
- Lifelong learning and risk-taking are necessary for continuous improvement in order to be successful in a changing society.
- High expectations lead to academic excellence.

# **I. ACADEMIC POLICIES**

## **A.) 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.

## **B.) Preparation**

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. Parent(s)/Guardian(s) 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.

- Kindergarten – Weekly homework is assigned each Monday. These assignments should be returned the following Monday.
- Grades 1 and 2 – 30 minutes
- Grades 3 and 4 – 60 minutes
- Grades 5 and 6 – 90 minutes
- Grades 7 and 8 – 120 minutes

Homework may be assigned to students Monday through Thursday. Homework will not be assigned to students on Friday with the exception of a long-range project. No tests or quizzes (with the exception of Terra Nova and daily maintenance) will be given on Mondays.

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 or Google Doc. As a courtesy to parents, assignments will also be listed on our website at <https://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 or Google Classroom. 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 six 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 at the end of each trimester in the following areas:

- Honor Roll Grades 4 to 8
  - First Honors
  - Second Honors
- Special Recognition Grades Pre-K to 3
  - ELA Award (“Eager Reader”)
  - Math Award
  - LabLearner Scientist Award
  - Teacher’s Helper Award
  - Good Behavior Award
  - Hard Worker/Excellent Effort Award
  - Marvelous Manners/Good Attitude Award
- Special Recognition Grades 4 to 8
  - Highest Average
  - 21<sup>st</sup> Century Learner
  - LabLearner Scientist Award
  - Excellent Effort Award
  - Good Conduct Award
  - Leadership Award
- Specialty Areas Grade 4 to 8
  - Award of Excellence
  - Excellent Effort
- Student of the Month/or Week Grades Pre-K to 8
  - Selected each month for the school for Pre-K to 8<sup>th</sup> Grade/Specials
  - Varies in individual classrooms
- Principal’s Good Work Board Grades Pre-K to 8
- Reading Logs Grades Pre-K to 8

#### F.) Participation in School Functions/Events/Special Devotions

Mandatory participation is required in the following events:

- Christmas Pageant/Spring Show Grades Pre-K – 8
- May Procession Grades K – 8

### G.) 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 prior to the first day of school for the new school year.

### H.) Report Cards

Report cards are issued three times a year to students in Grades Pre-K through 8. If your child is not doing well, he/she will receive a progress notice approximately six weeks before the report is issued. This will give the student the necessary time to correct the problem. The Progress Report & Report Card are to be signed and returned to school immediately. Upon receipt of the signed items, the homeroom teachers will document the paperwork and return the Progress Report & Report Card to the student. Report Cards will also be published on GRADELINK. If you would like to discuss your child's progress with his/her teachers, please email the homeroom teacher or 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

### **4<sup>th</sup> – 8<sup>th</sup> Grade Honor Roll Requirements**

<b>First Honors</b>	<b>Second Honors</b>
Average of 90 or above in all five academic subjects - Religion, Reading, Writing, Listening & Speaking, Math, Social Studies, & Science	Average of 85 or above in all five academic subjects - Religion, Reading, Writing, Listening & Speaking, 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 Fine Arts, Physical Education, Spanish, & Technology	Satisfactory or above (3 or 4) in Fine Arts, 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.



### I.) Standardized Testing

The Terra Nova standardized test is administered each year during the month of March to students in 1<sup>st</sup> Grade through 7<sup>th</sup> Grade. Students in 1<sup>st</sup> Grade and 2<sup>nd</sup> Grade take the Complete Battery, Third Edition. Students in 3<sup>rd</sup> through 7<sup>th</sup> Grades take the Common Core Edition. In-View (ability testing) is given at the beginning of the testing dates for 3<sup>rd</sup> – 7<sup>th</sup> Grades.

The results are communicated to parent(s)/guardian(s) and are utilized by the school for curriculum planning.

### J.) 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 to school. 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.

### K.) 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 and authorizations on the student's Emergency Card. Only basic first aid may be administered. Parent(s)/guardian(s) will be contacted immediately if there is any question regarding an injury.

### **III. ACCOMODATION/MODIFICATION 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. Classroom Modifications are designed to provide adaptations to the curriculum so that high expectations are maintained for all students. The need for curriculum modifications is determined by educational/psychological testing administered by the local school district, an agent of the MCIU or a privately engaged school psychologist. Parent(s)/guardian(s) then join with the teachers and/or administration to develop strategies which will best help students achieve specific goals. Any student who receives modifications will have this noted on his/her report card. All goals and modifications are reviewed and agreed upon by the parent/guardian, teacher, and administration. A signed copy of the modification plan is kept in the student's file.

### **IV. ACCREDITATION**

St. Francis of Assisi School is accredited through the Middle States Association of Colleges and Schools.

### **V. ADDRESS CHANGES**

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

### **VI. 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 1<sup>st</sup> 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 1<sup>st</sup> 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)
  - Health History Form
  - TB Form
  - Physical Form
  - Dental Form
  - Immunizations
- See Medical Records p. 47**

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 Pre-K and Kindergarten students as well as other students new to our school begins in February. Registration information is communicated through the school's website, blue Family Communication Envelope, and the parish bulletin. There is a non-refundable fee due at the time of registration. Tuition is handled through FACTS. Application forms are available electronically via the school's website or from the Main Office at the time of 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 FACTS. **Registration Fees are charged in FACTS for June or July payment. Families that have not completed the Re-Registration process by the end of June will automatically be rolled over on FACTS.**

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.

## **VII. ARRIVAL TIMES**

A child must come directly into the school between 7:30 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 7:30 A.M. The daily schedule is as follows:

- School begins at 7:55 A.M.
- Lunch/Recess
  - 11:00 A.M. – 11:30 A.M. Pre-K – 2<sup>nd</sup> Grade
  - 11:30 A.M. – 12:00 P.M. 6<sup>th</sup> – 8<sup>th</sup> Grades
  - 12:00 P.M. – 12:30 P.M. 3<sup>rd</sup> – 5<sup>th</sup> Grades
- Dismissal is at 2:30 P.M. except on early dismissal days or in the case of inclement weather or an emergency.

## **VIII. 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.

## **IX. 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. **An absence note template is provided on the school's website for your convenience.**
- 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 the Attendance Line. 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/guardian 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

When possible, 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 the admission slip to the teacher in the class

**For every five late arrivals that a student earns each trimester, the student will not be allowed to participate in Recess for one day.**

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. **Excessive late arrivals will require a parent/guardian to sign the student(s) in at the Main Office.**

## **X. BIRTHDAYS/PARTIES/INVITATIONS**

- Birthday/party treats are welcome. Treats must not need refrigeration, heating, or assembly.
- Please do not send ice cream, water ice, 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.

## XI. BOOKS & MATERIALS

The Secretary of Education, pursuant to Section 9-923-A of the Public School Code, is authorized to purchase textbooks, instructional materials, and equipment, which may be loaned to all children residing in the Commonwealth who are enrolled in Kindergarten through grade 12 in nonpublic and private schools. Our school benefits from the process of requesting specific textbooks, materials and equipment to be loaned to your child(ren). In order to participate in the program, a parent/guardian of each child attending the nonpublic or private school must individually request a loan of textbooks, instructional materials and equipment. The SFA Student Handbook & Authorization Forms Agreement fulfills that requirement.

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.

## XII. CARES PROGRAM

Before school childcare is available for Pre-K through 8<sup>th</sup> Grade at the Early Learning Center (ELC) beginning at 6:45 A.M. If your child participates in before school care, ELC staff walk the children over to school at 7:30 A.M.

Contact person: Main Office

School: (610) 272-0501

TBD – Director of St. Francis Early Learning Center (ELC)

ELC: (610) 757-1523

After school childcare is available for grades Pre-K to 8<sup>th</sup> Grade. The afternoon services are available from 2:30 P.M. until 5:30 P.M. **Students cannot begin to utilize CARES services until all required Department of Human Services (DHS) paperwork is on file in the Main Office.** Parent(s)/guardian(s) are billed every month and payment is expected upon receiving the bill. Invoices and Statements for CARES are generated through GRADELINK and sent home with students. CARES payments can be billed monthly through FACTS or paid to the Main Office via cash, check, or money order. **Children may be suspended from this program for non-payment over \$250.00.** Please review the CARES page on the school's website or contact the Main Office about registration and fee schedule.

### **XIII. COMMUNICABLE DISEASES**

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

- COVID-19: Minimum 10 days quarantine
- MEASLES/RUBELLA/GERMAN 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
- 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

### **XIV. 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.

The basic premise is that self-discipline skills are learned and that they can be taught like any other curriculum. The following rules apply to all grade levels:



### **Rule #1 Respect yourself, others, and property**

This looks and sounds like:

- Being neat and clean in appearance
- Be in accordance with Dress Code policy
- Asking for help in an appropriate way
- Being prayerful and reverent
- Respecting others space & property
- Including other classmates in activities
- Giving attention at assemblies
- Showing common courtesies
- Following directions
- Speaking in a courteous manner

### **Rule #2 Contribute to the Learning Environment**

This looks and sounds like:

- Attending school promptly and regularly
- Attending to classroom learning
- Talking with pride about your school
- Remaining quiet in the hallway
- Participating in learning activities
- Completing homework
- Playing safely on the playground

### **Rule #3 Follow School and Classroom Procedures**

This looks and sounds like:

- Reporting absences (parent/guardian responsibility)
- Reporting to the Main Office when late
- Following the lunchroom and playground procedures
- Leaving from the Main Office for early dismissals
- Keeping all medication in the Main Office
- Practicing fire and emergency drills in a quiet manner
- Completing field trip permission forms

Disciplinary procedures for Grades Pre-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  
TECHNOLOGY RESPONSIBLE USE POLICY (RUP)**

**PRE-K through 3<sup>rd</sup> Grade Technology Form/Photo Consent Form**

**4<sup>th</sup> - 8<sup>th</sup> Grade Technology Form/Photo Consent Form**

**Please see the end of the SFA Student Handbook for the updated policies from the Archdiocese of Philadelphia.**

# **STUDENT/PARENT CHROMEBOOK USE AGREEMENT**

## **Saint Francis of Assisi School**

Beginning in the 2017-2018 academic year, students in 6<sup>th</sup> Grade, 7<sup>th</sup> Grade, and 8<sup>th</sup> Grade were issued a Chromebook computer for instructional usage. In order for the student to take the Chromebook off campus, it is critically important for your support and your signature.

In this agreement, “Student” means the person enrolled in Saint Francis of Assisi School. “You” and “Your” means the parent/guardian and student enrolled in Saint Francis of Assisi School. “Chromebook” is a laptop computer lent to student and owned by Saint Francis of Assisi School with the serial numbers and/or asset tag listed on the signature page.

The following are the requirements that accompany school-issued Chromebooks:

### **A. Terms of Chromebook Use Agreement**

In order for your student to take the Chromebook home and before a Chromebook can be issued to your child, please return this document signed and understand that students will be responsible for fees associated with damaged, lost, or stolen Chromebooks.

It is important for you and your child to comply at all times with the Archdiocese of Philadelphia Responsible Use Policy (RUP), incorporated herein by reference and made a part hereof for all purposes, as well as the guidelines for acceptable use of technology and Code of Conduct at Saint Francis of Assisi School. Any failure to comply may terminate your rights of possession effective immediately, and Saint Francis of Assisi School may repossess the Chromebook.

### **B. Title**

Saint Francis of Assisi School has and shall at all times under this agreement maintain legal title to the Chromebook. Your right of possession and use is limited to and conditioned upon your full and complete agreement with the terms of this Chromebook Use Agreement.

**C. Loss or Damage**

If your assigned Chromebook is damaged, lost, or stolen, you are responsible for the reasonable cost of repair or for its fair market value on the date of loss.

<b>Age of Chromebook</b>	<b>Fair Market Value</b>
1 year or less	\$275.00
1-2 years	\$200.00
2-3 years	\$100.00

\*Original cost of a Chromebook to Saint Francis of Assisi School and installation of the Management System is currently \$275.00.

**Loss or theft of your Chromebook must be reported immediately to administration or your teacher, and in no event later than the next school day after the occurrence.**

**D. Term of Agreement**

Your right to use and possess the Chromebook terminates not later than the last day of the school year, unless earlier terminated by Saint Francis of Assisi School or upon withdrawal from Saint Francis of Assisi School.

**E. Insurance**

Each student will be charged \$35.00 at the beginning of the 2022-2023 academic year for Chromebook Insurance. This insurance will cover accidental damage and normal wear and tear to the Chromebook. Chromebook Insurance does not cover lost Chromebooks or theft. Chromebook Insurance will be charged through FACTS accounts by the end of October 2022.

**F. Appropriation**

Your failure to timely return the Chromebook and the continued use of it for non-school purposes without the consent of Saint Francis of Assisi School may be considered unlawful appropriation of Saint Francis of Assisi School property.

## **G. Repossession**

If you do not fully comply with all terms of this Chromebook Use Agreement, including the timely return of the Chromebook, Saint Francis of Assisi School shall be entitled to declare you in default and come to your place of residence or other location of the device to take possession of the Chromebook.

## **H. General Chromebook Rules**

### *Chromebook Guidelines*

- I will use my Chromebook in ways that are appropriate, meet Saint Francis of Assisi School expectations, and are educational.
- I will use appropriate language when communicating. I will not use electronic communication to spread rumors, gossip, or engage in any activity harmful to other persons.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Saint Francis of Assisi School.
- I will take good care of my Chromebook.
- I will protect my Chromebook by only carrying it in the school issued protective case.
- I will never loan out my Chromebook or give my password to other individuals.
- **I will charge my Chromebook daily and arrive at school with my device charged.**
- **When I am not using my Chromebook, I will keep in my departmental bag, desk, or schoolbag. I won't leave my Chromebook on the floor in the school hallways.**
- I will keep food and drink away from my Chromebook.
- I will clean the screen with a soft cloth only.
- I will not disassemble my Chromebook or attempt any repairs.
- I will not place any decorations on the Chromebook or do anything to permanently alter the Chromebook in any way.
- I will not remove or deface the serial number or other identification on any Chromebook.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the Chromebook and power cord in good working condition.

# Student/Parent Chromebook Use Agreement 2022-2023

## Saint Francis of Assisi School

### CHROMEBOOK USE AGREEMENT

Student Name \_\_\_\_\_  
Last Name First Name

Parent/Guardian Name \_\_\_\_\_  
Last Name First Name

Parent/Guardian Email Address \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

I have reviewed Chromebook Use Agreement for Saint Francis of Assisi School and agree to the terms thereof.

\_\_\_\_\_  
Parent or Guardian Signature Print Parent or Guardian Name Date

\_\_\_\_\_  
Student Signature Print Student Name Date

<p><b>For Office Use Only</b> Chromebook Asset Tag and/or Serial Number:</p>	<p><b>For Office Use Only upon RETURN of Chromebook</b></p> <p>_____ Received by</p> <p>_____ Date</p>
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#### A.) Student's Code of Conduct

The idea 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 unless it is the prescribed breakfast, lunch, or snack time.
12. Students must maintain the good condition of the school and its property at all times.
13. 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 email or note to set up an appointment for conferences. Teachers cannot take telephone calls during instructional time. **Appointments should also be scheduled in advance for business at the Main Office. Please do not arrive unannounced.**
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. "Transportation Changes" 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  
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  
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 off 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:

In-School Suspension  
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, effort 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 after 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 attend 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.

## **XV. 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.

## XVI. 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-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.aopcatholicschools.org/elementary-schools/curriculum/>.

Beginning in the 2011 – 2012 academic year, Saint Francis of Assisi School and the Archdiocese of Philadelphia implemented 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 8<sup>th</sup> 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 21<sup>st</sup> 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 8<sup>th</sup> 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 7<sup>th</sup> Grade and mastered the content and skills through the 7<sup>th</sup> 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.”

## Religion

In each grade level, the **Liturgical Year** is developed according to its appropriate placement over the three trimesters.

“Because of God’s presence in time in the person of Jesus Christ, time is sacred. Christians mark time itself in relation to Christ.” National Directory for Catechesis, USCCB 2005, p. 146). We are to teach a profound appreciation and reverence for the presence and power of Christ especially in the Eucharist. We are to foster a commitment and devotion to the celebration of the Eucharist each Sunday.

The section on **Prayer** incorporates the separate document, Praying with Children.

Each grade is required to learn certain traditional Catholic prayers. The versions we teach can be found in either the **United States Catholic Catechism for Adults** (United States Conference of Catholic Bishops), Appendix B: Traditional Catholic Prayers or the **Compendium: Catechism of the Catholic Church**, Appendix A: common prayers (English and Latin).

The following lists the Religion curriculum at each grade level:

### 1<sup>st</sup> Grade

First Trimester	Second Trimester	Third Trimester
God the Father	Living in God’s World	God the Holy Spirit
Creation	God the Son: Jesus Christ	Sacraments of Initiation
Titles of Mary	Days in Honor of Mary	Prayers to Mary
Liturgical Year	Liturgical Year	Liturgical Year
Saints	Saints	Saints
Prayer	Prayer	Prayer
Social Justice	Social Justice	Social Justice
Sacramentals	Sacramentals	Sacramentals

### 2<sup>nd</sup> Grade (Sacrament Preparation – First Reconciliation)

First Trimester	Second Trimester	Third Trimester
Blessed Trinity	Liturgy of the Word	Topics related to the Mass
Sacraments: Initiation & Healing	Liturgy of the Eucharist	Mass & Eucharist
Titles of Mary; Rosary	Days in Honor of Mary	May Devotion
Liturgical Year	Liturgical Year	Liturgical Year
Saints	Saints	Saints
Prayer	Prayer	Prayer
Social Justice	Social Justice	Social Justice
Sacramentals	Sacramentals	Sacramentals

### 3<sup>rd</sup> Grade (Sacrament Preparation – First Eucharist)

First Trimester	Second Trimester	Third Trimester
The Trinity	Sacraments of Healing	God's Law
Sacraments of Initiation	Sacraments of Vocation/Service at Communion	Christian Community
Titles of Mary	Days in Honor of Mary	Prayers to Our Lady
Liturgical Year	Liturgical Year	Liturgical Year
Saints	Saints	Saints
Prayer	Prayer	Prayer
Social Justice	Social Justice	Social Justice
Sacramentals	Sacramentals	Sacramentals

### 4<sup>th</sup> Grade

First Trimester	Second Trimester	Third Trimester
God the Father	Grace	Jesus: Our Redeemer
Commandments	Sin	Beatitudes/Works of Mercy
Mary: Faith & Holiness	Conscience	Virtue
Liturgical Year	Liturgical Year	Liturgical Year
Saints	Saints (Days in Honor of Mary)	Saints (Days in Honor of Mary)
Prayer	Prayer	Prayer
Social Justice	Social Justice	Social Justice
Sacramentals	Sacramentals	Sacramentals

### 5<sup>th</sup> Grade

First Trimester	Second Trimester	Third Trimester
Sacraments	Sacraments of Initiation	Sacraments of Healing
Sacraments of Initiation	Christian Devotion to Mary	Sacraments of Vocation/Service at Communion
Major Beliefs about Mary/Prayers to Mary	Days in Honor of Mary	Shrines to Our Lady/Days in Honor of Mary
Liturgical Year	Liturgical Year	Liturgical Year
Saints	Saints	Saints
Prayer	Prayer	Prayer
Social Justice	Social Justice	Social Justice
Sacramentals	Sacramentals	Sacramentals

## 6<sup>th</sup> Grade

<b>First Trimester</b>	<b>Second Trimester</b>	<b>Third Trimester</b>
The Bible	Old Testament: Moses, Exodus, the Covenant	Old Testament: Queens, Prophets, Biblical Women
Old Testament: Choosing a Special People	Old Testament: Joshua, Judges, Kings	Christ Fulfills the Old Testament
Dogmas about Mary/Days in Honor of Mary	Prayers to Mary/Biblical Places & Mary	Days in Honor of Mary/Mysteries of the Rosary
Liturgical Year	Liturgical Year	Liturgical Year
Saints	Saints	Saints
Prayer	Prayer	Prayer
Social Justice	Social Justice	Social Justice
Sacramentals	Sacramentals	Sacramentals

## 7<sup>th</sup> Grade (Sacrament Preparation – Confirmation)

<b>First Trimester</b>	<b>Second Trimester</b>	<b>Third Trimester</b>
New Testament	Jesus the Christ	Liturgy and Worship
Jesus	Jesus is Lord	Liturgical Life of the Church
Mary: Virginal Conception/Always a Virgin	Mary: Prayers, Blessedness, Days in Honor of Mary	Mary: Mother of God/Days & Prayers
Liturgical Year	Liturgical Year	Liturgical Year
Saints	Saints	Saints
Prayer	Prayer	Prayer
Social Justice	Social Justice	Social Justice
Sacramentals	Sacramentals	Sacramentals

## 8<sup>th</sup> Grade

<b>First Trimester</b>	<b>Second Trimester</b>	<b>Third Trimester</b>
The Church: Concept, Marks, & Development	Dignity of the Human Person: Freedom/Conscience	Ten Commandments
Liturgy: Sacraments & Sacramentals	Virtues/Sin/Mercy	Christian Prayer – Tradition & Expressions
Marian Churches & Shrines	Law/Grace/Christian Holiness	Challenges to Prayer/The Lord's Prayer
Liturgical Year	Liturgical Year	Liturgical Year
Saints	Saints	Saints
Prayer	Prayer	Prayer
Social Justice	Social Justice	Social Justice
Sacramentals	Sacramentals	Sacramentals

## Science

Beginning in September 2014, St. Francis of Assisi School adopted the LabLearner Science Curriculum. Over 60 CELLS (Core Experience Learning Labs) are strategically inserted throughout the Pre-K through 8<sup>th</sup> Grade educational experience for a truly *spiraling curriculum* (see below). At each grade level, developmental and academic skills are accounted for. These skills range from mathematical, reading, writing, critical thinking, and fine motor skills, among others.

In the Fall of September 2016, LabLearner Science slightly adapted their curriculum matrix in order to best meet student needs and implement the Next Generation Science Standards. For the 2021-2022 academic year, the following CELLS are taught at each grade level:

### Pre-Kindergarten

- Numbers
- Time
- Observation & Comparison
- Models & Representations
- Measurement

### Kindergarten

- Beginning Explorations
- Making & Recording Observations
- Using Math
- Making Measurements
- Using & Making Models
- Exploring Time & Sequence

### 1<sup>st</sup> Grade

- Our Senses
- Staying Safe
- Properties of Solids & Liquids
- Discovering Life
- Plants & Animals Journey
- Weather Changes

### 2<sup>nd</sup> Grade

- Weight & Volume
- The Earth's Surface
- Earth's Changing Surface Journey
- Water Cycle & Its Phases
- Investigating Sound
- Health & Hygiene

### **3<sup>rd</sup> Grade**

- Properties of Matter
- Exploring Electricity
- Magnets Journey
- Our Solar System
- The Sun & Your Skin
- Ecosystems & Changes
- Biomes Journey

### **4<sup>th</sup> Grade**

- The Human Body
- Microscopes & Magnification
- Chemistry, Matter, & Interactions
- Forms of Energy
- Dynamic Earth Journey
- Light & Optics
- Examining Nutrition

### **5<sup>th</sup> Grade**

- Microscopic Explorations
- Eukaryotes Journey
- Inheritance & Adaptations
- Work & Simple Machines
- Earth's Forces
- Investigating Heat
- Exploring Density
- Earth & Space Journey

### **6<sup>th</sup> Grade**

- Properties of Matter
- Weathering & Erosion
- Kinetic & Potential Energy
- Atmosphere
- Space
- Simple Machines
- Solutes & Solubility

## 7<sup>th</sup> Grade

- Atomic Structure
- Chemical Reactions
- Acids & Bases
- Cellular Organization
- Genes & Proteins
- Cell Cycle & Cancer
- Adaptation
- Open Inquiry: The Pendulum

## 8<sup>th</sup> Grade

- Heat & Heat Transfer
- Friction
- Electricity & Magnetism
- Sound Waves & Pressure
- Light
- Photosynthesis
- Ecosystems
- Watersheds

In addition, LabLearner CELLS have been designed so that essential scientific themes spiral throughout the curriculum from Pre-K through eighth grade, taking into account the neurocognitive processing mechanisms of elementary and middle school students, while remaining perfectly correlated with the Next Generation Science Standards.

LabLearner students learn about heat by doing experiments using thermometers, ice, water, and steam. They record, plot, discuss, and analyze temperature changes as chemical reactions occur. They observe cold air sinking and hot air rising. They measure the increase in air volume as its temperature increases, record its mass at the different temperatures, and relate temperature to the density of gas molecules. Ultimately, by performing diffusion experiments, in which the spread of a drop of dye in water at different temperatures is measured, they develop the concept that warmer molecules move further and faster than colder ones. They even use this principle to make, calibrate, and use their own thermometers. In Kindergarten, students feel substances of different temperatures and learn to use terms like *cold*, *colder*, *warmer*, and *hot*. By the eighth grade CELL, *Heat and Heat Transfer*, they test various metals to determine their specific heat capacities and solve engineering problems.

## **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. The curriculum guidelines were revised in 2017.

**Kindergarten** - Awareness of Self in a Social Setting (Early Childhood Guidelines)

**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 and Ancient Civilizations

**Grade 7** - Building a Strong and Free Nation: BC-1850) - The United States (Early American Civilizations through Manifest Destiny)

**Grade 8** - Building a Strong and Free Nation: 1850-1960 - The United States (Road to the Civil War to the New Frontier)

## **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, 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 8<sup>th</sup> Grade.

## **Textbook Selections at Saint Francis of Assisi School**

### **English Language Arts (ELA)**

Pre-K	Sadlier (Investigator Club)
K-5	Houghton Mifflin-Harcourt School Publishers (Journeys)
6-8	Pearson Education (Reader's Journey)
1 & 6	Loyola University Press (Exercises in English)
6 & 8	Sadlier Vocabulary
K, 7, & 8	Simple Solutions
K-5	Zaner Bloser Handwriting

### **Mathematics**

Pre-K	Sadlier (Investigator Club)
K-8	Sadlier (Progress in Mathematics)
K, 1, 6, 7, & 8	Simple Solutions

### **Music**

Various age-appropriate resources are used at each level Pre-K through 8<sup>th</sup> Grade.

### **Physical Education**

Various age-appropriate resources are used at each level Pre-K through 8<sup>th</sup> Grade.

### **Religion**

Pre-K	RCL Benzinger (Pre-K Edition)
K	RCL Benzinger (Kindergarten Edition)
1-6	RCL Benzinger (Be My Disciples)
7	RCL Benzinger (Be My Disciples Middle School Books)
8	Sadlier (We Believe)

### **Science**

Pre-K through 8 <sup>th</sup> Grade	LabLearner Student Data Records (SDRs)
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### **Social Studies**

- K-3 Herff Jones Nystrom (Exploring Where & Why)
- 4 Houghton-Mifflin Harcourt (Pennsylvania)
- 5 MacMillan McGraw Hill (Our Country's Regions)
- 6 Penn's Valley Publishers/Glencoe (Our World)
- 7-8 McGraw Hill (Discovering Our Past: History of the United States)

### **Spanish**

Various age-appropriate resources are used at each level Pre-K through 8<sup>th</sup> Grade.

### **Technology**

Various age-appropriate resources are used at each level Pre-K through 8<sup>th</sup> Grade.

## **XVII. 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 applicable.

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.

## **XVIII. 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 weekly Notes from the Office 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 email the Main Office or send 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 automated system, SchoolMessenger. 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 <https://www.sfacatholic.org>. Any school closings or late arrivals will be on the main page of the website.
3. Listen to KYW News Radio 1060 or login to their website <http://www.kyw1060.com/>. Click School Closings.
4. Watch the major news networks – CBS3, 6ABC, 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 9:30 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.

## **XIX. 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
- ★ SFA Student Council Wolverine Sweatshirt
- ★ **black dress shoes or all black sneakers**
- ★ black, maroon, or white 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
- ★ **no hair dye**

#### Ladies' Choices (K to Grade 5):

- ★ maroon plaid jumper no more than 2" above the knee
- ★ white blouse with Bermuda collar
- ★ gray skort
- ★ maroon knit shirt with school logo
- ★ maroon cardigan sweater
- ★ SFA Student Council Wolverine Sweatshirt
- ★ maroon anklets, knee highs, or tights
- ★ **black dress shoes or all black sneakers**

#### Ladies' Choices (Grades 6 to 8):

- ★ maroon plaid kilt no more than 2" above the knee
- ★ gray skort
- ★ maroon knit shirt with school logo
- ★ maroon pull-over sweater
- ★ SFA Student Council Wolverine Sweatshirt
- ★ maroon anklets, knee highs, or tights
- ★ **black dress shoes or all black sneakers**
- ★ one pair of small stud earrings permitted
- ★ no other jewelry except for a watch and a small cross on neck chain
- ★ **no make-up or hair dye**

### **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 1<sup>st</sup> and until October 31<sup>st</sup> unless warm weather dictates otherwise.

**All black sneakers can be purchased at Flocco's. Other colored sneakers should not be worn with the regular SFA School uniform.**

## **Gym Uniforms (K through Grade 8):**

### Ladies' & Gentlemen's Choices:

- ★ maroon sweatshirts
- ★ maroon sweatpants
- ★ SFA Student Council Wolverine Sweatshirt or Spirit Gear
- ★ gray T-shirt
- ★ gray shorts or maroon mesh shorts
- ★ CYO SFA apparel
- ★ 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. **If students are not in proper uniform, parent(s)/guardian(s) will be notified with a Dress Code Form. Multiple student infractions with the Dress Code will result in Detention and family meeting with the Principal.** 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.**

## **XX. EMERGENCY CONTACT FORMS**

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

## **XXI. 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, Class Dojo, and the weekly SchoolMessenger emails. 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. **Blue Family Communication Envelopes are sent home each month throughout the year. A weekly email through SchoolMessenger 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. 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.

## **XXII. 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.

## **XXIII. FIRE/EMERGENCY/CRISIS**

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.

Protocol for Emergency/Crisis drills is reviewed and practiced annually. Each staff member is provided a Crisis Manual that is updated yearly.

All staff and volunteers must evacuate the building for any drill.

## XXIV. MEDICAL RECORDS

**\*\*These immunizations are required by the 1<sup>st</sup> day of school for students in Kindergarten through 12<sup>th</sup> 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 2018 - 2019 school year:

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

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

<b>Tetanus, Diphtheria Acellular pertussis Vaccine (Tdap)</b>	One dose	If 5 years passed since last tetanus immunizations
<b>Meningococcal Conjugate Vaccine (MCV)</b>	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.\*\***

**\*\*COVID-19 Vaccination Records should also be provided to the Main Office for students 12 and over who are vaccinated.\*\***

## **XXV. 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. Parent(s)/Guardian(s) 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.

## **XXVI. 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.

## **XXVII. 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.



**ARCHDIOCESE OF PHILADELPHIA**  
**MEMORANDUM OF UNDERSTANDING**

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

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

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

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

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Parent/Guardian Signature

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Date

---

Parent/Guardian Signature

---

Date

## XXVIII. 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.

## XXIX. REMEDIAL SERVICES

### MONTGOMERY COUNTY INTERMEDIATE UNIT

#### ACT 89 / TITLE I

##### Reading Services

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, Informal Reading Inventory, MAP Assessment, 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 MCIU 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.

## **XXX. SAFETY REGULATIONS**

The following regulations have been established to ensure 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.

## **XXXI. SMOKING**

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

## **XXXII. 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.

## **XXXIII. 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. **Phone calls must be made at the Main Office.** 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 or use in an educational activity. 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.**

## **XXXIV. 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.

## **XXXV. VISITORS**

**Visitors are welcome by appointment. To arrange for a visit, contact the Main 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.

## **XXXVI. 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, Child Abuse Clearances, Mandated Reporter Acknowledgement Forms, and Volunteer Disclosure Statements must be on file with the Main Office in order to volunteer in the school building or go on field trips. **As of July 2015, Governor Wolf waived fees for volunteer clearances. Clearances must be renewed every 5 years.**



## Saint Francis of Assisi School

601-A Buttonwood Street

Norristown, PA 19401

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

# SFA Student Handbook & Authorization Forms Agreement

Dear Parent(s)/Guardian(s):

You are requested to read the Saint Francis of Assisi School Handbook carefully and to review the contents with your child(ren). The SFA Student Handbook is intended to enhance communication between home and school. The Administration of Saint Francis of Assisi School retains the right to amend the handbook for just cause. Parent(s)/Guardian(s) will be notified if changes are made through the school website and email. This document can be found on our school website - <https://www.sfacatholic.org>. Please click Resources. Hard copies of the Student Handbook can be obtained from the Main Office. **Once the Student Handbook is read, please sign this form and return it to the Main Office by Friday, September 16<sup>th</sup>, 2022.** Thank you for your commitment to Catholic Education!

**Family Name:** \_\_\_\_\_

**We have read and agree to be governed by the SFA Student Handbook and the following authorizations.**

### PLEASE CHECK ✓ EACH ITEM THAT YOU AUTHORIZE:

**State Funded Textbooks**

September 2022

I hereby request of the Secretary of Education of Pennsylvania the loan of instructional materials and textbooks in accordance with the Public School Code of 1949, Act 90 (1975), Act 195 (1972), and Act 88 (1975), for my child attending St. Francis of Assisi School in Norristown, PA. **I understand that textbooks and instructional materials are delayed this year by the Pennsylvania Department of Education (PDE).**

**Technology Responsible Use Policy**

Posted on School Website - <https://www.sfacatholic.org>

**Saint Francis of Assisi School**  
**General Technology Use**  
**Pre-K through 3<sup>rd</sup> Grade**

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

	Initial
<ul style="list-style-type: none"> <li>● I grant permission for my child to use a school/teacher created class account(s) for classroom projects and assignments.</li> </ul>	_____
<ul style="list-style-type: none"> <li>● I grant permission for my child's <b>work</b> to be published on the school website, the classroom blog/website, and/or on other student classroom sites as prescribed by the teacher.</li> </ul>	_____
<ul style="list-style-type: none"> <li>● I give permission to the school to permit my child to participate in <b>supervised interviews</b> with the news media concerning events related to the school and its programs.</li> </ul>	_____
<ul style="list-style-type: none"> <li>● <b>Photo Release:</b> I grant permission to the Archdiocese of Philadelphia and Saint Francis of Assisi School to reproduce, copyright, publish, circulate or otherwise use any school pictures of my child produced by the Archdiocese of Philadelphia or Saint Francis of Assisi School. This authorization and release cover the use of said school pictures in any published form and any media of advertising publicity including the list below.</li> </ul> <p>I also understand that our school and my child may be identified by name and I fully understand that this is a complete release of all claims against the Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such use of such school pictures.</p> <ul style="list-style-type: none"> <li>● This photo release includes all the following: <ul style="list-style-type: none"> <li>○ School, Class, or Archdiocesan websites</li> <li>○ School newsletters and printed materials including the yearbook</li> <li>○ Newspapers</li> <li>○ Social Network pages. Students' full names will not be printed on Facebook or other Social Media. First initial/last name will be used, if identified.</li> </ul> </li> </ul>	_____ _____ _____ _____
<ul style="list-style-type: none"> <li>● I understand that this form will be used during the entire time that my child attends Saint Francis of Assisi School for grades K-3. If I would like to change it, I will submit another form. The form is available on Saint Francis of Assisi School's website.</li> </ul>	_____

I have read, understand, and agree to all of the above. I hereby warrant that I am free to give this permission.

I have read, understand, and agree to the ones I have checked. I hereby warrant that I am free to give this permission.

Student's Name:
Parent's Name:
Parent Signature:
Date:

**Saint Francis of Assisi School**  
**General Technology Use**  
**4<sup>th</sup> – 8<sup>th</sup> Grades**

Please review the permission form below 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!

	Initial
<ul style="list-style-type: none"> <li>● I grant permission for my child to use a school/teacher created class account(s) for classroom projects and assignments.</li> </ul>	_____
<ul style="list-style-type: none"> <li>● I grant permission for my child's <b>work</b> to be published on the school website, the classroom blog/website, and/or on other student classroom sites as prescribed by the teacher.</li> </ul>	_____
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<ul style="list-style-type: none"> <li>● <b>Photo Release:</b> I grant permission to the Archdiocese of Philadelphia and Saint Francis of Assisi School to reproduce, copyright, publish, circulate or otherwise use any school pictures of my child produced by the Archdiocese of Philadelphia or Saint Francis of Assisi School. This authorization and release cover the use of said school pictures in any published form and any media of advertising publicity including the list below.</li> </ul> <p>I also understand that our school and my child may be identified by name and I fully understand that this is a complete release of all claims against the Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such use of such school pictures.</p> <ul style="list-style-type: none"> <li>● This photo release includes all the following:               <ul style="list-style-type: none"> <li>○ School, Class, or Archdiocesan websites</li> <li>○ School newsletters and printed materials including the yearbook</li> <li>○ Newspapers</li> <li>○ Social Network pages. Students' full names will not be printed on Facebook or other Social Media. First initial/last name will be used, if identified.</li> </ul> </li> </ul>	_____ _____ _____ _____
<ul style="list-style-type: none"> <li>● I understand that this form will be used during the entire time that my child attends Saint Francis of Assisi School for grades 4-8. If I would like to change it, I will submit another form. The form is available on Saint Francis of Assisi School's website.</li> </ul>	_____

I have read, understand, and agree to all of the above. I hereby warrant that I am free to give this permission.

I have read, understand, and agree to the ones I have checked. I hereby warrant that I am free to give this permission.

Student's Name:
Parent's Name:
Parent Signature:
Date: