



**ST. FRANCIS OF ASSISI SCHOOL**  
**Handbook for Parents and Students**

**Address:** 2270 East Stadium Boulevard  
Ann Arbor, MI 48104

**Contacts:** 821-2200 School Office  
821-2202 School Fax  
821-2206 Gymnasium Office  
821-2290 ESP Office  
821-2113 School Bookkeeper  
821-2100 Parish Office  
821-2130 Religious Education

**E-Mail:** school@stfrancisaa.org

**Web Addresses:** <http://www.stfrancisa2.com/school/>

**Daily Schedule:**

**Preschool:** 8:00 a.m. – 3:15 p.m.

**Grades K through 8:**

Opening 8:00 a.m. Report to school - Prepare for Day

8:10 a.m. Tardy Bell

Lunch/Recess 11:15 a.m. – 12:00 p.m.

Dismissal 3:15 p.m.



DIOCESE OF LANSING  
M I C H I G A N

## **Diocesan Family-School Agreement**

*The purpose of Catholic education is the formation of boys and girls who will be good citizens of this world—loving God and neighbor and enriching society with the leaven of the Gospel—and who will also be citizens of the world to come, thus fulfilling their destiny to become saints. This is all done in an environment of academic excellence, where students learn how to become intentional, missionary disciples of Jesus Christ, grow in virtue and holiness, share the Good News of Christ's love with others, and join in the Catholic Christian community of the school. This Family-School Agreement is intended to further these purposes. Catholic schools in the Diocese of Lansing are open to all students; however, we are not a private or alternative school system.*

**When enrolling their child(ren) in a Catholic school in the Diocese of Lansing, be it parochial, diocesan, or independent, parent(s) or legal guardian(s) (hereafter, “parents”) are asked to sign the Family-School Agreement. In signing the Family-School Agreement, it is understood that:**

- a. All children are welcome in the Catholic schools in the Diocese of Lansing. As part of enrollment, parents must sign the Family-School Agreement.**
- b. Our schools exist to pass on the Catholic faith in its fullness to students and to form disciples of Jesus Christ. Parents and schools are partners in this mission; parents are expected to cooperate fully in it and shall supervise their children in accordance with this agreement.**
- c. As partners in this mission, students and their parents are all part of the school community. As such, students and their parents agree to live their lives in a way that supports, rather than opposes, the mission of the school.**

**The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness. Parents whose religious practices and beliefs run counter to Church teaching might experience conflicts as we maintain mission integrity. Sincere questioning of the practices and doctrines of the Catholic faith—whether by students or their parents—in order to more deeply understand them are welcome; but openly hostile or persistent defiance of Catholic truths or morality are a violation of the Family-School Agreement and may result in denial of admission or dismissal from the school.**

## **Family-School Agreement**

### **Diocese of Lansing**

**As parents/guardians, we ask St. Francis of Assisi Catholic School to help us in educating and forming our child(ren). We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness. Our intention is to respect and cooperate with school policies and with those providing a Catholic-based education to our child(ren)—the priests, principal, teachers, parishioners, and all school personnel. We pledge our full cooperation with the school to prepare our child(ren) to be disciple(s) of Jesus Christ. We will make every effort to supervise our child(ren) in accordance with this agreement.**

**St. Francis of Assisi accepts your request and commitment for a Catholic education and formation for your child(ren). We acknowledge our obligation to assist you in your responsibility of educating your child(ren). We will make our best effort to form your child(ren) as disciple(s) of Jesus Christ, according to the teachings of the Catholic Church.**

Principal's Signature: \_\_\_\_\_ *Julie Fantone Pritzel* \_\_\_\_\_

## ST. FRANCIS OF ASSISI SCHOOL

### PHILOSOPHY AND MISSION STATEMENT

We are called  
to **learn**, **care** and **lead** as we work to discover  
the plan that God intends for us.

Each person is  
valued, respected, protected  
and nurtured  
as a unique creation of God.

#### St. Francis of Assisi Parish Vision

St. Francis of Assisi Parish is a Catholic community committed to the mandate of Jesus in John's Gospel: "Love one another as I have loved you." We strive to be a Christ-centered expression of the family of God, nourished by the Holy Spirit.

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**Staff e-mail addresses are on the school webpage at**

<https://www.stfrancisaa2.com/school/about-us/meet-our-staff/>.

- [ptg@stfrancisaa.org](mailto:ptg@stfrancisaa.org)- to email our PTG chairs
- [attendance@stfrancisaa.org](mailto:attendance@stfrancisaa.org) - any absences, tardies, illnesses, trips
- [lunch@stfrancisaa.org](mailto:lunch@stfrancisaa.org)- lunch parent supervisors - if you need a sub or coverage- will go to ALL lunch parents who do recess and lunch duty
- [school@stfrancisaa.org](mailto:school@stfrancisaa.org)- all other school needs

## **ST. FRANCIS BOOSTER CLUB**

The St. Francis Booster Club supports the athletic programs at St. Francis School. The Booster Club works directly with the athletic director and administration to strengthen the school community through participation in athletics. For most of the sports programs in grades 5-8, St. Francis participates in The Catholic Youth Organization. CYO enriches families and strengthens communities across southeast Michigan through youth programs that embrace the love and example of Jesus Christ.

The Booster Club supports the facility improvements necessary to grow the athletic program of the school as well as the equipment, uniforms, and coaching.

## **ST. FRANCIS SCHOOL DEVELOPMENT**

Christian stewardship and giving have always been an essential part of the Christian life as evidenced in the Acts of the Apostles. Stewardship has its roots in the Old Testament and the Jewish tradition that all we have is a sheer gift from God to be used for a Godly purpose and the betterment of all. As an active and vibrant community of faith with many ministries and apostolic activities, we rely on the generosity and goodness of our community to help fund ministry endeavors, including our parish school. This is an expression of who we are as a community of faith and a tangible witness that our time, talent, and treasure is a gift from God, and that we are committed to living the Gospel message in all its many parts.

To that end, our development program works to secure resources - both financial and in-kind services - to help keep our parish school a viable and competitive institution as well as an affordable option for a broad family of students. Funds raised help meet priority needs, which are identified by our school's administration and strategic plan. St. Francis of Assisi School also builds our Educational Trust Fund, our endowment, through fundraising. Fundraising activities include things such as special events, direct mailings, planned giving, grant writing, and private sector solicitations. 'Friend raising' is also a priority of St. Francis of Assisi School. All school families are strongly encouraged to voluntarily support and participate in fundraising initiatives.

## **ST. FRANCIS PARENT-TEACHER GUILD (PTG)**

The purpose of this organization shall be as follows:

- a. To promote closer relationships between the home and St. Francis School and to provide opportunities for parents and teachers to cooperate in developing the best possible spiritual, intellectual and physical education for every child who attends the school.
- b. To promote an interest in educational affairs and a clear understanding of mutual responsibilities of parents and teachers in the education of the children of St. Francis School.



- c. To foster a sense of community among parents themselves by encouraging active membership involvement in Parent-Teacher Guild activities.

Membership is open to all St. Francis parents/guardians.

PTG OFFICERS: [ptg@stfrancisaa.org](mailto:ptg@stfrancisaa.org)

## **ST. FRANCIS PRINCIPAL ADVISORY BOARD**

The purpose of the Principal Advisory Board (PAB) is to promote and support the mission and philosophy of St. Francis of Assisi School through advisory with the principal.

The St. Francis of Assisi Principal Advisory Board shall:

1. Provide policy direction for select program needs of the school, by advising and communicating to school constituent groups.
2. Develop recommendations to achieve goals that are identified as areas for improvement following the guidelines set forth by the Diocese of Lansing, Michigan Association of Non-Public Schools and the St. Francis Parish Pastoral Plan.
3. Provide perspective from parents and faculty regarding the needs of the school as they align with the school's goals.
4. Review current policy and strategic planning thus advising administration on input for review.

Members are parent volunteers, parishioners and faculty members. Current members, without principal input, nominate members year to year. For more information, please contact the principal.

## **AUXILIARY SERVICES**

Various auxiliary services are available to St. Francis students through the Ann Arbor Public Schools. The St. Francis Learning Specialist works as a facilitator with parents and the Ann Arbor Public Schools.

St. Francis of Assisi School follows Ann Arbor Public School's (AAPS) *Response to Intervention* model. Level 1 team achievement meetings include a teacher consultant, the classroom teacher and sometimes the principal and family members to determine intervention strategies at two- to four-week intervals. Level 2 team achievement meetings involve AAPS personnel in determining if a referral for special education services is needed. Referrals lead to evaluation by specialists on a case-by-case basis resulting in a Multi-disciplinary Evaluation Team report

and possibly an Individualized Education Plan meeting resulting in a *Non-Public School Plan*. NPSPs are updated annually and re-evaluation takes place every three (3) years. Children who qualify for special education services may receive AAPS teacher consultant consultation, speech and language, occupational therapy, physical therapy and social worker support through Washtenaw Intermediate School District. IEPs of students new to St. Francis are updated within thirty (30) days of enrollment for Change of Building and/or Public/Non-public status. Parents who choose to keep their children in a non-public school sign a non-public school addendum to the IEP.

## **COMMUNICATIONS PLAN**

See Appendix A.

## **CURRICULUM**

St. Francis of Assisi follows the set curriculum by the Diocese of Lansing and the National Catholic School Standards. The standards and benchmarks are aligned and paced similar to national and state-wide standards. Detailed curriculum brochures for each grade level are available on the school website.

## **EXTENDED SCHOOL PROGRAM (ESP) and PRESCHOOL**

The Extended School Program is a parent-initiated program developed in response to the growing need for before-, after-, and no-school day care for working families. The Extended School Program and Preschool is licensed by the State of Michigan and is evaluated by the Michigan Association of Non-Public Schools.

Hours are as follows:

Before-School Care	6:50 – 8:00 a.m.
Full-Day Preschool	8:00 a.m. – 3:15 p.m.
Half-Day Preschool	8:00 a.m. – 12:00 p.m.
After-School Care	3:15 – 6:00 p.m.

Families must be registered in the program in order to participate, including in the no-school and half-day programs. Please note there are deadlines for turning in forms for these programs. This is to allow adequate time for scheduling staff and program planning.

Care is offered on many no-school and half days. There is no care offered on major holidays, Christmas break, and Washtenaw County's common week break or during the summer.

Registration forms for no-school and half days will be available to families each year before the scheduled no school day. More detailed information about the Extended School Program and Preschool can be found on the school website or by calling the ESP and Preschool office at 734-821-2290.

### **St. Francis School Parking Lot Regulations and Maps**

1. **NO PARKING IN FRONT OF THE CHURCH AT ANY TIME – IT IS A FIRELANE- WE MUST LEAVE IT OPEN!**
2. Cars enter the parking lot from East Stadium Boulevard or from St. Francis Drive. Those cars entering from St. Francis Drive **MUST** turn right and circle around to enter the drop-off lane.
3. The **drop-off lane** is restricted to an eastbound flow.
4. Please **pull over** as close as you can **next to the cones**.
5. Students should exit the car from the side **closest** to the school. Please do not allow your children to unload and step out into the pass-through lane. Students should have all belongings with them so they exit **quickly** and safely.
6. If you choose to park, please walk your child/ren to the crossing guard in the center aisle of the parking lot. Do not allow your child to run across the **DROP-OFF Lane**.
7. Please do not stop to talk to the crossing guard about issues as this takes attention away from the safety of the students.
8. Please do not park in the Drop off lane, it is for quick unloading only.
9. **PLEASE** -- no cell phone use or texting while driving through the parking lot.
10. Please do not use St. Francis Drive or parking lots of nearby businesses or apartments as pick-up or drop-off locations or for by-passing the traffic light at Stadium and St. Francis Drive.
11. Cars exiting St. Francis Drive are required to **turn right** during the busiest times.
12. No SPEEDING

13. **KEEP PETS AT HOME!** We have students with allergies and some children are fearful of animals, regardless of their temperament. It is for the safety of both the children and pets that this rule must be enforced.

14. Parents must **PARK** in the school or church parking lot and walk to pick up children from the teachers in the waiting area.

15. **PLEASE DO NOT PARK** or **STOP your vehicle** in the morning “drop-off lane” as this is a “pass-through lane” in the afternoon. NOT A PICK-UP LANE.

17. Students should not be running around the playground, playing football at this time due to the number of cars entering and exiting the lot. It is a safety hazard.

18. Any student not picked up by 3:30 will be brought to the office by school staff and a call home will be made. Students that are repeatedly not picked up on time, may need to make arrangements to attend ESP.

## **ST. FRANCIS OF ASSISI SCHOOL POLICIES**

### **ADDRESSING CONCERNS: PROBLEM-SOLVING POLICY**

Channels are available at St. Francis School through which problems can be addressed and mutually satisfactory solutions reached or an understanding of policy acknowledged.

**Parents are encouraged to *first discuss their concern directly with the teacher or staff member involved.*** Teachers at St. Francis School welcome open and frank discussions of problems that students experience in their academic work, as well as other areas of school life. Teachers make themselves available by appointment for such discussions at a mutually convenient time. Most problems can be solved at this level. Teachers at St. Francis are certified professionals, experienced and knowledgeable in working with students at each grade level.

If either the parent or the teacher is not satisfied, the matter can be discussed with the school principal. The principal will make a determination after speaking with all parties involved.

**\*\*Addressing concerns on/through social media can be damaging to the children. Parents and faculty are expected to communicate through a professional platform.**

Unresolved issues, at this point, must be documented and copies sent to either the pastor or the Diocesan School Office in Lansing. A copy of the Parent/Student Grievance Procedure (file # 2450 (b)) is available in the school office.

## ADMISSION POLICY

The Diocesan Board of Education says that NO Catholic child whose parents desire to enroll him/her in any Catholic school shall be denied admission on the basis of sex, race, color, or national origin. It also states that no child, regardless of religion, shall be denied admission if the school possesses the capacity for additional enrollees. Non-Catholic children do take part in our Religion curriculum and they attend Mass.

It is the intention of St. Francis School to serve members of St. Francis Parish and the wider community. Since the total school enrollment is limited by facility size and policy on class size, the following admission policy is formulated:

The principal meets with parents and students as part of the admissions procedures. Student needs must be shared openly with the administration so St. Francis faculty can best adapt their instruction to meet the needs of all students.

Children will be admitted to St. Francis School in the following order:

1. Child/ren currently enrolled in St. Francis School
2. Siblings of child/ren currently enrolled in St. Francis School
3. Child/ren of registered St. Francis Parish members not currently in St. Francis School
4. Child/ren from other Catholic parishes who do not have a child/ren in St. Francis School during the current school year
5. All other children

**While we will follow these procedures and Admission Policy to the best of our ability, situations may create inconsistencies that require administrative discretion.**

**NOTE:** St. Francis requires that a child must be 5 years old by October 1, to be eligible for kindergarten.

New students entering St. Francis School are placed in a probationary period for one semester. If the student does not meet the standards (academically and/or behaviorally) of St. Francis, the parents will then be notified by the administration on the cause and the action to be taken. Appropriate behavior is expected of all students if they are to continue at St. Francis School and return the next year.

**Diocese of Lansing Educational Policy 1001:** The schools of the Roman Catholic Diocese of Lansing are fully committed to a policy of equal opportunity. Educational policies, admissions policies, scholarship and loan programs, athletic and other school programs and activities, employment policies and contractual agreements will be administered without illegal

discrimination on the basis of age, sex, religion, familial or marital status, race, disability unrelated to the ability to perform, national origin, color, height, weight, or status in any group protected by state or federal law.

## **ANTI-BULLYING POLICY**

### **DIOCESAN POLICY: BULLYING**

"Bullying" means any *repeated* actions made by a student or a group of students and directed against another student with the intent to ridicule, humiliate or intimidate. Bullying of students is not tolerated and violations of this policy render the student/s liable for detention, suspension or expulsion.

St. Francis of Assisi school seeks to be a place where students, parents, teachers, non-instructional staff, administrators and others live ever more fully in the presence of Jesus, whom they encounter in the Sacraments, in the Word and in each other. Bullying is thus fundamentally and wholly incompatible with the Gospel values that are the foundation of this school.

We therefore will not accept bullying in our school, on our property or in our programs and activities. We will guide our students through our faith.

It is not possible to comprehensively identify all instances of bullying that may occur. Normally, bullying involves one or more students intentionally subjecting another student to repeated degrading actions, words or social interactions. Individual incidents of hurtfulness, such as a fight or an insult, are unkind, but might not constitute bullying. Bullying goes further, with actions or speech that are deliberate and sustained, and are intended to isolate, hurt or humiliate. Ordinarily, bullying would not involve silence or inaction, or mere physical presence, but it is possible that those non-actions could intentionally exacerbate a bullying situation. Bullying speech could occur in the victim's hearing or elsewhere, and could be oral, written or electronic.

Any student, parent, teacher or other person who is aware of a bullying situation should immediately notify the principal. Upon such a report, the principal will determine the facts and take appropriate action.

Just as bullying cannot be comprehensively defined, it is not possible to catalog in advance all the appropriate responses that the school might choose to take. However, by enrolling a child in the school, parents and guardians give consent to the school's exercise of complete discretion to take any action it deems appropriate including, without limitation, oral caution, written warning, probation, conditions, suspension, expulsion or even referral to civil authorities.

Every member of our community shares, in the manner appropriate to age and role, responsibility for the well-being of this Catholic educational community. As appropriate to age

and role, each of us should model good behavior, shelter the vulnerable and treat with respect and kindness other members of this community.

Bullying and other unhealthy and immoral behaviors are sometimes portrayed in popular media as normal. This school exists for the purpose of introducing children to a fundamentally different way of living - a life in Jesus. Each of us should be vigilant about bullying and unceasing in our prayer for all the members of this community.

"Cyber Bullying" means using electronic communications to harass, threaten, antagonize or intimidate another person.

**Examples of bullying include the following:**

- Hurting someone physically by hitting, kicking, tripping, pushing and so on.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs or name-calling, such as insulting someone's race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other kids not to play with someone.
- E-mails, instant messages, chat room and/or web postings, text messages, etc. that are hurtful or intimidating.
- Posing as someone else to harass others or using a person's picture digitally without their permission.

**Staff at our school will do the following to address bullying and help children feel safe at school:**

- Teachers will teach a curriculum aligned with the Religion curriculum to teach students how to report, respond, and react in a kind way to bullies.
- Closely supervise students in all areas of the school and playground.

- Watch for signs of bullying and stop it when it happens.
- Take parents' concerns seriously about bullying
- Look into all reported bullying incidents.
- Assign appropriate consequences for bullying such as parent/student conference with the principal or detention.
- Provide immediate consequences for retaliation against students who report bullying.

**Students at our school will do the following things to prevent bullying:**

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

**\*\*Sexting or any form of abuse through technology will be considered bullying.**

**PARENTS RESPONSIBILITY**

**ATTENDANCE POLICY**

Students should arrive by **8:00 a.m.** to allow time to get organized for the beginning of the day. Kindergarten – 3<sup>rd</sup> grade teachers bring students from the blacktop area to their classrooms at 8:00 a.m. to begin their day. The tardy bell rings at 8:10 a.m.

**--> Continued tardies or absences will be subject for administrative review and consequences for the family.**

**Absences:** The school office checks student absences each day as required by the Washtenaw County Public Health Department. When your child is absent from school, please call the school office (821-2200) before 9:00 a.m. and state the reason for his/her absence. We must report any symptoms relating to respiratory (i.e., fever, sore throat, cough and the like) and



gastrointestinal (i.e., vomiting and/or diarrhea) illnesses to the Health Department. We appreciate your help in this matter.

## **ACTIVITIES POLICY**

Activities, which are scheduled during class hours and involve students of St. Francis, must be sponsored by the school. Activities occurring during class time that are not a part of administratively supervised curricula (i.e., Take Your Child to Work Day, hockey tournaments, high-school visitations, etc.) are considered absences.

In order to fully partner with you and to remain compliant with the Michigan Compulsory Attendance Laws, we use these guidelines:

1. At eight unexcused absences, we notify the parent/guardian.
2. At ten unexcused absences, we notify the parent/guardian and request a meeting.
3. At twelve unexcused absences, we notify the parent/guardian to schedule a meeting to discuss if your student will be able to remain at St. Francis of Assisi Catholic School.
4. At fifteen unexcused absences, we notify the truancy officer for Washtenaw County.

**Tardiness:** Students will be marked tardy at 8:15 a.m. Those who come to school later than that **must** enter through the main doors and report to the office before going to class.

**Doctor Appointments:** During school hours, including lunch hour, students are not permitted to leave school grounds without first notifying the office. A parent should email the office and the student's homeroom teacher in advance providing notification that the student will be picked up from school for an appointment. The parent should then call or check in at the office upon arrival at the school. A student planning to leave for an appointment will be called by office staff, at which time the student may check out at the office and be dismissed to their guardian.

### **UPON RETURN FROM THEIR APPOINTMENT, STUDENTS MUST CHECK IN AT THE OFFICE BEFORE RETURNING TO THEIR CLASSROOM.**

**Vacations:** Parents are encouraged to arrange family vacations according to the school calendar. When this is impossible, the child's homeroom teacher should be contacted in writing several days prior to the absence. According to Michigan state school law, permission for absence from school for any reason other than illness or physical disability cannot be granted by school officials; therefore, responsibility for such absences must be assumed by the parent. Please refer to the **Homework Policy** section for guidelines on missed assignments.

**Funerals (Necessary Absences):** These will be handled on an individual basis.

**Emergency School Closings:** The mass notification system will be utilized to alert families of school closures or delays. Each family will be called with a notice of school closure due to weather or other conditions.

**School's Student Responsibility:** The school's responsibility for students is from 8:00 a.m. until 3:15 p.m. and during extra-curricular events. Students staying for after-school activities are to remain with the adult supervising them. St. Francis School is not liable or responsible for siblings/students attending, but not participating in after-school events.

Students should not arrive at St. Francis before 7:50 a.m., as there is no supervision provided except for ESP. Students must wait for the 8:00 a.m. bell in the parking lot in front of the school, not in front of the church or on the side playground.

At the end of the day, children should be picked up immediately after the 3:15 p.m. dismissal.

**Supervision of students ends at 3:30 p.m.**

## **CHILD PROTECTION LAW POLICY**

All teachers/staff shall follow the Child Protection Law (Act 238, P.A. 1975 - - - MCLA 722.621) that requires the reporting of "child abuse" and "neglect" by "certain persons." A copy of the Diocesan Policy 5141.1 is on file in the school office.

## **CRISIS MANAGEMENT POLICY**

St. Francis School has a Crisis Response Plan set in place. The plan was written to ensure the safety of all students and staff members in the event of an emergency or disaster. This plan identifies possible emergency or disaster situations and identifies and assigns personnel to various emergency tasks and responsibilities. A copy of this plan is on file in the school office as well as in each classroom.

We utilize a messaging system, a mass notification system, to alert parents should an actual emergency arise at the school.

In the event that students need to be evacuated from St. Francis, arrangements have been made with the following locations: Tappan Middle School (2251 East Stadium), Pattengill Elementary School (2100 Crestland) and Allen Elementary School (2560 Towner). In the event these sites are not available (due to the nature of the emergency), alternate evacuation sites will be identified through the **mass notification** system.

## **DISCIPLINE POLICY**

### **DIOCESAN POLICY: STUDENT CONDUCT (Policy #5131)**

Students in the various educational programs of the Diocese of Lansing are expected to act in a manner that reflects the values and principles of the Christian Gospel and the teachings of the Catholic Church. They will show consideration for all persons who are members of the

educational community and contribute to learning. To accomplish this, all students must recognize their individual responsibilities and obligations and fulfill them in accordance with the regulations established by the local governing body.

## **Philosophy**

St. Francis provides a Christian community that is conducive to learning and promotes responsible behavior to ensure the safety of students and staff.

Discipline can be defined as the ongoing process of helping children develop self-control and learn responsibility for their own acts. Discipline is also an aspect of moral guidance. It is the responsibility of the school to foster self-discipline, responsibility for one's actions, problem-solving skills and respect for the rights and property of others. One of the school's goals is to create a secure environment for children to practice making decisions about these issues.

It is the students' responsibility as citizens of this community to make our school a place where people can learn and grow with dignity and respect. Students are expected to conduct themselves in a manner that will permit teachers to teach and students to learn without interference or disruption.

Parents' affirmation of the teachers and administrators of the school is especially important when a child has a discipline issue. Please do not try to "save" your child from the consequences of his/her actions. Students learn from mistakes. It helps them to learn accountability for their actions and to make better decisions in the future. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

## **Standards of Conduct**

As a child of God, St. Francis students will follow the examples of Jesus Christ.

- I respect myself by making good choices.
- I respect members of my community by treating them kindly.
- I take responsibility for my actions at all times.

## **Discipline Guidelines**

### **Electronic Devices**

Students in grades 6-8 are expected to bring their own laptop (Chromebook recommended) to school each day. Use of the student laptop during school hours is limited to academic and school-related purposes only.

Students may not use cell phones during the school day. All cell phones must be turned off and kept in lockers or backpacks during the hours of 8:00 - 3:15 p.m. Texting or any other use of a cell phone during school hours of supervision (8:00-3:15) is prohibited. Any student found using a cell phone will have the phone confiscated and kept by school staff until the end of the day. A demerit or detention may also be issued. A parent or guardian must come to the school to pick up the cell phone.

Parents: Text messaging and/or the retrieval of messages by students are not permitted during the school day; the consequence for this behavior is having the cell phone taken away from the student. Please understand that if you text message your child during the school day, your student will not be able to retrieve the message until the end of the day.

Cell phones are not allowed at middle-school dances. If a student brings a cell phone to a dance, the chaperones will keep the phone until the dance is over.

All portable electronics must be kept turned off in a backpack or locker during the entire school day including ESP and during athletics. Any electronics, such as cell phones, tablets and internet supporting devices including e-readers, Kindles and Nooks **may not** be present in the classroom unless directed by the teacher for instructional purposes.

Smart watches and activity trackers are not permitted to be worn by students at school.

### **Gum Chewing**

Students are not permitted to have gum on school grounds at any time.

### **Hallway Rules**

1. Students should be in a line and quiet.
2. The stairs need quiet feet and voices.
3. Students should stay to the right-hand side of the hall and the stairway.
4. Students should be especially quiet near the front hallway because of the echo and napping children in Preschool.

### **Illegal Substances**

No alcoholic beverages or illegal substances shall be carried, purchased, sold or consumed by students on any property under the jurisdiction of this board or at events or activities carried out under its auspices, nor shall any student who is under the influence of alcoholic beverages/illegal substances be present on such property or at such events or activities. Violations of this policy render the student liable to immediate suspension or expulsion.

Narcotics (controlled substances) as defined by law, shall not be carried, purchased, sold or consumed by students on any property under the jurisdiction of this board or at events or activities carried out under its auspices, nor shall any student who is under the influence of narcotics be present on such property or at such events or activities. Violations of this policy render the student liable to immediate suspension or expulsion.

## **Physical Restraint**

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to ensure the safety of all students in the school, classroom or at a school activity or event. This applies whether or not it is held on school property to prevent a student from harming him/herself, other students and/or school/staff property.

## **Search and Seizure**

Lockers, desks and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

## **Valuables**

We strongly encourage students to leave valuables at home. In special cases, a student may make arrangements to keep an item in the office during the school day, if that item is being used for an educational purpose (e.g., a family album for a report, a model for a presentation in class, etc.).

PLEASE NOTE: St. Francis School will NOT be responsible for lost, stolen or damaged property, which includes portable electronic devices.

## **Vandalism/Property Damage**

Students and their parents shall be financially liable for any damage to property. This liability applies to items such as, but not limited to, books, supplies, equipment, buildings and grounds.

## **Violent Behavior**

Students have a right to attend school in a safe environment free of any threat to personal safety, harassment and/or intimidation. Violence in any form (physical or verbal) is not acceptable in our community. Threatening behavior and harassment are considered verbal violence.

## **Weapons and Dangerous Items**

Weapons as well as play guns, water guns, swords and the like are not allowed on school premises.

Possession of objects that are not weapons but could endanger/injure others (firecrackers, stink bombs, matches, lighters, etc.) is strictly forbidden and is grounds for disciplinary action up to and including expulsion.

## **DIOCESAN POLICY: WEAPONS**

Students participating in school, religious education or youth ministry programs are prohibited from bringing weapons in school or parish buildings, on school or parish premises or in the immediate vicinity of the school or parish; at school-, religious education- or youth ministry-sponsored activities; or on a school bus or en route to or from school, religious education or youth ministry programs. Violations of this policy render the student liable to immediate expulsion.

State law requires the expulsion of students who possess a dangerous weapon on school property (including a bus) or at school activities, or who commit arson or rape in a school building or on school grounds. A “dangerous weapon” refers to a firearm, dagger, dirk, stiletto, knife with a blade more than three (3) inches in length, pocket knife opened by mechanical device (switchblade), iron bar or brass knuckles. This law (PA. 328) provides for the permanent expulsion of students who violate its provision. Also, the expulsion is mandatory, meaning the school must expel the student. Michigan law does provide for possible reinstatement by the Board of Education after a certain time period. If the student is in grade six, or above, the student may be readmitted after 180 school days. If the student is in Kindergarten through grade five, reinstatement is possible by board action, only after a ninety (90) school-day suspension. It is important for parents and students to know that the expulsion applies to all Michigan schools.

## **Consequences for Behaviors**

Students who choose to violate school rules and regulations will face consequences appropriate to their actions. Discipline ranges from a) a conference with the principal, b) a behavior contract, c) loss of privileges, d) loss of credit, e) detention, f) class exclusion, g) referral to an intervening agency or official and/or h) suspension and expulsion. In all cases, parents will be notified.

## **DIOCESAN POLICY: DISCIPLINE/PUNISHMENT**

The essence of Christian discipline is self-discipline, wherein a student is brought to awareness that true freedom and the ability to direct one’s actions responsibly are synonymous.

In order to assist the student or program participant to achieve such discipline, clearly stated expectations and responsibilities as well as consistent and patient direction by educational, catechetical and youth ministry administrators, teachers, catechists and youth workers are necessary.

Respect for the dignity of the student precludes the use of corporal punishment and verbal abuse as a means of seeking adherence to the rules and regulations of the school or parish program.

## **Behavior Contracts**

Students who repeatedly violate the rules will meet with the principal, their teachers and their parents to establish a behavior contract. Violation of the contract will lead to more severe consequences, which may include suspension or expulsion.

### **Cheating/Plagiarism**

Students who have been found copying another's work or claiming another's work as one's own will receive an developmentally appropriate consequence as deemed by the administration. Repeat occurrences will result in a meeting with students, parents, teachers and principal to determine a plan of action moving forward.

### **Class Exclusion**

Class exclusion is a method of disciplinary action that denies a disruptive student the ability to attend a particular class, ordinarily for a period of two days or less. During this exclusion, the student is expected to work on classroom assignments while under the supervision of other teachers or staff members. The purpose of class exclusion is to place disruptive students in a supervised, in-school environment where student learning can continue.

### **Detention**

Detention after school hours is an acceptable disciplinary measure. Parents will be notified if a student has detention. Detention will be held after school from 3:15 – 4:00, depending upon the age of the student. A school staff member will supervise the student(s) in service-related work. Our goal is to have students learn responsibility for their actions by giving back to our school community. Students should be picked up at the office at the time indicated on the detention slip.

Detention referrals must be signed and returned to the issuing teacher the day after it is given. The date of the detention will be indicated on the referral slip.

### **Loss of Privileges**

Students may be removed from activities like recess, school functions and social events as a consequence of a behavioral issue.

### **Referral to an Intervening Agency**

In some cases, it may be appropriate to refer a student and his/her parents to an outside agency to get the child additional assistance with a specific behavioral problem.

### **DIOCESAN POLICY: STUDENT SUSPENSION**

Each school, realizing its obligation to the students, must extend every reasonable effort to assist students to adjust to the social and academic requirements of the school environment. Decisions to suspend should follow only after other means of motivation have failed and/or

attendant circumstances of crime, scandal, morality or disruption necessitate this extreme disciplinary action.

In reaching such decisions, consideration must always be given to the welfare and Christian development of the individual student and the practical, common good of the entire student body.

### **Suspension**

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the principal. Suspension may be invoked for a sufficient reason, and ordinarily, will be limited to a maximum of 5 school days.

### **Expulsion**

Expulsion is the permanent exclusion of a student from school. Full credit will be given for all work accomplished by the student up to the date of expulsion. Any of the reasons listed for expulsion, with mitigating circumstances, is adequate cause for suspension of a student.

Various situations may lead to expulsion of a student from school. These include, but are not limited to, the following offenses:

- Acts that, in the judgment of the school, endanger the moral, academic or physical well-being of the student body
- Prolonged and open disregard for school authority
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

A copy of the Diocesan Student Expulsion procedure (file # 5114.1) is available in the school office.

### **Student Behavior Away from School**

St. Francis School is committed to maintaining a safe and respectful learning environment at the school. It is not the custom or intent of St. Francis School to monitor a student's behavior away from school. However, a student's behavior away from school can affect the safety and well-being of the student or of other students, can be a sign of significant issue in the student's life, or can affect the overall well being of the school community. St. Francis School is a Catholic learning community in which parents, students, faculty and administration mutually pledge to assist young people to grow toward healthy, safe, moral, Catholic maturity. For this reason, the parents agree that St. Francis School has full and complete discretion to impose any discipline, take any other action or decline to take action as it deems appropriate for behavior occurring anywhere, including at the school and away from the school.

### **DIOCESAN POLICY: SEXUAL HARRASSMENT**



In the Spirit of Jesus and His Gospel, we are called to honor and protect the dignity and integrity of every human being. Sexual misconduct of any kind is an assault on the dignity of the human person. Such conduct is not condoned, nor will the Diocese of Lansing tolerate it. Diocesan policies are in place to provide a systematic way of addressing allegations and to assure everyone that matters are approached with honesty, fairness and pastoral concern.

### **Emergency Weather/Building Condition Cancellations**

This closing procedure for St. Francis of Assisi School has been developed by administrators, teachers and parents. Michigan can provide challenging weather conditions that often impact travel. Although some families may be from areas in which extremely severe weather is commonplace, the fact remains that we must consider the safety and well-being of our students and staff. Families and staff at St. Francis of Assisi live in a wide range of areas throughout the region—some traveling quite a distance to attend the school. The following policies will aid the decision-making process of the principal, who has discretion to close the school.

Weather-related cancellations will follow the decision by Ann Arbor Public Schools.

When needed:

1. *Area school closings will be considered.*
2. *Conditions will be monitored on Channel 4 News or through [www.weather.com](http://www.weather.com).*
3. *School most likely will close if there is an Active Weather Warning through the National Weather Service, that impacts transportation, through 6:00 a.m. of the specific school day.*
4. *Serious consideration will be made if there are 6 inches or more of snow projected. Much of this depends on the timing of the snowfall.*

A decision to delay the start of the school day will be considered when weather conditions are rapidly changing and are expected to improve through the course of the day based on weather information available.

1. *The principal will make a decision the night before or by 6:00 a.m. of the specific day.*
2. *Delay of school- bell schedules will reflect a 2-hour delay: 10:00 a.m. (1<sup>st</sup> bell), 10:10 a.m. (tardy bell).*

### **Early Dismissal from School**

*On rare occasions, there may be a need to dismiss students from school early. These occasions may include — but are not limited to — severe weather (tornados or snowstorms) and building problems such as electricity or safety issues. It is critical that parents have an emergency plan in place for child care should children be dismissed early.*

When school is closed, extracurricular activities most likely will be canceled. When weather is questionable during the weekend, school-sponsored events may continue as planned. It is up to the parent(s) discretion whether to transport the students. St. Francis faculty will attempt to notify all families involved if there are any changes.

**Parents always have the final say on whether to transport their child(ren) to school/events during inclement weather.**

Please contact the office via email (attendance@stfrancisaa.org) if road conditions impact your family's transportation to school.

Administration will do its best to make a decision early and promptly. Administration must make a call in questionable weather and has the ability to override policies stated above for any reason.

### **FIELD TRIP POLICY**

A field trip is an activity sponsored by the school that involves leaving school grounds. Field trips include curricular as well as extra-curricular activities. Field trips are encouraged for academic and social benefits. The purpose of a field trip should be to enhance the classroom curriculum and should be an extension of the school program. All field trips must be approved by the administrator. All administrative regulations must be followed.

#### **Administrative Regulations**

1. Usually, field trips take place during the normal school hours of the day 8:00 a.m. - 3:15 p.m. Special time arrangements may be made for special occasions and athletic events, according to official schedules.
2. All field trips must be appropriately chaperoned by teachers and parents.
3. Field trip expenses should be kept within reasonable limits. No child should be deprived of a trip because of cost.
4. Administrative approval must be obtained for a field trip prior to making further arrangements.
5. The teacher requesting field trip permission is responsible for all arrangements, which include the following:
  - a. completing and turning in activity forms and student permission slips to the school office;
  - b. arranging drivers and chaperones/verifying that appropriate number of booster seats will be provided as required by Michigan State Law;

- c. verifying with the office that the parent/chaperone has completed a Criminal Background Check form, has had Virtus training, checked off a Volunteer's Code of Conduct and has had electronic fingerprinting (if applicable), as required by the Diocese of Lansing;
- d. providing a map and special instructions for chaperones;
- e. distributing copies of administrative guidelines for chaperones/drivers;
- f. making sure all persons arrive at the destination and return to school safely;
- g. providing advance notice of the field trip to administration and to all staff members affected by the change in schedule; and
- h. ensure that students with severe allergies ride with a parent/guardian that has agreed to abide by the conditions and medication training set forth in the permission slip and has the appropriate medication with them.

### **Chaperones/Drivers for St. Francis School Field Trips**

In order to assure the safety of the children of St. Francis School, we request that the following precautions be taken by all chaperone/drivers for school-sponsored field trips:

1. Chaperone/drivers must be at least 21 years of age and also a parent, grandparent, or older brother or sister of the St. Francis student(s).
2. Each driver should make sure that his/her automobile is in good, safe driving condition with the necessary quantity of gasoline before arriving at school for the students.
3. Each driver must have the school insurance liability form filled out and on file in the school office. The minimal, acceptable liability limit for privately owned vehicles is \$250,000/\$500,000.
4. Each student must be provided with a seat belt and is required to have it fastened at all times while riding in the car. All students must sit in the back seat of the car, away from air bags.
5. Michigan State law now requires children to be secured in a booster seat until they are eight years old, or 4 feet 9 inches tall, whichever comes first. To clarify: If your child is 8 but under 4 feet 9 inches tall, the law does not apply; if your child is under 8 but over 4 feet 9 inches, the law does not apply.
6. For students to which the law does apply, a booster seat must be provided on the days the student is attending a field trip. The booster seat must be brought to the classroom and clearly marked with the child's name.

7. Certain vehicles have built-in booster seats; teachers will be responsible for determining if the drivers have these seats in their vehicles and will notify parents if they do not need to send the booster seat to school.
8. The chaperone/driver has the authority and responsibility to enforce good automobile behavior, including reasonably quiet Christian attitude toward others, respect toward the property of the car itself, the wearing of seat belts, the use of booster seats, the prohibiting of leaning out or shouting out the windows and general courtesy towards all.
9. Under normal circumstances the chaperone/driver is expected to chaperone the students during the entire excursion, as well as driving to and from the destination. The chaperone/driver will carry the emergency card of each child they are responsible for during the field trip and return the emergency cards, as well as the medication (as applicable) to the teacher upon arriving back at school.
10. The chaperone/driver is responsible for returning directly to school with the same students with whom he/she departed. Notice of their return must be sent to the teacher and school office.
  11. The driver may not make unauthorized stops to restaurants or coffee shops while chaperoning a field trip.
  12. The chaperone/driver should feel free to contact the teacher in charge if he/she has any questions prior to the trip.
  13. The driver must complete the form indicating whether they are willing to transport a child with a severe allergy.

## **GRADING POLICIES**

### **Homework**

The purpose of homework is to reinforce material already taught and to foster habits of independent study. It also serves as a tool for a school/home connection to keep parents involved in the learning we are doing at school. We do encourage parents to take an active interest in the homework of their students.

A St. Francis student can expect homework most nights. As a guideline, nightly work should take about 10 minutes (give or take) per grade level to complete. (Please note that silent reading and math fact practice is not included in total homework time.) For instance, 10 to 20 minutes per night in first grade; 20 to 30 minutes per night in second grade; 30 to 40 minutes in third grade; 40 to 50 minutes in fourth grade; 50 to 60 minutes in fifth grade; and 60 to 90 minutes in sixth through eighth grade.

It is possible that a student may have more than the usual amount of homework if he/she has not completed class work for the day. It is also possible that your child may have work to be done over a weekend or holiday for long-term projects, which may require additional time.

**Concerns regarding homework should be addressed to the classroom teacher before administration.** Homework requirements for students with an Accommodation Plan may be modified as needed.

Homework missed due to an excused absence may be made up. A student is expected to see his/her teacher regarding missed work. Students are sometimes taken out of school for vacations and other unexcused absences during regular, planned school days. Often, this is both unavoidable and necessary; yet students do miss the presentation of new material, discussions, group work and the many activities that occur throughout the school day. We wish to instill in children the attitude that school is too important to miss. Paperwork is secondary to a child's attendance in the classroom.

**PLEASE NOTE: Teachers are not expected to prepare packets of papers/homework assignments in advance of a student's absence. As teachers work through units of learning and material, there are often times needs for adjustments. Preparing work ahead of time does not guarantee an alignment with what is happening in the classroom on a day to day basis.**

Paperwork will be held for students on family vacations and given to them upon their return to school. Tests will be made up upon return, at the teacher's discretion.

In the event of illness, work will be saved and can be picked up at the end of the **second** day that a student is out of school. Arrangements may be made to send the homework home with a sibling or a friend.

### **Assignment Notebooks**

Students in grades 3 through 8 are expected to use the assignment notebook that the school has provided. One of our goals is to teach students to be accountable for their own work. Part of that responsibility includes tracking and recording their homework. Each teacher posts the homework assignments in his/her classroom and Google Classroom if applicable.

### **Test Retake Policy**

St. Francis teachers strive to develop responsible, independent and successful learners. Test retakes and project corrections are dependent upon student needs and content-area requirements. Students are encouraged to be active participants in their education through communication and collaboration with teachers.

### **Suggestions for Helping with Homework**

Regardless of the grade level of the student, please consider these recommendations for creating a successful homework environment:

- Help set up a consistent and organized workspace for homework to be completed.
- Help your child establish a consistent schedule for completing homework and/or help him/her create a schedule each Sunday night that reflects that particular week's activities.
- Encourage, motivate and prompt your child, but do not sit with him/her and do the work. The purpose of homework is for your child to practice and use what has been learned in class. If your child is consistently not able to do the work independently, please contact the teacher.
- If your child is practicing a skill, ask him/her to tell you which steps are easy, which are difficult and how he/she may be able to improve. If your child is doing a project, ask what knowledge is being applied in the project. If your child is consistently unable to talk about the knowledge that he/she is practicing or using, please contact the teacher.
- When bedtime comes, please stop your child, even if the work is not done.

(Taken from *What Works in Schools*, Robert Marzano)

### **Report Cards, Progress Reports, Parent/Teacher Conferences**

**Reports cards** are generated four (4) times a year at the end of each 9-week quarter. *All late work needs to be submitted by the Friday before the end of the quarter.* Grades are given to keep students and parents aware of performance. Report cards also evaluate effort and conduct.

Students in grades K through 3 grades receive grades of:

**Beginning (1), Developing (2), Mastery (3), and Applying (4).**

Students in grades 4 through 8 receive letter grades/percentages. The grading scale, set by the Diocese of Lansing, is as follows:

**A** 100-92%    **B** 91-82%    **C** 81-72%    **D** 71-62%    **E** 61% and lower

Each June, a variety of awards are presented to all eligible students in grades 5 through 8 at their last mass of the year.

**Parent/Teacher conferences** are organized by the school formally in November. In November all parents, grades K to 6, choose a time via sign-up genius. 7<sup>th</sup> and 8<sup>th</sup> grade conferences are on an as needed basis or by request of parents or teachers. January conferences are scheduled as teachers or parents deem necessary.

### **POWERSCHOOL POLICY**

St. Francis School uses PowerSchool for records and grading. It is a secure site that allows parents to access their students' grades and report cards.

Teachers can use PowerSchool to post grades, progress reports, homework assignments and classroom calendars, among other things.

Each school family is required to register with PowerSchool and provide an active email address. Questions about PowerSchool should be directed to the office (734-821-2200).

## **HEALTH POLICY**

### **First Aid, Head Lice, Illness, Immunizations, Medications, Severe Allergies**

St. Francis School recognizes that the primary responsibility for the health of its students rests with the parent/guardian. Family emergency forms must be updated and returned each school year. Anytime a change occurs during the school year, the office staff must be notified. This responsibility must be conscientiously assumed by each parent/guardian for the safety and well being of our students.

#### **First Aid**

School personnel will administer all minor first aid in the school office or classroom as needed. Most first aid procedures will be limited to application of ice, Band-Aids, rest and immediate notification of parent/guardian, if deemed necessary. In severe emergencies, a 911 call to EMS will be made in addition to parent notification.

#### **Head Lice**

St. Francis School follows the policy recommendations of the Michigan Department of Community Health and the Michigan Department of Education in regards to head lice.

*Any student with live lice will be requested to be picked up and treated. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel finds no live lice on the child, the child may re-enter the school.*

*Any student with nits (farther than 1/4" from the scalp) should be allowed in school.*

*Parents should remove nits daily and treat if live lice are observed.*

#### **Illness**

Because St. Francis School is concerned with the health and well being of all students, parents will be asked to remove from class any child exhibiting the following conditions:

1. Rash or skin lesions of unknown origin
2. Fever
3. Diarrhea

#### 4. Persistent nausea and vomiting

**Students need to be symptom-free for at least 24-48 hours before they can return to school- DEPENDING ON WASHTENAW HEALTH DEPARTMENT GUIDELINES.**

PLEASE NOTE: Students may not text you during the day to tell you they are sick and need to go home. The procedure is for the student to let their teacher know about their illness, and the teacher will send them to the office. The child notifies office staff and a phone call is made from the office. It is important that this procedure is followed so that the office and teachers are aware of where students are at all times. In the event that school staff is unable to reach the parent/guardian by phone, the person listed as the emergency contact will be called to take the child home.

#### **Immunizations**

Michigan law requires that all students be immunized against vaccine-preventable diseases to attend St. Francis of Assisi Catholic School. Michigan House Bill 3363 states that all children enrolling in any public, private or parochial school for the first time shall submit an immunization form signed by a physician that they have been immunized or protected against small pox, diphtheria, tetanus, pertussis, rubella, measles, mumps, poliomyelitis, chicken pox (varicella) and hepatitis B with corresponding dates of immunizations given.

For further information regarding dosage requirements contact your pediatrician, the Washtenaw County Public Health Department, 555 Towner, Ypsilanti (484-7200), the St. Francis School office or the posting on our website.

All **Preschool, Kindergarten, seventh-grade students, and new students** must show evidence of the above before they can attend classes at St. Francis School. A hard copy of immunization records is required from any new student that has not been seeing a Michigan physician. Otherwise, no copy is necessary unless specifically requested.

Physician proof of basic vision screening is required for **all** Kindergarten students.

#### **Medications**

In the interest of health and safety, **ALL** medications a child may require during school hours must be sent to the school office. A member of the St. Francis School staff will administer these medications according to the following guidelines:

- Prescription drugs are to be sent directly to the school office in their **ORIGINAL PHARMACY CONTAINER**, with the label clearly visible. A medication form signed by the parent/guardian, along with a signed and dated set of instructions from the child's physician must accompany the prescription. These forms will be kept on file for the school year and must be updated whenever necessary.
- St. Francis School does not routinely administer over-the-counter medications. Should your child require even temporary use of these medications, the medication must be sent



to the office in its **ORIGINAL CONTAINER**, marked with the child's name. Students are not allowed to carry over-the-counter medications with them at school. A signed and completed Medication Record form must accompany the medication.

- Students will be called to the office to receive his/her over-the-counter medication as indicated on the Medication Record form. Parents will be notified by phone if any problems arise concerning the administration of their child's medication.

**PLEASE NOTE: MEDICATIONS NOT IN COMPLIANCE WITH THE ABOVE GUIDELINES CANNOT BE ADMINISTERED.**

### **Severe Allergies**

Parents need to communicate with the office and homeroom teacher if their child has a severe allergy. They need to provide an Epi-Pen and/or Benadryl to the classroom teacher as well as to the school office. Teachers follow a set protocol when handling severe allergies in their classrooms, as do volunteers at lunchtime. A list of students with medical conditions is kept in the school office and shared with Specials teachers and other staff that may work with the students.

A backpack for medications, such as Epi-Pens, is provided to each homeroom teacher that has a student with medical conditions such as severe allergies. This backpack must be transported to each Specials class and recess. The classroom backpack is placed in a highly visible place so lunch volunteers can take it outside for recess.

6-8 grade students with an Epi-Pen are expected to self-carry their Epi-Pen at all times during the school day. Students in these grades are not always with their homeroom class, therefore they cannot rely on the class backpack for storage of their Epi-Pen.

### **ST. FRANCIS SCHOOL: CYO: Catholic Youth Organization: (GUIDELINES) POLICY**

1. St. Francis School shall maintain membership in the Michigan High School Athletic Association (MHSAA) and follow its guidelines and regulations in addition to any school-imposed regulations and policies implemented by the Diocese of Lansing.
2. All athletes must have an updated physical on file with the Athletic Director before participation is allowed in any sport. The physical must be conducted after April 15 of the year to be valid for the following school year.
3. The student/athlete must represent St. Francis School with honorable conduct at all times, both on and off the court/field/classroom. Each student/athlete is expected to adhere to the policies set forth in these guidelines. Failure to do so could result in suspension from the game/team.
4. **St Francis Athletic Participation Academic Standards:**

Student Athletes must maintain a C or better in core academic classes (6-8th grades includes Spanish) to be eligible for athletic participation. Teachers will be required to report ineligibility with documentation to the Athletic Director by Thursdays at 4:00p.m. The AD will communicate to parents and coaches on Friday who are the ineligible students. Student athletes are ineligible starting on Monday for a 7 day period.

**Attendance:**

St. Francis is adopting the same attendance standards as the MHSAA. A student MUST be in attendance for 5 hours of the school day to be eligible to participate in athletic competition on that same day. Attendance for Friday is used for all weekend activities. Attendance will be reported from the office to the AD and the AD will communicate ineligibility with the coach.

5. The athletic director and principal will review any exceptions or unusual situations, with input from the coach or classroom teacher.
6. The philosophy of our athletic program is to be child-centered and participation based. All students have the opportunity to earn a meaningful amount of playing time throughout the season. A student has expectations he/she must meet to earn playing time. Students are expected to adhere to the practice schedule, give a satisfactory effort and follow team rules set by the coach.
7. In general, St. Francis School adheres to a “no cut” policy; an exception being dismissal for disciplinary reasons.

**LUNCHTIME SUPERVISION POLICY**

The goal of the lunchtime supervisors is to provide a safe and orderly recess for the students. General guidelines are as follows:

- Email the coordinator, Mrs. Van Oirschot at ([kvanoirschot@stfrancisaa.org](mailto:kvanoirschot@stfrancisaa.org)), to sign up for lunch supervision and on the Lunch Duty Signup Genius. You may contact the coordinator throughout the school year to check on openings and check the Signup Genius.
- We will strive to have fifteen (15) people working every day.
- Report no later than 11:10 a.m. and sign in at the office so we can ensure that the mandatory Diocesan requirements have been met.
- You are responsible to find a substitute before 10:00 a.m. For a substitute, email [lunch@stfrancisaa.org](mailto:lunch@stfrancisaa.org) and edit your sign up.
- Finding a substitute is a **very important** responsibility, as we want to ensure adequate supervision for all students.
- Please keep moving around your playground. It is important that the students see that adult authority is always present and that they are able to spot you when they need you.

- As a lunchtime supervisor, you have full authority to enforce the rules and receive respect from the students. We cannot have a safe and relaxing lunch period for the students if some are consistently allowed to break the rules.
- St. Francis School follows the OSHA guidelines regarding blood-borne pathogens. All lunchtime supervisors should carry a kit supplied by the school.
- If a child is seriously injured, do **not** move him. Stay with the child, **call the nurse/office via the walkie-talkie and/or** send someone for help. Keep the other children calm and move them away from the area. All injuries, no matter how slight, must be reported to the school office and classroom teacher.

### **Classroom Lunch Supervision**

- Check with the homeroom teacher as to specific classroom rules. All classrooms are “no nuts allowed” classrooms. Please help by checking lunches.
- **All food** should be eaten by students **inside the classroom**, not in the halls, lavatories or on the playground. All students are to **remain seated** while eating.
- Make sure all trash is emptied into the proper receptacles in the corridor for easy clean up after lunch.
- Students who use the lavatories should return to their classroom quickly and in an orderly fashion.
- Please report any special problems you have to the on-site lunchtime coordinator and/or the teacher before you leave.
- In all classrooms, desks/tables are to be cleared and washed, either before recess or before the teacher returns to the classroom.
- If an injury should occur, the school office can assist the lunchtime supervisor to fill out an incident report.

### **General Playground Rules**

**To ensure the safety of students during lunchtime, please review these rules with your child/(ren) on a regular basis.**

- Students are to leave the building for their assigned areas and stay there unless
  1. They have a note from their parent and/or doctor requesting that they remain indoors (in which case they should be sent to the office); **OR**
  2. They have permission from a supervisor to use the lavatory across from the preschool classroom.
- There will be no fighting or dangerous play of any kind, including “play fighting,” wrestling or karate. This also includes pushing, shoving, hitting, tripping, and kicking. Any fighting will result in an immediate office visit. **IF YOU HAVE A PROBLEM WITH A STUDENT, MAKE SURE TO GET HELP FROM A SUPERVISOR AND/OR THE PRINCIPAL.**
- There is to be no abusive or foul language or gestures of any kind.
- Students may not climb or sit in the bushes or trees.

- Ask a supervisor to get any balls that are outside the fence. Students should NEVER GO INTO THE STREET.
- Students are responsible for proper use and the prompt return of any recess equipment that belongs to the school.
- Students should line up **immediately** upon hearing the whistle signaling the end of recess.

### **Lockett Park**

- The lead parent for any grade must stay in front of the students all the way to the park.
- Students must **WALK** the entire way to and from Lockett Park.
- Students should **carry** balls to and from the park, not bounce them.
- Do not play in the woods or bushes surrounding the park.
- Parents should make sure organized sports games don't interfere with other activities.
- Use a part of Lockett's field far enough away from the street for playing with balls and Frisbees, so they won't be lost in the street.
- Be respectful of small children from the neighborhood who are in the play/structure area. A game of chase on the structure should not be played when toddlers are present.
- There is one person on a swing and there is **no** STANDING ON or JUMPING OFF swings.

### **Side Playground**

- Stay where the supervisor can see you. Do not go past the end of the gym by the swings.
- Children should not overcrowd the play equipment. They should play without pushing or shoving.
- Students need to go down the slide, feet first, **SITTING ONLY**. Do not walk up the slide, climb up the sides or jump off from the top of the slide.
- There is one person to a swing and there is **no** STANDING ON or JUMPING OFF swings.

### **Blacktop**

- Students must stay within the cones and in front of the school. Students should always be within sight of the lunch supervisors.
- Students must be respectful and careful of the cars parked in the parking lot. They should make every effort to keep sports balls away from the cars.
- Students should not block the main school entrance.

### **SERVICE POLICY**

St. Francis is a Catholic school with a philosophy of fostering a true Christian atmosphere for the education of children. To help enhance this philosophy and extend it into the entire parish

community, **it is expected that every family participate fully in school service functions.** By working together, the whole community is striving toward the common goal of a better school. Students participate in school-wide projects and individual class projects. Each year the Religion committee meets to determine a theme and plan to approach service for the current school year. Information of the service projects is shared monthly in the forum, principal's letter and in classroom newsletters. Service parents (see a few of the opportunities listed below) are recruited through PTG, teachers, and office staff.

- Playground supervisor
- Field trip driver/chaperone
- PTG activities
- Classroom aides
- Library/Computer aides
- Room parent
- Booster club supporter and assistant
- Development activities

### **SOCIAL MEDIA CLAUSE**

Parents, students, and faculty are expected to act in a Christ-like manner when interacting with the school community. The negative use of social media can impact the relationships of the families and school. All parents, staff, and students will refrain from the use of social media that could be considered damaging to the school community: the relationships between families, faculty, and the school as a whole.

### **STUDENT PLACEMENT POLICY**

Students are re-grouped before placement in the next grade level. Teachers and administration work to establish a balance between boys and girls, academic abilities, social skills and work habits. Students are placed after careful and thoughtful consideration. Parent requests are strongly **dis**couraged and are **NOT** guaranteed.

### **TECHNOLOGY POLICY**

Computer/Internet and related technologies access is available to all students, teachers and staff of St. Francis School. The goal of using these technologies must promote educational excellence by facilitating resource sharing, innovation, collaboration and communication and nurturing the ministry of Catholic education.

## **Internet Use at School:**

While on the premises, students at St. Francis School may not search the Internet without teacher authorization. Students in grades K to 5 may only search pre-approved, curriculum-related sites while under direct teacher supervision. Sixth, seventh, and eighth graders may perform more extensive searches; however, their teachers must be present at all times to monitor student searches. Our goal is to ensure that all students know how to use search engines safely, responsibly and successfully, so that students can maximize the limitless resources available on the Internet.

Teachers and staff may be in communication with students via email for academic purposes.

## **Terms, Conditions and Regulations:**

### **1. Acceptable Use**

The use of computers/Internet and related technologies must be in support of education and research and be consistent with the educational objectives of the Diocese of Lansing.

### **2. Unacceptable Use**

- a. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material; threatening, violent or obscene material; or material protected by trade secret.
- b. Use for personal, commercial activities is not acceptable.
- c. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.
- d. Unauthorized use of another's computer, access accounts and/or files is prohibited.

The use of Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Depending upon the situation, additional consequences may be given by the administration.

***SFA School will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's computer resources.***

Administration holds full rights for consequences of all violations.

Photographs are often taken during school and parish events. Pictures are included in parish and school publications, marketing, and placed on our websites. Specific names of adults and children are not listed. If you do not want to have your child's photographs used, please notify us in writing. Otherwise it is assumed permission is granted to the Diocese of Lansing to use the image of child(ren), in its promotional materials. By NOT writing to the school, it is understood that these materials may be presented in any format, including paper, electronic, and all other media. No parent/family will receive monetary award in exchange for this permission. The Diocese of Lansing will own the copyright to these materials, and parents/families waive on behalf of their child(ren) the right to sue for any use of my child(ren)'s image that is done in good faith by the Diocese of Lansing or St. Francis.

## TUITION POLICY

The main source of funding educational programs at St. Francis School is through tuition. Tuition payments must be made regularly according to the payment agreement schedule signed by each family so that payroll and instructional obligations can be met on time.

### GUIDELINES:

A. All families will pay a tuition rate.

**B. NOTE: MARCH 1:** The online application form, along with the application fee, must be turned in to guarantee your student's place for the following school year. This also allows time for processing students' schedules (elective classes and classroom placement). **March 1:** The final tuition payment is due for the current school year. **AUGUST 2:** First tuition payment is due for the next school year. **Students will not be guaranteed placement in school if these payments have not been received by August 2.**

E. Subsequent tuition payments are made as per contract agreement. A credit card payment may also be made for the FULL AMOUNT of annual tuition plus fees on August 15. There is a \$30 late fee per month. Again, the final tuition payment is due on **March 1**.

F. A non-refundable, yearly application fee is required from each family. This registration fee will not be applied to tuition payments.

The bookkeeper will evaluate the status of tuition accounts monthly. Unpaid tuition accounts will be vigorously pursued and if necessary, referred to a collection agency. Student placement will not be guaranteed if tuition payments are not current when registration application is submitted, and then paid in full by March 1.

***\*Tuition costs can be offset by working lunchtime supervision for tuition credits and by participating in the SCRIP program. Profits from the SCRIP program can be designated to go toward tuition. Financial Aid is available through our Hopes and Dreams Fund. Families must qualify under the PSAS policies.***

**St. Francis of Assisi  
UNIFORM DRESS CODE POLICY  
Vendors: Educational Outfitters/Midwest Graphics**

Parents are responsible for ensuring that students are properly attired. Since it is impossible to identify in advance all possible deviations from acceptable dress and grooming, the administration reserves the right to determine what is acceptable. In all cases, the decision of the principal will be final. All uniform items must be purchased from Midwest Graphics and/or Educational Outfitters with the exceptions of khaki/navy uniform bottoms.

**HIGHLIGHTED ARE FREQUENT VIOLATIONS - PLEASE NOTE**

Students who do not comply with the uniform dress code policy will be sent to the office for assistance in acquiring acceptable uniform options. Continued non-compliance may result in the missing out on a Dress-Down Day or SpiritWear Day.

**Girls Only: Jumpers**

- Drop-waist only
- Plaid or navy
- Length must be no more than 3 inches above the knee.
- Tight-fitting sport shorts or undershorts or navy, white, or black leggings should be worn underneath jumpers.

**Girls Only: Knit Dresses**

- Navy dresses with monograms.

**Girls Only: Skirts**

- Plaid, khaki or navy
- Length must be no more than 3 inches above the knee.
- Tight-fitting sport shorts or undershorts or navy, white, or black leggings should be worn underneath skirts.

**Boys and Girls: Pants and Dress Shorts**

- Must be purchased from Educational Outfitters OR from a local store/chain store such as Old Navy, Gap, Target- no cargo pockets. Must be looser pants and not leggings.
- Khaki or navy
- Shorts may be worn until October 31 and then from April 1 through the end of the year. 6th-8th grade students may wear shorts year round.
- Length of shorts must be no more than 3 inches above the knee.



### **Boys and Girls: Shirts**

- Must be monogrammed
- Pique polos: maroon, navy, or white
- Knit polos: maroon, navy, or white
- Banded maroon, navy, or white polo- these do not need to be tucked in.
- Shirts must be tucked in at all Masses.

### **Boys and Girls: Sweaters/Fleece/Sweatshirts**

- Navy or maroon sweaters monogrammed with school logo
- Navy fleece and navy crewneck sweatshirt monogrammed with school logo
- Students MAY wear SPIRITWEAR FLEECE or SPIRITWEAR SWEATSHIRTS on uniform days.
- Hoods may not be worn over the head in school.

### **Boys and Girls: Socks**

- Solid color only
- Socks or footies must be worn with all footwear.

### **Girls: Tights/Leggings**

- Navy or white tights
- Navy, white, or black leggings
- **No lace or embellishments**

### **Shoes**

Please keep in mind that shoes will be worn outside during recess. We ask that students choose shoes that are comfortable and safe. Neutral-colored shoes that blend with the uniform are strongly encouraged.

- Tennis shoes are allowed.
- Shoes must be in good condition, neat, and clean.
- Tennis shoes must have laces, Velcro or be firmly fitting on the foot.
- Laces must be tied.
- **Shoes may not be higher than 2" above the ankle.- This has been an issue. PLEASE NOTE.**
- Heels (higher than 1 ½ in.) or platforms are NOT permitted.
- **Dress boots and Uggs are NOT permitted**, unless being worn as snow boots, which need to be removed indoors.
- Snow boots must be removed indoors.
- Clogs, Crocs or open-backed, open-toed shoes, and flip flops are NOT permitted.
- Wheelies, light-up shoes, or other accessories on shoes are NOT permitted.

### **Hair Style/Hair Accessories/Hats/Jewelry**

- Hair must be tidy.
- No distracting haircuts or styles.
- Unnatural-colored hair and unnatural extensions are NOT permitted.

- Hats are NOT allowed in school. Headwear such as bandanas are also not allowed to be worn in school.
- Hair bows, barrettes, headbands, and hair ties need to be **solid white, navy, maroon, or match the plaid from Educational Outfitters.** The size of hair accessories should not be bigger than an average adult's fist.
- Jewelry should be small and minimal.

### **Appearance and Grooming**

- All students are expected to be well-groomed, neat, and presentable at all times. Clothing should be clean, properly fitting, and modest. Torn or excessively worn clothing is not permitted on any school day.
- Make-up and accessories should be modest and minimal.

### **Spirit Wear Days**

- Students may wear spirit wear attire most **Wednesdays**.
- Students who choose not to wear Spirit Wear may wear their regular uniform.
- Students must wear a designated SFA Spirit Wear top that specifically says St. Francis or SFA.
- St. Francis School athletic jerseys may be worn with a shirt underneath so it is not sleeveless.
- If wearing a Spirit Wear top, students may wear jeans or loose fitting athletic pants on Spirit Wear Days.
- Leggings, jeggings, and yoga pants are NOT permitted for students in 6th - 8th grade, unless under a dress, skirt, or shorts that follow the guidelines for length.
- Educational Outfitters will have a few Spirit Wear options. The majority of our Spirit Wear is available through Midwest Graphics in a variety of colors/styles throughout the year. You can also find items in the school uniform closet with various styles of screen prints to choose from.

### **Dress-Down Days**

- There will be minimal dress down days at the administration's discretion. They will be communicated throughout the year.
- On Dress-Down Days, appropriate school attire is still required. Spandex, midriff tops, short shorts, t-shirts with inappropriate language or graphics, tank tops or sleeveless tops will NOT be permitted. Administration has final approval on approved DDD apparel.
- Leggings, jeggings, and yoga pants are NOT permitted for students in 6th - 8th grade, unless under a dress, skirt, or shorts that follow the guidelines for length.
- Shoe rules are the same as the uniform policy.
- Name-brand labels should be minimal and small.

## **VOLUNTEERS (DIOCESAN) POLICY**

All volunteers working with minors must comply with Diocesan requirements. Any person without the following documentation will not be allowed to volunteer with children in any school-related activities, such as lunch duty, field trips, and many others. For a complete explanation of requirements, the compliance grid is posted on the school website.

**Requirements:**

**A. Virtus Session** -- All volunteers are required to attend a Virtus (Protecting God's Children) session or complete the online Virtus course.

- Virtus Session Schedule -- For locations, dates and times of sessions in the Diocese of Lansing, go to [www.virtusonline.org](http://www.virtusonline.org). Proceed to the "Registration" link. Session length is up to three (3) hours. You must sign up for a session online at [www.virtus.org](http://www.virtus.org). Go to "Registration." From there you can start the registration process or view a list of current sessions (Go to Lansing, MI Diocese).
- Directions for registering and taking the Virtus class online are available in the school office.

**B. Volunteer's Code of Conduct** -- You can self sign the Pastoral Code of Conduct online when you register for Virtus.

**C. Criminal Background Check/Request for Central Registry Clearance** -- This form needs to be filled out and returned to the administrative assistant in the school office. Copies are available in the school office and on the school website.

**D. Fingerprinting** -- Overnight chaperones, coaches, and others need to be fingerprinted. Please speak to the administrative assistant in the office for more details and necessary paperwork.

If you have questions, contact the school office or go to the Diocese of Lansing website at [www.dioceseoflansing.org](http://www.dioceseoflansing.org) -- "Safe Environment Website."

**PLEASE NOTE: All forms need to be turned in to the school office.**

**GENERAL INFORMATION**

**Appointments with Faculty Members:** Individual conferences may be arranged at the request of either parents or teachers at any time. Please make appointments in advance by calling the school office and leaving a message on voice mail or by e-mail. Please refrain from discussing confidential issues regarding your child with teachers before or after school in the parking lot. Please schedule an appointment instead.

**Bicycles:** Students are permitted to ride bicycles to and from school. Bicycles should be parked and locked to the bike racks. For safety, students are to **walk** their bicycles on the school grounds as well as crossing the street at St. Francis Drive.

**Courtesy Requests for Visitors:** In an effort to maintain an atmosphere conducive to learning, **anyone entering the school building during the regular school hours is required to report to the school office at the main entrance.** If you are going to be in the building, please sign in and obtain a visitor or volunteer badge. Our staff has been instructed to approach and question all visitors in the hallways without a volunteer or visitor tag. All messages delivered via telephone or in person for students or teachers should be channeled through the school office.

**Fire, Tornado and Lockdown Drills:** Fire and tornado procedures are practiced on a regular basis. Information for each type of drill is posted in each classroom. In case of an actual tornado warning, staff and students follow the appropriate procedure. Staff and students also practice a lockdown drill several times a year. Any parent in the school building during one of these drills should follow the procedure for the area he/she is working in. Parents may not enter the school building during a lockdown. All of the records for the drills will be posted on our school webpage.

**Handouts/Emails:** All handouts students bring home for parents or emails sent by the school's communication system must be approved in advance by the administration. If you are a Scout leader, homeroom parent or club organizer and want to send a handout or email to families, please bring it to the school office for the principal's approval. **PLEASE NOTE:** Party invitations or other announcements about social events that do not include the entire class cannot be distributed at school.

**Indoor Recess:** As a general rule, students in grades K through 8 go outside for recess daily. Students well enough to attend school should be able to go outside for recess. However, should a health condition arise that prevents your child from participating in outdoor recess, please send a note or email to your child's teacher.

**Lost and Found:** PLEASE MARK **ALL** ITEMS OF CLOTHING WITH A PERMANENT MARKER. Articles of clothing found in or around the school are placed in the lost-and-found area located under the stairway across from the office. Parents are asked to check this area often. Proper identification of clothing and other items should be taken care of before school opens and then checked periodically. Unclaimed clothing is donated to charitable organizations.

**Allergy and Peanut (Nut)-Free School:**

**NO PEANUTS OR TREE NUTS WILL BE ALLOWED IN OUR CLASSROOMS OR COMMON SPACES.**

A tree nut is any nut other than a peanut. This includes cashews, almonds, macadamia nuts, pecans, walnuts, pralines, and many others. Coconut allergies are oftentimes present with tree nut allergies, so no coconut. Please read labels carefully. Any product processed in a facility

with nuts may contain traces of nuts. ***These items should not be sent to school.*** Please refer to the link below which includes a list of safe snacks.

**During lunch and snack times, grades preschool – sixth grade will follow the same procedure:**

- Children, teachers, and lunch duty supervisors will do their best to review all food to determine if there are any peanut/tree nut products present and return any potentially allergenic food to lunch boxes with a note to parents/guardians asking not to send those items to school.
- Our lunch trainers will make lunch parents aware of these routines.
- Please label all non-nut butters, including WOW butter, as nut free.

**ST. FRANCIS DOES NOT PERMIT ANY FOOD-BASED BIRTHDAY TREATS.**

**We are happy to recognize student birthdays in other ways. Please do not send in any food-based treats. Any food brought in to celebrate will be kept in the school office until a parent can pick it up.**

Some classrooms may have additional allergy modification. The classroom teacher will notify those families individually.

Please refer to <http://snacksafely.com/safe-snack-guide/> as a guide.

Thank you for your support in providing a healthy learning environment for all students.

**School Parking:** To ensure safety for students, parents are asked to observe the parking regulations as shown in the diagram at the beginning of this document before/after school to prevent cars from entering this area where children walk. The safety of the children is our top priority.

**School Pictures:** Detailed information will arrive before the pictures are to be taken. Students may wear dress down attire, dress-up clothing or uniforms for school pictures.

**School Supplies:** Basic school supplies such as pencils, pens, paper, folders and the like will be purchased for students in all grades. A list of needed supplies for the new school year will be posted on the school website in June for the following school year.

**School Testing Program:** The NWEA assessment is administered to students in grades 2 through 8, three times during the year.

**Security System for Visitors, Volunteers and Others:** In an effort to maintain a safe environment, you will find all school doors locked. If you need to enter the building during school hours, please enter through the front doors by pressing the call button located on the right side of the building (as you face the front doors of the school). When staff respond to your call, please identify yourself and the nature of your visit. Entry to the school will be through the

door on the left; **please wait** until you hear that the lock has been disengaged and **then** open the door.

**Snowballs:** To ensure the safety of all students, snowballs are **NOT ALLOWED** on school property at any time.

**Student Accident Medical Insurance:** All St. Francis School students are covered by Student Assurance Services, Inc., through the Michigan Catholic Conference. This covers each student while in school and participating in school-sponsored, supervised extra-curricular activities. This is an excess policy, which provides medical assistance with deductibles and co-pays within the parents' health system. If the student is uninsured, the policy will drop down and pay medical expenses, subject to plan restrictions.

Student Assurance Services also provides parents an option to purchase 24-hour coverage. A summary of the plan and frequently asked questions, claim forms and enrollment is web-based. Please go to [www.sas-man.com](http://www.sas-man.com); K-12 students/parents; look up your school and choose Michigan where Michigan Catholic Conference will appear. The menus now allow you to choose the information you desire.

**Telephone:** Parents may call the school office if they need to communicate a message to their child during the school day or arrange to pick up their child before dismissal. If a parent needs to be contacted, school office staff will call the parent and communicate the need.

**Vision and Hearing Tests:** Vision and Hearing screening is provided by the Washtenaw County Department of Health. Students in grades K, 1, 3, 5 and 7 receive vision screening. Students in grades K, 2 and 4 receive hearing screening. Parents may elect not to have their child screened by writing a note to the school office in advance of the screening. If the technician perceives some type of discrepancy, parents are contacted.

**Wellness Policy:** A copy of the St. Francis of Assisi Severe Allergy Management Plan is posted on the school website and available in the office for all families.

Appendix A:

## **Communications Plan**

### **Executive Summary**

St. Francis School is a Catholic, private school for students in preschool through eighth grade. The school strives for open and on-going two-way communication between administration, parents, and students. A strong communication system helps create the best learning environment for all students and creates a community that meets the mission of the school.

This Communication Plan is intended to do the following:

- Present a clear and concise framework for communicating a unified message to the school community.
- Foster strong relationships with all community stakeholders and allow them to provide input into the educational process.
- Share the message of God and Jesus Christ.
- Combat negative perceptions of the school and of Catholic schools in the Diocese.

**Goal #1:** Demonstrate a welcoming spirit to all who seek a Catholic education for their children.

- Incorporate active faith formation opportunities within the school community.
- Provide opportunities for students and parents to grow in their faith.
- Strengthen the Catholic identity of the school within the wider community.

**Goal #2:** Provide an academically excellent curriculum that will prepare students for high school and beyond.

- Collaborate with faculty in all aspects of curriculum development.
- Follow 5-year technology plan for continual improvement.
- Provide optimal class-size.
- Use standardized test results for school improvement and student success.

**Goal #3:** Partner with staff, parents, and parish ministries to fulfill the mission of the school.

- Provide support for the academic, emotional, and spiritual needs of each student.
- Provide resources for parents to assist with individual student needs.
- Use community resources to establish a feeling of belonging in a community where children, family, and faith matter.

**Goal #4:** Strive to make and maintain facility improvements for the betterment of school functions and operations.

- Maintain visual appeal, cleanliness, and organization to communicate a clean, efficient, education system.
- Design and create a plan to disseminate communication across the PK-8<sup>th</sup> grade community.
- Educate parents about the communication style at each grade level.
- Encourage parents to communicate with teachers and administration.

## **Objectives**

1. To improve internal and external communication with the specific goal of creating open, two-way communication.

2. To develop school and community understanding of our commitment to the educational process through the mission, vision, goals, and beliefs of the diocese.
3. To design a positive school climate that welcomes and encourages family and community involvement.
4. To seek partnerships with parents and teachers to facilitate learning outside of the school day.
5. To create a learning organization that is open to new ideas.
6. To promote an environment that encourages cooperation, teamwork, and creativity among all constituencies.
7. To reach out to community and church members who do not have direct contact with the school.
8. To instill pride in our school and our students.

**Target audiences who receive communications from school office.**

- **Internal**
  - Principal Advisory Board
  - Administrators
  - Educators
  - Support Personnel
  - PTG
  - Other stakeholders within the school community
  - Development
  - ESP: Extended School Program
  - Parish
- **External**
  - Students
  - Parents
  - Business/community leaders
  - Media
  - Elected officials
  - Alumni
  - Neighboring school districts
  - Local universities
  - Prospective families
  - Parishioners



- Donors

### **Channels to release communications**

- Print and TV
  - Local publications- newspapers, AA Observer
  - Faithful Learning pamphlets
  - Prospective family folders
- Electronic
  - School and parish website
  - Monthly principal letters
  - Online surveys
  - Social media
  - Student Management System
  - Emails
  - Google Documents

### **Key messages that will come from the communications**

- Budget/fundraising
  - Role of Development in funding initiatives
  - Development Fundraiser: Annual Appeal, Car Raffle, Hopes and Dreams, Golf Outing for Tuition Assistance.
  - PTG Fundraisers: Miles for Mustangs, Pizza Lunch, Jimmy Johns' Lunch, Ice Cream Social
  - Enrichment fundraisers: Mandarin, Pasta, and Taco Lunches
- School/student achievement
- Events
- Faculty information
- Classroom information
- Day-to-day operations
- Available Financial Aid
- Welcoming to all students

### **Social Media Protocol for school's facebook page**

- Items will be submitted to the principal.
- Principal will proof ahead of time.
- Items may include but are not limited to announcements, photographs, information from emails.

### **Student/Staff Relations**

- **Goals**
  - Distribution of information to staff, students, and families.
  - Increase opportunities for staff and parents to give feedback on decision-making processes that affect them.
  - Communicate for collaboration, trust, and connections with parents, development, and PTG.
  - Recognize students and staff for their achievements.
- **Strategies**
  - Maintain school web pages that give up-to-date information for staff and students.
  - Include staff and parents in committee meetings.
  - Recognize staff achievements through Principal Advisory Committee meetings.

### **Internal/Community Relations**

- **Goals**
  - Develop and maintain strong, positive relationships with all stakeholders to strengthen support for the school.
  - Allow for honest and frequent input from all constituents.
  - Make school information available and easily accessible for the community while maintaining security for the safety of students.
  - Build and maintain partnerships with business and industry leaders.
- **Strategies**
  - Establish one main communicator from the front office.
  - Continue principal's monthly letter.
  - Through the new website model, when possible, create a login component for school families so we can post a running list of events and announcements.

### **Media Relations**

- **Goals**
  - Maintain a reciprocal relationship with the media to enhance the public's perception of the school.
  - Increase the number of positive stories provided to the media.
  - Showcase student and staff achievement.
  - Maximize awareness and support the school's goals, objectives, and programs.
  - Increase the use of social media tools to augment traditional media efforts.
- **Strategies**
  - Develop relationships with media outlets and reporters.
  - Highlight positive media coverage throughout the school and online.
  - Implement and maintain appropriate social media tools.

### **Web Communications**

- **Goals**
  - Reach all audiences, even those without direct ties to the school (i.e., parishioners- through electronic communication.
  - Emphasize the importance of two-way communication through the internet.
  - Design school and class/grade-level websites that are visually appealing and user-friendly.
  - Develop a branded look for all online designations.
  - Promote the school's website as the primary source for information for all stakeholders.
- **Strategies**
  - Create and distribute electronic surveys to obtain feedback from all stakeholders.
  - Increase parents' usage of student communication platform and interaction with teachers through email.
  - Publish monthly electronic newsletters and distribute through email.
  - Redesign school homepage and highlight all communication efforts.

## **Marketing**

- **Goals**
  - Create key messages and talking points about the school to establish one, clear voice throughout all communication channels.
  - Increase the distribution of printed/electronic/downloadable materials that highlight the school's mission, vision, beliefs, and goals, as well as recent achievements and accomplishments.
  - Create a branded image that helps build a strong reputation.
- **Strategies**
  - Use "Faithful Learning" templates across marketing efforts.
  - Increase the distribution of printed materials by making them available at all building sites. (School, church, Parish office)
  - Create newcomer packets to provide to kindergarten parents, relocated families, potential transfer students and realtors in the area.
  - Host special events that include students, parents, educators, School Improvement Committee members, and the larger community.