

**St. Francis of Assisi School  
Parent and Student Handbook**

**2011-2012**



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**[www.SFAB.org](http://www.SFAB.org)**

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# **Saint Francis of Assisi Mission Statement**

*We are a Catholic community of faith striving to follow Jesus, pledging each day to do our best by imitating St. Francis of Assisi as "instruments of peace." Our goal is to maintain a safe and healthy environment and to be academically prepared for this technological age.*

## **Philosophy and Goals of St. Francis of Assisi School**

The primary purpose of all Catholic education is to fulfill the mandate of Jesus, “Go – make disciples of all nations, baptize them in the name of the Father and of the Son and of the Holy Spirit..... teaching them to observe all whatsoever I have commanded you ....” – Matthew 28: 19-20.

The goal of St. Francis of Assisi School is to instill in the heart of each child knowledge, love of God, acceptance of self, and respect for others. With the good example and cooperation of their parents, we hope to prepare our students for the life Christ came to give, by imitating Saint Francis of Assisi as instruments of peace.

Each student should then:

1. Develop an appreciation of the personal worth and dignity of every individual, including self.
2. Learn to witness Christ at home, in parish community, and civic life.
3. Develop a priority of values based on the teachings of Christ and His Church.
4. Participate in the sacramental liturgical life of the Church.
5. Gain and use the knowledge to think independently and make judgments based on Christian values.
6. Master the academic skills and work habits necessary for higher studies and everyday living.
7. Learn to accept change and use it intelligently and creatively.
8. Value the arts, finding in their expression the beauty and depth of normal, healthy, happy living and a reflection of God, Himself.
9. Acquire appropriate behaviors, attitudes, values, and knowledge necessary for physical, social, intellectual, and spiritual well being.

The philosophy was developed through studies of **To Teach as Jesus Did, Vatican II, Encyclical on Peace and Justice** and current church documents.

St. Francis of Assisi School is accredited by the Archdiocese of Boston. This on going process challenges the school to maintain a program of excellence and accountability.

## **Purpose of Handbook**

This handbook is a guide for the students of St. Francis of Assisi School to enable them to live together with other members of the school community in an atmosphere of mutual respect and in an environment, which promotes academic excellence. To create such an atmosphere of Christian living and learning, it is necessary that there be certain rules and regulations established as guidelines. They protect the individual rights of the students and the rights of others.

We request that **students** read the contents of this handbook thoroughly with **their parent(s)/guardian(s)** and strive to live and work within the framework established. We would also like the parent/guardian to sign and return the final page of this handbook.

***\*Note: Throughout this handbook (and all school paperwork), the word “guardian” refers only to the legal guardian of a student.\****

## **Absence, Tardiness, Early Dismissal**

- If a student is to be absent, the parent **must** notify the school office before 7:40 A.M. (781-848-0842 x30).
- When a student has been absent from school, he/she must, on his/her return to school, present a written note from a parent/guardian to the teacher giving the reason for his/her absence.
- After **three consecutive** absences, a doctor’s note will be required in order to return to school.
- If a child has flu-like symptoms, they must stay out of school for a period of seven days and return with a doctor’s note. (Appendix: Nurse’s Note)

- Make up work must be done at the teacher's convenience. The time limit to complete work will **depend on the number of days absent with a maximum of 5 school days**. Any test work not made up will be marked a "0".
- A child coming to school late must report to the office to obtain a late slip before entering the classroom. A child is considered late if he/she is not in the classroom by the second bell (currently 8 A.M.).
- Pupils who find it necessary to have an appointment with the doctor or dentist during school hours must bring a note from their parent/guardian stating the time of the appointment, the time they will be picked up and by whom, the length of the appointment, and the approximate time the child will return. **(Anyone besides parents must show identification)**
- A written request from parents/guardians is required for students to leave the school before dismissal time. This request must be approved by the principal. The person escorting the child from school during the day is required to sign the child out.

### **Additional Fees**

- Graduation fee for Kindergarten and Grade 8
- Science Fair
- First Communion
- Weekly Reader
- Yearbook
- Lunch Program(Braintree Food Services)
- Admission will be charged for drama play
- National Junior Honor Society Membership
- **Please send all slips to the classroom teacher in marked envelopes. DO NOT drop off at the office. This will avoid confusion.**

### **Address Changes**

- Parents are required to notify the **office and homeroom teacher immediately** of a change of address or telephone number. This procedure will help in our efforts to contact you if necessary.

## **St. Francis of Assisi School Non-Discrimination Policy**

It is the policy of the Department of Education that the Roman Catholic Schools of the Archdiocese of Boston, inclusive of private, and parochial schools admit students of any race, color national or ethnic origin to all rights, privileges and programs and activities generally accorded or made available to students at the schools. The schools of the Archdiocese of Boston do not discriminate on the basis of race, color, national and ethnic origin, in the administration of educational policies, admission policies, scholarship and loan programs, and in the hiring of school personnel.

## **Admissions**

The admissions process consists of several steps. The first step is for the perspective student to come and have a tour of the school at which time the family receives an application packet. Once the application is filled out and returned with the correct paper work, the principal reviews the application and the family is called to inform them of their child/ren's acceptance. Students who are applying for the lower grades (pre-k - 4) are chosen based on their grades and progress reports. The students who are applying for the middle school (grades 5-8) are asked to come in for an interview with the principal and one of the perspective grade teachers.

- The goal of our Catholic Schools is to present Catholic faith and Catholic teaching to our students in a rigorous academic, spiritual and moral education program. Catholic school students strive for high academic achievement, are taught to love and worship God, and live the Gospel teachings. Catholic school students work together, build community and give service to others.
- Applications will be accepted from families wishing to enroll their child in St. Francis of Assisi School regardless of race, color, national or ethnic origin, or religion. All students, Catholic and non-Catholic, must attend religion classes and participate in all religious activities conducted in and by the school.
- All admissions to Saint Francis of Assisi School will be appointed by the principal.
- Students will be accepted on the following basis:
  1. Children who already have siblings attending St. Francis of Assisi School.
  2. Children who belong to St. Francis of Assisi Parish.

### 3. Children in grades 1 to 8: Interview with the principal and/or teachers.

- Tuition assistance applications can be obtained from the principal during registration and re-registration time. A W-2 form must be provided before application for admission is viewed by the committee.

## Arrivals and Dismissals

- There is no supervision on the school grounds before 7:40 A.M. No student should arrive before this time, with the exception of an early arrival of a Braintree school bus. The doors of the school will remain locked until 10 minutes before the start of school. On days of inclement weather, the doors will open at 7:30 A.M.
- The school will not be responsible for any students who are on school property before or after the designated times as listed.
- The morning bell rings at 7:50 A.M. and classes commence at 8:00 A.M.
- The afternoon bell rings at 1:55 P.M. At this time students are dismissed from their classrooms to either the walker or bus lines.
- There will be no dismissals, after 1:30 PM on full school days and 11:30 on early release days, unless a note is sent prior to the school day beginning. Emergency dismissals are at the discretion of the principal.
- If a student is not picked up within 10 minutes of dismissal, he/she will be sent to Extended Day and all Extended Day charges will be applied.
- All students with the exception of those participating in organized school activities are expected to leave the school grounds by 2:10 P.M.
- Any change in a student's daily dismissal routine requires a written note from **all parties involved**. No verbal or electronic permission will be accepted. (Ex. Mary Smith is going over Jane Doe's house. Both Mary and Jane's parent/guardian must send in a note to the students' homeroom teacher stating the change in the dismissal routine.)

**Please note:** For the safety of the students, parents **MUST NOT** drive into the schoolyard at arrival or dismissal times. Parents **must not** take children out of the bus line. **Parking is not permitted at Cumberland Farms or CVS.**

## Asbestos Disclosure Statement

- As of January 1, 1991, the Commonwealth of Massachusetts Division of Occupational Hygiene (D.O.H), acting as a representative of the Federal Environmental Protection Agency (EPA), has begun to randomly audit schools for their Asbestos Hazard Emergency Response Act (AHERA) compliance. A school management plan for Saint Francis of Assisi School is available for review and is present at all times in the school office.

## Attendance

- **The laws of the Commonwealth clearly describe the responsibility of parents and school administrators regarding pupil attendance and what school authorities must do to enforce attendance. The following are three pertinent excerpts from Chapter 76, Section 1, 2, & 4 of the General Laws of Education Relating to School Committees:**

### **1. Requirements and Exceptions – Section 1**

**“The superintendent, or teachers insofar as authorized by him or by the school committee, may excuse cases necessary absence for the other causes not exceeding seven sessions or fourteen half-day sessions in any period of six months...”**

### **2. Duties of Parents: Penalty – Section 2**

**“ Every person in control of a child described in the preceding section shall cause him to attend school as therein required, and, if he fails to do so for seven day sessions or fourteen half-day sessions within any period of six months, he shall, on complaint by a supervisor of attendance, be punished by a fine of not more than twenty dollars...”**

### **3. Inducing Absences: Penalty- Section 4**

**“Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully therefrom, shall be punished by a fine of not more than two hundred dollars...”**

**This means that no student can be absent from school without a note from a medical professional for more than seven days in a six month period. Exceptions are given for religious education reasons as established by the school committee only.**

- consecutive days in a school year, unless he/she presents a physician’s certificate, must repeat the year.
- **Any dismissal prior to 11:30 A.M. is legally an absence. Dismissals on a half day are marked as absences.**
- It is important that your child attends school regularly and be on time. Parent/guardian and pupil cooperation is needed.

- We do not, however, expect students who are ill to attend. Medical appointments during school hours are discouraged.
- Family trips should coincide with scheduled school vacations.
- Students never, under any circumstances, leave the school grounds without the permission of the principal.

## Books

- Books are loaned to the students and must not be marked or written in.
- The student's name or number will be placed inside each book they are given.
- Teachers will periodically check students' books.
- All books must be covered (**please do not use contact paper**).
- Grades 5-8 students will sign a book contract at the beginning of the school year on which they will list any damages to their books. At the end of the year, students will pay for any new damages that have occurred.

## Bullying

- **A bully is a person who repeatedly and over time exposes another person to negative actions. A bullying action is considered to increase if the person has been asked to stop and continues the negative behavior. A negative action is when a person intentionally inflicts injury or discomfort upon another person, through physical contact, through words or in other ways.**
- **Note that bullying is both overt and covert behaviors.**
- **Cyberbullying occurring outside of school needs to be handled between parents and children.**
- **Saint Francis of Assisi School will intervene when the “cyberbullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.” (Massachusetts Law Chapter 92 Section 5)**
- **Bullying Consequences:**
  - 1<sup>st</sup> Offense- Parent will be notified by phone call and email.**
  - 2<sup>nd</sup> Offense- Student will have a discussion with the principal**
  - 3<sup>rd</sup> Offense- Student will receive an in-house suspension or detention.**

**Any repeat offender may result in an out of school suspension and may lead to expulsion.**

- **Retaliation or reprisal in any form against any person who has filled a complaint relating to bullying or harassment is forbidden. If it occurs discipline shall be imposed and could lead to expulsion.**

## **Celebration Policy**

- **An increasingly large number of students with allergies and food reactions have prompted many schools to change their policy on celebrations within the classroom. In addition, this policy has been created to support healthy nutrition practices suggested by the USDA. With the support of the Pastor and School Board the following policy will take effect immediately.**
- **Birthdays and holidays are important ways to celebrate and to learn in school. In keeping with the learning aspect, effective with the beginning of the 2011-2012 school year, food items to celebrate student birthdays and holidays will no longer be permitted. Birthdays and holidays will be celebrated with non-food items. There will also no longer be receptions after our school Liturgies. Birthdays will be recognized within the classroom by the teacher and students. Holiday celebrations will be determined by the grade level teachers and notices of donations will be communicated. The individual classroom teacher will determine and suggest these non-food ways to celebrate. Suggestions will be sent home by each classroom teacher.**

## **Communication with Parents**

- Communication between the home and school is essential to your child's education.
- Every Thursday parents/guardians will receive a Thursday envelope containing all school information. It will be sent home with the oldest or only child attending Saint Francis of Assisi School. PLEASE READ THE CONTENTS. The Thursday envelope contains important information that needs your attention. This system is our link to you! The envelope is to be signed and dated by the parent/guardian and returned to school within the next two (2) school days.
- **Thursday envelope information is posted on the St. Francis of Assisi website.**
- If you wish to meet with a teacher or the principal, please call their voice mail or send in a note and arrangements will be made to set up an appointment. An appointment is

necessary, unless the visit is urgent. It is inappropriate to call the teachers at home at any time to discuss school matters.

**Proper Procedure** - Under normal circumstances, this is the procedure that should be followed for sharing information and/or solving problems should the need arise.

**Step 1** – Parent should discuss the problem/question with the student to understand it fully. If more information is needed ...

**Step 2** – Parent arranges a meeting with the teacher involved. A request may be made by the parent or teacher asking for the principal to be a part of the meeting. The principal's attendance at this meeting will be up to the discretion of the principal. If no solution.....

**Step 3** – Parent makes appointment with the principal. As a last resort ...

**Step 4** – Parent, teacher, student, and principal meet to discuss the matter and reach a solution.

- We ask you to go through the proper channels of communication outlined above. It is only with proper communication that your questions can be answered and problems can be resolved.
- Parents/Guardians will be notified by the Connect-Ed system for snow cancellations and any other school notification.
- Saint Francis of Assisi Website ([www.sfab.org](http://www.sfab.org)) contains information for parents and students concerning homework, projects, events, news, and activities.
- Saint Francis of Assisi School holds separate Expectation Nights for grades pre-k - kindergarten, grades 1-4, and grades 5-8 during the month of September.
- Saint Francis of Assisi uses Teacher Ease: Web-based Grade book and Student Management System ([www.teacherease.com](http://www.teacherease.com)). This program allows parents to view their students academic progress.

## Computers

### Electronic Mail and Internet Code of Conduct

- Electronic mail is available to the staff and students of the Saint Francis of Assisi School community. Each staff member and student is asked to use all Saint Francis of Assisi School provided resources responsibly.

- Access to the Internet, as determined by the principal, is provided to staff members and students who have a bona fide administrative or educational need.
- Internet access is for the benefit of Saint Francis of Assisi School and its staff and students.
- Every staff member and student has a responsibility to maintain and enhance the school's public image, and to use the Internet in a productive manner.
- The information processing equipment used to access and process Saint Francis of Assisi School administrative and educational information is Saint Francis of Assisi School's property. Saint Francis of Assisi School has the right to monitor, review, and access information that is processed on its information-processing environment.
- All internet activity will be stored and an audit trail will be maintained.

**\*Please be assured that student files are kept under lock and key in the principal's office. The only information, on the computers, is names, addresses, phone numbers, and birthdays. This information is not connected to the main server.\***

### **Electronic Mail**

- Electronic Mail is provided by Saint Francis of Assisi School for staff and students to conduct Saint Francis of Assisi School administrative and educational business. No personal use is allowed.
- All electronic messages created and stored on Saint Francis of Assisi School computers or networks are the property of Saint Francis of Assisi School and are not considered private. Saint Francis of Assisi School retains the right to access staff and student electronic mail.
- Users must not allow anyone else to send e-mail using their e-mail address. This includes their supervisors, secretaries, assistants, teachers, and any other subordinates or students.
- Saint Francis of Assisi School reserves the right to review all staff and student e-mail communications. E-mail messages may be retrieved by Saint Francis of Assisi School even though they have been deleted by the sender and the reader. Such messages may be used in disciplinary actions if they do not adhere to Saint Francis of Assisi School's staff and student code of conduct.
- Saint Francis of Assisi School will not provide directories of staff and student e-mail addresses for public access.
- Do not send confidential or proprietary information through e-mail.

- Each staff member and student is responsible for the content of information sent from the e-mail address provided by Saint Francis of Assisi School. Fraudulent, harassing, or obscene messages are prohibited.

### **World Wide Web (Internet) & File Transfer Protocol (FTP)**

- Software for browsing the World Wide Web (WWW) is provided to staff members and students for administrative and **educational use only**.
- All software used to access WWW should be granted by the principal. Non-approved versions that may contain viruses or other bugs are prohibited.
- Any files downloaded over the WWW will be scanned for viruses. Any programs downloaded from the Internet must be reviewed with the network administrator before installing to Saint Francis of Assisi School owned information-processing environment. Saint Francis of Assisi School reserves the right to audit and monitor any downloaded software.
- No sites known to contain **offensive** material may be visited.

### **Intranet**

- Access to the Saint Francis of Assisi School Intranet is authorized for use by Saint Francis of Assisi School staff members and students and is intended for internal use only. Distribution of confidential materials contained on the Saint Francis of Assisi School Intranet is prohibited outside of Saint Francis of Assisi School.

### **Other Services**

- Subscriptions to news groups, posting any information to any news groups using Saint Francis of Assisi School owned information-processing equipment and Saint Francis of Assisi School paid Internet Service Provider (ISP) subscriptions are prohibited without the prior consent of the principal.
- General use of Saint Francis of Assisi School property and equipment is reserved for school use only.
- Saint Francis of Assisi School reserves the right to occasionally access any of its property.

## **Electronic Monitoring and Disciplinary Actions**

- All messages created, sent, or received over the Internet, the Intranet, the school's e-mail system, or voice mail systems are the property of Saint Francis of Assisi School and should be considered school information. Staff members and students have no right to privacy of information they transmit or store through Saint Francis of Assisi School's systems. While e-mail and voice mail systems may be accessed by passwords that does not mean that the messages are confidential. Any staff member or student who uses school property in violation of the law or school policy will be subject to discipline, up to and including discharge or expulsion.
- The following are examples of actions or activities that can result in disciplinary action. Because not all possible actions can be contemplated, the list is necessarily incomplete. Thus, disciplinary action may occur after other actions when the circumstances warrant it.
  1. Unauthorized access attempts to any computer (Saint Francis of Assisi School or other).
  2. Using Saint Francis of Assisi School's time and resources for personal activities and gain.
  3. Sending threatening messages.
  4. Theft or copying electronic files without permission.
  5. Not obeying all copyright laws.
  6. Sending or posting Saint Francis of Assisi School confidential materials outside of Saint Francis of Assisi School, or posting Saint Francis of Assisi School confidential materials inside Saint Francis of Assisi School to non-authorized staff members or students.
  7. Refusing to cooperate with security investigations.
  8. Sending and forwarding chain letters.
  9. Unauthorized access use of Saint Francis of Assisi School information and Internet via Saint Francis of Assisi School equipment.

## **Conferences**

- Teachers welcome the opportunity of having individual conferences with students and/or their parents/guardians. Consultation will be made by **appointment only**. Any parent/guardian wishing to make an appointment with a teacher is asked to contact the school office and leave a message on that teacher's voice mail. The teacher will return messages within 24 hours, excluding weekends. Parents/guardians need to remember that teachers are in class the entire day so that conferences will be held before or after school. **There will be no Friday afternoon conferences (unless an emergency arises).**
- Formal parent/guardian/teacher conferences are held twice a year for grades K through eight. Team conferences will be held for grades five through eight with each conference lasting ten minutes. Conferences for grades five and six will be held the first night with conferences for grades seven and eight on the second night.
- The teacher and/or parent/guardian may request additional conferences throughout the year. Appointments are necessary for all conferences.
- Parents/ guardians who do not live in the same household should not **request** frequent appointments with their child's teacher.
- Parents/guardians **can** not **request** appointments with teachers during school vacations.

## **Detention**

- At times, it is necessary to give a detention to students who do not follow the rules. Parents/guardians will be given at least a 24-hour notice concerning a detention. It will be the parents/guardians responsibility to pick up their child on the day of detention.
- **A specific day for the detention will be determined by the teacher.**

## **Discipline**

- The underlying principle guiding all our actions and interactions at St. Francis of Assisi School is that we love and respect others because we believe God is in each person. All our rules flow from this principle.
- An important part of education is to teach self-discipline. We do this by allowing students to make choices while emphasizing that they are responsible for the results of their choices. It is sometimes necessary for the school to take a firm stand on certain issues, particularly

when a child's behavior infringes on the **safety and** rights of others. Therefore, it is appropriate to suspend a student for extreme or habitual misconduct.

- A student may receive an out-of-school suspension. Parents/guardians will be notified and a conference with the principal will be arranged. The need for a suspension will be determined by the principal. The commission of, or participation in any activities listed below, within the school buildings, on school grounds, or at school sponsored events is prohibited. Disciplinary action after due process could result in suspension from school.
  
- If a student is discharged from school because of the behaviors listed below, he/she will not be readmitted.

- ◆ Smoking/drugs/ alcohol on school property.
- ◆ Fighting with another student on school grounds.
- ◆ Leaving school property without the permission of a teacher or administrator.
- ◆ Truancy
- ◆ Disruption of the learning environment of the school/classroom.
- ◆ Inappropriate use of school computers, internet and intranet.
- ◆ Deliberate destruction of school or Church property. Parents will be liable for the damage incurred because of such vandalism.
- ◆ **ELECTRONIC DEVICES:** Cellular phones (see below), beepers, laser pointers, radios, CD players, Game Boys, walkmans, ipods, tape recorders etc., are not allowed in school.

◆ **CELL PHONES:** We understand your concern for the safety of your children after school. For students whose parents feel the need for their child/children to have a cell phone in school, the policy of St. Francis of Assisi School, is that students are not to have cell phones in their possession during the school day. If a child is dismissed early from school or leaves at regular dismissal time and forgets their cell phone, they will not be permitted to return to school to pick up the phone.

**\*\* Teachers will ask for cell phones at the beginning of the school day and will place them in a designated area. Teachers will return cell**

**phones at the end of school day. Please label your child's cell phone.\*\***

**Consequences for cell phone:**

**1<sup>st</sup> Offense:** Principal keeps phone for one week

**2<sup>nd</sup> Offense:** In school suspension

**3<sup>rd</sup> Offense:** Principal keeps phone until June

**4<sup>th</sup> Offense:** Expulsion if another phone comes into building after principal has confiscated one.

**\*\*If a child is found to have a cell phone on their person or have been found to have used the cell phone during school hours after the teacher has asked for them, the consequence will be an in school suspension.\*\***

- ◆ Stealing
- ◆ Disrespect
- ◆ Involvement in any acts, which endanger the safety of others.
- ◆ Refusal to obey any reasonable request of any school staff member, volunteer, or school bus driver.
- ◆ Disruptive or inappropriate acts which are judged serious by the staff or bus driver.
- ◆ Repeated violation of school rules and regulations.
- ◆ Cheating on a test, quiz, or assignment. **(Talking of any kind between students during testing is considered cheating.)**

**1<sup>st</sup> Offense:** The student will receive a "0" for his/her work and parents/guardians will be notified.

**2<sup>nd</sup> Offense:** Subsequent offenses will result in further disciplinary action.

**Disciplinary Consequences:**

**1<sup>st</sup> Offense:** Verbal Warning from principal

**2<sup>nd</sup> Offense:** Office detention

**3<sup>rd</sup> Offense:** Suspension (in/out school) or expulsion (to be determined by the principal)

- Suspension – Parents will be called immediately and notified in writing. The student will be put on “SUSPENSION” for a period of time (one to ten days) to be determined by the principal. The student is to stay home from school and keep off school property while on suspension. The student will not be allowed to return to school without a student/parent/principal conference and will receive a zero (0) for all work missed while on suspension. No make-ups will be given. There are a maximum number of suspensions allowed during the school year. This will be determined at the meeting with the principal.
- Expulsion – The parents will be notified that the student may be asked to leave the school PERMANENTLY. “Expulsion” will occur for repeated disregard for Saint Francis of Assisi School’s policies or for a grave and extremely serious matter.

**\*\*Note:** The failure of the student or the parent/guardian to adhere to the details of the consequences will automatically advance the process to the next step in the consequences. Any student on disciplinary dismissal or suspension may not take part in any school activities.

## **Dress/Uniform Code**

- All students are expected to be in full uniform each day. Uniform checks will be conducted daily by the homeroom teachers.

**Boys:            Grade 1-8**

Navy blue dress slacks with belt

Yellow knit uniform shirt with school emblem

Dark solid colored shoes

Dark solid colored dress socks

Navy uniform sweater (optional)

**Girls:            Grade 1-6**

Uniform jumper (**length no shorter than 1 inch above the knee**)

Yellow blouse (Peter Pan collar), long/short sleeve

**NO** yellow knit uniform shirt with school emblem may be worn

Plaid tie

Navy socks

Dark solid colored sensible shoes (**No heels higher than one inch, no platform shoes, sling-back, or open-toed shoes**)

Navy uniform sweater (optional)

### **Grade 7 & 8**

Uniform plaid skirt (**length no shorter than 1 inch above the knee**),  
**navy vest (optional)**

Yellow blouse (convertible collar), long/ short sleeve

Yellow knit uniform shirt with school emblem

Navy socks

Dark solid colored sensible shoes (**No heels higher than one inch, no platform shoes, sling-back, or open-toed shoes**)

Navy uniform sweater (optional)

- **Girls:** School slacks with a belt are allowed November 1<sup>st</sup> through April 1<sup>st</sup>, vest or school sweater must be worn with the slacks.
- **Boys and Girls:** School dress shorts are allowed September 1<sup>st</sup> to October 1<sup>st</sup> and after May 1<sup>st</sup>.
- **Make-up, extreme nail polish, earrings (hoops, dangling and/or earrings larger than a dime), fake nails, latest fads in shoes including shoes/sneakers with wheels, crocs, haircuts, feather extension, head bandanas, hair coloring, and excessive jewelry, including Silly Bands and all other types of bracelets** are a source of distraction and are, therefore, not permitted.
- **No tattoos, body piercings, multiple earrings, cartilage earrings, or ankle bracelets** will be permitted.
- **Jewelry is to be age appropriate. Boys are not allowed to wear earrings.**
- To prevent slipping and injury to the child, shoes with soft rubber heels are to be worn.
- **boots may be worn to school in inclement weather but must be changed to uniform code shoes once inside school**

**Gym Uniform:**

SFA navy t-shirt  
SFA navy shorts  
SFA navy sweatshirt  
SFA navy sweat pants  
sneakers (clean)

- Students have one gym period a week. They are responsible to wear their gym clothes on the day assigned for their Physical Education Class. No student may attend gym class without the proper attire.
1. Uniforms are to be clean, neat, and damage free. **Shirts and blouses are to be neatly tucked in.** Skirts cannot be rolled at the waistband. Students must enter and leave the school building in full uniform.
  2. Boys' hair should be above the eyebrows, be trimmed around the ears, not touch the shirt collar, and may not have a tail.
  3. Students' hair should be kept clean.
  4. Students may only wear the St. Francis of Assisi school sweater. No other sweaters, sweatshirts, or fleeces are acceptable.
  5. On gym days, only St. Francis of Assisi shorts or sweatpants may be worn. In September, October, May, and June, students may wear SFA shorts, only if the weather conditions permit.
  6. **Christmas Concert** - Grades Pre-k through eight are required to wear red, white, or green turtleneck jerseys with black pants and black shoes for this event.
  7. **Field Day** – Children will wear the St. Francis of Assisi gym uniform.
  8. Students should come to school with appropriate outdoor attire. If students do not have the appropriate attire for the weather, they will not be allowed to go outside during recess.
  9. Students, who repeatedly violate the uniform policy, will be denied participation in the next dress down day.

➤ **Enforcement of Uniform Policy**

It is of the utmost importance that the school receives total cooperation from the parents/guardians in enforcing our uniform code.

Students out of uniform:

**1<sup>st</sup> Offense:** warning    **2<sup>nd</sup> Offense:** detention    **3<sup>rd</sup> Offense:** determined by principal

We urge students to remember that often in life it is not what we say, but how we say it, which **often** makes the difference between courtesy and crudity. While wearing the St. Francis of Assisi uniform, our students are **representing our school and** making a statement to the Braintree community. They are expected at all times to act and behave in a manner that is appropriate and that would make us proud.

## **Emergency Plan (Crisis Management Plan)**

- This plan encompasses two major areas: containment in the school and evacuation from the school.
- Containment (lockdown) in the school would include situations such as: severe weather, armed or dangerous person near site, threats or physical harm, **or** outside hazardous materials incident.
- Evacuation from the school may include situations such as: bomb threat, fire alarm, armed or dangerous person in school, gas leak, chemical spill, or a hostage situation.
- Emergency preparation is a process requiring continual review and adjustment. Every situation is unique, but our school has basic plans set in place to meet these emergency situations.
- In case of an emergency situation that requires containment:
  - ◆ All doors will be checked to ensure that they are locked
  - ◆ Emergency services will be notified
  - ◆ In case of severe weather or outside hazardous materials, students will be taken to the school hall, if **it is** safe **to do so**.
  - ◆ Emergency parental/guardian contact will be initiated using the Connect-Ed program.
- In case of an emergency situation that requires evacuation:
  - ◆ All classes will be contacted by alarm or intercom
  - ◆ Emergency services will be notified
  - ◆ Fire alarm procedures will be immediately initiated
  - ◆ Students will be evacuated to parking lot

## **Emergency School Closing**

- In the event of inclement weather, please listen to radio stations WBZ – 1030, WHDH – 850, or WJDA – 1300 AM, or television stations 4, 5, or 7, for the announcement of Braintree public schools closing; this includes St. Francis of Assisi School.
- Connect-Ed will be used at this time.
- Please do not call the school or rectory. Parents/guardians are encouraged to use their own judgment during adverse weather conditions.

## Extracurricular Activities

- The students who have been selected as members of SFA athletic teams and clubs have a responsibility to represent their school with pride. Their conduct during and after school hours should reflect an attitude of respect for others and their property. Good sportsmanship and teamwork should be evident.
- If a student is absent on any given day, he/she **may not** participate in any extracurricular activities on that day or evening. Students must maintain a **C average in all subjects, conduct, and effort** to be eligible to participate in extracurricular activities.
- Parents/guardians must accompany children to all evening events. Children must not be left unattended.
- Athletic teams (basketball and football) are open to boys and girls.

## Extended Day Program

- The Extended Day Program **is** from 2 P.M.-6 P.M. **on regular school days** and from 12-6 on early release days.
- If there are any questions please consult the Extended Day Handbook).

## Field Trips

- Field trips are provided to enhance the curriculum **and can be exciting learning experiences.** Local trips, as well as, bus trips are included. Educational field trips are encouraged and are always well supervised.
- Signed permission slips are required if a student is to participate.

- A student can attend a field trip only if the appropriate permission form is completed and returned to the homeroom teacher by the required due date.
- Telephone permission or email permission is **never** accepted.
- Field trips are privileges. Students will be denied participation if they do not meet academic or behavioral requirements. The school reserves the right to make this determination.
- **Cell phones are not allowed on field trips.**
- All chaperones must complete a CORI form and meet all requirements.

## Fire Drills/Crisis Plan

- Directions are posted in each classroom. These drills are held regularly. Silence is to be maintained during these drills to ensure safety.

## Friars' Club

- The Friars' Club encompasses the entire school population. The director assigns 4 raffle numbers per family. These numbers remain the same until the last student leaves SFA. A drawing is held monthly with 8 winners. The proceeds are used to offset school budget expenses.

## Fundraising

- The cost of providing a strong value based education increases from year to year. It is our goal and mission to provide educational and technological advances for the benefit of our students. The opening of our state of the art computer lab is proof of this on-going commitment.
- The **Holiday Cards** will be the only major fundraising effort during the fall. Therefore, in the new school year, we will give everyone a choice. Families **must** choose to either participate in selling Holiday Cards or to pay an additional fee in lieu of selling the cards. Families with 1 child are required to sell 12 calendars; families with 2 or more students in school are required to sell 17 calendars.
- The **Golf Tournament or auction** will be the major fundraiser for the spring. Everyone is asked to donate an item and/or a monetary donation for the raffle baskets.

- Monies will be used for school enhancements (i.e. technology, enhancement of curriculum, textbooks, security). These enhancements will be determined by the pastor and principal in collaboration with the faculty, staff, and parent guild officers.
- Box Tops are collected throughout the school year. All money earned is used directly for the classrooms.

## Grades' 6 – 8 Expectations

### ➤ Homework

- Homework is spot checked throughout the term
- Homework every night M-Th (in the following subjects: math, science, literature, English, social studies) consisting of but not limited to: reviewing, studying, exercises, problems, essays, pre-reading, reading, and projects. Sometimes homework will be given on Fridays depending on the assignment.
- Long term assignments passed in after the assigned due date are subject to a grade of zero/or a loss of 10 points per day depending on assignment and circumstances.

### ➤ Grading

- Test/Projects - 50%
- Quizzes - 35%
- Homework – 15%

### ➤ Detention

- Increments of 15minutes
  - 1<sup>st</sup> offense: warning
  - 2<sup>nd</sup> offense: yellow slip
  - 3<sup>rd</sup> offense: detention

### ➤ Extra Credit

- Given as a group by the individual teacher; students have the option of completing the assignment/work if they wish.

### ➤ Extra Help

- Determined by the teacher

### ➤ Final Exam Week Absences

- Final Exam schedules are posted online and hard copies given to students at least a week before exams begin.

- **It is the responsibility of each student regardless of absences to be prepared for the exams on the day they are held.**
- **If a student is absent on the day of an exam he/she is expected to take the exam on the next available day.**

### ➤ **Low Grade Warning**

- **Parents are responsible to track students' grades on Teacher Ease.**

## **Grade Eight Recommendations**

- We ask the eighth grade students to turn their transcript forms and high school recommendation papers into the teachers/principal **as soon as possible** so that all paperwork can be completed and mailed to the high schools by early December.

## **Grade 8 Washington, DC Trip**

- The principal and grade 8 **teacher reserves** the right to ask a child not to participate due to behavior and/or low grade point average.
- Students are required to participate in all fundraising activities.
- This trip is an educational trip; all students are expected to attend.
- Chaperones on the trip are faculty members of Saint Francis of Assisi School.
- Students will be required to complete a power point presentation as their final history grade upon their return.
- Any student not participating in the trip is required to attend school on those days.
- **Under no circumstances will student cell phones be allowed on the trip.**

## **Grades**

- Grades given by the teacher stand. Students/parents/guardians should not ask for a change of grade.

## **Graduation Fee**

- All eighth grade students will be assessed a graduation fee. This fee covers the cost of the caps and gowns, diplomas and diploma covers, yearbook, and memory DVD.

## Health

- Students who have been ill during the night or appear ill in the morning should be kept home.
- The school nurse should be informed if a student has any physical problems, allergies, seizures, etc. Any child, who takes medication in the case of an allergic reaction, must be sure the medication is labeled with the student's name on the original prescription bottle if such medication is brought to school.
- The school nurse identifies health problems through screening programs, by observation, and by conferences. Screening programs include hearing, vision, dental problems, height, weight, and scoliosis. All screening results are recorded on the **student's** permanent health record. All failures or positive reactions are referred to parents/guardians in writing.
- If medication needs to be administered during school hours, a note from the doctor, identifying the type, dosage, and purpose of the medication is required and must be accompanied by a note from the parent/guardian giving permission to administer this medication.
- No one is permitted to keep medication in the classroom or take it without the supervision of the school nurse.
- Cough drops require a note from the parents.
- If a student has been absent due to a communicable disease or absent for **three or more days**, a doctor's note of permission to return is required before a student is allowed back to class.
- Each student is required to have a completed emergency card on file in the school office. At all times the school must be able to contact a parent/guardian, relative, or other responsible adult in event of illness or other serious matters. If there are any changes in the information provided during the school year, please inform the office immediately.
- Injuries that have occurred at home need to be taken care of at home.
- **Saint Francis of Assisi School does not accept students who are not immunized/vaccinated.**

**\*\*\*\* See attached forms \*\*\*\***

## Homework

- Homework is a must. **All homework is to be prepared and handed in on the day the teacher has assigned as the due date.**
- In grades 1-4, all morning work or homework not completed by recess will result in the student being kept in at the discretion of the teacher.
- All homework should be neat and legible and up to the standards of the teacher, or it will not be accepted.
- **No student/parents will be allowed back into school after dismissal to pick up forgotten homework assignments and/or personal belongings.** This is a part of learning **responsibility.**
- **Students in the Extended Day Program will not be allowed back to their classrooms to pick up forgotten homework assignments and/or personal belongings.**
- Homework is given at the discretion of the teachers. The policy of each teacher will be communicated to the parents/guardians at the beginning of the school year.
- When homework is given, we ask cooperation of the parents/guardians in seeing that the student is given adequate time and a conducive environment in which to accomplish this task. If you feel your child is spending too much time with his/her homework, please arrange for a teacher conference.
- **Homework assignments should take priority over extracurricular activities. When it is necessary to be absent, students are responsible for making up all work that has been missed.**
- Homework is assigned to:
  1. Help the student to become more self-reliant.
  2. Learn to work independently.
  3. Improve skills that have been taught in class.
  4. Complete certain projects that require individual and creative efforts.
- **For grades 5-8:** if a student is ill, their work will **only** be given upon the student's return.
- Once a child is back to school the work will be made up. The time limit to complete work will **depend on the number of days absent with a maximum of 5 school days.** This will be accomplished outside the regular class time. **It is the student's responsibility to make up this work.**

- If a student takes a vacation on dates other than those specified in the calendars, teachers are **NOT** responsible for preparing special assignments for them. It will be the **responsibility of the child** to make up class work within **5 days** of returning to the classroom.

## Insurance

- Insurance is offered through the school each September. There is a “School Plan” which covers school hours and extracurricular activities sponsored by the school. Twenty-four hour coverage is also available. Parents/guardians preferring another insurance arrangement should explicitly indicate that the family has adequate coverage and that the school will be held blameless in case of an accident in or on school property.

## Lockers

- Lockers are assigned to the students and are the property of Saint Francis of Assisi School. Locks are not to be placed on lockers.
- Saint Francis of Assisi School has the right to open and inspect lockers at anytime.
- Decorative magnets, mirrors, **and pictures** are not allowed in lockers.
- Students are not allowed to open or remove any items from another locker or desk unless given permission.
- All students/parents are given a locker contract to be signed at the beginning of the school year.

## Lost and Found

- Lost and found items can be found in a **plastic tub located in the main office**. Please feel free to stop by at any time and check its contents.

## Lunch

- **A hot lunch program is offered every full school day.**
- **Milk is available to those students who wish to purchase it.**

- Students should speak in low tones, deposit all lunch litter in barrels, and be sure to leave the table and floor around their place clean.
- **STUDENTS ARE NOT ALLOWED TO HAVE LUNCHES DELIVERED TO SCHOOL.**
- Primary grades (Pre-k – 3) may bring morning snacks for recess in their lunchbox or bags; morning snacks are optional and should be nutritional.
- There are children with severe food allergies, and therefore, parents/guardians may be asked not to send in snacks. Parents/guardians need to respect these sensitivities.
- **Students who have food allergies and /or an epi-pen must sit at the allergy free table during their lunch time.**
- Lunches should be nutritional.
- Students are not allowed to have **soda** or **coffee** on school premises.
- Government subsidized free milk is also available for qualifying families. Inquire at the office for qualifications.
- **Children must remain on school grounds during their scheduled lunch period, unless dismissed by a parent/guardian.**
- Because the students in the middle school are departmentalized, and for the many students in the lower grade students with food allergies, in order to reduce the risk of exposure, we ask for your cooperation in **not sending any snacks to the classroom** containing peanuts, peanut oils, nut products, cheese/dairy (i.e., peanut butter crackers, Doritos, cheese curls, snack puddings, etc.) and that you **send in foods that are labeled.**
- **However, at lunch,** there will be a designated dairy products and peanut free area for students with food allergies, therefore the above foods are allowed (only) at lunch.
- Students will wash their hands after snack and lunch.

### **National Junior Honor Society**

- The students invited to become members will be 7<sup>th</sup> & 8<sup>th</sup> graders. Grade 6 students will be asked to apply for third semester.
- The process for becoming a member will be as follows. The students are invited by the faculty council to apply. Students are required to fill out an application and complete an essay which is returned to the faculty council.

- This council determines which students will be invited to the National Junior Honor Society, by a criterion that has been created by the National Junior Honor Society.
- Once a student has been chosen to become a member, he/she will be required to pay a membership fee. This fee will be determined by the principal and faculty advisor.
- Each member is to maintain an **average of a 90%** or better throughout their time at Saint Francis of Assisi School.
- Students who do not maintain the said average will have a period of probation and a reevaluation of their grades. If there is an improvement the probation will be cancelled. If there is no improvement a faculty council meeting will be held to address the issue.
- The charter must complete at least one service project each year.
- Grade eight students will be allowed to apply only first semester to become members of the National Junior Honor Society.
- If a student is asked to apply and he/she chooses not to do so, they will not be given the opportunity to apply a second time. However, if a student applies and is not selected that student will have **one more** opportunity to apply.
- **All** members will be required to participate in graduation exercises.
- **All members will be required to show evidence of current community service at the beginning of each school year.**

## **Office Business**

- Parents should conduct office business at the glass window, unless otherwise indicated by office personnel.

## **Parent/Guardian Behavior**

- Parents/guardians who are disrespectful and argumentative in school will be asked to leave the building. If this behavior occurs on the telephone, the person will be asked to call back at a later time.

## **Parents/ Guardians and the Education of their Children**

### **➤ Parents:**

The school is an extension of the education, which begins the day the infant is brought home from the hospital. Long before a child goes to school, his/her parents/guardians have

taught him/her many habits. When a child enters school, it is merely a continuation of his/her education and parental help is still needed.

The attitude of the parents/guardians toward the school and teachers is most important as it will be reflected in the attitude of the child.

Parents/guardians are asked to maintain a united authority between themselves and the school. Children should view the classroom teacher as an extension of parental authority.

Parents/guardians are reminded that criticism, complaints, and gossip are absorbed by the child and become part of his/her education.

Obedience cannot be taught in school if it has not been taught at home.

Parents/guardians are expected to express their supportive attitude for the school by participating in fundraising and other activities, and by being punctual in their payment of tuition.

- **Criminal Harassment** – Any adult suspected of harassing a student or another adult by means of phone calls, and/or letters, signed or anonymous, will undergo handwriting analysis by the Braintree Police Department, will be finger printed, and will be prosecuted to the fullest extent.

## **Personal Information**

- All personal information is held in strictest confidence
- It is required that any changes in address, telephone number, and email address be reported to the school office and classroom teacher immediately.
- St. Francis of Assisi School abides by the provisions of the Buckley Amendment as it relates to the rights of non-custodial parents. We request that all divorced parents furnish a copy of the custody section of the divorce decree. It is imperative for us to know who does and does not have access to your child and/or his/her school records for safety reasons. It is YOUR RESPONSIBILITY to provide the school office with the pertinent legal documentation. This applies to legal guardianship and separated parents as well.
- It is also required that you notify the school office if there is a change in any of the information you have listed on the emergency card. A student without an emergency card, health records, or other important information may be denied admittance to school. It is for each child's protection that all information requested by the office be supplied.

- You must also inform the school office if your child has any medical condition, such as: diabetes, epilepsy, heart or kidney conditions, asthma, allergies, etc.

## Photocopying

- Photocopying is not permitted unless permission is granted by the principal and/or office staff.

## Religion Program

- The religion program is geared to teaching students how to live as Catholic Christians. At St. Francis of Assisi School, we strive to make the students feel important and valued in the eyes of God, themselves, and others. The program includes prayer at all grade levels with students praying for their needs and the needs of others.
- All students are required to complete the appropriate religion course for their grade and to participate in liturgical celebrations which are part of the school program.

## Respect for Property

- Respect for every kind of property is a prime requisite of a good citizen. Much time and money is involved in maintaining the building and property. Each student is expected to cooperate in maintaining the cleanliness and order of the classrooms, desks, corridors, stairways, cafeteria, drinking fountains, and lavatories.
- Deliberately damaging the building, equipment, furnishings, or grounds is a form of stealing. Restitution may be asked. Accidental breakage or damage should be reported at once to the classroom/homeroom teacher.
- The belongings of all members of the school community should be respected. Adults should not be sitting on fences or parking in front of the gate. Children should not be climbing, sitting, or standing on any fences, gates, trees, plants, flowers, and bushes that are on SFA property at any time of the day.

## Responsibility

- A child can be taught responsibility. It is taught over a period of days and weeks as the child learns that performance is expected, and shirking duties will not be tolerated. If a child is

not taught this basic characteristic at home, he/she will not be responsible for school tasks. The child must be prepared to receive what the school has to offer.

- **If a child forgets homework, lunch, permission slips, etc., he/ she will not be permitted to call home.**
- In grades 5-8, if forgotten projects or assignments are dropped off at the office, the student will still be penalized at the discretion of the teacher.

## Safety Programs

- Protecting God's Children for grades 5-8 deals with violence prevention, anti-bullying, and child abuse/personal safety programs for schools, families, and communities.
- See I Make All Things New for grade 7 deals with the Church's teachings on chastity, as well as, respecting oneself and others.
- The Talking About Touching program for grades pre- k – 4 is published by Committee for Children, a non-profit organization seeking to improve children's lives by providing research based violence prevention, anti-bullying, and child abuse/personal safety programs for schools, families, and communities.

## School Problems

- It is important that there be complete unity in authority between parents/guardians and teacher. **It is a good policy to withhold judgment on what appears to be a grievance until you can get all the facts.** The following guidelines are offered as useful tools in solving difficulties of any nature.
  1. Get your facts from the proper person(s). Classroom teachers must receive the first call.
  2. Discuss your problem with the proper person as soon as possible. Delay aggravates the situation.
  3. Contact the principal if problems are unresolved.
- In most cases problems can be resolved with little difficulty. **Problems discussed with neighbors and friends are often exaggerated and cause greater misunderstanding than the situation warrants.**
- Saint Francis of Assisi School cannot and will not be involved in matters that occur outside the school community (i.e. dancing school, athletic games, or inappropriate e-mails).

## School Sponsored Activities

1. If a student gives evidence of having drugs, alcohol, or weapons (real or replicas) then:
  - a) Parents/guardians will be contacted.
  - b) The student will be dismissed from the activity/school property and if necessary, will be escorted from the premises by the police.
2. Any student whose conduct detracts from the purpose of the evening and/or interferes with the enjoyment of others shall also be dismissed.
3. Any student who has to be dismissed from an activity will be ineligible to attend a school sponsored event until such time as he/she proves capable of handling such a situation and has the principal's approval.

## St Francis of Assisi Science Fair

- Grades six through eight participate in the St. Francis of Assisi School Science Fair.
- Grade five students will display their posters in the cafeteria.
- Grades six through eight are graded on their research paper, attendance, display of their lab fair project, and a lab report.
- Attendance at the science fair is **mandatory** for grades 6-8.
- **There is a Science Week fee for grades Pre-k – 8. The fee covers the cost of programs, guest speakers, and activities.**

## Security

- **All parents and visitors** are to report to the school office window upon entering the building. In order to ensure continuity in the learning process, parents are not allowed to visit the classrooms while school is in session. All conversations with teachers are to be held outside the teaching time. Parents are encouraged to make an appointment to meet with their child's teacher as frequently as they feel necessary.
- **For security purposes, parents should not approach their children on the playground at any time unless they are on duty.**
- Cameras installed in the building are used to provide a safe environment for the students and staff. There are cameras located at each entrance and exit and in the cafeteria.

## Standardized Testing

- CTB/McGraw-Hill's Terra Nova Assessment Testing grades 2-8 annually

## St. Francis of Assisi Guild

- The purpose of the Guild is to support and enhance the school community through fundraising, as well as, social events consistent with the philosophy and mission statements of the school and parish.
- There are to be no official guild meetings outside the school grounds.
- Guild officers are nominated by current guild officers, faculty, or themselves. The pastor and principal appoint the officers.

## Student Behavior

- It is expected that all students of St. Francis of Assisi School conduct themselves as young ladies and gentlemen at all times. They must also adhere to the following school procedures.

### 1. Building Procedures

- All students should report to their assigned areas upon arrival to school.
- Tardy students should report directly to the office where they will receive a pink slip; they are then to report to their homeroom teacher.
- Students are to walk silently and in an orderly manner throughout the building at all times.
- Vandalism and littering in the building are prohibited in all areas including the bathrooms.
- Students are not allowed to chew gum in school.
- Students should proceed directly to and from special programs.
- No loitering in corridors.
- Stealing will result in out-of-school suspension and possible expulsion from school.
- No student should leave school building/grounds during any school activity.

### 2. Recess Procedures

- Students are to respect the rights of other children in the area.
- Students are to remain in designated areas.
- There will be no rough playing, fighting, or body contact games.

- d) Students should not bring playground equipment to school.
- e) If trouble arises, assistance should be sought from one of the adult supervisors.
- f) No student will leave the playground or go into the building without permission.
- g) When the bell rings, children are to be silent and line up in a quiet orderly fashion. There will be no pushing or fighting.
- h) Peaceful Playgrounds is to be used for organized games.

### 3. Cafeteria Procedure

- a) Students should always behave in a courteous and safe manner – no running, pushing, or using food improperly.
- b) Students are to eat only in designated areas.
- c) All lunchroom monitors and the custodians are to be treated with courtesy and respect.
- d) Trash should be disposed of as directed by the monitors and custodian.
- e) Considerate behavior in the lunchroom means:
  - 1. Quiet conversations
  - 2. Proper disposal of food in trash receptacles
  - 3. No popping of bags or juice/milk cartons
  - 4. Keeping the lunch area neat and clean
  - 5. Remaining in seats until permission to leave is given and raising hands to request assistance.

### 4. Classroom Procedures

**Each classroom will have some individual rules and regulations to suit its own grade level needs.**

The following is a list of common rules for all classrooms:

- a) Students are responsible for the proper use and care of books and other school materials/equipment.
- b) Students must show respect, courtesy, and consideration for all members of the school community.
- c) Toys, stuffed animals, radios, tape players, or personal audio-video equipment are not allowed.

- d) Students should behave in a way that promotes safety and protects themselves and others.
- e) No sexual harassment or intimidation is allowed on the school bus, in school, or on the school premises.
- f) Disrespect, rudeness, **inappropriate** language, or inappropriate gestures are not allowed at any time.
- g) Students may not leave a classroom without permission from the adult in charge.
- h) Disruptive behavior in a classroom that infringes on the rights of other children and interferes with learning will not be tolerated.
- i) **Due to safety and health issues, water bottles should be kept in the students' lockers and used only at snack time or at the discretion of the teacher. The type of water bottle allowed will only be those with a safety/sport cap.**
- j) **Due to safety and health issues, each classroom is equipped with a hand sanitizer. Students should keep individual hand sanitizer in their backpack or at home.**

#### 5. Bathroom Etiquette

- a) Bathrooms and the fixtures in these areas are to be used properly.
- b) Each parent should discuss proper bathroom etiquette with their child including personal hygiene and wasting supplies.
- c) **All students must have permission to use the bathroom.**
- d) **Upper grades must sign in and out on the bathroom log.**

### Student Report Cards

- Report cards are distributed three times a year. (grades Pre-k -4)
- Report cards are distributed four times a year. (grades 5-8)
- All report card verification forms must be signed by parent/guardian and returned within **two** days.
- Parents/guardians who do not live in the same household may request school information by providing the school with self-addressed stamped envelopes. The information will be mailed home once a month.
- **Teacher Ease can be used to view students' academic progress.**

### Supplies

- Each student will receive a list of supplies from their next year's teacher.
- Carry-on bags with wheels **must be carried on the child's back not wheeled.**
- Students are not allowed to have liquid white-out in school.

## **Tardiness**

- If a student arrives later than the 8:00 A.M. bell he/she must first report to the office for a tardy slip, **then report to their homeroom teacher.**

## **Teacher Ease: Web-based Grade book and Student Management System**

- **This program provides for grade book, report card, attendance, and parent access to their student's progress. It increases teacher collaboration and improved parent communication.**
- **Parents are responsible to track their student's progress.**

## **Thursday Envelopes**

- Envelopes will be sent home every Thursday and must be **returned** to school signed by a parent/guardian **within two school days.**
- **Thursday envelope information is posted on the St. Francis of Assisi website.**
- Handouts that are to be sent home in the Thursday envelope **must** be into the office **by** Tuesday of that week **to be** approved by the principal.

## **Transfer/Withdrawal**

- If a student is leaving St. Francis of Assisi School for another school, the name and address of the new school should be presented so that records can be forwarded easily. **A Saint Francis of Assisi** transfer/release form **must** be signed by the parent/guardian to authorize the transferring of records.

- Records will not be given to parent/guardian but **will be** mailed only to the transfer school.
- **The school will not forward records for students who withdraw with an outstanding balance.**

## Travel

- The town of Braintree provides busing for all students living beyond established walking distances within Braintree. The following is a list of important bus procedures.
  1. Grades 6-8 will be charged \$180 per year, billed by the town of Braintree. They must live 2 miles or more from the school to be eligible.
  2. No permission can be granted to any child wishing to ride on a bus other than the one assigned by the town of Braintree, as the insurance does not cover this.
  3. Students must obey the bus conduct rules.
  4. Any student with repeated misconduct and/or a slip signed by a bus driver will be reported to the principal. Parents/guardians will then be notified that further misconduct will lead to suspension from the bus. The length of the suspension will be the same as the Braintree public schools.

**1<sup>st</sup> Offense:** Warning

**2<sup>nd</sup> Offense:** One week

**3<sup>rd</sup> Offense:** One month

**4<sup>th</sup> Offense:** One year

## Truancy

- Truancy is defined as an absence from school or class without sufficient reason. Students are truant and may be suspended if they:
  1. Leave school without express permission of the office
  2. Are absent from school without prior permission from their parents/guardians
  3. Are absent from class without permission

## Tuition

- All tuition must be paid according to the signed payment schedule.
- Non-payment of tuition on due dates may result in a student's withdrawal from school.
- Any tuition that is 60 days or more will result in a student withdrawal.

## Tuition Refund Policy

- Tuition payments begin monthly July 1<sup>st</sup> through April 1<sup>st</sup> of each school year. If a student transfers during the year, the tuition due will encompass payments from July 1<sup>st</sup> to and including the month in which the student leaves. For example, if a student leaves school on October 15<sup>th</sup>, the tuition due would encompass the July, August, September, and October payments. Please note, the registration and educational supply fees are non-refundable.
- **Transfer: If a child leaves Saint Francis of Assisi School prior to 12/31 of the school year, the family is responsible for the registration fee, the book bills, and computer lab fee, as well as, any payments from July up to and including the month of transfer. There will be no rebate of tuition if a student transfers after 12/31 of the current school year.**

## Unauthorized Use of School Name

- No teacher/staff member, student, or student's parent/guardian, without the express prior written authorization of the school's principal(administrative head), may utilize the school's name or identifying logo for any inappropriate purpose, including but not limited to the use of the school name, this includes:
  - to open any bank account
  - to solicit funds on behalf of the school
  - to collect money on behalf of the school
  - to sell products on behalf of the school
  - to schedule any field trip, vacation or other accommodations
  - to post any website for any purpose including, but not limited to support of a particular social or political agenda
- Any such unauthorized use of the school's name or identifying logo, if committed by a student, may subject the student to disciplinary action up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may result in legal action.
- **Any pictures/videos that are taken during school field trips/functions are to be used solely for school purposes.**

## Vacation

- If a student takes vacation on dates other than those specified on the calendar:
  - Grades Pre-k – 4:** Assignments will be given at the discretion of the teacher.
  - Grades 5-8:** Teachers are not responsible to prepare special assignments. It will be the **responsibility of the child** to make up class work within **5 days** of returning to the classroom.

## Volunteers

- A Helping Hand Form is sent home with the students at the beginning of the school year.
- All volunteers **must** complete a CORI form and meet all requirements.
- **Volunteers are not allowed to have hot liquids.**
- **Volunteers should not be using a cell phone or allow a student to use a volunteer cell phone while volunteering.**
- **Volunteers should only leave their assigned position if told to by a member of the faculty.**
- **Lunch room volunteers may not bring in lunches for their student.**
- **Lunch room volunteers must be available for the entire lunch period (11:15 -12:30) unless approved by the principal for a shorter time period.**
- **See Appendix A for lunch room protocol.**

## What to expect from your child

- Parents/guardians are expected to take an honest look at their child's capabilities so that they can encourage him/her throughout the year. If parents/guardians overestimate a child's ability, both parents/guardians and child will encounter needless frustration. Warm understanding parents/guardians provide a fertile climate for continuous progress of their child. They accept their child's individual differences and are pleased with his/her best, even if grades are average.

**\*\* St. Francis of Assisi School reserves the right to make changes to this handbook as needed. \*\***

## **Addendums 2011-2012 School Year**

- At dismissal time all students and other children must be supervised by their parents/guardians. There is to be no climbing on the fence, gate, and tree.
- Connect-Ed will be updated January 1, 2012 to include email and text messaging. It is the parent/guardians responsibility to make sure that the school has the most updated numbers and email addresses.
- Students are allowed to bring in an electronic reader for independent reading if given permission on the form in appendix A. The form must be turned in on the first day that the student brings the electronic reader to school.
- The school reserves the right to check any property that comes into the building
- School is a partnership between parent and school. If in the opinion of the administration the partnership is irretrievably broken, the school reserves the right to ask the child to leave the school.

**Appendix A**



**Electronic Book Release Form**

My child, \_\_\_\_\_ has permission to bring in his/her electronic book to use for independent reading. I understand that Saint Francis of Assisi is not liable if the electronic book is broken, lost or stolen.

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

\_\_\_\_\_  
Date





SAINT FRANCIS OF ASSISI SCHOOL

850 Washington Street • Braintree, MA 02184  
Phone: (781) 848-0842 • Fax: (781) 356-5309 • www.sfab.org

*Saint Francis of Assisi Mission Statement: We are a Catholic community of faith striving to follow Jesus, pledging each day to do our best by imitating Saint Francis of Assisi as "instruments of peace." Our goal is to maintain a safe and healthy environment and to be academically prepared for this technological age.*



A revised state law requires that every child in the schools be administered a separate and careful physical examination. For children entering the Saint Francis of Assisi **PreSchool** program this must be done prior to starting school.

It is recommended by the State Department of Public Health that a health appraisal of the child be conducted by the family's own physician.

To assure your child of the maximum attainment in health and education, we strongly urge that the examination be conducted during this approaching spring or summer. Prompt attention to this matter will facilitate completing any medical care or treatment necessary during the summer and reduce the loss of valuable school time in the fall. It will also provide the teacher with information and recommendations concerning your child that may have direct bearing upon his/her learning ability and progress.

NEW IMMUNIZATION REQUIREMENTS EFFECTIVE SEPTEMBER 1, 1999

STUDENTS ENTERING PRESCHOOL MUST SHOW PROOF OF THE FOLLOWING IMMUNIZATIONS:

- Four or more doses of DTaP/DTP vaccine.
  - Three or more doses of Polio vaccine.
  - One MMR (Measles Mumps Rubella) vaccine.
  - Three doses of Hepatitis B vaccine.
  - Three or four doses of HIB vaccine.
  - One dose of Varicella vaccine or physician statement that your child had Chicken Pox.
- PRESCHOOL STUDENTS MUST ALSO SHOW PROOF OF HAVING A LEAD SCREENING TEST.

NEW:

**\*\*ALL CHILDREN ENTERING PRESCHOOL MUST HAVE A VISION SCREENING and STEREOPSIS TEST MUST BE COMPLETED BY THEIR PHYSICIAN BEFORE ENTERING SCHOOL. THE SCREENING RESULTS MUST BE NOTED ON THE PHYSICAL EXAM FORM.**



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Dear Parent(Ss)/Guardian(s),

A revised state law requires that every child be administered a separate and careful physical examination. Formerly a yearly requirement, this physical examination will now be required before entering kindergarten, fourth and seventh grades and prior to or on entering the school system.

It is recommended by the State Department of Public Health that a health appraisal of the child be conducted by the family's own physician.

To assure your child of the maximum attainment in health and education, we strongly urge that the examination be conducted during this approaching spring or summer. Prompt attention to this matter will facilitate completing any medical care or treatment necessary during the summer and reduce the loss of valuable school time in the fall. It will also provide the teacher with information and recommendations concerning your child that may have direct bearing upon his/her learning ability and progress.

**NEW IMMUNIZATION REQUIREMENTS EFFECTIVE SEPTEMBER 1, 1999**

STUDENTS ENTERING **KINDERGARTEN** MUST NOW SHOW PROOF OF THE FOLLOWING IMMUNIZATIONS:

- Five doses of DTaP/DTP vaccine.
  - Four doses of Polio vaccine.
  - Two Measles Mumps Rubella vaccine or two doses Measles and one dose of Mumps and Rubella.
  - Three doses of Hepatitis B vaccine.
  - Varicella vaccine or physician statement that your child had chicken pox.
  - If your child did not have chicken pox then one dose of vaccine is required.
- KINDERGARTEN STUDENTS MUST ALSO SHOW PROOF OF HAVING A LEAD SCREENING TEST.

NEW:

**\*\*ALL CHILDREN ENTERING KINDERGARTEN and PRESCHOOL MUST HAVE A VISION SCREENING and STEREOPSIS TEST MUST BE COMPLETED BY THEIR PHYSICIAN BEFORE ENTERING SCHOOL. THE SCREENING RESULTS MUST BE NOTED ON THE PHYSICAL EXAM FORM.**

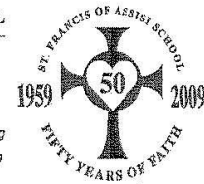
# Saint Francis of Assisi School Handbook 2011-2012



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Dear Parent(s)/Guardian(s) of Third Grade Students,

### IMPORTANT INFORMATION FOR THE 2010-2011 SCHOOL YEAR


State law requires that every child be administered a separate and careful physical examination. Formerly a yearly requirement, this physical examination will now be required **before entering** kindergarten, **fourth** and seventh grades and prior to or on entering the school system.

It is recommended by the State Department of Public Health that a health appraisal of the child be conducted by the family's own physician.

*To assure your child of the maximum attainment in health and education, we strongly urge that the examination be conducted during this spring or approaching summer. Prompt attention to this matter will facilitate completing any medical care or treatment necessary during the summer and reduce the loss of valuable school time in the fall. It will also provide the teacher with information and recommendations concerning your child that may have direct bearing upon his/her learning ability and progress.*

**\*\*\* PLEASE SEND DOCUMENTATION PROMPTLY TO THE SCHOOL NURSE  
AFTER YOUR APPOINTMENT \*\*\***

Thank you for your attention to this matter.

Accredited by the  Commission on Independent Schools



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Dear Parent/Guardian of a **Grade 6 Student**,

IMPORTANT INFORMATION FOR THE 2010-2011 SCHOOL YEAR

*Please note this reminder of the health related requirements for Grade 7.*

All students currently in the 6<sup>th</sup> grade are required by the **Massachusetts Department of Education and the Massachusetts Department of Public Health** to provide documentation of the following **prior to the start of school next September**:

- 4 doses of Polio vaccine
- 2 doses of MMR vaccine (measles, mumps and rubella)
- 3 doses of Hepatitis B vaccine
- 1 Td booster (tetanus/diphtheria) if it has been 5 or more years since the last dose
- 1 or 2 dose(s) of Varicella vaccine (1 dose if younger than 13; 2 doses if older than 13) **OR** a physician certified case of chicken pox.

Each student is also required to have a **physical exam** prior to entering the 7<sup>th</sup> grade. Since it might take several months to schedule an appointment, **now** is the time to check with your child's health care provider to make any necessary appointment(s) for the physical exam and the required immunizations. A physical examination form, to be completed by the health care provider, is enclosed for your convenience.

**David Driscoll, Commissioner, Department of Education has informed us that students who are not in compliance with the immunization and physical examination requirements must be excluded from school in September 2010 until the school receives proper documentation.**

**\*\*\* PLEASE SEND DOCUMENTATION PROMPTLY  
TO THE SCHOOL NURSE AFTER YOUR APPOINTMENT \*\*\***

Thank you for your attention to this matter.

## Saint Francis of Assisi Glossary Terms

**Dress Down Day:** A day that students come dressed in casual appropriate attire. Faculty and staff also participate. There are specific themes throughout the school year for example black and orange for Halloween. Occasionally money is collected for a specific cause. Examples: Red Sox Day, Halloween (8<sup>th</sup> Grade), Christmas Gifts

**Holiday Calendars:** This is one of SFA's annual fundraisers. It consists of a holiday card with a printed calendar inside with prizes.

**HSPT Prep Program:** A program that prepares 8<sup>th</sup> grade students for their Catholic High School Placement Test.

**Extended Day/Summer Program:** This is a program run by faculty members on Monday – Fridays from 2 P.M. to 6 P.M. The summer program runs from June to August from 7:40 A.M. to 5:30 P.M.

**Field/ Sports Day:** A structure day filled with physical activities and games where all students participate. It takes place at Thayer Athletic Grounds.

**Walk – A – Thon:** A school wide fundraiser that is held in October. Children have sponsors that pledge.

**Teacher Ease:** Web based services that help teachers and parents communicate. It consists of lessons plans, grade books, reports cards and progress reports.

**Connect – Ed:** A telephone communication system, e.g. Snow closings, reminder messages.

**The May Crowning Mass:** School mass where the 2<sup>nd</sup> graders come in their First Communion attire and the 8<sup>th</sup> graders come in graduation robes. The mass is dedicated to crowning Mary.

**Adviser (Development Alumni Magazine):** An informational magazine to update alumni of the progress at SFA.

**SFA Times:** The student school newspaper. The paper is published twice a year.

**Golf Tournament:** This is one of SFA's annual fundraisers. It consists of a golf tournament, theme baskets, raffles, auctions, and a dinner.

**Santa's Workshop:** 8<sup>th</sup> grade fundraiser where the children of the school can purchase items for their family members at a reasonable price.

**Morning Envelope:** A folder type envelope in which the teachers place any correspondence from the parent/guardian that is brought in by the students. (i.e. absent notes, permission forms, lunch money) These envelopes are then sent to the office.

**Peace Pledge:** A written pledge that the students recite each morning that encourages the students to act in a respectful and peaceful way. “We the students of Saint Francis of Assisi School, on this day pledge to do our best, to respect ourselves and others, to communicate better, to listen, to forgive, to respect nature, to play creatively, to be courageous, so that we can help each other become more peaceable people, in Christ’s name.”

**Morning/Afternoon/Announcements Prayers:** Each morning at 8:15 a.m. and each afternoon at 1:50 p.m. announcements are made by the principal regarding any activities or special instructions for the students and faculty for the day. Students are selected from the different grades to come to the office and lead the school in morning/afternoon prayer after the announcements read.

**Voice Mailbox:** Is an automated telephone answering service by which you can contact the school office, principal, faculty and staff. If the party you are trying to reach is unavailable then you are given the opportunity to leave a message.

**Levels (Middle/Elementary):** Levels is a term used to describe the different grade levels that comprise the Elementary and Middle School. Elementary is comprised of Preschool through grade five. Middle School is comprised of grade six through eight.

**Security Camera/Doorbell:** This video system monitors select sections of the building, door/entryways and school grounds. The system runs twenty four hours a day and the video that is recorded can be reviewed if needed. The system is also used to monitor the front door by means of a camera to the right of the front door and above the doorbell. This camera allows school personnel to view the visitor at the door and electronically open the front door to admit them into the building.

**8<sup>th</sup> Grade Officers:** These are grade 8 students that are nominated and elected by their class to the office of president, vice-president, treasurer and secretary. Students campaign for their office and are elected by a majority vote from the grade 8 students only. Elected students then help with the planning of events for the 8<sup>th</sup> grade class for that year.

**PA system:** A public address system located in the office. This system allows for announcements to be made from the office via speakers located in each classroom and throughout the school. A global school wide announcement can be made or one may access an individual room only.

**Breakfast with Santa:** A yearly event where parents volunteer to prepare a pancake breakfast. During the breakfast there is the opportunity for the children to sit and be photographed with Santa. Families from the school and parish are invited to attend.

**Peaceful Playgrounds:** An organized set of games to make the playground a more safe environment.

**Lunch Count:** This is the amount of students that will be ordering lunch for that day. The teachers count the number of students in their class that will be ordering lunch. This count is then sent to the office and tallied so that the total number of lunches needed for that day can be ordered from the Braintree Food Service.

**Promise Magazine/Good News/Seeds:** Grade appropriate, religious based magazines that are designed to enrich the religion class.

**Theme Baskets:** Raffle Baskets with a specific theme in mind (i.e. Halloween, Red Sox). Baskets are arranged and filled by the different grades and raffle tickets are then sold. Proceeds from the sale of the tickets will benefit a specific class, event or cause. All students, faculty and staff are invited to purchase tickets.

**Weekly Reader:** Weekly magazine type publication focusing on current events in a grade appropriate format. Students purchase a subscription for the school year.

**Thanksgiving Drive –** A collection of non-perishable food and money are donated by the students to provide holiday food items for those families in need.

**Santa's Workshop –** An eighth grade fundraiser that is held the week before Christmas. The students shop for holiday gifts for their family from items that are collected and/or made by the eight graders.

**Thursday Envelopes –** A weekly envelop that goes home with the oldest/only child on Thursdays. This may contain notes from the parish, SFA guild, the community, or other information that can not be sent via the internet. This envelop must be signed and returned.

**Crisis Management –** A committee that plans for emergencies or any crisis that may occur.

**Walkie Talkies –** Enables the communication between the lunch room monitor and the nurse, the office and recess monitors. The gym teacher also uses the Walkie Talkies as a mode of communication.

**Nurses Office:** Our nurse's office is located on the second floor and is equipped with a bathroom, phone and walkie talkie in order to communicate directly with teachers who are on duty

**Morning Meeting:** Some teachers hold a morning meeting in order to greet the students and begin their day

**Open Circle:** A curriculum that promotes positive social and emotional skills in the classroom and school community

**Literature Circles:** Some teachers use this structured method of discussion to enrich student understanding of texts

**Bathroom Logs:** In classrooms where students walk to the bathroom independently there is a log where the student marks the time they leave and return so everyone is accounted for

**Guest Readers:** Classrooms have members of the community or parents come into the classroom to read to the students

**Boxtops:** We collect boxtops for education in order to raise money for our school  
Christian Service

**Bulletin:** A method of communication from the church to its community that includes parish news and other noteworthy items

**NOTES**

## **St. Francis of Assisi School Handbook 2011-2012**

This is to acknowledge the fact that I/we have read the Parent/Student Handbook and agree to accept its provisions.

Parent's/Guardian's Signature

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Student's Signature

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Student's Signature

---

Student's Signature

---

Student's Signature

---

Date

---

**This form must be returned to the homeroom teacher within 5 days of receiving the handbook.**

