



# Student Agenda 2011-2012

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**This school agenda belongs to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Library/Health No. \_\_\_\_\_ Lunch Acct No. \_\_\_\_\_



# *Mission Statement*

***St. Francis of Assisi School exists to form, inform, and transform students as members of Christ's Mystical Body.***

## *Philosophy*

The Philosophy of St. Francis of Assisi is to continue the mission of Jesus Christ as Priest, Prophet, and King through the ministry of Catholic education, empowered by the presence of the Holy Spirit.

Sharing in Jesus' priestly ministry, we work to sanctify the world and each person within it. In particular, we seek to develop a personal relationship with Jesus Christ in each of our students, faculty, staff, and parents as members of the Body of Christ.

Sharing in Jesus' prophetic ministry, we seek to proclaim the Good News of Jesus Christ in all we say and do, in good times and in bad, when popular and unpopular. Although this teaching ministry occurs primarily in the classroom, it extends to all that we say and do in the name of St. Francis of Assisi School.

Sharing in Jesus' kingly ministry, we are called to serve, rather than to be served. In particular, we seek to develop a spirit of true Christian stewardship in our students, faculty, staff, and parents. We endeavor to be of service to each other in our strengths and to be served by others in our weaknesses.

In living our baptismal call to be priest, prophet, and king, we seek to form ourselves and our school community into the image of Christ who is The Priest, The Prophet, and The King.

## *Diocese of Wichita Mission Statement*

United with the family, the parish, and each other,  
Catholic schools in the Diocese of Wichita  
**FORM DISCIPLES OF JESUS CHRIST**  
who seek the truth,  
grow to love it, and learn to live it.

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## SFA Agenda

Please keep this agenda intact as it may contain teacher documentation for parents. The agenda should be treated as any other book.

St. Francis of Assisi Catholic School reserves the right to amend the School handbook at any time. If changes are made, parents will be notified.

# SFA Calendar 2011 ~ 2012

## AUGUST

3 ..... NEW Families ONLY Registration  
6:00pm~8:00pm  
4 ..... Registration  
3:00pm - 7:00pm  
14 ..... Open House / Ice Cream Social 2-4pm  
17 ..... First Day of Classes  
PS-7 grade Students  
17 ..... New Lunch Period  
18 ..... First Day of Classes  
8th grade students

## SEPTEMBER

5 ..... Labor Day ~No Classes~  
15 ..... New Lunch Period  
16 ..... Mid Term Reports  
22 ..... Fall Sports Pictures  
29 & 30 ..... PS-8 Grades  
Parent~Teacher Conference ~ No Classes~

## OCTOBER

2 ..... Generations of Faith  
3-7 ..... Respect Life Week  
4 ..... Feast of St. Francis - All School Mass  
6 ..... Fall Individual Pictures  
14 ..... Teacher Inservice ~12:00 Dismissal~  
**NO LUNCH SERVED**  
17 & 18 ..... Teacher Convention ~No Classes~  
19 ..... Report Cards  
20 ..... New Lunch Period  
30 ..... Fun Night  
31 ..... Halloween Parties 2:45pm

## NOVEMBER

1 ..... All Saints Day ~No Classes  
9 ..... Picture Retakes & 4 yr old Preschool  
11 ..... 8th Grade Curriculum Fair  
14-18 ..... Book Fair  
18 ..... Mid Term Reports  
18 ..... New Lunch Period  
21 & 22 ..... Regan Catechetical Institute ~No Classes~  
23-25 ..... Thanksgiving Break  
~No Classes~

## DECEMBER

1 ..... Yearbook Group & Class Group Pictures  
8 ..... Feast of the Immaculate Conception ~No Classes~  
16 ..... 8th grade Breakfast  
21 ..... Christmas Parties 11:15am  
21 ..... Christmas Holiday 12:00 Dismissal~  
**NO LUNCH SERVED**  
22 ..... Teacher Workday ~ No Classes~  
22-30 ..... Christmas Holiday ~ No Classes~

## JANUARY 2012

3 ..... Teacher Workday ~No Classes~  
4 ..... Classes Resume  
4 ..... Report Cards  
9 ..... New Lunch Period  
9-12 ..... Pre-enrollment for 2011-2012  
16 ..... Martin Luther King Day  
~No Classes~ (Teacher Retreat)  
19 ..... Winter Sports Pictures  
Jan 29-Feb 4 ..... Catholic Schools Week

## FEBRUARY

1-4 ..... Catholic Schools Week  
3 ..... Mid Terms Reports  
7 ..... New Lunch Period  
14 ..... Valentine's Day Parties 2:45pm  
17 ..... Stewardship Day  
20 ..... President's Day ~No Classes~  
22 ..... Ash Wednesday: SCHOOL MASS for:  
K-6: 8:00am, 7th& 8th grades: 12:00noon  
26 ..... Reconciliation @ 4:00pm

## MARCH

7 ..... New Lunch Period  
7 ..... Kdg Screening (Sibling)  
8 ..... New Kdg Screening  
8 ..... Casual Individual and Sports Pictures  
13 ..... Report Cards  
16 ..... Parent/Teacher Conferences ~No Classes~  
19-23 ..... Spring Break ~No Classes~  
31 ..... First Communion @ 1:00

## APRIL

5 ..... Holy Thursday, 12:00 Dismissal  
**NO LUNCH SERVED**  
6-9 ..... Easter Break ~No Classes~  
17 ..... New Lunch Period  
20 ..... Mid Term Reports  
27 ..... Teacher Inservice ~No Classes~  
29 ..... Generations of Faith

## MAY

4 ..... May Crowning  
16 ..... Last Lunch Period  
21 ..... 4 yr old Preschool Last Day  
22 ..... 3 yr old Preschool Last Day  
23 ..... K-7th Grade Picnic / Field Day  
23 ..... 8th Grade Farewell Mass @ 7:30pm  
24 ..... Last Day of School ~11:00am Dismissal~  
25 ..... Report Cards Mailed / Teacher Workday

### *Special Dress Days*

October 6	School Pictures	Jeans & Nice Shirt
March 8	Spring Casual Pictures	Jeans & Nice Shirt
May 24	Last Day of School	Jean & Spirit Shirt Day

### ***Para-liturgical Celebrations***

In addition to the Liturgies celebrated with the students each day, the following para-liturgical celebrations will be held at 2:45pm following this schedule:

**All School Adoration** - 1st Friday (Immediately following All School Mass)

**Class Adoration** - 1st Monday (Follow schedule)

**Rosaries** will be on Thursdays: October 6, 13, 20, 27 and  
Friday, May 4 & Thursdays, May 10, 17.

**Advent Prayer Services** will be on Thursdays: December 1 & 15

**Stations of the Cross** will be on Friday, February 24 and  
Wednesday, February 29, March 7, 14, 28, April 4.

# Treasury of Catholic Prayers



## Nicene Creed

We believe in God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, Begotten, not made, one in being with the Father. Through him all things were made. For us men and for our salvation he came down from heaven: By the power of the Holy Spirit he was born of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate; he suffered, died, and was buried. On the third day he rose again in fulfillment of the Scriptures; He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshipped and glorified. He has spoken through the Prophets. We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen

## The Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen

## The Lord's Prayer

Our Father, who art in heaven, hallowed be thy name. Thy kingdom come. Thy will be done on Earth as it is in heaven. Give us this day our daily bread, and forgive us our trespasses as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

## Hail Mary

Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now, and at the hour of our death. Amen.

## Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit: as it was in the beginning, is now, and ever shall be, world without end. Amen.

## Angel of God

Angel of God, my guardian dear, to whom God's love entrusts me here; ever this day be at my side, to light and guard, to rule and guide. Amen.

## Grace Before Meals

Bless us, O Lord, and these thy gifts, which we are about to receive from Thy bounty. Through Christ our Lord. Amen.

## Grace After Meals

We give Thee thanks, Almighty God, for all thy benefits, which we have received from Thy bounty. Through Christ our Lord. Amen.

## Act of Contrition

My God, I am sorry for my sins with all my heart. In choosing to do wrong, and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy. Amen.

## The Apostles' Creed

I believe in God, the Father almighty, creator of Heaven and Earth. I believe in Jesus Christ, His only Son, our Lord. He was conceived by the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. On the third day he rose again. He ascended into heaven and is seated at the right hand of the Father. He will come again to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

## Act of Faith

O my God, I firmly believe that You are one God in three divine Persons, Father, Son, and Holy Spirit; I believe that your divine son became man, died for our sins, and that He will come again to judge the living and the dead. I believe these and all the truths which the holy Catholic Church teaches, because You have revealed them, Who can neither deceive nor be deceived.

## Act of Hope

O my God, relying on Your infinite mercy and promises, I hope to obtain pardon of my sins, the help of Your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer.

## Act of Love

O my God, I love You above all things with my whole heart and soul, because You are all good and worthy of all my love. I love my neighbor as myself for love of You. I forgive all who have injured me, and ask pardon of all whom I have injured.

## The Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys, and sufferings of this day, in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart: the salvation of souls, the reparation for sin, the reunion of all Christians. I offer them for the intentions of our Bishops, and all Apostles of Prayer, and in particular for those recommended by our Holy Father this month. Amen.

## Memorare

Remember, O most gracious Virgin Mary, that never was it known, that anyone who fled to thy protection, implored thy help, or sought thy intercession was left unaided. Inspired by this confidence, I fly unto thee, O Virgin of virgins, my Mother. To thee do I come, before

thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

### **The Angelus**

V. The angel of the Lord declared unto Mary.  
R. *And she conceived of the Holy Spirit. Hail Mary*  
V. Behold the handmaid of the Lord.  
R. *Be it done unto me according to thy word. Hail Mary...*  
V. (genuflect) And the Word was made flesh.  
R. *And dwelt among us. Hail Mary...*  
V. Pray for us, O holy Mother of God.  
R. *That we may be made worthy of the promises of Christ. Let us pray.*

*All: Pour forth we beseech Thee, O Lord, Thy grace into our hearts, that we to whom the Incarnation of Christ, Thy Son, was made known by the message of an angel, may by His passion and cross be brought to the glory of His resurrection, through the same Christ our Lord. Amen.*

### **Regina Caeli "Queen of Heaven"**

V. Queen of heaven, rejoice! Alleluia.  
R. *For He whom you did merit to bear. Alleluia.*  
V. Has risen, as He said. Alleluia.  
R. *Pray for us to God. Alleluia.*  
V. Rejoice and be glad, O Virgin Mary. Alleluia.  
R. *For the Lord is truly risen. Alleluia.*  
V. Let us pray:  
*All: O God, who gave joy to the world through the resurrection of Your Son our Lord Jesus Christ, grant, we beseech you, that through the intercession of the Virgin Mary, His Mother, we may obtain the joys of everlasting life, through the same Christ our Lord. Amen.*

### **Magnificat** Luke 1:46-55

My soul proclaims the greatness of the Lord, my spirit rejoices in God my Savior for He has looked with favor on His lowly servant. From this day all generations will call me blessed: The Almighty has done great things for me, and holy is His Name. He has mercy on those who fear Him in every generation. He has shown the strength of His arm, He has scattered the proud in their conceit. He has cast down the mighty from their thrones, and has lifted up the lowly. He has filled the hungry with good things, and the rich He has sent away empty. He has come to the help of His servant Israel for He has remembered His promise of mercy, the promise He made to our fathers, to Abraham and his children forever.

### **Hail, Holy Queen**

Hail, Holy Queen, Mother of Mercy, hail our life, our sweetness, and our hope. To thee do we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, O most gracious advocate, thine eyes of mercy toward us; and after this our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet virgin Mary. Pray for us O Holy Mother of God. That we may be made worthy of the promises of Christ.



### **Come, Holy Spirit**

V. Come, Holy Spirit. Fill the hearts of your faithful.  
R. *And kindle in them the fire of Your love.*  
V. Send forth Your spirit and they shall be created.  
R. *And You shall renew the face of the earth. Amen.*

### **Prayer of St. Francis of Assisi**

Lord, make me an instrument of your peace; where there is hatred, let me sow love; where there is injury, pardon; where there is doubt, faith; where there is despair, hope; where there is darkness, light; and where there is sadness, joy. O Divine Master, grant that I may not so much seek to be consoled as to console; to be understood as to understand; to be loved as to love; for it is in giving that we receive, it is in pardoning that we are pardoned, and it is in dying that we are born to eternal life.

### **Prayer to St. Michael the Archangel**

St. Michael the Archangel, defend us in battle. Be our safeguard against the wickedness and snares of the devil. May God rebuke him, we humbly pray; and do Thou, O prince of the Heavenly Host, by the power of God, cast into hell Satan and other evil spirits who prowl through the world seeking the ruin of souls. Amen.

### **The Four Cornerstones/Pillars of Our Catholic Faith**

1. The Creed
2. The Our Father
3. The Sacraments
4. The Commandments

### **The Seven Sacraments**

Baptism, Holy Eucharist, Confirmation, Reconciliation, Anointing of the Sick, Holy Orders, and Matrimony.

### **Fruits of the Holy Spirit (12)**

love (charity)	kindness	gentleness
joy	goodness	faithfulness
peace	generosity	self control
patience	modesty	chastity

### **The Ten Commandments**

1. I am the Lord your God, you shall not have false gods before me.
2. You shall not take the name of the Lord your God in vain.
3. Keep holy the Lord's day.
4. Honor your father and mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.

### **Precepts of the Church**

1. You shall attend Mass on Sundays and on holy days of obligation and rest from servile labor.
2. You shall confess your sins at least once a year.
3. You shall receive the Sacrament of the Eucharist at least during the Easter season.
4. You shall observe the days of fasting and abstinence established by the Church.
5. You shall help to provide for the needs of the Church.



### **Gifts of the Holy Spirit (7)**

wisdom	fortitude	piety
understanding	knowledge	counsel
fear of the Lord		

### **Corporal Works of Mercy**

To feed the hungry.  
 To give drink to the thirsty.  
 To clothe the naked.  
 To visit the imprisoned.  
 To shelter the homeless.  
 To visit the sick.  
 To bury the dead.

### **Spiritual Works of Mercy**

To admonish the sinner.  
 To instruct the ignorant.  
 To counsel the doubtful.  
 To comfort the sorrowful.  
 To bear wrongs patiently.  
 To forgive all injuries.  
 To pray for the living and the dead.

### **The Beatitudes**

Blessed are the poor in spirit,  
 for theirs is the kingdom of heaven.  
 Blessed are the sorrowing,  
 for they will be comforted.  
 Blessed are the lowly,  
 for they will inherit the land.  
 Blessed are they who hunger and thirst  
 for righteousness, for they will be satisfied.  
 Blessed are they who show mercy,  
 for they will be shown mercy.  
 Blessed are the clean of heart,  
 for they will see God.  
 Blessed are the peacemakers,  
 for they will be called children of God.  
 Blessed are they who are persecuted  
 for the sake of righteousness, for theirs  
 is the kingdom of God.  
 (Matthew 5:3-10)

### **Holy Days of Obligation**

Mary Mother of God - January 1  
 Ascension - 7th Sunday after Easter  
 Assumption - August 15  
 All Saints' Day - November 1  
 Immaculate Conception - December 8  
 Christmas - December 25

### **Rosary**

1. Sign of the Cross
2. Apostles' Creed
3. Our Father
4. Three Hail Marys
5. Glory Be
6. For each decade: announce the mystery, Our Father, 10 Hail Marys, Glory Be, and Fatima Prayer.
7. After the Rosary: Hail Holy Queen and Prayer after Rosary

### **Fatima Prayer**

O my Jesus, forgive us our sins, save us from the fires of hell. Lead all souls into heaven, especially those who have most need of Thy mercy. Amen.

### **Prayer after Rosary**

Let us pray. O God, whose only begotten Son, by His life, death, and resurrection, has purchased for us the rewards of eternal life, grant, we beseech Thee, that by meditating upon these mysteries of the Most Holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise, through the same Christ Our Lord. Amen.

### **Mysteries of the Rosary**

**Joyful Mysteries** (Mondays and Saturdays; Sundays during Christmas)

1. Annunciation
2. Visitation
3. Nativity (Birth) of Jesus
4. Presentation of Jesus in the Temple
5. Finding of Jesus in the Temple

**Luminous Mysteries** (Thursdays)

1. Baptism of Our Lord
2. Wedding at Cana
3. Proclamation of the Kingdom and forgiveness of sins
4. Transfiguration
5. Institution of the Eucharist

**Sorrowful Mysteries** (Tuesdays and Fridays; Sundays during Lent)

1. Agony in the Garden
2. Scourging at the Pillar
3. Crowning with Thorns
4. Carrying of the Cross
5. Crucifixion and Death of Jesus

**Glorious Mysteries** (Wednesdays and Sundays)

1. Resurrection of Jesus
2. Ascension of Jesus into Heaven
3. Descent of the Holy Spirit upon the Apostles and Mary
4. Assumption of Mary into Heaven
5. Crowning of Mary as Queen of Heaven and Earth

**Stations of the Cross:** Meditations on the Suffering and Death of Jesus

1. Jesus is condemned to carry the cross.
2. Jesus accepts the cross.
3. Jesus falls the first time.
4. Jesus meets his sorrowful Mother.
5. Simon of Cyrene helps Jesus carry the cross.
6. Veronica wipes the face of Jesus.
7. Jesus falls the second time.
8. Jesus meets and speaks to the women of Jerusalem.
9. Jesus falls the third time.
10. Jesus is stripped of his garments.
11. Jesus is nailed to the cross.
12. Jesus dies on the cross.
13. Jesus is taken down from the cross.
14. Jesus is placed in the tomb.

# Welcome to St. Francis of Assisi Catholic School

*This student agenda has been carefully prepared to help you organize your day and familiarize you with the school rules and policies as you begin to get involved in the activities that are available to you.*

*During this year you will grow in many ways. The faculty and staff are here to assist you in that process. Remember your success will depend on the effort you put forth each day. Please read this agenda carefully, since each year there are changes and additions.*

*Our efforts are unified in the goal of leading all our students to be faithful stewards and disciples of Christ.*

*We are glad you are here - Welcome!*

## **COMMUNICATION**

You can contact **any** SFA faculty or staff via email. All email addresses are the employees first initial and last name@stfranciswichita.com For example: mcarter@stfranciswichita.com

## **THE SCHOOL DAY**

Grades K-8 Begins at 7:50 a.m.

Dismissal at 3:30 p.m.

Morning Preschool 7:50 a.m. to 11:00 a.m.

Afternoon Preschool 12:15 p.m. to 3:15 p.m.

## **SCHOOL RULES AND POLICIES**

Rules and policies are set forth below. The school rules apply equally throughout the entire school complex, including buildings and grounds, cafeteria, and at any other location where students represent or are identified with St. Francis School. Principles of discipline that apply on school days and during normal school hours apply to the same degree during extracurricular activities.

- A. A child is eligible for admission into Kindergarten if he or she has reached the age of 5 on or before Aug. 31.
- B. Certificates of Baptism, birth, immunization and social security number must be presented at time of registration.
- C. For pupils transferring out of St. Francis, one week advance notice is required for preparing transfer records.
- D. Textbooks are purchased by the school and rented to the students at cost. Rental fees are due at the time of registration. It is the responsibility of the parents to see that all books are properly protected. Books damaged through negligence or inadequate protection are paid for by the parents.
- E. Chewing gum is not permitted.
- F. Students are not permitted in the school building before and/or after school or during recess except with the express permission of a member of the staff.
- G. Cheating, regardless of grade level or circumstance, may be cause for detention and/or suspension. 7th and 8th grade students will receive 2 demerits, a zero on the assignment/test and will be required to phone a parent.

## **GRADUATION REQUIREMENTS**

*The exact Diocesan Policy states:*

### **POLICY**

If a student doesn't pass an eighth-grade class or doesn't meet standard on a state or diocesan assessment, the school shall require successful remediation (i.e., documented progress of ILP; a minimum of 30 hours per course of after-school classes; summer school; Saturday school, etc.) before promotion and enrollment at Catholic high school is permitted.

## **SUMMER SCHOOL REQUIREMENTS**

If a student doesn't pass a class or doesn't meet standard on a state or diocesan assessment, the school shall require successful remediation (i.e., documented progress of ILP; a minimum of 30 hours per course of after-school classes; summer school; Saturday school, etc.) before promotion.

Schools shall document their efforts to communicate this policy to all parents especially those parents whose children are at risk of not graduating.

## **STUDENT PHONE USAGE**

Use of the telephone in the Main Office is limited to important calls only and is **not** to be used for personal calls.

## **CELL PHONE POLICY**

Cell phones have become a valuable communication tool for parents and students, however the ability to text message and take pictures can lead to inappropriate actions. Therefore, cell phone use is absolutely prohibited while students are on school grounds with the exception of phone use after 3:30 dismissal outside of the school building, for rides after practices or after other school activities. The phone by the gym door is available for student use after 5:00 p.m. If a student brings a cell phone to school, it must be turned off and kept out of sight in the student's book bag. Visible cell phones will be confiscated by teachers and staff and will not be returned to the student. A parent must come to school to see an administrator in order for the cell phone to be returned. *We reserve the right to review the content stored on any confiscated phone.*

Continued abuse of this policy will result in additional consequences. St. Francis of Assisi is not responsible for lost or stolen items.

## ● **E-READERS**

Electronic books such as Kindles and Nooks are not to be used during school hours. SFA is not responsible for lost or stolen items.

## ● **DELIVERIES**

Deliveries for students including flowers, balloon bouquets, cookies or gifts (birthday or otherwise) will not be accepted at our school. Any deliveries that are made will be refused.

## ● **MONEY**

If money is sent to the school with a child, please write the child's name, grade, amount of money and purpose for which it is sent in a sealed envelope. The school will not be responsible for lost money as children should not bring money to school without specific purpose.

## ● **EXTENDED DAY PROGRAM (EDP)**

St. Francis of Assisi is pleased to offer our parents the Extended Day Program. This program provides a safe and secure environment for students before and after school. Morning hours, in the Cana Room are from 6:30-7:40 a.m. There is no charge from 7:20-7:40 a.m. Afternoon hours are 3:30-5:30 p.m. in Cana Hall. Please be sure your child is enrolled. Students using EDP must be picked up by 5:30 p.m. EDP is not available for drop-in childcare or preschool students

Any students not picked up by 3:45pm are **required** to go to EDP. Students are not allowed to loiter anywhere on parish/school grounds. This is for students' safety. Students will be charged \$2.50 for each 15 minutes after 3:45pm.

Children presently enrolled are given first priority each year if their accounts are current and their forms and fees are returned by the deadline.

The enrollment fee is \$25.00 per family to reserve a place for your children. Please see the EDP handbook for fees and complete details. You may also call the school office for additional information.

## ● **FIELD TRIPS**

Signed permission slips are required for students attending activities away from school. Children who do not return these slips will not be permitted to participate and will be kept at school or parents will be asked to pick them up. Parents are asked to volunteer their services for driving and supervising children on these outings. A diocesan requirement is that we have on file **a driver's license and proof of insurance** for each driver. The diocese also requires each driver to read and sign the Policy on Suspected Abuse of Children and attend a Virtus training session.

## ~***Booster Seat***

The law requires children ages 4, 5, 6 and 7 who either weigh less than 80 pounds or are shorter than 4' 9" in height to be placed in an "appropriate child passenger restraining system" that meets federal guidelines. This system is commonly known as a booster seat.

Keeping the students of St. Francis safe includes when they are riding in a car or truck for a field trip. It is required that drivers and parents have the proper booster seats when the students are leaving for any type of trip. In order to meet this requirement, students will be asked to bring their booster seats to school on days when a field trip is scheduled. Students that do not bring the required seat will not be allowed to participate in the field trip.

## ● **PARTIES**

Classroom parties are held in most classrooms on Halloween, Christmas, Valentine's Day and other special occasions at the teachers' discretion. Please sign up if you are available to help. Remember the Wellness Plan guidelines must be followed — only one treat may be of minimal nutritional value. You will be notified when to meet and discuss plans for the parties. Any deviation from this policy must be presented to the principal for approval.

## ~***Birthdays***

Birthdays are acknowledged and celebrated at school for those occurring during the school year as well as during the summer months. Parents may bring healthy treats to the classroom for these occasions but are asked to contact the teacher in advance so schedules can be adjusted. Please, no red drinks! If invitations are distributed at school, all students need to receive one, otherwise the invitations should be mailed.

## ● **LOST AND FOUND**

Lost and found items are displayed on a table near the counselor/nurse hallway. Items with names will be returned to the owner. Unclaimed items will be donated to charity at the end of each month. Report any lost textbooks to your classroom teacher.

## **DRESS CODE**

It is the parents' responsibility to see that their student comes to school each day in the approved dress. The dress code provides parameters to help avoid distractions in the learning process as well as providing a greater measure of safety for the students.

All students' clothing should be neat, clean, pressed, and mended as necessary. All students are expected to be well groomed when they attend school. The dress code is in effect every school day. Dress Code Violation Slips may be sent home to notify the parent.

**Dress-up or special dress days may be chosen at the discretion of the administration.**

## **GIRLS**

### **Jumper: (K-5)**

The St. Francis of Assisi school uniform jumper is hunter green and black plaid and must be purchased through **Parker Uniform Company**. The hemline must touch the floor when the student kneels.

### **Skirt: (6-8)**

The St. Francis of Assisi school uniform skirt which is a sewn-down pleated skirt in hunter green and black plaid, must be purchased through **Parker Uniform Company**. The hemline must touch the floor when the student kneels.

## ***GIRLS and BOYS***

### **Shirts:**

Students may choose from a solid white or solid green knit polo shirt in either long or short sleeve. They also have the option of choosing a button down white oxford shirt in long or short sleeve. A white rolled down turtle neck may be worn in colder weather. **The green knit shirt must be purchased from the Parker Uniform Company.** White knit shirts can be obtained from Parker or from other vendors but must be free of logos, emblems, colored trim, and have plain white or clear buttons. Shirts must be fully tucked in all day.

### **Pants:**

Classic navy uniform pants from Parker Uniforms or any retailer selling uniform pants satisfies the dress code for St. Francis of Assisi School. No name brand casual pants (ie: Dockers). Pants must be hemmed and have no turned up cuffs. Pants must be belted and worn at the waist. The belt and waistband of the pants must be visible at all times.

### **Belts:**

A solid navy, brown or black belt must be worn. A belt is required for any pants with belt loops including jeans on Spirit Days or Jean Days.

### **Sweater/Sweatshirt:**

A navy blue or hunter green V-neck cardigan or pull-over sweater is acceptable. A navy vest is another option. **All sweaters and vests must be purchased through Parker School Uniform Company.** Students may only wear a navy blue uniform sweatshirt over their uniform shirt.

**Sweatshirts must be purchased from U.S. Logo and be size appropriate.** Over/undersized sweatshirts will not be allowed. Spirit hoodies are not allowed to be worn during the school day.

### **Shoes:**

All shoes must be athletic in style and nearly solid in the colors of white, navy, dark green, black, brown or gray (not metallic). Shoes with neon, fluorescent colors, lights or wheels are not allowed. All shoes must be tied completely, and large tongued shoes must be worn with the tongue

discretely inside the pant leg. Shoes must be kept clean and repaired. Shoelaces must be solid color with no fluorescent or neon colors allowed. No sandals, opened toe/heel shoes. No boots of any kind. Follow the regular guidelines in the dress code regarding shoes for Dress-up days, Jean days, and Spirit days.

### **Socks:**

Socks are required to be worn as part of the uniform. Knee socks or tights are allowed. All socks must be visible above the shoe. Socks must be **solid** white, hunter green, navy or black only. All socks must be free of lace, ribbons or other decorations.

### **Shorts and Leggings:**

Girls are encouraged to wear shorts under their uniforms. During cold weather, girls may wear navy, white or black leggings or tights under their uniform. Girls may not wear slacks, sweat pants or flared pants under their uniform during the school day.

### **Hair:**

All students are to keep their hair clean, neat, trimmed appropriately and properly styled. Boys' hair must be out of their eyes and off the collar when hanging naturally and cut above the middle of the ear. Facial hair is not permitted. Girls must keep bangs out of their eyes and long hair out of their face. Hair must be secured with a hair clip or headband for art class. Neither boys nor girls may have fad hair fashions (including, but not limited to feathers, colored hair extensions, mohawks, shapes/designs cut into the hair, etc.) No unnatural hair colors are allowed.

### **Undershirts:**

Students choosing to wear a shirt under their uniform shirt must select solid, white tee shirts free of designs or words. Undershirt sleeves must not be longer than uniform shirt sleeves.

### **Make-up and Jewelry:**

Make-up is not permitted with the exception of foundation and clear lip gloss. Boys may not wear earrings. Neither boys nor girls may wear excessive accessories or jewelry such as multiple large necklaces, rings, bracelets, or large earrings. If teachers feel accessories are distracting, the student will be required to remove the accessory. All necklaces must be worn inside the shirt. All jewelry must be removed during art class in the art room. Religious medals may be worn outside the shirt.

### **Scout Uniforms and Little Flower Uniforms:**

These uniforms may be worn on the days of official functions.

### **Used Uniforms:**

A used uniform sale is held every summer in June. All uniforms offered for sale are screened for wear and for compliance with the dress code. More details are published in the parish bulletin and the Vernacular (parish newsletter) prior to the sale dates. New uniforms are also available for sale at the same time in this same location.

### **Dress Up Days:**

**Girls:** Dresses or skirts may be worn. Hemlines must touch the floor when the student kneels. Slit skirts must not be slit above the knee. Dress slacks may be worn. Blouses/shirts/sweaters must be long enough to cover the abdomen and back at all times. No sleeveless shirts/sweaters or Bermuda shorts are permitted. No words or numbers on shirts. For safety purposes, heels in excess of one and one-half inches will not be allowed. Appropriate shoes must be provided for P.E.

**Boys:** Dress slacks may be worn. All pants must be worn at the waist with a belt. Collared shirts or sweaters are allowed, however no tee-shirt material. Polo type shirts must be tucked in. No words or numbers on shirts.

### **8th Grade Farewell Mass Dress Code**

Girls' dresses should be appropriate for wearing to church on Sunday. Formals, slender/spaghetti straps, strapless, backless or off the shoulder styles are NOT acceptable. Dresses should NOT be low cut, too tight, or too short or have slit skirts.

Boys' attire usually consists of a dress shirt, dress slacks, dress shoes, and a tie.

### **Spirit Day Dress:**

Any **SFA** tee shirt, sweatshirt, or team jersey may be worn with jeans. Jeans and **SFA** shirts are allowed. No shorts or sweats are allowed. Students who do not have a spirit shirt, should wear their St. Francis uniform. Athletic style shoes are required.

Any student who does not dress appropriately will not be allowed to participate in any future "Spirit Days" and will have to wear their uniform for the rest of the school year.

### **Free Dress Day:**

Denim jeans in blue or black must be worn at the waist. Baggy, low rise, overalls and jeans with holes are not allowed. Long or short sleeve tee shirts are allowed as long as printed content is not offensive. Shirts, sweatshirts, turtlenecks, sweaters must be appropriately sized, avoiding skin tight or oversized fashions. For safety purposes, heels in excess of one and one-half inches will not be allowed. Appropriate shoes must be provided for P.E.

### **• ENFORCEMENT OF DRESS CODE**

The principal, assistant principal, teachers, and staff will monitor the dress of the students. The consequences for dress code violations are as follows:

1. The first infraction will require the student to call a parent in the presence of an administrator, teacher, or staff member and ask the parent to bring the appropriate uniform to school. The student will not be allowed to return to the classroom until they are dressed according to the code.

2. Any student who is consistently out of the prescribed dress code may face further disciplinary action that could result in expulsion from St. Francis of Assisi School.
3. The Catholic School Council realizes that the above requirements will not cover each and every situation. The administration reserves the right to make any necessary determinations.

**No "Free Dress Days" for balance of the school year for any student who violates the dress code.**

## **ATTENDANCE**

### **• ABSENCES**

A parent or guardian is asked to call the school, by 9:00am on the day a child is absent or will be late due to an appointment. A written excuse from parents is expected when a child is absent from school. Trips and extended absences are to be discussed with the principal at least two days in advance of departure and arrangements for assignments should be made with the teacher. A note to the teacher does not constitute an excused absence. A letter will be mailed home notifying parents of excessive absences.

### **• TARDIES**

Tardiness results in a loss of instructional time for the student and interrupts the instruction of the entire class. Please help us by making sure your child arrives on time. **Students are considered tardy if they are not in class when the bell rings at 7:50 a.m.** A doctor's note will be required for tardies to be counted as excused.

If tardies accumulate, the following action will be taken:

Level	Number of Tardies	Action
Level 0	0-4	No Action
Level 1	5	Letter mailed to parents . 7:00am detention will be served
Level 2	6	Students will attend weekly Attendance Groups with the counselor
Level 3	7	Parents will attend mandatory weekly Attendance Group with their children and the counselor
Level 4	8+	Meeting with the principal and pastor

In making every effort to work with parents and understand individual circumstances, we invite you to meet with the counselor to work out the problem for the benefit of the student.

The Catholic Diocese of Wichita emphasizes that attendance is a key in the enhancement of student achievement. Parents, by law, are accountable for their child's attendance. All absences excused or unexcused, determine promotion, retention and summer school attendance.

### • **TRUANCY**

In accordance with state law 72-1113, a student shall be considered truant if the child is inexcusably absent on either three (3) consecutive school days, five (5) or more days in any semester, or seven (7) days in a school year.

The principal shall notify the County Attorney, SRS, or other appropriate officials in writing of a student (s) who has been determined to be truant from school, the number of days the student(s) has been truant and the name and address of the parents/guardians.

### • **LEAVING SCHOOL**

Parents are required to meet their children in the office for necessary appointments during the school day. The parent must sign the child out in the office. The child should be sent to the office to sign in when returning to school. Extra curricular group field trips are counted as unexcused absences and must be approved by principal.

### • **STUDENT MASS ATTENDANCE**

Students in grades Kindergarten through eight are required to attend the 8:00 A.M. Mass with their class according to the schedule below.

No class Mass on Monday.  
Grades 7 & 8 Tuesday  
Grades 4, 5, & 6 Wednesday  
Grades K, 1, 2, & 3 Thursday  
Grades K thru 8 Friday

## **PARENT VOLUNTEER OPPORTUNITIES**

### • **HOME AND SCHOOL ASSOCIATION**

The St. Francis of Assisi Catholic Home and School Association was formed in August of 2002. The purpose of the association is to promote cooperation between parents and teachers at St. Francis of Assisi School; to promote all organizations working for the advancement of Christian education in Catholic homes and schools; to coordinate the spiritual and educational forces of the home and school in a program of Catholic child training; to offer, through well-planned programs, information of particular interest to parents; and to create a greater appreciation of Catholic education. The Home and School Association brings the

organizations and activities together under one group with a common goal, the mission of our school: To form, transform and inform students as members of Christ's Mystical body.

The 2011-2012 officers are:

President	Jill Bahr
Vice-President	Maci Hanna
Secretary	Connie Carney
Treasurer	Lisa Holman

Co-Chairpersons:

School Support Activities Karena Charlton  
Alicia Sanburn

Please watch the monthly school calendar for meetings and activities dates. Home and School Association information is also sent home with the oldest child through school mail.

### • **FAMILY MENTORS**

St. Francis School has an active Mentoring Committee which is available to any family who would like to participate. New families are assigned a mentor family, who are available to answer questions, explain procedures, give directions and help with any assistance needed. Any family who wishes to have or be a mentor family, should contact the school office.

### • **STEWARDS IN THE CLASSROOM**

We appreciate your help in whatever way you are able to give. Sign-up sheets are available at registration or by calling the office. Stewards in the classroom are asked to commit to a regular schedule to help in the resource room and assist teachers. Volunteers are required by the diocese to attend a VIRTUS training session. Check with the school office for dates and times. Also required is a signed copy of the Policy on Suspected Abuse.

## **BEHAVIOR EXPECTATIONS**

### • **COURTESY**

School discipline is necessary if you want your child to learn. Training in character begins long before the child is old enough for Kindergarten. The teacher represents the parent in the classroom. There must be a genuine unity of purpose and practice between you and the teacher, otherwise your child will be torn between two authorities. The resulting confusion will make it difficult, if not impossible, for your child to learn. In order to form proper habits and attitudes, the following rules of good conduct are constantly emphasized in the classroom:

1. Obedience to all authority.
2. Respect for other people and their property, including church and school property.
3. Courtesy at all times and all places. We expect the children to conduct themselves in a refined and courteous manner whenever attending assemblies, social, and other gatherings. At no time will booing, whistling, stamping of feet, or improper yelling be allowed.
4. Trustworthiness and fair play. Disputes which arise during play time should be brought to the attention

of the supervisor and should be settled in a democratic manner. Fighting on the school grounds is forbidden and will not be tolerated under any circumstances. Offense could result in suspension of any and all parties involved. Good sportsmanship is that quality of honor that desires to be courteous, fair and respectful, and is interpreted in the conduct of the players, spectators, coaches, and school authorities.

5. Snowballing or ice sliding is not permitted on school grounds nor in going to or from school. Parents are kindly asked to instruct their children to avoid throwing snowballs at any time. The bodily dangers involved and risks of permanent injury are too great.
6. Throwing of any objects not intended for that purpose, or the inappropriate playing with equipment or playing at the inappropriate time or place is forbidden. For example: throwing rocks, sticks, etc; playing ball when cars are arriving or leaving the parking lot, unsupervised play before or after school.

### • **RESPECT OF PROPERTY**

Any damage done to school or church property, materials, furnishings, equipment, and /or the building(s) must be repaired or replaced at the expense of the offender. This also applies to students' properties if inappropriately handled or without the permission of the owner.

### • **DISCIPLINE**

A spirit of Catholic charity should permeate the school. Discipline is one means of achieving this goal and is aimed toward helping each child to grow in self-respect and responsibility as well as respect of others. Corrective measures will be taken by the classroom teacher or administration. If the child does not respond and improve behavior and/or attitude the parents will be called in for a conference. Some of the following measures may be employed: loss of recess time, writing exercises, detentions...age and maturity of the child will be considered in assigning discipline measures. For more serious offenses, there might be suspension, probation and/or expulsion. Corporal punishment is not considered an effective means of discipline and is not used in the Diocese of Wichita. Discipline can only be effective when parents and teachers cooperate and support each other in the role of educators.

The discipline policy for all 7th & 8th grade students is based on a demerit system. This does not negate any other discipline they may receive, nor are the teachers restricted to just demerits. Any student receiving a detention will not be eligible for any "HONOR ROLL" recognition during the quarter the detention is taking place.

### • **ELIGIBILITY**

Any student active in Catholic Schools Activity League, who receives a detention or behavior referral, will be suspended from the team for the period of the detention(s), usually one week. Although the student is not able to participate in actual games, he/she may participate in team practices.

### • **BULLYING**

Students will sign a bullying contract at the beginning of the school year which holds them to respectful behavior of other students and teachers. St. Francis has a zero tolerance policy for bullying: therefore, it is imperative to take bullying seriously. The first offense is a behavior warning: parents will be contacted and a behavior report will be completed and remain on file in the office. The second offense requires a bullying contract signed by both the student and parents. The contract will be developed by the principal, assistant principal, parents and student. The policy for acceptable behavior will be clearly outlined. If all the requirements are not met or bullying is of a severe nature, results will be in school suspension, out of school suspension or permanent dismissal as determined by the principal and pastor.

### • **DEMERIT SYSTEM**

1. All students are required to carry a demerit card and present it to a staff member upon request. Failure to present a demerit card will result in an automatic detention and demerit(s) put on a card. Demerit cards should be kept in their agenda books.
2. Lost demerit cards will result in a \$2 fine and an automatic three demerits assessed in the next sequential order. Students will not have the card replaced after a second replacement but will receive a detention and the sequential card. A washed demerit card must be turned into the principal and the student will be assessed a fine of \$2 and three automatic demerits in the next sequential order.
3. Accumulation of demerits will result in the following:
  - 5 Demerits = 1 detention
  - 10 Demerits = 2 consecutive detentions
  - 15 Demerits = 1-3 day suspension  
*Contracts will be written and 8<sup>th</sup> grade students will be placed on deferment from Bishop Carroll*
  - 20 Demerits = 1-5 day out of school suspension and parent conference to discuss future at SFA
  - 25 Demerits = Parent conference to discuss future at SFA

A suspension of any sort requires students to do all work given, however, credit is given at the discretion of the classroom teacher and grades can be duly affected. A referral means that it is noted in the student's records that disciplinary action had been taken with the student. The classroom teacher will

contact parents when five demerits have been accumulated, or a detention has been given by individual instructors for violation of classroom procedures or directions. Cooperation and support from the parents is a necessary element in any school policy including the demerit system.

The school cannot anticipate all situations and will take action in the absence of a specific rule or punishment to correct the situation in the spirit of these guidelines. A teacher detention may be given by individual instructors for violation of classroom procedures or directions.

**DEMERIT CARDS ARE CUMULATIVE FOR THE SCHOOL TERM.**

Violations are those behaviors which detract from the effectiveness of instruction and the good order of the school, and when accumulated also limit the ability of the student to meet all obligations. Violations may include but are not limited to:

1. Disrespect or insubordination to staff
2. Disruptive class or hall behavior
3. Dress code-grooming violation
4. Food, gum drink
5. Late to detention
6. Cheating
7. Misconduct at activities/functions
8. Lunchroom disturbance
9. Obscene gestures/inappropriate language
10. Unexcused tardy to class or school
11. Misbehavior at Mass or in church
12. Aggressive behavior toward student(s)
13. Misconduct during dismissal
14. Disrespect towards people or property
15. Other

This is not an all inclusive list. Actions not listed above will be handled by the teachers and administration as deemed necessary.

A major violation of the school's discipline code is one which seriously impairs the good order of the school, brings into question the student's willingness to remain in the school or harms the school's reputation. After any major violation, students must have a conference with the principal and pastor to determine the student's attendance status. Major violations include but are not limited to the following:

- Falsification of parental permission, signatures
- Cheating
- Vandalisms
- Theft
- Truancy
- Alcohol/drug/tobacco possession or use
- Using obscene or profane gestures or language
- Refusal to follow instructions of authority
- Disrespect or insubordination to faculty or threats
- Tampering with fire alarms or use of any kind of incendiaries including matches, lighters, or fire

- works which may be harmful or disruptive
- Fighting or inappropriate behavior
- Leaving class, school building or school grounds without permission
- Accumulation of 15 demerits
- Removal from class due to behavior problem or continual violation of classroom rules
- Tampering with demerit system/cards
- Other

**ACTIONS:**

In most cases, consequences for major violations will occur according to the following:

- 1st major-multiple detention to expulsion
- 2nd major-In school suspension to expulsion
- 3rd major-conference to determine continued enrollment in St. Francis of Assisi

**PARENTS ARE NOTIFIED OF ANY MAJOR VIOLATIONS AND ALL DISCIPLINARY REFERRAL FORMS.**

**DETENTION:**

Students are required to serve detention beginning at 7 a.m. and serve fifty minutes on the day assigned. Students will be given an assignment to complete during the time being served. It will in no case be used as a study time or tutoring time. A student reporting late to detention will be given a demerit for tardiness. A student not appearing for detention will be given a demerit and an additional detention, REGARDLESS of excuse for non-appearance. (This means one detention for not showing and one for make-up). Students are required to turn in their demerit cards on the last day of school. Those who have maintained expected behavior and attitude will be rewarded appropriately. Students involved in sports (CSAL) will be suspended from games for a period of one week, but will be allowed to practice.

**• RELIGION**

Religion is of prime importance, indeed the central element, in the school program. Knowledge of God must precede any real practice of religion. The child learns that religion is a life to be lived; that it is a part of all he does; that there are Commandments to be obeyed; it is brought home to him how he may daily prove his devotion to God by each deed of love and service to his neighbor."

(Diocesan Handbook of Policies)

**• ETIQUETTE FOR CHURCH**

(To be observed by all at all times, not just school days)

1. Be on time for Holy Mass. Entering church after Mass has begun is always a distraction to the congregation. Coming early helps you find a place to sit and gives you time to prepare mentally and spiritually for Mass.

2. Upon entering the church, be mindful that you are entering the House of God. We begin our personal prayer at the entrance by making the sign of the cross with Holy Water, which reminds us of our Baptism when we became members of the mystical Body of Christ. We were Baptized with water in the name of the Holy Trinity. At this point there should be NO further talking, no chewing of gum, and a respect for others who are already gathered and are present in church for prayer.
3. When entering and leaving the pew, we genuflect before the Blessed Sacrament. This is a sign of our reverence and humble attitude before Jesus Christ in the Blessed Sacrament in whose presence we have entered.
4. When entering the pew, be sure to move to the center of the pew so that other people do not have to crawl over you to get in. We should always begin by kneeling and making the sign of the cross, even if we arrive after Mass has begun. During this time, we should try to clear our minds of distractions and reflect on why we are here. We are about to enter into the highest form of worship that we can offer God, the Holy Sacrifice of the Mass. We leave the world behind with all its noise and activity and direct our minds and hearts to God.
5. After we have placed ourselves in the presence of God and spend some time in prayer, we may be seated while we await the beginning of the liturgy.
6. When Mass begins, be ready to open the hymnal and join in the opening hymn.
7. In the introductory prayers we begin with the penitential rite where we call to mind our sins in a general way and ask the Lord for pardon and mercy.
8. We are then seated for the proclamation of the Word of God. We should be attentive and listen with both our mind and heart. We may want to follow along with the readings in the missalette.
9. After the Homily, the Profession of Faith and the Prayers of the Faithful, we begin the Liturgy of the Eucharist with the Offertory. The Eucharistic Prayer is the most solemn part of the Mass. After the Holy, Holy, Holy the entire congregation should kneel as we prepare for the Consecration. NO ONE should be walking around except in dire emergency. If you are returning to your pew you should immediately kneel until the entire Eucharistic prayer is concluded.
10. As we approach the altar for Holy Communion, we should assume an attitude of profound reverence. If you prefer to receive communion in the hand, please open your hand flat, placing it over the other hand. This should be done slowly and reverently. Of course, our hands should be clean before receiving the Body of Christ. If you are receiving on the tongue, be sure to open your mouth and extend the tongue in a reverent manner. Always remember to say "Amen" in response to the Eucharistic Minister.
11. When we return to the pew we should assume a kneeling position. This is a very special time for prayer, thanksgiving, and deep meditation.
12. After the priest has reposed the Blessed Sacrament in the Tabernacle, he will ask the congregation to rise for the closing prayer. We will conclude our celebration with the final blessing and the recessional hymn.
13. At the end of Mass all are asked to stay in their pews until the priest has completely left the altar, and the candles have been extinguished.

## GRADE AND REPORT CARDS

The Report Card serves as a medium for the teacher to provide parents with an evaluation of the child's development in scholastic subjects as well as his/her attitude and behavior. The parent should accept the report card in this light, consider it objectively, and use it constructively to assist and counsel the child.

The report card is confidential and is given to the student to deliver to the parents at the end of each nine week period. If there is any question about a grade, the parent should contact the teacher. Students should be cautioned against comparing grades with other students. Final report cards are mailed home.

### ***Grading Scale:***

#### **Kindergarten — 2nd**

3 = Proficient

2 = Basic

1 = Unsatisfactory

Blank Box = Not Evaluated

#### **Grades 3 — 8**

A+ 99-100	A 94-98	A- 92-93
B+ 90-91	B 85-89	B- 83-84
C+ 81-82	C 76-80	C- 74-75
D+ 72-73	D 67-71	D- 65-66
	F 65 and below	

### **• PRINCIPAL'S HONOR ROLL AND HONOR ROLL**

Students in grades 7 & 8 are eligible for placement on the school's honor rolls. Determination is made at the end of each quarter. The following criteria is used:

Principal's Honor Roll = 4.0

Honor Roll = 3.7 or Higher

*(any grade below a "C" on the report card excludes inclusion. Serving a detention during grading term negates being placed on Principal's Honor Roll/Honor Roll.)*

### **• MSGR. LEON MCNEILL SCHOLAR AWARD**

The Msgr. Leon McNeill Scholar Award, a Diocesan honor, is given each year to 8th grade students meeting all the following qualifications. The nominee must be and **eighth-grader**. The nominee must generally be an A student and have no grade below B+ and have exemplary conduct (ideally no detention or behavior referrals

for the last two semesters.) The student must score an exemplary rank on the current State Math and Reading and the Diocesan Religion assessments. She/He must receive a rating of at least 15 on the Grade School Recommendation (GSR). The Pastor must approve the student as an active parish member.

• **PARENT-TEACHER CONFERENCES**

Conferences are held periodically with the student's parents to discuss progress and personal development. Please feel free to contact any teacher to schedule an appointment to meet with them after school. Teachers remain at school until 4:00 p.m. each afternoon. Please call the office if you wish to schedule a conference to insure the teacher's availability.

• **ASSIGNMENTS VIA INTERNET**

6th, 7th and 8th grade students have access to their homework assignments via the internet.

1. Go to the web site <http://ilearn.essdack.org>.
2. Click on "Login".
3. Type in the student's user name and password. (student has this information).
4. Click on "Login".
5. Under "My Courses", click on the class titles "7th and 8th grade homework".
6. Then click on the "Assignments" button.

**PRESCHOOL**

The policies and guidelines for St. Francis of Assisi Preschool can be found in the Preschool Handbook.

**HOT LUNCH PROGRAM**

Each lunch period consists of 20 days. Students must eat the school hot lunch for the 20 day period OR bring a sack lunch for the 20 day period. This allows the kitchen to plan and purchase the correct quantities of food for the students. Please NO switching back and forth as this creates shortages and unusable leftovers. Menus will be sent home monthly.

Our hot lunch program is a key "ingredient" in our School Wellness Plan. Healthy school lunches provide energy for children's minds and bodies. Children who are not well fed have a harder time learning. Our food service workers are part of our educational team. They have made a commitment to assure that our lunches meet the nutrition standards established by the U.S. Department of Agriculture with attention to quality, taste, food safety and "kid appeal". Students are encouraged to participate.

• ***Sack Lunch***

If the child's sack lunch was forgotten and they must buy a hot lunch, please send the correct

amount of money for your child's lunch the following day to school in an envelope MARKED WITH YOUR CHILD'S NAME and give to the child's teacher.

• ***Lunch Payments***

Lunch payment envelopes are provided each month for your convenience. Please fill out the payment envelope completely and enclose your check. (We discourage sending cash with your child because of the chance of loss.) The envelopes will be sent home with the oldest child in the family the day before the new lunch period begins each month. Please return the envelope with the oldest child promptly on the following day.

Free or reduced lunches are provided for students whose families qualify under federal guidelines. Applications will be distributed to all students at registration or in the school office during the school year. A new form must be completed each school year. All information is kept confidential.

Food Allergies—The government requires our school to have a form signed by your doctor if your child has food or milk allergies. We are required to make substitutions in the school meal. These forms are available at registration or in the school office. A new form should be completed each school year.

• ***Lunchroom Behavior***

At St. Francis of Assisi we understand that lunch time gives our students a chance to visit with their friends. Appropriate behavior must be maintained each day. To accomplish this goal the following expectations will be enforced:

- Quiet voices
- Wait your turn
- Honor others space and property
- Follow directions
- Eat your own food
- Use nice table manners
- Walk in the lunchroom
- Clean up after yourself

Loud talking, disrespect to other students, volunteers and school staff is not acceptable. If verbal warnings are not successful progressive action will be taken.

• ***Lunch Schedule***

<b>KA</b> 11:00-11:20	<b>KB</b> 11:04-11:24	<b>KC</b> 11:08-11:28
<b>1A</b> 11:12-11:32	<b>1B</b> 11:16-11:36	<b>1C</b> 11:20-11:40
<b>2A</b> 11:24-11:44	<b>2B</b> 11:28-11:48	<b>2C</b> 11:32-11:52
<b>3A</b> 11:36-11:56	<b>3B</b> 11:40-12:00	<b>3C</b> 11:44-12:04
<b>4A</b> 11:48-12:08	<b>4B</b> 11:52-12:12	<b>4C</b> 11:56-12:16
<b>5A</b> 12:00-12:20	<b>5B</b> 12:04-12:24	<b>5C</b> 12:08-12:28
<b>6C</b> 12:12-12:32	<b>6A</b> 12:16-12:36	<b>6B</b> 12:20-12:40
<b>8C</b> 12:24-12:44	<b>8A</b> 12:28-12:48	<b>8B</b> 12:32-12:52
<b>7A</b> 12:36-12:56	<b>7C</b> 12:40-1:00	<b>7D</b> 12:44-1:04

### • **Guest Lunches**

Parents and grandparents are always welcome to eat with your child. Please call the office one day in advance to make arrangements so the kitchen can plan for the extra meals. Payment should be made to the cashier in the cafeteria. Correct change would be helpful!

### • **Lunchroom Restrictions**

**Fast Food and pop are not allowed in the cafeteria during lunchtime for students, volunteers and guests!**

## **PARENT NOTIFICATION and SAFETY PROCEDURES**

### • **INCLEMENT WEATHER POLICY**

In the event that we should have to close school due to snow or any other disaster, we will contact parents by a phone call from School Reach. School closings will be listed on Wichita TV stations as Wichita Catholic Diocese.

### • **EMERGENCY DRILLS**

Although we have never yet had a serious emergency at St. Francis, we certainly want to be ready if one should occur. That means we take our fire and severe weather drills seriously!

Be sure to exit your classroom and the building in a quiet and orderly fashion. Your teachers will go over this information with you.

When the alarm does sound, you must walk quickly in a single file to your assigned area. This is not a time to play around, talk, laugh, push, or shove!

These drills conducted at regular intervals throughout the school year are required by law.

## **HEALTH and OTHER SERVICES**

### • **HEALTH POLICIES**

Students who are obviously sick should be kept home from school. Students must be without fever for 24 hours (without use of medicine such as Tylenol) before they are allowed to return to school. Students experiencing vomiting and (or) diarrhea must remain out of school until symptom free for 24 hours. Parents should notify the office when a student is absent due to illness. The office will notify the teacher and the nurse.

Communicable Diseases—Health Department regulations for exclusion from school -

- Chicken pox—Excluded from school: until lesions are fully encrusted or until the 6th day onset of the rash, whichever comes first.
- Head lice—Students who have head lice are excluded from school until treated with a lice killing product and all live lice are removed.
- Mononucleosis (Mono)—Excluded from school until fever free for 24 hours.
- Pink-eye—Excluded from school until 24 hours after antibiotic treatment has begun.

- Ringworm—School attendance is allowed if the student is receiving treatment, but they should not participate in skin to skin contact (i.e. wrestling) until skin lesions are completely healed.
- Scabies (itch mite) - Excluded from school until appropriate treatment has begun.
- Staphylococcal infections (such as impetigo, abscesses and infected lacerations) are excluded from school until receiving medical treatment.
- Strep throat—Excluded from school until 24 hours after treatment with an antibiotic has begun.

### • **Medication at School Policy**

Parents are encouraged to arrange for medication to be given outside school hours. When it is necessary that medication be given at school, Diocesan policy requires a written request signed by both the parent and a doctor or dentist. A form for this purpose is available with the complete guidelines listed. The medication must come in the original container marked with the student's name. All medications are kept in the Health Room (exception-inhalers and epi pens). The policy applies to both prescription and over the counter medications. Parents are allowed to come to school and give the medication themselves if that is their preference.

### • **Student Pregnancy Policy**

Acts of premarital sex or abortion are serious sins and therefore occasions of grave scandal. When sexual misconduct results in pregnancy, the school's response must first of all reaffirm our respect for the sanctity of all human life. While the charity of Christ moves us to forgive and help a young woman and a young man when pregnancy results, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly, or condoning sexual misconduct. Any student pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstances which require specific interpretation and application. The administrators of the local schools have the responsibility for making such interpretation and decision.

### • **COUNSELING SERVICES**

The goal of the counseling program is to increase academic achievement by fostering positive social, emotional, and spiritual development. Services provided include:

- individual sessions for children
- group sessions with children dealing with special issues (i.e. divorce, grief, conflict resolution)
- consultation with teachers regarding students
- classroom topics (i.e. self-esteem, friendship, problems with drugs/alcohol, bullying)
- teacher in-service
- referrals in the community for therapy & treatment services

Students may refer themselves to the counselor or they may be referred by a parent, teacher, priest, or staff member.

## • **WICHITA STATE UNIVERSITY SPEECH-LANGUAGE-HEARING CLINIC**

Wichita State University Speech-Language-Hearing Clinic in coordination with St. Francis of Assisi School offers diagnostic and therapeutic speech and language services to students Preschool-8th grade. The program, which operates on school premises during and after school on Tuesdays and Thursdays, is available to students who are newly referred and those already receiving services through other agencies. Services offered include:

- screening
- evaluation and diagnosis
- treatment for voice, fluency, language, articulation, phonology and tongue thrust disorders.

If you would like more information about the services offered please contact Debbie Tremain MA,CCC-SLP at W.S.U. Speech-Language-Hearing Clinic at 978-3289.

## **ACTIVITIES**

### • **ATHLETICS**

St. Francis of Assisi participates in the Catholic School Activities League. Students in grades 6-8 may become active in volleyball, basketball, track, and cross country. Boys in grades 7-8 may participate in football. All participants must have a physical. The Catholic Schools Activities League has a special form that is available to be used when filling out the physical information. A cheerleading clinic is held in the spring for seventh grade girls interested in being on the squad for the following year.

Sports competition and practices are scheduled outside regular school hours. Compliance with athletic policies is required.

### • **BAND**

The St. Francis Bands are under the direction of Mrs. Jean O'Connell. Students may join band in the 5th grade. The 5th grade band will perform two concerts their first year, which will be the Christmas concert and a spring concert. The 6th, 7th and 8th grade band is offered during Curriculum Enrichment class. Rehearsals will last for 30 minutes. 7th and 8th grade students may sign up for band and choir, and will be able to alternate each class for two or three days. It is encouraged that band students enroll for 1st, 2nd and 4th quarter. Those wishing to participate in the school musical in the third quarter may also be in band. The band performs for all pep assemblies, Christmas concert, and spring concert. Cheerleaders can be in band, in fact it's a great idea so that the band and cheerleaders can coordinate routines and music together. During the third quarter the 6th grade drummers will compose an original piece which

they will play on non-traditional percussion instruments. Also during the third quarter, the 6th grade brass and saxes will have a jazz band. The sixth grade drummers and jazz band will perform their pieces in the spring concert.

Band is an excellent musical experience that is performance based. Those who have been in band from the 5th grade and beyond will enjoy playing challenging and fun music.

**Fifth grade students who wish to play the drums must have taken piano or drum lessons before joining band.**

### • **CHOIRS**

Students in grades 4, 5, and 6 have the opportunity to participate in "**Concert Choir**", an audition-based performing group. The rehearsals are after school from 3:40-4:30, on Tuesdays and Thursdays. The group is for those students who like to sing and want to perform. This group provides an excellent musical experience as well as wholesome social fellowship. These students wear special choir attire consisting of a white shirt with black skirts or pants and bow ties.

The "**Concert Chorale**" is open to all 7th & 8th grade students. "**Concert Chorale**" is a class offered during Curriculum Enrichment. Any student who wishes to participate in "**Concert Chorale**" must be enrolled for all 4 quarters. There is a rental fee of \$25 to pay for the upkeep and new purchases of tuxedos and dresses. This group has the privilege and responsibility of performing in at least 3 concerts and a Christmas Tour.

### • **SAFETY PATROL**

For the 5th & 6th grade students, Safety Patrol is a great way to show responsibility. They are able to help students safely pass at the crosswalks after school. Students will have the opportunity to volunteer for afternoon duty, which will be assigned every day for one week at a time. Depending on the number of volunteers, the amount of weeks assigned will fluctuate. The Safety Patrol training will take place shortly after the beginning of the school year.

### • **COMPUTER LAB**

The Computer Lab is open Monday thru Thursday after school until 4:00 pm. Arrangements may be made with the computer teacher for it to stay open later, if needed. It is available for students who need to complete school related assignments. Accelerated Reader testing is done in the Computer Lab Monday through Thursday from 3:30 — 3:45 pm.

# Diocesan Policies

## Controlled Substance Guidelines

Our Lord calls us to respect His gift of our minds and bodies by practicing the virtues of prudence and temperance. Students' use and abuse of alcohol, tobacco, illegal drugs, other controlled substances, look-alike drugs, and act-alike drugs ("controlled substances") is illegal, and students who use these substances are to be held accountable.

1. The primary responsibility for addressing abuse of these controlled substances by students lies with the parents. Each school containing any of the grades 6-12 must have a plan for addressing substance abuse which includes annual mandatory parent training: *ie.*, communication, information, formation, and consequences. Each parent organization must address substance abuse as a significant priority and report its efforts annually to the local school council.
2. Being in possession of, using, pushing, selling or threatening students regarding the use of any of the substances listed above is a violation of policy whether such behavior occurs:
  - a) on school grounds
  - b) at school functions, or
  - c) at school-sponsored activities, whether on campus or at another site.
3. Students who assist in possession, use, or sale of controlled substances are also subject to disciplinary action. The principal may also notify the city police department of any controlled substance use that occurs on school grounds or at a school function.
4. A written record of the violation and disciplinary action taken must be kept on file.
5. When the principal (or designate) has reason to believe that a student possesses, has used, sold, or threatened others to use any controlled substance, she/he shall:
  - a. confront the student immediately (except in the case of a medical emergency or disorientation).
  - b. inform the student of the consequences of his/her behavior.
  - c. notify the parent or legal guardian (or designate) of the student.
  - d. suspend the student until consequences have been met.
  - e. in the case of a medical emergency related to substance abuse, any other procedures already set up by the school for medical emergencies should be followed.

6. Upon reasonable grounds, school officials, with a third party present, may search any property of the Diocese of Wichita (including lockers, desks, work areas, or other assigned areas) and confiscate any substance considered to be illegal, illicit, dangerous, or disruptive. Parents shall be notified within twenty-four hours.
7. Upon reasonable grounds, school officials may also search and confiscate the personal possessions of students following the same guidelines as above. The reason for such a search must meet a standard of proof.
8. In order to set a good example for students, adult use of controlled substances above shall be banned from any school activity or school function where students are present.
9. Students who are concerned about their substance abuse and notify faculty or staff will not be subject to disciplinary action (once). Confidentiality will be honored when seeking and finding support for such a student.

## POLICY 420 CELL PHONE USE

Catholic school employees and volunteers are expected to use good judgment when operating a motor vehicle. Research has demonstrated that using a cell phone while driving creates a greater chance of being involved in a motor vehicle accident than other drivers. Therefore, cell phone use by employees and volunteers while operating a motor vehicle is prohibited when transporting students or other diocesan employees.

## POLICY 313 HARASSMENT

Harassing behavior by adults cannot be tolerated in Catholic schools, whether it is persistent conduct or a single egregious act. Behavior is harassment when it has the purpose of creating an intimidating, abusive or offensive environment or unreasonably interferes with an individual's performance or behavior. Conduct targeted under this policy need not occur on the school premises or at a school-sponsored event to come under this policy. Third party persons who come in contact with diocesan employees or students

are subject to this policy, whether they are volunteers, clients, family members, or the public (including parents and siblings, contractors, vendors, and others).

Employees who engage in harassment will be disciplined from verbal or written reprimand to suspension and termination as is appropriate. Third-party persons who violate this policy shall be subject to sanctions up to and including termination of the individual's relationship to the Catholic school system.

**POLICY 408A  
STUDENT BULLYING AND HARASSING**

Bullying and harassing behaviors by students are not acceptable. This conduct need not occur on the school premises or at a school-sponsored event to come within the jurisdiction of the Diocese.

Each school must include in its guidance program periodic training for staff members, volunteers, and students about bullying, harassment, social alienation, and the consequences of such behavior. Students who are determined to have engaged in such behavior will be subject to progressive discipline ranging from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion, as laid out in each school's handbook.

**POLICY 408B**

**VERBAL/PHYSICAL ASSAULT, THREAT OR HARASSMENT OF A SCHOOL EMPLOYEE AND/OR DAMAGE TO AND/OR THEFT OF PRIVATE PROPERTY BELONGING TO OR UNDER THE CONTROL OF A SCHOOL EMPLOYEE**

A student shall not intentionally cause or attempt to cause physical injury to a school employee or intentionally behave verbally in such a way as could reasonably be interpreted as a threat of physical violence to a school employee.

A student shall not intentionally cause or attempt to cause damage to any property and/or theft of any property belonging to or under the control of any school employee.

A student shall not use language or exhibit actions or gestures that could reasonably be considered profane, indecent, or obscene at or toward any school employee

1. on the school grounds during, before, or after-school hours;
2. on the school grounds at any other time when the school is being used by a school group;
3. off the school grounds at a school activity, function, or event;
4. off the school grounds during, before, or after school hours, provided the act is a direct result of school employee performing his/her duties.

Violation of any provision of this behavior code may result in suspension and/or expulsion from school. (KSA 38-120)

# *Parent and Student Signature Page*

I have read the 2011/2012 student agenda and agree to follow the school policies and procedures as stated.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

Date \_\_\_\_\_

# Saint Francis of Assisi Library

St. Francis of Assisi Library is an important part of the school, providing faculty and students with the materials they need to be successful. Every student has a scheduled time each week to use the library, in addition to this time the library is open daily from 3:00 until 4 for their use. Students in grades K-2 may check out 2 books while students in grades 3-8 are allowed to have 3 books. The only fines assessed at the library are for books that are lost or destroyed; fines are non-refundable and must be paid by the end-of-the-year.

## 2011-2012 Accelerated Reader Program

The Accelerated Reader goals set for the students will be individual goals. Teachers and students will work together to determine what they feel would be an appropriate goal for the student. Goals will be set each quarter and parents can view their student's individual goal in their agenda. Teachers will complete the second and third columns at the end of each quarter. An explanation of grade level goals which are different than individual goals and are the ones that are used to determine whether a child participates in the quarterly Accelerated Reader rewards and will be handled by the student's reading teacher. Top readers for each quarter will be listed at the St. Francis Library's web page, [www.stfranciswichita.com/school/library.asp](http://www.stfranciswichita.com/school/library.asp). If you have any questions about any part of the Accelerated Reader program you can contact your child's teacher or the librarians.

## Student's Individual Accelerated Reading Plan

Student's User Name and Password \_\_\_\_\_

Lexile Reading Range \_\_\_\_\_

Atos Reading Level \_\_\_\_\_

	Goal	Books Read/ Points Earned	Student's Average Score	Vocabulary Tests Taken
1 <sup>st</sup> Quarter	_____	_____	_____	_____
2 <sup>nd</sup> Quarter	_____	_____	_____	_____
3 <sup>rd</sup> Quarter	_____	_____	_____	_____
4 <sup>th</sup> Quarter	_____	_____	_____	_____

Please acknowledge that you've read the Accelerated Reader page and that you understand your child's goal.

\_\_\_\_\_  
Parent's signature





