

# *The Franciscan School* *Community Handbook*

2011-2012



10000 St. Francis Drive  
Raleigh, NC 27613  
919-847-8205, Ext. 255; fax 919-847-9558  
[www.franciscanschool.org](http://www.franciscanschool.org)

**Mission Statement:**

We are a Catholic and Franciscan community  
walking together as lifelong learners  
who strive to live and love as Jesus did.

*The Franciscan School is accredited by the Southern Association of Colleges and Schools and the Commission on International and Trans-Regional Accreditation. The Franciscan School is approved by the Roman Catholic Diocese of Raleigh and is a member of the National Catholic Educational Association.*

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

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

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

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

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

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

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

Please review this carefully, sharing and discussing the school's expectations in an age-appropriate way with your child. We will do the same here. Thank you in advance for your support.

## **INCORPORATION**

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

## TABLE OF CONTENTS

	Preface
	Table of Contents
	Principal's Welcome
	Helpful Contact Information
p. 1	Mission
p. 1	Statement of Philosophy
p. 2	Accreditation
p. 2	<b>I. Academic Policies and Procedures</b>
p. 2	Curriculum
p. 2	Implementation of Course of Study
p. 2	Technology Education
p. 2	Methods of Instruction
p. 3	Textbooks
p. 3	Religious Instruction
p. 3	Sacramental Preparation and Christian Formation in Human Sexuality
p. 3	Religion Grading
p. 3	Auxiliary Services
p. 3	Counseling Services
p. 3	Educational Resource Specialists
p. 4	Occupational Speech Therapy
p. 4	Bridges Early Morning Care and After-School Programs
p. 4	Worship
p. 5	Classwork
p. 5	Homework
p. 6	Student Progress Reporting and Grading
p. 7	Standardized Testing and Kindergarten Evaluation
p. 8	Accommodations for Students with Learning Style Differences
p. 8	Promotion/Transfer and Retention
p. 8	Student Records and Files
p. 9	Transfer of Records
p. 9	Information to Non-Custodial Parent
p. 9	Cheating, Plagiarism, and Academic Dishonesty
p. 9	Media Center
p. 10	Extracurricular Activities
p. 10	Athletics
p. 10	Mission and Philosophy
p. 11	Field Trips
p. 11	Commencement
p. 11	Awards
p. 12	<b>II. General School Policies and Procedures</b>
p. 12	Admission
p. 13	Registration
p. 13	Tuition and Financial Aid Policies
p. 13	Requirements
p. 14	Financial Aid
p. 14	Notification of Withdrawal from Contract
p. 14	School Hours and Schedule
p. 15	Unattended Children
p. 15	Bridges Early Morning Care
p. 15	Good Start Each Day

p. 16	Attendance, Parental Notification, and Excused Absence
p. 16	Makeup Work
p. 17	Absence Due to Vacations
p. 17	Tardiness
p. 17	Restricted Areas
p. 18	Carpool Procedures
p. 19	Walking Permission
p. 19	Early Daytime Release from TFS and Return
p. 19	Morning Snack
p. 20	Lunch
p. 20	Lockers
p. 20	Lost and Found
p. 20	Electronic Devices
p. 20	School Visitors
p. 21	School Calendar
p. 21	Movies in the Classroom
p. 21	Celebrations
p. 21	Internet Policy
p. 21	<b>III. Conduct</b>
p. 21	Statement of Discipline Philosophy
p. 22	Code of Conduct
p. 22	Rules, Regulations and Expectations
p. 24	Cheating, Plagiarism and Academic Dishonesty
p. 24	Firearms and Illegal Substance Possession or Use
p. 24	Student Harassment and Bullying
p. 25	Probation, Suspension, and Expulsion
p. 25	Christian Due Process
p. 25	Student Disciplinary Records
p. 25	Uniform Dress Code
p. 27	Shoes and Socks
p. 27	Free Dress
p. 27	Haircuts and Hair Bands
p. 27	Jewelry, Accessories, Piercing, and Tattoos
p. 27	Makeup and Nail Polish
p. 27	Failure to Follow Dress Code
p. 28	<b>IV. Role of the Parent and Volunteers</b>
p. 28	Role of the Parent
p. 28	Volunteers
p. 29	Volunteer Categories
p. 29	<b>V. Communication</b>
p. 29	Messages
p. 29	Student Directory
p. 29	Newsletter
p. 30	Parent-Teacher Conferences
p. 30	Website and Edline
p. 30	Classroom Communication
p. 30	Email
p. 30	<b>VI. Health, Safety, and Security</b>
p. 30	School Health Services
p. 31	Health Services
p. 31	Immunization Requirements
p. 32	Immunization Status Report

p. 32	Student Health Folder
p. 32	Medication
p. 32	Medical Emergency
p. 33	First Aid
p. 33	Health Screening
p. 33	Illness and School Attendance
p. 34	Student Accident / Injury
p. 34	Communicable Diseases
p. 35	Safe Child Training, Certification, and Background Checks
p. 35	Emergency Drills and Procedures
p. 35	Fire Drills
p. 35	Severe Weather Drills
p. 35	Supervision of Students
p. 36	Child Abuse Recognition and Reporting
p. 36	Facilities
p. 36	Inclement Weather Closings and Delays
p. 36	Cancellation of Events
p. 37	Photo/Video Release
p. 37	Use of School Grounds
p. 37	Pets
p. 37	<b>VII. Role of the Administration, School Advisory Council, &amp; School Organizations</b>
p. 37	Principal
p. 37	Assistant Principals
p. 38	Faculty and Staff Employment Process
p. 38	School Advisory Council
p. 38	Home and School Association


August 1, 2011

Dear Parents and Students,

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

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

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

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

Jennifer Bigelow  
Principal

## Helpful Information

	Contact	Extension	Email
Absences	Joanne Sullivan		tfsattendance@stfrancisraleigh.org
Bridges Program	Mary Feeley	248/800	mary.feeley@stfrancisraleigh.org
Athletics	Chris Cadran	801	chris.cadran@stfrancisraleigh.org
Billing Information	Donna Sincock	253	donna.sincock@stfrancisraleigh.org
Change of Address	Sharon Burnette	250	sharon.burnette@stfrancisraleigh.org
Grades K-4	Michele Northington	254	michele.northington@stfrancisraleigh.org
Grades 5-8	Michael Watson	651	mike.watson@stfrancisraleigh.org
Home and School Association	Theresa Baumgartner		
Financial Assistance	Donna Sincock	253	donna.sincock@stfrancisraleigh.org
Guidance	Laureen Wacenske	314	laureen.wacenske@stfrancisraleigh.org
Homework	Teacher/Edline		
Lunches	9Lyvz	848-2990	
Media Center	Eva Socko	700	eva.socko@stfrancisraleigh.org
Newsletter	Karen Daly	351	karen.daly@stfrancisraleigh.org
Transcripts	Karen Daly	351	karen.daly@stfrancisraleigh.org
Uniforms	Educational Outfitters Land's End	804-5437 1-800-963-4816	



## **MISSION OF THE DIOCESE**

The mission of the schools of the Diocese of Raleigh is to engage our school communities in creating quality education within a Catholic environment that fosters the current and future development of the whole child.

## **MISSION OF THE FRANCISCAN SCHOOL**

We are a Catholic and Franciscan community walking together as lifelong learners who strive to live and love as Jesus did.

## **THE FRANCISCAN SCHOOL STATEMENT OF PHILOSOPHY**

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

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

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

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

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

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

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

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

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

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

## ACCREDITATION

The Franciscan School is accredited by the Southern Association of Colleges and Schools and the Commission on International and Trans-Regional Accreditation. The Franciscan School is approved by the Roman Catholic Diocese of Raleigh and is a member of the National Catholic Educational Association. Additionally, The Franciscan School complies with the North Carolina Guidelines for Non-Public Schools.

## I. ACADEMIC POLICIES AND PROCEDURES

### CURRICULUM

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

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

#### Implementation of Course of Study

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

#### Technology Education

Technology education is an integral part of weekly instruction for students in Grades 3 through 8. Broad access to the school computers is provided in the 1st through 8<sup>th</sup> Grade classrooms, the Media Center, and the Technology Lab.

#### Methods of Instruction

The methods of instruction used at The Franciscan School are in keeping with the needs of the individual students and the basic philosophy of Catholic education. These methods include, but are not limited to, small and large group instruction, cooperative learning, and hands-on activities. Please note that while teachers within a grade level spend substantial time planning together, teachers are allowed the flexibility in the pacing of instruction to meet the specific needs of their particular students in a given year.

## Textbooks

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

## Religious Instruction

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

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

## Sacramental Preparation and Christian Formation in Human Sexuality

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

## Religion Grading

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

## **AUXILIARY SERVICES**

### Counseling Services

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

### Educational Resource Specialists

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

### Occupational Speech Therapy

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

### Bridges Program (Early Morning Care and After School Program) Tel: (919-610-8104)

Morning Care is available from 7:00-7:45 AM Monday through Friday for K-8 in Jacoba Hall. Every student participating in Bridges Early Morning Care (EMC) must have a completed registration form on file and have paid the registration fee of \$15. Parents are required to sign their children into EMC at the time of their arrival. For more information and for registration forms, please refer to the school's website.

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

The Bridges After School Program operates Monday-Friday, between the hours of 2:40 and 6:00 PM. Bridges will not operate on early release days, teacher workdays, or holidays.

The registration for Bridges After School Program is \$20.00. Every student participating in the after school program must have a completed registration form on file. For registration information please visit the TFS website, under the Educational Program tab.

Following the school day, students using this program go to Jacoba Hall and check in with the program staff. The afternoon begins with a snack/drink and inside free play, followed by an optional homework period. Outside play is provided daily, weather permitting. During the duration of the afternoon children in the Bridges Program remain on school grounds. Parents are required to "sign out" their child in person. Please be aware that there is a late fee of \$10.00 for every 5 minute increment after the mandatory 6:00 PM pick up time.

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

If you have any questions regarding the program please contact Bridges Director, Mary Feeley at 610-8104 or by email at [mary.feeley@stfrancisraleigh.org](mailto:mary.feeley@stfrancisraleigh.org). Billing questions should be directed to Donna Sincock at x253.

### **WORSHIP**

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

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

**On days when we celebrate liturgy, all must wear the school uniform. As everyone is expected to dress appropriately for the Church; the P.E. uniform is inappropriate for Mass.**

## **CLASSWORK**

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

## **\*HOMEWORK**

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

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

K-5 homework assignments are posted on each teacher's Edline page. Parents are encouraged to engage actively in their children's learning while remembering that homework is your child's opportunity to learn and strengthen his/her skills. Resist the temptation to "do it for them". If a parent senses that homework assignments are being completed with difficulty, please contact the individual teacher or Assistant Principal so that together we can evaluate the student's organizational skills, priorities, academic challenges, and busy schedule at any given moment.

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

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

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

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

with the academic requirements as dictated by the student's own schedule of school responsibilities and outside activities.

The purpose of homework, as described above, is to reinforce the lessons taught by the teacher in the classroom. This being the case, the homework assigned daily in middle school should be of a scope and quantity necessary to meet those requirements. The middle school teachers will assign their homework and post it on their Edline page's homework folder three or more days ahead of the due date as much as possible. The following are the guiding principles for Middle School teachers as they plan their lessons:

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

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

Late homework assignments for Middle School will receive a 70% maximum on the second day, with no credit on a subsequent day.

**If a parent brings in homework late for their child, they may drop it off at the receptionist desk. The homework will then be put in the teacher's mailbox. Please be sure to communicate the late homework policy to parents at the beginning of the school year.**

## **STUDENT PROGRESS REPORTING AND GRADING**

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

Parents may contact the teacher if there are any questions or concerns about student performance. Report cards are distributed at the end of each trimester. K-2 writes interims in the 2<sup>nd</sup> and 3<sup>rd</sup> trimesters if there have been changes to note in student progress. In Grades 3-8, interims are posted on the 1<sup>st</sup> and 15<sup>th</sup> of each month on Edline.

Grading Scale for Kindergarten

- Consistently observed (+)
- Frequently observed (√+)
- Sometimes observed (√)
- Infrequently observed (√-)
- Inconsistent level of performance (-)

Grading Scale for 1<sup>st</sup> Grade

- Consistently observed (+)
- Frequently observed (√+)
- Sometimes observed (√)
- Infrequently observed (√-)
- Inconsistent level of performance (-)

Grading Scale for 2<sup>nd</sup> Grade

- Very Good (+)
- Good Progress(√+)
- Satisfactory Progress(√)
- Needs Improvement (√-)
- Unsatisfactory (-)

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

93-100	A
85-92	B
77-84	C
70-76	D
Below 70	F

**STANDARDIZED TESTING & KINDERGARTEN EVALUATION**

TFS conducts an annual standardized testing program approved by the Catholic Schools Office for Grades 3 through 8, including the appropriate North Carolina End of Grade/Course Exams. The Writing Assessment test is administered in Grades 4 and 7. The Superintendent of Schools and the Principal mutually determine the type of tests administered at TFS.

The present Diocesan testing program includes the Iowa Test of Basic Skills administered in Grades 3 through 8, and the Cognitive Abilities Test (CogAT) administered in Grades 3, 5 and 7. TFS designates a testing coordinator responsible for working collaboratively with the Catholic Schools office to facilitate the required Diocesan required testing.

All Kindergarten students are evaluated in the spring and/or summer following admission and prior to matriculation so that TFS can identify and respond to student strengths and weaknesses intellectually, socially, emotionally, physically, and developmentally as they begin their TFS career.

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

The Franciscan School is committed to ensuring that all admitted students succeed. In the event that a learning style difference is identified through a psycho-educational evaluation by a licensed psychologist, TFS will make reasonable accommodations for the student. However, TFS neither modifies its academic requirements nor alters its general course of study to meet special educational needs. A list of the reasonable accommodations that TFS may be able to offer is available for review from our School Counselor. For additional information on testing for possible learning style differences, parents should contact the School Counselor.

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

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

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

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

\*\*\*At The Franciscan School, students may be retained in Grades K-3. Beyond Grade 3, if a student is not recommended for promotion, they may not repeat a grade at The Franciscan School and are moved on to another educational setting in which they can be successful.

## **STUDENT RECORDS/FILES**

A file is maintained for each student that includes:

- Copies of forms required for admission to TFS
- Cumulative school record
- Records of standardized and other testing
- Medical information including record in immunization, allergies, and physical assessment.

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

### Transfer of Records

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

- Cumulative school record
- Educational and/or related testing record
- Health record

### Information to Non-Custodial Parent

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

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

In cases of separation or divorce in which both parents retain custody, TFS will provide the same information to both parents. This will include school notices, report cards, interim reports, and other communications. In addition, it is expected that faculty and staff will keep both custodial parents informed of the academic, social, and emotional progress of each child.

### **CHEATING, PLAGIARISM, AND ACADEMIC DISHONESTY**

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

- Copying another student's work or homework
- Cheating
- Plagiarism (submitting another's work as one's own)

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

### **MEDIA CENTER**

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

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

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

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

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

## **EXTRA-CURRICULAR ACTIVITIES**

In addition to athletics, extra-curricular activities enhance the TFS learning experience:

- Inter-Scholastic Activities: inter-scholastic competitions conform to the regulations approved by the Capital area Catholic Schools and include such activities as the Annual Spelling Bee.
- Safety Patrols: to promote concern for the safety of others, develop responsible citizenship and service to others. To become a member of the safety patrol is an honor accompanied by respect and recognition.
- Student Government: to develop leadership and communication skills and responsibilities in students to enable them to become more effective and confident people.
- Participation in cultural affairs and events.

## **ATHLETICS**

### Mission and Philosophy

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

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

The TFS Athletic Program exists to promote and integrate Christian values with community, leadership, reverence, and service. TFS Athletics Program endeavors to develop qualities of good sportsmanship, team building, self-reliance, responsibility, and self-discipline. At TFS, cooperation and team activity are emphasized. A complete *Athletic Handbook* for student

athletes, coaches, parents, and spectators is available online at the TFS website. Please consult this handbook for all current policies and procedures for TFS Athletic Programs.

## **FIELD TRIPS**

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

## **COMMENCEMENT**

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

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

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

## **AWARDS**

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

### Attendance Award

This award, given at the end of the school year, recognizes students in Grades K-8 for perfect attendance.

### Citizenship Award

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

### Honor Roll

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

### Subject-Area Awards

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

### Leader of the Pack Awards

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

### The Franciscan School Citizenship Award

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

### The Franciscan Awards

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

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

### **ADMISSION**

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

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

The application is considered complete when the following is received:

- Completed application forms including parent essay and in Grades 4-8, student essay
- Teacher recommendation forms

- Current report card
- Birth Certificate
- Record of Immunization
- Baptismal Certificate, if applicable

## **REGISTRATION**

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

## **TUITION AND FINANCIAL AID POLICIES**

The tuition fee schedule is set on the recommendation of the School Advisory Council in January of each year. Each family will receive a tuition fee schedule at the time of registration for the upcoming school year. All registration fees are non-refundable.

The return of the Stewardship Covenant is required for consideration for the St. Francis Steward tuition rate. A review and determination of appropriate tuition rates is made annually by the Pastor.

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

## **REQUIREMENTS**

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

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

## **FINANCIAL AID**

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

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

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

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

## **NOTIFICATION OF WITHDRAWAL FROM CONTRACT**

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

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

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

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

## **SCHOOL HOURS AND SCHEDULE**

The school opens at 7:40 AM. At that time, the front gate is opened and students are to proceed to their classrooms. Families who wish to drop off students earlier than 7:40 AM must enroll in Bridges Early Morning Care.

School safety patrols and staff members will begin carpool drop off at 7:40 AM and continue until 7:55 AM. Parents that arrive after the safety patrols and staff members have left the drop off areas are to park in a designated parking space and walk their child to the staff member at the crosswalk who will safely cross the students. If parents arrive after 8:00AM and no staff member is at the crosswalk, they must walk their child to the front office.

Students who arrive in their classrooms after 8:00 AM are tardy. Please be sure to leave your home with enough time to plan for traffic congestion to arrive on time. Morning Prayer begins promptly at 8:05 AM in the Jacoba courtyard. After the 8:00 AM bell, all doors will be locked and remain locked throughout the school day. Parents and visitors must enter through the front lobby entrance only.

At the end of the day, any student remaining at the end of carpool at 3:10 PM will go to the Bridges After School Program and be charged accordingly.

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

### **UNATTENDED CHILDREN**

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

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

### **BRIDGES EARLY MORNING CARE**

The reasonably-priced Early Morning Care program is designed as a service, in part, for just such situations, providing peace of mind that TFS is there for you in a bind, and that your child will always be safe and carefully attended by the Bridges EMC Staff Member. It is a service TFS is glad to provide for busy families, even when the need is entirely unexpected. Should parents choose not to use the EMC provided, they must stay with their child or children until the gate opens at 7:40AM.

### **A GOOD START EACH DAY**

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

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

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

Regular attendance ensures educational progress. If a child is not able to attend class, a parent/guardian is to send an email to [tfsattendance@stfrancisraleigh.org](mailto:tfsattendance@stfrancisraleigh.org) within the first hour of class and state the reason for the absence. **Please do not call the teacher or ITA and/or leave a voicemail message.** They are instructed to not take messages regarding absences. Attendance is sent to the school office each day after Morning Prayer. If a child is marked absent and TFS has not received parental notification of that absence, a TFS staff person will attempt to call or email the parents to account for the student. Written excuses are required of all students following absence. Upon returning to class, each child is to bring his/her teacher a written excuse from the parents stating the reason for the absence.

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

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

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

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

### Makeup Work

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

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

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

## **ABSENCE DUE TO VACATIONS**

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

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

## **\*TARDINESS**

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

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

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

10 unexcused tardies – loss of free dress privilege for trimester

15 unexcused tardies – loss of free dress privilege for the year

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

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

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

## **RESTRICTED AREAS**

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

## **CARPOOL PROCEDURES**

### Morning Drop-Off

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

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

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

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

### Afternoon Dismissal

#### **Carpool #1 – Dismissal at 2:40 PM Kindergarten and 1<sup>st</sup> Grade Only**

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

#### **Carpool #2 – Dismissal at 2:50 PM. Grades 2-5 (and siblings/carpoolers from K and 1)**

Arrival time is no earlier than 2:40. Enter from Leesville Rd. on the main church driveway and stay in the left lane. Proceed to the second right hand entrance to the school parking lot, turn right into the lot, and proceed immediately to the parking lanes facing the flagpole island. Cars should fill the lanes closest to the covered walkway, pulling as close as possible to the car ahead, and turn off engines. At dismissal time, students will walk with their teachers to the covered walkway.

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

#### **Carpool #3 – Dismissal at 3:05 PM Grades 6-8 (and siblings/carpoolers from K-5)**

Arrival time is no earlier than 2:50. Enter from New Leesville Rd. on St. Francis Dr. (by the field) and proceed in the right lane to the far end of the school parking lot, forming a single file line. When the line reaches the flagpole, a second line may form in the left lane. Staff will direct cars and as Group #2 exits, cars begin to fill the lanes facing the flag pole island. Cars should fill

the lanes closest to the covered walkway, pulling as close as possible to the car ahead, and turn off engines. At dismissal time, students will walk with their teachers to the covered walkway.

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

**In conclusion:** School personnel will be on hand to assist with directions and to enforce the traffic patterns. Anyone entering from St. Francis Dr. (by the field) will only be allowed to pick up students in 3<sup>rd</sup> carpool.

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

#### Late Pick-Up

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

#### **WALKING PERMISSION**

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

Students remaining for after-school practices and/or activities must be met in the Courtyard and accompanied by the responsible adult to the Assisi Center after the 3:05 PM dismissal horn.

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

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

#### **MORNING SNACK (Kindergarten – Grade 3)**

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

## **LUNCH**

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

Open containers cannot be brought into the school buildings at any time. Students in Grades 5-8 only may use the vending machines during school hours.

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

## **LOCKERS**

Each 4<sup>th</sup>-8<sup>th</sup> grade student is assigned a locker at the opening of the school year. However, students are reminded that lockers are the property of the school and, as such, may be inspected at any time. Money and valuable items should not be kept in lockers. Students assume full responsibility for the locker and its use. Lockers should be kept clean at all times. No writing or additional items (paper, stickers, etc.) should be on the locker doors.

## **LOST AND FOUND**

To minimize lost and found articles, all clothing and student items should be clearly marked. Found materials that are marked are turned in and returned by TFS to the owner. It is a student's responsibility to retrieve lost articles that will be held in the Lost & Found cabinet in Jacoba Hall. All unclaimed, unmarked articles will be given to charity at the end of each trimester.

## **ELECTRONIC DEVICES**

Students may not bring personal electronic devices to TFS, including CD players, iPods, and mp3 players with the exception of instructional calculators and cell phones. Since TFS cannot be responsible for lost or damaged items, and since these items are distracting to prayer, study, play, and work, they must be left at home. Such devices will be confiscated, held at school, and returned by the school to the student's family, not to the student. Any cell phone brought on campus by students must be in the off position until dismissal. Any cell phone in use during the day by students will be confiscated.

## **SCHOOL VISITORS**

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

As Faculty and Staff are receiving students from 7:40 AM on, and as they must be attentive to the children already in their care, parents should not seek out staff for "sidewalk" conferences at either

drop-off or pick-up. Please call or email for a conference at a time when the staff can be free to talk without putting the children in their care at risk.

## **SCHOOL CALENDAR**

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

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

## **MOVIES IN THE CLASSROOM**

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

## **CELEBRATIONS**

At The Franciscan School, special classroom celebrations are planned in accordance with the liturgical calendar and curriculum. Parents will receive a calendar of celebrations for their child's class at the beginning of the school year.

## **INTERNET POLICY**

Students at TFS have access to the internet in several locations on campus. Internet use is limited to times when the students are supervised and will only be used for educational purposes. Students and parents are to agree to and sign an *Acceptable Use Policy* at the beginning of the school year before students will be given access to the Internet. We recognize that Internet use often represents an exercise in ethical practice for our students. Violation of the *Acceptable Use Policy* may result in disciplinary action.

# **III. CONDUCT**

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

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

High expectations set are, with support and teaching, high expectations met, and “catching students doing something right” at TFS is as important to our community as confronting poor

behavior. We ask for parent partnership with us as we help our students to understand the responsibilities that come with being a member of this community, to grow through their mistakes as they make them, and to learn from them.

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

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

## CODE OF CONDUCT

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

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

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

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

## RULES, REGULATIONS, & EXPECTATIONS

Rules and regulations across the school have been carefully developed so that our students are aware that their decisions and actions have consequences, both positive and negative. Students must think before acting, and they are asked to contribute positively to the TFS and St. Francis community both on campus and off through their words and actions. Rules and regulations are established to help all in the TFS community develop respect for self, respect for others, and respect for the environment. We recognize that minor and major rules are necessary to create an environment conducive to learning on campus.

Infractions of minor rules include:

- Tardiness to class or other school appointments
- Inattentive and/or disruptive classroom behavior
- Littering
- Unwanted pushing and shoving another student
- Running or shouting in the building
- Improper use of electronic devices
- Violation of safety rules
- Public display of affection
- Chewing gum

Infractions of major rules include:

- Disrespect to a student, teacher or staff member, including vulgar, degrading or disrespectful language
- Chronic disruptive behavior
- Chronic Minor Rule infractions
- Academic dishonesty
- Inappropriate internet usage
- Possession of weapons or weapons-like instruments\*
- Vandalism\*
- Bullying or harassment of any kind, including physical, verbal, written, or via the internet (including violation of the Technology Acceptable Use Policy)\*
- Violence or the threat of violence\*
- Possession or use of alcohol or other drugs\*

In the K-5 classroom, consequences for minor rules infractions are handled by the individual teacher. For major rule infractions, the student is sent to the Assistant Principal for discipline. An Incident Report Form is also completed.

The process for consequences for minor rules infractions for Grades 6-8:

1. The infraction is recorded on the **Student Discipline Notice** by the assigning teacher, which is sent home with the student, signed by the parent, and returned by the student to the teacher within 24 hours.
2. Three Discipline Notices result in an After-School Detention, to be served from 3:05-4:05 PM on a date designated by the Assistant Principal. The location of the Detention for the student and for parent pick-up will be included on the **Student Detention Notice**. The parent will be notified via e-mail that a student has received a **Student Detention Notice**.
3. Two After-School Detentions will result in a conference with the Assistant Principal, student, and parent(s) to formulate a plan for improving student behavior.
4. Discipline notices and detentions accumulate from trimester to trimester.

The process for consequences for major rules infractions in Grades 6-8:

1. The consequence will be a detention or the student will be removed from the community for the day. The consequence will be determined by the Assistant Principal. The parent will be notified via phone of the consequence and will receive written confirmation of the consequence.
2. Two detention notices will result in a meeting with Administration, the student, and parent(s). Detentions accumulate from trimester to trimester.

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

Suspension will be assigned by the Administration. Students who are suspended should complete all missed assignments and tests with the possibility of earning 70% of credit.

### **CHEATING, PLAGIARISM, AND ACADEMIC DISHONESTY**

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

- Copying another student's work or homework
- Cheating
- Plagiarism (submitting another's work as one's own)

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

### **FIREARMS AND ILLEGAL SUBSTANCE POSSESSION OR USE**

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

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

### **STUDENT HARASSMENT AND BULLYING**

TFS is to be free of discrimination and inappropriate and unlawful harassment. Actions, words, threats, jokes or comments based on an individual's sex, race, ethnicity, age or religion may be illegal and are certainly inappropriate in a Catholic environment. Bullying is not tolerated and may be grounds for suspension or expulsion from TFS.

Cyber bullying is an increasingly common form of bullying, and may include postings to social networking sites (i.e. Facebook, blogs). Inasmuch as these off-campus behaviors impact the health and well-being of the educational community, TFS may intercede and impose disciplinary action and enlist parents as partners to combat such hurtful and, in the case of written threats, unlawful behaviors.

## **PROBATION, SUSPENSION, AND EXPULSION**

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

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

## **CHRISTIAN DUE PROCESS**

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

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

## **STUDENT DISCIPLINARY RECORDS**

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

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

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

## The Franciscan School Uniforms for All Students

<b>Girls K-5</b>	<b>Girls 6-8</b>	<b>Boys K-5</b>	<b>Boys 6-8</b>
<i>Dress Uniforms</i>	<i>Dress Uniforms</i>	<i>Dress Uniforms</i>	<i>Dress Uniforms</i>
Skort: plaid or navy	Skort: plaid or khaki	Pants or Shorts: navy	Pants or shorts: khaki
Pants: navy	Skirt: khaki		Leather belt: black or brown with buckle
Polo dress: green or navy with logo <b>Grades K-3 ONLY</b>	Capris/Long Pants: khaki		
Jumper: navy blue/green plaid			
Polo: White or Green; Long or Short Sleeve with Logo	Polo: White or Navy; Long or Short Sleeve with Logo	Polo: White or Green; Long or Short Sleeve with Logo	Polo: White or Navy; Long or Short Sleeve with Logo
Oxford Shirt: Solid White; Long or Short Sleeve with Logo	Oxford Shirt: Solid White; Long or Short Sleeve with Logo	Oxford Shirt: Solid White; Long Sleeve with Logo	Oxford Shirt: Solid White; Long Sleeve with Logo
Peter Pan blouse: solid white, short or long sleeve			
Turtleneck: solid white	Turtleneck: solid white	Turtleneck: solid white worn under logo shirt	Turtleneck or t-shirt: solid white worn under logo shirt
Rugby shirt: green with logo	Rugby shirt: navy with logo	Rugby shirt: green with logo	Rugby shirt: navy with logo
White or navy socks or anklets	White or navy socks or anklets	White, navy, or black socks	White, navy, or black socks
White, navy, or black tights or leggings	White, navy, or black tights or leggings		
Any sweater/jacket/sweatshirt, hoodie with TFS logo may be worn	Any sweater/ jacket/ sweatshirt, hoodie with TFS logo may be worn	Any sweater/ jacket/ sweatshirt, hoodie with TFS logo may be worn	Any sweater/ jacket/ sweatshirt, hoodie with TFS logo may be worn
<b>5<sup>th</sup> Grade Only: TFS khaki capri pants, skorts, or shorts may be worn beginning the last trimester</b>	<b>8<sup>th</sup> Grade Only: non-TFS khaki pants/skirts/skorts may be worn beginning the last trimester</b>	<b>5<sup>th</sup> Grade Only: TFS khaki pants/shorts may be worn beginning the last trimester. Belts with buckles must also be worn if khakis are worn.</b>	<b>8<sup>th</sup> Grade Only: non-TFS khaki pants/shorts may be worn beginning the last trimester</b>
All dress shirts must be tucked in	All dress shirts must be tucked in	All dress shirts must be tucked in	All dress shirts must be tucked in
All skort, dress, and jumper hems must be no more than 2 inches above the knee	All skort, skirt, and jumper hems must be no more than 2 inches above the knee	Shorts may not cover knee	Shorts may not cover knee

<i>PE Uniforms</i>	<i>PE Uniforms</i>	<i>PE Uniforms</i>	<i>PE Uniforms</i>
T-shirt: green or gray with logo	T-shirt: green or gray with logo	T-shirt: green or gray with logo	T-shirt: green or gray with logo
Mesh shorts: navy/gray/green with logo	Mesh shorts: navy/gray/green with logo	Mesh shorts: navy/gray/green with logo	Mesh shorts: navy/gray/green with logo
Sweatpants: navy with logo	Sweatpants: navy with logo	Sweatpants: navy with logo	Sweatpants: navy with logo
White/Navy Socks	White/Navy Socks	White/Navy/Black Socks	White/Navy/Black Socks
Athletic Shoes with non-marking soles	Athletic Shoes with non-marking soles	Athletic Shoes with non-marking soles	Athletic Shoes with non-marking soles
Any sweater/jacket/sweatshirt, hoodie with TFS logo may be worn	Any sweater/ jacket/ sweatshirt, hoodie with TFS logo may be worn	Any sweater/ jacket/ sweatshirt, hoodie with TFS logo may be worn	Any sweater/jacket/sweatshirt, hoodie with TFS logo may be worn

**Any outerwear WITHOUT a TFS logo may be worn only at Morning Prayer, recess, dismissal, and to and from P.E. The non-TFS outerwear must be removed upon entering a building on campus.**

Baseball caps or other hats are not part of the school uniform and may not be worn to class or in the buildings. Winter hats and hoods may be worn outside as weather dictates.

\*Shoes and Socks – Students must wear closed toe shoes at all times. Acceptable shoe wear includes both dress shoes (loafers, boat shoes, laced shoes) and any clean sport or athletic shoe. Unacceptable footwear includes over-the-ankle boots (other than on dress out days), military-style shoes, sandals or other open-toed shoes, clogs, Croc-like shoe wear, and sport shoes with cleats, rollers, or lights. If the athletic shoes have laces, the shoes must be laced (tied) before the ends are tucked into the shoe. Socks must be worn and visible.

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

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

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

\*Jewelry, Accessories, Piercing, and Tattoos – For health, safety, and uniformity, dangling earrings are not permitted. Hoop earrings are classified as dangling. Only small post earrings (1 per earlobe) may be worn by girls. Ear piercing and earrings are unacceptable for boys. Only a simple necklace with a symbol of the student’s faith may be worn around the neck on a simple chain. Watches, small rings, and simple bracelets may also be worn. All jewelry worn must be in good taste and not a distraction in the educational environment as determined by school staff members. All other jewelry including, ear cuffs,

ankle bracelets, nose rings, body piercing, tattoos, bandanas, and pocket chains are all unacceptable for both boys and girls. Nonstandard contact lenses (hologram, colored, etc.) are not allowed.

\*Makeup and Nail Polish– Make-up is not permitted at school. This includes mascara, eye shadow, lipstick, and blush. French and American manicures are permitted but only with a clear nail polish.

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

Parents must be the first arbiters and enforcers of the TFS dress code, both for its weather and code appropriateness. At all times, we expect that uniforms fit properly, are the proper length, and do not appear so worn out that logos are worn away or hems are tattered. Please do not hesitate to speak with us with any questions you may have about the dress code. Students who repeatedly violate the uniform policy will lose the privilege of free dress at The Franciscan School.

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

### **ROLE OF THE PARENT**

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

### **VOLUNTEERS**

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

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

The Franciscan School complies with all requirements of the Diocese of Raleigh Safe Child Guidelines regarding volunteers. All school volunteers (Level B and C) are required to submit a Personal Information Sheet and attend the Safe Child Classes which are held at St. Francis of Assisi and other parishes in the Diocese throughout the year. **Depending on the nature of the activity and the level of supervision, additional background checks may be necessary.** All paperwork and verification must be on file in the school office prior to any volunteering. **Please note that all field trip chaperones are designated Level C volunteers.**

## Volunteer Categories

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

## VI. COMMUNICATION

### MESSAGES

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

### STUDENT DIRECTORY

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

### NEWSLETTER

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

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are during the school year. On these occasions, parents have the opportunity to meet with teachers and discuss the progress of their child. Other parent-teacher conferences may be scheduled, as necessary, by calling the teacher directly. Parents who wish to schedule meetings that are more broadly about the school or school policy should contact the Assistant Principals or Principal.

## **WEBSITE and EDLINE**

Families are encouraged to consult the TFS website and Edline on a regular basis as it is updated with important school information. Parents and Middle School students must activate their accounts in order to access Edline which houses class pages, hot lunch ordering, and other parent, and student information not available to the general public.

## **CLASSROOM COMMUNICATION**

If parents have a concern regarding a classroom matter or teacher expectations and procedures, they must make initial contact with the teacher to discuss the matter. If concerns or questions remain following the conversation with the teacher, then the parent should bring them to the attention of the K-4 or 5-8 Assistant Principal. If concerns or questions persist, then the matter may be brought to the Principal.

Classroom communication directly from the teachers may include, but not be limited to class newsletters, weekly folders, and class pages on Edline.

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

## **EMAIL**

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

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

## **SCHOOL HEALTH SERVICES**

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

Primary prevention activities related to health promotion include:

- Assured immunization compliance

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

### Health Services

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

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

### Immunization Requirements

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

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

North Carolina Law Requires the Following Minimum Doses:

- 5 DPT, DtaP or DT doses (if 4<sup>th</sup> dose if after 4<sup>th</sup> birthday, 5<sup>th</sup> dose is not required; DT requires medical exemption).
- 4 Polio Vaccine doses (if 3<sup>rd</sup> dose is after 4<sup>th</sup> birthday, 4<sup>th</sup> dose is not required).
- 1-4 Hib doses (series is complete if at least 1 dose given on/ after 15 months and before 5 years of age; not required after age 5)
- 3 Hep B doses (children born on or after July 1, 1994 are required to have 3 doses)
- 2 Measles doses (at least 30 days apart; 1<sup>st</sup> dose on/after 12 months of age)
- 1 Mumps dose (on/after 12 months of age)
- 1 Rubella dose (on/after 12 months of age)
- **New Requirement for children entering 6<sup>th</sup> Grade: Tdap booster**

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

### Immunization Status Report

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

### Student Health Folder

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

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

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

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

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

### **MEDICATION**

When a student requires medication during school hours, an adult will bring the medication to the school nurse or designee, who will dispense it only upon written permission of parent/guardian and prescribed by an attending physician or dentist. An authorization form may be found on the website. All medications will be secure in a locked place.

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

### **MEDICAL EMERGENCY**

In case of an accident or illness suffered by a child during the school day, every attempt is made to notify the parents/guardians. If the parents cannot be reached, one of the parties designated on

the *Emergency Release Form* will be contacted. If a doctor's attention is indicated and parents are not available, school personnel will use the authorization given on the *Emergency Release Form* to have the child treated to the extent of emergency care.

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

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

### **FIRST AID**

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

### **HEALTH SCREENING**

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

### **ILLNESS & SCHOOL ATTENDANCE**

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

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

**Students should not return to school until they have been free of fever, vomiting, and/or diarrhea for at least 24 hours. North Carolina state law requires that students diagnosed with strep throat need to be on antibiotics for 24 hours before returning to school.**

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

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

## **STUDENT ACCIDENT/INJURY**

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

- Head injury
- Fever/temperature of 100 degrees or above
- Severe abdominal pain
- Nausea, vomiting, and diarrhea
- Injury where there is swelling, severe pain or a question of sprain or broken bone
- Injury where there is significant bleeding or if bleeding does not stop in a short period of time
- Chipped or avulsed (uprooted) tooth
- Eye injury
- Rash accompanied with fever
- Animal bite (also reported to proper authorities after emergency care is given)
- Burns
- Poisoning

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

The person responsible for supervision at the time of a student injury files a written accident / incident report and turns it in to the TFS Assistant Principal (K-4 or 5-8) and/or the Nurse on the day of the accident. A copy of the accident/incident form is given to the parent/guardian.

## **COMMUNICABLE DISEASES**

TFS strives to provide a safe, secure learning environment for all students. In the case of severe contagious disease, strict adherence to safety measures is required. Guidelines set out by the NC Schools Health Program Chart for Control of Communicable Diseases in School are followed. Those students diagnosed as having a contagious disease will be denied attendance unless they have a physician's statement indicating that the student does not pose a threat to the school community. With such a statement, a student will not be denied attendance.

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

## **SAFETY**

### **SUPERVISION OF STUDENTS**

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

Parents and all visitors must check in at the reception area before proceeding anywhere else on campus. Badges will be given and must be worn. If a parent is picking a child up for an early dismissal, he/she should go directly to the Receptionist's Desk to sign the student out. Additionally, no child can be dismissed to someone other than his/her parent or guardian without written consent.

### **SAFE CHILD TRAINING, CERTIFICATION, AND BACKGROUND CHECKS**

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

### **EMERGENCY DRILLS AND PROCEDURES**

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

#### Fire Drills

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

#### Severe Weather Drills

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

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

## **CHILD ABUSE RECOGNITION & REPORTING**

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

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

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

## **FACILITIES**

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

## **INCLEMENT WEATHER CLOSINGS AND DELAYS**

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

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

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

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

## **CANCELLATION OF EVENTS**

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

conflict directly with a school-wide closure decision made to assure TFS student and adult safety on the day of closure.

### **PHOTO/VIDEO RELEASE**

All parents are given an opportunity to give or decline permission for their child to be photographed or videotaped at TFS, realizing that the photo might be published in a newspaper, magazine, school promotional materials (including videos), TFS website, or other publications.

### **USE OF SCHOOL GROUNDS**

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

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

### Pets

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

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

### **PRINCIPAL/DIRECTOR**

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

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

### **ASSISTANT PRINCIPALS**

The Assistant Principals assist the Principal in the day-to-day operation of the school and in fulfillment of the spiritual and educational mission of TFS. They are responsible for the School on an alternating basis in her absence.

## **FACULTY AND STAFF EMPLOYMENT PROCESS**

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

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

## **SCHOOL ADVISORY COUNCIL**

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

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

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

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

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

## **HOME AND SCHOOL ASSOCIATION**

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

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

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

## **The Franciscan School**

Knowledgeable of self

Rooted in Faith

Educated in mind

Compassionate in heart

Deeply responsive in service to others

### **NON-DISCRIMINATORY STATEMENT**

The Franciscan School admits students of any race, color, national or ethnic origin or gender. It does not discriminate on the basis of any race, color, national or ethnic origin, or gender in the administration of its admissions, employment or educational programs or policies.