



August	
5 & 6	Volleyball Placements 6th - 8th grade, times TBD
12	Open House / Ice Cream Social, 5:30pm-7pm
14	First Day of School LAST NAMES A - K FOR PK4 - 6th ALL 7TH GRADERS / NO 8TH GRADERS
15	Assumption of Mary - NO SCHOOL
16	First Day of School LAST NAMES L - Z FOR PK4 - 6th ALL 8TH GRADERS / NO 7TH GRADERS
18	CSAL Coaching Clinic at STA
19	ALL Students Attend
19	Fall CSAL practice begins (VB, FB, CC)
20	First Day of School for 3yr old PS
23	Spirit Shirt and Jeans Day
23	First All School Mass
27	8th Grade Retreat
30	Teacher Prof. Dev. - NO SCHOOL

September	
2	Labor Day - NO SCHOOL
5	Skating Party, 6pm - 9pm
7	CSAL Competitions begin
9	Grandparents Mass; Last Names A - H
10	Grandparents Mass; Last Names I - Q
11	Grandparents Mass; Last Names R - Z
19	Fall Individual Pictures PSA1, PSA3, PSA4, PSB
20	Kindergarten ASQ due
23	Teacher Prof. Dev. - NO SCHOOL
27	Spirit Shirt and Jeans Day
27	Pep Rally
30 & 1	7th gd. Master Server Training

October	
1 to 4	Respect Life Week
1	7th gd. Master Server Training
2	7th gd. Sacristan Training
4	Feast of St. Francis
13	CSAL Coaches Clinic at STA
14	Girls Basketball Practice Begins
14	Fall Picture Retakes, PSA2, & Fall Sports
15	Fall Choir Concert
18	End of Quarter 1
18	Parent / Teacher Conf - NO SCHOOL 7:30am - 11:30am
20	Fun Night
21	Parent / Teacher Conf - NO SCHOOL 7:30am - 11:30am & 1:00pm - 8:00pm
21	Wrestling Practice Begins
24	BC Curriculum Fair
25	Spirit Shirt and Jeans Day
26	CSAL Girls Basketball Begins
27	Pastoral Address, 2:30pm
30	Pastoral Address, 6:45pm
31	Halloween Parties, 2:45pm

November	
1	All Saints Day - Holy Day of Obligation NO SCHOOL
5	Scholars Bowl
7	Skating Party, 6pm - 9pm
8	6th grade Confirmation Retreat
9	Confirmation at 10:00am
18-22	Book Fair
22	Spirit Shirt and Jeans Day
22	BC Applications Due
25-26	Regan Catechetical Training NO SCHOOL
27-29	Thanksgiving Break - NO SCHOOL

December	
1	First Sunday of Advent
3	Scholars Bowl
6	Pastoral Letter Mass (8th Grade)
9	Boys Basketball Practice Begins
10	Kindergarten Program
11	Penance Service (3rd-8th grade)
13	Spirit Shirt and Jeans Day
14	High School Placement Exam at BC
15	First Reconciliation immediately following 1:00pm Mass
17	Choral and Band Concert
17-18	Middle School Finals
18	5th Grade Retreat
19	Christmas Parties: 11:15 (uniform dress)
19	Christmas Holiday 12pm Dismissal, NO Lunch, NO EDP
19	End of Quarter 2
20 to Jan 6	Christmas Holiday - NO SCHOOL
25	Christmas Day

January	
1	Solemnity of Mary, Mother of God Holy Day of Obligation
6	Mandatory Teacher Work Day NO SCHOOL
6	CSAL Boys Basketball Games Begin
7	Classes Resume
10	Report Cards Issued
13-14	5th Grade Server Training
13-16	Pre-Enrollment for 2025-26
14	Scholars Bowl
16	Yearbook & Classroom Group Photos Winter Sports Pictures
20	Martin Luther King Day (Staff Retreat) NO SCHOOL
26 to Feb 1	Catholic Schools Week
27	Choral Clinic (7/8 grade)
28	Day of Giving
28	Religion Bowl
31	Spirit Shirt and Jeans Day

February	
4	3rd Grade Program
6	Parent / Teacher Conf - NOON DISMISSAL 1:00pm - 8:30pm
7	Parent / Teacher Conf - NO SCHOOL 7:30am - 11:30am
11	Scholars Bowl
14	Valentine's Parties, 2:45pm
17	President's Day - NO SCHOOL
18	Diocesan Spelling Bee
20	Skating Party, 6pm - 9pm
27	Pre-School Literacy Night, 5:30pm-7pm
28	Spirit Shirt and Jeans Day

March	
3	CSAL Track Practice Begins
5	Ash Wednesday K-5 Mass at 8am; 6-8 Mass at 12pm
6 & 7	Kindergarten Screening
7	End of Quarter 3
13	Pep Rally
14	Teacher Prof. Dev. - NO SCHOOL
17 to 21	Spring Break - NO SCHOOL
26	Battle of the Books
27	Spring Casual & Sports Pictures
28	2nd Grade Retreat
28	Spirit Shirt and Jeans Day
30	First Communion, 3pm

April	
2	Penance Service (2nd- 8th)
5	Track Meet
8	1st & 2nd Grade Program
9	Battle of the Books
12	Track Meet
15	Incoming K Parent Meeting, 6:30pm
17	Holy Thursday - NOON DISMISSAL No Lunch Served or EDP
18 to 21	Easter Break
23	Battle of the Books
24 & 25	Middle School Musical
25	Spirit Shirt and Jeans Day
26	Track Meet

May	
1	May Crowning, 2:30pm
1	Skating Party, 6pm-9pm
2	Teacher Prof. Dev. - NO SCHOOL
3	Track Meet
6	Band Concert
13	Spring Showcase / Art Show
19	8th Grade Farewell Mass, 7:00pm
20	Field Day
21	Spirit Shirt and Jeans Day
21	Last Day of School K-7 11:00am Dismissal NO Lunch Served & NO EDP
21	End of Quarter 4
22	Teacher Work Day
23	Report Cards Mailed

 Early Dismissal  No School

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

Class Adoration 2nd Monday of each month

Rosary: Thursdays: October 3, 10, 17, 24 and Fridays: May 9 & 16

Stations of the Cross: Fridays, March 7, 28 & April 4 & 11

May Crowning and Rosary: May 1, 2:30pm.

Penance Services: December 11 and April 2

Mass for the Protection of the Unborn (All School Mass): Wednesday, January 22nd.

Special Dress Days:

Sept 19 Fall Individual Pictures

March 27 Spring Casual Pictures

Spirit Shirt and Jeans Days:

Aug 23, Sept. 27, Oct. 25, Nov. 22, Dec. 13,

Jan. 31, Feb. 28, Mar. 28, April 25, May 21



Rev. C. Jarrod Lies
Pastor

Mrs. Mary Carter
Principal

Mrs. Fey Barles
Assistant Principal

Mrs. Janet Eaton
Superintendent of Schools

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Wichita, Kansas 67212-3295
Phone (316) 722-5171
Fax (316) 722-0492
school@stfranciswichita.com
www.stfranciswichita.com



VIKINGS



This school agenda belongs to:

Name: _____

Homeroom: _____ Homeroom Teacher: _____

Mission Statement

St. Francis of Assisi Catholic 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 Catholic 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.

Catholic Diocese of Wichita Mission Statement

Together with the family, the parish, and each other,
we will FORM EACH STUDENT INTO
A DISCIPLE OF JESUS CHRIST
who seeks the Truth, grows to love It, and learns to live It.

Catholic Schools in the Diocese of Wichita

Vision: All God's children will respond to Christ's call so as to become fully alive as missionary disciples.

Mission: To form students as missionary disciples alive in their faith.

Head: Be Attentive; Be Intelligent; Be Reasonable; Be Responsible

Heart: Be Contemplative; Be Empathetic; Be Humble; Be Loving

Hands: Be Present; Be Active; Be Compassionate; Be Effective

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. 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!

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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.



2024-2025

*Subject to Change

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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23	First All School Mass					
27	8th Grade Retreat					
30	Teacher Prof. Dev. - NO SCHOOL					

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1	2	3	4	5	6	7
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March 27 Spring Casual Pictures

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Aug 23, Sept. 27, Oct. 25, Nov. 22, Dec. 13,

Jan. 31, Feb. 28, Mar. 28, April 25, May 21



Early Dismissal



No School

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, and in Jesus Christ, His only Son, our Lord, who was conceived by the Holy Spirit, and born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried; He descended into hell; on the third day He rose again from the dead; He ascended into heaven, and is seated at the right hand of God the Father Almighty; from there He will come 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 life everlasting. Amen.

Nicene Creed

I believe in one God, the Father Almighty, Maker of Heaven and Earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through Him all things were made. For us men and for our salvation, He came down from

heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake He was crucified under Pontius Pilate, He suffered death and was buried, and rose again on the third day in accordance with 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. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the Prophets. I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. 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. Amen.

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.

V. 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, 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.

STEWARDSHIP

Defined as: the grateful response of a Christian disciple who recognizes and receives God's gifts and shares these gifts in love of God and neighbor.

The Four Pillars of Stewardship

1. Hospitality
2. Prayer
3. Formation
4. Service

The Seven Sacraments

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

Gifts of the Holy Spirit (7)

wisdom	fortitude	piety
understanding	knowledge	counsel
fear of the Lord		

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.

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.

How To Pray the Chaplet of Divine Mercy

Optional Opening Prayer: "You expired, Jesus, but the source of life gushed forth for souls, and the ocean of mercy opened up for the whole world. O Fount of Life, unfathomable Divine Mercy, envelop the whole world and empty Yourself out upon us. (Repeat 3 times) O Blood and Water, which gushed forth from the Heart of Jesus as a fountain of Mercy for us, I trust in You!"

Our Father, Hail Mary and the
Apostle's Creed

For each of the five decades

(On each "Our Father" bead of the rosary, pray) "Eternal Father, I offer you the Body and Blood, Soul and Divinity of Your Dearly Beloved Son, Our Lord, Jesus Christ, in atonement for our sins and those of the whole world."

(On each of the 10 "Hail Mary" beads, pray) "For the sake of His sorrowful Passion, have mercy on us and on the whole world."

Concluding prayer (Repeat 3 times) "Holy God, Holy Mighty One, Holy Immortal One, have mercy on us and on the whole world."

Optional Closing Prayer: "Eternal God, in whom mercy is endless and the treasury of compassion inexhaustible, look kindly upon us and increase Your mercy in us, that in difficult moments we might not despair nor become despondent, but with great confidence submit ourselves to Your holy will, which is Love and Mercy itself."



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 Mary
5. Glory Be
6. For each decade: announce the mystery, Our Father, 10 Hail Mary, 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)

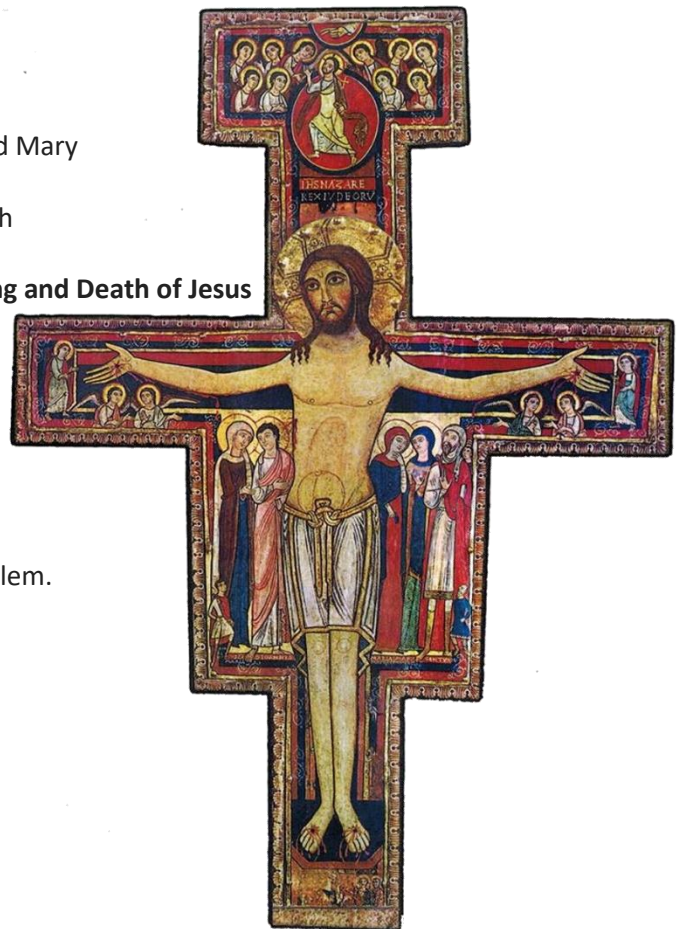
1. Agony in the Garden
2. Scourging at the Pillar
3. Crowning with Thorns
4. Carrying of the Cross
5. Crucifixion and Death of Jesus

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.



● EMAIL

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

● CLEVER

Clever is a secure, single sign-on portal. Students, teachers and parents simply sign on using a QR code or the school assigned email at <https://clever.com/in/cdowk> and access to all SFA online resources, applications and links is provided all in one place. Clever houses links to PowerSchool, Beanstack, Google Classroom, i-Ready, Reflex, MobyMax, Study Island, and many more!

● POWERSCHOOL

PowerSchool is a web-based tool that enhances communication between parents, teachers, and students by providing access to student information.

A. PowerSchool serves as the main resource for our teachers and staff. Please email the school office with any demographic changes that occur throughout the year (name, phone number, address, and email) as soon as possible after the occurrence so we can update our records accordingly.

B. Parents can view students' attendance data, homework assignments, scores, teacher comments, progress reports, and report cards. Also, a single sign-on option gives parents access to multiple students with one login. It is also used for other school business such as enrollment, school bulletins, and lunch balances.

C. 6th-8th grade students will receive their own PowerSchool login to track their grades. This should become an often-used tool for students and guarded accordingly. **Parents are not to share parent login information with students.**

● BI-WEEKLY NEWSLETTER

Every other Friday, a weekly newsletter, called The Flash, is emailed home to every family. This newsletter highlights classroom activities, current events, and important dates. You won't want to miss an issue, as this is a key tool to stay connected to SFA!

● SCHOOL MESSENGER

School Messenger is an automated system that allows administration to send out a mass email, text, or phone message to all of our families for emergencies or other important school events. Each year in August, parents will need to opt in for text messages.

● WEBSITE

The School Website can be found at www.stfranciswichita.com. This website has forms, Google Calendar, sports schedules, links to online payments, and other important information. See the Family Directory inside cover for websites that your child may use daily.

● STEWARDSHIP

Families communicate and commit their support of the Stewardship Way of Life yearly through the stewardship renewal process. This renewal allows families to become actively involved in the life of the parish through the many ministries that are offered. What does stewardship ask of parish members?

- ☆ Make a lifelong commitment to practice stewardship as a way of life.
- ☆ Participate at Mass on Sundays and Holy Days, ideally in your parish.
- ☆ Practice the faith in the home, the workplace, the classroom, and in civic life.

Communication

- ☆ Support and cooperate with the religious education programs of the parish: adult faith formation, Catholic school, PSR, sacramental preparation, RCIA, etc.
- ☆ Participate in parish ministries, activities, and organizations through your contribution of time and talent.
- ☆ Support the ministries of the Catholic Church by pledging and tithing sacrificially to the parish (with a goal of 8% of family income to the parish and 2% to other charities of your choice).

The School Day

Grades K-8 begin at 7:50 a.m. Dismissal times are staggered; see Afternoon Dismissal Procedures for specific times.

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

Afternoon Preschool 12:00 p.m. to 3:10 p.m.

All Day Preschool 7:50 a.m. to 3:10 p.m.

● SCHOOL RULES AND POLICIES

Rules and policies are set forth below. The school rules apply equally throughout the entire school campus, including buildings and grounds, cafeteria, and **at any other location where students represent or are identified with St. Francis of Assisi Catholic 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 August 31.

B. Certificates of Baptism and of First Communion, Certificate of Live Birth, last report card, copy of current immunization record and IEP/ILP documentation must be presented at time of application.

C. For pupils transferring out of St. Francis, one week written advance notice is required for preparing transfer of 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. Report any lost textbooks to your classroom teacher.

E. Chewing gum is not permitted.

F. Students are not permitted in the school building before or after school or during recess except with the expressed 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, receive a zero on the assignment/test, and be required to phone a parent.

● BIRTHDAY DRESS:

Please follow “Spirit Day Dress” policies for the requirements on Birthday Dress Days.

● BIRTHDAYS

We will announce student birthdays and half birthdays over the intercom and students will be allowed to wear “Spirit Dress” attire on their birthday or half birthday. Unfortunately, birthday treats of any kind may not be distributed to classmates due to the growing number of food related restrictions. If invitations are distributed at school, all students need to receive one; otherwise, the invitations should be mailed.

● 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 restraint system” that meets federal guidelines. 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.

● CATECHESIS OF THE GOOD SHEPHERD

The Catechesis of the Good Shepherd is an approach to the religious formation of children, rooted in Sacred Scripture, Liturgy, and respect for the child’s relationship with God. CGS has been called the meeting of two mysteries: the mystery of God and the mystery of the child. Its focus is on the personal relationship of Jesus, who is the fullest manifestation of the mystery of God, and the child. Jesus, the Good Shepherd, knows and calls His sheep by name to a life-long journey of growth and transformation. While CGS has its roots in the work and educational principles of Maria Montessori, its development, as we know it today, began in Rome in 1954 with Sofia Cavalletti and Gianna Gobbi.

The Nazareth House is the home of the Catechesis of the Good Shepherd at St. Francis of Assisi Catholic Church and School. This method of faith formation is offered for the Catholic School students, the Parish School of Religion children, the parish home school families, and the young parishioners with special needs. All St. Francis children from Pre-School to Grade 8 have opportunities to experience CGS with prepared persons who are trained Catechists or trained Assistants in the Atrium in the prepared environment of the Atrium during the school day when CGS sessions are part of the class schedules, or after school on specific days for every level and age group. Full 2-hour work cycles and partial work cycles are offered.

● CELL PHONE AND SMART DEVICE POLICY

Cell phones and smart devices (i.e., Smart Watches) 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 and smart device use is absolutely prohibited while students are on school grounds with the exception of use after 3:30 dismissal.

If a student brings a cell phone or smart device to school, it must be turned off and kept out of sight in the student’s book bag. Visible cell phones and smart devices will be confiscated by teachers and staff and will not be returned to the student. The student is responsible for informing the parent.

☆ First offense - a demerit is issued and parents have to pick up the device.

☆ Second offense - students must serve a detention and parents pick up device after detention is served.

☆ Third offense - ISS and parents pick up device after ISS is served.

* We reserve the right to review the content stored on any confiscated device.

* Continued abuse of this policy will result in additional consequences. St. Francis of Assisi 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.

● E-READERS

Electronic books are allowed during school hours with teacher permission. An acceptable use form must be on file in the school library. Please see the library staff for the E-Reader form. SFA is not responsible for lost or stolen items.

● 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. Please be sure your child is enrolled.

EDP is held in Cana Hall.

* Morning hours are from 6:30-7:40 a.m. There is no charge from 7:21-7:40 a.m.

* Afternoon hours are 3:30-5:30 p.m.

Students using EDP must be picked up by 5:30 p.m. EDP is not available for drop-in childcare.

Parents may commit and sign up their student for the September to May Catechesis of the Good Shepherd 2-hour Atrium for ages 3 to 13 on Wednesdays from 4:00-6:00 p.m. at no extra cost.

Other activities may be available at additional cost such as Art Classes, Lego, Tennis Lessons, etc.

Any students not picked up by 3:40 p.m. are **required** to go to EDP. Students are not allowed to loiter anywhere on parish/school grounds. This is for students' safety.

Parents will be charged EDP rates for each hour after 3:40 p.m. Discounts are given for multiple siblings. Late fees will be applied to a balance remaining on the account at the end of each month.

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 \$30.00 per family to reserve a place for your children. Please see the EDP handbook for fees and complete details.

● FIELD TRIPS

Signed permission slips or electronic signatures online 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. The diocesan requirement states that we have on file **a current driver's license, proof of current car insurance and Virtus Training** for each driver.

Per Diocesan Policy 612: Nine-passenger vans, or smaller, may be used to transport children or adults. A nine-passenger van is designed to transport nine passengers plus the driver for a total of ten people. Schools may not permit students to be transported in vans with a capacity greater than nine passengers.

The School Day

● LOST AND FOUND

Lost and found items are displayed 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.

● MONEY

If money is sent to the school with a child, please write the child's first and last 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 a specific purpose. Buying, selling or trading items at school is strictly prohibited.

● OUTSIDE SERVICE PROVIDERS ACCESS TO STUDENTS DURING THE SCHOOL DAY

Our school recognizes that parents may choose to independently contract additional services for their children from agencies outside of our educational program. St. Francis is not compelled to allow outside service providers during the school day. However, this can be allowed as a courtesy to the family. It is recognized that these additional services provided for a student are outside of the student's educational program, are paid for by the parent, are not a requirement of St. Francis of Assisi Catholic School and are the choice of the parents as an addition to the Catholic education that is provided for students.

It is recognized that there may be reason for a family to request that outside service providers be allowed to provide independent services to their children during the school day. It is a courtesy of the school to allow access to students during the school day and this extension of services provided by the parents is unrelated to an IEP, or any other learning plan. This courtesy is extended when appropriate and when doing so does not compromise a student's learning at school, and does not disrupt the education of any student. Our school provides a full school day of instructional activities to all students. All school activities are important for students' progress towards educational achievement. Outside community agencies may not interrupt a student's school day for the provision of any services that are not communicated and approved by the principal or student support administrator. Allowable times include 7:30 to 8:15 on non-Mass days, 3:00 to 3:45, or during scheduled MTSS/FLEX times for each grade level.

Families and agencies must adhere to St. Francis of Assisi Catholic School's policies and procedures when accessing students on school campuses. Parents that request to have an outside service provider access their child for services to be provided on a school campus, but outside the school day, may do so with a "facilities use" contract with the school. This does not constitute an endorsement of the outside agency by our school.

● PARTIES

Classroom parties are held in most classrooms on Halloween, Christmas, Valentine's Day, Feast Days and other special occasions at the teachers' discretion. Please sign up if you are available to help.

Remember, the Wellness Policy guidelines must be followed — only one treat may be of minimal nutritional value. The complete Wellness Policy can be found on our website.

● 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. Students must have a teacher's signature in their agenda or a note from the teacher indicating permission for calls made during the school day.

● SUMMER SCHOOL REQUIREMENTS

Remediation could be the result of excessive absences, failure to meet the grade level standards, failure to demonstrate success on standardized assessments, and/or failure to pass a course. The amount and type of remediation will be determined by the school. Remediation could include documented progress on an ILP, summer school, after-school work, Saturday school, documented progress on self-paced computerized program, etc.

When an elementary or middle school student has missed ten sessions of any class in a semester or twenty sessions of any class in a year, the school will require the time to be made up, at parent cost, in a program approved by the school, and may retain the student in the same grade if lack of progress so indicates.

Dress Code

It is the parents' responsibility to see that their student comes to school each day in the approved attire.

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 will be sent home to notify parents as needed.

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 navy plaid and must be purchased through **SchoolBelles**. The hemline must be modest in length and must not be shorter than at the knee length - touching the floor when the student kneels is a suggested tool for measurement.

Skirt: (6-8)

The St. Francis of Assisi school uniform skirt is a sewn-down pleated skirt in hunter green and navy plaid and must be purchased through **SchoolBelles**. The hemline must be modest in length and must not be shorter than at the knee length - touching the floor when the student kneels is a suggested tool for measurement.

GIRLS and BOYS

Student ID on Lanyard:

Student ID must be worn daily with the SFA provided lanyard. Lanyards must be school appropriate and must have the breakaway clasp for safety.

Shirts:

Students may choose from a solid white or solid green knit polo shirt in either long or short sleeves. They also have the option of choosing a button down white oxford shirt in long or short sleeve. A white rolled down turtleneck may be worn in colder weather.

The green knit shirt must be purchased from SchoolBelles. White knit shirts can be obtained from **SchoolBelles** 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.

Shorts:

Navy blue uniform shorts may be worn in August, September, April, and May on non-Mass days. Shorts must not be shorter than 2 inches above the knee.

Quarter-Zip Sweatshirts:

This style of sweatshirt is now available in child sizing and can be worn by K-8 students. These sweatshirts must be purchased at **SchoolBelles**. As a reminder, sweatshirts with our former logo have aged out and are no longer to be worn.

Pants:

Classic navy uniform pants from **SchoolBelles** or any retailer selling uniform pants satisfy the dress code for St. Francis of Assisi Catholic School. No name-brand casual pants with visible logos are permitted.

Pants must be without holes, 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. For kindergarten boys only, pants may have elastic at the waist.

Belts:

A solid navy, brown or black belt must be worn. A belt is required for all pants with belt loops.

Sweater/Sweatshirt:

Sweatshirts for grades K-8 must be purchased from **SchoolBelles** and must be size appropriate. These are the only sweatshirts that are to be worn over uniforms. Over/under sized sweatshirts are not allowed.

Spirit hoodies are not allowed to be worn during the school day, except on approved spirit dress days. Non-SFA Spirit hoodies are not ever allowed to be worn during the school day.

Shoes:

All shoes must be athletic in style. Shoes with 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.

No sandals, opened toe/heel shoes, boots, Rocket Dog, or Sperry type shoes of any kind are permitted. This includes canvas shoes; for example, Converse-Chuck Taylor type shoes. However, for Picture Day and Free Dress Days, these shoes are permitted.

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 match and be free of lace, ribbons, or other decorations. No visible logos while sitting are permitted.

Shorts and Leggings:

Girls are encouraged to wear shorts under their uniforms. During cold weather, girls may wear ankle length navy, white, or black leggings or tights under their uniform. Capri leggings may **not** be worn. 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.

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. If teachers feel hair accessories are distracting, the student will be required to remove the accessory.

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, Nails and Jewelry:

Make-up is not permitted with the exception of foundation, mascara, and clear lip gloss for 7th and 8th grade girls only. Nail extensions and distracting or excessive polish are not allowed. 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. 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. Girls may wear navy or black pants (not leggings) or a plain navy or black skirt with their uniform shirt. The hemline must be modest in length and must not be shorter than at the knee length - touching the floor when the student kneels is a suggested tool for measurement.

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.

Picture Day Dress:

Girls: Dresses, skirts, dress slacks, or jeans may be worn with an appropriate shirt. If jeans are too tight, students will be required to call parents to bring a change of clothing. If tight jeans are worn twice, students will not be allowed to dress down again for the rest of the school year. Leggings are not permitted on Picture Day unless worn under a skirt/dress.

The hemline must be modest in length and must not be shorter than at the knee length - touching the floor when the student kneels is a suggested tool for measurement. Slit skirts must not be slit above the knee. Blouses/shirts/sweaters must be long enough to cover the abdomen, back, and chest at all times. Sleeveless shirts/sweaters or dresses, Bermuda shorts or capris are not permitted. No words or numbers on shirts are permitted.

For safety purposes, heels in excess of one and one-half inches will not be allowed. Sandals are permitted for picture day. Appropriate shoes must be provided for P.E.

Boys: Dress slacks or jeans may be worn. All slacks must be worn at the waist with a belt. Collared shirts, nice tee shirts, or sweaters are allowed. Polo type shirts must be tucked in. No words or numbers on shirts are permitted.

Spirit Day Dress:

Only **SFA** tee shirts and sweatshirts may be worn with jeans. No shorts, sweats, leggings, or capris are allowed. Appropriate socks must be worn. See "Socks" requirements.

Dress Code

Students who do not have a spirit shirt may wear their St. Francis uniform shirt with jeans. **Athletic style shoes are required.** See “Free Dress Day” for jeans requirements.

Free Dress Day:

Denim jeans in blue must be worn at the waist. Tight, skinny, or low rise jeans, overalls, capris, leggings, 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, and sweaters must be appropriately sized. No skintight or oversized fashions are permitted. For safety purposes, heels in excess of one and one-half inches will not be allowed. Appropriate shoes must be provided in P.E. Appropriate socks must be worn. See “Socks” requirements.

8th Grade Farewell Mass Dress Code:

All girls’ dresses should be appropriate for wearing to church on Sunday. Formals, slender/spaghetti straps, strapless, backless, or off-the-shoulder styles and rompers are NOT acceptable. Dresses should NOT be low cut, too tight, too short, or have slit skirts. The hemline must be modest in length and must not be shorter than at the knee length - touching the floor when the student kneels is a suggested tool for measurement. Dresses and shoes (no more than 3-inch heel height) must be approved by administration.

Boys’ attire should consist of a dress shirt, dress slacks, dress shoes, and a tie. Suit jackets are optional.

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. Any student who is out of the prescribed dress code 5 times will result in detention.
2. Students who continually violate the school dress code will not be allowed to wear spirit dress for the remainder of the year.

I have read and agree to follow the Dress Code Guidelines of SFA:

Student: _____ Date: _____

Parent: _____ Date: _____

Attendance

● ABSENCES

A parent or guardian is asked to call the school by 9:00 am on the day a child is absent or will be late due to an appointment. For trips and extended absences of more than one day, an Absence Request Form must be completed and returned to the school office at least one week prior to being gone. Absence Request Forms are available in the school office. A note to the teacher does not constitute an excused absence. A letter will be mailed home notifying parents of excessive absences. Any unexcused absences will result in a 10% deduction on grades.

● 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.

Attendance

The Catholic Diocese of Wichita emphasizes that attendance is 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.

If tardies accumulate, the following action will be taken each semester:

Level	Number of Tardies	Action
Level 0	0-4	No Action
Level 1	5	Letter mailed to parents, 7:00 a.m. detention will be served.
Level 2	7	Letter mailed to parents, 7:00 a.m. detention will be served.
Level 3	9	Letter mailed to parents, 7:00 a.m. detention will be served.
Level 4	10	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 create a plan for the benefit of the student.

When an elementary or middle school student has missed ten sessions of any class in a semester or twenty sessions of any class in a year, the school will require the time to be made up, at parent's cost, in a program approved by the school, and may retain the student in the same grade if lack of progress so indicates. Individual Health Plans with proper documentation will be considered if any accommodation to this plan is required.

● 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 Department for Children and Families (DCF) or other appropriate officials in writing of a student who has been determined to be truant from school, the number of days the student 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. Extracurricular group field trips are counted as unexcused absences and must be approved by the principal.

● STUDENT MASS ATTENDANCE

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

Monday	Grades 3, 4, 5
Tuesday	Grades 7, 8
Wednesday	PK, K, Grade 1
Thursday	Grades 2, 6
Friday	PK, K thru Grade 8

Parent Volunteer Opportunities

● ST. FRANCIS OF ASSISI PARENT-TEACHER ORGANIZATION

The St. Francis of Assisi Catholic School Parent-Teacher Organization was formed in August of 2002. The purpose of the association is to promote cooperation between parents and teachers at St. Francis of Assisi Catholic 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 SFA PTO 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.

● FAMILY MENTORS

St. Francis of Assisi Catholic School has an active mentoring plan which is for new families. New families are assigned a mentor family, who are available to answer questions, explain procedures, give directions, and provide assistance as needed.

● STEWARDSHIP AT SCHOOL

All parents are asked to volunteer in some capacity. Sign up to volunteer during on-line registration or by calling the office. All volunteers are required by the diocese to attend a VIRTUS training session.

Behavior Expectations

● SFA Code of Conduct:

- ☆ Be Respectful like Christ
- ☆ Be Responsible
- ☆ Be Safe

● CAPTURING KIDS HEARTS

Capturing Kids Hearts (CKH) is an initiative to transform the SFA campus into an emotionally safe and relationally connected place for students, staff and parents. Teachers and staff learn processes to increase students' connectedness with both peers and adults on campus. They learn how to create a classroom environment where students are excited to enter and learn every day. Relational capacity continues to rise at SFA. We see that our students feel loved and have a true sense of belonging and a deeper, more authentic connection. CKH is a program our staff rallies behind to be intentional about creating a culture that supports success for our students.

Everyone helps to maintain a positive culture in our school by doing, using, or referencing the following among other things throughout the day: greeting students, social contracts, and the 4 questions that direct and redirect students, namely 1) What are you doing? 2) What are you supposed to be doing? 3) Are you doing it? 4) What are you going to do about it? Before re-establishing relationships with teacher and students and behaving back into class, students may also answer reflective questions, namely 1) How do you think you could have handled it differently? 2) What do you think you should do about it now? 3) When would you be ready to do that?

● 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 appropriate authority.
2. Respect for the social contracts created and other people and their property, including church and school property.
3. Courtesy and knowledge of proper time and place expectations are necessary. We expect the children to conduct themselves in a refined and courteous manner whenever attending assemblies, social events and other gatherings. At no time will booing, whistling, stamping of feet, or improper yelling be allowed.
4. Trustworthiness and fair play is expected by all students. 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. Throwing of any objects not intended for that purpose, the inappropriate playing with equipment, or playing at the inappropriate time or place is forbidden. For example: throwing rocks, sticks, snowballs, 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, technology 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 and infusing every experience with Christian values and virtues and using Capturing Kids Hearts have enhanced relationships within our building. Any discipline is aimed toward helping each child to grow in self-respect and responsibility as well as respect to others. Corrective measures, formative processes and restorative actions 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: demerits, restorative plans, behavior plans, and detentions. Age and maturity of the child will be considered in assigning discipline, formative and restorative measures. Conversations and circles may use the following questions: What happened to bring us here today? What harm has been done and what can be done to repair it? When you... I felt... If you had a "do over" what would you have done differently? What needs to happen next to fix this problem? How will we use this as an opportunity to grow virtue here? What can we expect in the future? What can we agree to in order to stop this from happening again? For more serious offenses, there might be suspension, probation, and/or expulsion. Corporal punishment 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 takes place.

● ELIGIBILITY FOR EXTRACURRICULAR PARTICIPATION

Academic Eligibility

In accordance with the Catholic School Athletic League (CSAL) the following ineligibility criteria will be adhered to at St. Francis of Assisi Catholic School:

A. The Athletic Director will conduct grade checks weekly on the first school day of the week, beginning three weeks after each nine-week period begins. Grade checks will be conducted on Tuesday if there is no school on Monday.

B. Grade ineligibility criteria: All grades need to be in accordance with eligibility guidelines by 12:00 pm on the first school day of the week (Grade checks will be conducted Tuesday if there is no school on Monday). Any cumulative grade of "F" will result in ineligibility for the entire week. While ineligible, students will be allowed to participate in practice but not in games, contests, or meets. They can attend the games to support or cheer on their team, but not in uniform. If a student receives a second "F" grade at any time after this first ineligibility period, he/she will be required to attend homework club for the remainder of that quarter.

C. Each member school has the right to expect students to perform to their highest academic ability, and principals have the option to make students ineligible for not doing so.

Attendance Eligibility

A. Only students who have attended school for half of the day (7:50 - 11:30 or 11:30 - 3:30) will be allowed to practice or participate in contests, games, musical practice, the musical, or events during the week (Monday to Friday).

B. Students must attend school for half of the day on Friday to be allowed to practice or participate in contests, games, or events held on the following Saturday.

Behavior Eligibility

A. Detention— Students who receive their 5th demerit will have a maximum suspension of one game. Students will be ineligible to participate in the next game, contest, bowl, musical performance, or event following their 5th demerit.

B. While ineligible, students will be allowed to participate in practice, but not in **the first** game, contest, musical performance, or track event following the detention. They can attend the game to support or cheer on their team, but not be in uniform.

C. If a student receives an OSS or ISS, he/she is not allowed to practice nor participate in any CSAL athletic event for **one whole week**.

D. Principals have the option to make decisions on other matters not specifically addressed by the CSAL.

● BULLYING PREVENTION

Our school uses the Olweus Bullying Prevention Program as a guide to our bullying prevention efforts. The 4 Rules of the program are:

1. We will not bully others.

2. We will try to help students who are bullied.

3. We will try to include students who are left out.

4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Students will sign a contract at the beginning of the school year which holds them to respectful behavior towards other students, teachers, and property. 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 policy for acceptable behavior will be clearly outlined. If bullying is of a severe nature, consecutive reports will result in further action, which may include: mandatory counseling, in school suspension, out of school suspension, or permanent dismissal as determined by the principal and pastor.

● DEMERIT SYSTEM

1. All 7th and 8th grade students (6th grade students second semester) 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 demerit(s) put on a card. Demerit cards should be kept in their agenda books.
2. Lost or washed demerit cards will result in a \$2 fine. Students will not have the card replaced after a second replacement but will receive a detention and the sequential card.
3. Accumulation of demerits will result in consequences as outlined on the back of the demerit card.

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 assistant principal will contact parents when the demerit card has been filled or a detention has been given by individual instructors for violation of classroom procedures or directions. Cooperation and support from the parents are 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 detention may be given by individual teachers for violation of classroom procedures or directions.

Violations are those behaviors which detract from the effectiveness of instruction and the good order of the school. When accumulated, they 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. Food, gum, or drink
4. Cheating
5. Misconduct at activities/functions
6. Lunchroom disturbance and frequently losing or forgetting ID lunch card
7. Obscene gestures/inappropriate language
8. Unexcused tardy to class or school
9. Misbehavior at Mass or in church
10. Aggressive behavior toward student(s)
11. Disrespect towards people or property
12. Other

Behavior Expectations

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:

1. Violating the technology policy
2. Derogatory posts on social media
3. Falsification of parental permission signatures
4. Cheating
5. Vandalism
6. Theft
7. Truancy
8. Alcohol/drug/tobacco possession or use
9. Using obscene or profane gestures or language
10. Refusal to follow instructions of authority
11. Disrespect or insubordination to faculty or threats
12. Tampering with fire alarms or use of any kind of incendiaries, including matches, lighters, or fireworks, which may be harmful or disruptive
13. Fighting or inappropriate behavior (including hitting, shoving or other aggressive physical contact)
14. Leaving class, school building, or school grounds without permission
15. Accumulation of demerits
16. Removal from class due to behavior problem or continual violation of classroom rules
17. Tampering with demerit system/cards
18. Other

● ACTIONS:

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

1st major-multiple detentions to expulsion

2nd major-In-school suspension to expulsion

3rd major-conference to determine continued enrollment at 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/or 3:30- 4:20 p.m. and **serve fifty minutes on the day assigned**. 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 an additional detention (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 the expected behavior and attitude will be rewarded appropriately. Students on card 3 or higher will not be allowed to participate in end of the year games. **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 a respect for others who are already gathered and are present in church for prayer, no further talking and no chewing of gum are allowed.
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. 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 on the hand, please open your hand flat, placing it over the other hand. This should be done slowly and reverently. 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

Behavior Expectations

tongue in a reverent manner. Always remember to say “Amen” in response to the Priest or Extraordinary Minister of Holy Communion.

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.

ETIQUETTE FOR CHURCH WHEN LINING UP FOR CONFESSION DURING HOLY MASS

When an invitation is given by the priest to line up for the Sacrament of Reconciliation, students may line up for Confession. While at the Confession line, everyone is reminded to continue to actively participate in the Holy Mass and to observe the etiquette for Church. Students will need to stand properly facing the altar and not the congregation. During the parts of the Holy Mass when the congregation is seated, those in the line will remain standing while being attentive and prayerfully saying the responses or singing the hymns. The Eucharistic Prayer is the most solemn part of the Mass. After the Holy, Holy, Holy, the entire congregation including those in the confession line 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. Those in the confession line should kneel for all the parts of the Holy Mass when the congregation is kneeling. During Holy Communion, those who are still in the confession line who may worthily receive Jesus in Holy Communion may momentarily leave the confession line to go to the end of the nearest communion line.

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 semester. If there is any question about a grade, the parent should contact the teacher. Students should be cautioned against comparing grades with other students.

Grading Scale: Kindergarten — 2nd

ES = Exceeds Standard

MS = Meets Standard

AS = Approaching Standard

AW = Academic Warning

Grades 3 – 8

A+ 99-100

A 94-98

A- 92-93

B+ 89-91

B 86-88

B- 83-85

C+ 80-82

C 77-79

C- 74-76

D+ 71-73

D 68-70

D- 65-67

F 64 and below

NM No Mark Given

Grade and Report Cards

● PRINCIPAL'S HONOR ROLL AND HONOR ROLL

Students in grades 5th-8th are eligible for placement on the school's honor rolls. Determination is made at the end of each semester. The following criteria is used:

Principal's Honor Roll = 4.0

Honor Roll = 3.7 or Higher

(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 an eighth-grader. The nominee must generally be an A student, with no more than one B+ and have exemplary conduct (no detention or behavior referrals for the last two semesters). The student must score an exemplary rank on any and all Kansas State Assessments 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 email the teacher if you wish to schedule a conference to ensure the teacher's availability.

Preschool

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

Child Nutrition Program

Our school provides nutritious meals for breakfast and lunch that meet the federal guidelines outlined in the Child Nutrition Program.

● BREAKFAST AND LUNCH PAYMENTS

Our breakfast and lunch program is a pay ahead program. Breakfast and lunch accounts **must maintain a positive balance at all times.**

Breakfast and hot lunch payments will be added to your PowerLunch account to be used as needed.

Please send payments in an envelope marked with your child's first and last name to ensure proper credit to their account. You may also make payments online by going to www.stfranciswichita.com and scrolling down to the eFunds logo. Click on the logo and follow the prompts.

If you would like to receive an automatic notice when your child's breakfast and lunch account reaches a low balance, go to your child's page in PowerSchool and select email notifications. Select "balance alert" and submit.

For your convenience, you may also log-on to PowerLunch, through PowerSchool, to see your child's breakfast and lunch activity and daily balance.

Free or reduced price school meals are provided for students whose family qualifies under federal guidelines. Applications will be distributed to all families via on-line registration and are available in the school office during the school year. **A new form must be completed each school year beginning July 1st.** All information is kept confidential.

Food Allergies—The Child Nutrition Program requires our school to have a form signed by your doctor if your child has food or milk allergies. Once we have this form, we then are allowed to make substitutions to the state regulated school meal. These forms are available in the school office. A new form should be completed each school year beginning July 1st.

● SACK LUNCH

Students may choose daily whether to have a hot lunch or Grab 'n Go option. All lunches meet the nutritional standards established by the U.S. Department of Agriculture.

If the child's sack lunch was forgotten, he/she must purchase a hot lunch. If you do not have money in your child's account, please send money for your child's lunch to school the following day in an envelope MARKED WITH YOUR CHILD'S NAME and give to the child's teacher.

● 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:

- | | |
|--|---|
| ☆ Bring Student ID Card daily. | ☆ Listen to adults in charge. |
| ☆ Quiet voices. Use a 1-2 voice level. | ☆ Say please and thank you. |
| ☆ Wait your turn. | ☆ Raise your hand. |
| ☆ Honor others' space and property . | ☆ Try not to waste food. |
| ☆ Follow directions. | ☆ KHFOOTY. |
| ☆ Eat your own food. | ☆ Follow cafeteria traffic patterns. |
| ☆ Use good table manners. | ☆ Stay in your seat. |
| ☆ Walk into the lunchroom quietly. | ☆ Walk at all times. |
| ☆ Clean up after yourself. | ☆ Clean up table and floor (even if it's not your trash). |

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

● BREAKFAST AND LUNCH SCHEDULE

Refer to the Family Directory for the current breakfast and lunch schedule.

● GUEST LUNCHESES

Parents and grandparents are always welcome to eat with their child. Please call the office one day in advance to make arrangements so the kitchen can plan for the extra meals. Cash payment should be made to the cashier in the cafeteria. Debit/Credit Cards are not accepted. Please refer to the Family Directory for lunch prices. Please bring exact change.

● LUNCHROOM RESTRICTIONS

Fast Food and pop are not allowed in the cafeteria during lunchtime for students, volunteers, and guests. If these items are brought into the lunchroom, you will be asked to take them out of the lunchroom.

Parking Lot Procedure

We need everyone's help for the safety of our children! We appreciate everyone who follows the parking lot procedure. Violation of the parking lot procedure after one warning may result in the student being sent to the office to review the procedure in writing and/or in the video format and an email reminder sent to the parent. This office visit may result in the student being marked tardy unexcused for that day.

● FRONT PARKING LOT MORNING PROCEDURES:

Use only if your youngest student is in Grades 4-8.

PLEASE Follow These 5 Easy Steps for Morning Drop-off:

1. Enter off of Bekemeyer Street.
2. Have your children ready before you enter the parking lot!
3. The drop-off zone begins at the crosswalk closest to the school office and ends at the covered drive after the bell tower. Your child must exit at any point along the red-curbed zone when your vehicle stops. Please follow the staff directions and signs.
4. Students are to exit the vehicle from the **passenger side only**.
5. Students should proceed from the vehicle to any church or school entrance.

If the above procedure does not work for you, please **PARK AND WALK YOUR CHILD IN**. Please do not have them walk across the parking lot alone!

● FRONT PARKING LOT AFTERNOON PROCEDURES:

All parents must use a parking stall and students will use the crosswalk to enter the parking area. **No cars may stop or park along the curb to pick up children.** You must pull into a parking stall.

● BACK PARKING LOT MORNING PROCEDURES:

Use the back parking lot for all of your children if you have **ANY** students in Grades K-3.

Please Follow These 5 Easy Steps for Morning Drop-off:

1. Enter off of Socora Street.
2. Have your children ready before you enter the parking lot!
3. The beginning point for all drop-offs is right after the maintenance driveway. Pull forward as closely as possible to the first stopped car at this point. Drop your child off at any point along this zone.
4. When your vehicle comes to a stop at any point along this zone, students are to exit the vehicle from the **passenger side only**.
5. Students should proceed from the vehicle to the school entrance.

If the above procedure does not work for you, please **PARK AND WALK YOUR CHILD IN**. Please do not have them walk across the parking lot alone!

Parking Lot Procedure

● BACK PARKING LOT AFTERNOON PICK-UP PROCEDURES:

Parents of 1st-3rd grade students must use a parking stall and students will use the crosswalk. **Only** kindergarten parents may pull up to the curb to pick up their **kindergarten child**.

● Afternoon Dismissal Procedure for K- 8:

☆ Preschool students are dismissed at 3:10 – 3:20 p.m.

☆ K-6th grade students are dismissed at 3:25 p.m.

☆ K-6th grade Extended Day Students (EDP) are dismissed at 3:25 p.m.

☆ Students walking home are dismissed at 3:22 p.m. to Stewardship Hall

☆ 7th-8th grade students are dismissed at 3:30 p.m.

☆ All students must walk out with their teacher and stay with them until their ride is seen.

☆ All students not picked up by 3:40 p.m. will go to our Extended Day Program in Cana Hall where they may be picked up. Telephone calls may not be made in the office until 3:40 p.m.

☆ Children may not wait in the church or church hallway and may not walk through the church to be picked up.

Students may not be dropped off or picked up on Socora Street or Bekemeyer Street.

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 Messenger. School closings will be listed on Wichita TV stations as Wichita Catholic Diocese. Please keep your contact information current to ensure this communication.

● EMERGENCY DRILLS

We take our fire, severe weather, and intruder in the building drills seriously. Specific guidelines and expectations for each drill are outlined in our Emergency Procedures handbook. These drills, conducted at regular intervals throughout the school year, are required by law. Teachers prepare the students for these drills. These drills are usually unannounced. Information may be shared in school newsletters after the drills.

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 without the use of medication 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:

☆ 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.

NOTICE: All students leaving school due to illness or injury must be signed out by a parent through the health room.

● 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.

● 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
- ☆ consultation with teachers regarding students classroom topics (i.e., self-esteem, manners, friendship, problems with drugs/ alcohol, bullying prevention)
- ☆ individual visits with parents/guardians regarding academics and social skills
- ☆ detentions for attendance and/or behaviors
- ☆ Students may refer themselves to the counselor or they may be referred by a parent, teacher, priest, or staff member.

Extracurricular 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 on file before practicing. Physical forms are available on KSHSAA.org and are to be used when filling out the physical information.

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

● BAND

Students have the opportunity to begin learning to play a band instrument in the 5th grade and continue to develop these skills in the 6th grade. The 7th and 8th grade band is offered during Curriculum Enrichment class. Daily rehearsals will last for 30 minutes. All bands perform for the Christmas and Spring Concerts. The 7th and 8th grade students may sign up for band and choir and alternate each class for two or three days. Band is an excellent performance-based musical experience. Those who have been in band from the 5th grade and beyond enjoy playing challenging and fun music. Participation in band for multiple years leads to life-long appreciation for music and even scholarship opportunities.

● CHOIRS

Students in grades 4, 5, and 6 have the opportunity to participate in “**Concert Choir**.” Rehearsals are after school from 3:40 to 4:30 p.m. on Tuesdays and Thursdays. The group is for those students who enjoy singing and wish to perform with others. This choir provides a positive musical experience as well as wholesome social fellowship. These students wear special choir attire consisting of white blouses with black skirts or slacks and bow ties (optional).

The **Viking Singers** is open to all 7th & 8th grade students. **Viking Singers** is a class offered during Curriculum Enrichment. Any student who wishes to participate in **Viking Singers** must be enrolled in a semester class.

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 a Christmas Choir Tour and four concerts throughout the year.

● SAFETY PATROL

For the 5th & 6th grade students, Safety Patrol is a great way to offer Stewardship and show responsibility. They are able to help other 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 number 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 through Thursday after school until 4:00 pm. Contact the technology teacher to schedule an appointment.

● COMMUNICATION FOR ACTIVITIES

St. Francis of Assisi Catholic School shares parents’ primary phone and email information with SFA coaches and club sponsors only to ensure parents receive as much information about practices and scheduled events as possible. Coaches and club sponsors are not permitted to contact students directly without parents being included in the same information exchange.

Diocesan Policies

The complete handbook of policies for the Catholic Diocese of Wichita may be found in the Catholic Diocese of Wichita website, www.cdowk.org.

● Policy 402-Remediation, Retention and Promotion: PreK-8

If a school determines that a child in grades PreK-8 is not adequately prepared to move on to the next grade level, the school shall require successful remediation before a student is promoted to the next

grade. Remediation could be the result of excessive absences, failure to meet the grade level standards, failure to demonstrate success on standardized assessments, and/or failure to pass a course. The amount and type of remediation will be determined by the school. Remediation could include documented progress on an ILP, summer school, after-school work, Saturday school, documented progress on self-paced computerized program, etc. An eighth grade student shall successfully complete the required remediation before enrollment at a Catholic high school is permitted. Students may be retained in the same grade for a variety of reasons. Teachers will consult with the principal any time retention is contemplated. The school will consult with the parents or guardian as early as possible. The school reserves the right to determine appropriate grade placement, and all diocesan schools shall respect that placement if the student transfers. Promotion from the parish school is based on satisfactory achievement and conduct and is made at the discretion of the principal. Elaborate promotion ceremonies at the elementary level are discouraged. Only students who have successfully completed the necessary requirements will be allowed to participate in the promotion ceremonies.

● Policy 412-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: i.e., 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
 - 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 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 421-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. (Note that field trip forms may be done through PowerSchool.)

● **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 others 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 408B-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 408C-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)

● **Policy 416-ADULT REGISTERED SEX OFFENDERS IN CATHOLIC SCHOOLS**

Any individual who is listed on the National Sex Offender Public Registry is prohibited from volunteering with or being employed by the school.

A parent or guardian must contact the principal and parish pastor of an elementary school if he/she or any adult or youth living in his/her home is listed on the National Sex Offender Public Registry. An offender must meet with the principal and parish pastor to discuss applicable restrictions prior to the offender being on school property or participating in school events. Policy 416 outlines specific expectations for schools to follow. See the Diocesan website for the complete policy.

“If you, your spouse or any other person living in your home is listed on the National Sex Offender Public Registry, you are required to disclose that fact to the principal, parish pastor, and, in the case of a high school, the president, prior to the offender being allowed on school property or attending any school events, no matter the event’s location. Until the offender has met with the school principal, parish pastor, and, in the case of a high school, the president, the offender is not allowed on school property and is not allowed to attend school events, whether or not that event takes place on school property.”

● **Policy 511-FIELD TRIPS**

Field trips are encouraged, provided the following guidelines are followed:

- ☆ The field trip shall be a learning experience, not a party or a reward.
- ☆ The students shall be prepared for the observations they will make.
- ☆ The students shall complete a follow-up assignment to help them assimilate the knowledge they have gained.
- ☆ **Written** permission from a parent must be obtained prior to **each** field trip. **Written permission to seek medical care in any medical facility is required.**
- ☆ Approval for any field trip must be obtained from the principal.
- ☆ Approval for any trip **out of state** must be obtained from the pastor. Written and notarized authorization to seek medical care out of state is required.

☆ At the conclusion of the trip, the person responsible must give a report of the general conditions of the trip to the principal.

☆ Arrangements for adequate supervision must be made based on the number of students, age, and type of field trip.

☆ Overnight trips are not allowed at the elementary/middle school level.

☆ Non-sanctioned field trips are trips not **appropriately** approved by the Diocese of Wichita, **the school, the superintendent, the pastor or the principal**. Total responsibility for privately planned trips or tours rests with the individual(s) planning them. The Diocese of Wichita assumes no legal or financial responsibility for non-sanctioned trips. Fundraising for such trips may not be held during the school year, in the name of the school, on school property, or under any other auspices of the school.

● 413 Human Sexuality

All members of the Catholic school community are expected to strive to live a life of chastity guided by the teachings of the Catholic Church in all aspects of their lives. Our pastoral policies and regulatory practices are written in fidelity to the moral guidance and teachings of the Catholic Church.

Definition of Terms: **Sex** means the biological condition of being male or female as based upon physical differences at birth. **Gender** is a person's identity as male or female, harmonious with one's biological sex upon birth. (CCC #2333) **Chastity** is the moral virtue by which individuals master and direct their powers of sexual intimacy. **Chastity** reserves sexual intimacy to marriage. (CCC #2337-#2365) **Marriage** is a covenant by which one man and one woman unite in a lifelong partnership and commitment for the good of the spouses and the procreation and education of children through the sacrament of Matrimony. (CCC #1601)

Offenses against chastity and marriage, including those described in the CCC, cannot be accepted or ignored. Behaviors that are contrary to Catholic morality and the expectations of the Catholic school include, but are not limited to, vulgar language and gestures of a sexual nature, sexual harassment or abuse, immodest dress or deportment, expressions of lust, masturbation, pornography, sexting, fornication, homosexual behavior, cohabitating in a sexual relationship outside of Christian marriage, adultery, voluntary sterilization, artificial contraception, in vitro fertilization, and procuring an abortion.

Outside of normal classroom discussions on the teachings of the Church, members of the school community may not advocate, celebrate, or express same sex attraction, share publications of a prurient nature, or otherwise impede chastity in our Catholic schools. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them is welcome. However, open hostility or public defiance and challenge of Catholic truths or morality may be signs that a student, parent, or employee is not a good fit for a Catholic school's primarily evangelical mission. Students, parents, or employees who are openly hostile or publicly defiant in their violation or opposition to Catholic truths or morality may be denied continued enrollment or asked to leave the school. It is the responsibility of the pastor or high school chaplain and the school administration, in consultation with the Superintendent, to determine the appropriate consequence in each instance.

The moral teachings of the Church are not mere antiquated notions. In fact, Pope Francis has repeatedly stressed the importance of a proper understanding of our sexuality, warning of the challenge posed by "the various forms of an ideology of gender that denies the difference and reciprocity in nature of a man and a woman and envisages a society without sexual differences" (Amoris Laetitia ("AL"), #56). Pope Francis further notes that "biological sex and the sociocultural role of sex (gender) can be distinguished but not separated," and that although we must always be "understanding of human weakness and the

complexities of life,” that does not require us to “accept ideologies that attempt to sunder what are inseparable aspects of reality” (Ibid.).

Ultimately, “[w]e are creatures, and not omnipotent,” and we must accept and respect our humanity “as it was created” (Ibid.; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). The Holy Father then stresses that “the young need to be helped to accept their own body as it was created,” so that “we can joyfully accept the specific gifts of another man or woman, the work of God the Creator” (AL, #285). [Taken from Diocese of Little Rock, Policies and Procedures Manual]

As Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, *Fides et Ratio*, #22). We do not serve anyone’s greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths. [Taken from Diocese of Little Rock, Policies and Procedures Manual]

● 413a Gender Dysphoria

Every child is loved by God and therefore deserves respect and protection in a Catholic school. Especially at a young age and in schools, it is important that our children understand the depth of God’s love for them and their intrinsic worth and beauty. Children should always be and feel safe and secure and know they are loved. (See Student Bullying and Harassing Policy 408a). Children, youth, and parents who are struggling with gender dysphoria deserve compassion, sensitivity, and respect. All of these can be expressed without infringing on the legitimate concerns about privacy and security on the part of the other students and parents. All students are expected to conduct themselves at school in a manner consistent with their biological sex. Schools shall consider the gender of all students as being consistent with their biological sex, including, but not limited to, the following: participation in school athletics; school-sponsored dances; dress and uniform policies; the use of changing facilities, showers, locker rooms, and bathrooms; titles, names, and pronouns; and official school documents. Pastoral care will be available to assist the family in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God’s natural plan. The school will provide or direct the family to appropriate counseling services. If the matter is not resolved to the satisfaction of the school, whose primary goal must always be to uphold Catholic truths and principles, then the student may be dismissed from the school, after the parents are first given the opportunity to withdraw the student from the school.

● 413b Student Pregnancy

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 be to first reaffirm our respect for the sanctity of all human life. While the charity of Christ moves us to forgive and help a young man and a young woman when a 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 that require specific interpretation and application. It is the responsibility of the pastor or high school

Diocesan Policies

chaplain and the school administration, in consultation with the Superintendent, to determine the appropriate response in each instance. (See Guideline 318-M for details.)

Saint Francis of Assisi Library

The St. Francis of Assisi Library is an important part of the school, providing faculty and students with the materials they need to be successful. Students in K-6 have a scheduled time each week to use the library. 7th and 8th grade students have a scheduled library time every other week. Students in grades K-2 may check out 2 books while students in grades 3-8 are allowed to check out 3 books. The only fines assessed are for books that are lost or destroyed; fines are non-refundable and must be paid by the end of the school year.

Great Reads Program

The Great Reads program encourages 3rd-8th grade students to read a range of classic books from a growing list of 23 titles. Students who read 15 of the Great Reads by the end of 8th grade will be recognized both at graduation and at the Reading Awards Ceremony. Students who read 3 or more Great Reads during the school year will be invited to an end of year celebration. All students will be required to track the Great Read title in the Beanstack app. Visit the school website or the library for the Great Reads list.

Beanstack (1st - 8th Grade)

Beanstack is a digital reading log that allows students to set goals, complete challenges and track their reading progress. Students will be assigned a minutes-based reading goal or a title-based reading goal by their teacher. Students must then track their progress towards this goal using Beanstack to receive class credit. Meeting this goal will also allow students to participate in PTO's Reading Rewards Party. Library staff will sponsor additional, optional, reading challenges for student enrichment. The Beanstack app is available through the student's Clever account.

Reading Goal Tracker and Reading Log

Name:		Password:		
GOALS AND DATES	PAGES READ	Title	TIME START/END	TOTAL MINUTES

Important Information and Reminders

Do I have my -			
Student ID Lunch Badge	Planner	Rosary	Demerit Card
Device Agreement and Check Out/In Form	Other	Other	Other
Do I know my -			
Username	Password	for	Notes
		PowerSchool	
		Clever	
		Beanstack	
		i-Ready	
		Google Classroom	
		Device	
Reminders			

Helpful Questions for Visible Learning

- ☆ What am I learning?
- ☆ Why am I learning this?
- ☆ How will I know when I have learned it?
- ☆ What do I do when I get stuck?
- ☆ What learning disposition or virtue am I focusing on in the lesson or in class?

****** During online registration, all parents and students electronically sign that they have read and agree to follow the School Policies and Procedures as stated in this Student Agenda.**



ST. FRANCIS
OF ASSISI
CATHOLIC SCHOOL



FORM • INFORM

Transform

My Learning Connections and Path

Areas and Assessments	Goals	Scores and Notes	Parents can help by...



ST. FRANCIS
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CATHOLIC SCHOOL



FORM • INFORM
Transform

My Learning Connections and Path

Areas and Assessments	Goals	Scores and Notes	Parents can help by...

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CATHOLIC SCHOOL

Learning DISPOSITIONS

SFA STUDENTS ARE...ENGAGED DISCIPLES OF CHRIST WHO GROW IN THEIR FAITH
AND ACADEMIC KNOWLEDGE THROUGH POSITIVE RELATIONSHIPS, SELF-CONTROL,
CREATIVITY, PERSEVERANCE, AND RESPONSIBLE PRACTICES.

1

POSITIVE RELATIONSHIPS
Saint Francis & Saint Clare



2

SELF-CONTROL
Saint Jose Sanchez del Rio



3

ENGAGED DISCIPLE
Saint Dominic Savio



4

CREATIVE
Saint Cecilia



5

PERSEVERES
Saint Joan of Arc



6

RESPONSIBLE
Saint Pope John Paul II



What's my level of engagement?



Active ← ————— Passive —————→ Active

Disrupting	Avoiding	Withdrawing	Participating	Investing	Driving
Distracting others Disrupting the learning	Looking for ways to avoid work Off-task behavior	Being distracted Physically separating from the group	Doing work Paying attention Responding to questions	Asking questions Feeling like what you are learning is important	Setting goals Seeking feedback self-assessment
Arguing with peers Trying to distract	Looking busy to avoid work Finding reasons to leave the group	Sitting with the group, but interacting with the group	Working with others when directed to do so	Sharing ideas and thinking with peers. Following shared interests	Collaborating with others towards a shared goal Challenging each other to drive improvement
What goals might the teacher have for engagement in the learning experience?					
Engaging in the activity		I want them to follow my lead and complete certain tasks.			
Engaging with peers		I want them to be interested in learning and actively involved in the process.			
		I want them to be proactive and collaborative learners.			

Adapted from Amy Berry, 2020

Disengagement

Engagement



Lord Jesus Christ,
you give us your flesh and blood for the life of the
world, and you desire that all people come to the
Supper of the Sacrifice of the Lamb.
Renew in your Church the truth, beauty, and
goodness contained in the Most Blessed Eucharist.


Jesus living in the Eucharist, come and live in me.
Jesus healing in the Eucharist, come and heal me.
Jesus sacrificing yourself in the Eucharist,
come and suffer in me.
Jesus rising in the Eucharist, come and rise to
new life in me. Jesus loving in the Eucharist,
come and love in me.

Lord Jesus Christ, through the paschal mystery
of your death and resurrection made present
in every Holy Mass, pour out your healing love
on your Church and on our world.
Grant that as we lift you up during this time
of Eucharistic Revival, your Holy Spirit
may draw all people to join us at this Banquet of Life.
You live and reign with the Father and the
Holy Spirit, God forever and ever.

Our Lady of Guadalupe, Mother of the Eucharist,
Pray for us.



eucharisticrevival.org



2024 - 2025