



***St. Francis of Assisi Catholic School  
Parent-Student Handbook  
2018-2019***

***SCHOOL CONTACTS:***

<b><i>Main Office Phone Number</i></b>	<b><i>(901)388-7321</i></b>
<b><i>Absentee Direct Line</i></b>	<b><i>(901)381-2555</i></b>
<b><i>Business Office</i></b>	<b><i>(901)381-2566</i></b>
<b><i>Admissions Office</i></b>	<b><i>(901)381-2548</i></b>
<b><i>Athletic Director</i></b>	<b><i>(901)381-2569</i></b>
<b><i>Early Childhood Center</i></b>	<b><i>(901)381-2595</i></b>
<b><i>Extended Care Office</i></b>	<b><i>(901)381-2595</i></b>
<b><i>St. Francis of Assisi Church Office</i></b>	<b><i>(901)756-1213</i></b>
<b><i>School Fax Number</i></b>	<b><i>(901)388-8201</i></b>
<b><i>Web Site Address</i></b>	<b><i><a href="http://www.sfawolves.org">www.sfawolves.org</a></i></b>
<b><i>School Hours</i></b>	<b><i>7:50am – 3:00pm</i></b>

***School Address: 2100 N. Germantown Parkway, Cordova, TN 38016***

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## **Accreditation**

All schools affiliated with the **Catholic Diocese of Memphis** are accredited by *AdvancEd Association of Colleges and Schools, Council on School Accreditation and Improvement (SACS/CASI)*. The Catholic Schools Office is responsible for ensuring that all schools adhere to the standards and follow the process for accreditation as set forth by the Catholic Schools Office.

### **Recognized in 2010 by the US State Department as a Blue Ribbon School of Excellence**

#### **Member of**

Memphis Association of Independent Schools (MAIS)

National Association of Supervision and Curriculum Development

Tennessee Association of Supervision and Curriculum Development

International Dyslexia Association

International Reading Association

Council for Exceptional Children

Learning Disabilities Association

National Association of Elementary School Principals

National Association of Secondary School Principals

National Catholic Education Association (NCEA)

Parochial Athletic Association

Association for Childhood Education International

#### ***Right to Amend***

***Every effort has been made to provide you with correct information. The Administration reserves the right to change, amend, add or delete any or all of the policies, procedures or guidelines contained in this student handbook for just cause. Parents will be notified as these changes occur.***

# ***INTRODUCTION***

This Student and Parent Handbook is provided to inform you of rules, policies, procedures, guidelines and other information you may need or for which you are responsible during the school year. Answers to many frequently asked questions may be found herein and we encourage you not only to carefully review the handbook but to keep it readily available for reference throughout the year. If you have questions or concerns that are not addressed in the handbook, you are encouraged to contact the teachers or administrators in your school.

## ***Mission Statement***

The Catholic Diocese of Memphis, Tennessee, System of Catholic Schools is committed to quality education in the spirit of Christ in accordance with the teachings of the Roman Catholic Church.

St. Francis of Assisi Catholic School, with its proud Roman Catholic heritage, is committed to promoting academic excellence, individual responsibility, and spiritual awareness among our students so they may live more fully in relationship with God and others.

***Our vision: St. Francis of Assisi Catholic School seeks the promotion of student personal excellence through maximum spiritual, academic, emotional, social and physical growth.***

### **Belief Statements:**

1. Students need to develop a deep understanding of essential knowledge and skills, but also need to develop the capacity to apply their learning and to reason, solve problems and produce quality work.
2. Each student is a valued individual with unique spiritual, physical, social, emotional and intellectual needs.
3. A safe, supportive and nurturing learning environment promotes student achievement.
4. A chief priority of our Catholic system is education in the Catholic faith and the faith development of our students.
5. Achievement of high academic standards is expected of all students.
6. Worship, the sacraments and prayer are essential components of the Catholic schools.
7. The success of our school system depends on the commitment of all staff (administration, teachers, and support staff) to high quality standards, expectations and performances.
8. Effective collaboration and communication with families as partners in the education of their children is essential to the success of our school system.
9. Catholic schools recognize parents and families as the primary educators of their children.
10. The development of curriculum, design of instructional activities and the use of assessment measures are focused on learning opportunities and feedback to assist student achievement.

## ***The Life of St. Francis of Assisi***

St. Francis was born to a wealthy cloth merchant, Pietro Bernadone, and his wife, Lady Pica, in the Italian hillside town of Assisi in 1181. Francis was a popular young man among his peers although he was not especially religious. He was known and admired among the Assisi youths for his carefree spirit and his sense of worldliness. His greatest aspiration growing up was to be a knight. In pursuit of this goal, Francis rode off to battle but was captured and fell ill. On his last journey to be a knight, Francis received a vision from God in which the Lord called Francis to be His knight. This vision began Francis' conversion.

Francis sought ways to serve God in the poor and needy in Assisi and the surrounding area. Meanwhile, this man of God prayed to know the Lord's will in his life. Once, while praying in the Benedictine chapel of San Damiano, Francis heard the Crucifix speak to him saying, "Francis, rebuild my Church which, as you can see, is falling into ruin." Assuming that God was asking him to rebuild the chapel of San Damiano specifically, he began to repair the abandoned church. Soon, however, Francis would realize that God's call was not to repair the physical church around him but the mystical Body of Christ, the universal Church. It was in this time that Francis began to desire to be poor as Jesus was poor. Although his father was not happy with Francis' new life, he continued to pursue God. Francis even went so far as to renounce his ties to his family and give up all his wealth. From this point on, Francis was completely poor and reliant on the mercy of God. Francis' life was so outstanding in holiness and service that it attracted other men who came to follow his way of life. Francis and these brothers who joined him lived a life according to the Gospel of Jesus Christ. Poverty and penance marked the life of these first Franciscans. Even their habit, sown in the form of the Tau cross, reminded them of the penance they lived. By the end of his life, Francis received the stigmata (the wounds of Jesus) on his hands, feet, and side.

Francis referred to all of creation as his brothers and sisters. Stories of his ability to communicate and work with animals were well known to people throughout Assisi. One such story involves a wolf and the people of a town named Gubbio. The people in this town had been terrorized by the attacks of a wolf that lived outside the walls of the city. Although the city tried to rid itself of this animal, they were not able to do so. Hearing of this, Francis came to help the townspeople. Francis journeyed out to speak with the wolf of Gubbio and brought peace between it and the people. From that point onward, the townspeople cared for the wolf and it never again terrorized them.

St. Francis is a model of holiness by his love of creation, the Gospel, and the Eucharist. In honor of St. Francis and his courageous acts at Gubbio, the wolf has been selected as the mascot of St. Francis of Assisi Catholic School.

## ***History***

St. Francis of Assisi Catholic School is a parish school within the Catholic Diocese of Memphis. The school offers educational experiences for grades 3K - 8 with academic enrichment programs for gifted students and students requiring special learning programs. It is accredited by the Southern Association of Colleges and Schools and is a charter member of the National Catholic Education Association. The school is located on a beautiful twenty-one acre campus in northeast Shelby County.

Mr. and Mrs. Stanley Smith founded the school in 1966 as The Auburndale School System. They had long been interested in developing an academic environment where children with all levels of learning ability could be educated on the same campus. Mr. and Mrs. Smith sold the Auburndale System to the Catholic Diocese of Memphis in 1988, and St. Benedict at Auburndale opened its doors as a new diocesan school in the fall of 1988.

In early 1996, St. Francis of Assisi Church Pastor Msgr. Peter P. Buchignani, along with the parish council and finance committee began dialoguing with the Diocese and St. Benedict at Auburndale over the possibility of St. Francis of Assisi assuming responsibility and management of the St. Benedict at Auburndale 3K-8 elementary school. At that time, the grade school numbered a little over 500 students. Under the management of St. Francis, the elementary school would have a capacity of 1,000 students.

Bishop J. Terry Steib (fourth bishop of Memphis) was supportive of the plan and encouraged the parish and St. Benedict at Auburndale to move forward with the plans. After a study revealed that the families in the area desired Catholic education on both levels, plans were made to make it happen.

The new school was forged from an agreement between the parish and the Diocese of Memphis. On July 1, 2004, St. Francis of Assisi Parish officially assumed ownership and management of the 3K-8 elementary school, which was renamed St. Francis of Assisi Catholic School.

St. Francis of Assisi School has been dedicated to providing a safe and nurturing environment while preparing its students for the future through spiritual, intellectual, physical and moral formation. SFA remains committed to providing quality education in the spirit of Christ in accordance with the teachings of the Roman Catholic Church. The school enables our parents and families to pass on our Catholic faith to our children and future generations.

### ***Blue Ribbon School Award***

In November 2010, St. Francis was recognized by the U.S. State Department as a Blue Ribbon School of Excellence. St. Francis was one of 50 private schools nationwide to receive the award which seeks to identify truly exemplary schools. As a high performing school of excellence, St. Francis students scored among the top 10% in the nation in standardized tests.

### ***Leadership***

The school operates under the jurisdiction of the Diocese of Memphis and the Pastor of St. Francis of Assisi Catholic Church. The Diocese of Memphis ensures compliance with applicable local, state and federal laws.

### ***SFA Finance Committee***

The school finance committee meets periodically throughout the year. This committee is made up of the Pastor, Principal, Business Manager and appointed members of our parish and school community. They work in a consultant/advisory capacity to discuss and make recommendations concerning financial issues within the school.

### ***The Monsignor Peter P. Buchignani Endowment Fund***

An endowed gift is a gift that keeps on giving – it provides the gift of a St. Francis of Assisi School education for generations to come. St. Francis of Assisi Catholic Church Parish, through the generosity and commitment of the Timothy J. Coyle Knights of Columbus Council 9317, has established the Msgr. Peter P. Buchignani Endowment Fund in October, 2007 as a source of revenue to meet and address the rising costs of quality Catholic education delivered by St. Francis of Assisi Catholic School. The initial contribution to our endowment fund came from Council 9317 in the amount of \$20,000, in loving memory of Timothy J. Coyle. For more information, contact the Principal. Donations can also be made through our school website.

## ***Faith Formation and Sacraments***

St. Francis of Assisi Catholic School is dedicated to the following purpose as stated by the United States Conference of Catholic Bishops:

To provide an atmosphere in which

- The Gospel message is proclaimed
- The community of Christ is experienced
- Service to our sisters and brothers is the norm
- The thanksgiving and worship of our God is cultivated.

Our religion program includes religious education classes, sacramental preparation, liturgical and prayer experiences, and opportunities for Christian witness and service. We hope to further each child's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents.

According to the guidelines of the Catholic Diocese of Memphis, all sacraments are received through the child's parish and attendance at sacrament retreats and parent meetings are required.

In second grade, students and their parents participate in the preparation for and reception of the Sacraments of Reconciliation and First Eucharist. Eighth grade students and their parents participate in the preparation and reception of the Sacrament of Confirmation.

A program is available through our parish for children who have not received the sacraments of Baptism, Reconciliation, Eucharist, and/or Confirmation at the traditional age. We also have a program (R.C.I.A. The Rite of Christian Initiation of Adults) for children and their families who may wish to come into the Catholic Faith. You may register for these sacraments at the school registration in August or by contacting the parish office at 756-1213.

## ***Holy Days of Obligation***

School is not in session on Holy Days so that Catholic students may fulfill their obligation to attend Mass with their families. Holy Day Masses at St. Francis of Assisi Catholic Church are at 8:15am, 12:00 noon and 7:00pm.

## ***Parent's Role in Education***

At St. Francis of Assisi Catholic School, we consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. During these formative years your child needs constant support from both parents and faculty in order to develop his or her moral, intellectual, social, cultural and physical endowment. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. When concerns arise, please contact your teacher or an administrator. Parents are expected to support the policies of the school as a condition of enrollment. Just as the parent has the right to withdraw a child if desired, the school administration, in consultation with the Pastor, reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

***As partners in the educational process we ask parents:***

- To set rules, times, and limits so that your child: gets to bed early on school nights; arrives at school on time and is picked up on time at the end of the school day; completes class assignments on time; has lunch money or a sack lunch every day.
- To ensure the student is dressed according to the school uniform dress code throughout the entire school year.
- To actively participate in school activities such as open house, parent-teacher conferences and fundraising activities.
- To notify the school office 381-2555 by 9:00am when a student is absent and the nature of the absence. The phone system is available 24 hours.
- To notify the school office, in writing, of any changes of address or important phone numbers.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly.
- To read school notes and newsletters and to show interest in the student's total education.
- To inform the administration of concerns, this may call for administrative action.
- To meet all financial obligations to the school, including tuition, fees, and fines for damage to textbooks or school property.

***St. Francis of Assisi Catholic School***  
***Faculty & Staff***

**Pastor**

**Father Carl Hood**

**Principal**

**Alicia Brown**

**Assistant Principal**

**Antonia Corzine**

**Assistant Principal**

**Stephanie Jones**

**Plus/Enhance**

**Stephanie Jones**

PT 2

Joyce Bradshaw

PT 3

Chelsea Bloodworth, Vicki Gourageot

3K Teachers

Mandy Hunt, Joann Wilson

4K Teachers

Laura Connolly, Blair Nash

4K Assistant

Rita Sowell

5K Teachers

Debbie Cassman, Marilyn Carter

5K Assistants

Deann Hartwein, Denise Hamann

Grade 1 Teachers

Karen Peel, Maureen Rotzoll

Science Lab

Don Thompson

Enhance

Carolyn Deeley, Melinda Crone, Anne Stoddard,

Mary Pullen

Grade 2 Teachers

Sara Clark, Linda Hultman, Lisa Micheletti

Grade 3 Teachers

Diana Kozlowski, Jenelle Rush-Leavitt, Suzanne Porter

Grade 4 Teachers

Paula Beussink, Amy Sobalvarro, Karen Sanford

Grade 5 Teachers

Beth Clemens, Vicki Torres, Kaitlyn Kreager,

Heather Kiernan

Grade 6 Teachers

Eydie Tyer, Yvette Webster, Bethany Woods, Beth Lyles,

Amy Cluck

Grade 7 Teachers

Bridget Botto, Amy McDaniel, Dianna Robertson,

Kathleen Dalton

Grade 8 Teachers

Beth Odom, Sandi Chando, John Sweeney, Donna Hosp, Christine

Rosengarten

***Specials Teachers***

Art

Margie Thais (1<sup>st</sup> – 8<sup>th</sup>)

Band

Chelsea Negray (5<sup>th</sup> – 8<sup>th</sup>)

Computer Integration

Randie Moore (K – 5<sup>th</sup>)

Foreign Language

Adrienne LeBlanc (1<sup>st</sup> – 8<sup>th</sup>)

Library

Cynthia Lopez

STEM Lab

Elizabeth Lomansney (K-6th) John Sweeney (7th) Bridget

Botto (8th)

Music

Chelsea Negray (5<sup>th</sup> – 8<sup>th</sup>)

Physical Education

Michael DiGaetano (1<sup>st</sup> – 8<sup>th</sup>), Ashley Scarborough

(1<sup>st</sup> – 8<sup>th</sup>),

3K-4K-5K Specials

Melinda Crone



***Saint Francis of Assisi Catholic School Club/Special Event Faculty Moderators***

Altar Servers	Beth Odom
Ambassadors	Susan Fetz
Beta Club	Beth Odom, Donna Hosp
Class Trip Coordinators	Sandi Chando, Bridget Botto, Yvette Webster, Beth Clemens
Duke Talent Search	Brittany Foster
Howler - School Newspaper	Brittany Foster, Lisa Jones
Geography Bee	Amy McDaniel
Lector's Training	Beth Odom
Math Counts	Donna Hosp
Math-A-Thon for St. Jude	Karen Sanford
Middle School Academics Team	Eydie Tyer, Donna Hosp,
Middle School Choir	Chelsea Negray
Missoula Musical Coordinators	Melinda Crone, Sandi Chando, Stephanie Jones
Model UN	Eydie Tyer
Morning Care	Ashley Scarborough & Kathleen Dalton
ECC Morning Care	Renata Guimaraes & Julie Thompson
National Junior Honor Society	Alicia Brown
Robotics Club	Bridget Botto
Spring School Musical	Melinda Crone
Student Government Assoc.	Christine Rosengarten
Yearbook	Brittany Foster
Youth Choir	Melinda Crone

***St Francis PTO  
Officers and Committee Chairs  
2018-2019 School Year***

**President Gretchen Hollingsworth**  
[Gretch\\_rn@yahoo.com](mailto:Gretch_rn@yahoo.com)

**Vice President Ashley Janes**  
[ahjanes@gmail.com](mailto:ahjanes@gmail.com)

**Secretary Lisa Ruoff**  
[lisaruoff7@yahoo.com](mailto:lisaruff7@yahoo.com)

**Treasurer/Financial Secretary Tina Sosnowski**  
[tina.sosnowski@sfawolves.org](mailto:tina.sosnowski@sfawolves.org)

**Committee Coordinators:**

**Welcoming Committee Coordinator:**  
Amy Beatty [beattymemories@yahoo.com](mailto:beattymemories@yahoo.com)

**Fundraising Committee Coordinator:**

**Spirituality Coordinator/Adoration Volunteers:**  
Martha Finkelstein [masfinkelstein@hotmail.com](mailto:masfinkelstein@hotmail.com)

**Room Parent Committee Coordinator:**  
Tammy Abueloff [Tammyjo519@bellsouth.net](mailto:Tammyjo519@bellsouth.net)

**Plus Committee Coordinators:**  
Holly Duneheew [hollypduneheew@yahoo.com](mailto:hollypduneheew@yahoo.com)

**Box Tops Coordinator:**  
Tammy Abueloff [Tammyjo519@bellsouth.net](mailto:Tammyjo519@bellsouth.net)

# ***ADMISSIONS***

## ***Age Requirements***

Children entering 3K must be 3 years old on or before August 15.

Children entering 4K must be 4 years old on or before August 15.

Children entering 5K must be 5 years old on or before August 15.

## ***Admissions Process***

Applications for Admission and other required documents are available on the school website or in the Admissions Office. While applications are accepted year round, priority will be given to those applicants applying prior to admission testing in January.

## ***Entrance Testing and Observations***

Every new student applying to St. Francis of Assisi Catholic School will be tested.

- Applicants for 3K, 4K, 5K and 1st grade will participate in an Observation Session.
- Applicants for 2<sup>nd</sup> – 8<sup>th</sup> grades will participate in Entrance Testing.
- Applicants for the PLUS program are required to participate in Placement Testing. There is an additional fee for the PLUS testing.
- After the application and all required documents are received, an appointment for the assessment will be scheduled.

## ***Registration Policy for New Students:***

Parents of new students will be notified of acceptance no later than March 31<sup>st</sup>. Due to limited class size, available openings for admission are prioritized in the following sequence:

- Currently enrolled students advancing to the next year.
- Siblings of currently enrolled students that are registered and consistently contributing St. Francis Parishioners.
- Children of St. Francis families that are registered and consistently contributing Parishioners.
- Children of Catholic families registered and contributing to another Catholic Parish.
- Children of all other Faith Traditions, based on the application date.

Should there be more applicants than seats available at any grade level, a waiting list will be developed.

## ***Re-Registration Policy for Currently Enrolled Students:***

Once a child has been admitted, their place is reserved for the remainder of elementary school, as long as the child is in continuous enrollment. There will be a well-publicized enrollment day early in the second semester of each school year.

## ***Non-Discrimination Policy***

The schools in the Diocese of Memphis do not discriminate on the basis of sex, race, color, nationality, or ethnic origin in administration of their educational policies, admission policies, scholarships and loan programs, athletic or other administered programs.

## ***Non-Residents***

All students attending SFA must live with parents or legal guardian(s), or those persons who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances. The principal and pastor in consultation with the Superintendent of Catholic Schools, Diocese of Memphis, shall have the authority to ask a student to withdraw from school if he/she is residing in a home where natural/foster parents, legal guardians, or those persons who have, in writing, been delegated to act as parents or legal guardians in unusual circumstances, are not in attendance.

# ***BUSINESS OFFICE***

## ***Business Office Hours***

- **7:30am – 3:30pm Monday – Friday when school is in session.**
- **Summer office hours are 8:30am – 12:30pm Monday – Thursday**

## ***Tuition Payments***

FACTS Management handles all tuition billing for our school. All families must have an active tuition payment plan with FACTS in order to make tuition payments.

To enroll with FACTS, go to the designated link on our school website. There are several different payment options available to choose from through FACTS once enrolled. FACTS will charge an annual enrollment fee of \$46.00.

## ***Tuition in Arrears***

If there are extenuating circumstances that prevent a family from following the tuition schedules, these circumstances must be discussed with the Business Office Manager or Principal **before** the scheduled due date of the tuition payment.

The Business Office will notify Administration when tuition is 30 days past due. Tuition in arrears may result in a student being asked to withdraw from the school.

Releasing final report cards, transferring records or registering for the following school year will not be allowed until all accounts with the school are settled.

## ***Re-Enrollment Fees***

A non-refundable enrollment fee of \$350 is due by the closing date of re-enrollment for currently enrolled students. An early bird discount of \$100 will be offered to all families that are current on tuition.

## ***Tuition Assistance***

All families may apply for Tuition Assistance by applying through your FACTS account.

## ***Tuition Refund Policy***

- Application and Enrollment Fees are non-refundable.
- If a student withdraws between June 1 and June 30, 10% of the total tuition bill will be due, all other tuition will be refunded.
- If a student withdraws between July 1 and July 31, 20% of the total tuition will be due, all other tuition will be refunded.
- If a student withdraws between August 1<sup>st</sup> and 45<sup>th</sup> day of class, 25% of the total tuition will be due, all other tuition will be refunded.
- If a student withdraws after the 45<sup>th</sup> day of class, tuition will be pro-rated for a full month only, once the student has been in attendance for any part of the month.

## ***SFA Returned Check Policy***

A charge of \$25 may be charged to your tuition statement per returned check.

After an occurrence of two (2) returned checks from the bank, a family will be asked to remit all future payments by cash, credit card or cashier's check.

## ***Contact Information***

Parents/Guardians are requested to notify the school through email to [tina.sosnowski@sfawolves.org](mailto:tina.sosnowski@sfawolves.org) or in writing to the school office of any change of email addresses, telephone numbers and/or address, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

## ***Transfer of Students***

The parent/legal guardian, in writing, should make notice of withdrawal of a student to the Registrar in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records may be forwarded to another school until Business Office accounts have been settled.

# **General Policies & Procedures**

## **A**

### **Academics**

#### ***Student Records***

A parent or guardian may request an appointment to meet with the administration to review and or discuss their student's permanent records.

St. Francis of Assisi Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. The Buckley Amendment requires that non-custodial parents be given information about the student's progress in school as well as unofficial copies of report cards unless there is a court order to the contrary. The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records.

#### ***Report Card Grading Codes & Policies***

The following marking codes indicate the progress of the student according to his/her own performance. Space is provided for comments from teachers as well as parents. Report cards will be issued at the end of each nine-week grading periods. Report cards will be sent home on the following schedule:

- 1<sup>st</sup> quarter – Monday Folders 4K-2, Email 3 – 8
- 2<sup>nd</sup> quarter – Monday Folders 3K-2, Email 3 – 8
- 3<sup>rd</sup> quarter –Monday Folders 4K-2, Email 3 – 8
- 4<sup>th</sup> quarter – 3K – 8 Mail

### **3K and 4K**

- E** Excellent
- G** Good
- T** Needs More Time
- N** Needs Improvement
- NA** Not Assessed

### **5K**

- G** Performs Independently at or Above Grade Level
- S** Performs at Grade Level with Minimal Guidance
- N** Needs Improvement (Needs More Time)
- +** Performs at Grade Level or Above
- √** Needs Assistance to Perform at Grade Level
- Areas Requiring Improvement

The 5K report cards also provide a listing of Social Development and Personal Development Skills. The same marking code is used to evaluate these areas of a student's personal and social growth.

## Grade 1

- E** Excellent Progress  
**G** Good Progress  
**S** Satisfactory Progress  
**N** Needs Improvement  
√ Current Stage of Reading and Writing  
 Not Being Evaluated  
 Enhance – Needs Addt'l Resources

## Grade 2

- E** Excellent Progress  
**G** Good Progress  
**S** Satisfactory Progress  
**N** Needs Improvement  
√ Areas Requiring Improvement  
 Blank space denotes Satisfactory  
 Enhance–Needs Addt'l Resources

## Grades 3-8:

### Academic Course

#### Grading Scale:

- A** 93-100  
**B** 86-92  
**C** 76-85  
**D** 70-75  
**F** Below 70

#### Conduct Codes:

- E** Outstanding  
**G** Good  
**S** Satisfactory  
**N** Needs Improvement

### Specials Grades

Grades for “specials classes” are weighted depending on the number of days per week that each class meets. For example, In grades 3-5 music meets once on a six day rotation, therefore its grade will count as one-sixth of regular classes. In grades 6-8, special classes meet on a semester basis. Classes meet 3 days and are weighted as ½ of a regular class per semester.

### *Honor Roll (Grades 5-8)*

**Principal’s Honor Roll** GPA 4.0 or higher

**First Honors** GPA 3.5 - 3.99

**Second Honors** GPA 3.0 - 3.49

- Any student receiving a letter grade of C in a subject will not be included on the Honor Roll (with the exception of a C in an Advanced Class).
- A conduct code of “N” will result in loss of Honor Roll.
- Honor Roll will be presented to students following mass once every nine-week grading period.

### *Interim Reports (Grades 1 - 8)*

Interim reports are issued at the midpoint of each quarter grading period for students who have an average of 75 or below (D or F) in any core subject or an academic “N” in 1<sup>st</sup> or 2<sup>nd</sup> grade. In grades 3-8, interim reports are emailed directly to parents. In grades 2 and below, parents will be notified by the teachers directly.

## ***Exams (Grades 6 -8)***

Semester exams will be given in core curriculum classes. Dates will be set aside on the calendar at the end of each semester for this purpose. On exam days students are dismissed at 11:15am. **Only in case of extreme emergency will the administration excuse a student from taking an examination on the scheduled date.** Exam grades are averaged into the student's semester grade and are counted towards 5% of the grade for 6<sup>th</sup> Grade, 10% for 7<sup>th</sup> Grade, and 15% for 8<sup>th</sup> Grade.

## ***Advanced Math/Science***

Qualified students in 7<sup>th</sup> & 8<sup>th</sup> grades are offered an opportunity to move at a faster pace with additional academic challenge in selected Math and/or Science classes. In 7<sup>th</sup> grade the class offered is Advanced Pre-Algebra. In 8<sup>th</sup> grade the classes offered are Advanced Physical Science and Advanced Algebra I.

Criteria for selection in these classes are:

- ITBS Scores – Math scores for Math classes, Science scores for Science Classes. (To qualify for the 8<sup>th</sup> grade Advanced Physical Science, math scores are also a factor)
- End of year ALEKS Assessment
- Final Exam score
- Science and Math Final Average

Each criterion is weighted differently. Students must re-qualify each year to be included in an advanced class.

Lists of qualified students are generated through our Administration from students registered by June 30. Student grades in our 7<sup>th</sup> & 8<sup>th</sup> grade advanced classes are based on a 5.0 scale.

## ***Advanced Art/Chorus***

Selected students in 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grades are offered an opportunity to move at a faster pace with additional challenges in the designated specials classes. Students must re-qualify for these classes each year.

## ***Standardized Testing/Accommodations***

Students at St. Francis of Assisi Catholic School participate in a standard testing program in the spring semester each year. Parents receive a report of their child's test results. The school is under no obligation to provide make-up time to administer the test or portions of the test that were missed due to student's absence.

Accommodations will be made on standardized testing for students with diagnosed learning differences and will be implemented as determined by the PLUS Administrator. To qualify for standardized testing accommodations, a student must have a recognized learning difference as determined by current (within three years) formalized assessment. In addition, the student's recognized learning difference and the appropriate testing accommodations must be documented within the child's psychological report, a minimum of 30 days prior to testing.

***EasyCBM*** – St. Francis of Assisi is committed to the belief that early detection and intervention of students in need of additional help is vital for long term academic success. To aid in the detection and monitoring of students' growth patterns throughout the school year, St. Francis utilizes the EasyCBM program to benchmark throughout the school year. All students in grades 5K through Fourth grade are identified by EasyCBM as needing additional academic support are referred to the Enhance Team for intervention.

## ***Promotion Policy***

If students have completed their grade level work satisfactorily, they are promoted. If the academic requirements are not completed, the student may be required to attend summer sessions, they may be retained in the present grade, or they may opt to transfer to another school. Parents are notified before the school year end if the child is not successfully meeting the academic requirements for promotion.

## ***Retention***

Failure in two core subjects for the academic year (reading, language, math, science, and social studies) may result in grade level retention. Grade level retentions may be considered to be developmental and/or academic. A student whose academic performance indicates serious deficiencies may be required to have further evaluation at the parent's expense in order to remain enrolled.

Students who receive a "D" or "F" for the academic year in any core subject may be required to complete approved academic programs, at the parent's expense, before promotion to the next grade level. The summer program must be approved by SFA Administration.

## ***Referrals***

For continued or serious academic difficulties a family may be asked to seek outside help in the form of an educational evaluation and follow doctor/professional recommendations.

## ***Summer Math Program***

Students entering 1<sup>st</sup> – 4<sup>th</sup> grades will complete requirements on the online math program IXL. Students entering 5<sup>th</sup>-8<sup>th</sup> grades will complete requirements on the online math program ALEKS.

## ***Summer Reading Program***

All students entering 2<sup>nd</sup>-8<sup>th</sup> grades are required to read specific books during the summer months. Students will demonstrate proficiency by completing an assessment chosen by the teacher.

## ***PLUS/Enhance Programs***

**PLUS** – The PLUS (Positive Learning Utilizing Strategies) program is for children with average or above average intelligence who are not making the expected gains in the traditional classroom setting. Students in the PLUS program receive individualized attention in small, highly structured classrooms by teachers trained in remediation. The goal of the program is to teach learning strategies while remediating areas of weakness in order to transition the students back into the traditional academic program. To achieve this, students and parents must commit themselves to a rigorous course of study, which requires the student's attendance, academic diligence, and appropriate behavior. Placement tests, as well as records from previous schools and family interviews, are used to evaluate the student's probabilities for success in the program.

**Enhance** – The primary purpose of the Enhance program is to identify and meet the educational needs of students our traditional program in grades 5K through fourth grade who have shown “at risk” in a particular area on the EasyCBM benchmark offered throughout the year. The Enhance Team develops and implements an individualized intervention while instilling positive motivational strategies. Students meet for Enhance time during their scheduled Computer, Spanish, and alternating Music and Art classes.

## **Athletics**

Students in 4K-8<sup>th</sup> grades participate in after-school sports offered through the Parochial Athletic Association (PAA). A full time Athletic Director organizes and maintains the program. St. Francis Parish fields teams for cheerleading, soccer, basketball, baseball, softball, golf, cross-country, football and volleyball when age appropriate. Tennis, Track, and Swim teams are available depending upon student interest and coaching availability, but are not sponsored by PAA.

Sign-ups are held prior to each sport for all 4K– 8<sup>th</sup> grades. All fees go to help cover the related costs including maintenance, uniforms, officials and equipment. Seventh and eighth grade sports are competitive, but with a strong emphasis on sportsmanship and teamwork.

Student Athletes become ineligible to participate in SFA sports if the family’s account balance falls more than 60 days behind its FACTS payment plan. Participation in practice and competition is NOT allowed during this time. Students will not be eligible to register for a fall sport if the family’s account balance is not paid in full at the time of sport registration.

For more information regarding our athletic program, please refer to the Athletic handbook located on our website at [www.sfawolves.org](http://www.sfawolves.org).

## **Athletic Probation (5<sup>th</sup> -8<sup>th</sup> Grades)**

SFA requires students participating in athletics must maintain a minimum of 2.0 GPA with no more than 1 failing grade. Failure to do so may result in the student being ineligible from both practice and games. Academic progress will be evaluated every 2 weeks. If a student finishes the school year with less than a 2.0 GPA, he/she will be on academic probation for fall sports at the beginning of the next school year.

A student must attend five sequential class periods on the day of a scheduled or make-up athletic event. Any student who is absent all day from school on the day of such event or who checked out of school due to illness is not eligible to participate in an athletic contest or other extracurricular activities later that same day. Students serving an OSS (Out of School Suspension) or ISS (In School Suspension) are not eligible to participate in a practice or a game the day of the suspension.

All student athletes represent St. Francis of Assisi Catholic School. As such, only exemplary conduct, both on and off the field, is acceptable. Appropriate dress/uniform during practices and games is required.

## Athletics Spectator Code of Conduct

The St. Francis of Assisi Catholic School Athletic Department understands that in the heat of competition, emotions may cause fans to do or say things that are regrettable. However, we should be aware that improper sportsmanship or decorum could trigger an official warning from the school administration and that persistence in such behavior could ultimately result in revoking a fan's right to attend athletic events.

Some of the more obvious violations of the St. Francis Spectator Code of Conduct that can lead to a revocation of the right to attend St. Francis athletic events are as follows:

- Foul or abusive language
- Threatening or abusive behavior towards players, coaches, officials or other spectators
- Repeated taunting of opposing players, coaches, fans, officials or other spectators
- Artificial noisemakers
- Entering the field of play during a game without permission
- Disregard of or ignoring warnings by game umpires, or officials
- Ejection from an event by an umpire, official, or referee
- Destruction or theft of school facilities or equipment

## Attendance

Our families are aware of the strong relationship between school success and a good record of attendance.

**Families are asked to schedule trips and vacations around the school calendar.** Parents should encourage good habits of attendance and punctuality in their children. Whenever a student must be absent from school, a parent or guardian must notify the school of the reason before **9:00 am**. There are two ways to notify the school:

- Call the **Absentee Line at 381-2555** (24 hours a day)
- Email the attendance office, [Debbie.farler@sfawolves.org](mailto:Debbie.farler@sfawolves.org).

Students who are too ill or otherwise incapacitated to attend classes and participate fully in class activities may not participate in activities scheduled for the afternoon or evening of that day. Students must attend five (5) sequential class periods to participate in an after school activity. Students are expected to be punctual. Absence from two class periods constitutes a half-day's absence. The Tennessee State compulsory attendance law will be followed.

### *Absentee / Tardy Policy:*

In keeping with our commitment of helping each student achieve academic excellence, we are implementing a new Tardy Policy for the 2018-2019 school year. This policy reflects the research that supports the correlation between on-time arrivals and consistent attendance with school achievement. Since we are an academic institution, this research is very valuable to us in creating and implementing policies that ensure the very best for each of our students.

#### **Grades Prek-4 –**

- Five Tardies – Parents will receive a Discipline Report emailed from Administration.

- Ten Tardies - Parents will be required to attend an Attendance Conference. The date and time will be determined by Administration.
- Continued tardiness after this point may be subject to further disciplinary consequences, including: removal from remediation services, retention, or withdrawal.

***Grades 5-8 -***

- Five Tardies – Students will receive an Early Morning Detention from 7am – 7:40am. Tardiness or No Shows will result in an Afternoon Detention that **same** day from 3pm-4pm.  
Parents will receive Detention Notices on Friday afternoons with the Discipline Report.
- Ten Tardies - Parents will be required to attend an Attendance Conference. The date and time will be determined by Administration.  
Students will receive an additional Early Morning Detention from 7am – 7:40am. (Same procedures as previously described will apply)
- Fifteen Tardies – Students will be placed in In-School Suspension (ISS)
- Continued tardiness after this point may be subject to further disciplinary consequences, including: removal from remediation services, retention, or withdrawal

We aim to work in partnership with all parents to help each child succeed, and ask that as parents, you help make it a priority for your child to be at school each day and early enough to be prepared in advance of the bell ringing.

***Perfect Attendance***

To be considered for “**perfect attendance**” a student must be present every day for the entire school day. Absences or tardies for appointments of any type are not valid exceptions for “perfect attendance”. Teachers in 5<sup>th</sup>-8<sup>th</sup> grades are required to take attendance each period and report to the appropriate office any student who is not in class and whose name is not on the absentee list.

***Excused Absence***

An excused absence includes the child’s illness, injury, or death in the family. All appointments should be made outside school hours when possible. The student is responsible for completing all assignments or tests missed during an excused absence.

***Releasing Students During School Hours***

If a student is to be excused during the day for any reason, a written note from the parent is required. A parent is required to sign out their child through the main office in St. Edward Hall. To minimize learning time lost in the classroom, we will pull a student from class when a parent is physically on campus to sign them out.

If the child returns to school during the same school day, he/she, along with their parent, must report to the office and sign in to be admitted back into class. 3K, 4K and 5K students will be escorted to their class by a staff member.

A student will only be released into the custody of those persons listed on the Enrollment Card unless the school is notified in writing. Identification verification will be requested.

- Parents/guardians will be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification will be made in the school nurse's office.
- Students will not be released to speak with anyone during school hours except Child Protective Services or police unless the parent/guardian is first notified.
- Students should not normally be dismissed for early dismissal after 2:30pm

### ***Absence for other reasons***

Families are asked to schedule trips/vacations around the school calendar. When parents must take their student out of school for special reasons during the school year, the procedure required is:

- Notify the principal in writing of the trip and the days to be missed.
- The principal will review the student's record and the impact of the absence on the academic progress of the student.
- The school is under no obligation to provide assignments ahead of time, make-up work, special testing arrangements or tutoring.
- The student is responsible for all missed work the same as any absence; that is, for every day missed, the student has one day to make up the work.

The school is obligated to contact the Catholic Schools Office as soon as a child has missed five (5) unexcused days whether consecutive or nonconsecutive. The school will submit to the Superintendent a written report including the child and parent names, address with zip code and phone number; child's date of birth; school name; school address with zip code and phone number; name and official title of person making the report and notation of how many days are missed with individual dates.

### **Announcements**

- General information for the day, and notices of club meetings, athletic and special events, are announced over the PA System at 7:50am and 3:00pm.
- All Athletic announcements must be submitted to Mrs. Kareen Baird.
- Posters and flyers advertising events must be approved by Administration
- No flyers may be added to student Monday folders without permission

### **Arrival and Dismissal**

***For the safety of our students, please refrain from using cell phones in the car line during the arrival and dismissal of students***

## ***School Hours***

School hours for 3K-8<sup>th</sup> grades are from 7:50am until 3:00pm. On the occasion of half-day events, dismissal will be at 11:30am for all grades unless otherwise notified.

## ***Arriving on Campus***

Morning care is provided at no additional cost. Morning care begins at 7:00am. All 3K, 4K, and 5K students arriving early should proceed to the St. Joseph Hall multi-purpose room. These students will be escorted to their classroom at 7:35am.

All 1<sup>st</sup> – 8<sup>th</sup> grade students arriving between 7:00am and 7:40am must go directly to the St. Joseph Hall cafeteria. All 1<sup>st</sup> – 8<sup>th</sup> grade students will then report to their homerooms at 7:40am.

## ***Afternoon Dismissal***

Students should be picked up in the designated areas for their grade level. Parents are asked to wait for their children outside the school building or in their car. Children in grades 3K – 5 will stay with the teachers until they can be safely placed in your car. Students in Grades 6-8 are released from their classrooms at the end of the day to be picked up outside John Neuman Hall.

**Any age students on campus not picked up by 3:15pm (or 11:45am on an early dismissal day) will be placed in the Extended Care Program at the parent's expense billed to their FACTS tuition account.**

## ***Severe Weather Dismissal***

**\*Tornado Sirens and Lightning:** We will not release any student if sirens are actively sounding or severe lightning is present. Parents may enter the building until the threat has passed.

## ***Exam Day Dismissal***

Students in 6<sup>th</sup> -8<sup>th</sup> grades are dismissed at 11:15am on exam days at the end of the first semester and at the end of the school year. On the first two days of the exams, the dismissal time for 6<sup>th</sup>-8<sup>th</sup> grades is different from the rest of the school which is in session until 3:00pm.

Due to this separate dismissal and lack of crossing guard at this time, **students will not be released from campus without prior written notification by parent to SFA administrators.** Students must be picked up through center of the campus. The gates will be opened at 11:10am and all students will be monitored for pick up in the center driveway area. Sixth graders will be at the area nearest the gym and Seventh & Eighth graders will be in the area by the two story building. Students not picked up by 11:30am will be sent to Extended Care. All students will follow normal dismissal procedure at 11:15am, on the third exam day. Questions, concerns, or requests for alternate dismissal provisions must be emailed before exam days begin to Mrs. Alicia Brown, Assistant Principal at [alicia.brown@sfawolves.org](mailto:alicia.brown@sfawolves.org)

# B

## Middle School Bell Schedules

### Normal Schedule Times

<b>LS Early Bell</b>	7:35		
<b>MS Early Bell</b>	7:40		
7:50	8:00	Homeroom	(10 min)
8:00	8:50	1 <sup>st</sup> period	(50 min)
8:55	9:45	2 <sup>nd</sup> period	(50 min)
9:45	9:55	Break	(10 min)
10:00	10:50	3 <sup>rd</sup> period	(50 min)
10:55	11:45	4 <sup>th</sup> period	(50 min)
11:45	12:15	Lunch	(30 min)
12:20	1:10	5 <sup>th</sup> period	(50 min)
1:15	2:05	6 <sup>th</sup> period	(50 min)
2:10	3:00	7 <sup>th</sup> period	(50 min)

### Middle School Mass Day Schedule Times

<b>LS Early Bell</b>	7:35		
<b>MS Early Bell</b>	7:40		
7:50	8:05	Homeroom	
8:15	9:05	Mass	
9:10	9:50	2 <sup>nd</sup> period	(40 min)
9:55	10:35	3 <sup>rd</sup> period	(40 min)
10:40	11:20	4 <sup>th</sup> period	(40 min)
11:25	11:45	1 <sup>st</sup> period	(20 min)
11:45	12:15	Lunch	
12:20	12:40	1 <sup>st</sup> period	(20 min)
12:45	1:25	5 <sup>th</sup> period	(40 min)
1:30	2:10	6 <sup>th</sup> period	(40 min)
2:15	3:00	7 <sup>th</sup> period	(45 min)

## Last Tuesday 2:00 PM Dismissal

Regular morning until Lunch			
11:45	12:15	Lunch	
12:20	12:50	5 <sup>th</sup> period	(30 min)
12:55	1:25	6 <sup>th</sup> period	(30 min)
1:30	2:00	7 <sup>th</sup> period	(30 min)
		<b>Dismiss at 2:00 pm</b>	

## Middle School Half Day Schedule Times

<b>LS Early Bell</b>	7:35	
<b>MS Early Bell</b>	7:40	
7:50	7:55	Homeroom
8:00	8:30	(30 min)
8:35	9:05	(30 min)
9:10	9:40	(30 min)
9:45	10:15	(30 min)
10:20	10:50	(30 min)
10:55	11:30	(35 min)
** The middle school students will not have specials classes on half days		

## Afternoon Assembly Schedule

(Pep Rally/Fundraiser kick off, etc.)

Regular morning until Lunch			
11:45	12:15	Lunch	
12:20	12:55	5 <sup>th</sup> period	(35 min)
1:00	1:35	6 <sup>th</sup> period	(35 min)
1:40	2:15	7 <sup>th</sup> period	(35 min)
2:20	3:00	<b>Assembly</b>	

## Morning Assembly Schedule

(Advent Wreath Lighting, etc.)

7:50	8:15	<b>Assembly</b>	
8:20	9:10	1 <sup>st</sup> period	(50 min)
9:15	10:00	2 <sup>nd</sup> period	(45 min)
10:05	10:50	3 <sup>rd</sup> period	(45 min)
10:55	11:45	4 <sup>th</sup> period	(50 min)
Regular afternoon following Lunch			

## **Bicycles**

Students are required to wear a helmet, ride responsibly on or off school grounds and follow all traffic safety laws and regulations. A bicycle rack is provided but the school assumes no liability.

## **Books**

All textbooks are the property of St. Francis of Assisi Catholic School. The school issues textbooks to students for his/her use. The students must return the books at the end of the course. Workbooks will be given to each student and charges appear on the August tuition statement. In some classes, the purchase of supplementary materials may be required.

Online textbooks are available for many subjects and can be accessed via the internet. Students will receive login usernames and passwords for each available textbook from their teacher.

The charge for a lost or destroyed textbook will be the retail cost to replace the book (approximately \$70). Each textbook must be returned to the teacher at the end of the school year. If a student's book is lost or destroyed, payment must be made in full prior to beginning of exams.

## **Bullying**

Students are expected to respect and protect the dignity and worth of each individual without regard to race, gender, national or ethnic origin, disability or religious persuasion. Bullying, including cyber-bullying, discrimination, harassment or hazing of students is strictly prohibited.

St. Francis of Assisi Catholic School has a zero tolerance policy towards any bullying behavior. The definition of such behavior is:

*"Bullying happens when someone with more power unfairly hurts someone with less power over and over again. Power may be physical strength, social skill, verbal ability or any other resource."*

During the course of the school year, students attend anti-bullying programs which instruct them to report all instances of bullying to an adult, who should then notify the administration. Instances of bullying that go unreported cannot be dealt with in an appropriate manner. At St. Francis of Assisi Catholic School, we ask that parents notify their child's counselor when the first mention of bullying behavior is reported by their child. Confidentiality of the report will be maintained to the maximum extent permitted within the context of an appropriate investigation and response by the school.

When appropriate, such behavior will be reported to law enforcement. Parents are encouraged to report threats of violence or harm to their children to law enforcement, particularly if perpetrated electronically.

## C

### ***Cyberbullying (Social Networking Policy)***

Students are required to refrain from participating in any malicious or derogatory exchanges in texts, e-mails, or on social networking sites (Facebook, Twitter, Instagram, etc.) that involve the school name, its employees or other SFA students and families. All incidents reported to a teacher or staff member must be immediately brought to the attention of the Administration. Such situations violate school policy and may result in subsequent disciplinary action regardless of whether the post occurs during school hours, on school campus, or at school functions or not.

### **Car Pools**

A student directory will be available for your convenience in arranging car pool. It is the responsibility of the parent to contact carpool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to avoid confusion. Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means.

### **Photos and Videos**

For legal and privacy reasons, students are prohibited from taking photographs or video of any SFA employees or students during school and using it in an unauthorized manner. This includes sharing pictures electronically by phone, email, or posting to websites such as Facebook, YouTube, Instagram, etc. Any violations of this rule may result in school issued consequences.

### **Communication**

E-mail is used as the primary means of communication between St. Francis of Assisi Catholic School and parents/families regarding current issues, programs and other correspondences. This email communication will be in the form of Tuition Statements, Report Cards, Newsletters, Monday Mail and Emergency Information (including but not limited to early dismissals).

Monday Folders (3K-5<sup>th</sup> grades) are used for viewing student assignments and teacher communications. Folders are sent home on Monday, or the next day after a holiday, and should be returned with parent's signature the following day. E-mail is the most efficient way for parent/teacher communication. A complete list of faculty e-mails is available on our website.

Please notify [randie.moore@sfawolves.org](mailto:randie.moore@sfawolves.org) and [Tina.Sosnowski@sfawolves.org](mailto:Tina.Sosnowski@sfawolves.org) of any email changes throughout the school year. If you do not have email capabilities, please inform the school office in writing.

### **Complaint/Grievance Procedure**

The Diocese desires that problems be solved at the most direct level whenever possible. Parents or students should first attempt to resolve conflicts, concerns or complaints regarding classroom issues or other students with the teacher or other staff person involved. If the issue is not resolved, the parent or student should attempt to resolve the issue with the principal. If the issue remains unresolved, the parent or student may file a complaint with the pastor for parish schools or the Superintendent.

## Counselor

The role of the School Counselor is to:

- Counsel with students individually and in small groups
- Serve as student advocates
- Consult with teachers, administrators and parents
- Present developmental lessons in the classroom setting

This involves helping develop a student's emotional, social and academic well-being by providing both prevention and intervention counseling services.

## Child Abuse and Neglect

As required by state law, school officials, personnel, employees or board members who have knowledge or reasonable suspicion of child sexual abuse, child abuse or child neglect will report such knowledge or suspicion to the principal, Department of Children's Services and/or to appropriate law enforcement officials. Such reports involving child sexual abuse that is known or suspected to have occurred on school grounds or while the child was under the supervision or care of the school will also be reported to the parent(s) or guardian(s) of the student.

The principal shall immediately inform the Superintendent and Director of Human Resources who shall initiate the investigation procedure established by the Diocese. Visits from the Department of Human Services are to be expected. Full cooperation should be afforded to the Department representative after proper credentials are presented.

Students are encouraged to discuss with our school counselor any knowledge or suspicion of such abuse or neglect.

## D

## Discipline and Student Conduct

### *Code of Conduct*

The teachers and staff at St. Francis are dedicated to finding the best means of aiding, guiding, and implementing positive self-discipline for children, and in this way, help and support our parents.

***The administration, in consultation with the pastor, reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.***

A Code of Conduct for St. Francis students includes, but is not limited to, the following concepts:

1. Students should treat each other, school employees, and visitors with the concern and respect that is a sign of Gospel virtues.
2. Students should always conduct themselves in a courteous and Catholic/Christian manner.
3. Students should respect the learning environment and harmony of the school is considered an infringement on the rights of others and handled according to the discipline policies of the school.

4. Students should use material items with care and respect that shows they understand what it means to live in a world in which our resources are limited and need to be shared.
5. Students should report to classes on time with all designated materials and dressed according to the uniform guidelines set by the school.

### ***Academic Dishonesty (5<sup>th</sup>-8<sup>th</sup> grades)***

Academic dishonesty is defined as any cooperative or solitary attempt to represent the work of any other person as one's own. Examples include but are not limited to:

- Copying any portion of another student's assignment, test, or electronic source
- Looking at any material not provided or directed by the teacher during a test.
- Giving answers to others on a test
- Informing others of test items before they take the test
- Reporting inaccurate grades
- Use of any electronic device to give or obtain answers on a test

Both the student who copies and the student who offered materials for copying will receive consequences. Students who are found to be academically dishonest may receive a zero on that assignment/test as well as additional disciplinary consequences. Students may receive an "N" in conduct for the nine-week period in which the incident occurred and will not be eligible for the Honor Roll.

### ***Searches and Inspections***

Students have no expectation of privacy in any school property, including but not limited to lockers and desks, or in electronic devices or backpacks, book bags or other containers brought onto school property or to school events.

Lockers and desks provided for student use are the property of the school and are subject to search or inspection at any time. School administrators or their designees may search students' personal possessions, including but not limited to, backpacks, book bags, purses, electronic devices and private vehicles if needed to investigate a potential violation of law or of Diocesan or school policy or rule.

A student may be subjected to physical search when necessary to preserve the order, discipline, safety, supervision or education of students. Such searches shall be conducted in private by a school administrator or administrator's designee who is of the same gender and with an adult witness present unless an emergency circumstance prevents compliance with this requirement.

If illegal or contraband materials are found, they will be turned over to appropriate legal authorities.

## **Discipline Procedures**

The school's main objective is to create a positive, structured and loving atmosphere in which each student can thrive and exhibit proper behavior and self-control. In order to provide a successful learning experience, it is important to establish consistent classroom procedures and clear guidelines for behavioral expectation. Each teacher will have certain expectations for their classroom that will be explained during the first week of school. Corporal punishment is not permitted by anyone on school property.

The following are procedures available to teachers and administrators as they work with students concerning problematic behaviors:

### ***Discipline Policy for 3K – 4<sup>th</sup> grades***

All minor disciplinary concerns are handled according to classroom procedures. Any younger students committing serious offenses (fighting, disrespect toward a teacher or staff member, inappropriate language, biting, hitting, spitting, etc.) require immediate consequences and may be asked to stay home for a day or more. This stay at home time is not considered an OSS. This is an alternative consequence for our younger students, in place of detentions or Saturday school. However, serious or repeated behaviors may cause a student at this grade level to be placed on Disciplinary Probation.

### ***Point System for 5<sup>th</sup> – 8<sup>th</sup> grades***

Our 5<sup>th</sup> – 8<sup>th</sup> grade teachers use a system of discipline points to record inappropriate student behaviors. Teachers may assign points for infractions of school rules such as tardiness, excessive talking, disruptive behavior, chewing gum, etc. These points are turned in and monitored by the Assistant Principal. Upon receiving 10 points within a nine-week grading period, the student may be assigned a detention. Parents will receive email notification when the student reaches 7 or more points. Points will directly affect a student’s conduct grade for the nine week period in the following manner:

<i>Points</i>	<i>Conduct Grade (recorded under Homeroom)</i>
<i>0-3</i>	<i>E – excellent</i>
<i>4-6</i>	<i>G – good</i>
<i>7-9</i>	<i>S – Satisfactory</i>
<i>10 or more</i>	<i>N – Needs Improvement (an “N” will keep a student off Honor Roll for that nine-weeks.)</i>

A teacher may refer a student directly to the Assistant Principal or any Administrator in the event that a situation is serious and warrants immediate intervention. The outcome will be at the discretion of the Administration and may result in an immediate detention, Saturday School, In School Suspension (ISS), Out of School Suspension (OSS), or expulsion. Other options available to teachers include loss of break or recess time, cafeteria duty, individual silent lunch, or additional written assignments.

### ***Detention***

Detention may be issued to students who have accumulated 10 or more points or at the discretion of the Assistant Principal for serious conduct violations. Detention is held one afternoon each week from 3:00pm – 4:00pm in St. John Neumann Hall. A student who misses their assigned detention may be issued a Saturday School in lieu of the missed detention. Students serving a detention will receive an “N” in conduct for the nine-week period in which the detention was assigned and therefore will not be eligible for the Honor Roll.

### ***Saturday School Suspension***

Saturday School may be assigned at the discretion of the Assistant Principal for more serious disciplinary infractions or for three detentions in one nine-week period. Saturday School is held from 8:00am – 11:00am on designated Saturdays.

On the day that a student is serving Saturday School, he/she may not participate in any school related extracurricular activities, including sports. Failure to report to the assigned Saturday School may result in the student serving one day suspension the next week in lieu of the missed Saturday School. Students serving a Saturday school will receive an “N” in conduct for the nine-week period in which the Saturday School was assigned and therefore will not be eligible for the Honor Roll.

### ***ISS (In School Suspension)***

An ISS may be issued when a swift immediate response is needed based on a student’s behavior. The number of days is assigned at the discretion of the Assistant Principal, depending upon the severity of the infraction. Students are required to report to the Middle School Office no later than 7:50 am on the day of the assigned ISS. All class assignments are to be completed during the ISS with any remaining work to be completed for that evening’s homework. On the day(s) that a student is serving an ISS, he/she may **not** participate in any school related extracurricular activities, including sports. If the assigned ISS days carry over a weekend, the ban of extracurricular participation may also be extended to weekend days. Students serving an ISS will receive an “N” in conduct for the nine-week period in which the ISS was assigned and therefore will not be eligible for the Honor Roll.

### ***OSS (Out of School Suspension)***

An OSS is reserved for serious or repetitive infractions of school policy or failure to report to an assigned Saturday School. The number of days is assigned at the discretion of the Administration, depending upon the severity of the infraction. School assignments are to be completed during the OSS suspension. On the day(s) that a student is serving an OSS, he/she may not participate in any school related extracurricular activities, including sports. If the OSS days served include a weekend, the ban of participation may also be extended to weekend days. Students serving an OSS will receive an “N” in conduct for the nine-week period in which the OSS was assigned and therefore will not be eligible for the Honor Roll.

### ***Disciplinary Probation***

Disciplinary Probation is a consequence for very serious and continued infractions of school policy and may be given to students in any grade, 3K – 8<sup>th</sup>. Three Saturday Schools, ISS or OSS or any combination of any of three suspensions during a school year, or serious or repeated behaviors at any grade level may cause a student to be placed on Disciplinary Probation. Students may be required to see the school counselor weekly during the probationary period to work on skills to aid the student in changing patterns of behavior or in making better choices. Students on probationary status will be re-evaluated after serving a complete nine-week period. Administration may choose to remove the student from probation at that time if improvements have been made. Students on Disciplinary Probation may not be allowed to attend field trips, participate in school sanctioned events, or participate in PAA sports during the probationary period.

### ***Referrals***

For continued or serious behavioral difficulties a family may be asked to:

- Receive individual child counseling using child psychologist/therapist/counselor that both parent and school mutually agreed upon.
- Enroll in an intervention program that is qualified to assist in corrective classroom behaviors/attitudes/skills.

### ***Dismissal /Expulsion***

If the Administration and faculty have worked to remedy behavioral/academic difficulties multiple times and the Administration, Pastor, and Catholic Schools Office agree that the school can no longer continue to benefit the student or harm is befalling other members of the school community, then a student may be asked to withdraw from the school. If a family refuses to withdraw a student, then expulsion may occur.

### ***Off Campus Behavior***

A student is a St. Francis of Assisi Catholic School student at all times. A student who engages in conduct on or off campus that is detrimental to the reputation of the school may be disciplined by school officials.

### ***Weapons/Dangerous Instruments***

Student possession of any weapon or dangerous instrument that could be used as a weapon on school property or at school related functions is prohibited. The possession of a weapon or weapons will be reported to the proper law enforcement agencies.

### **Drug and Alcohol Policy**

All students are required to comply with state and local laws regarding the use of illegal drugs and alcoholic beverages. Any student found using, possessing, or aiding in the distribution of drugs or alcoholic beverages on campus, or at school-sponsored activities, is subject to severe disciplinary action, up to and including expulsion. Students and visitors to campus, as well as their lockers, backpacks and other such devices are subject to search upon reasonable suspicion that prohibited items may be present on campus. Any search will be conducted by the Administration and the Director of Security.

## **E**

### **Eighth Grade High School Visits**

In the fall, our local Catholic High Schools have open houses and week day visit days for interested 8th grade students. Invitations are sent directly to the student's home from each high school. Students attending the high school visit days for CBHS, St. Agnes, Immaculate Conception, or Catholic High should provide their own transportation to the school and an adult must sign them in at the front office upon their return. This is an excused absence and will not count against them for Perfect Attendance.

For the St. Benedict visit day, our eighth grade teachers will walk the students to SBA for the 2-hour visit which includes a complimentary lunch. Students will be escorted back to our campus after the visit day.

**High School Testing Dates** - Catholic High Schools in our diocese will publish the dates for the high school entrance exam and honors testing. Eighth grade parents should be aware of these dates and contact the individual high school if they have questions.

## **Emergency School Closure or Delay Notification**

The closure, delayed opening or early dismissal of school due to inclement weather or for other reasons shall be announced through television and radio outlets and will also be sent via the school's automated verification system when possible. SFA is a member of the Catholic Diocese of Memphis School System and all closures, delayed openings or early dismissal, will be announced by the Diocesan Catholic Schools Office.

SFA will announce any other sort of emergency closing or delays through the school's emergency notification system.

## **Emergency Drills**

State Law requires that emergency drills be held periodically throughout the school year.

**Fire Drills**- students should follow these instructions:

1. Rise in silence when the alarm sounds.
2. Walk to the assigned place briskly, in single file at all times, and in silence.
3. Stand in a column of two's facing away from the building.
4. Return to the building when the signal is given.

**Tornado Drills** - students should follow these instructions:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the assigned place in single file.
3. Kneel, face toward interior wall, and put hands over head.
4. Return to classroom when signal is given.

**Earthquake Drills** - students should follow these instructions:

1. Drop to floor, cover head immediately.
2. Crawl under nearest desk or table.
3. Listen for further instructions.

**"Lock Down" Drills** students should follow these instructions.

1. Stay in the room and sit on the floor away from the door.
2. All doors are locked and will remain locked until an all clear announcement is made

## **Emergency Plan**

The Catholic Diocese of Memphis and Tennessee state law requires that schools be adequately prepared to respond to emergencies. SFA has adopted the *Safe School Plan* for use in the preparation of emergency procedures. This plan is managed by our full time Director of Safety and Security and reviewed yearly with our faculty and staff. This plan is available for review by our parents. In the event of actual fire or other emergency, parents should expect to pick up their children from the SFA Church building. The secondary pick up location will be the SBA High School football field.

***Bomb Threats*** Procedures in the Diocesan Crisis Management Handbook will be followed in the event of a telephone or written bomb threat. The principal will immediately notify the Catholic Schools Office of such a threat.

### ***Inspections***

Quarterly safety inspections will be conducted by school personnel.

### ***OSHA Regulations***

Catholic schools shall comply with the OSHA standards on bloodborne pathogens and hazard communication and any other standards issued which apply to the school. The schools shall also comply with the Diocesan procedures established to comply with these standards.

## **Enhance**

The primary purpose of the Enhance Program is to ensure we are meeting the educational needs of students in our traditional program in grades Kindergarten through fifth grade. Each student's progress is monitored throughout the school year using the universal screening program, EasyCBM. Students who have demonstrated a possible risk in a particular area on the EasyCBM benchmark will be recommended for placement in the Enhance Program. The Enhance Team will develop and implement individualized interventions for each student while instilling positive motivational strategies. Students will meet for thirty minute Enhance sessions several times a week during our campus DEAR time and miss no instructional time.

## **Extended Care Program**

The Extended Care Program is designed to provide professional care, individual attention, supervision, and enrichment activities for students enrolled in grades 3K through 8<sup>th</sup> grade who have registered for the program. Extended Care hours are 3:00pm to 6:00pm on regular school days. Students who are not picked up by 3:15pm (or 11:45am on early dismissal days) will be placed in the Extended Care Program at the parent's expense and billed on their FACTS tuition account.

Each day Extended Care will offer:

- Scheduled homework time with supervised assistance from SFA teachers
- Indoor and outdoor play
- Organized activities and free play
- Nutritious snacks
- Time for reading, games and drawing

SFA Extended Care is a licensed program through the Tennessee Department of Human Services and administered by St. Francis of Assisi Catholic School at an additional expense. For more information contact Julie VonBergen, Director of Extended Care at [Julie.Thompson@sfawolves.org](mailto:Julie.Thompson@sfawolves.org).

## F

### Field Trips – Day Trips

Field trips are educational activities that are an outgrowth of class instruction and are designed to enhance the classroom or developmental learning experience. The teacher in charge of the trip issues permission slips. These must be signed by a parent or legal guardian and returned to school prior to the event. *A child must have a signed permission slip in order to attend any field trip.* We reserve the right to exclude from field trips any student whose conduct in school or on previous trips has been unsatisfactory, or is currently on disciplinary probation.

We often rely on parent drivers and chaperones. All volunteer drivers must be Virtus trained, have completed the Be Smart Drive Safe Video (every 2 years) and must have proof of insurance/driver's license on file with the school office in order to drive on these trips.

Driver information should be submitted each year. Some hosting organizations limit the number of adults who may attend so we appreciate your understanding. Field trips in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades, including their overnight trips, rely on a chartered bus for student and faculty transportation.

It is understood that there is no smoking in a car transporting students during field trips. Parent drivers should not use a cell phone while transporting students. In addition, parents should not provide snacks, treats or drinks solely for those students they are transporting. Unsanctioned stops or visits through drive-thru at fast food restaurants should not be made. The focus of the parent driver is to insure safety of the students that are entrusted to their care. Younger siblings or other children are not permitted to attend field trips.

**The following are the State of Tennessee Child Passenger Restraint Requirements which must be followed on any school sponsored field trip.**

- Children one (1) through three (3) years of age and weighing more than 20 pounds must be secured in a child safety seat in a forward-facing position in the rear seat, if available, or according to the safety seat or manufacturer's instructions
- Children ages four (4) through (8) and less than four feet, nine inches tall must be secured in a belt-positioning booster seat system in the rear seat, if available.
- Children nine (9) through 12 years of age must be secured. It is recommended that any such child be in the rear seat, if available. (Note: If the child is not between age nine (9) and 12, but is four feet, nine inches or taller, he/she must still use a seat belt system.)

### Field Trips – Overnight Trips

At 5<sup>th</sup> grade and above, students may be offered the opportunity to participate in overnight and/or out-of-state trips at an additional expense. A Personal Behavior Contract supplied by the trip coordinator must be signed by each student and parent before attending the trip. St. Francis of Assisi Catholic School reserves the right to exclude from field trips any student whose conduct in school or on previous trips has been unsatisfactory.

- The 5<sup>th</sup> Grade class will attend a two day, one-night retreat at Victory Ranch Retreat Center in Bolivar, TN.
- The 6<sup>th</sup> Grade class will attend a three day, two-night retreat at Camp McDowell located in Nauvoo, AL.

- The 7<sup>th</sup> Grade class will attend a two day, two-night chartered bus trip to Barrier Island Camp located in Ocean Springs , MS.
- The 8<sup>th</sup> Grade class will attend a chartered four-day, three-night trip to visit many of the historical Washington, D.C. sites.

## Fundraisers

All fundraisers must be approved by the Principal. No outside sales of merchandise may take place without approval from the Principal or Pastor.

## G

### Gifts

Students cannot decorate lockers, desks, school property, etc. at school. Balloon bunches, delivery of flowers and other remembrances should **not** be sent to the school. In the event this rule is disregarded, the item will be kept in the office and the student will be notified to pick it up after school. Invitations for parties should not be handed out at school unless an invitation is being given to every student in the class.

## H

### Health Requirements & Screenings

Proof of a health examination and immunization is mandatory for students to be enrolled in our school in accordance with the regulation of the Tennessee Department of Education. The necessary form is available from the student's personal physician or the Memphis and Shelby County Health Department. *No student will be allowed to attend classes after September 15, until his/her updated health form has been turned into the appropriate school office.*

### Health Room/Student Illness

A full-time R.N. staffs our health room during school hours. *Please do not send a child to school who shows signs of illness.* A student who becomes ill at school must request permission from his/her teacher to report to the Health Room. If the illness is serious, the parent/guardian will be contacted. No student will be released from school with anyone other than the parent, guardian, or parent-designated responsible person. The responsible adult may be asked to provide identification before signing the student out at the appropriate school office.

Please remember:

- Students with a fever of 100° or higher, vomiting or diarrhea will be sent home. Students are required to remain at home until fever and symptom free for 24 hours.
- Students recovering from pink eye (conjunctivitis) must be on medication for at least 24 hours before returning to school.

- Parents of students with chronic medical problems should report their illness to the administration, school nurse and the classroom teacher(s).

## ***Medication***

The Prescription Drug and Medicine Authorization form must be completed by a physician before any prescription or over-the-counter medication will be dispensed from the health room. This form is available at registration and on our school website.

All medicines or refills must be delivered by a parent or guardian to the school nurse. All medications must be in the original container. Students may NEVER carry medicines on school grounds. Any student that has medication in their possession is subject to disciplinary consequences.

## ***Medical Emergencies/Accidents/Injuries***

Accidents reported on school property shall be reported immediately to the principal or pastor. A report shall be written describing the accident and follow up care. The Diocesan accident report form shall be used. A copy of the report shall be kept permanently in the school. If professional medical services are required, a copy of the report shall be sent to the Catholic Schools Office and the Diocesan Risk Manager.

## ***Mental Health***

If a student conveys in written or verbal form a statement regarding hurting himself or herself or harming others, the school will immediately contract the Department of Child Services or the Police, depending on the severity of the treat. Parents will be called to come to the school immediately. The child will be suspended. Prior to the child returning to the school, the student must receive a psychological assessment and parents must submit documentation from a mental health care professional, outside of the home, stating that the child presents no danger to himself or herself or to others.

If a principal deems that a student is in need of psychological services the principal can require the parents to seek professional services for their child as a requirement for continued attendance at the school.

## ***Food Allergies***

Students with food allergies will be accommodated to the extent practical for the school. The parent or guardian should notify the school in writing of the student's condition.

## **Homework Assignments**

Homework and home study are an integral part of the learning process. Missed assignments due to absences are the student's responsibility. In 3K-4<sup>th</sup> grades, the parent should contact the classroom teacher, either by email or a note delivered to the teacher, to make arrangements to have assignments brought to the office. Homework may be picked up there between 3:00 pm and 3:30pm. In 5<sup>th</sup> – 8<sup>th</sup> grades, student contact with an attending classmate is encouraged in order to stay current with material covered in the classroom during the absence. Refer to Schoology for homework assignments. Upon returning to school, students will be allowed one day per day of absence to make up assignments and tests. Students should communicate with each individual teacher upon the day of his/her return to arrange make-up test dates.

Each teacher's homework policy is presented at the grade level “Meet the Teacher Night” in August. Homework should be a priority before all other extracurricular activities.

## **I**

### **Inclement Weather**

The first source of information for school closings and delayed starts is the local news. Please listen carefully for The Catholic Diocese of Memphis closings. The decision to close schools is made by the Office of Catholic Schools. They contact the local news stations first, and then notify the individual schools. Each principal activates the AP Notify system to contact the school families.

### **Insurance**

School accident insurance is available for purchase to all students enrolled in St. Francis of Assisi Catholic School. Athletic participants should contact the Athletic Director regarding special rules and/or opportunities for additional insurance.

## **L**

### **Library**

The school has a well-equipped automated library and media center. Students who check out books are expected to return them on the day due. Any book that is lost or misplaced by a student must be paid for before any other book may be taken from the library. If any student has not returned or replaced any book by the end of the school year, the report card and/or transcript of grades will be withheld until the book or payment is received by the library.

Library Hours are:

*Monday - Friday 8:30am – 11:30am*

### **Lockers & Locker Locks**

Lockers are provided for the convenience of the students. Lockers are to be kept neat and clean at all times. Students may not decorate the outside of lockers. Books are not to be left on the floor. Students are reminded that lockers are school property and administrators reserve the right to go through a student's locker should an occasion warrant it.

All students in 6<sup>th</sup>-8<sup>th</sup> grades will be required to purchase school issued combination locks at registration. The cost is \$6.50 per lock and will be billed once with your FACTS tuition. The lock will last them the duration of their middle school years at SFA. The students will take their lock home over the summer months and then bring it back and apply it to their newly assigned locker each year. The lock combination will be kept in the school database and should the student forget the combination at any time, they should see Tina Sosnowski in the Middle School office. No locks purchased elsewhere may be used on any school locker. Lost lock must be

replaced by purchasing a new one from the school. Student lockers must be locked at all times. Failure to do so may result in disciplinary consequences.

## Lost and Found

Every item that comes to school should be clearly labeled with the child's name. All uniforms and personal property must be clearly labeled. Any items found in the school or on school grounds will be placed in *Lost and Found* located in the Café and in the middle school gym. Students may check for missing items before or after school. Parents may sign in as a visitor at the front desk to check for missing items at their convenience. Items will be kept for one month. After one month in storage, the items will be donated to charity. The school is not responsible for lost property.

All eye glasses will be turned into the front office.

In 6<sup>th</sup>-8<sup>th</sup> grades, textbooks and other classroom supplies will be taken to the Counselor's office in St. John Neumann Hall. They will not be taken to the Lost and Found.

## Lunch

The cafeteria is considered a proper setting for promoting good eating habits. Students in 1<sup>st</sup>-8<sup>th</sup> Grade eat lunch in the cafeteria. 3K and 4K eat lunch in the St. Joseph Hall Multi-Purpose Room. Students may bring lunch or purchase it in the cafeteria. Milk is available and recommended as part of a healthy lunch. For students in 3K-5<sup>th</sup> grades, we discourage soft drinks from home as a lunchtime beverage. A balanced selection of luncheon foods with minimal high sugar items is necessary for student lunches. Contact our cafeteria manager, Sandra Cole for questions about student card balances at [sandra.cole@sfallwolves.org](mailto:sandra.cole@sfallwolves.org). Daily menus and prices may be found on the school website.

All families are encouraged to sign up with [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) at no charge to monitor their student(s) accounts.

**Lunch Visitors** -All visitors to the school must sign in with the front office in St. Edward Hall and receive a visitor's badge. Parents are welcome to have lunch with their child at any time.

**Student Lunch Visitors** -All student visitors to the school must be accompanied by their parent and must sign in with the front office in St. Edward Hall and receive a visitor's badge. Only former students or family members will be permitted to have lunch with a current SFA student. Parents of the visitor must remain on campus during the visit.

### Lunch Schedule-Café

11:00	11:30	3 <sup>rd</sup> Grade
11:00	11:40	4 <sup>th</sup> Grade
11:00	11:35	5 <sup>th</sup> Grade
11:45	12:15	6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Grade
12:30	1:05	5K
12:20	12:50	1 <sup>st</sup> Grade
12:25	12:55	2 <sup>nd</sup> Grade

## **Lunch Schedule – Multi Purpose Room**

11:40	12:10	3K & 4K
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### **M**

#### **Mass**

Our students in grades 1<sup>st</sup> – 8<sup>th</sup> attend mass every Wednesday at 8:15am at St. Francis of Assisi Catholic Church. Parents are always welcome to attend.

- 5K students attend mass once a month August – December and then weekly after Christmas.
- 4K students attend mass once a month beginning after Christmas.

Reception of Communion: We welcome our fellow Christians to the celebration of the Mass as our brothers and sisters. We pray that our common baptism and the action of the Holy Spirit will draw us closer together. Because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of churches with whom we are not fully united are ordinarily not admitted to Holy Communion. We also welcome to our celebrations those who do not share our faith in Jesus Christ. While we cannot admit them to Holy Communion, we ask them to offer their prayers for the peace and the unity of the human family.

For our students and family members who are not Catholic, in lieu of Holy communion, we invite you to come forward in the line, with arms crossed over the chest, and the priest, deacon, or Extraordinary Minister of Holy Communion will pray for God's blessing for you.

### **P**

#### **Parent - Student Handbook and Directory**

A Student Directory listing students' and parents' names, addresses, home telephone numbers and email addresses will be available. The Student Directory is for school use and should not be used or sold for any other purpose.

## **Parent-Teacher Conferences**

Parent-Teacher conferences will be scheduled for students in 3K-8<sup>th</sup> grades during the Fall semester. It is important to meet often with the parents of every student, to share information, test scores, and observations that will help us work together in the best interest of our students.

The Fall Conference will be scheduled on a half-day in October near the end of the first nine week grading period.

Our teachers and administration are available to meet with you at your request whenever interest or necessity demands. Our primary goal is to ensure the success of every student at SFA.

Please realize that before or after the school day, teachers are busy preparing for their classes or may have other commitments (tutoring, coaching, or other extracurricular activities). A parent-teacher conference should always be scheduled ahead of time. Additionally, we have asked our teachers to refrain from having impromptu conferences with parents in places other than the school to protect the student's confidentiality in public settings. Thank you for not putting them in an awkward position.

***Team Conferences (5<sup>th</sup>-8<sup>th</sup> grades)*** - if your child is struggling in several subjects or if there are overall concerns conferences will be scheduled. For a team meeting, please contact the middle school counselor, [brittany.foster@sfawolves.org](mailto:brittany.foster@sfawolves.org) to set up a Parent/Teacher conference

## **Parties/Birthdays**

Invitations for parties should not be sent to school unless an invitation is being given to every student in the class. Birthday treats may be brought to school for the homeroom class. Middle School students should only bring birthday treats to disperse in their homeroom classes or at break. Students may also pass out treats in the school cafeteria. It is recommended that this be kept as simple and mess free as possible. Please make arrangements with the classroom teacher ahead of time.

Parties or dances sponsored by parents off campus are not sanctioned by the school and St. Francis of Assisi Catholic School's name may not be used.

## **Photography**

As part of our public relations efforts, we routinely photograph faculty, staff and students involved in school-related activities. St. Francis of Assisi Catholic School reserves the right to publish these photographs.

**PLUS (Positive Learning Using Strengths and Strategies)** Upon its inception, the PLUS Program was developed to meet the needs of intellectually strong students diagnosed with learning disabilities. The PLUS program was founded in 1966 as The Auburndale School System by Mr. and Mrs. Stanley Smith fulfilling their mission of developing an academic environment where children with mild learning differences could be educated on a traditional school campus. The torch of meeting the needs of our exceptional students was passed to the Catholic Diocese of Memphis in the Smiths' advancing age. St. Francis of Assisi Catholic School now fulfills the mission of offering an elevated curriculum to students diagnosed with

a learning disability such ADHD, Dyslexia, Auditory Processing Disorders and the like, who are not making expected gains in a traditional classroom setting. Through lowered student to teacher ratios, differentiated instruction and remediation, and supportive and encouraging goal management, the PLUS Program has helped hundreds of students transition back into a traditional classroom and move on to secondary and post-secondary school settings.

While the primary mission of the PLUS Program is to foster academic, emotional, social and spiritual growth for all of our students, we are specifically committed to serving the needs of those students who more effectively learn in a smaller classroom environment and with the support of teachers trained in remediation. Our instructors work hard to identify and accommodate all learning styles while ensuring that students learn in a positive, supportive environment. The goal of the program in grades 2<sup>nd</sup> through 6<sup>th</sup> is to offer an at grade level curriculum while remediating areas of weakness and promoting successful learning strategies in order to transition the students back into the traditional academic program. The focus in our 7<sup>th</sup> and 8<sup>th</sup> grade PLUS Program is to provide differentiated instruction in content areas of need and strategies for a successful transition into high school. To achieve both, students and parents must commit themselves to a rigorous course of study including students' attendance, academic diligence, and appropriate behavior. Placement tests, as well as records from previous schools and family interviews, are used to evaluate the student's appropriate placement in the PLUS Program. For more information about the program, please contact the PLUS office.

## **S**

### **Safety & Security**

St. Francis of Assisi Catholic School employs a full-time Director of Safety and Security to be present on campus during school hours. Our entire campus is equipped with cameras to monitor hallway, stairwells, and outside areas.

Students or parents with concerns about school security may contact the school safety coordinator appointed by the principal each school year.

### **Schoology**

Schoology is a top rated online learning management system used in many school districts nationwide and has been adopted by SFA.

Teachers will have the ability to post everything from grades, lecture notes and worksheets to links to videos and other online resources to the platform, making them accessible to parents as well as students at school, in class, and at home. Teachers will also use Schoology to communicate with families and provide resources.

Teachers in grades 3-8 will post student grades as well as homework assignments and resources.

Teachers in grades 3K-2 will post classroom news and assignments.

Every student, teacher, and parent has an account reserved in the system. Parents will receive their access codes at registration. Students in grades 3-8 will activate their accounts in the classroom.

## Service/Missions

Our understanding of Gospel values embrace that service is performed selflessly and generously as Jesus taught. We encourage all of our students in 3K-8<sup>th</sup> grades to participate in hours of service. These hours may include projects done at home or during school. The number of hours per year is dependent on the grade the students are in: 3K-1<sup>st</sup> grade (2 hrs), 2<sup>nd</sup> grade (4hrs), 3<sup>rd</sup> grade (6 hrs), 4<sup>th</sup> grade (8 hrs), 5<sup>th</sup> grade (10 hrs), 6<sup>th</sup> grade (12 hrs), 7<sup>th</sup> grade (14 hrs), and 8<sup>th</sup> grade (20 hrs).

Our school maintains a *Food Pantry* where canned goods that are collected throughout the year are stored and periodically donated to Catholic Charities.

In addition, SFA supports many organizations and missions throughout the year. They include: Birthright, Catholic Charities, Diocese Prison Ministry, Project Outreach, Gifts for God's Children, Memphis Food Bank, St. Francis Animal Rescue and Refuge, Nursing Homes in the area, Poor Clare Monastery, Ronald McDonald House, St. Jude Hospital, St. Mary's Soup Kitchen, The Pajama Program, St. Vincent DePaul Society, St. Vincent DePaul Soup Kitchen, Dorothy Day House and Catholic Relief Services.

## SFA PTO

The St. Francis of Assisi Catholic School Parent Teacher Organization oversees many events that greatly enhance the positive atmosphere at SFA. Its primary goal is to foster family involvement and to create communication and a sense of cooperation among home, classroom and administration. A \$30 per family fee is requested at registration that covers operational costs. SFA PTO sponsors annual school fundraisers. Proceeds are earmarked to fund designated projects each year.

## Smoking

For health and safety reasons, smoking on campus is not permitted at any time nor is smoking permitted at any school sponsored activity or function. The "Children's Act for Clean Indoor Air" enacted as Public Chapter 455 by the Tennessee General Assembly, prohibits smoking at all public and private 5K, elementary, and secondary schools and school grounds. That term is defined in the act and includes any building, structure, and surrounding grounds. St. Francis of Assisi Catholic School and Campus is a Smoke Free Zone, 24 hours a day.

## Spirit Shop

The spirit shop is located in Maria Hall, Room 319. The Spirit Shop can be accessed from the Playground or from the Main Entrance.

## Special Events

St. Francis of Assisi Catholic School offers a variety of activities. If you would like more information or have additional questions, please contact the school office.

**\*AR Awards Day** – Held after a Wednesday Mass in May, students are recognized for their achievements in the Accelerated Reader Program

**\*6<sup>th</sup> – 8<sup>th</sup> Awards Days** –Held at the end of the school year to acknowledge student achievements in all areas including academics, fine arts, and extracurricular activities. Parents and guests are invited to attend.

**\*Catholic Schools Week** – Held the last week in January and is filled with special activities for the students, teachers and parents. The activities planned celebrate our Catholic heritage and build school spirit. Activities include Open House, Grandparent’s Day, All School Mass, and Student/Faculty Volleyball Game.

**\*Christian Witness Awards** - The Christian Witness Award is presented to the students who demonstrate Christ-like virtues of faith, hope and charity. These students stand out as an example of what it means to strive to be true disciples. The Award is presented at the end of each grading period following a designated school Mass. Students in 1<sup>st</sup> – 5<sup>th</sup> grade are chosen by their teachers and students in 6<sup>th</sup> – 8<sup>th</sup> grade are chosen by their peers

**\*Christmas Programs** – Held in December for our students.

**\*Duke Talent Search** - A selected group of 7<sup>th</sup> graders, based on standardized test scores and teacher recommendations are invited to take the ACT/SAT tests. This gives students a chance to practice and become familiar with the exams that play a major role in college admissions.

**\*Eighth Grade Graduation-** Held at St. Francis of Assisi Catholic Church. A reception immediately follows. Boys wear coat and tie; girls wear white dresses with sleeves.

**\*Field Day** – Held in the fall for all students in conjunction with St. Francis Feast Day. Parent volunteers will be needed.

**\*Geography Bee-** Held in January of each year for 4<sup>th</sup> – 8<sup>th</sup> grade students. This is sponsored by the National Geographic Society.

**\*Honor Roll Mass** – Held at the end of each grading period to recognize students who have made honor roll in 5<sup>th</sup> – 8<sup>th</sup> grades.

**\*Kite Day** – Held by the NJHS for our 4K & Part-time 4 year old students in the spring.

**\*Mardi Gras Parade-** Held on Fat Tuesday for students in 3K-5<sup>th</sup> grades.

**\*Math-A-Thon for St. Jude-** Held in February, students participate in a fundraiser to support St. Jude by completing math workbooks and collecting pledges.

**\*Open House/Grandparents or Special Friend Night** –Held in January/February during Catholic Schools Week. All families and friends are encouraged to visit our school, meet the teachers and view student work.

**\*Orientations-**

- **New Family Orientation** – Held in August (prior to the start of school) to introduce new families to the campus, administration and various organizations.
- **Meet the Teacher Night** – Held in August each year by the faculty to familiarize parents with the programs and to answer questions. This is an opportunity to go through your child’s class schedule.

**\*Peer Mentor Program** – sponsored by SFA PTO to welcome all new families to St. Francis of Assisi Catholic School. New families are paired with veteran families to serve as a source of information.

**\*Religious Goods Sale** – Held during the first week in December. Vendors from Catholic bookstores sell books, gifts, jewelry, and other items for the Christmas season. All families and friends are encouraged to shop as well.

**\*School Musicals**– Our students are offered the opportunity to participate in both a Missoula and a Spring musical. Auditions are held prior to the show.

**\*Spelling Bee-** Howard Spelling Bee is held in November of each year. Students in 5<sup>th</sup> – 8<sup>th</sup> grades compete.

**\*St. Francis of Assisi Feast Day-** We celebrate the October 4th feast day of St. Francis each year. The day begins with an All School Mass, followed by a Pet Blessing Ceremony and Field Day Activities. The students

also participate in various service projects throughout the day.

**\*Variety/Talent Show** – Students in 4<sup>th</sup>-8<sup>th</sup> grades show off their many gifts and abilities by singing, dancing, playing instruments, performing magic, comedy, tumbling, etc. Auditions are held prior to the show.

## Spiritual Activities

Our students participate in a variety of spiritual activities, including:

**\*Advent Wreath Services** – Held each Monday during Advent. Our school comes together as a community for a prayer service to light the Advent candle each week. Songs and prayers begin at 8:00am in the gym.

**\*Ash Wednesday** – 3K – 8<sup>th</sup> grades attend Mass at 9:45am.

**\*Feast of the Holy Rosary** – Held in October, our school joins with all of the Catholic Schools in our Diocese and prays the Rosary.

**\*First Fridays** – Held on the first Friday of each month, every Religion class will visit the school chapel throughout the day to pray before the Blessed Sacrament. Grade levels will take turns planning and attending a class Mass with Exposition of the Blessed Sacrament. All parents are also invited to stop by our chapel to pray. Exposition is at 9:00am, Benediction begins at 2:15pm.

**\*Great Hall of Saints** – Held in November, our 8<sup>th</sup> graders dress as saints and tell our younger students about the life of the saint they are depicting and interesting facts.

**\*Guardian Angel Feast Day** – Held on October 2<sup>nd</sup> by all grades during Religion classes. Students bring in an angel to school to share with the class or keep on their desk (statues, pins, dolls, etc). SFA PTO provides a treat for our students.

**\*Mass Buddies-** 5<sup>th</sup> graders pair with 4K students to sit with them at Mass.

**\*May Crowning** – Held during the first week of May, a special liturgy is celebrated to honor Mary, the Mother of God. All students are asked to bring in a simple flower to decorate the altar.

**\*Prayer Partner Activities** – Held at the beginning of each school year, 8<sup>th</sup> graders are paired with 2<sup>nd</sup> & 3<sup>rd</sup> graders to be “Prayer Partners” throughout the year. Special relationships are formed as these students grow in faith together.

**\*Reconciliation Services** – Catholic students will receive the Sacrament of Reconciliation twice during the school year.

**\*Retreats** – Students in 5<sup>th</sup>-8<sup>th</sup> grades will participate in an all-day retreat throughout the year by grade level at St. Francis Church. Activities will include Mass, guest speakers, service projects, and small groups lead by the St. Benedict Retreat team.

**\*Shadow Stations of the Cross** – This special reenactment of the stations of the cross is performed by our 6<sup>th</sup> graders during Lent.

**\*St. Blaise Feast Day** – February 3<sup>rd</sup> students will have a blessing of the throats service.

**\*St. Joseph Feast Day** – in March, 4<sup>th</sup> graders organize a feast in honor of St. Joseph and is held in the school Chapel. All students are invited to share in the feast and the remaining food is then donated to the St. Vincent DePaul Food Mission and the Missionaries of Charity.

**\*St. Nicholas Feast Day** – On December 6<sup>th</sup>, students place a shoe outside the classroom door in hopes that St. Nicholas will visit.

**\*Stations of the Cross** – Held during Holy Week, students participate in the Stations of the Cross, led by one of our parish priests.

**\*Vocations Awareness Week** – Held in November students will participate in activities that encourage them to follow the will of God in their lives.

## **Student Clubs/Extracurricular Activities**

**\*Academics Team (6<sup>th</sup> – 8<sup>th</sup>)** - A middle school academics team competes via computer in two international competitions. Meets are held in the Diocese to compete against other middle school teams. Tryouts and team selection is in October with practices held after school.

**\*Altar Servers (4<sup>th</sup> – 8<sup>th</sup>)** – Catholic boys and girls, grades 4<sup>th</sup> – 8<sup>th</sup> are invited and encouraged to participate in this ministry. The student must have received the Sacrament of the Eucharist. Servers will be trained during the school day in the fall.

**\*Ambassadors (8<sup>th</sup>)** – Eighth graders are chosen to represent St. Francis of Assisi Catholic School at various events, such as Open House, Grandparents Night, etc.

**\*Forensics (6<sup>th</sup> – 8<sup>th</sup>)** - Forensics encourages and assists students in 6<sup>th</sup>-8<sup>th</sup> grades in the development of public speaking skills. Coaches promote specific skills in such categories as Dramatic and Humorous Interpretation, Poetry, Storytelling, Oratory, Debate and Readers' Theatre. The Forensics team sponsors an invitational tournament in the fall and participates in other tournaments throughout the winter/spring. Tryouts are held in September.

**\*Lower School Choir** – This choir sings at the Wednesday Masses and other events. Students in 3<sup>rd</sup>-5<sup>th</sup> grades who wish to join lower school choir participate in tryouts in the Fall. Practice will be held after school.

**\*Mass Cantors** - Students take on a more active role in the Mass by leading the singing during the liturgy.

**\*Mass Lectors (4<sup>th</sup> – 8<sup>th</sup>)** – Students receive training to proclaim the Word of God at our school Masses.

**\*Master of Ceremonies (8<sup>th</sup>)** – This is a ministry for our more experienced Altar Servers. Students will learn to guide the younger servers at Mass, assist our Priests with special liturgies and serve at funerals.

**\*National Junior Beta Club (6<sup>th</sup> - 8<sup>th</sup>)** – National Junior Beta Club is a national academic and service organization. Candidates must have a 3.2 GPA, two letters of recommendation, and exemplary conduct to be considered for membership.

**\*National Junior Honor Society (7<sup>th</sup> - 8<sup>th</sup>)** – National Junior Honor Society is an organization that recognizes outstanding middle school students. Candidates will be invited to complete an application based on a first semester cumulative grade point average of 3.7, three letters of recommendation and exemplary conduct. Upon completion of the application process and approval of Administration and faculty, the NJHS school sponsor will issue candidates letters of membership.

**\*News Bowl (3<sup>rd</sup> – 6<sup>th</sup>)** - A school sponsored international critical thinking program. Students in 3<sup>rd</sup>-6<sup>th</sup> grades compete locally and regionally via the Internet in creative problem solving activities.

**\*Newspaper (6<sup>th</sup> – 8<sup>th</sup>)** – **The Howler** is a student generated newspaper published several times a year.

**\*Robotics Club (7<sup>th</sup> – 8<sup>th</sup>)** – Students use Lego Mindstorm to learn about computer programming and to compete in international robotics competition. Students must apply to participate. Meetings held after school.

**\*Rosary Club (7<sup>th</sup>-8<sup>th</sup>)**-Students meet to pray the Rosary once a month for special intentions in the school chapel once a month.

**\*Student Government Association (6<sup>th</sup> – 8<sup>th</sup>)** - The SGA promotes citizenship and organization of services to the student body and parish as well as charitable contributions to the community. The Council, under

the faculty monitor's guidance, elects officers and representatives each year for grades 6 through 8. Elections are held in September.

**\*Yearbook Staff (7<sup>th</sup> – 8<sup>th</sup>)** – Interested students should apply to the Yearbook Advisor to be considered for the staff. All meetings are held after school.

## **T**

### **Technology Acceptable Use Policy**

Per Diocesan requirements, each student and parent will receive and be required to read the Technology Acceptable Use Policy. This policy will be distributed yearly. Electronic signature on the registration card acknowledges the receipt and understanding of this policy. All schools meet Diocesan technology standards/policies and are in a continual process of enhancement.

The following is the acceptable use policy for Students, Faculty, and Staff on the ethical use of electronic devices at St. Francis of Assisi Catholic School. This policy applies to all telephone, video, computer network (school and guest), and any electronic device and internet uses.

- 1. I will be a responsible Digital Citizen, and I will help others to be responsible citizens.** Students will not send, write, access, or collect material that can be hurtful or offensive to anyone or post or view any material that is considered inappropriate for a minor. SFA maintains the ability to determine where, for what purpose, and by whom any school owned device has been used.
- 2. I will be responsible for all material posted to my account while using school resources.** The use of social media and personal email is prohibited on campus unless the student has the express permission of a teacher. All students will be assigned a school sponsored email for the express use of educational purposes. All communication using school computers must include the real name of the user and the school sponsored email address. No pseudonyms (fake names) or anonymous messaging is permitted. Students are encouraged to report such messages to a teacher. Students may not change their username or password.
- 3. I will only use my email account, password and login credentials.** Students may not use a computer that has been issued to another student. Students may not use another student's username, email address or password to log into their own device. All students must use the laptop that has been assigned to them for each class period.
- 4. I will always leave the computer how it was set up.** Students should never add any new programs, remove applications from the hard drive, download or install any software or files (including screensavers, widgets, archived games, or file sharing software). Students should never place any stickers or decals on the computer. Any changes that are made to a computer will be done with the direct guidance of a teacher or staff member of St. Francis.
- 5. I understand that there is no expectation of privacy in regards to the contents placed on the school issued computer.** Students should keep in mind that the school reserves the right to monitor students' work.

Computers will be inspected randomly throughout the school year. The school is responsible for investigating possible policy violations and for enforcing all school rules that may apply. Students should not clear the browser history on any Internet browser.

**6. I will only open the laptop or be online when a teacher is present in the classroom. I will never remove a laptop from the classroom or the laptop cart without a teacher's permission. I will not unlock the laptop carts unless I have permission from the teacher.** Laptops must remain closed until students are instructed to open them. At the end of every class period each student must log off of the device and return it to the laptop cart to be charged.

**7. I am responsible for damages to the computer issued to me.** This also may include viruses to the operating system and other school installed software resulting from deliberate or willful acts.

**8. I promise to respect all copyright laws.** Students will cite all works and will not copy or share it without permission.

**9. I understand that the use of all electronic devices is a privilege, not a right. I promise to follow the school rules applying to behaviors conducted online in any situation, at any location. I understand there will be disciplinary consequences as a result of my actions.** Users will be held accountable for actions using their school accounts while off campus and for any material posted online using school accounts. Users will not access materials that are inappropriate for Catholic school or promote violence or illegal acts. Parents or guardians should review their expectations with their students.

**10. For iPad Cart Users: I will never remove a iPad from the classroom or the cart without a teacher's permission. I will not unlock the cart unless I have permission from the teacher. At the end of every class period/day (at teacher's discretion) student must log off of the device and return it to the laptop cart to be charged.**

**11. CONSEQUENCES OF INAPPROPRIATE USE:** The ultimate decision of "inappropriate use" is up to the administration. Consequences for violations of this policy can result in the following (depending on the severity of the offense and the frequency of behavior problems): - removal of Internet privileges for a period of time, removal of using any school technology for a period of time, detention, suspension, expulsion, or reported to the proper authorities.

**Disclaimer:**

The Securly System Alerts and its ability to identify potential self-harm, suicide ideation and cyberbullying is inherently disadvantaged by software technology and limitations on the ability to effectively monitor the alerts. St. Francis of Assisi Catholic School obtained Securly software recognizing that it is only an aid and does not guaranty either prevention or detection of self-harm or cyber-bullying. St. Francis only monitor the alerts during the school hours and it is the parent/guardian responsibility to monitor their child's computer before and after school hour including weekends, holiday and vacations.

## Telephones

The school office phones are available for student use; however, permission must be obtained from a faculty or staff member prior to use. Telephone messages for a student pertaining to transportation arrangements, childcare or after school activities will be relayed.

## U

### Uniform Standards

St. Francis of Assisi Catholic School students wear uniforms to mark themselves as members of a community and as persons of equality within the larger Christian community. The faculty, staff and parents are expected to enforce the dress code throughout the entire school year.

Students in violation of the uniform policy will be given a Uniform Notice to be signed by a parent and returned. In 5<sup>th</sup> – 8<sup>th</sup> grade, students may also receive a disciplinary consequence. The violation must be corrected by the next day unless otherwise noted on the Uniform Notice slip. Requests for individual exceptions for personal or medical reasons must be made in writing. Students with a note for exceptions or extenuating circumstance explaining a violation of the uniform policy must bring the note immediately to the Assistant Principal, Mrs. Alicia Brown, to be kept on file.

Students may be required to call their parents to bring them the appropriate attire. Students may be asked to remain out of class until the appropriate attire is brought to school. If the appropriate attire is not available, parents may be asked to take their child home until the correct uniform items can be obtained or uniform standards met.

SFA administration will make the final determination on what constitutes appropriate attire.

### *Student Expectations*

- Students should be in the complete official uniform throughout the school year until the last day of school.
- All skirts/jumpers should be an appropriate length – top of the knee.
- Uniform clothing or shoes should not have handwriting or marks on them.
- All shirts must be tucked in with the exception of the 6<sup>th</sup>-8<sup>th</sup> grade girls' blue over blouse.
- Plain, white undershirts may be worn but should not be visible below the uniform sleeves or bottom hem
- Students should remain in complete uniform throughout the school day until off campus (exceptions may be made for students in extended care or with permission from an after school activity moderator).
- All uniforms should be clearly labeled with the student's first and last name.

## ***Guidelines***

### ***\*Hair***

**Extreme, unusual or attention-getting hairstyles are not permitted.** Administration will make the final determination on what constitutes “extreme, unusual or attention-getting hairstyles.”

- **Boys:** Hair should be clean and in a style consistent with the conservative nature of the school. Hair should be cut at a length that does not allow hair to touch the top of the shirt collar or fall over the eyebrows, face or ears.
- **Girls:** Hair should be clean and in a style face consistent with the conservative nature of the school. Hair should not fall over the eyebrows or face or ears, and should be natural in color.

### ***\*Hair Accessories***

Hair accessories should be simple solid uniform colors or uniform plaids. Students found in violation will be asked to remove the hair accessory. Repeated violations may result in disciplinary consequences.

### ***\*Jewelry***

Jewelry should be conservative. Students not in compliance may be required to remove jewelry item(s).

- Necklaces - A single, simple necklace may be worn. No choker styles are permitted.
- Rings - No more than 2 small rings are permitted.
- Earrings - Girls may wear one pair of simple earrings, one earring in each earlobe. No dangle earrings or double piercings may be worn. Boys are not permitted to wear earrings.
- Bracelets - One small, single bracelet may be worn.
- Watches – One watch may be worn.

### ***\*Make-up (Girls grades 6<sup>th</sup>-8<sup>th</sup>)***

Make-up should be conservative and in keeping with the purpose of the dress code. Students not in compliance may be required to remove excessive make-up.

- Make-up is permitted for girls in 6<sup>th</sup> – 8<sup>th</sup> grades only.
- Girls in 6<sup>th</sup> – 8<sup>th</sup> grades may wear base, blush and mascara in modest proportion. No eyeshadow or eyeliner is permitted.
- Girls may only wear fingernail polish that is clear or light pink, peach or natural colored.
- No body piercings of any kind are permitted.
- No tattoos of any kind (permanent or temporary) are permitted. However, SFA spirit tattoos purchased from our school Spirit Shop may be worn during Homecoming Week.

**\*\*Mass Day Uniforms can be worn any day of the week\*\***

Mandatory Mass Day Uniform-Girls	Mandatory Mass Day Uniform-Boys
<p><b>3K-5K</b> (Year Round) <u>Top/Bottom:</u></p> <ul style="list-style-type: none"> <li>• Plaid Jumper</li> <li>• White Peter Pan Blouse</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>• White/Black Crew Socks ("no show" socks not permitted)</li> <li>• Solid White Sneaker of your choice (velcro)</li> <li>• OR Keds Saddle Oxford style shoe</li> </ul>	<p><b>3K-5K</b> (Aug-Oct and Spring Break to Last Day of School) <u>Top/Bottom:</u></p> <ul style="list-style-type: none"> <li>• Khaki Pleated or Flat Front Shorts</li> <li>• Cardinal Knit Polo Shirt</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>• White/Black Crew Socks</li> <li>• Solid White Sneaker of your choice (velcro)</li> <li>• OR Merrell Jungle Moc Gunsmoke suede style shoe</li> </ul> <p><b>(Nov-Spring Break)</b></p> <ul style="list-style-type: none"> <li>• Khaki Pleated or Flat Front Pants</li> <li>• Cardinal Knit Polo Shirt</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>• White/Black Crew Socks</li> <li>• Solid White Sneaker of your choice (velcro)</li> <li>• OR Merrell Jungle Moc Gunsmoke suede style shoe</li> </ul>
<p><b>1st-3rd</b> (Year Round) <u>Top Bottom:</u></p> <ul style="list-style-type: none"> <li>• Plaid Jumper</li> <li>• White Peter Pan Blouse</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>• White/Black Crew Socks ("no show" socks not permitted)</li> <li>• Saddle Oxford - black/white w/red sole</li> <li>• OR Keds Saddle Oxford style shoe</li> </ul>	<p><b>1st-3rd</b> (Aug-Oct and Spring Break to Last Day of School) <u>Top/Bottom:</u></p> <ul style="list-style-type: none"> <li>• Khaki Pleated or Flat Front Shorts</li> <li>• Cardinal Knit Polo Shirt</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>• White/Black Crew Socks</li> <li>• Solid White Sneaker of your choice (velcro)</li> <li>• OR Merrell Jungle Moc Gunsmoke suede style shoe</li> </ul> <p><b>(Nov-Spring Break)</b></p> <ul style="list-style-type: none"> <li>• Khaki Pleated or Flat Front Pants</li> <li>• Cardinal Knit Polo Shirt</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>• White/Black Crew Socks</li> <li>• OR Merrell Jungle Moc Gunsmoke suede style shoe</li> </ul>
<p><b>4th-5th</b> (Year Round) <u>Tops:</u></p> <ul style="list-style-type: none"> <li>• New White Blouse with SFA Logo</li> <li>• New Cardinal Sweater or Sweater Vest</li> </ul> <p><u>Bottoms:</u></p> <ul style="list-style-type: none"> <li>• Plaid Skirt</li> <li>• Plaid Skort</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>• White/Black Crew Socks ("no show" socks not permitted)</li> <li>• Saddle Oxford - black/white w/red sole</li> </ul>	<p><b>4th-5th</b> (Year Round) <u>Top/Bottom:</u></p> <ul style="list-style-type: none"> <li>• Khaki Pleated or Flat Front Pants</li> <li>• Black or Brown Belt</li> <li>• New White Oxford shirt w/SFA Logo</li> <li>• New Cardinal V-Neck Sweater or Sweater Vest</li> </ul> <p><u>Tie:</u></p> <ul style="list-style-type: none"> <li>• New SFA Tie or Bow Tie</li> <li>• Old SFA Tie or Bow Tie (Phase Out May 2020)</li> </ul>

<ul style="list-style-type: none"> <li>OR Sperry Bluefish or Sahara Style Topsider</li> </ul>	<u>Shoes/Socks:</u> <ul style="list-style-type: none"> <li>White/Black Crew Socks ("no show" socks not permitted)</li> <li>Sperry Billfish or AO-Sahara Style Topsider</li> <li>OR Merrell Jungle Moc Gunsmoke suede style shoe</li> </ul>
	<b>Revised November 12, 2018</b>
<b>Mandatory Mass Day Uniform Continued</b>	<b>Mandatory Mass Day Uniform Continued</b>
<b>6th-8th (Year Round)</b> <u>Tops:</u> <ul style="list-style-type: none"> <li>New White Blouse with SFA Logo</li> <li>New Cardinal Sweater or Sweater Vest</li> </ul> <u>Bottoms:</u> <ul style="list-style-type: none"> <li>Plaid Skirt</li> <li>Plaid Skort</li> </ul> <u>Shoes/Socks:</u> <ul style="list-style-type: none"> <li>White/Black Crew Socks ("no show" socks not permitted)</li> <li>Saddle Oxford - black/white w/red sole</li> <li>OR Sperry Bluefish or Sahara Style Topsider</li> </ul>	<b>6th-8th (Year Round)</b> <u>Tops/Bottoms:</u> <ul style="list-style-type: none"> <li>Khaki Pleated or Flat Front Pants</li> <li>New White Oxford shirt w/SFA Logo</li> <li>New Cardinal V-Neck Sweater or Sweater Vest</li> </ul> <u>Ties:</u> <ul style="list-style-type: none"> <li>New SFA Tie or Bow Tie</li> <li>Old SFA Tie or Bow Tie (Phase Out May 2020)</li> <li>Black or Brown Belt</li> </ul> <u>Shoes/Socks:</u> <ul style="list-style-type: none"> <li>White/Black Crew Socks ("no show" socks not permitted)</li> <li>Sperry Billfish or AO-Sahara Style Topsider</li> <li>OR Merrell Jungle Moc Gunsmoke suede style shoe</li> </ul>
<p><b><u>All Grades - Year Round</u></b></p> <p>Leggings <u>may</u> be worn under skirts and jumpers  Tights <u>may</u> be worn under skirts and jumpers</p> <p>Shorts/Biker Shorts must be worn under but not seen:</p> <ul style="list-style-type: none"> <li>jumpers</li> <li>skirts</li> <li>navy polo dresses</li> </ul>	
	<b>Revised November 12, 2018</b>

## Optional Outerwear Items

*All other coats and jackets may only be worn outside*

- Gray Fleece Jacket w/School Logo - may be purchased at [www.dennisuniform.com](http://www.dennisuniform.com)
- Old Navy Fleece (Phase out 2020)
- $\frac{3}{4}$  Zip Gray Sweatshirt w/School Logo - may be purchased by emailing [sfspirit.shop@sfallwolves.org](mailto:sfspirit.shop@sfallwolves.org)

## P.E. Uniform Requirements

*\*\*\*3K-5th Grade students remain in their P.E. uniform all day on their scheduled P.E. class days*

### 3K-8th

- SFA P.E. Shirt
- SFA P.E. Navy Shorts
- Solid White/Black Socks ("no show" socks are not permitted)
- Any Solid White sneaker of choice (3K-5th)
- Student's choice of sneaker (6th-8th)
- SFA Navy Sweatshirt (Optional 3k-8th)
- SFA Navy Sweatpants (Required 3K-5K) and (Optional 1st-8th)

\*\*\*If student is not wearing the SFA P.E. Navy Shorts, the SFA P.E. Navy Sweatpants must be worn  
\*\*\*Tights, leggings or pants may NOT be worn under PE shorts

## Uniform Pieces Phasing out May 2020

**Please note White/Navy Knee High Socks phased out August 2018**

- Cardinal Polo w/old SFA logo
- Blue overblouse
- Blue Oxford shirt
- White oxford shirt without SFA Logo
- Plaid jumper w/old SFA logo
- Khaki skort
- Cardinal Sweater w/old SFA Logo
- Cardinal Sweater Vest w/old SFA Logo
- Navy Pullover V-neck sweater
- PE Shirt w/old SFA Logo
- PE Shorts w/old SFA Logo
- PE Sweatshirt w/old SFA Logo
- PE Sweatpants w/old SFA Logo
- Navy Fleece Jacket w/old SFA Logo
- Nylon Navy Jacket w/old SFA Logo

Revised November 12, 2018

## 3K through 5K

Girls	Boys
<p><b>(Year Round)</b>  <u>Top/Bottom:</u></p> <ul style="list-style-type: none"> <li>• Navy Plaid Jumper</li> <li>• Plaid Skort</li> </ul> <p><u>Top:</u></p> <ul style="list-style-type: none"> <li>• White Peter Pan Blouse (only under jumper)</li> <li>• White blouse with SFA logo</li> <li>• Cardinal Polo</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>• White/Black Crew Socks ("no show" socks not permitted)</li> <li>• Solid White Sneaker of your choice (velcro)</li> <li>• OR Keds Saddle Oxford style shoe</li> </ul>	<p><b>(Year Round)</b>  <u>Tops/Bottoms:</u></p> <ul style="list-style-type: none"> <li>• Khaki Pleated or Flat Front Pants</li> <li>• Cardinal Knit Polo Shirt</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>• White/Black Crew Socks ("no show" socks not permitted)</li> <li>• Solid White Sneaker of your choice (velcro)</li> <li>• Merrell Jungle Moc Gunsmoke suede style shoe</li> </ul>
<p><b>(Aug-Oct and Spring Break to Last Day of School)</b>  <u>Bottoms:</u></p> <ul style="list-style-type: none"> <li>• Navy Polo Dress</li> <li>• Khaki Pleated Short</li> <li>• Plaid Skort</li> </ul> <p><u>Tops:</u></p> <ul style="list-style-type: none"> <li>• Cardinal Knit Polo Shirt</li> <li>• White Peter Pan Blouse (only with jumper)</li> <li>• White Oxford Blouse w/SFA Logo</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>• White/Black Crew Socks ("no show" socks not permitted)</li> <li>• Solid White Sneaker of your choice (velcro)</li> </ul>	<p><b>(Aug-Oct and Spring Break to Last Day of School)</b>  <u>Tops/Bottoms:</u></p> <ul style="list-style-type: none"> <li>• Cardinal Knit Polo Shirt</li> <li>• Khaki Pleated or Flat Front Shorts</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>• White Crew Socks ("no show" socks not permitted)</li> <li>• Solid White Sneaker of your choice (velcro)</li> <li>• Merrell Jungle Moc Gunsmoke suede style shoe</li> </ul>
<p><b>(Nov-Spring Break)</b></p> <ul style="list-style-type: none"> <li>• Solid Black or Navy Leggings may be worn under the uniform and must cover the ankle</li> </ul>	
<p><b>(Aug-Oct and Spring Break to Last Day of School)</b>  <i>Old Uniform:</i></p> <ul style="list-style-type: none"> <li>★ Khaki Skort - Phase Out May 2020</li> <li>★ Cardinal Polo Top Old Logo- Phase Out May 2020</li> </ul>	<p><b>(Year Round)</b>  <i>Old Uniform:</i></p> <ul style="list-style-type: none"> <li>★ Cardinal Polo Top Old Logo - Phase Out May 2020</li> </ul>
<p><b>All Grades - Year Round</b></p> <p>Leggings <u>may</u> be worn under skirts and jumpers  Tights <u>may</u> be worn under skirts and jumpers</p> <p>Shorts/Biker Shorts must be worn under but not seen:</p> <ul style="list-style-type: none"> <li>• jumper</li> <li>• navy polo dress</li> </ul>	
	<p>Revised November 12, 2018</p>

# 1st through 3rd

Girls	Boys
<p><b>(Year Round)</b>  <u>Bottoms:</u></p> <ul style="list-style-type: none"> <li>• Navy Plaid Jumper</li> <li>• Plaid Skort</li> </ul> <p><u>Tops:</u></p> <ul style="list-style-type: none"> <li>• White Peter Pan Blouse (only with jumper)</li> <li>• White blouse with SFA logo</li> <li>• Cardinal Polo</li> </ul> <p><u>Socks/Shoes:</u></p> <ul style="list-style-type: none"> <li>• White/Black Crew Socks ("no show" socks not permitted)</li> <li>• Saddle Oxford - black/white w/red sole</li> <li>• OR Keds Saddle Oxford style shoe</li> </ul>	<p><b>(Year Round)</b>  <u>Tops/Bottoms:</u></p> <ul style="list-style-type: none"> <li>• Khaki Pleated or Flat Front Pants</li> <li>• Cardinal Knit Polo Shirt</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>• White/Black Crew Socks ("no show" socks not permitted)</li> <li>• Merrell Jungle Moc Gunsmoke suede style shoe</li> </ul>
<p><b>(Aug-Oct and Spring Break to Last Day of School)</b>  <u>Tops:</u></p> <ul style="list-style-type: none"> <li>• Cardinal Knit Polo Shirt</li> <li>• White Oxford Blouse w/SFA Logo</li> </ul> <p><u>Bottoms:</u></p> <ul style="list-style-type: none"> <li>• Navy Polo Dress</li> <li>• Khaki Pleated Short (phase out 2020)</li> <li>• Plaid Skort</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>• White/Black Crew Socks ("no show" socks not permitted)</li> <li>• Saddle Oxford - black/white w/red sole</li> <li>• OR Keds Saddle Oxford style shoe</li> </ul>	<p><b>(Aug-Oct and Spring Break to Last Day of School)</b>  <u>Tops/Bottoms:</u></p> <ul style="list-style-type: none"> <li>• Khaki Pleated or Flat Front Shorts</li> <li>• Cardinal Knit Polo Shirt</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>• White/Black Crew Socks ("no show" socks not permitted)</li> <li>• Merrell Jungle Moc Gunsmoke suede style shoe</li> </ul>
<p><b>(Nov-Spring Break)</b></p> <ul style="list-style-type: none"> <li>• Solid Black or Navy Leggings may be worn under the uniform and must cover the ankle</li> </ul>	
<p><b>(Aug-Oct and Spring Break to Last Day of School)</b>      ★ Old Uniform: Khaki Skort w/Cardinal polo top - Phase Out May 2020</p>	
<p><b>All Grades - Year Round</b>      Leggings <u>may</u> be worn under skirts and jumpers      Tights <u>may</u> be worn under skirts and jumpers</p> <p>Shorts/Biker Shorts must be worn under but not seen:</p> <ul style="list-style-type: none"> <li>• jumper</li> </ul>	
<p>Revised November 12, 2018</p>	

## 4th and 5th Grade

Girls	Boys
<p><b>(Year Round)</b>  <u>Tops:</u></p> <ul style="list-style-type: none"> <li>• Cardinal Knit Polo Shirt</li> <li>• White Blouse w/SFA Logo (must have logo)</li> </ul> <p><u>Bottoms:</u></p> <ul style="list-style-type: none"> <li>• Plaid Skort</li> <li>• Plaid Skirt</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>• White Nike Elite sock w/Black Swoosh or stripe up the back</li> <li>• White Saddle Oxford</li> <li>• OR Sperry Bluefish or Sahara Style Topsider</li> </ul>	<p><b>(Year Round)</b>  <u>Top/Bottom:</u></p> <ul style="list-style-type: none"> <li>• Khaki Pleated or Flat Front Pants</li> <li>• Cardinal Knit Polo Shirt</li> </ul> <p><u>Shoes/Socks/Belt:</u></p> <ul style="list-style-type: none"> <li>• White Crew Socks</li> <li>• White Nike Elite sock w/Black Swoosh or stripe up the back</li> <li>• Merrell Jungle Moc Gunsmoke suede style shoe</li> <li>• OR Sperry Billfish or AO-Sahara Style Topsider</li> <li>• Black or Brown Belt</li> </ul>
<p><b>(Year Round)</b>            ★ <i>Old Uniform:</i> Navy Plaid Jumper W/White Peter Pan Blouse (*Jumper will phase out May 2020)</p> <p><b>(Aug-Oct and Spring Break to Last Day of School)</b>            ★ <i>Old Uniform:</i> Khaki Skort w/Cardinal Polo top            ★ <i>Old Uniform:</i> Khaki Short w/Cardinal Polo top            ★ Brown or Black Belt must be worn with Khaki Shorts            ★ Khaki Skort and Short will Phase Out May 2020</p> <p><b>With either options on old uniforms:</b></p> <ul style="list-style-type: none"> <li>• White Crew Socks ("no show" socks not permitted)</li> <li>• White/Black Nike Elite sock w/Black or white Swoosh or stripe up the back</li> <li>• White Saddle Oxford</li> <li>• OR Sperry Bluefish or Sahara Style Topsider</li> </ul>	<p><b>(Aug-Oct and Spring Break to Last Day of School)</b>  <u>Top:</u></p> <ul style="list-style-type: none"> <li>• Cardinal Knit Polo Shirt</li> </ul> <p><u>Bottoms:</u></p> <ul style="list-style-type: none"> <li>• Khaki Pleated or Plain Front Shorts</li> <li>• Khaki Pleated or Plain Front Pants</li> </ul> <p><u>Shoes/Socks/Belt:</u></p> <ul style="list-style-type: none"> <li>• White/black Nike Elite sock w/Black/white Swoosh or stripe up the back</li> <li>• Merrell Jungle Moc Gunsmoke suede style shoe</li> <li>• OR Sperry Billfish or AO-Sahara Style Topsider</li> <li>• Black or Brown Belt</li> </ul>
<p><b>(Nov-Spring Break)</b></p> <ul style="list-style-type: none"> <li>• Solid Black or Navy Leggings may be worn under the uniform and must cover the ankle</li> </ul>	
<p><b><u>All Grades - Year Round</u></b>  <b>Shorts/Biker Shorts must be worn under but not seen:</b></p> <ul style="list-style-type: none"> <li>• skirt</li> </ul>	
	<p><b>Revised November 12, 2018</b></p>

## 6th through 8th Grade

Girls	Boys
<p><b>(Year Round)</b>  <u>Tops:</u></p> <ul style="list-style-type: none"> <li>• New Cardinal Knit Polo Shirt with SFA logo</li> <li>• White Oxford Shirt w/ SFA Logo (must have logo)</li> </ul> <p><u>Bottoms:</u></p> <ul style="list-style-type: none"> <li>• Plaid Skort</li> <li>• Plaid Skirt</li> </ul> <p><u>Shoes/Socks:</u></p> <ul style="list-style-type: none"> <li>• White/Black Nike Elite sock w/Black/white Swoosh or stripe up the back</li> <li>• White Saddle Oxford</li> <li>• OR Sperry Bluefish or Sahara Style Topsider</li> </ul>	<p><b>(Year Round)</b>  <u>Tops:</u></p> <ul style="list-style-type: none"> <li>• New Cardinal Polo Shirt with SFA logo</li> <li>• New White Oxford Shirt w/SFA Logo</li> </ul> <p><u>Bottom:</u></p> <ul style="list-style-type: none"> <li>• Khaki Pleated or Plain Front Pants</li> </ul> <p><u>Shoes/Socks/Belt:</u></p> <ul style="list-style-type: none"> <li>• White Crew Socks</li> <li>• White/black Nike Elite sock w/Black/white Swoosh or stripe up the back</li> <li>• Merrell Jungle Moc Gunsmoke suede style shoe</li> <li>• OR Sperry Billfish or AO-Sahara Style Topsider</li> <li>• Black or Brown belt</li> </ul>
<p><b>(Nov-Spring Break)</b></p> <ul style="list-style-type: none"> <li>• Solid Black or Navy Leggings may be worn under the uniform and must cover the ankle</li> </ul>	
<p><b>(Year Round)</b></p> <ul style="list-style-type: none"> <li>★ <b>Old Uniform:</b></li> <li>★ Blue Overblouse can be worn with Skirt or Skort</li> <li>★ Blue Overblouse will Phase Out May 2020</li> </ul> <p><b>With either options on old uniforms:</b></p> <ul style="list-style-type: none"> <li>• White Crew Socks ("no show" socks not permitted)</li> <li>• White Nike Elite sock w/Black Swoosh or stripe up the back</li> <li>• White Saddle Oxford</li> <li>• OR Sperry Bluefish or Sahara Style Topsider</li> </ul>	
<p><b>Year Round</b>  <b>Shorts/Biker shorts must be worn under but not seen:</b></p> <ul style="list-style-type: none"> <li>• skirt</li> </ul>	
	<p><b>Revised November 12, 2018</b></p>

## Guidelines for Out of Uniform Days

Throughout the school year, we will have days in which our students may dress out of uniform. These days and the expectations are listed below. Please use these basic guidelines for any days that our students are out of uniform.

**Students who do not participate in the out of uniform day will be expected to have their complete uniform on throughout the school day.**

**All SFA makeup and jewelry guidelines apply for these days.**

Students in "out of uniform attire" that is deemed inappropriate based on the school's conservative nature may be asked to phone a parent in order to have other clothing brought to school or to be taken home in order to change clothes. Determination as to what is inappropriate will be made by the SFA Administration.

## ***Donation Jeans Days***

We will have a planned/scheduled Donation Jeans Day once each semester. Please use the following guidelines:

- Students may wear jeans, khaki or cargo pants, knee length skirts or dresses.
- No torn, ripped or frayed jeans (no skin showing through).
- Girls may wear Capri pants if they are at least below the knee.
- 3K – 5<sup>th</sup> grade may wear nice shorts the length of our school shorts.
- 6<sup>th</sup> – 8<sup>th</sup> grade may not wear shorts.
- Leggings, Jeggings, or yoga pants may only be worn under a skirt or dress.
- No inappropriate language and/or graphics on clothing.
- No backless, strapless or spaghetti strap dresses or tops.
- Flip-flop shoes are not permitted.
- Costumes of any kind are not permitted.

## ***Spirit Jeans Days***

During SFA Spirit Week and Catholic Schools Week, students are given a Spirit Day. In addition to the above Jeans Day requirements, please use the following guidelines:

- Students may wear any SFA spirit wear purchased from the spirit shop, including the flannel pajama pants, or may dress in school colors (maroon, black, and white).
- Students may wear paw print tattoos purchased from the spirit shop, (no more than 2)
- Our students should NEVER be in face paint or hair paint/color during the school day.
- No costumes of any kind are allowed.
- Students may wear any SFA team jersey or SFA team t-shirt. However, a sleeveless jersey must be worn with an appropriate sleeved undershirt.
- Students may NOT wear an SFA team jersey belonging to any other student.
- Cheerleaders may wear their complete cheer uniform on these days.
- Shorts are not permitted in 6<sup>th</sup> – 8<sup>th</sup> grades.

## ***Theme Days (5<sup>th</sup> – 8<sup>th</sup> Grades)***

During Spirit Week in the fall, our Student Government Association sponsors two theme days for the 5<sup>th</sup>-8<sup>th</sup> grade students. Theme days and activities are determined by the SGA. Guidelines for these days will be provided via email.

## ***Spring Picture Day***

This is a scheduled “out of uniform” day in which the students dress nicely for a spring picture. Please use the following guidelines:

- No jeans for students in any grade.
- Nice shorts may be worn in 3K -5<sup>th</sup> grades, shorts are NOT permitted in grades 6-8.
- Backless or spaghetti strap dresses or tops can only be worn with a sweater.

- Girls may wear Capri pants (mid-calf length).
- Skirts and dresses should be knee length.
- No inappropriate language and/or graphics on clothing.
- Flip-flop shoes are not permitted.
- Nice sandals may be worn.
- Please send tennis shoes for the playground/PE with students in 3K – 3<sup>rd</sup> grades.

## **Use/Protection of School Facilities/Property**

Students are expected to care for and protect all school property and to compensate the school for damages resulting from the loss, destruction or defacement, whether willful or accidental, of school property. Willful destruction or defacement of school property will also subject a student to appropriate disciplinary procedures. Scheduling for the use of any school facility must be requested and coordinated with the school principal. School facilities shall not be used by individuals or groups holding views contrary to the teachings of the Catholic Church.

## **V**

## **VIRTUS Training for School Volunteers**

VIRTUS training sessions are part of the Catholic Church’s commitment to keeping children safe from sexual abuse. All volunteers working directly with children including: room parents, lunchroom helpers, coaches, boy/girl scout leaders, parents who volunteer to read to a class, drive for a field trip, help with a party in the classroom, etc. are **required** to complete VIRTUS training. The class is free and must be taken only once. **We recommend ALL of our parents take the VIRTUS training since during their children’s school years at SFA they will most likely have contact with our students in a volunteer capacity.**

## **Visitors to Campus**

In order to maintain the highest degree of safety for our students, the following procedures must be followed when visiting the school for any reason.

- All visitors must report to the St. Edward Hall front office and present a valid driver’s license to the receptionist.
- Each visitor will receive visitor sticker to wear at all times while on the premises.
- All visitors must sign out and return their assigned badge at the end of their visit. A record of the visit will be kept on file in the office.

***During the school hours of 7:50 am and 3:00pm, all entries to the school must be through the St. Edward Hall main entry doors (facing Germantown Road).***

Students may not visit other schools in session unless they have been invited to do so by the Principal. Similarly, students may not invite or bring visitors on campus unless they are approved by the Principal in advance of the visit.

# Y

## **Yearbook**

Yearbooks are distributed in August of the following school year at no additional cost. Pictures of school sponsored activities, sports, or candid shots of our students at all grade levels etc. are always accepted by the yearbook staff. Please send your pictures to [Brittany.Foster@sfawolves.org](mailto:Brittany.Foster@sfawolves.org). When sending pictures, be sure they are send in their original size.