

St. Francis of Assisi School

“Where Christian Values are Still Part of Education”



PARENT/STUDENT HANDBOOK

2021-2022

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

Saint Francis of Assisi School

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 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 Patrick McDonough

History of St. Francis of Assisi School

On September 8, 1948, Saint Francis of Assisi School opened with fifty-six pupils in grades one through six and three Sisters of the Poor Child Jesus, who came from Parkersburg at the invitation of pastor, Reverend Hilary Liehr, O.F.M., Cap. The sisters, Mother Edeltrude, Sister Mary Aquinas, and nineteen-year old Sister Clare Antonette 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. The convent was dedicated on October 4, 1948.

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, and Father Wanstreet began a \$150,000 fund drive to purchase a new rectory and expand the school. In 1954, additional classrooms were added 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.

In 1965, an \$112,500 addition to the school gave the school four new classrooms and a new auditorium, increasing the enrollment to 411 students. However, because the old church had grown too small for the steadily increasing parish, so 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.

In 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 7th and 8th grade classes were eliminated and students who chose to continue their Catholic education moved on to Charleston Catholic. In 2003, the 6th grade was eliminated leaving St. Francis as an elementary school.

Mission of Saint Francis of Assisi School

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 they grow physically, emotionally, socially, intellectually, and spiritually. We believe children are individuals who should be nurtured and guided through conceptual and developmental stages at a pace that meets their particular needs. We believe the classroom environment should make children feel comfortable while achieving their academic goals. We 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 their well-being. As educators, we shall develop an atmosphere that 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. In keeping with Catholic tradition, our school will provide a Catholic, Christian atmosphere to all. Students of other faiths are not expected to act in any manner which is contrary to their own beliefs. To do so would be understandably offensive to them and their parents. Contrarily, they should understand that they will give offense to Catholic students and parents when their actions are contrary to the beliefs of Catholics. Individual religious beliefs should be respected by all faiths. By providing an atmosphere of acceptance, students will develop a sense of personal dignity and respect. In this way, students will learn how to integrate faith in Jesus Christ with school and social life. Since they feel accepted, children will develop an intellectual curiosity and a greater responsibility for their own learning.

SCHOOL PERSONNEL

Father Patrick McDonough	Pastor	frpatmcdonough@gmail.com
Mrs. Erin Sikora	Principal	esikora@sfsww.com
Mrs. Kelly Oxley	Office Manager/Advancement	koxley@sfsww.com
Mrs. Elizabeth Shrewsbury	Preschool Teacher	eshrewsbury@sfsww.com
Ms. Amy Burns	Preschool Teacher	aburns@sfsww.com
Mrs. Rachel Ervin	Preschool Teacher	rervin@sfsww.com
Mrs. Jennifer Lopez	Kindergarten Teacher	jillopez@sfsww.com
Mrs. Angela Potter	First Grade Teacher	apotter@sfsww.com
Ms. Elizabeth Grishaber	Second Grade Teacher	egrishaber@sfsww.com
Mrs. Maria Forrester	Third Grade Teacher	mforrester@sfsww.com
Mrs. Nanette Martin	Fourth Grade Teacher	nmartin@sfsww.com
Ms. Loren Lodge	Fifth Grade Teacher	llodge@sfsww.com
Mrs. Valerie Winiesdorffer	Reading Resource Teacher	vwinesdorffer@sfsww.com
Mrs. Mary Gallagher	Title I Math Teacher	mjscottdepot@frontier.com
Mrs. Gale Pukall	Title I Teacher Grades K-2	gpukall@sfsww.com
Mrs. Lois Casto	Title I Teacher Grades 3-5	lcasto@sfsww.com
Mrs. Jennifer Ronen	Music Teacher	
Ms. Whitney Price	Art Teacher	
Mr. Richard Knapp	Physical Education Teacher	
Ms. Chloe Price	Technology Teacher & After School Care	
Mrs. Elizabeth Conrad	School Psychologist	
Mr. Josh Collins	Enrichment	
Mrs. Cindy Norden	Preschool Assistant & Before School Care/ Meal Planning	
Ms. Michele Kimble	Preschool Assistant & After School Care	
Mrs. Melinda Adams	Preschool Assistant	
Mrs. Noreen Unger	Kindergarten Assistant	
Ms. Nilda Ramella	First Grade Assistant	
Mrs. Karen Maruish	First Grade Volunteer	
Mrs. Jennifer Pauley	Cook	
Mrs. Cindy Herold	Cook	
Mrs. Donna Kulkarni	After School Care Director	
Ms. Emma Bays	After School Care	
Mr. John Klassen	After School Care	
Ms. Madalyn Crist	After School Care	
Ms. Briah Herold	After School Care	
Mrs. Lynn White	School Nurse	
Mrs. Jennifer Wilson	PTO President	

Calendar for 2021-2022 School Year*

8/12	First day of School Grades K-5 & Collaborative Preschool
8/23	First day of Traditional Preschool
9/6	No School - Labor Day
10/11	No School - Columbus Day
10/29	Halloween Celebration
11/2	Parent Teacher Conferences - No School for Students
11/11	No School - Veteran's Day
11/24, 11/25 & 11/26	No School - Thanksgiving Holiday
12/20 - 12/31	No School - Christmas Holiday
1/3/22	Return to School
1/17	No School - Martin Luther King Day
1/30-2/4	Catholic Schools Week
2/11	Red Day – Valentine's Day Celebration
2/21	No School - Presidents Day
3/2	Ash Wednesday Mass 8:15am
3/17	Saint Patrick's Day Celebration
4/15 & 4/18	No School – Good Friday and Easter Monday
4/17	Easter Sunday
5/1	First Holy Communion
5/6	May Crowning
5/25	Field Day
5/26	Last Day of School - School Picnic

*Subject to Change

St. Francis of Assisi School

Financial Information for the 2021-2022 School Year

Kindergarten – Fifth Grade Tuition and Fees

Registration Fee	\$ 30.00/family/year
Book Fees	\$200.00/per child

Tuition Rates*		<u>Parish Member</u>
Single	\$3,615.00	\$3,215.00
Two	\$5,115.00	\$4,715.00
Three or More	\$6,615.00	\$6,215.00

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

SFS Traditional Preschool Tuition and Fees

Registration Fee	\$ 30.00/family/year
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Tuition Rates*

Morning Preschool Hours: 8:30 – 11:30am

Two-Day Morning T/TH	\$ 900/student	(\$100 x 9 months)
Three-Day Morning MWF	\$1,305/student	(\$145 x 9 months)
Five-Day Morning	\$1,755/student	(\$195 x 9 months)

*Tuition includes \$25 PTO Dues

Daycare Rates

Families may use our daycare programs 'as needed' and all charges are prorated based on usage. We accept CONNECT and LINK.

Before School Care 7:00-8:30am

Single	\$4.00/hour
Two	\$5.00/hour
Three	\$6.00/hour

Preschool After School Care 11:30am – 6:00pm (includes hot lunch and afternoon snack)

Single	\$4.00/hour or \$20/maximum
Two	\$5.00/hour or \$26/maximum
Three or more	\$6.00/hour or \$30/maximum

Grades K-5 After School Care 2:30pm – 6:00pm (includes snack)**

Single	\$4.00/hour or \$10/maximum
Two	\$5.00/hour or \$13/maximum
Three or more	\$6.00/hour or \$15/maximum

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

This program is available to Collaborative Preschool students on teacher meeting days.

Single	\$4.00/hour or \$30.00/maximum
Two	\$5.00/hour or \$40.00/maximum

**Any family picking up a child after 6:00pm will be charged \$1/per minute.

SCHOOL POLICIES

ACADEMIC INFORMATION

The Diocesan Catholic Academic Standards of Excellence (CASE), which includes and exceeds the West Virginia College and Career Readiness Standards, are used 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, Writing Composition, English, Spelling, Vocabulary, Library Skills and Appreciation of Literature, Religion, Social Studies, Science, Handwriting, Fine Arts, Technology, and Physical Education.

Saint Francis of Assisi School assigns grades based on the Diocesan scale:

A 93-100

B 85-92

C 77-84

D 69-76

F 68 and below

ACCREDITATION

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

ADMINISTRATION

The Pastor is the spiritual leader of the Catholic school community. It is his responsibility to assure that religious education is consistent with the teachings of the Catholic Church. The administration of the school is delegated to the Principal who directs the religious education and academic programs of the school as well as the school's day-to-day operation.

ADMISSION INFORMATION

According to West Virginia law, a child must be five years of age on or before June 30 of the year of enrollment to be eligible to enter Kindergarten. Exceptions of the age criteria may be made based upon testing administered by the county board of education. St. Francis of Assisi School will administer a placement assessment to students applying for transfer for grades one, two, three, four and five. Members of Saint Francis of Assisi Parish will be given preference for enrollment, followed by members of neighboring Catholic parishes. Current students and siblings of current students will be given preference before enrollment is opened to the public. Every student accepted at St. Francis of Assisi School is on probation for three months.

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.

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 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 CONNECT site: www.connectcrr.org, and Putnam County residents must use the LINK site: www.linkcrr.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 their homework, they may read quietly.
3. ASC employees will utilize student planners so they are aware of assignments.

ARTICLES FOR SALE

Students are not permitted to sell any items at school.

ATHLETICS

Elementary school athletics are under the jurisdiction of the Principal and Pastor. Coaches must complete a background check and be compliant with all three components of the Diocesan Safe Environment policy. All athletes, coaches, parents and spectators will display the Christian moral principles taught by the Catholic Church. Any student who is absent from school may not participate in an evening practice or game.

ATTENDANCE

Regularity of attendance and punctuality are important to the child from the very first day of school. With good attendance, the students can maximize the development of good work habits, self-discipline, responsibility and a higher level of achievement.

Absence: Not being physically present in the school facility for any reason. 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 be notified in writing when unexcused absences exceed the number allowed by law. After ten unexcused absences parents will be contacted by written legal notice and a conference will be scheduled within ten days to resolve any problems contributing to the absences. Excessive absenteeism and tardiness may result in expulsion from Saint Francis School and parents/guardians will be referred to the County Attendance Director, which may result in legal action.

Please arrange vacations so that children are not taken out of school. If this occurs, it is an unexcused absence and the teachers are not required to give extra help to make up assignments, nor prepare assignments in advance. 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.

Tardy Arrivals and Early Outs: Students arriving after 7:45am are tardy. 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 to cause the least distraction for students and teachers engaged in the learning process. 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 is recorded as an absence for that day. If a child goes home after 11:30am, it is recorded as half day absent. An Early Out is 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 invited. As participants in the federal hot lunch program, we comply with all nutritional 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

Rationale: Bullying is sinful, cruel, unchristian behavior, as well as a violation of the law. Bullying is a form of aggression when a person willfully subjects another person to intentional, unwanted and unprovoked hurtful verbal, written or physical actions that may result in the victim feeling oppressed, intimidated, and/or threatened (**seriously or in jest**). Bullying involves a pattern of behavior repeated over time and an imbalance of power or strength, making it difficult for the victim to defend him or herself.

Types of bullying forms may include, but are not limited to:

Physical Bullying – punching, shoving, kicking, strangling, hair pulling, beating, biting, excessive tickling, tripping and pinching.

Verbal/Written bullying – hurtful name calling, racial slurs, threats, taunts, insults, teasing and gossip.

Emotional (psychological) bullying – rejecting, terrorizing, extorting, humiliating, intimidating, defaming, black mailing, manipulating friendships, deliberate exclusion, and peer pressure.

Cyber bullying – tormenting, threatening, taunting, degrading, impersonating, humiliating or otherwise targeting students or staff members using the internet, interactive and digital technologies, or inviting others to join in these acts.

Additionally, publishing disparaging and/or defamatory comments about the school or anyone in the school community, possessing or transmitting inappropriate photos, or sexting is not permitted.

St. Francis of Assisi School is committed to providing a safe environment for all individuals, including students, families and employees. Any individual violating school policy will be required to meet with the school pastor and administrator, and may be subject to consequences, including expulsion.

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 and progress reports to non-custodial parents.

CLASSROOM VISITATION AND PARENT INVOLVEMENT

We encourage family participation at St. Francis School. The Diocese of Wheeling-Charleston requires all volunteers to complete the three components of the Safe Environment Program: 1. Background check. 2. Acknowledgement of understanding of the Diocesan Policy Relating to Sexual Abuse of Children. 3. Completion of Virtus online awareness training. After all three components are completed; volunteers are welcome to be a homeroom parent, field trip driver, coach, etc. Volunteers visiting the school during school hours must sign the visitor’s log located in the school office. Arrangements for classroom visits must be made in advance with the classroom teacher and the school office. Drop-ins are not permitted as the teacher has the legal obligation to ensure the safety and well-being of all students at all times.

CLOSING OF SCHOOL OR DELAYED OPENING

Information regarding school closings and delays will be texted to families via a “Parent Alert.” Television announcements will be made on WOWK-TV, WCHS-TV, and WSAZ-TV. Additionally, delays and closings will be posted on the West Virginia Department of Education site <https://wvde.us> under “School Closings.” **St. Francis School does not follow Kanawha County Schools weather related procedures.**

Two Hour Delay: When school is delayed for two hours Before School Care will begin at 9:00am. Grades K-5 students may enter the cafeteria at 9:30am, and classes will begin at 9:45am. Collaborative Preschool classes will begin at 10:15am, and Traditional Preschool class will be cancelled.

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 school dress code.
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 receive 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.

COVID-19

For the health and safety of all students and staff members, Saint Francis of Assisi School will follow all Kanawha County Health Department, and Diocesan guidelines.

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.

DIGITAL MEDIA

Teachers and staff are not permitted to be 'friends' on any personal social networking site with any student of the school, and are discouraged from joining social networking sites as 'friends' with families of the school. School organizations are not permitted to establish accounts on social media sites. All announcements regarding school activities and events must be entered on the official St. Francis School Facebook page by the school office.

DISCIPLINE

St. Francis School affirms the human dignity of all persons, and 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 administration 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. Each classroom teacher will establish specific behavioral expectations for students in their classroom approved by the principal, and students must satisfy such expectations.

B. POSSIBLE CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

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/guardian) doing schoolwork apart from classmates.
 - b. Suspension (with notification to parent/guardian). Student may not be present in the school.
 - c. Expulsion.
 - d. Other. As determined by St. Francis School administration.

For purposes of 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 their parent/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.

DROP-OFF AND DISMISSAL PROCEDURES

Our dismissal and drop-off procedures are approved by the St. Albans Police Department to ensure the safety of the students while maintaining order, proper supervision, and minimizing traffic congestion on Holley Street. Parents are expected to comply with the guidelines:

Morning Drop-Off: Vehicles will form a single line of traffic staying to the right of Holley Street entering at Lincoln Avenue and exiting onto Sixth Avenue. We ask that every attempt be made to keep the car line safely moving, while leaving Holley Street accessible for neighbors. Please do not stop to watch your child enter the building. Safety patrols and cafeteria monitors are on duty to ensure the children's safety. Parents have the option to park in the triangle parking lot and walk children into the cafeteria.

Afternoon Dismissal: Parents will form a single line of traffic staying to the right of Holley Street entering at Lincoln Avenue and exiting onto Sixth Avenue. After cars begin lining up, we ask that order of arrival be respected. Please do not skip cars and go to the front of the line. As the line begins moving, please make every attempt to stay to the right of Holley Street to allow neighbors access to their homes. Students will be dismissed from the Holley Street double doors and teachers will assist them into vehicles. We ask that parents who need additional time fastening children into car seats or seat belts stay to the right so that other cars may safely pass. Parents have the option to park in the triangle parking lot and walk up. Walker students will be dismissed after Holley Street has been cleared of the car line. For the safety of all the children, we ask that parents refrain from conferencing with teachers while they are on dismissal duty, and that parents do not enter classrooms during dismissal. Any student not picked up by 2:45pm will be escorted to After School Care.

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. Field trips are a school activity with teachers responsible for children while away from the school. All children, families and chaperones are expected to comply with the trip itinerary. Exceptions must be discussed with the teacher prior to the day of the trip. 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 the Safe Environment Program; 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. Siblings are not able to participate; however, parents may volunteer as chaperones. The teacher chooses and assigns chaperones and drivers. All chaperones and volunteers on the trip must have completed all three components of the Safe Environment Program. All applications for chaperone 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 Saint 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, Father 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 and TAP award returned 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 \$40. Families must register on the FACTS site <https://www.factsmgmt.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:

Saint Francis of Assisi School has been approved for free student meals for the 2021-2022 school year.

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.

FUNDRAISING ACTIVITIES

Use of any school name within the Diocese of Wheeling-Charleston for any purpose of fund-raising, or solicitation of any kind must be approved by the school principal and pastor.

ILLNESS

Student absences due to illness must be reported to the school office by 8:00am. **Students should be fever free for 24 hours before returning to school.** St. Francis of Assisi School reserves the right to exclude from school any student or adult known to have or suspected of having any infectious disease or infestation known to be spread by casual contact. When a qualified source confirms that a student or adult is known to have a communicable disease, the decision as to whether the affected person will remain in the school setting will be addressed on a case-by-case basis. A written release from a licensed health care provider shall be required.

IMMUNIZATIONS

St. Francis School complies with West Virginia Immunization Laws and Rules for required immunizations for all students attending our school. Proof of immunizations is required for all children entering the school 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:

Books are checked out for one week for grades K - 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.

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.

St. Francis of Assisi School has been approved for free student lunches for the 2021-2022 school year.

MASS DAYS

Children in grades K-5 will attend Mass on Thursdays and on special Holy Days. On Mass days, students must wear button down shirts, girls must wear skirts or jumpers, and boys must wear ties. (Polo shirts are not permitted on Mass days.)

MEDICATION

For the safety of all students, students are not permitted to keep medication on their person, except in rare cases when self-administration is a necessary practice as approved by the principal, parent/guardian, and authorized by a licensed health care provider. Prescription medications may be administered at school after written authorization from a licensed healthcare provider and parent/ guardian are received. The prescribed medication must be in the original labeled container, which includes the student's name, name of the medication, reason(s) for the medication, dosage, time, frequency, method of administration and date that the prescription expires. Over-the-Counter medication may be administered after written authorization is received. A licensed health care provider authorization may be required for repeated usage or at the discretion of the principal. The Over-the Counter medication must be in the original manufacturer's bottle and includes the student's name affixed to the bottle, name of the medication, reason(s) for the medication, dosage, time, frequency, method of administration and date that the medication expires.

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 is 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 educational materials 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.

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.

Meets all financial obligations to the school.

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

PEANUT-AWARENESS

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. In the event a child brings an item

containing peanut butter to school, the child may eat separately from the group and after washing his/her hands rejoin the group.

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 of Assisi School’s pest management program has been approved by the Department of Agriculture.

RETENTION

Retention of students is based on a consideration of the welfare of the student. Every student shall be placed where he/she works to their best advantage. Parents will be included in on-going remediation efforts for students at risk. The ultimate decision concerning retention is made by the Principal after consultation with the teacher(s) and parents.

REPORT CARDS AND PROGRESS REPORTS

Report Cards are important tools for communication. Report Cards are issued four (4) times during the academic school year or every nine (9) weeks. Progress Reports are issued 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.

SAFE ENVIRONMENT

All personnel of St. Francis of Assisi School must comply with applicable state and local laws regarding incidents of actual or suspected sexual abuse, and with the requirements delineated in the Diocesan document, “Policy relating to Sexual Abuse of Children.” All school employees and all volunteers must complete a background check and be compliant with all guidelines and requirements as outlined by the Office of Safe Environment. St. Francis of Assisi School must also implement an approved curriculum on safe environment.

SCHOOL CALENDAR

In accordance with the West Virginia School code, St. Francis of Assisi School’s school calendar includes one hundred and eighty (180) instructional days for students.

SCHOOL HOURS

Before School Care Begins	7:00am
Grades K-5 Students Arrive	7:30 - 7:45am
School Day Begins with Morning Prayer	7:45am
Collaborative Preschool Students Arrive	8:05 - 8:15am
Traditional Preschool Students Arrive	8:20 - 8:30am
Mass: Thursday	8:15am
Traditional Preschool Dismissal	11:30am
Collaborative Preschool Dismissal	2:15pm
K-5 Dismissal	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

The West Virginia Department of Education requires that a medical statement signed by a physician be submitted to St. Francis School for any child with special dietary needs. 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. While in the cafeteria, students may talk quietly, study or read a book. At 7:30am students will be escorted to their classrooms by safety patrols. During drop-off, lunch, recess and dismissal teachers and/or staff members will supervise students. Students are not permitted to go home with another student or unauthorized person unless written notification/permission is given to the office.

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. If the answering machine picks up during the school day, please leave a message and someone will respond back to you.

TITLE IX

The Diocese of Wheeling-Charleston Catholic Schools has a Title IX Coordinator. The Title IX Coordinator is responsible for coordinating compliance with Title IX of the Education Amendments of 1972 which prohibits sex discrimination including, but not limited to, sexual harassment, and sexual assault or violence that denies or limits a student's ability to participate in or benefit from Diocese of Wheeling-Charleston Catholic Schools' education programs, and activities.

The Diocese of Wheeling-Charleston Catholic Schools does not discriminate on the basis of sex against students, and will respond to reported violations of Title IX promptly, and appropriately. In the event that an allegation includes behavior that is under review by law-enforcement authorities, the Diocese of Wheeling-Charleston Catholic Schools will assess the timing of any investigation or action it may take so that it does not compromise the criminal investigation.

If you have been sexually assaulted, you should immediately contact the local law-enforcement authority and seek medical attention. You may also contact the Diocese of Wheeling-Charleston Catholic Schools Title IX Coordinator. For concerns or complaints of sex discrimination, sexual misconduct or other gender-based issues, you should contact, as soon as possible, the Diocese of Wheeling-Charleston Catholic Schools Title IX Coordinator, the DWC Chancellor. In the event that the Title IX Coordinator is unavailable, please contact the Assistant Title IX Coordinator, Director of Human Resources.

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 the Safe Environment Program: 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**

Saint Francis of Assisi School reserves the right to amend this handbook. Notification of amendments will be sent to parents via Renweb.

DRESS CODE

School uniforms are part of the structure and discipline at Saint Francis School. We must insist that the entire uniform be worn, and be neat, clean, and in good repair. **Uniforms are available online through Schoolbelles or Lands' End.**

School Logo – Polo shirts and sweaters must have the school logo. The logo is the property of SFS and may not be reproduced without school approval. SFS works in partnership with In-Stitches in Saint Albans. In-Stitches will place a logo on plain polo shirts and sweaters with a SFS letter of approval. To obtain a letter of approval, all garments must be brought to the school office for inspection.

Mass Day Dress – Students wear formal uniforms on Mass days. Boys must wear an oxford shirt and tie. Girls must wear a jumper, skirt, or skirt with a blouse. Polo shirts are not permitted on Mass days.

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. (Belts are optional for kindergarten students.)

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. Girls may wear simple jewelry: a wristwatch, a silver or gold chain necklace not falling more than 4” below the neck, post or hoop earrings not exceeding ½”, and a gold or silver ring with a small embellishment.

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 cargo 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 blue v-neck cardigan with school logo.

Belts – Solid black or dark brown. (Belts are optional for kindergarten students.)

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 blue crew socks only.

Ties – Solid navy blue 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 wristwatch or simple chain necklace only.

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

JEANS DAY DRESS – Sponsored by the fifth grade class on designated Fridays. Fifty cents will be paid to the fifth grade class to support their year-end trip. Jeans day clothing must be neat, clean, in good repair and appropriate. Girls’ shorts must fall no higher than 3-inches above the knee. No halter tops, spaghetti straps, or miniskirts. Flip-flops and heels higher than ½ inch are not permitted. No inappropriate or suggestive language on t-shirts. Haircut, jewelry, and miscellaneous dress code rules apply. Students will be sent home if they arrive at school dressed inappropriately. **Shorts may only be worn in August, September, October, and again in April and May.**

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 sorry for my sins. In choosing to sin and failing to do good, I have sinned against you. I promise, with the help of your Son, Jesus, to make up for my sins and to love you and others as I should. 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 childcare 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 1, 2021

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 2018. 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 2021.

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, chromebooks, iPads, desktop computers, 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: 2021-2022

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 16, 2021

Diocese of Wheeling-Charleston Audio, Visual, Photo Release Form

I, the parent or guardian of _____ (child's name) release and assign to Saint Francis of Assisi School and the Diocese of Wheeling-Charleston all rights to the video, sound recordings, and/or photographs made of my child during school hours and school events.

I authorize reproductions, sales, copyright, exhibition, broadcast and/or distribution of said video, sound recordings, and/or photographs without limitation for general religious and promotional purposes of the Diocese of Wheeling-Charleston.

I release, individually, on behalf of my minor child, the Diocese of Wheeling-Charleston, its agents and employees from any and all claims, damages, liabilities, costs and expenses which I now have or may hereafter have arising out of the making or use of such video, sound recordings, and/or photographs.

I understand that I may withdraw this authorization in writing at any time. I further understand that refusing to grant this consent will in no way affect the scholastic or extracurricular services my child receives.

____ I grant the permission outlined in this Release Form.

____ I refuse the permission outlined in this Release Form.

Parent or guardian printed name: _____

Parent or guardian signature: _____

Date: _____

Please sign and return to school office by August 16, 2021

(Reviewed 2020)

Privacy Form for Classroom Tools 2021-2022

Below is a current list of all software, web applications, and other online learning tools that your children may use throughout the school year. This is a comprehensive list for the entire school; it is not specific to any grade or classroom. Each of these tools has an individual privacy policy outlining how they safeguard student data, what information they collect, and how it is used. While we have reviewed these tools and approved them for classroom use, it is up to you, as the parents, to read the privacy policies, address any concerns you have, and consent to their use on behalf of your children. This list will remain available and any new tools added during the course of the year will require your approval on an individual basis.

Please sign to acknowledge that you have reviewed this list of tools and their individual policies and that you consent to their use as a tool for learning this school year, and return to the school office by August 16, 2021.

Student/s Name/s: _____

Parent Signature: _____ Date: _____

ABC Teach	Online Classroom Tools	View Policy
Accelerated Reader	Online Curriculum	View Policy
Flipgrid	Online Classroom Tools	View Policy
G Suite for Education	Online Classroom Tools	View Policy
Nearpod	Online Classroom Tools	View Policy
No Red Ink	Online Classroom Tools	View Policy
Quizzizz	Online Classroom Tools	View Policy
Sadlier	Online Curriculum	View Policy
Scholastic News	Online Curriculum	View Policy
Spelling City	Educational Puzzles and Games	View Policy
Starfall	Educational Puzzles and Games	View Policy
ST Math	Online Curriculum	View Policy
Think Central	Online Curriculum	View Policy
Zoom	Online Communication	View Policy
Typing Club	Online Classroom Tools	View Policy

Saint Francis of Assisi School

PARENT/GUARDIAN DECLARATION OF COMPLETION

As a parent or guardian of a St. Francis student, I acknowledge that I have read and discussed the Parent Student Handbook with my child 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.

Student's Name: _____

Signature: _____

Date: _____

Please sign and return to school office by August 16, 2021



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.