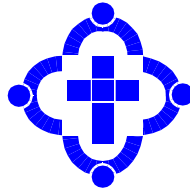


# **ST. FRANCIS DE SALES SCHOOL**

## **STUDENT- PARENT HANDBOOK**



**2018-2019**

The School maintains the right to unilaterally amend or withdraw any policy or matter set forth herein at any time.



**2018-2019**  
**St. Francis de Sales School Calendar**

School will be in session 180 days in accordance with state law.  
Rain Days will be used if school is cancelled for any reason.

2:15 Early Dismissal/PK dismisses at 1:45; K- 8<sup>th</sup> dismiss at 2:15p  
Noon dismissal before holidays. (11:30 for PK)

ST. FRANCIS DE SALES SCHOOL



STUDENT-PARENT HANDBOOK  
2018-2019

SECTION I - GOVERNANCE

This handbook is provided to help students and parents become familiar with the procedures, rules, and regulations of St. Francis de Sales School. Parents are required to carefully read and review with their student all sections of the Student-Parent Handbook so that they are thoroughly familiar with all aspects of St. Francis de Sales School.

The enrollment of a student at St. Francis de Sales School is considered to be an agreement on the part of the student and the parents or guardians that they will comply with all school procedures, rules and regulations set forth in this handbook. Failure to do so may result in separation from the school. Please sign the Handbook Agreement Form stating that you have read and discussed the contents with your student and agree to support its provisions.

The Principal reserves the right to amend this handbook as needed. Parents will be given prompt notification if changes are made.

**PRINCIPLE OF CHRISTIAN CHARITY**

As a Catholic school community, Christian charity and respect shall be observed at all times on our campus and in written communications. The following actions, on the part of parents or other family members, will be termed a violation of Christian charity and may result in dismissal from the school:

1. Public criticism of school personnel or procedures.
2. Threats of any nature toward personnel or families.
3. Verbal and nonverbal acts of aggression, including: yelling, screaming, pushing, etc.
4. Public discussion of student and/or family matters based on confidential information obtained as a result of volunteer duties, etc.
5. Use of social media to discredit the school in any way.

\* \* \* \* \*

St. Francis de Sales School operates in accordance with the Board of Education of the Archdiocese of Galveston-Houston as follows:

“A school within the boundaries of the Archdiocese of Galveston-Houston that will be known as a Catholic School shall follow the regulations as set forth by the Catholic Schools Office.”

The Catholic schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate on the basis of race, color, age, gender, handicap, national, or ethnic origin in the administration of its admission, loan, athletic, or scholarship programs.

## PHILOSOPHY

We, at St. Francis de Sales School, acknowledge that parents are the first and foremost educators of their children and are charged with the challenging task of creating a family atmosphere animated with love and reverence for God and all people. We recognize, too, that the family is the first school of those social virtues which every society needs (Christian Education Vatican II). We are privileged to assist parents in the task of educating their children.

Central to the educational mission of St. Francis de Sales School are the teachings of Jesus Christ. At St. Francis de Sales School, we are dedicated to helping students live the Gospel. We recognize the importance and uniqueness of each student and are committed to helping each student recognize the importance and uniqueness of self and each other.

It is the joint responsibility of students, teachers, and parents to make St. Francis de Sales School a faith-filled community where the primary purpose of education, helping students reach their potential, is enlivened by the Gospel spirit of freedom and charity.

The aim and desired result is to graduate students who are well-versed in the Catholic faith, Christian in their attitude and outlook, and academically prepared to continue their education.

\* \* \* \* \*

## MISSION STATEMENT

The mission of St. Francis de Sales School is to educate each student in a spirit of faith and academic excellence according to Roman Catholic principles. As part of a caring, disciplined community, our school, in partnership with parents, nurtures and challenges each student to develop to his or her fullest potential.

\* \* \* \* \*

## OPERATING PRINCIPLES- GOALS AND OBJECTIVES

The goals of our school are in our logo: Praying, Learning and Living Together.

The parish school of the Catholic Community of St. Francis de Sales is a Catholic School for preschool through eighth grade:

Where our administration and teachers:

Are qualified and appropriately compensated professionals who utilize their creative teaching skills;

Are supported and appreciated as Catholic educators;

Plan and implement a comprehensive curriculum that provides an education comparable to that of excellent schools of our nation;

Are encouraged to participate in professional and spiritual development activities;

Maintain a caring Christian learning environment and serve as models of Christian values and behavior.

Where our students:

Receive a high quality education;

Learn and apply Catholic values and strengthen their faith by reaching out to others;

Receive a balanced education with opportunities to develop intellectually, spiritually, physically, and socially;

Build self-esteem and enthusiasm for learning;

Enjoy themselves as they learn;

Acquire an independent learning ability and develop creative and analytical thinking skills;

Receive an education that will lead students of average and above average ability to excel in academic programs in high school;

Develop to their fullest potential in the areas of religion, mathematics, science, language arts, social studies, and a foreign language while maintaining a strong base in all other academic areas;

Develop leadership skills and an understanding of the principles of citizenship in a democratic society;

Develop self-discipline and a respect for others.

Where our parents:

Actively collaborate with teachers as co-educators of their children through open communications and shared effort;

Are appreciated and encouraged as volunteers who generously offer their time, talent and financial resources to enhance the quality of our school.

Where our parish:

Recognizes our school as a parish ministry of high priority and dignity;

Strives to keep the school affordable for parish families while maintaining academic excellence;

Supports the school as an integral part of a vibrant Catholic community.



## GENERAL ADMINISTRATION

### The Archbishop

The Archbishop, as the chief representative of the Church's teaching authority, is the head of the Archdiocesan System of Schools. Administration of the schools is carried out by the Superintendent; Religious education is under the guidance of the Director of the Office of Continuing Christian Education.

### Texas Catholic Conference of Bishops - Education Department (TCCBED)

TCCBED is the designated coordinator of all activities related to state accreditation. As such, it shall establish standards which an archdiocesan system of schools must satisfy to be accredited and shall adopt an accreditation process to be used in Catholic schools. **St. Francis de Sales School received its ten-year accreditation renewal in May, 2012. The next accreditation will take place in 2019.**

### Texas Catholic Conference of Bishops Education Department Accreditation Commission (TCCBAC)

Membership consists of all superintendents of the fourteen dioceses, other experts in the field of education, and two Bishop members who serve as episcopal liaisons. The Commission, through committees, is responsible for setting up the operations, ongoing planning of the accreditation process, review of school compliance, and reporting of accreditation status.

### Archdiocesan Board of Education

The Archdiocesan Board of Education is an advisory organization delegated by the Archbishop and responsible to the archdiocese for archdiocesan sponsored educational programs.

### Superintendent

The Superintendent of Schools is the organizational and instructional leader in the system of Catholic schools - Archdiocese of Galveston-Houston. The Superintendent's specific responsibilities include: directing and coordinating the Catholic School Office, coordinating and supervising the central administrative services for the efficient operation of all Catholic schools, implementing all policies of the Archdiocesan Board of Education, and implementing the principles and standards for accreditation. (Texas Catholic Conference of Bishops Education Department)

### The Pastor

The Pastor is the spiritual leader of the parish and the ex-officio chief administrative officer of the parish school. It is his duty to see that the teachings of the Church are clearly and accurately presented. The immediate direction of the school and its instructional program is, however, delegated to the Principal. Satisfactory and effective administration depends on the cooperation and mutual support of both Pastor and Principal in matters of local educational policy.

## The Principal

The Principal is the educational leader of the school possessing full administrative responsibility for the instructional program of the school and the local School Board. As the educational head of the school, the Principal is held accountable for school policies outlined in the Texas Catholic Conference of Bishops Education Department Accreditation Principles and Standards, Archdiocesan School Goals, the Archdiocesan Board of Education Policies, State Rules for Curriculum, the Catholic School Office Administrators Handbook of Regulations, and policies established by the local School Board.

## Assistant Principal/Dean of Students/Academic Dean

The Assistant Principal/Dean of Students is responsible in the absence of the Principal for the administration and supervision of the school and for other such duties as delegated by the Principal.

## Guidance Counselor

The Counselor manages the school's developmental guidance curriculum and addresses the educational, personal, and social needs of students. Parents, teachers or students may request consultation for students at any time, and groups are organized as needed. Some of the issues addressed in counseling with individuals or in small groups are conflict resolution, emotional adjustment, anger management, school achievement and social skills development. The Counselor uses accepted theories and techniques appropriate to school counseling. When appropriate the Counselor may refer families to programs and services available in the community.

## Grade Level Coordinators

Coordinators meet regularly with the Principal. Responsibilities include: chairing division meetings, disseminating information, and attending monthly PTO meetings.

## The Teacher

The teacher's primary responsibility is classroom instruction. The teacher is responsible for maintaining good order in both the classroom and common areas of the school. The teacher should make every effort to know the students, their particular needs, and their parents.

## The School Board

The St. Francis de Sales School Board functions as an advisory board to the Principal and, as such, establishes policies, goals, and objectives for the school; reviews policy implementation; approves and reviews the school budget; and participates with the Pastor in the selection and evaluation of the Principal.

School Board meetings are held on the third Thursday of each month and are announced in advance. Parents are encouraged to attend. There is a formal agenda item at each board meeting entitled Public Forum. Parents may submit to the president at least seven days prior to a board meeting an issue to be presented to the board. The person will be notified of the meeting and time allotted to address the board. (Personnel matters and individual student matters may not be addressed in Public Forum.)

The Board, as representatives of parents, welcomes opinions and suggestions. Another agenda item, Open Forum, allows time for brief, appropriate remarks to be made for Board members' consideration.

Meetings are closed to general attendance when confidential business must be conducted. Parents may view Board documents in the school library and on the school website.

## SECTION II

### SCHOOL PROCEDURES AND REGULATIONS

#### Admissions Policy

At St. Francis de Sales, there is no discrimination on the basis of race, sex, national origin, age, or handicapping condition (if the school can reasonably accommodate the student). This school does give admission preference to Catholic students who are children of supporting parishioners of St. Francis de Sales Church.

#### Financial Policies

▲ It is the parents' financial obligation to support the school by paying tuition on the first day of every month. Payments may also be made in full, annually or semi-annually. July 1, for annual or first semester semi-annual payments; and December 1, for second semester semi-annual payments. Tuition is due on the first school day of each month. After the 10th day of the month, tuition is past due; and a \$25.00 late fee is assessed to all delinquent accounts. It is the parents' responsibility to communicate with the bookkeeper to request a payment extension. Students may be dismissed when accounts are two months delinquent. Priority registration is available to those families whose financial accounts are current at the time of registration.

To be eligible for in-parish tuition rates, parishioners must be registered supporters of St. Francis de Sales parish in accordance with the Pastor's guidelines. It is each family's obligation to communicate with the parish office regarding their eligibility for the in-parish tuition rate. Until permission is granted, the family will pay the out-of-parish rate.

**\*Please note that all fees (application, registration, book, supply, etc.) are non-refundable.**

**\*If a student leaves the school for any reason prior to the end of the school year 10% of the remaining tuition is due to cover books and fees.**

**\*All fees and tuition must be up to date before an 8th grader is allowed to register for the 8th grade Washington, D.C. trip.**

**\*Final report cards will be awarded after all financial obligations to the school are met.**

**\*Families whose accounts are not up to date will not be able to register until they have a meeting with the principal.**

**\*All fees and tuition must be paid before an 8<sup>th</sup> grader is allowed to graduate.**

#### ▲ Tuition Assistance

Limited tuition assistance is available through the Archdiocese of Galveston-Houston. Parents should fill out the tuition assistance application from "FACTS Grants and Aid" to begin the process. There are deadline dates. Using the information from the "FACTS Grants and Aid" the school, when possible, grants limited financial assistance to qualified eligible parishioner families. Financial assistance is not usually awarded during the first year of enrollment.

#### ▲ Attendance

Daily school attendance is the best way to assure continued progress for the student. Classes are in session a minimum of 180 days in accordance with state law. Students are expected to be in school unless they have a valid excuse. Parents are to telephone the school office at 713-774-4447 before 9:00 a.m. to report absences.

Students arriving after 11:00 a.m. or leaving prior to 11:00 a.m. will be marked one half day absent. The following are accepted excuses for absences: illness, death in the family, doctors' appointments, and any



emergency situation approved by the Principal. All other absences are considered unexcused. Every attempt to schedule medical appointments before or after school should be a priority.

Recreational trips or vacations taken during regularly scheduled school days are strongly discouraged particularly in cases where the student's academic performance is marginal. If a student misses school for such vacations, the student is responsible for making arrangements with his/her teacher prior to the absence. Make-up work must meet teacher-provided deadlines. Semester exams for 8th grade and final exams for 7th grade will not be administered in advance.

### **Perfect Attendance**

The Middle School recognizes, with a certificate, those students who have not been absent nor had more than five tardies during the school year. Perfect attendance recognition is not awarded in Primary and Intermediate grades.

### **Before and After School Program (BASP)**

We are happy to offer the services of an extension of the school day, both before school from 7:00 - 7:30 a.m. and after school from 3:00 - 6:30 p.m. The Before and After School Program is a planned program of play, study time, snacks, and activities. Information regarding fees is available in the office and on the school's website. All SFdS students are registered in the BASP.

### **Arrival**

Upon arrival, students should be dropped off using the car line. They should be ready to leave the vehicles with books and backpacks in hand. Please do not park cars and walk children to the building. If one has business here at school, please drop children off first by using the car line, then park and come into the buildings. PLEASE DO NOT WALK THROUGH THE CAR LINE.

### **Arrival Schedule**

PK-3, PK-4                      7:30-7:55 am

#### **Waldo Gate** - Park on school side of Waldo ONLY

7:00-7:30 am	BASP Students ONLY
7:30-7:55 am	PK and Walkers ONLY
8:00 am	Waldo Gate is Locked

#### **Back Lot Gate** -

Drive through and drop off ONLY. Parents may park and walk in AFTER dropping off students.

7:30 am	Gate Opens
8:00 am	Gate is Locked

#### **Roos Drive Through**

Drive through and drop off ONLY. Parents may park and walk in AFTER dropping off students.

The first bell is at 7:50 a.m. All students, PK-8, are expected to be ready to begin lessons when the tardy bell rings at 7:55 a.m. Students arriving in class after the second bell has rung are tardy. We regard tardiness as a breach of courtesy since it disrupts the class.

Pre-kindergartners must be walked to their classroom where they will be supervised beginning at 7:30 a.m. They dismiss at the Waldo gate. PK students with older sibling(s) will go to the carline with older sibling(s).

Parents planning to stay on the school property past 7:50 a.m. should check in through the front office to get a volunteer or visitor's tag. The Waldo and Primary gates are locked at 8:00am.

### **Tardies**

If a student arrives after the tardy bell, parents are to park their vehicle and accompany the student to the clinic to sign in and receive the class admission pass. Students in grades PK – 3<sup>RD</sup> must come to the clinic first before entering the Primary Building. All late arrivals are recorded in the clinic logbook and become a part of the student's permanent record. Children who are tardy find it difficult to "catch up" throughout the day. Please help your child have a successful start to the school day by being on time or early to school.

Middle School students will receive a demerit for each time they are late to school in the morning or late to class without a valid reason and a parent-escort to the office. More than five tardies will disqualify a student from a Perfect Attendance certificate. **Excessive tardiness will be subject to administrative review.**

Parents/guardians will be charged \$5/tardy after the fifth tardy in a 9-week's grading period to cover administrative costs. These charges will be added to the tuition invoice.

### **Dismissal**

PK dismisses at 2:45 p.m. on regular dismissal days and at 1:45 p.m. on Early Dismissal Days from the Waldo Gate. PK students with older sibling(s) will go to carline with older sibling(s).

Classes for Kindergarten through Eighth graders dismiss at 3:15 p.m. everyday except on designated Early Dismissal Days when the school dismisses at 2:15 p.m. for professional meetings of the faculty.

Classes for K-3<sup>rd</sup> grade dismiss at the back parking lot. The 4<sup>th</sup>-8<sup>th</sup> grades dismisses to the front carline. Early dismissal days are indicated on the calendar of events in this handbook. Students are not permitted to jaywalk across Roos to enter parked cars (even with a parent escort). Students and parents are to proceed to the corner of the block to cross safely at the marked crosswalk or at the crosswalk in front of Room 1.

Younger siblings dismiss with the oldest child in the family at that oldest child's dismissal area.

NO STUDENT may walk to a car in the back parking lot (with or without a parent).

### **Early Dismissal at Parent Request**

If a student is going to be taken out of school for a doctor's appointment or any other reason the student should know this prior to arriving at school. A note to the teacher will help the process. Parents should come to the front office **before 2:30pm**, sign out the child, ask the office to call for the child and wait for the child to arrive in the front office.

In the case of an emergency, please call the office before coming to get a child for an early dismissal.

If a child is sick and the school calls for the parent to come get the child the parent comes to the front office, signs the child out and then proceeds to the clinic to accompany the child to the car.

**NO EARLY DISMISSALS** will take place between 2:30-3:15pm. If it is necessary for a parent to take a child out of school this should be done BEFORE 2:30 pm.

Parents who come into the school property to meet students should wait in the gym on the parent bench.

### **Messages to From Parents to Children**

If it is necessary for a parent to inform a child about an **emergency** change in after school arrangements PLEASE notify the office BEFORE 2:00 pm so that the office staff will have time to find your child and deliver the message. Children should be made aware of after school plans PRIOR to leaving the car in the morning and should follow those plans even if they change during the day.

### **Dismissal Schedule**

		Regular	Early
PK-3, PK-4	Waldo Gate	2:45-3:00p	1:45-2:00p
K, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	Back Lot	3:15pm	2:15 pm
4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> (and younger siblings)	Roos Drive Through	3:15pm	2:15 pm

Walkers and students riding bicycles **MUST GO DIRECTLY HOME** from school.

Students are never allowed to leave the school grounds without written permission from their parents and the approval of the Principal. Lansdale Park, across Roos Road, is off-limits to all students unless they are supervised by a parent or teacher. **To be in the park without a parent is reason for suspension.**

**Preschoolers will dismiss at 2:45 p.m. (regular days) and 1:45 p.m. (early dismissal) and exit through the Waldo gate. OTHERWISE, THE WALDO GATE IS FOR WALKERS AND MORNING EXTENDED DAY USE ONLY. STUDENTS MAY NOT CROSS WALDO STREET FROM PARKED CARS. Please use crosswalk to encourage safety.**

Written requests for early dismissal are to be given to the homeroom teacher. The student who is dismissed early **MUST** be sent to the office for dismissal. Students may never be released early directly from the classroom. Parents must personally sign out and pick up their students in the school office.

In the case of student illness, the parents/guardian must be informed before the student leaves school. The school will not release a student until a parent or designated adult picks up the student. Identification may be required. (Please be sure to update all phone number changes during the year.)

### **Car Line**

**The carline is a "No Cell Phone Zone". Safety first! 5 mph only!**

For the safety of our students, we ask that you use one of the three car lines in operation before and after school. One car line is on the back parking lot, one is at the Roos Road drive-through, and one is at the Waldo gate. Please explain our car line procedures to family members designated to pick-up at dismissal time. All drivers are expected to comply with school policies regarding driving on our premises.

Faculty members, parent volunteers, and Safety Patrol students are on duty to assist you, and we ask that you comply with their directions. Please stay in your car and proceed to the forward most position.

Students ARE NOT to be picked up in any area other than the designated carpool places.

**Students, even with parental escort, will not be allowed to Jaywalk across a street. Parents may walk with a student using the designated crosswalks. DO NOT GET OUT OF YOUR CAR** while in the carpool line to search for your child/children.

If a child is late, you will need to reenter the carpool line.

Parents may not park in the Roos Church Office parking lot or the Roos drive-through/Fire Lane. Traffic through the Roos drive-through must be single file. Only right turns may be made when leaving the Roos drive-through or back parking lot at arrival and dismissal times.

Ensuring the safety of our children and all other pedestrians is the primary responsibility of all parents and other persons driving in and around the school premises. Designated speed limits, loading and unloading zones and all other traffic regulations must be strictly observed.

Road courtesy must be practiced at all times.

To make the loading/unloading process flow smoothly, **please do not make left-hand turns into or out of the carpool lines. The Houston streets surrounding the school are school zones with posted 20 mph speed limits during school hours. The campus speed limit is 5 mph.** In addition to sanctions under existing City of Houston Traffic Ordinances, the school reserves the right to take appropriate action with respect to repeated violations.

Middle School students who violate dismissal policies will be given a demerit.

Families, in violation of car line procedures, will receive a warning notification letter from the Principal with follow-up action for repeated violations.

These rules are for the safety of everyone on our campus. We regret any inconvenience caused you and, at the same time, do insist on **100% compliance**. The safety of all your children must be our highest priority.

#### Car Tags

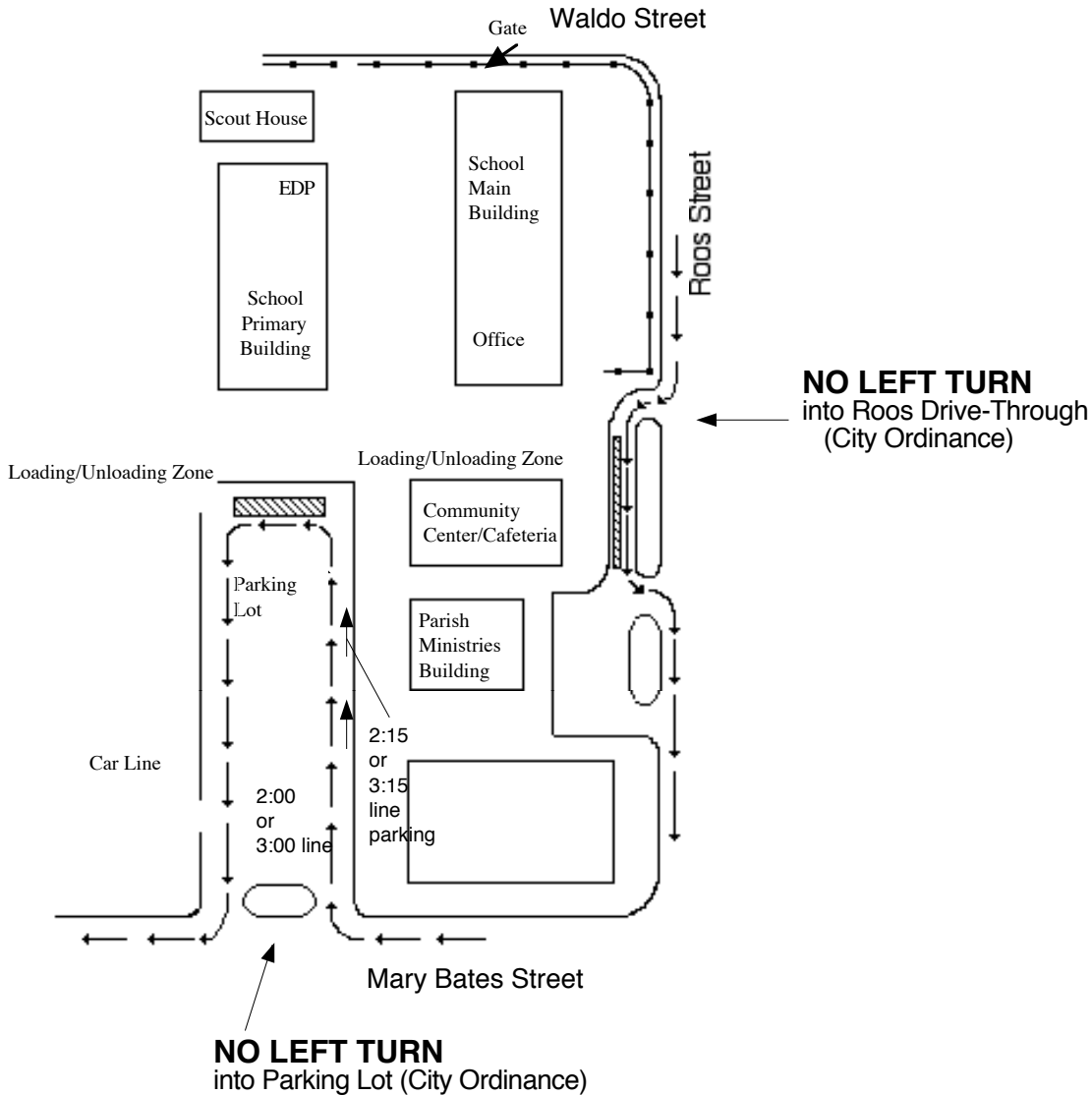
Cars shall display their carpool tag by hanging it in the front windshield. All students must have a carpool tag regardless of their after school plans. Please help your child know how to recognize your car.

#### Walkers

Walkers must have a signed parental permission form on file in the office. Faculty will cross walkers leaving the campus. Walkers will congregate inside the SW door (by room 6) and wait for the faculty supervisor to escort them through the Waldo gate and safety through the crosswalk.

CAR LINE MAP

→DO NOT WALK THROUGH THE CAR LINE AT ANYTIME!

Supervision of Students

St. Francis de Sales School provides adult supervision for all students except pre-kindergartners between the hours of 7:30 a.m. and 3:30 p.m. on regular school days and between the hours of 7:30 a.m. and 2:30 p.m. on early dismissal days. Students should not be on school grounds outside of these hours unless they are under the direct supervision of a parent, guardian, or authorized extracurricular activity sponsor.

Supervision is not provided for students arriving before 7:30 a.m. Students remaining after 3:30 p.m. on a regular school day or after 2:30 p.m. on an early dismissal day, who are not under the direct supervision as stated above, will be sent to the Before and After School Program for adult supervision. Parents will be charged the Before and After School Program rate. Students may attend sports events as spectators when accompanied by their parents or supervised by another adult at their parent's request. Arrangements must be made prior to the day of the activity.

Students may return to campus for extracurricular activities at the scheduled time when accompanied by an adult. Those participating in after-school activities will be assigned to a supervised study hall or area, if necessary, until the activity begins.

### **Late Pick-Up Policy**

Only those children who are supervised by a sponsor as a participant in an approved activity may be on the grounds after 3:30 p.m. Siblings or other carpool members who are waiting for a student participant must be supervised by an adult (not the activity sponsor) or they will be managed under the Before and After School Program.

### **Bicycle Safety**

No riding of bicycles on the sidewalks, in the back parking lot, or on school property is permitted. Students must wear helmets and are to walk bikes to and from the bicycle racks. Students may not ride through the car lines.

### **Telephone Calls**

Permission to use the office telephones will be restricted to emergencies or cancelled activities. Forgotten lunches or assignments are not considered emergencies. Parents are asked not to call the school for the delivery of messages to students except in case of emergencies. Students and parents are asked to make after-school plans before leaving home in the morning. Students should follow these plans even if changes occur. Parents will know where to find children based on the plans made in the morning. If a parent sees that a phone message is from the school PLEASE listen to the message before calling the school. Many times the student will call and leave a message of which the front desk is unaware.

### **Electronic Items**

**Students may not display pagers, radios, CD players, MP3 players, iPods, cameras, portable media devices or text messaging devices in school. Lost or “misplaced” electronic items are the TOTAL responsibility of the student/family.**

St. Francis de Sales School recognizes that cell phones can assist in the communication between students and parents. However, cell phones can also have a negative impact on the educational environment of a school. Cell phones in schools are associated with the following problems: an interference with the learning environment, cheating on exams, a noise nuisance, a dangerous communication tool for inaccurate information in the case of an emergency, and an inappropriate status symbol among students.

**There is no acceptable reason for a student to use or display a cell phone (for communication use) during school hours or while on campus. The sponsor of each activity will provide phone usage for after-school activities on campus. A student should not use a cell phone during after school activities.** The SFDS School administration will allow any student to contact home through the office in case of an emergency during the school day or after school. Student cell phones will be confiscated if being used on school property. A fine for release of confiscated cell phones will be imposed. Phones will only be released to that student’s parent.

### eReaders

We are excited to see your child advance his/her reading skills while incorporating the evolving world of technology. However, this opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents. The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. **Therefore, if your child chooses to read a novel using an e-Reader, they must follow the appropriate guidelines and return the signed agreement at the end of this handbook. These devices may not be allowed to connect to the Internet while on school property.**

### Emergency Procedures

In the event of an emergency dismissal or school closure, directions will be given via television or radio broadcasts. St. Francis de Sales School follows the H.I.S.D. announcement of closure. When there have been heavy rains, be advised that neighborhood streets around the school often flood. Do not endanger your vehicles or yourselves trying to get to school. The school sits on higher ground, and the children will be supervised until the water recedes and streets are safely passable.

Strake Jesuit College Preparatory, 8900 Bellaire Blvd., has agreed to serve as our emergency evacuation site. When, and if, such an emergency arises and the decision is made to vacate our campus, St. Francis de Sales students will walk to Strake Jesuit. Parents will be notified to meet their children at the Strake gymnasium.

**The school utilizes the RedWeb Alert to deliver important messages by text, phone, and email (simultaneously). Please make sure that all contact information is up to date in the front office. Please contact Stephen Klein with any changes to your contact information.**

### Lost and Found

Please label **ALL** student clothing and belongings at the beginning of the school year. All items are kept in the box marked Lost and Found located by the trophy case in the main building. At the end of each month, all unclaimed items will be removed.

### Personal Property

Students are encouraged to leave valuable possessions at home. St. Francis de Sales School cannot be responsible for any lost or stolen personal items. Money, valuable collections, electronic equipment, and expensive purses or jewelry should not be brought to school.

### Cafeteria

A complete hot lunch, milk, or yogurt may be purchased daily or students may bring a lunch from home. Microwaves are available, on a limited basis, for student use. Students may not bring carbonated drinks to school. Knives should NOT be included in a lunch box.

Every child receives an individualized, laminated lunch scan card which links them their lunch account. This card will be kept in the classroom. If the card is lost or damaged, there will be a \$1.00 replacement charge for each card.

Payment for school lunches is taken through the front office or can be paid online through the school website. Students will be given a low balance notice when their lunch account reaches \$10.00. Please replenish your child's lunch account or provide a lunch from home. If a child arrives at school without a lunch from home AND an insufficient account balance the cafeteria will offer the child snack. There are no I.O.U.s.

Please call Mr. Do (the business manager) for any school account information.

### Field Trips

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Field trips serve the instructional program by taking advantage of the educational resources of the surrounding environment that supplement classroom work.

Dress uniforms will be worn unless otherwise indicated on the permission slip.

Parents will be required to sign a permission slip to indicate their willingness for the child to participate in class trips. According to state law, children are not allowed to attend a field trip without written permission or fax from the parents or guardian. **NO EXCEPTION WILL BE MADE.** An additional field trip permission form is found on the school website.

### Chaperones

Parents are often asked to chaperone school events and trips. We expect that they will abide by school rules as to conduct, attire, and supervisory function. We ask that they not smoke or drink in the presence of our students. Parent drivers must be pre-approved through the school office. All parent chaperones and drivers **MUST** be Virtus trained.

### School Liability

Permission slips protect and save harmless the school and any and all of its employees from any and all liability for any and all harm arising to students as a result of a school sponsored field trip, and waive any claims against them.

### Asbestos

The school has an asbestos plan. All asbestos on campus has been removed, abated or contained.

## **HEALTH POLICY**

At St. Francis de Sales School we strive to maintain a high level of wellness in our student body through education and prevention. Please do not send unwell children to school just to take a major test. It is the parents' responsibility to monitor their child's/ children's health, to check with their family physician, and to keep them at home if they are ill. Texas Catholic Conference Education Department (2011) Guidelines for Excluding Students from School include:

### Exclusion Guidelines

\*\*Oral temperature of 100 or above  
 \*\*Vomiting, nausea or severe abdominal pain  
 Marked drowsiness or malaise  
 Sore throat, acute cold or persistent cough  
 Red, inflamed or discharging eyes  
 Wound, skin and soft tissue infections  
 Swollen glands around jaws, ears or neck  
 Any skin lesion in the weeping stage  
 Earache  
 Pediculosis  
 Other symptoms suggestive of acute illness

### Return to School Guidelines

Fever free for 24 hours (without medication)  
 Symptom free for 24 hours  
 Symptom free  
 Symptom free  
 Under treatment or healing  
 Until drainage contained & covered-clean, dry bandage  
 Written physician release  
 Covered and diagnosed as non-infectious  
 Under treatment or healing  
 Lice and nit free  
 Written physician release if child has missed more than 5 days of school.



**A child who experiences vomiting or diarrhea during the school day will be sent home for observation and comfort and must be free of symptoms for 24 hours prior to returning to school.**

**If called to pick up a sick child from school, please come within one hour.**

### **Medication in the School**

Goal: To assure the school attendance for children who must use medication in the treatment of chronic disabilities or illness.

The daily routine of the Clinic includes the management of medications. Catholic Schools of the Galveston-Houston Archdiocese adhere to Texas Education Code 21.914 on the administering of medications by school employees.

1. Parents are encouraged to schedule the administration of student medicine in such a manner that medication brought to school will be kept to a minimum. (For example, the physician may be able to prescribe the medication before/after school and at bedtime.)
2. Medications (prescription or over-the-counter) may be administered to students only upon written request by the physician. The form, "Request For In-School Administration of Medication," must be completed and signed by the physician and also signed by the parent. The form is available from the school clinic and online. It is a required information sheet, kept on file, which details the following information: student's name, name of medication, prescribed dosage of medication, time(s) of administration of medication, EXACT dates medication is to be given, liability release, signature of the parent/guardian and physician. Parents, guardians or designated adults must deliver and pick up controlled substances to be administered.
3. **All medication, prescription or non-prescription**, including aspirin and cough drops, must be in the original container and be properly labeled in English. A properly labeled prescription medication is one with a pharmacy label stating the student's name, the name of the medication, and date the prescription was filled. Non-prescription medication must be in the original container indicating directions for use and labeled with the student's name. All medications must be kept in and distributed through the clinic.
4. If there is a medication discrepancy that might be injurious to the student, the health coordinator representative/Principal designee has the responsibility to question the discrepancy or refuse to give the medication. The school health coordinator/Principal designee must document a consultation by the nurse consultant, student's physician or parent.
5. All medication will be locked in a drawer/cabinet in the clinic unless refrigeration is required.
6. It is the responsibility of the student to report to the designated area to take his/her medication.
7. At the end of the school year, all medication will be returned to the parent or destroyed.
8. In the absence of the health coordinator, the Principal designee must administer medication.

9. A Daily Log for Medication will be maintained on each student taking medication at school.
10. Children with diagnosed asthma should have an inhaler or nebulizer medication at school for treatment during emergencies or for prescribed management. An asthma action plan completed by the physician should be on file for each student with asthma.

Children with diagnosed life-threatening allergies (such as food or insect bites) should have an epi-pen and/or prescribed antihistamine at school for treatment during life-threatening episodes. An allergy action plan completed by the physician should be on file for each student with a life-threatening allergy.

### **Child Abuse and Neglect**

School personnel of the Archdiocese of Galveston-Houston have a moral obligation as well as a legal obligation to report child abuse and neglect. If a school staff member has “cause to believe” that abuse or neglect has occurred or will occur, they will report the incident to Child Protective Services (CPS). If a school staff member believes the child is in immediate danger of harm, 911 will be called. School staff is trained annually “to recognize and respond to signs of neglect and abuse in students.” Students will receive child abuse awareness information according to age.

### **Chronic Illness**

Parents will inform the Principal and nurse if their child has a serious and possible life threatening chronic illness or condition before entry into school. Parents will meet with the Principal or school health coordinator to develop an “Individualized Health Care Plan” that will include instructions for observation of the illness, care and treatment, medication orders and special instructions such as EMS or parent notification.

If medications or treatments are involved, the “Request for In-School Administration of Medication Form” must be filled out and signed by the physician or medical provider and returned to the school. A statement signed by the physician or health care provider with the same information may be provided instead. Any medication or equipment must be provided to the school by the parents.

### **Smoking**

Smoking is prohibited in all parish facilities that include schools.

### **Immunization**

Students in the Archdiocese of Galveston-Houston Catholic Schools must be in compliance with the immunization requirements of the Texas Department of Health, Immunization Division in order to enter and remain in school. This requirement fulfills state laws, archdiocesan policies and ethical standards of practice.

Registration requirements for first time students include a current immunization record on all required immunizations by the first day of school.

Parents/Guardians will be informed of needed immunization(s) for students already enrolled in school. Parents/Guardians have 30 days to obtain the required immunization(s) and present documentation if the family is from out of town. After 30 days if the student has not received the required immunization(s), the student will not be allowed to return to school until the school receives proof of immunization(s).

**Child Release to an Impaired Parent/Guardian**

No child will be released to a parent, guardian, or parent designee if the school personnel believes the person to be impaired (such as inebriated) and, therefore, unable to care for the child. Another person from the student's emergency contact list will be called.

## SECTION III

### TECHNOLOGY ACCEPTABLE USE POLICY (TUP) AGREEMENT AND PERMISSION FORM

#### For Parents and Students

Mrs. Diane Wooten is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement. Should a parent prefer that a student not have e-mail and Internet access, use of the computer is still possible for more traditional purposes such as word processing.

#### **Internet and E-mail**

Access to Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access to the Internet.

#### **What is expected?**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see. Under no circumstances are students to access any sites that are sites that are sexual in nature.

#### **What are the Rules of Appropriate Use?**

Electronic Communication – Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values the student can be subject to the full range of disciplinary consequences including the expulsion of the student. This policy applies to communications or depictions through e-mail, text messages, blogs, twitters, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication.

Electronic communication is considered unacceptable if it contains one or more of these characteristics:

\*Being of a sexual and/or violent nature;

\*Threatens, libels, slanders, maligns, disparages, bullies, harasses, or embarrasses member of the school community; or

\*Causes harm to others and/or to the school community.

## **Personal Safety and Personal Privacy**

Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

**Social Networking** - Accessing social networking websites, blogs, video sites (e.g. MySpace, Facebook, YouTube, Friendster, tagged, etc., except those used for educational purposes) are off-limits on school property. The use of circumventors to get around school network security is prohibited.

**Illegal copying** - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

**Inappropriate materials or language** – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized email, chat or instant message, blogs, and discussion forums, is also prohibited. Should students encounter such material by accident, they should report it to their teacher immediately. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Uses of cell phones to transmit unacceptable language and/or photos that are harmful to self, other students, and/or to other people are prohibited.

### **Succinct Advice**

These are guidelines to follow to prevent the loss of technology privileges at school.

1. Do not use technology to harm self, other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send or display offensive messages or images.
6. Do not share your password or in any way obtain another person's password.
7. Do not waste technology resources such as disk space or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

### **Social Media**

Social Media refers to the means of interactions among people in which they create, share and exchange information and ideas in virtual communities and networks.

The school or parish owns the school or school's name and administrators have the right to restrict its use. Student/parent handbook rules and faculty/staff handbook rules prohibit unauthorized use of images,

names and logos.

A Catholic school administrator can impose consequences for conduct occurring outside school. What students/ faculty/ staff do off-campus can detrimentally affect a school's reputation. The parent/ student handbook and faculty / staff handbook, which is a legal contract, states that the administration reserves the right to discipline students/ faculty/ staff for off-campus conduct. Consequences for violating acceptable use of technology including social media include termination of employees and suspension and expulsion of students.

Social media provides another venue for students/ faculty/ staff/ parents to make threats, bully others, and offers opportunities to post potentially defamatory statements about the school, school personnel and students. Deliberate defamation of others is not consistent with Christian values and all should be held accountable for intentional harm they cause others.

### **Bring Your Own Device**

BYOD stands for "Bring Your Own Device". The school administration may allow students to BYOD to school to carry out the academic mission under the direction of a teacher or administrator. BYOD devices will supplement (not replace) school devices.

#### Guidelines

- \*The school governs which devices are allowed and how and which students are allowed to use them.
- \*BYOD follows the TAUP (The Acceptable Use Policies) of the school.
- \*The teacher is the instructional leader and determines when and how personal devices are to be used.
- \*Personal devices should arrive to school functional and fully charged.
- \***Students bring personal devices to school at their own risk, just like any other personal items.**
- \*Personal devices should never be used in locker rooms, restrooms, or nurses' offices.
- \*Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without permission. Distribution of unauthorized media may result in disciplinary action.
- \*Students are not permitted to connect to the Internet 3G or 4G or other content service provider. Personal devices must access the Internet through the school content filtered wireless network to meet CIPA (Children's Internet Protection Act) requirements.

### **One-to-One Laptop Program**

St. Francis de Sales Catholic School is proud to have a one-to-one laptop program which provides each 6th, 7th, and 8th grader with a school-managed Chromebook.

A usage and management fee is assessed each student. Each student must sign for and care for the assigned laptop. The laptop must be carried at all times in an approved carrier. Cost for all repairs to the laptop will be the responsibility of the student.

It is the student's responsibility to bring the laptop to school fully charged.

Following instructions from the Technology Department and classroom teachers is the responsibility of the student.

The laptop must be returned at the end of the year in good condition and in the original box.

## SECTION IV

### ST. FRANCIS DE SALES UNIFORMS

#### Preschool Uniform

Preschoolers wear a yellow polo shirt and navy blue shorts/ long pants. Girls may wear a navy blue skirt. Rubber-soled shoes (sneakers) are required. Shoes should not contain lights or sound devices. Velcro closures are recommended.

#### Dress Uniforms, Spirit Days, and Free Dress Days

Dress uniforms must be worn to Church and on field trips unless otherwise noted. Dress uniforms are described as follows:

*Girls, grades K-3, must wear the plaid jumper and the white shirt with embroidered school logo.*

*Girls, grades 4-8, must wear the plaid skirt and the blue oxford cloth shirts with embroidered school logo, and plaid tie.*

*Boys, grades K-3, may wear long or short navy twill pants and the blue oxford cloth shirt with embroidered school logo.*

*Boys, grades 4-8, must wear long navy twill pants and blue oxford cloth shirt with embroidered school logo, and plaid tie.*

Spirit Shirt Day will be on most Mondays and other designated school days. Students are allowed to wear any SFDS spirit shirt and dark, **loose-fitting** blue jeans/ khaki below-the- knee pants or uniform shorts. Non-uniform pants must be in good condition and be free of writing, extra colors and adornment.

On designated Mondays other t-shirts will be announced and may be worn.

Free Dress Days happen on special occasions. Students are expected to appear in neat, modest and appropriate attire. Dresses or skirts should be no shorter than the top of the knee when standing. Shoulders should be covered. Shirts should be free of offensive symbols, language, etc. Shirts must be long enough to be tucked into the lower garment. Students should bring appropriate clothes/ shoes for P.E. classes.

Children who are scouts may wear their complete uniform on their meeting days.

Middle school athletes may wear the team jersey with jeans on game day.

#### Uniform Infractions

\_\_\_\_\_ Parents are expected to support the uniform policy of the school, by ensuring that each child is in proper uniform each morning. Should a child be in violation of the uniform code, the student will receive a Uniform Infraction Notice that will be sent home with the student for parents to sign or the parent/ guardian may be asked to come and bring the appropriate uniform to school for the student. See page. 35

## Boys' Uniform Grades K-8

### Pants:

Navy twill slacks or navy walking shorts with no contrasting stitching, brads or other adornment. (No other type of slacks/shorts are allowed.) Walking shorts must be loose-fitting and knee length.

### Shirt:

Blue permanent press oxford-cloth button-down collar shirt (with embroidered school logo), either short or long sleeves

Blue long/short-sleeve knit shirt with no pockets or adornments (with embroidered logo) is optional, but NOT to be worn with the dress uniform.

### Belt:

**Plain** black, dark brown, or navy belt must be worn with pants having belt loops.

### P.E. Uniform:

Grades 1-8 Blue shorts with logo, grey T-shirt with printed logo and athletic shoes.

Uniform P.E. shorts and shirts are sold through the Spirit Shop.

## **Girls' Uniforms**

### Grades K-3

Navy plaid jumper, navy walking shorts or navy slacks

White blouse with blue-piped, round collar (with embroidered school initials)

Blue long/short-sleeve knit shirt with no pockets or adornments (with embroidered logo) may be worn with navy shorts or jumper on non-dress uniform days.

### Grades 4-8

The uniform consists of a navy plaid skirt, navy walking shorts or navy slacks. All walking shorts must be loose-fitting and knee length. **Skirts must be no shorter than the top of the knee when standing.**

A blue oxford blouse with button-down collar and embroidered logo is worn.

Blue long/short-sleeve loose-fitting knit shirt with no pockets or adornments (with embroidered logo) is optional but is NOT to be worn with the dress uniform.

Girls may wear footed tights (solid white or solid black) on cold days. Leggings are not allowed.

### P.E. Uniform:

Grades K-3 Blue shorts with logo, uniform blouse/shirt, and athletic shoes

Grades 4-8 Blue shorts with logo, grey T-shirt with imprinted logo, and athletic shoes



## Boys and Girls

Socks: Plain, solid white socks **crew length or higher**. Boys in grades 4-8 may wear black crew socks when wearing long pants

### Shoes:

Casual		Laced or Velcro, solid black athletic shoes. ("Solid" includes laces, sole, and designs.)
P.E.		Laced or Velcro athletic shoe.
Dress	K-3 Boys	Laced, black leather shoe.
	K-3 Girls	Plain, black leather girls' Mary Janes (one single strap)
	4-8 Boys	Laced, black leather shoe -or- Black leather loafers
	4-8 Girls	Black leather <u>penny</u> loafers -or- plain-black girls' Mary Janes (one single strap)

Notes: Mary Jane shoes (with single strap) should not have any extra stitching or embellishment.  
No high top tennis shoes.

### Outerwear:

Navy blue sweater with embroidered school logo may be worn over the uniform shirt. The outerwear must fit properly (arm length to wrist) and be in good repair.

During cold weather, only the uniform sweater may be worn on campus or at Church. A coat or jacket may be worn over (but not in place of) the sweater when arriving or leaving school.

The blue, fleece jacket with embroidered logo may be worn on non-dress uniform days.

Valiant Hoodie

The following dress code, consistent with wearing a uniform, will be observed:

1. Costume jewelry will not be allowed.
2. Girls may wear one pair of small stud-type earrings (no hoops or dangles).
3. Any student may choose to wear a simple watch and/or one simple finger ring. Jewelry must be removed for physical education classes.
4. Girls may not wear artificial fingernails to school. Nail polish must be clear only.
5. Dyed, bleached, or multi-colored hair will not be allowed (including hair extensions & weaves).
6. Boys' hair will be kept neat (above the eyebrows) and trimmed (above the shirt collar).
7. Boys must be clean-shaven.
8. "Make-up" (allowed in the middle school only) is limited to minimal use of mascara and lip gloss.

9. Any style of hair, make-up, clothing, or appearance that may be distracting to members of the faculty or student body will not be allowed.
  10. Hair accessories should match a/the color/s in the uniform.
  11. ALL uniforms and clothing should be in good repair and maintain a proper length throughout the year.
  12. Clothing should be modest and loose fitting, especially jeans and t-shirts.
  - ▲
  - ▲
  - ▲ 13. [Free Dress Days - refer to page 23](#)
- ▲

## St. Francis de Sales Student Uniforms

### *Dress Uniform (Church, Field Trips, Special Occasions)*

#### Boys

Grades	Long pants   Walking Shorts	Blue Oxford	Blue Knit	Yellow Knit Shirt	Tie
K	✓	✓	✓		
1-3	✓	✓	✓		
4-8	✓	✓			✓

#### Girls

Grades	Plaid Skirt   Jumper   Walking Shorts	White Piped Collar	Blue Oxford	Yellow Knit	Tie
K-3	✓	✓			
4-8	✓			✓	✓

### *Regular Daily Uniform*

#### Boys

Grades	Long pants   Walking Shorts	Blue Oxford	Blue Knit	Yellow Knit	Tie
PK	✓	✓		✓	
K	✓	✓	✓		
1-8	✓	✓	✓		

#### Girls

Grades	Plaid Jumper   Skirt w/white rnd collar shirt	Long Pants   Walking Shorts	Blue Oxford	Blue Knit	Yellow Knit	Tie
PK		✓	✓		✓	
K	✓	✓	✓	✓		
1-3	✓	✓	✓	✓		
4-8	✓	✓	✓	✓		

## SECTION V - STUDENT CODE

### Student Evaluations

Student progress is communicated to parents through scheduled parent conferences, telephone calls, emails, signed tests, graded papers, progress reports, and the report card. Parents will be able to view their own children's grades on-line. Parents are encouraged to confer with teachers regularly regarding the growth and development of their children. Appointments for conferences are necessary and should be made directly with the teacher. This can be done by exchanging notes, emails, or by calling the school office and requesting a return call from the teacher.

Report cards are issued every nine weeks. Parent/Teacher conferences are available twice a year, once each semester. (Refer to the school calendar for the exact dates.)

Grades are given to students for every subject in their daily schedule. Grades are averaged every nine weeks. A student whose grades average below 70 is given an F. Grades 70 or above are passing grades.

Student achievement is determined by the quality of class work, class participation, homework, and assessments. Homework, in order to be given full credit, must be complete and submitted on its due date.

In order to keep parents fully informed regarding student progress, progress reports are issued between grading periods (at four and one-half weeks) to all students. Parents will be requested to sign their **full** name signature **clearly** (not initials). Signature cards will be kept on file in the main office.

Parents should view their children's grades at least weekly on-line. Parents should monitor student progress between the formal evaluations of Progress Reports or Report Cards. Parents/guardians of a student dropping more than one letter grade are to be informed by means of a progress report, email, or a parent conference. If a student's progress becomes unsatisfactory after progress reports are issued, the parent will be informed.

### Testing

The St. Francis de Sales School testing program includes both diagnostic and achievement tests. Archdiocesan standardized tests are administered in the spring and individual student results are made known to parents. Archdiocesan schools do not administer the STAAR test.

Middle School students (sixth and seventh grades) take major tests every nine weeks at the close of the quarter. Eighth graders take mid-semester examinations. Seventh and eighth graders take final exams in May.

## SPECIAL NEEDS LEARNERS AND REFERRALS

### **Introductory Statement**

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, St. Francis de Sales Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

### **Legal References to Special Services**

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for St. Francis de Sales Catholic Schools, the local district is Houston ISD). This "Child Find" process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently call "Section 504), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, St. Francis de Sales and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustment to accommodate eligible students.

### **Records for Special Needs Learners**

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to St. Francis de Sales Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and area accessible only to the principal, the Intervention Specialist, the Counselor, and any other appropriate staff member working with the student. Parents may view their child's record at any time. These records may not be forwarded to any other individual or agency.

### **Criteria for Acceptance of Students with Special Needs**

In making a determination regarding the admittance of a particular student, the school will review the child's ability to meet the school's academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- Student's demonstrated ability to meet grade level requirements;
- Record of student's ability to follow school rules and regulations; and
- Students' ability to meet the physical requirements of attendance.

### **St. Francis de Sales' Services for Special Needs Learners**

*New Students* – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principals and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the principal and counselor will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's

needs. If an admission is determined the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*.

### **Currently Enrolled Students**

If a teacher (or parent) is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family and the Principal, and then meet the counselor as soon as possible. We work as a team to do what is best for the child and will discuss:

- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating the student. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The principal or counselor will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*. Accommodations for a child will be noted on the report card and in the child's permanent folder.

### **Student Success Expectations for Special Needs Learners**

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

### **Accommodations for Special Needs Learners**

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changed in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the counselor after the administration has verification of the student's recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the counselor, tutor, principal, and classroom teacher after all available information has been reviewed.

### **Standardized Assessment for Students with Special Needs**

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the counselor. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

## **Honor Roll**

### Middle School Students

Honor Roll for Middle School Students is determined each nine weeks.

The Principal's Honor Roll - Students must have all A's and no less than an S conduct grade in each subject including homeroom.

The De Sales Honor Roll - Students must have all A's and B's and no less than an S conduct grade in each subject including homeroom.

### Intermediate Students

Dean's List for Intermediate Students is determined at the end of each quarter. Students must have A's and B's, and no less than an S in all subjects and no less than an S conduct grade in each subject for the final yearly average.

**Primary Students** - There is no Honor Roll at this level.

### Report Card Marking Code

#### Grading Scale

A+	99-100	Outstanding	D+	76-77	Below Average
A	95-98		D	72-75	
A-	93-94		D-	70-71	
B+	91-92	Above Average	F	69 or Below	Failure
B	88-90				
B-	86-87				
C+	84-85	Average	E	Excellent	
C	80-83		S	Satisfactory	
C-	78-79		N	Needs Improvement	
			U	Unsatisfactory	

## **Homework**

Often work that has been explained may need skill refinement. Similar work to that taken in class may be assigned for completion outside of the school day. Intermediate and Middle School students may be assigned research and project work. Studying for tests or exams is additional to regular homework. The following timetable is a general rule for homework assignments:

Grades 1-2	May average 1 hour
Grades 3-4	May average 1-1/2 hours
Grades 5-6	May average 1-1/2 hours
Grades 7-8	May average 2 hours

The Before and After School Program (BASP) program will have a set study time after school Mon-Thursday.



### **Make-Up Work**

If a student is absent, he/she must make up the missed work and tests. Students have one day to complete make-up work/ tests after their return to school for each day they were absent. For example, if a student is absent three days, he/she has three days after his/her return to complete all make-up work/ tests.

Middle School Students who are consistently absent on major test dates may be required to have a signed doctor's excuse before they may take a make-up test.

Please refer to the school/ teacher's website for assignments.

Ordinarily, a student may not receive credit for a class unless the student is in attendance for a least ninety per (90%) of the days the class is offered. Promotion or credit may be jeopardized if a student misses more than eighteen (18) days, excused or unexcused (10% of the school year).

### **Regulations for Grading, Promotion and Retention**

Grades are given to each student for every subject area in their daily schedule. Grades are averaged every nine weeks. A student whose grades average below 70 is given an F. Grades 70 or above are passing grades. The letter grade on the Archdiocesan report card is the grading system used.

If a student receives a final grade below 70, the student fails the subject. If two major subjects are failed, the student is recommended for retention with the approval of the parents. No student may be retained without parental approval in PK – 5<sup>th</sup> grades.

A student may be retained no more than twice from grades 1 - 8. A student may not be retained more than once in the same grade

### **Textbooks/Supplies**

Textbooks are provided on a rental basis and distributed to students at the beginning of the school year. Students are required to keep all textbooks covered. The condition of the book is noted when it is assigned to a student. Students will be fined for damages beyond the normal wear. Lost books must be replaced, and therefore the full replacement cost will be charged.

Students may not bring permanent markers (other than a Sharpie) or liquid whiteout to school. Luggage may not be used in place of backpacks.

7<sup>th</sup> and 8<sup>th</sup> grade students are asked to use regular backpacks to carry their books from the carline to homeroom and back. For safety reasons these older students should not bring rolling backpacks or luggage to use at school.

### **Records**

Parents wishing to view student records must make the request in writing twenty-four hours in advance.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order and/or a copy of the custody section of the divorce decree.

## **Visitation**

Parents are invited and welcome to visit the school. Parents and visitors on the school property for any reason (7:50 a.m. – 3:15 p.m.) should go through the front office to check in and receive a visitor or volunteer tag. Exception is made for parents using the Before and After School Program. If you want to visit a particular classroom, please call the school office prior to your visit to arrange a mutually convenient time. **Visits should not exceed 30 minutes in any classroom. Siblings and younger children are not permitted in the classrooms during visits. Visitors should refrain from conversation with the teacher or students. Visitors must return to the office to sign out.**

Parental visits are allowed during the school's lunch period, so long as the visits are not disruptive to the educational process and parents check in at the office. Frequency of lunch visits should be no more than once a week. **This is a special time for the parents/student. Additional students are not invited to join.** Please refrain from visiting at lunch multiple times during the week. Lunchtime is a time for students to learn grade appropriate socialization skills with his/her peers.

Parent volunteers should register in the office first, and pick up a visitor's badge. Parent volunteer committees are welcome to meet on campus during school hours or in the evenings by contacting the office for reserved meeting space.

Former students must check into the office and remain in the courtyard or office area.

## SECTION VI - STANDARD OF CONDUCT

At our school, we try to treat each other with respect and dignity as is befitting of Christian behavior. The ideal of discipline is to enable students to move from externally imposed discipline to self-discipline. While recognizing that students first learn appropriate behavior at home, nevertheless, it is the belief at St. Francis de Sales School that parents, teachers, and students are all responsible for creating and maintaining an environment that encourages growth and learning.

St. Francis de Sales School has high expectations of students. Students are expected to serve others by being:

1. Friendly
2. Helpful
3. Considerate
4. Respectful and Courteous
5. Responsible
6. Honest and Trustworthy

Each St. Francis de Sales student will:

- a) Be on time and prepared for class with books, pens, pencils, and completed assignments.
- b) Be quiet in the inside halls.
- c) Use inside voices in the cafeteria and Beck Athletic Center.
- d) Be reverent in church.
- e) Be in uniform.
- f) Observe all safety rules.
- g) Observe the no gum policy.
- h) Use proper manners in the cafeteria.
- i) Be respectful in words and actions.
- j) Do his/her own work.

Should a student fail to maintain the expected "standard of conduct", the school will make every attempt to insure that the break from the standard is temporary. Should a student require disciplinary action, this action will be administered in a positive manner with the consequences following the defined Discipline Code of St. Francis de Sales School. Conduct referrals and disciplinary notices are given in the Middle School and in the second semester to 5<sup>th</sup> grade.

Behavior Management Systems/Chart

- 1 ● Pre-K3 and Pre-K4: Frog Street System
- 2 ● Kinder-5th Grade: 5 Color/Emoticon System
- 3 ● 6th-8th Grade: Demerit System
- 4 ● 6th-8th Grade: Teachers will electronically submit demerits at the end of each day. Parents will receive email notification that the student has accumulated five demerits and will have a detention scheduled. Parents and students can monitor demerits under "Behavior" in their RenWeb accounts.

## Uniform Infractions Consequences

- Pre-K through 5th Grade: Fill out Uniform Infraction Form and send home with student for parents to sign
- Pre-K through 5th Grade: After 3 Uniform Infractions Teacher Selects Consequences
- ▲ Kinder-5th Grade: Teachers will decide student consequences depending on the student and infraction
  - 1 ○ Silent Lunch
  - 2 ○ Walk Laps During Recess
  - 3 ○ Reflective Paper
- Middle School: 1st time and every time uniform is out of dress code is a demerit General Consequences. Repeated uniform infractions may warrant a conference with the Academic Dean and/or the Principal.
- 6th-8th Grade: Students with three demerits will have detention on following Thursday from 3:15-4 P.M.

## School Communication

Various school documents, including administrative letters, emails, schedules, newsletters, etc., communicate school business with families. A monthly calendar is posted on the school web site, [www.sfdsschool.org](http://www.sfdsschool.org). The monthly “De Sales Details,” with school news is emailed to parents.

“Home Pages” are emailed to parents on Wednesdays with important information. Please share this information with your children. **This is the primary source of school information.**

## Teacher/Staff Communication

Please call the school office to arrange appointments with teachers or with the Principal. All staff is expected to return phone calls in a timely manner (usually within 24 hours).

In keeping with the Church’s principle of subsidiarity, problems should be solved at the lowest level whenever possible. Persons having a problem with another individual should go directly to that person before going to that person’s superior. If parents have a complaint about a teacher, they must discuss the difficulty first with the teacher. Parents may request the Principal to be present at the conference.

## Discipline Code

Our ultimate goal in discipline is to help our students become self-disciplined. Students are expected to show courtesy and respect to themselves, to each other, to adults, and to property. At no time will defiance, violence, or insubordination be tolerated.

St. Francis de Sales School shall maintain a community environment free from all forms of harassment and shall insist that all persons are treated with dignity and respect. Harassment is unacceptable conduct that is severe, perverse, and deliberate. This school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

The school also has expectations of parents. Discipline begins at home. Parents are the primary educators of their children. Both the school and the parents should reinforce and support good conduct as becoming of a Christian student.

Students who misbehave and/or infringe on the academic process will be disciplined. Parents will be notified (by a Conduct Referral/ demerit) whenever a child has seriously misbehaved within the classroom or during extracurricular activities. Prior to a telephone call or email, parents can be assured that there has been a conference with the student regarding the misconduct and subsequent consequences. The phone call/email serves to inform you of the situation and requests your assistance in managing your child.

Middle School students earning 5 demerits will be assigned a Detention Session. Missing these sessions may result in an in-school suspension.

Specific breaches of discipline in the classroom are under the authority of the supervising teacher. However, for safety purposes all teachers have jurisdiction over all students, regardless of age or grade.

Students in all grades should not bring toys of any kind (spinners, Pokemon Cards, etc.) unless it is assigned by the teacher. These items will be stored in the teacher's desk and given to a parent.

**The Principal reserves the right to put the student on probation or home study or to suspend or expel as deemed appropriate to the circumstances. The Principal is the final recourse in all disciplinary matters and can waive any disciplinary action for just cause.**

## Discipline Council

The Discipline Council consists of the Homeroom Teacher, Counselor, and a faculty representative from each level. The Council will be convened whenever a student has received excessive demerits or In-Building Suspensions. The student and parent(s) will be required to attend. The Discipline Council may make recommendations and/or requirements for a student's continued attendance at St. Francis de Sales Catholic School.

## Disciplinary Probation

A student's continuous misbehavior may result in the student being placed on disciplinary probation by the Principal. The Principal determines the length of time of the probation and will conference with student and parents regarding the reasons for the probation. During the probation and at the end of probation, the

parents will be informed of the child's progress. After consultation with the student's teachers, the Principal will determine if sufficient improvement has occurred. If insufficient progress is noted, other disciplinary actions may be considered by the Principal.

In the Middle School, if a student's behavior is in serious violation of the Discipline Code, a conference is held with the student and parents. If a student poses a continuing threat in disrupting the educational process, the student will be removed from class, and parents will be notified.

### **Suspension**

Suspension is a serious consequence that shall be used when a student is in serious violation of the Discipline Code or commits a major offense. Should it be necessary to invoke suspension, both oral and written notice will be given to the student and parents. The suspension may be either "in-school" or "out-of-school" suspension. This is at the discretion of the Principal. In-school suspension means that the student will not be allowed to attend classes with fellow students and is required to complete all regular class work for homework. A substitute teacher will be hired at the parents' expense, and the student will complete a behavior modification curriculum. A student will be allowed one day to complete make-up work / tests for each day he/she is assigned to ISS. An in-school suspension may last up to three days. Out-of-school suspension requires that the student remain away from school under the parents' supervision. The report card will reflect an N in Citizenship if a student serves a suspension.

### **Major Offenses**

1. Destruction of property, vandalism of any kind
2. Smoking or use of tobacco, alcohol or other harmful substances, or possession thereof
3. Theft/**cheating**/forgery/plagiarism
4. Fighting or harassment (including sexual harassment)
5. Intimidation/bullying
6. Leaving school grounds without authorization
7. Repeated acts of incorrigible behavior
8. Possession of a weapon and/or other potentially dangerous items
9. Claiming of gang affiliation, use or expression of gang signs or symbols
10. Other acts of behavior unbecoming a St. Francis de Sales student

### **Student Lockers**

All student lockers are the property of the school. Students will abide by the school's rules regarding usage and care. Students are advised that lockers can be searched for reasonable suspicion and without prior notice.

### **Expulsion or Dismissal**

Expulsion is an extremely serious matter and generally every other possible solution will have been explored with the student and his/her parents prior to taking this action.

A student's continued enrollment at the school will be subject to his meeting the scholastic and behavioral standards set by the Principal and approved by the School Board. If any student fails to meet these standards

and if the Principal believes that continued enrollment of the student is not in the best interest of the student or the school, the Principal shall so advise the Pastor.

If the Pastor and the Principal decide that the student should be expelled, the Principal shall arrange a conference with the parents or guardians of the student and explain to them the reasons for the expulsion. A written notification of the expulsion stating the circumstances and dates of the matter shall be sent to the Archdiocesan Superintendent of Schools. Parents may appeal the expulsion to the School Board. Immediate expulsion can take place when a student:

- . . . sells, distributes, or is under the influence of harmful substances
- . . . has a weapon on his/her person or in his/her possession
- . . . engages in assault that results in serious physical injury to a student or any school personnel
- . . . is involved in gang activities. A gang is defined as a group of two or more individuals whose purposes may include the planning, incitement, or commission of illegal acts.
- . . . has been charged with a felony
- . . . commits persistent acts of incorrigible behavior
- . . . makes a terroristic threat

#### **Parent/Guardian (Action of)**

The disruptive, threatening or illegal behavior of a parent/guardian may result in the expulsion of that student.

## **Conflict Resolution**

Conflict resolution should begin with the persons actually involved in the situation. Before allowing differences to become formalized into grievances, every effort should be made to resolve local-level disputes by way of a free and open discussion between the complainant and member of the staff, and then the immediate authority. If the matter is not then settled to the complainant's satisfaction, the complainant shall present the complaint in accordance with the following procedure:

### **Level One – School Principal**

If a satisfactory resolution is not reached at the resolution/conciliation level, the complainant shall state his or her complaint in writing (on a form to be provided by the Principal), setting forth the nature of the complaint, all relevant details, and the remedy sought. The following procedure shall then be utilized:

1. The written complaint shall be submitted to the principal within five (5) working days following the informal resolution/conciliation;
2. The principal will meet with the complainant within five (5) working days following receipt of the written complaint to hear the complaint and any other information that the principal deems relevant;
3. Following the meeting, the principal shall issue a written decision within five (5) working days. The principal's decision shall identify the person to whom an appeal must be delivered;
4. If the complainant is dissatisfied with the decision or, if no decision is received within five (5) working days after the meeting with the principal, the complainant may appeal to the next level.

### **Level Two – Standing Complaint Committee**

The Catholic Schools Office for the Archdiocese of Galveston-Houston will establish a Student-Parent Complaint Committee for the purpose of hearing complaint appeals from Level One of the Student Parent complaint process. This committee will consist of an associate superintendent from the Catholic School office and two Archdiocesan principals. The complete "Archdiocese of Galveston-Houston Student/Parent Complaint Process" is available in the school office.

### **Statement of Non-Discrimination**

No person shall be discriminated against, and no reprisals of any kind shall be taken against any person solely because of participation in the conflict resolution process.



## SECTION VII - EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular activities.

**A student must be in school all day in order to participate in a sport or other activity on that day. While waiting for a sporting activity after school, a student may not leave school grounds without written permission.**

Altar Servers: Students in grades five through eight have the privilege of participating in this spiritual service to our community. Training is provided through the parish.

Campus Ministry Team: The Team is established for middle school students to promote awareness of social issues and to develop a commitment to living in a faith community. An on-going component of the program is for each student to give personal service hours to family, school, or community.

Cheerleading: Cheerleaders come from grades 4-8. Cheerleaders should attend cheering camp for four days during the summer. Families are expected to finance the cost of the camp and their complete cheerleading uniforms. To be eligible to be a cheerleader, students must have an average of 78 or better in each subject and maintain an S average or better in conduct at progress report and report card times.

Chess Club: Students in grades 4-8 are encouraged to learn chess and compete in this club.

Choir: Practice will be held after school and/or before school. Students may join for musical enjoyment and liturgical participation.

Clubs: Wednesdays of February students in grades 1-8 are invited to attend clubs focusing on various interests.

Safety Patrol: Sixth, seventh and eighth grade students are required to work safety patrol as a service to other students and their families. When on morning patrol students need to be on duty no later than 7:30 a.m.

M.A.T.E (Marine Advanced Technology Education)- Selected seventh and eighth graders will be invited to join one of three teams that will build and operate a robot for competition. High level of commitment required.

National Junior Honor Society: Seventh and eighth graders are nominated by Middle School faculty committee for membership in the De Sales Chapter of the National Junior Honor Society. Students must have a minimum cumulative grade point average (GPA) of 90% in core subjects (88% in Honors Class), which include: Religion, Math, English, Literature, Social Studies, and Science for the first three nine-week grading periods. In addition to scholarship, students must also exhibit qualities of character, service, leadership, and citizenship. Satisfactory conduct must be maintained. Students with only one N in conduct may petition the NJHS committee for consideration. Membership dues.

Savoy Singers: Sixth, seventh and eighth grade students may try out for this select performance choir. Practices will be arranged by the sponsor.

Sports: St. Francis de Sales offers a well-rounded sports program for both boys and girls. Our inter-school sports program for Middle School students offers team play for girls in soccer, basketball, volleyball, softball,

and track, and for boys in soccer, basketball, baseball, and track. There are individual uniform and equipment fees to help defray the costs of the sports program.

**Fees must be paid in full prior to participation.**

Athletic Awards are presented at the end of the year at a ceremony. (See Athletic Policy Manual.)

Awards for each team:

Athletic Most Valuable Player (athletic contribution)

Valiant Award (spirit contribution)

End of the Year Awards for each grade:

Athlete of the Year – A boy or girl who has excelled in more than one school-sponsored sport and has demonstrated high level of sportsmanship

8th grade Scholar Athlete Award:

A boy or girl who has excelled in athletics (more than 1) while at the same time excelled in academics (Honor Roll), and who has demonstrated a superior level of good sportsmanship at all times.

Sports 4 All: PK-6th graders are encouraged to create teams for soccer and basketball. These teams are coached by parent volunteers. The program is played on Saturdays with the West Houston Christian Sports Association. Practices are held once a week.

Spring Musical: Students are encouraged to tryout and perform in this event. Music classes teach the chorus.

Team Trivia: Middle school students are encouraged to join in after school trivia contests in preparation for selection for various competitions.

Violin: A violin class using the Suzuki approach will be open to advanced, intermediate, and beginner students after school. Fee.

**Eligibility**

In order to participate in extracurricular activities, a student shall maintain at least a C - average in each subject and satisfactory conduct in each subject, including homeroom. Students who have a D average or an N in conduct may participate if a parent "signs off" on the eligibility form.

Eligibility will be checked every 4-1/2 weeks beginning with the first progress reporting date. SFDS requires that students be in good standing before participating in any extracurricular activities. Students doing below average work or making an N in conduct will be required to have written parental permission requesting that the student be allowed to remain in the activity until the next progress report/report card.

Any student receiving an F or U on the **progress report** is ineligible to participate in extra curricular activities for a period of 2 weeks. If the student is passing at that point, eligibility will be reinstated upon obtaining written parental permission. Any student receiving an F or U on the **report card** is ineligible to participate in extracurricular activities for a period of 4-1/2 weeks. Parental permission does not apply in this situation.

## Games and Events

Parents are responsible for the supervision of students who attend games or events. All students attending games or events must be supervised by a parent-appointed adult (if the parent is not attending). The behavior of any student attending a game or event must comply with the rules and regulations of the school. Students who misbehave at games or events are subject to disciplinary action. Parents should make every effort to pick up students on time as to not inconvenience other adults.

Student athletes represent and bring honor to our school. Unsportsmanlike or disrespectful conduct to coaches or other players will not be tolerated and may result in disciplinary action including removal from the team.

## Field Trips

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Field trips serve the instructional program by taking advantage of the educational resources of the community that supplement classroom work.

Dress uniforms will be worn unless otherwise indicated on the permission slip.

Parents will be required to sign a field trip permission slip ([found on website](#)) to indicate their willingness for the child to participate in class trips. According to state law, children are not allowed to attend a field trip without a completed field trip permission form from the parents or guardian. **NO EXCEPTION WILL BE MADE.** All chaperones and parent drivers must be Virtus trained.

## School Parties

Two simple parties to be held during the school day are provided for grades PK-8. No other parties or the distribution of party invitations is permitted unless invitations are given to the whole class. The Principal and the faculty do not encourage or support boy/girl parties below the eighth grade and expect families to support this request. The school does not sponsor co-ed parties. Each class has at least two room parents who work with the teacher in planning the two scheduled parties for the year.

## Birthdays

Simple treats, such as a cookie or brownie (no colored icing), may be brought to the child's morning homeroom for the entire class in grades K-3 to celebrate a student's birthday. **Do not send whole cakes to school, and do not bring birthday treats to the cafeteria at lunchtime. This birthday snack is a recess treat.**

**Please do not send or bring treats/food/balloons to school to celebrate birthdays for grades 4-8.**

**Invitations to private parties may NOT be distributed at school unless all classmates are included.**

### **Graduation Activities and Awards**

Eighth grade graduation activities include a Mothers' Tea, Dads' Celebration, retreat, Last Bell, awards ceremony, May Day Celebration, graduation Mass, Presentation of Certificates of Completion, family reception, and dance.

School-owned graduation gowns will be worn to the graduation Mass. Boys will wear slacks and a shirt and tie and dress shoes. Girls are to wear dresses suitable for Church. Graduation dance attire will be discussed and documented prior to the dance date.

The following awards are given to 8th graders annually:

1. Perfect attendance awards.
2. Organization/Club awards.
3. Presidential Education awards are given to those students who have an overall B+ average and score at least at the 85 percentile on a standardized test battery.
4. Individual subject awards are given to the students who consistently exhibit an outstanding performance based upon effort, participation, interest and contribution to the class.
5. Citizenship/Leadership awards are given to the student or students who have been selected by the Middle School faculty for outstanding service to St. Francis de Sales School and the community.
6. St. Francis de Sales Gentleman Saint Award is given to an 8th grade boy who has consistently demonstrated good manners, respect and courtesy during the year.
7. Academic awards are given to those students who rank in the top 10% of their class.
8. A Principal's Award is given to a student who consistently demonstrates to a high degree those qualities listed in the Standard of Conduct.

## SECTION VIII - PARENT SERVICE ORGANIZATIONS

### **Parent Teacher Organization (PTO)**

Volunteers are valued members of our school community. Catholic schools expect and need a high level of volunteerism in building community and setting an example for children. Each school family is REQUIRED to commit 10 opportunities of service in support of school programs and projects—see SERVE OUR SCHOOL CREW (SOS CREW)

All SFdS school parents are asked to be Virtus trained. Volunteers who assist with school activities on a regular basis must attend the *VIRTUS Protecting God's Children Workshop (Safe Environment Program)* and successfully complete a background clearance prior to engaging in volunteer services.

The purpose of the PTO is to promote and maintain sound educational opportunities for the children and to promote and maintain good public relations in the school and in the community. The PTO operates in accordance with by-laws approved by the School Board. The PTO also assists the Pastor, Principal, and faculty in developing educational programs by promoting volunteer programs and other services including closer parent-teacher cooperation and financial assistance when needed for the benefit of the students of St. Francis de Sales School. The PTO shall coordinate all volunteer activities and work with the Principal. Volunteers are required to sign in at the school office, receive a visitor's badge to wear, and log in service hours. Volunteers represent both the church and the school and, therefore, through action and word are bound by ethics of confidentiality and loyalty.

Parents are often asked to chaperone school events and trips. We expect that they will abide by school rules as to conduct, attire, and supervisory function. We ask that they not smoke or drink in the presence of our students. Parent drivers must be pre-approved through the school office. Forms must be filled out; the school will pay for the driver's record request.

### **Booster Club**

The Booster Club was established for the benefit of the school and operates in accordance with by-laws approved by the School Board. The Booster Club assists the school by promoting parent involvement with and concern for athletic competition that teaches students the dual nature of physical activity and moral growth. The Booster Club shall coordinate and work with the Principal.

### **The School Board**

Please refer to the beginning of this document.

## SOS Crew

The Serve Our School Commitment is the agreement that all parents have with the school to support the school with service. Each family is REQUIRED to serve 10 opportunities of service per school year. These opportunities are available in many forms including, but not limited to:

- \*attendance at PTO, Booster Club or School Board Meetings
- \*carline duty
- \*field day helper
- \*class party helper

Each opportunity “counts” for one service opportunity.

Leadership positions in school service organizations complete the family’s service commitment for the year.

Families may “opt out” of actual service by donating \$10 for one or more service opportunity not completed by May 10, 2019. Charges for S.O.S. points not completed will be included in the May tuition invoice.

Please remember that parents providing service support on campus must be VIRTUS trained.

## SECTION IX - ATHLETIC POLICY

### **Introduction**

St. Francis de Sales School offers a variety of sports for both boys and girls in Middle School including volleyball, basketball, soccer, softball, baseball and track. The Athletic Program also includes Cheerleading for all sports. Additional sports are periodically considered if there is sufficient interest on the part of the students and parents. The athletic program falls under the jurisdiction of the school and is administered by the Principal, the Athletic Coordinator, full- and part-time coaches, and parent volunteers. The St. Francis de Sales Booster Club serves as an advisory board to the Principal and assists with the administration of the program. St. Francis de Sales is a member of the Greater Houston Catholic Athletic Association (GHCAA) and is bound by all rules of the league.

### **Philosophy and Objectives**

St. Francis de Sales School encourages participation in its athletic program so that students will have the opportunity to experience being part of a team and to develop their physical skills and athletic talents. Even though winning and excelling are desirable parts of any athletic program, the primary objectives of our program are the development of sportsmanship and leadership qualities. In order to provide this opportunity to as many students as possible, every effort is made to maximize the number of sports and teams, the roster sizes, and each child's playing time, within the practical limits afforded by the sport. However, because of the competitive nature of athletics and because there are practical limits to team sizes, all students may not have the opportunity to participate in the sports programs to the extent that they may wish. By necessity, the process is selective. The primary goals of the younger teams are to instruct and develop skills. They will be as inclusive as possible, and all participants will be given playing time. Teams at the eighth grade or varsity level will also emphasize these goals but will include a stronger emphasis on competition and excelling and will be more selective in participation and playing time.

### **General Rules of Conduct**

1. Players, parents, and coaches shall remember that they are ambassadors of St. Francis de Sales School and shall conduct themselves accordingly at all times especially at games. Good sportsmanship, mature conduct, and respect for opposing players, coaches, officials, and parents shall be maintained at all times, in victory or defeat.
2. Discipline problems encountered during athletic activities will be dealt with in the same manner and in accordance with the same rules used for dealing with discipline problems in the school.
2. Players, coaches, and parents shall treat each other with mutual respect at all times.
3. Players and parents should wait until the following day to make an appointment to discuss any specific game.
4. No student shall be allowed to participate in any athletics program unless a signed *Parent/Guardian Consent Form*, a *Medical History Form*, and a *Physical Examination Form* are on file in the office of the Athletic Coordinator.
5. Athletes, parents, students and fans adhere to the precepts of the Positive Coaching Alliance.
6. Fees must be paid in full prior to participation in any sport.

**Players' Responsibilities**

1. Before joining a team, the player agrees to attend all practices and games unless there is a legitimate reason for absence. If a player must miss a practice or game, the coach must be so informed in advance.
2. Players are to be at practices and games on time, properly equipped and attired, and ready to play.
3. Players are expected to abide by all rules set forth herein and any other rules established by the coach. Players failing to abide by these rules are subject to dismissal from the team.
4. Players, as part of the team, will be supportive of their teammates at all times.



## St. Francis de Sales School Parent - Student Handbook 2018-2019



### Acceptance Form and Information

Each family must complete, sign and return this form to the oldest or only child's homeroom teacher no later than August 30, 2017. Please print all information so that the information will be recorded correctly in the school's database. Please send any information updates to the office as soon as they occur. Our goal is to provide your child(ren) with the safest possible environment and educational experience.

**Dismissal** Information (check all that are appropriate).

My child(ren)...

- will NOT be carpooling with any other family member.
- will be ALLOWED to carpool with other families.
- may WALK home.

**After School Care**- All students are registered for our after school care program. Children who remain in the carlines after 3:30 will be placed in the After School Program. The rates for after school supervision is posted on the school's website. .

**Communication** Information (initial each)

We understand that...

- the monthly De Sales Details and weekly "Home Pages" are the primary school-home communications.
- the St. Francis de Sales School website contains vital information : calendars, teacher contacts, homework, grades, etc.
- a daily/nightly viewing of the school website will assist families with student success.
- students do not need a cell phone for communication purposes on campus for any reason.

**USER AGREEMENT and PARENT PERMISSION FORM**

**Initial completion** \_\_\_\_\_

As a parent/guardian and student/s of St. Francis de Sales School, we have read the handbook information on the appropriate use of technology at school and the appropriate use of electronic communication, and we understand this agreement will be kept on file.

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion. This policy applies to communications or depictions through e-mail, text messages, blogs, twitters, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication.

**PARENT/Guardian's PERMISSION** (Please check your choice/s below)

- My child may use the Internet and e-mail while at school according to the rules outlined.
- I further agree and understand that privilege may be revoked at any time by the school.
- I would prefer that my child not use the Internet and e-mail while at school.
  
- My child's work may be published on the school website/Internet.
- My child's work may not be published on the school website/Internet.

Photographs of my child may be used or published on the school website/Internet (photo and name not be published together.)

Photographs of my child may not be used or published on the school website/Internet.

I understand that if my child's photographs and work are published on the Internet/website, my child's photograph and name will not be published together.

**Handbook Receipt, Acknowledgement and Acceptance**

We are aware that the 2018-2019 St. Francis de Sales parent-Student Handbook is available online via the school website.

We acknowledge that the rules/statements in the handbook help create a safe and secure environment.

We have read, discussed and accept the contents of the handbook for the 2018-2019 school year.

Parent/Guardian Name (print) \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ (gr. 3-8) Grade \_\_\_\_

Student Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ (gr. 3-8) Grade \_\_\_\_▲