St. Francis of Assisi School

"Where Christian Values are Still Part of Education"

PARENT STUDENT HANDBOOK

GRADES K-5

2026-2027

525 Holley Street
St. Albans, WV 25177
Phone: (304) 727-5690
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www.sfswv.com

Saint Francis of Assisi School

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 these beautiful words from longtime pastor Father Patrick McDonough.

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.

History of Saint 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, 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 Sojan Xavier	Pastor	sxavier@dwc.org
Mrs. Maria Forrester	Principal	mforrester@sfswv.com
Mrs. Kelly Oxley	Office Manager/Advancement	koxley@sfswv.com
Mrs. Elizabeth Shrewsbury	Preschool Teacher	eshrewsbury@sfswv.com
Ms. Amy Burns	Preschool Teacher	aburns@sfswv.com
Mrs. Jennifer Pauley	Preschool Teacher	jpauley@sfswv.com
Mrs. Valerie Winiesdorffer	Kindergarten Teacher	vwiniesdorffer@sfswv.com
Mrs. Angela Potter	First Grade Teacher	apotter@sfswv.com
Ms. Andrea DiVita	Second Grade Teacher	adivita@sfswv.com
Mrs. Loren Deleonardis	Third Grade Teacher	ldeleonardis@sfswv.com
Mrs. Andrea Mathley	Fourth Grade Teacher	amathley@sfswv.com
Mrs. Margaret Smith	Fifth Grade Teacher	mksmith@sfswv.com
Mrs. Gale Pukall	Title I Teacher Grades K-2	gpukall@sfswv.com
Mrs. Emily Miller	Title I Teacher Grades 3-5	emiller@sfswv.com
Mr. Richard Knapp	Physical Education Teacher	
Mrs. Wilma Yost	Art Teacher & ASC	
Mrs. Julie Gregg	Second Grade Assistant Teacher	
Mrs. Karen Maruish	First Grade Volunteer	
Mrs. Noreen Unger	First Grade Assistant	
Mrs. Hunt Tidd	Second Grade Assistant	
Mrs. Jackie Houston	Third Grade Assistant & ASC	
Mrs. Jodi Hicks	Kindergarten Assistant	
Ms. Michele Kimble	Preschool Assistant & ASC	
Ms. Melinda Adams	Preschool Assistant	
Mrs. Donna Kulkarni	Preschool Assistant	
Ms. Katie Vance	Head Cook	
Mrs. Katie Villalobosos	Cook	
Ms. Emma Bays	Cook	
Mrs. Carey Downs	After School Care Director	
Ms. Jane Burdette	After School Care	
Mrs. Lisa Ramsey	After School Care	
Ms. Jillian Arthur	After School Care	
Mrs. Laura Smith	PTO President	

Calendar for 2026-2027 School Year

8/16	Welcome Back Mass 11am; Open House 12-2pm
8/19	First Day of School K-5; 12:30 pm Dismissal
8/20-8/21	Early Dismissal; 12:30 pm Dismissal
8/24	First Day of School Collaborative Preschool
8/31	First day of School Ms. Libby's Traditional PK Class
9/7	No School - Labor Day
9/10	Grandparents Mass & Brunch 8:00am Mass
9/23 & 9/24	School Pictures
10/12	Parent Teacher Conferences Day- No School for students, no day care
10/30	Halloween Celebration K-5 dismissal at 12pm; Parade begins at 1:30pm
11/2	All Saints Day Mass
11/11	No School - Veterans Day
11/24	Professional Learning Day for Teachers- No School
11/26-11/27	No School - Thanksgiving Holiday
12/21-1/3	No School - Christmas Holiday
1/4/27	Return to School
1/18	No School - Martin Luther King Day
1/31	Catholic Schools Week Mass @ 11am
2/1-2/5	Catholic Schools Week
2/10	Ash Wednesday Mass 8 am
2/15	Presidents Day - No School
3/5	Teacher Professional Learning Day/Staff Lenten Retreat No School, No Day Care
3/17	St. Patrick's Day Parade K-5
3/26-4/5	No School - Easter Break
4/6	Return to School
4/23	Professional Learning Day for Teachers- Early dismissal at 12:30 pm
5/2	First Holy Communion 11am Mass
5/7	May Crowning 9 am
5/28	Last Day of School - School Picnic

*** Subject to Change**

St. Francis of Assisi School

Financial Information for the 2026-2027 School Year

Kindergarten – Fifth Grade Tuition and Fees

Book/Materials Fee	$300.00/per child
Registration Fee	$ 50.00/family/year
Technology Fee	$ 50.00/per child

Tuition Rates*

Kindergarten - Fifth Grade	$6,295.00/per child

*Tuition Includes $25 PTO Dues

SFS Traditional Preschool Tuition and Fees

Registration Fee	$ 50.00/family/year	
Tuition Rates*		
Preschool Hours: 8:30 – 11:30am		
Two-Day Morning T/TH	$1,080/student	($120 x 9 months)
Three-Day Morning MWF	$1,440/student	($160 x 9 months)
Five-Day Morning	$2,250/student	($250 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	$ 6.00/hour
Two	$ 8.00/hour
Three	$10.00/hour

Preschool After School Care 11:30am – 5:30pm (includes hot lunch and afternoon snack)

Single	$ 6.00/hour
Two	$ 8.00/hour
Three or more	$10.00/hour

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

Single	$ 6.00/hour
Two	$ 8.00/hour
Three or more	$10.00/hour

Day Program 7:00am – 5:30pm (includes breakfast and hot lunch)

This program is available to Collaborative Preschool students on days class is not in session. Children must be dropped off by 9am.

Single	$ 6.00/hour or $40.00/maximum
Two	$ 8.00/hour or $60.00/maximum

Any family picking up a child after 5:30pm 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, English, Spelling, Vocabulary, Composition, Library Skills and Appreciation of Literature, Social Studies, Science, Religion, Handwriting,Technology, Fine Arts and Physical Education.

St. Francis of Assisi School assigns grades based on the Diocesan and WVDE Uniform Grading Scales:
A: 90-100%
B: 80-89%
C: 70-79%
D: 60-69%
F: Below 59%

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 for students who will turn 5 within 8 weeks after the cutoff date of June 30. St. Francis of Assisi School will administer a placement assessment to students applying for transfer for grades kindergarten - six. 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 5:30pm 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 will use the CONNECT site: www.connectccrr.org, and Putnam County residents will 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 a quiet time. If a student 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.

ATTENDANCE

St. Francis School promotes regular attendance and punctuality as necessary for success in school. With good attendance 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.

An absence is considered unexcused until the school receives documentation from the parent and/or physician.
All documentation relating to absences shall be provided to the school no later than **three instructional days** after the first day the student returns to school.

Excused absences are defined as:
A medical or dental appointment with a written excuse from the dentist or doctor.
An illness or injury with a written excuse from a doctor.
An illness or injury with a written excuse from the student's parent within three days of the absence.
Only three parent excuses are permitted.
A death in the family.
A medically documented chronic health condition or disability that impacts in-person attendance reviewed by the principal.
School approved extra-curricular activities.
A judicial obligation or court appearance involving the student.
A calamity such as flood or fire.

All other absences are recorded as unexcused. West Virginia State Law mandates that the principal meaningfully contact the parents after three unexcused absences. Contact may be a phone call, video conference, home visit or via a digital platform. In the case of 10 unexcused absences, a formal conference will be scheduled. 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 will provide make-up work upon the student's return. Parents and children will be responsible for make-up work. 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.

Make Up Assignments: In the event a child is absent from school, parents may contact the school to request make-up work. Make-up work will be available to parents after dismissal. If parents are not able to pick up work after dismissal, students will receive the work upon their return to school. Students are given a grace period equal to the number of days they were absent to return make-up work without their grade being affected; weekend days will be used in calculating the grace period.

1 day absence = 1 day grace period. If the student is absent on Monday, the make-up work is due on Wednesday (Tuesday is the grace period).
2 day absence - 2 day grace period. If the student is absent Monday and Tuesday, the make-up work is due on Friday. (Wednesday and Thursday are the grace period days).
3 day absence - 3 day grace period. If the student is absent Tuesday, Wednesday and Thursday, the make-up work is due on Monday (Friday, Saturday and Sunday are the grace period days).

If the make-up work is returned after the time allowed, the grade will be calculated as follows:
1 Day Late: Maximum grade 75% 2 Days Late: Maximum grade 50%
3 Days Late: Maximum grade 25% 4+ Days Late: 0%

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 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. An Early Out is recorded for students who leave school at any time throughout the day. 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. 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

Personal electronic devices including, but not limited to, cell phones, tablets, earbuds and smart watches are NOT permitted during the school day or during childcare hours. While at school students must keep all personal devices in their backpack on the silent setting. If a device disturbs a class, the teacher will send the device to the school office where a parent can retrieve it.

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 FAMILY INVOLVEMENT

We encourage family participation at St. Francis School, and we welcome volunteers to share their time and talents. 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. **Please note, there are no exceptions to this rule. Anyone who is to be among the children in any capacity is required to complete these components**. 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." 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 begin at 9:30am.

Snow Day Packets: In December teachers will send home "Snow Day Packets" to be used in the event school is cancelled due to weather. Students will complete the assignments contained in the packet as per the teacher's directions. Assignments are due upon the students return to school. Failure to do so will count as an absence and cause a reduction in grades. The make-up assignment policy does not apply to Snow Days. A doctor's note is required for exceptions or the parents must contact the school principal in advance.

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.

COUNSELOR

A counseling program is an integral part of the total education process. Student, teacher and parent needs must be met in order to facilitate learning in the optimum educational environment. Counselors in Catholic schools enhance the learning environment by providing many services. Among these are individual, small group counseling, coordination of school/community outreach, teacher support, parent support, and academic support of the student. In addition, school counselors are required by law to report suspected abuse or neglect. Finally, school counselors meet the developmental and educational needs of students through classroom guidance. These needs have been identified by the West Virginia Department of Education. They are personal development, educational development, social development and career development. By targeting these areas of development, school counselors can help their students meet the demands of school as well as the demands of our world today. The school counselor at St. Francis of Assisi School will work with students individually, in small groups, and during whole-class sessions. At times, parents may also be included in the counseling process to support student growth and development.

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. Please note that in emergency situations, we dismiss according to the directions of the police or first responders.

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 a school employee.

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 of Assisi 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. No student is free from the consequences of their actions; therefore, our policy applies to all students of Saint Francis School.**

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 comply with dress code, 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 or written work.
    d. Notification of parents.
    e. Lunch detention.

2. More serious or repeated offenses may include, but are not limited to, the following:
    a. Fighting or cruelty whether verbal or physical.
    b. Disrespectful or defiant behavior or language.
    c. Stealing.
    d. Cheating or dishonest conduct.
    e. Deliberate property damage. Students and their parents will pay for the damage incurred.
    f. Repeated minor offenses.
    g. Truancy.
    h. Lack of cooperation within or outside the classroom.
    i. Bringing or using alcohol, tobacco in any form, or illegal drugs on school grounds.
    j. Bringing knives, firearms or any type of weapon on school grounds.
    k. Profanity, verbal abuse, obscene gestures, inappropriate touching, in seriousness or jest.
    l. Assault or battery, or any threat of force or violence directed towards any school personnel or student.

Possible consequences for serious offenses may include:

I. In-School Suspension (with parent notification). Students will spend the day apart from classmates either in the school office or an alternate classroom.
ii. Out-of-School Suspension (with parent notification). Students may not be on school grounds.
iii. Expulsion.
iv. Other, as determined by St. Francis School.

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 onto 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. Between 7:30-7:45 am please do not park on Holley Street to walk children into the building or drop off younger siblings. Please do not stop to watch your child enter the building. Please make sure your child exits from the school side/right side of the vehicle. 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 2:40pm will be escorted to After School Care.

EMERGENCY CARDS

Please complete three (if using after school care, if not 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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

At Saint Francis School, we respect the confidentiality of our students and families. Student educational records are maintained and kept confidential by the school office and administration. These educational records are strictly facts, report cards, and formal notices regarding the student and their grades, behavior, and attendance. Families do have the right to review these records. They may request an appointment in writing with the principal to view and go over the records in the presence of a school official. If the records are to be released to another school or person, the parent or guardian must sign and return a written consent before records can be released. Teachers are not permitted to keep informal notes or comments in these records, and may only view student records in the context of learning information about their own students for educational purposes. They may only be viewed in the office or conference room. Furthermore, any unnecessary discussion of student records with other teachers or staff is strictly prohibited.

Under FERPA, a school may not disclose a student's personally identifiable information to a third party unless the parent has provided written consent. Students are not permitted to grade the work of other students. Graded student work should not be displayed in the hallways. A student should never be asked to state their grade publicly; nor should a teacher state a student's grade publicly.

FIELD TRIPS

Occasionally 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. While away from the school, students are expected to follow school behavior guidelines. 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. For the safety of the children, students and teachers will leave the school as a group, remain as a group and will return to the school as a group on all school outings.

Chaperones: 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. Chaperones who are driving students must also complete the Diocesan Field Trip Driver Information Sheet. Siblings are not permitted to be in the vehicle. The minimal, acceptable liability limit for privately-owned vehicles is $100,000/$300,000. SFS adheres to the WV Passenger Law: All children under the age of 8 and under 4'9" tall must be secured in a booster safety seat. Older children must be secured in seat belts. Those under the age of thirteen must sit in the back seat.

Fifth Grade Trip: Our fifth grade school trip is a St. Francis tradition and a final lesson for our fifth grade students. This trip is a bond of unity and harmony for the children who will be graduating from St. Francis. The fifth grade teacher determines the destination and itinerary, and the trip is planned and organized by the fifth grade teacher. Siblings are not able to participate; however, parents may apply to serve as chaperones/ drivers. The fifth grade teacher will choose 3-4 parents to serve as chaperones. All applications for chaperone must meet the deadline set by the fifth grade teacher. Chaperones must meet all Diocesan requirements listed above. They must be able to drive and supervise the children assigned to them by the fifth grade teacher.

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. Our tuition is the same for all students to meet costs to educate. The ultimate responsibility for meeting all financial obligations rests with the family.

Tuition Assistance:

Hope Scholarship: The Hope Scholarship Program is an education savings account (ESA) that allows families to utilize the state portion of their education funding to choose an educational setting that works best for them. The program is managed by the WV Treasurer's Office, on hopescholarshipwv.com. The Hope Scholarship does not fully meet our cost to educate each student; as such, families are responsible for any portion left after Hope has been awarded.

Diocesan Tuition Assistance (TAP): Families may apply for Diocesan Tuition Assistance (TAP) through FACTS during the open season period. Awards will be announced in three phases.

McDonough Scholarship: In 2006, Father Patrick McDonough established the McDonough Scholarship fund to assist families with students in grades k-5. Families must first apply for TAP before applying for a McDonough Scholarship. Application forms are available in the school office. In the event a child does not complete the full school year, all scholarship money and TAP awards will be 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.factsmgt.com and set up payment information by May 31 for the next school year. The FACTS helpline is 866-441-4637.

After and Before School Care Invoices:
After School Care invoices are calculated on a monthly basis beginning on the 1st day of the month and ending at the last day of each month and billed by FACTS Tuition Management Company. Families may elect to receive invoices either by email of U.S. Mail. Payment is due the 20th 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 Invoices will be sent home monthly.

Delinquencies:
Unless prior arrangements have been made, all outstanding balances must be paid in full at the end of each grading period. If an account becomes delinquent, St. Francis School reserves the right to suspend enrollment until the account is current. In the event an account is delinquent, report cards will be withheld until all accounts are made current. In the event delinquencies exist at the end of a school year, report cards and transcripts will be withheld and enrollment for the next school year will not be offered until all accounts are made current. 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 must be fever free for 24 hours without fever reducing medication before returning to school.** St. Francis 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* see Appendix A. 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, or merchandise, etc. without the written permission of the principal.

LUNCH PROGRAM/AFTER SCHOOL CARE SNACK

St. Francis School participates in the Child Nutrition Program. Students may purchase a school prepared lunch for $4 or have the option to bring a cold lunch from home. 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 accordance with the guidelines of the school's wellness plan 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, or Halloween or Easter candy. In the event any of the above items are brought to school, the child will be asked to save the item for home. Children are not permitted to share food.

Microwaves are not available for student use.

MASS DAYS AND SPECIAL EVENTS

As a Catholic school, the formation of the students' faith is of crucial importance. Religious education is taught at each grade level and students attend Mass weekly and on special Holy days. Other religious experiences and activities will be provided during the year, including Bread Sharing, May Crowning, the Christmas Play, social justice projects, and Stations of the Cross, among many others. Regardless of religious affiliation, students who attend St. Francis School participate in all Masses and special events as part of the school community.

Children in grades K-5 will attend Mass on Thursdays and on special Holy Days. On Mass days, all 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 the fall. Notices will be sent home 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 contacting the teacher or 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:
    - Has an early bedtime 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.
    - Has a limited amount of screen time.
    - Actively participates in school activities.
- Ensures the student pays for any damage to educational materials or school 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 situations at home or school.
- Engages in open communication with teachers regarding academic or behavioral issues and provides copies of any private assessments.

- Provides the school office copies of any court orders and/or diagnosis from physicians or counselors.
- Completes and returns to the school any requested information promptly.
- Reads school communications 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 administration, faculty and staff members with respect and courtesy in discussing students.

As part of our Family Code of Conduct, we expect parents and guardians to practice safe pickup practices. This includes that the adult picking up their child is a safe adult, not under the influence of any drugs or alcohol, and that the parents follow all safety protocols set by the state of West Virginia. SFS adheres to the WV Passenger Law: All children under the age of 8 and under 4'9" tall must be secured in a booster safety seat. Older children must be secured in seat belts. Children under the age of thirteen must be seated in the back seat. We will not be able to release a child in the care of an unsafe adult, or in the event that the child does not have the proper car seat for their age, height, and weight.

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. Additionally,we ask families to refrain from sending in products containing tree nuts. In the event a child brings an item containing peanuts or tree nuts to school, the child may eat separately from the group and after washing his/her hands may rejoin the group.

PERMISSION REQUIRED FOR SCHOOL SAFETY

West Virginia state law requires that the teacher shall at all times,"stand in the place of the parent." It also holds the teacher responsible for the students from the time they arrive at school until the time they return 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/ RECLASSIFICATION

Retention/ reclassification 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	7:00 AM
Grades K-5 Students Arrive	7:30 - 7:45
School Day Begins with Morning Prayer	7:45
Collaborative Preschool Students Arrive	8:05 - 8:15
Traditional Preschool Students Arrive	8:20 - 8:30
Mass: Thursday	8:15
Traditional Preschool Dismissal	11:30 AM
Collaborative Preschool Dismissal	2:30 PM
K-5 Dismissal	2:30
After School Care Ends	5:30 PM

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 will be discouraged. Students are permitted to keep a bottle of **PLAIN, non-carbonated** water in the classroom. Flavor additives or specialty waters may be consumed during lunch.

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, with alternatives provided by the physician. Students who do not have a completed statement on file will be served the hot lunch listed on the school menu.

STUDENT ACCOMMODATIONS

In the event a student requires accommodations, a copy of documented assessment results must be provided to the school office. If the school is able to support the student’s needs, an Individual Support Plan will be created in collaboration with teachers, parents, counselors and special educators.

STANDARDIZED TESTING

The Diocese of Wheeling Charleston requires schools to administer the NWEA MAP Standardized Test for grades K-5. This test is administered three times throughout the school year in order to accurately monitor and assess student progress and achievement. The results will become part of the student’s permanent academic record. Students must be present during the standardized testing windows, so we ask that parents do not schedule appointments during these times.

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 7:30. While in the cafeteria students may talk quietly, study or read a book. At 7:30 students will be escorted to their classrooms by safety patrols. While in the cafeteria children may talk quietly, study or read a book. During drop-off, lunch, recess and dismissal teachers or a staff member 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.

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

Family and parishioner volunteers are a vital part of any Catholic school. 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.

HANDBOOK AND 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. Please read this document carefully. Upon enrollment of your child/ren to St. Francis School, you are agreeing to abide by the policies of St. Francis for the upcoming school year.

DRESS CODE

School uniforms are part of the structure and discipline at SFS. We must insist that the entire uniform be worn, and be neat, clean, and in good repair. Uniforms are available online at Schoolbelles, code #S1088, Lands' End, code #900105990 or In Stitches at https://stfrancisuniforms.itemorder.com/.

School Logo: The school logo is the property of SFS and may not be reproduced.

Mass Day Dress**:** Students wear formal uniforms on Mass days. Boys must wear a button-down oxford shirt and tie. Girls must wear a jumper, skort, or skirt with a button-down 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.
Pants and Shorts: Navy blue chinos with belt loops. Shorts may be worn in August, September, October, April and May. Cargo styling is not permitted. Leggings are not considered pants.
Blouses: Peter Pan collar or oxford cloth button down plain white blouses, short-sleeve or long-sleeve. Ruffles, decorations or embellishments of any kind are not permitted. Short-sleeve plain white undershirts are optional.
Polo Shirts: Girls may wear white short-sleeve or long-sleeve polo shirts embroidered with the school logo on non-Mass days.
Sweater: Navy blue button-down cardigan embroidered with school logo.
Jacket: Available through the In Stitches online portal.
Socks: Solid navy blue crew socks, knee socks, or tights. Leggings are not permitted.
Belts: Solid black, navy blue or dark brown. (Belts are optional for kindergarten students.)
Shoes: Solid color (including sole) black leather shoes or navy blue Mary Janes. SOLID black athletic shoes may be worn as long as the sole, laces and emblem are solid black (see attached example). High tops, boots, pull-ons, platforms, clogs, mules, or heels exceeding ½ inch are not permitted.
Nail Polish/Make-Up: Girls may wear clear nail polish. Fake nails and gel polish are not permitted. All types of make-up, face paint, and tattoos are not permitted.
Jewelry: 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.
SMARTWATCHES AND AIRTAGS ARE NOT PERMITTED.
Hair: Hair must be neat, clean and kept above the eyebrows. Hair color, tinsel, extensions and headbands that are worn across the forehead are not permitted.

BOYS

Pants and Shorts: Navy blue chinos with belt loops. Shorts may be worn in August, September, October, April and May. Cargo styling is not permitted.
Shirts: Long-sleeve or short-sleeve light blue button down oxford cloth. Short-sleeve, plain white undershirts are optional. A button-down shirt and tie must be worn on Mass days.
Polo Shirts: Boys may wear long-sleeve or short-sleeve light blue polo shirts with school logo on non-Mass days.
Sweaters: Navy blue v-neck cardigan with school logo.
Jacket: Available through the In Stitches online portal.
Belts: Solid black or dark brown. (Belts are optional for kindergarten students.)
Shoes: Solid color (including sole) black shoes or ALL black athletic shoes may be worn as long as the sole, laces and emblem are solid black (see attached example). High tops, pull-ons, and boots are not permitted.
Socks: Solid navy blue crew socks only.
Ties: Solid navy blue for Mass days. Ties may be purchased in the school office for $15.

Hair: Hair must be clean and kept above the eyebrows, collar and ears. Hair must be a conventional basic cut. Hair color, spiked hair, pony tails, faux hawks, mohawks, fad hairstyles and hair designs are not permitted (see attached example).
Jewelry: Simple wristwatch or simple chain necklace only. Earrings are not permitted. **SMARTWATCHES AND AIRTAGS ARE NOT PERMITTED**.
Miscellaneous: Face paint and tattoos are not permitted.

JEANS DAY DRESS – Sponsored by the fifth grade class. 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. Pants with tears, halter tops, spaghetti straps, miniskirts, inappropriate language on t-shirts, and pajama pants are not permitted. Shoes must be closed heeled with heels no higher than ½ inch. Flip flops are not permitted. Haircut, jewelry, and miscellaneous dress code rules apply. Students will be sent home if they are dressed inappropriately**.**

APPENDIX A: REPORTABLE ILLNESSES

Reporting of the following communicable diseases* is required by State Law (West Virginia Code 16-3-1 and Division of Health Rule, "Reportable Diseases, Events and Conditions". 64CDR7. This list is updated periodically by the Bureau for Public Health.

The reporting requirements may change and/or the local health department may set up different protocols for reporting. The licensee should follow the instruction of the local health department and report any questions or discrepancies regarding compliance to the Licensing Program Manager. For the current manual on reportable diseases see: http://www.dhhr.wv.gov/oeps/disease/Manual/Pages/default.aspx

- Amebiasis (Entamoeba histolytica)
- Anthrax (Bacillus anthracis)
- Botulism (Clostridium botulinum) **
- Brucellosis (Brucella abortus, B. melitensis, B. suis, B. canis)**
- Campylobacteriosis (Campylobacter jejuni, C. coli)
- Chancroid
- Chickenpox (Varicella) — Numerical totals only
- Chlamydia trachomatis
- Cholera (Vibrio cholerae)
- COVID-19
- Cryptosporidiosis (Cryptosporidium parvum)
- Cyclospora infection
- Dengue Fever
- Diphtheria (Corynebacterium diphtheriae)**
- E. coli 0 157:H7 Disease
- Encephalitis, arboviral
    - Eastern Equine Encephalitis
    - LaCrosse Encephalitis (California Group)
    - St. Louis Encephalitis
      West Nile Virus
- Encephalitis, Other primary and unspecified
- Food borne Disease
- Giardiasis (Giardia lamblia)
- Gonococcal Disease — Drug-resistant disease, Neonatal conjunctivitis, or
- Pelvic Inflammatory Disease (within 24 hours)
- Gonococcal Disease — All other
- Haemophilus Influenzae, Invasive Disease* *
- Hantavirus Disease* *
- Hemolytic Uremic Syndrome. post diarrheal
- Hepatitis A. acute* *

Hepatitis B. acute or perinatal* *

Hepatitis C/other non-A or non-B, acute* *

Hepatitis Delta* *

Herpes, Genital

HIV ('Within 30 days)

Influenza-Like Illness — Numerical totals only

Leptospirosis**

Listeriosis (Listeria monocytogenes)

Lyme Disease (Borrelia burgdorferi)** Malaria* *

Meningitis, Other Bacterial — organisms not otherwise listed* *

Meningitis, Viral or Aseptic

MRSA

Mumps Outbreaks, suspect or confirmed

Pertussis (Whooping Cough) (Bordele/la *

Plague (Yersinia pestis)

Poliomyelitis* *

Psittacosis (chlamydia psittaci)

Rabies, human* *

Rheumatic Fever

Rocky Mountain Spotted Fever* *

Rubella Congenital Syndrome

Rubella (German measles)**

Rubeola (Measles)**

Salmonellosis (except Typhoid Fever — listed separately)

Shigellosis (Shigella dysenteriae. S. boydii, S. flexneri, S. sonnei)

Staphylococcus Aures

Streptococcal Disease, Group A Invasive and/or Streptococcal Toxic Shock Syndrome (S pyogenes) * * Streptococcus pneumoniae, drug-resistant invasive disease — include antibiotic susceptibility patterns* * Syphilis — primary. secondarv, early latent. or congenital (within 24 hours)
Syphilis — late latent, late symptomatic, or neurosyphilis

Tetanus (Clostridium

Trichinosis**

Tuberculosis — include antibiotic susceptibility patterns
Tularemia (Francisella tularensis)

Typhoid Fever (Salmonella typhi)** Waterborne Disease

Yellow Fever

Unexplained or ill-defined illness, condition, or health occurrence of potential public health significance *This is a general information list. The official list can be found in the reportable disease rule. * *A supplemental CDC or WVBPH report form is required in addition to the general case report

STDs, HIV/AIDS, and tuberculosis are reported on special forms. Other diseases are submitted on the general "Confidential Reportable Disease Case Report." All report forms (general. supplemental. STD, Tuberculosis, and HIV/AIDS) can be obtained from your local health department. For questions or disease reporting or for epidemiologic consultation, call your local health department or the WV Bureau for Public Health. Division of surveillance and Disease Control: HIV/AIDS Surveillance 1-800-423-1271; Immunization Program 1-800-642-3634: STD Program 1-800-6428244; Tuberculosis Program 1-800-330-8126: all other diseases 1-800-423-1271 or 304-558-5358.

The website address is www.wvdhhr.org/bph

For emergency contact information after hours call 1-304-558-4117.

October 2000

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.

GRADE FOUR

HAIL, HOLY QUEEN
Hail, holy Queen, Mother of mercy, our life, our sweetness and our hope! To thee do we cry, poor banished children of Eve; to thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious Advocate, thine eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us, O Holy Mother of God,

That we may be made worthy of the promises of Christ. 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	Lunch or Supper	Snacks (two of the four groups)
Milk	Milk	Milk
Fruit or Vegetable	Meat or meat alternate	Meat or meat alternate
Grains or Bread	Grains or bread	Grains or bread
Milk	Two different servings of fruits or vegetables	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 7, 2026

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 and custodial 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 January 2024. A copy of this Re-inspection may be found in the Principal's Office. The next Three (3) Year Re- inspections will occur in 2027.

Saint Francis of Assisi School
Pesticide Application Notification Request

Saint Francis of Assisi School adheres to an Integrated Management Plan in accordance with Title 61, Series 12J rules of the West Virginia Department of Agriculture. Pests are controlled primarily through preventive measures. When pesticides are required, the least hazardous materials will be used.

Pest management methods are classified as Level 1, Level 2, Level 3, and Level 4, depending upon their toxicity and the degree of hazard associated with their application.

Level 1	Non-chemical (preventive)
Level 2	Least hazardous (low toxicity, non-volatile baits or dusts)
Level 3	EPA Caution (limited volatility liquids)
Level 4	EPA Caution (broadcast), Warning or Danger (any application method)

As a parent or guardian, you have the right to be notified if and when Level 3 or Level 4 pesticides are to be applied. To receive such notification, please complete the information requested below and return this form to the principal.

Please Note: Level 3 and Level 4 pesticides will not be applied when students are in the areas being treated.

If you would like to be notified prior to application of Level 3 or Level 4 pesticides, please complete the bottom portion of this form and return it to the school office:

To: Maria Forrester, Principal
St. Francis of Assisi School

Please notify me at least 24 hours prior to the application of Level 3 or Level 4 pesticides at this facility.

From:_____ Date:_____
(Signature of Parent or Guardian)

Address:_____

Telephone:_____
(cell/home) (work)

Student's Name:_____

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: 2026-2027

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 24, 2026

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 24, 2026

Privacy Form for Classroom Tools

2026-2027

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 that are 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 24, 2026.

Student/s Name/s: _____

Parent Signature: _____Date: _____

Accelerated Reader	Online Curriculum	View Policy
G Suite for Education	Online Classroom Tools	View Policy
Nearpod	Online Classroom Tools	View Policy
Wayground (Formerly Quizziz)	Online Classroom Tools	View Policy
Scholastic News	Online Curriculum	View Policy
Generation Genius	Online Science Curriculum	
Mystery Science	Online Science Curriculum	
Spelling City	Educational Puzzles and Games	View Policy
iXL Math	Online Curriculum	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 and its contents 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 24, 2026

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.