

St. Francis of Assisi School

“Where Christian Values are Still Part of Education”



PARENT/STUDENT HANDBOOK 2017-2018

525 Holley Street
St. Albans, WV 25177
Phone: (304) 727-5690
Fax: (304) 729-8029
www.sfsww.com



St. Francis of Assisi School

525 Holley Street
St. Albans, WV 25177

Dear Parents,

The faculty and staff of St. Francis of Assisi School welcomes you to a new year of seeking and discovering knowledge. The philosophy and policies of St. Francis, described in this handbook, can be best summarized in this beautiful word:

C - Charity

The inspiration and result of everything we do at this school is love of God and of neighbor. Where charity and love abide, there God is always present.

H - Harmony

Your child will benefit most from an education in a Christian environment when parents, teachers and staff work together, respecting and cherishing one another as brothers and sisters with Jesus.

I - Interest

St. Francis is interested in the education of the whole personality of your child. We are interested in developing him/her through spiritual awareness, mental awareness, mental acuteness, and physical fitness.

L - Learning

St. Francis draws from the Catholic tradition, which values the attainment of knowledge as the noblest of human endeavors – truth is the source of freedom.

D - Discipline

Christian discipline teaches us that we must always accept the consequences of our actions. This lesson learned at an early age ensures a virtuous character for a lifetime.

God bless you,

Father Pat

History of St. Francis of Assisi School

On September 8, 1948, the first parochial school was opened in St. Albans. It was conducted by the Sisters of Poor Child Jesus, who came from Parkersburg at the invitation of Reverend Hilary Liehr, O.F.M. The sisters arrived to teach in classrooms set up in a renovated parish hall that had at one time housed USO functions during World War II. Father Joe Gillian, parents and members of the parish built walls to section the former hall into two classrooms and a cafeteria. The first and second graders sat at tables and chairs while grades three through six used "envoy" desks. Sisters Edeltrude, Mary Aquinas, and Clare Antonette were the three who pioneered the opening of the school. Fifty-six pupils of St. Francis School assembled in front of the building for a dedication of the school. After the dedication, members of the Parent-Teacher Association guided visitors through school. In the first year, only grades one through six were taught.

In 1952, Bishop John J. Swint established St. Francis of Assisi as a parish and appointed Father Joseph Wanstreet as the first diocesan pastor of the growing community. Bishop Swint donated \$25,000 to purchase a new rectory and updates to the school. Also at this time the school added seventh and eighth grades making the school range from grades kindergarten through eighth with over 300 students.

A \$112,500 addition to the school in 1965 gave the school four new classrooms and an auditorium. However, because the old church had grown too small for the steadily increasing parish, the auditorium was converted into a church and it is still being used in this capacity. Over the years various improvements have been made to the school including a gym, an art room, a science lab, a computer lab, playground equipment, air conditioning units, new windows and a remodeled church.

At one time, the enrollment at St. Francis was 405 students. During the late 1960's tuition of \$150/per child was initiated, which was difficult for families with multiple children to afford. The last of the nuns left after the school year 1972-73. Mrs. Alice McClung became the first lay principal of St. Francis of Assisi School. During this same time seventh and eighth grade classes were eliminated and students wanting to continue their Catholic education moved on to Charleston Catholic. In 2003 sixth grade was also eliminated leaving St. Francis as an elementary school only.

Mission of St. Francis School

The school's mission is threefold: to provide high-quality Christian religious instruction based on the Catholic faith; to provide a high-quality academic curriculum to prepare students for the future; to provide the social discipline consistent with these teachings in a safe and loving environment."

Philosophy of Education at St. Francis School

The fundamental principle of Catholic education is: Man is a creature of God, redeemed by Christ and destined for eternal life.

As educators, we are committed to developing the total child so that he/she grows physically, emotionally, socially, intellectually, and spiritually. We believe each child is an individual who should be nurtured and guided through conceptual and developmental stages at a pace that meets his/her particular needs, to present a classroom-learning environment that the child feels comfortable with while achieving his academic goals; to incorporate a scholastic program that meets the highest recognized standards of education on each level. We also believe each child's self-esteem and self-concept are vital parts of this well-being. As educators, we shall develop an atmosphere which enhances positive self-concepts and develops self-esteem along with self-discipline.

All personnel are qualified and prepared for their profession as exemplified by their lives, instructional techniques, dealings with peers, their deep love and concern for children, and their witness for Christ. We believe the spiritual growth of each child to be an important responsibility of St. Francis School. Through instruction and example, we shall deepen the faith, morality, and awareness of our Christian responsibilities in everyday life.

By providing an atmosphere of acceptance, the student will develop a sense of personal dignity and respect. In this way, the student will actively learn how to integrate faith in Jesus Christ with school and social life. Since he/she feels accepted, the child will develop an intellectual curiosity and a greater responsibility for his/her own learning. In keeping with the Catholic tradition, our school will provide a Catholic, Christian atmosphere to all.

SCHOOL PERSONNEL

Father Patrick McDonough	Pastor	frpatmcdonough@gmail.com
Mrs. Erin Sikora	Principal	esikora@sfsww.com
Mr. Bryan Swalley	Asst. Principal & 3 rd Grade Teacher	bswalley@sfsww.com
Mrs. Kelly Oxley	Office Manager	koxley@sfsww.com
Mrs. Elizabeth Shrewsbury	Preschool Teacher	eshrews888@aol.com
Ms. Amy Burns	Preschool Teacher	aburns@sfsww.com
Mrs. Colleen Lago	Preschool Teacher	clago@sfsww.com
Mrs. Julie Gregg	Kindergarten Teacher	jgregg@sfsww.com
Mrs. Angela Potter	First Grade Teacher	apotter@sfsww.com
Mrs. Jennifer Lopez	Second Grade Teacher	jilopez@sfsww.com
Mrs. Nanette Martin	Fourth Grade Teacher	nmartin@sfsww.com
Ms. Victoria Sikora	Fifth Grade Teacher	vsikora@sfsww.com
Mrs. Maria Forrester	Specialized Learning Program	mforrester@sfsww.com
Ms. Natalie Larson	Spanish, Music & Art Teacher	
Mrs. Mary Gallagher	Title I Math Teacher	
Mrs. Shari Richardson	Title I Reading and Technology Teacher	
Mrs. Melissa Booth	Physical Education Teacher & After Care	
Mrs. Elizabeth Conrad	Character Education & School Psychologist	
Mrs. Jacque Switzer	Character Education	
Ms. Nilda Ramella	Librarian K-2 & 1 st Grade Aide	
Mrs. Rhodanna Hall	Preschool Aide	
Mrs. Kelly MacDiarmid	Preschool Aide	
Mrs. Caitrin Craig	Preschool Aide	
Mrs. Noreen Unger	Kindergarten Aide	
Ms. Donna Kulkarni	Classroom & ASC Aide	
Mrs. Karen Maruish	First Grade Volunteer	
Mrs. Cynthia Norden	Hot Lunch Program Administrator & After Care Aide	
Mrs. Shawna Childress	Cook	
Mrs. Karen Lane	Cook	
Mrs. Jennifer Pauley	Cook	
Mrs. Andrea Alden	After School Care Director	
Mr. Ryan Sikora	After School Care	
Mr. John Klassen	After School Care	
Ms. Jesse Bowles	After School Care	
Ms. Melody Gilpen	After School Care	
Ms. Elizabeth Foster	After School Care	
Mrs. Lynn White	School Nurse	
Mrs. Erin Vriendt	PTO President	

St. Francis of Assisi School
Calendar for 2017-2018 School Year*

8/13	Welcome Liturgy and Open House
8/16	First day of School Grades K-5; Early Dismissal 12:00pm
8/17	First day Collaborative Preschool Classes 12:00pm dismissal
8/17-8/18	Early Dismissal 12:00pm
8/18	Back to School Bash – Nitro Pool
8/21	First Day of Traditional Preschool Class
8/31	PTO Meeting
9/4	No School - Labor Day
9/15	Early Dismissal 12pm – Faculty In-service
9/21	Grandparents' Mass
9/23	PTO Chili Cook-off
10/3 & 10/4	School Pictures
10/9	No School – Columbus Day
10/21	Golf Tournament and Oktoberfest
10/27	12:00 Dismissal; 1:00 Halloween Parade
11/3	12:00 Dismissal Conferences
11/10	No School - Veteran's Day
11/16	Family Thanksgiving Luncheon
11/22-11/24	No School – Thanksgiving
12/14	Christmas Play Grades K-5
12/22–1/1/18	No School - Christmas Holiday
1/15	No School - Martin Luther King Day
1/28	Catholic Schools Week Mass 11am
1/29-2/2	Catholic Schools Week
2/10	Free Red Day – Valentine's Parties 2pm
2/14	Ash Wednesday – Mass 8:15am
2/19	No School - President's Day
2/22	Preschool and Kindergarten Roundup
3/16	Free Green Day – St. Patrick's Day Parade 1:30pm
3/30-4/6	No School - Easter Holiday
4/12 & 4/13	Spring Pictures
4/16-4/20	Testing Week
5/2	Second Grade Family Bread Sharing 6pm
5/4	Second Grade Retreat
5/6	First Holy Communion 11am
5/15	Choir Dinner Show
5/23	Last Day of School Preschool Classes
5/24	Field Day
5/25	Last Day of School Grades K-5 - School Picnic

*Subject to Change



St. Francis of Assisi School

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Financial Information for the 2017-2018 School Year

Kindergarten – Fifth Grade Tuition

Registration Fee	\$ 30.00/family/year
Book Fees	\$200.00/per child (\$175 if paid before March 31st)

Tuition Rates*	<u>Parish Member</u>	<u>Non-Parish</u>
Single	\$3,070.00	\$3,475.00
Two	\$4,570.00	\$4,975.00
Three or More	\$6,070.00	\$6,475.00

*Tuition includes \$50 Technology Fee and \$25 PTO Dues

Preschool Tuition

Registration Fee	\$30.00/family/year	
Tuition Rates**		
Hours: 8:30 – 11:30am		
Two-Day Morning T/TH	\$ 855/student	(\$ 95 x 9 months)
Three-Day Morning MWF	\$1,080/student	(\$120 x 9 months)
Five-Day Morning	\$1,530/student	(\$170 x 9 months)

**Tuition includes \$25 PTO Dues

Daycare Rates

(We accept CONNECT and LINK)

Session One 11:30am – 2:30pm (includes hot lunch)

Single	\$ 9.00/session
Two	\$11.00/session
Three or more	\$12.00/session

Session Two 2:30pm – 6:00pm (includes snack)***

Single	\$ 9.00/session (or \$3.75/hour)
Two	\$11.00/session (or \$4.25/hour)
Three or more	\$12.00/session (or \$5.25/hour)

Day Program 7:00am – 6:00pm (includes breakfast and hot lunch)

The day program is available to PreK-4 students on teacher meeting days.

Single	\$28.00/session (or \$3.75/hour)
Two	\$38.00/session (or \$4.25/hour)

***Any family picking up a child after 6:00pm will be charged \$1/per minute. Late fees will be donated to the Jim McDonough Scholarship Fund

Before School Care

Grades K-5	7:00 – 7:30am	\$1.50/daily
Preschool	7:00 – 8:30am	\$4.00/daily

SCHOOL POLICIES

ACADEMIC INFORMATION

The Diocesan Catholic Academic Standards of Excellence (CASE), consistent with the State of West Virginia guidelines, are followed for the teaching of all secular subject areas. St. Francis of Assisi School offers students opportunities for growth in the following major subjects:

Mathematics, Language Arts: Including Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature, Social Studies, Science, Religion, Handwriting, Fine Arts, Computer Literacy, Spanish and Physical Education.

St. Francis of Assisi School assigns grades based on the following scale:

A 93-100

B 85-92

C 77-84

D 69-76

F 68 and Less

ACCREDITATION

St. Francis of Assisi School is fully accredited through AdvancEd.

AFTER and BEFORE SCHOOL CARE GUIDELINES

After and Before School Care is a service that St. Francis School provides for SFS students ages 3-12 from 7am to 6:00pm every day that school is in session. During After School Care students will be allotted time for homework assignments, play and/or crafts, and be served a nutritious snack. St. Francis School participates in the Child and Adult Care Food Program (CACFP), and all snacks meet USDA guidelines. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by MAIL:

U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

St. Francis School also participates in the CONNECT and LINK Programs for students who attend SFS. Enrollment information may be found on their websites. Kanawha County residents must use the CONECT site: www.connectccrr.org, and Putnam County residents must use the LINK site: www.linkccrr.org. Families are responsible for hand delivering eligibility documentation to the St. Francis School office. If documentation is not hand delivered, families will be responsible for all usage charges.

Children participating in After School Care are expected to follow all applicable school rules. The discipline policy that governs children during the school day will also be applied to ASC. We reserve the right to dismiss a child from the ASC program at any time.

Homework guidelines:

1. Students will need to bring all items necessary to complete their homework.
2. Homework hour is quiet time. If a child finishes his/her homework before time is up, he/she may read quietly.
3. ASC employees will utilize student planners so they are aware of assignments.

ADMISSION INFORMATION

Nondiscriminatory Policy: St. Francis of Assisi School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs. Every student accepted at St. Francis School is on probation for three months.

ARTICLES FOR SALE

Students are not permitted to sell any items at school.

ATTENDANCE

Absences: Regularity of attendance and punctuality are important to the child from the very first day of school. Each day of learning is vitally important for your child. With good attendance the students can maximize the development of good work habits, self-discipline, responsibility and a higher level of achievement. Except for sickness children should not be absent from school. Parents, please call the office by 8:00 am when your child is going to be absent from school. **Students should be fever free for 24 hours before returning to school.**

Absences are recorded as excused when the school is provided with a doctor's note. Additionally, parents may write a letter of excuse for up to five absences. All other absences are recorded as unexcused. West Virginia State Law mandates that parents are notified in writing when unexcused absences exceed the number allowed by law. After ten absences a conference will be required to resolve any problems contributing to the absences. Excessive absenteeism and tardiness shall be referred to the County Attendance Director and may result in legal action against the parents/guardians.

Please arrange vacations so that children are not taken out of school. If this is done, it is an unexcused absence and the teachers are not required to give extra help to make up the work or send homework home in these cases. Parents and children will be responsible for make-up work for unauthorized absences. Please arrange doctor, dental, or any other appointments after school. If a child is to be excused for doctor, dental, etc., they must present a note from their parents stating the time and date. This is to be sent to the teacher who will then send it to the office. No child will be excused without authorization. Parents are not to go to the classrooms. Students will be sent to the office after parents have signed them out in the office.

Tardies and Early Outs: Students arriving late for class distract students and teachers involved in the learning process. Students arriving after 7:45am are considered late for school. For the safety of the students, we ask that parents escort tardy students to the school office to obtain a tardy slip, but not to the classroom. Tardy students must enter the classroom quietly so as to cause the least distraction for the class. Any student who has five events of unexcused tardiness during a nine-week period will serve lunch detention. The parents of any student who has ten events of unexcused tardiness during a nine-week period, will be required to meet with the school counselor and an administrator. Additionally, the school reserves the right to implement an out of school suspension for any tardy events exceeding ten in a nine-week period. Please make every effort to arrive on time.

If a student goes home sick in the morning, it will be recorded as an absence for that day. If a child goes home around lunchtime, it will be counted as half day absent. An Early Out will be recorded for students who leave school after 1:30pm. Every absence, tardy and early out, regardless of cause, is recorded.

BIRTHDAY INVITATIONS AND TREATS

Invitations to a party may be distributed in the classroom if the entire class is being invited. As participants in the federal hot lunch program, we comply with all nutrition guidelines including eliminating individual birthday celebrations in classrooms. Students' birthdays will be celebrated monthly at lunchtime. Non-edible treats such as pencils or stickers may be distributed with permission from the classroom teacher. Please do not have flowers, balloons, etc. delivered to the school.

BULLYING, CYBERBULLYING, OR HARASSMENT

Bullying is defined as aggression (verbal, physical, or exclusion of a child) that is premeditated and inflicted with deliberate intent to humiliate. St. Francis of Assisi School attempts to provide a safe environment for all individuals. Verbal, written, including text threats, as well as posts made through a social network against the physical or emotional well-being of any individual are taken very seriously. Publishing disparaging and/or defamatory comments about the school or anyone in the school community is not permitted. Students involved in possession or transmission of inappropriate photos and/or texts on their cell phones or other electronic devices will face disciplinary action. The school discipline policy will be followed for students making such threats (**seriously or in jest**).

CELL PHONES/ELECTRONIC DEVICES

Cell phones and electronic devices are not permitted.

CHILD ABUSE LAWS

St. Francis of Assisi School abides by the Child Abuse laws of the State of West Virginia. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

CHILD CUSTODY

We abide by the provisions of the "Buckley Amendment" giving non-custodial parents access to academic records and information regarding his/her child unless there is a court order denying access. It is NOT enough to have the custodial parent's word. We need a copy of the legal document on file. If self-addressed, stamped envelopes are provided, the school will send separate copies of report cards, etc. to non-custodial parents.

CLASSROOM VISITATION AND PARENT INVOLVEMENT

We encourage parent participation at St. Francis School, however the Diocese of Wheeling-Charleston requires that all parent volunteers submit to a background check and participate in VIRTUS training. After a parent has completed this training, they are welcome to be a homeroom parent, field trip driver etc. Parents visiting the school during school hours must sign the

visitor's log located in the school office. Parents are not permitted to make unscheduled classroom visits. Arrangements for classroom observation may be made in conjunction with the classroom teacher and the school office.

CLOSING OF SCHOOL OR DELAYED OPENING

Information regarding school closings or delays will be announced to parents via the school's electronic communication system, RenWeb. Additionally, announcements will be made on WOWK-TV, WCHS-TV, and WSAZ-TV. **St. Francis does not follow Kanawha County Schools weather related procedures.**

Two Hour Delay: When school is delayed for two hours K-5 students may enter the cafeteria at 9:30am. Classes will start promptly at 9:45am. Preschool classes will begin at 9:30am. Before School Care will be available beginning at 9:00am.

CONDUCT AND SCHOOL-WIDE EXPECTATIONS

In an effort to provide a Christian atmosphere for our children, we request that all families make a commitment to abide by the following expectations.

1. Uniforms: Wear the proper uniform according to the handbook.
2. Behavioral expectations:
 - *In the classroom students are expected to raise their hands before speaking, be respectful to their teacher and classmates, work quietly on assignments, and follow classroom rules as established by the teacher.
 - *In church students will be quiet, reverent and follow all instructions as given by their teacher.
 - *In the lunchroom students will talk quietly with their peers after they are given permission to do so by the lunchroom supervisor.
 - *On the playground and in the gym children will play in a manner that will not cause harm to themselves, to other children, or to personal or school property.
3. Please review the discipline policy as a family.

CRISIS PLAN

In collaboration with the St. Albans Police Department, St. Francis of Assisi School has implemented a crisis plan in the event of an emergency. All teachers and staff are trained to respond in a safe, orderly manner to keep your children safe. In the event an evacuation becomes necessary, two rally points have been established: Hansford Senior Center, 500 Washington Street, and Affordable Insurance Agency, 1000 6th Avenue. Fire and safety drills are conducted intermittently during the school year.

DISCIPLINE

The philosophy of discipline at St. Francis School flows naturally from the school's philosophy. In order to achieve an atmosphere where faith, academic excellence, service, leadership and character can be pursued, students and their families must support the policies and regulations established by St Francis School.

Realizing that an all-inclusive listing of various expectations would be impossible to outline, **St. Francis School reserves the right to take appropriate action for any offense that, in the opinion of the faculty, staff, or administrators violates the good behavior expected of a St. Francis School student.**

A. APPROPRIATE BEHAVIORAL REQUIREMENTS

Appropriate student behavior may be summed up in this way: behavior that assures the right of every student to learn, the right of every teacher to teach, and demonstrates respect for the personal civil and property rights of others.

B. POSSIBLE CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

Each classroom teacher will establish specific behavioral expectations for students in their classroom approved by the principal, and students must satisfy such expectations.

1. For minor infractions such as a minor disturbance in class, coming unprepared, neglecting or poorly fulfilling a classroom regulation, failure to be in uniform, excessive tardiness, conflict with another child, or other inappropriate behavior will be:
 - a. Loss of playground or break time, special class time, or other privileges.
 - b. Conference with teacher or principal.
 - c. Supplemental reading and/or written work.
 - d. Time spent after school at teacher's request.
 - e. Notification of parents and/or guardian, parent and/or guardian signature required.
2. For more serious or repeated offenses as determined by St. Francis School:
 - a. In-School suspension (with notification to parent and/or guardian) doing schoolwork apart from classmates.
 - b. Suspension (with notification to parent and/or guardian). Student may not be present in the school.
 - c. Expulsion.
 - d. Other as determined by St. Francis School.

For purposes of this paragraph 2. "Serious offenses" may include, but are not limited to, the following:

1. Fighting or cruelty whether verbal or physical.
2. Disrespectful behavior or language.
3. Stealing.

4. Cheating or dishonest conduct.
5. Deliberate property damage. Students and/or their parents or guardian will pay for the damage incurred.
6. Repeated minor offenses.
7. Truancy.
8. Lack of cooperation within or outside the classroom.
9. Bringing or using alcohol, tobacco in any form, and/or illegal drugs on school grounds.
10. Bringing knives, firearms or any type of weapon to school.
11. Profanity, verbal abuse, or obscene gestures.
12. Assault or battery, or any threat of force or violence directed towards any school personnel or student.

A student may be expelled from school for any serious offenses at any time or for accumulation of minor offenses. Expulsion is the termination of the student's enrollment in the School. St. Francis School reserves the right to search any item brought on school property.

St. Francis School reserves the right to amend this policy at any time without prior notice.

DISMISSAL

The goal of the dismissal procedure is to ensure the safety of the students while maintaining order, proper supervision, and minimizing traffic congestion on Holley Street. Parents are asked to follow the guidelines to make dismissal a smooth transition. Parents will form a single line of traffic on Holley Street entering at Lincoln Avenue and exiting onto Sixth Avenue. Students will be dismissed from the Holley Street double doors and teachers will assist them into vehicles in the car line.

Parents who would like to walk up are asked to park in the triangle parking lot. Walker students will be dismissed after car line students. For the safety of all the children, we ask that parents refrain from conferencing with teachers while they are on dismissal duty. Our dismissal procedure has been approved by the St. Albans Police Department.

EMERGENCY CARDS

Please complete two emergency cards and return them to school. These cards are an important link to your family in case of emergency. On the back of the card, please list the other people that are permitted to pick your child up from school. If there are changes to your contact information during the school year, please inform the office immediately.

FIELD TRIPS

From time to time, students will participate in field trips to enrich their educational experience. Field trips are a privilege, not a right for students who demonstrate compliance with school rules. While away from the school, students are expected to follow school behavior guidelines. For the safety of the children, students and teachers leave as a group, remain as a group and return as a group on all school outings. From time to time, parents may be asked to serve as chaperones. Diocesan policy mandates that chaperones must have completed all three components of Virtus. No exceptions.

Our fifth grade school trip is a St. Francis tradition and a final lesson for our fifth grade students. The fifth grade teacher determines the destination, and the trip is planned and organized by the fifth grade teacher. This teacher chooses and assigns chaperones and drivers. All volunteers on the trip must have completed all three components of Virtus and approved by the Diocesan Office of Safe Environment. All applications for volunteer tasks must meet the deadline set by the fifth grade teacher. Drivers and chaperones must drive and supervise the children assigned to them by the fifth grade teacher. This trip should be a bond of unity and harmony for the children who will be graduating from St. Francis.

FINANCIAL OBLIGATIONS

Saint Francis of Assisi School is a non-profit organization where service to God and community is the priority. Saint Francis has adopted tuition payment and fee deadlines, and other financial policies listed below not to punish, and not to profit, but to ensure the financial well-being of the organization so that its mission can be fulfilled and continue. Catholic families are encouraged to apply to the Diocese for financial aid (TAPS). In 2006, Fr. Pat established the Jim McDonough Scholarship fund to assist all families with students in grades k-5 with financial need. Application is made by meeting with Fr. Pat. In the event a child does not complete the full school year, all scholarship money will be returned to the Scholarship Fund prior to calculation of the final balance.

Tuition Payment Options:

1. Full tuition by August 1. A \$100 discount will be applied to families who choose to pay in full. Payment may be made in check, cash or credit card.
2. Ten equal installments through FACTS Tuition Management Company beginning in August and ending in May. Families may choose to have their checking or savings account debited. FACTS charges a set-up fee of \$38. Families must register on the FACTS site <https://www.factsmgt.com> and set up payment information by May 31 for the next school year. The FACTS helpline is 866-441-4637.

If an account becomes delinquent, St. Francis School reserves the right to suspend enrollment until the account is current.

After and Before School Care Invoices:

After School Care invoices are calculated on a monthly basis ending the 15th of each month and billed by FACTS Tuition Management Company. Families may elect to receive invoices either by email or U.S. Mail. Payment is due the fifth day of the following month and may be made either electronically or by mailing a payment to FACTS P.O. Box 67037, Lincoln, NE 68506. In the event an account becomes delinquent, St. Francis reserves the right to suspend services until the account is current.

Lunch Invoices:

Lunch charges are calculated on a monthly basis ending the last day of the month. Invoices will be sent to families via the child's backpack and payable on the fifteenth of the following month. Payments may be made at the school office, and, if paying by check, must be separate for other invoices. Families with lunch charges exceeding \$75 will not be eligible to use the hot lunch program.

Delinquencies: Unless prior arrangements have been made, all outstanding balances must be paid in full at the end of each marking period before report cards may be sent home. In the event delinquencies exist at the end of the year, all report cards and transcripts will be withheld. St. Francis reserves the right to refer delinquent accounts to a collection agency.

FIRE DRILLS

Fire drills (10) are conducted throughout the school year as required by law.

IMMUNIZATIONS

All students are required to have updated immunizations. Documentation is required and subject to review by the school nurse. New students may not begin until immunization records have been approved by the school nurse.

LIBRARY

Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

No unnecessary talking.

Books are checked out for one week for grades K, 1, 2 and 3, and two weeks for grades 4 and 5.

Students must bring the book back to the library to renew.

If a book is lost, the school must be reimbursed for the replacement cost of the book.

Treat books with care, so that others may enjoy them too.

LITURGY

Children in grades K-5 will attend Mass on Thursdays and on special Holy Days. In addition to Thursday Mass, students in grades 2-5 will attend one Tuesday per month: 5th grade – 1st Tuesday; 2nd grade – 2nd Tuesday; 3rd grade – 3rd Tuesday; 4th grade – 4th Tuesday. On Mass days, children must wear button down shirts and boys must wear ties. (No polos are permitted.)

LOGO

The use of the school logo and/or name are not permitted to be used on any personal online sources-blogs, websites, etc. without the written permission of the principal.

LUNCH PROGRAM/AFTER SCHOOL CARE SNACK

St. Francis of Assisi School participates in the Child Nutrition Program. In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint alleging discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (voice). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

In conjunction with the school's wellness policy, **fast foods, candy and sodas are not permitted**. Do not send candy in your child's lunch box, this includes prepackaged lunches that contain candy, Halloween or Easter candy. Families who cannot afford the hot lunch program are encouraged to contact the school office so that arrangements may be made for free or reduced lunches if certain guidelines are met. St. Francis of Assisi School has a Wellness Policy in place to enhance students' nutrition and fitness education. Please do not send money for hot lunch or milk until you receive an invoice at the end of each month. Lunches will be \$2.50 including milk. Students may purchase milk for 35 cents. (See financial obligations above for information regarding lunch payments.)

MEDICATION

The staff of St. Francis School is not permitted to dispense medicine. If your child must have medication, you, as parents, must take responsibility for dispensing it. Arrangements will be worked out as needed through the school nurse and the office. Please **DO NOT** send any medication to school in your child's backpack.

OFFICE HOURS

The school office is open from 7:30 am to 3:00 pm.

PARENT TEACHER CONFERENCES

Formal parent-teacher conferences will be held in November. Notices will be sent home allowing you to schedule a meeting. If you would like to meet with a teacher at any other time during the school year, please feel free to request a conference by writing a note in your child's planner, emailing the teacher, or contacting the school office.

During the course of the school year, a situation may arise where the parents feel that direct involvement of the principal is needed for the good of the child and the school. **Parents should first talk to the teacher involved.** If after talking with the teacher a satisfactory resolution is not reached, then the parents should schedule an appointment with the principal.

St. Francis of Assisi School faculty and staff members maintain the confidentiality of all students and families. Discussions during conferences or meetings will be limited to only the family's child.

PARENT TEACHER ORGANIZATION

St. Francis School Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising for educational and extracurricular purposes, parent education, and building community are goals of this organization. Meetings are held several times during the school year, and all parents are encouraged to attend.

PARENTS AS PARTNERS

We, at St. Francis of Assisi School, consider it a privilege to work with parents in the education of children. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. Remembering that your child's attitude mirrors yours, please make every effort, as will the school, to communicate openly about the problem, without influencing the child unnecessarily. **If a situation arises, first seek clarification and understanding directly from the teacher.** If after speaking with the teacher the problem is not resolved, please feel free to contact the principal. As partners in the educational process at St. Francis of Assisi School, 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 picked up on time at the end of the day.

Is dressed according to the school dress code.

Completes assignments on time.

Actively participate in school activities.

Ensures the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student.

Notifies the school office of any changes of address or important phone numbers.

Meets all financial obligations to the school.

Informs the teacher of any special situation regarding the student's well-being, safety, and health.

Completes and returns to school any requested information promptly.

Reads school notes and newsletters and to show interest in the student's total education.

Supports and cooperates with the discipline policy of the school.

Treat faculty and staff members with respect and courtesy in discussing student problems.

PEANUT-FREE

Students having life-threatening allergies to peanuts, peanut butter, peanut flour, peanut oil and peanut products are enrolled at St. Francis. This allergic reaction may occur if the children touch these products or if someone who ate them touches these students. For the protection of these students, we ask all parents to refrain from sending any items to school containing peanut products. If this is unavoidable, please send a note to the teacher so that appropriate action can be taken to keep these children safe at school.

PERMISSION REQUIRED FOR SCHOOL SAFETY

West Virginia state law requires that the teacher shall at all time "stand in the place of the parent." It also holds the teacher responsible for the child from the time he/she arrives at school until the time he/she returns home from school. If your child is to go anywhere except directly home, he/she must bring a note of permission to the school that is signed by the parent. Without this we will require that the child go directly home or to After School Care. Written permission is required if your child is being picked up by someone not authorized on the emergency card and if your child is going home with another student.

PEST MANAGEMENT PLAN: St. Francis School's pest management program has been approved by the Department of Agriculture.

REPORT CARDS AND PROGRESS REPORTS

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. Progress Reports will be given mid-way between each nine-week grading period to students in grades 1-5. No student will be issued a quarterly or final Report Card, nor will transcripts be released if tuition, lunch charges, library fines, or After School Care Program fees are in arrears.

SCHOOL HOURS

Before School Care begins	7:00am
Students may enter cafeteria	7:30am
Prayer in the cafeteria	7:45am
Mass: Thursday	8:15am
Recess - K & 1 st	9:30am
Recess – 2 nd , 3 rd , 4 th , 5 th	10:45am
Lunch - 2 nd , 3 rd , 4 th , 5 th	11:00am
Lunch- K & 1 st	11:30am
Lunch – Preschool	12:00pm
Dismissal –Car Riders	2:30pm
Dismissal – Walkers	2:40pm
After School Care begins	2:30pm
After School Care ends	6:00pm

SNACKS

Each class will have a snack, but this is not a substitute for breakfast. Please make sure your child eats a healthy breakfast each morning. Your child may bring a snack from home, but high sugar snacks and junk food will be discouraged.

SPECIAL DIETARY NEEDS

In order to provide a special diet for your child, the West Virginia Department of Education requires that a medical statement signed by a physician be submitted to St. Francis School. Students who do not have a completed statement on file will be served the hot lunch listed on the school menu.

SUPERVISION

Students arriving between 7:00 and 7:30am will be signed into the Before School Care program and will be supervised by an adult until 7:30am. At 7:30am all students are welcomed to school and will be supervised by a staff member in the school cafeteria. While in the cafeteria children may talk quietly, study or read a book. During lunch/recess a staff member will supervise students. The teachers will supervise dismissal. Children are not permitted to go home with another student or unauthorized person unless written notification/permission is given to the office in note form. Students not picked up by 2:40pm will be placed in the After School Care program.

SUPPLIES

Please only send your child to school with the items requested by the teacher. All other materials will be supplied by the school, as they are included in your supply fee at the beginning of the year. Students may purchase school supplies in the school office.

TELEPHONE

Please call the office if there is an emergency or you need to get a message to your child. Someone will take the message and deliver it to the student. If the answering machine picks up during the school day please leave, a message and someone will respond back to you.

VOLUNTEERS

Parent, grandparent and parishioner volunteers are a vital part of any Catholic school. These volunteers enable the school to offer many advantages to our students that we would otherwise not be able to offer. We welcome volunteers. If you have a service you can offer, please notify your child's teacher or the school office.

The Diocese of Wheeling-Charleston policy mandates that all volunteers complete all three components of Protecting God's Children/Virtus: 1. Complete an online Virtus training session; 2. Acknowledge receipt of the Diocesan policy on Child Sexual Abuse; and 3. Complete a background check.

**RIGHT TO AMEND

St. Francis of Assisi School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via children's backpacks.



DRESS CODE

Uniforms – We ask that the following rules be observed. We must insist that the entire uniform be worn, and must be neat and clean. These rules will be strictly enforced. **Uniforms must be purchased through Schoolbelles, Lands' End, or at Charleston Department Store.** Polos and sweaters must have school logo.

GIRLS

Skirts, Skorts and Jumpers - School plaid only, and must fall no higher than 2-inches above the knee throughout the school year. Skorts are available at Schoolbelles.

Pants and Shorts – Navy blue. Cargo pants and shorts are not permitted. Shorts may be worn in August, September, October and again in April and May.

Blouses – Peter Pan collar or oxford cloth button down plain white blouses. Ruffles, decorations or embellishments of any kind are not permitted. Undershirts are optional, and must be white. Blouses must be worn on Mass days.

Polo Shirts – Girls may wear white short sleeve or long sleeve polo shirts with school logo on non-Mass days.

Sweater – Navy crew neck cardigan with school logo.

Socks – Solid navy only – crew socks, knee socks, or tights.

Belts – Solid black, navy blue or dark brown.

Shoes – Solid color black, dark brown or navy blue polished leather type shoes with rubber or leather soles. Boots, platforms, clogs, mules, black tennis shoes, anything with high tops, or heels exceeding ½ inch will not be permitted. Athletic shoes are required for physical education class, and may be left in the classroom.

Make-up/Jewelry – Make-up, face paint and tattoos are not permitted. Nail polish must be clear or a pale color. Simple jewelry – wristwatch, simple chain necklace, posts or small hoop earrings only.

Haircuts – Hair must be neat, clean and kept above the eyebrows. Headbands that are worn across the forehead are not permitted.

BOYS

Pants and Shorts – Navy blue. Cargo pants and shorts are not permitted. Shorts may be worn in August, September, October and again in April and May.

Shirts – Long sleeve or short sleeve light blue button down oxford cloth. Only white short sleeve undershirts are permitted under uniform shirts. Oxford shirt and tie must be worn on Mass days.

Polo Shirts – Boys may wear long sleeve or short sleeve light blue polo shirt with school logo on non-Mass days.

Sweaters – Navy V-neck cardigan with school logo.

Belts – Solid black or dark brown.

Shoes – Solid color black or dark brown polished leather type shoes with rubber or leather soles must be worn. Black tennis shoes are not permitted. Athletic shoes are required for physical education class, and may be left in the classroom.

Socks – Solid navy crew socks only.

Ties – Solid navy for Mass days. Ties may be purchased in the school office for \$10.

Haircuts - Hair must be clean and kept above the eyebrows, collar and ears. Hair must be a conventional basic cut (no fads).

Jewelry – Simple watch or simple chain necklace only.

Miscellaneous – Face paint, tattoos and earrings are not permitted.

JEANS DAY – Sponsored by the fifth grade class. Students may wear appropriate clothing other than school uniforms on designated Fridays. No halter tops, spaghetti straps, short shorts or miniskirts. Girls' shorts must fall no higher than 3-inches above the knee. Flip flops are not permitted. No inappropriate or suggestive language on t-shirts. Haircut, jewelry, and miscellaneous dress code rules apply. A fee of twenty-five cents will be paid to the fifth grade class to sponsor their year-end trip. Students will be sent home if they arrive at school dressed inappropriately, no exceptions. Shorts may only be worn in August, September, October, and again in April and May.

MASS DAY – Polos are not permitted on Mass days. Boys must wear an oxford shirt and tie. Girls must wear jumper, skort, or skirt with a blouse.

PRAYERS CHILDREN NEED TO KNOW

ALL GRADES

THE SIGN OF THE CROSS

For those in first grade, it is suggested that the child first learn to make the sign of the cross before he/she learns the words. This way, the child can concentrate on one part at a time.

THE LORD'S PRAYER

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

THE HAIL MARY

Hail Mary, full of grace, The Lord is with you; blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

ANGEL OF GOD

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

GLORY BE TO THE FATHER

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

THE BLESSING BEFORE MEALS

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

GRACE AFTER MEALS

We give you thanks for all Thy benefits, O Lord almighty God, who lives and reigns forever. May the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

GRADE TWO

ACT OF CONTRITION

Oh my God, I am heartily sorry for having offended Thee, and I detest all my sins, because I dread the loss of heaven and the pains of hell, but most of all because they have offended Thee, my God, who art all good and deserving of all my love. I firmly resolve, with the help of Thy grace, to confess my sins, to do penance, and to amend my life. Amen.

Building for the Future

This facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care. Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP homes and centers follow meal requirements established by USDA.

Breakfast

Milk
Fruit or Vegetable
Grains or Bread
Milk

Lunch or Supper

Milk
Meat or meat alternate
Grains or bread
Two different servings of
fruits or vegetables

Snacks (two of the four groups)

Milk
Meat or meat alternate
Grains or bread
Fruit or vegetable

Participating

Facilities Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.

Eligibility State agencies reimburse facilities that offer non-residential day care to the following children:

- . children age 12 and under,
- . migrant children age 15 and younger, and
- . youths through age 18 in afterschool care programs in needy areas.

Contact Information If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center

St. Francis of Assisi School
525 Holley Street
St. Albans, WV 25177
304-727-5690

State Agency Director

WV Department of Education
Office of Child Nutrition
1900 Kanawha Boulevard, East R-248 B
Charleston, West Virginia 25305
304-558-2708

USDA is an equal opportunity provider and employer.

THE DIOCESE OF WHEELING-CHARLESTON

Office of Buildings and Properties

Notification to Parents, Teachers, and Employee Organizations

From: Ken Staley
Asbestos Program Manager
Supervisor of Buildings & Properties
Diocese of Wheeling-Charleston

Date: August 3, 2017

This Notification is to inform you that the Asbestos Management Plan, as prescribed by Federal Register, 40 CFR Part 763, Asbestos Containing Material in Schools, is located for your viewing in the Principal's Office of this school, as well as the Director of Buildings & Properties Office located at the Diocese of Wheeling-Charleston's Administrative Offices - 1311 Byron Street - Wheeling, WV 26003.

A Two (2) Hour Training Course for custodians/maintenance personnel has been completed and additional training is required for all new maintenance personnel employed by the School.

Periodic Surveillance Inspections are performed at six (6) month intervals and all response actions have been or will be performed as outlined in the Asbestos Management Plan.

As required by Section 763.85 (B) of the above-mentioned document, a school must be re-inspected within three (3) years after a Management Plan is in effect. The Diocese completed the last Three (3) Year Re-inspection in the fall / winter of 2015. A copy of this Re-inspection may be found in the Principal's Office. The next Three (3) Year Re-inspections will be conducted in 2018.

ACCEPTABLE USE POLICY FORM FOR TECHNOLOGY

Student/Parent

DIOCESE OF WHEELING-CHARLESTON

Catholic schools in the Diocese of Wheeling-Charleston make every effort to provide a safe environment for teaching and learning with technology. The use of technology by students, faculty and staff is a privilege not a right. The students, faculty, staff and entire school community are granted the privilege of using the hardware and software, peripherals, technology devices and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below. It should be understood that the use of these technologies will be monitored by the school administration and should not be confused with private home use. The guidelines provided in this document outline the responsibilities that are associated with the use of technology. There is no expectation of privacy for use of Diocesan technology and the Diocese reserves the right to monitor all electronic communications and devices to insure that activity is consistent with these policies.

TECHNOLOGY USE GUIDELINES

- **Educational Purpose/Appropriate Use:** The use of all technology including Internet access at schools for all faculty, staff, and students is provided solely for educational purposes to enhance teaching and learning. Students are not permitted to access social networking sites, gaming sites or other inappropriate sites, except for educational purposes under teacher supervision.
- **Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with federal copyright laws. Reproducing copyrighted material without express permission of the owner is a violation of Federal Law.
 - **Communications:** Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employed only on school sanctioned means of communication. School sanctioned communications methods include, but are not limited to: school web pages, school email, school phone numbers, and educationally focused networking sites.
 - **Electronic and Mobile Devices:** Use of any technology device in our schools must have an educational focus. Users must adhere to local school policy regarding the use of electronic devices including, but not limited to, mobile devices, calculators, gaming devices, cellular phones, and digital and video cameras. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.
 - **Online Publishing:** Users are not permitted to use a photograph, image, video or likeness of any student, or employee without the express permission of that individual and of the principal. Users must not use school equipment to create any site, including wikis and blogs, without express permission of the principal. Maintaining or posting material to a Web site that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, is a violation of the Acceptable Use Policy and subject to disciplinary action.
 - **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.
 - **Administrative Rights:** The school has the right to monitor students, faculty/staff, and volunteers' use of school technology and all content accessed through technology.

STUDENT RESPONSIBILITIES

Students will be responsible for their use of technology and follow the following guidelines:

- I will follow the rules of network etiquette, which include, but are not limited to, the use of appropriate language and polite responses.
- I recognize that the work of all users is valuable; therefore, I will protect the privacy of others. I will not share my password with anyone else and I will not use another person's account.
- I will not access, retrieve or send unethical, illegal, immoral, sexually explicit inappropriate or unacceptable information of any type.
- I will protect my personal information and I will not divulge my home address, phone number, passwords, and personal information to another user for any purpose.
- I understand that information received and sent online is public information, unless otherwise specified.
- I will follow my school's procedures for the storage of information.
- I will not plagiarize information received in any form.
- I will respect my school's network and all security measures that are in place. I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate loss of Internet and/or online services privileges.
- I will act in a responsible, moral manner when using technology.

CONSEQUENCES FOR IMPROPER USE

St. Francis of Assisi School will not be held responsible for any inappropriate use of technology. Violations of this agreement may result in disciplinary action including, but not limited to revocation of a student's access to school technology, suspension, and/or expulsion.

SCHOOL: St. Francis of Assisi School

SCHOOL YEAR: 2017-2018

TECHNOLOGY ACCEPTABLE USE CONTRACT

Student

I understand that when I am using the Internet or any technology device, I must follow all rules of courtesy, etiquette, and proper use of technology. I understand my responsibility as a student user. I have read the above rules and realize that any infraction may cancel my user privileges and may result in further disciplinary action. I understand I have no expectation of privacy in the use of school based technology.

My signature below and that of my parent(s) or guardian(s) means that I agree to follow the guidelines of the Acceptable Use Policy for Technology for the Catholic Schools in the Diocese of Wheeling-Charleston.

Student's Printed Name: _____

Student's Signature: _____

Date: _____

Parent or Guardian

We ask that you review this policy with your child and sign below.

As the parent /guardian of _____ (student's name)

I have read the Acceptable Use Policy for Technology and have discussed this with my son/daughter. I understand that technology access is for educational purposes only and my son/daughter is responsible for its proper use. I understand that the teacher cannot be held responsible for intentional infractions of the above rules by my son/daughter.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

PLEASE RETURN SIGNED FORM TO THE SCHOOL OFFICE BY AUGUST 18, 2017

PHOTO, VIDEO, AUDIO RELEASE

From time to time students participate in school activities that are newsworthy, i.e. a charity drive, a choir performance, or an academic achievement.

To whom it may concern:

I hereby give permission for my son/daughter _____ to be photographed, audiotaped or videotaped at St. Francis of Assisi School. I realize that the photo may be published (**without the student's name**) in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Francis of Assisi School.

Signed: _____ Date: _____

Return by August 18, 2017

PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE.
Due Friday August 18, 2017

As a parent or guardian of a St. Francis student, I acknowledge that I have read and discussed the school handbook including the discipline policy with my child or ward and further certify that I understand the requirements of this handbook and agree to comply with said handbook. Non-return of this signature page implies acceptance.

Parent Signature: _____

Date: _____



The Prayer of St. Francis

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