



ST. FRANCIS OF ASSISI SCHOOL STUDENT-PARENT HANDBOOK 2013-2014

This handbook contains the policies and procedures of St. Francis of Assisi School. The school may change any of its policies and procedures and apply them as circumstances dictate. If you have any questions, please contact the principal.

Students and parents must accept and abide by these policies and procedures in order for the student to attend St. Francis.

IMPORTANT PHONE NUMBERS AND INFORMATION

School Office: 716-692-7886
School Address: 70 Adam Street
Tonawanda, NY 14150
Rectory: 716-693-1150
Religious Education: 716-694-5342

School Hours: 7:45 am-2:00 pm
AIS/Homework Help: 2 pm-2:30 pm
After School Care: 2 pm-5:30pm
School Fax: 716-693-2025



Prayer of St. Francis

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;

Where there is injury, pardon;

Where there is doubt, faith;

Where there is despair, hope;

Where there is darkness, light;

And where there is sadness, joy.

O Divine Master, grant that I may not so much seek to be consoled as to console; to be understood as to understand; to be loved, as to love. For it is in giving that we receive; it is in pardoning that we are pardoned; and it is in dying that we are born to eternal life.

Mission

The mission of St. Francis of Assisi School is to provide a Catholic setting where students realize their intellectual and personal potential. Our school is guided by the teachings and vision of St. Francis of Assisi.

Vision

St. Francis of Assisi School is the Catholic School of choice for families. We maintain the highest standard of academic excellence. Respect for self and others is the essence of our school community. Graduates of St. Francis of Assisi School are faith-filled, life-long learners in a global society.

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Administration

Reverend Michael Uebler, Pastor
716-693-1150

Mrs. Colleen Politowski, Principal
716-692-7886
politowski@stfrancistonawanda.org

Mrs. Catie Wagner, Administrative Assistant
716-692-7886
wagner@stfrancistonawanda.org

Teachers and Teaching Assistants

PreK 3.....Mrs. Colleen Wotjasek – wotjasek@stfrancistonawanda.org
PreK 3 TA/Remediation.....Miss Stephanie Allaire – allaire@stfrancistonawanda.org
PreK 4.....Mrs. Bernadette Oliveri – oliveri@stfrancistonawanda.org
PreK 4 TA.....Mrs. Marie Maziarz – maziarz@stfrancistonawanda.org
Kindergarten.....Mrs. Christine Dmoch – dmoch@stfrancistonawanda.org
Kindergarten TA.....Ms. Mary Ellen Bieniek – bieniek@stfrancistonawanda.org
Grade 1.....Mrs. Sally Babcock – babcock@stfrancistonawanda.org
Grade 2.....Mrs. Cindy Maloney – maloney@stfrancistonawanda.org
Grade 3.....Miss Jamie McCrossan – mccrossan@stfrancistonawanda.org
Grade 4.....Mrs. Katie Wagner – bly@stfrancistonawanda.org
Grade 5.....Mrs. Kristin Urbano – urbano@stfrancistonawanda.org
Grade 6.....Mrs. Laurie Bacon – bacon@stfrancistonawanda.org
Grade 7.....Mrs. Jennifer Hahn – hahn@stfrancistonawanda.org
Grade 8/Computer.....Mrs. Patricia Misso – misso@stfrancistonawanda.org
Spanish.....Miss Lauren Seifert - seifert@stfrancistonawanda.org
6-8 Religion.....Mrs. Sue Ann Saltarelli – saltarelli@stfrancistonawanda.org
Art/Music.....Mrs. Mary Knoerl – knoerl@stfrancistonawanda.org
Gym/Library/Health.....Mrs. Shelia Neumeister – neumeister@stfrancistonawanda.org
Remediation.....Mrs. Newbigging – newbigging@stfrancistonawanda.org
Liturgical Movement.....Mrs. Audrey Priester
Instruments.....Miss Brenna McCabe – mccabe@stfrancistonawanda.org

Kitchen Staff

Miss Jessica Steinitz –
steinitz@stfrancistonawanda.org
Mrs. Julie Blanchard
Mrs. Dianne Selak

Maintenance Staff

Mr. Mark Plotner
Mr. Jared Grandquist

General School Information

School Hours 7:45 am-2:00 pm
A-F Day Cycle

AIS/Homework Help (grades 3-8) – 2 pm-2:30 pm

After School Care – 2 pm-5:30 pm

Regular School Schedule

Homeroom	7:45-7:50
Period 1	7:51-8:31
Period 2	8:32-9:12
Period 3	9:13-9:53
Period 4	9:54-10:34
Period 5	10:35-11:15
Period 6	11:16-11:56
Period 7	12:00-12:30
Period 8	12:34-1:14
Period 9	1:15-1:55
Homeroom	1:55-2:00
AIS/Homework Help	2:00-2:30

Lunch

Pre K 4- Grade 2	11:55-12:25
Grades 3-8	12:00-12:30

Morning Mass Schedule

Homeroom	7:45-7:50
Meditation/Extended Homeroom	7:51-8:21
Mass	8:30-9:20
Period 1	9:20 – 9:50
Period 2	9:51-10:21
Period 3	10:22-10:52
Period 4	10:53-11:23
Period 5	11:24-11:54
Period 6	11:55-12:25
Period 7	12:26-12:56
Period 8	12:57-1:27
Period 9	1:27-2:00
AIS/Homework Help	2:00-2:30

Lunch

Pre K 4- Grade 2	12:20-12:50
Grades 3-8	12:26-12:56

Homeroom	7:45-7:50
Period 1	7:51-8:21
Period 2	8:22-8:52
Period 3	8:53-9:23
Period 4	9:24-9:54
Period 5	9:55-10:25
Period 6	10:26-10:56
Period 7	11:00-11:35
Mass	12:00-12:45
Period 8	12:46-1:16
Period 9	1:17-1:47
AIS/Homework Help	2:00-2:30

Afternoon Mass Schedule

Lunch

Pre K 4- Grade 2	10:50-11:25
Grades 3-8	11:00-11:35

Arrival

The school day for students in grades Pre K4-8 begins at 7:45 am. Students will be allowed to go to their homeroom starting at 7:40 am. Students must be in their homeroom seats by 7:45 am to be counted as on time and present. Anyone arriving after 7:45 am must report to the school office and will be marked late. Students may not arrive earlier than 7:20 am, and should not arrive later than 7:45 am. Students that arrive before they can go to their homeroom will be asked to wait in the gym. Parents are not allowed to bring the children to the classrooms.

Dismissal

The school day ends for students at 2:00 pm. Buses will be leaving the school at 2:05 pm. Parents that are picking up their child(ren) are asked to sign out their child(ren) in the gym and then wait in the gym for pick-ups to be dismissed after the buses have left. If there is a change in dismissal plans, please call the office before 1pm. After this time, it is very difficult to get to the classrooms for changes.

Transportation

Please send a note in at the beginning of the year as to how your child will be getting home in the afternoon. If at any time this changes, please inform the classroom teacher and school office. If a student is not going to be taking a bus home, they must provide a note. Students may ride bikes to school in grades 5-8, provided that they wear helmets and the bicycles are chained and/or locked at the school bike rack. St. Francis of Assisi School is not liable for any damages or loss of bicycles on school grounds.

Early Pick-up

Parents that must pick up their child early from school are asked to pick up their child no later than 1:45 pm, as this would interfere with dismissal procedures. You must sign your child out in the school office and wait for your child there. Parents must also send in an early pick-up note.
Half Day Dismissal

Buses for half days leave the school at 11:00 am. Normal pick up procedures will be followed. If you are picking up your child early on this day, please pick up your child no later than 10:45 am.

Pre K-3 Year Old Program

Our Pre K-3 program is Monday-Friday, with the option of Monday, Wednesday, and Friday only. The school day for our Pre K 3 students runs from 8:30-11:30 am. Students may be dropped off at 8 am. Parents need to wait in the office lobby area to sign out and pick up their children at the 11:30 am dismissal time. Parents are NOT to go up to the classroom to pick up their children.

Comprehensive Attendance Policy

Attendance

Students are required to attend school each day of the school year in order for students to develop intellectually and socially. However, the school understands that child can be sick, or other family issues arise. Please keep in mind that subjects are taught in sequence, so students that miss school regularly are at a disadvantage. Students who miss 20 days of school per year, and have not met with the teacher and principal are in danger of retention. Excessive irregular attendance and/or tardiness may also warrant notifying the proper authorities. Additionally, if a child has stayed home sick from school, or has left early due to illness, they CAN NOT participate in any afterschool activities that day, including sports. Student attendance will be taken daily in homeroom and in each class.

Medical Requirements

The NYS Department of Health has specific requirements for immunizations in order for a child to attend school. These rules must be followed for the safety of all students and staff. Though we are a private Catholic school, we ARE NOT exempt from these laws and policies. All student immunization records must be updated. Medication is only to be given in school by a school nurse or responsible adult. A written order by the physician and a statement by the parent must accompany medication when it is brought into school. Students are not allowed to keep medicine with them unless medically necessary and there is documentation by a physician. Any medication brought to school must be kept in its original container and will be administered in the office.

Illnesses

Students who are sick and have a fever are asked to be fever free for 24 hours before returning to school. If your child has vomited, we also request that you keep your child home. Additionally, please inform the office if the child has been diagnosed with a contagious illness, so that other parents will be informed and watchful of their own child's health.

Absences

If a student is absent or tardy, for whatever reason, parents/guardians must provide a written and signed note within 3 days of the absence. The note must state the specific reason for the absence or tardy. If no note is received then the absence is recorded as unexcused. All records are kept in an online register of attendance. Student absences must be called into the school office by 8:30am. If you have not called in your child's absence, expect a phone call from the school. It is the responsibility of the student to complete work that has been missed due to absences. Work should be completed in a time frame agreed upon with the teacher.

Any student that stays home without their parents/guardians permission is subject to disciplinary action.

Vacations

It is very important that students attend school each day. The school strongly discourages vacations during the school year. It is the policy of St. Francis to not give out work in advance. Parents are asked to inform the classroom teacher(s) and the school office if a child will be out for a period of time. Students will be expected to complete the missed work by the time specified by the classroom teacher and attend AIS/Homework Help as well, in order to catch up on missed concepts and work.

Admissions

St. Francis of Assisi School does not discriminate on the basis of race, sex, color, national and ethnic origin. All students, regardless of religion are also welcome to attend, however, all students must participate in the religious education program, daily prayers, Liturgies, retreats, and other religious activities.

St. Francis of Assisi school expects all students to achieve success in their education. The school endeavors to accommodate students with special needs, as the school's resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable condition of attendance where indicated under the circumstances.

School Closings

Weather conditions that warrant the closing of school will be announced on both television and radio. If you hear Tonawanda City Schools and/or St. Francis of Assisi TONAWANDA are closed, then St. Francis of Assisi School is closed.

In the case of an emergency closing during the school day, an announcement will be made on the radio, television (channels 2, 4, and 7), and also on our phone relay system. We cannot send a child home early without parent verification. Emergency Contact Forms are handed out in the August newsletter. These must be completed and returned the first day of school. The school requires parents/guardians to fill out and return an emergency contact form provided by the school. It is extremely important that the information is correct and up to date so that the school may contact the proper adults in the case of an emergency.

Registration

Registration for St. Francis of Assisi families with returning students will take place in March. After March 31st, registration is opened up to new families and spaces cannot be guaranteed. Kindergarten screening week will take place in June. Appointments will be sent home with current families, and new families will have their appointment mailed to them directly. All tuition must be current in order for the family to re-register.

New families will meet with the principal before being admitted to the school. Incoming Kindergarteners must undergo Kindergarten screening, and students in grades 1-8 must present their most recent report card.

By December 1st, of the year they are enrolling, a child must be the age of:

3 years old for Pre K- 3

4 years old for Pre K – 4

5 years old for Kindergarten

Age requirements are very important and must be followed.

Visiting School

All visitors at St. Francis of Assisi School must sign in at the office and wear a visitor ID tag while in school. When leaving, the visitors must sign out and return the tag. If dropping off forgotten items, please leave them in the office and we will call the student down. Parents are not to go up to the classrooms.

Volunteers/Safe Environment

Parents, grandparents, guardians, aunts, uncles, and other family members, ages 18 and older, are encouraged to volunteer at school. There are many opportunities to volunteer. In order to volunteer, you must have completed the VIRTUS training in the Protecting God's Children program and have also given permission for a background check. Adults that have not completed this training or are delinquent with the training bulletins are not allowed to volunteer with the children in school or at school sponsored activities. This is a mandated Diocesan policy.

Student Agenda/Planner

Every student in grades K-8 will be responsible for an agenda, also called a student planner. It is the student's responsibility to write down their own work in the agenda every day in each class. Parents are expected to check the agenda each day and make sure that their child has completed the work.

Homework/Test Policy

Homework is a tool used to reinforce the learning that has taken place in the classroom. Homework is to be done independently. Parent support and direction is acceptable when needed. The following is the suggested homework and study times needed per grade level per night:

Kindergarten.....30 minutes
Grades 1-2.....45 minutes
Grades 3-4.....60 minutes

Grades 5-6.....90 minutes
Grades 7-8.....120 minutes

Please understand that every child differs, as do subjects and materials. The objective is not time, but rather quality of work being completed.

If a student is absent for 2 or more days, the parents may call the office before 10 am and have the homework collected. Work can be picked up after 2 pm. Homework will not be given for a student missing only one day.

Homework is expected to be handed in on time. Homework that is late 1 day (sickness is an exception) will receive 90% of the possible grade. Homework that is 2 days late will be graded at half (1/2) credit. Homework that is more than 2 days late will receive zero (0) credit, however the assignment is still due. If a child is severely ill, please call the office to set up appropriate homework and class work arrangements. If a child could not do the homework assigned, parents must provide a note.

Extra credit is done at the teacher's discretion and is not required.

Progress reports and report card dates are listed on the school calendar.

Testing Program

The testing program at St. Francis of Assisi School includes teacher constructed tests, June final assessments in grades 3-8, and New York State Standardized tests. New York State testing includes the English Language Arts (NYS ELA) exam and Math (NYS Math) exam in grades 3-8, and the Science Performance and Written test in grades 4 and 8. Testing dates are furnished by the New York State Department of Education and are published on the school calendar when the dates become available. Scores for the NYS tests are released usually during the late summer months. If a child scores a 2 or less (out of 4) on the state assessment, then they must participate in remediation, also known as Academic Intervention Services, or AIS. Remediation will continue until a student can pass a smaller version of the state assessment, at which time remediation can end.

Academic Intervention Services (AIS)/Homework Help (HH)

Students that need remediation, also known as academic intervention services (AIS), or extra help in a particular subject will use the AIS/Homework Help time after school from 2-2:30 pm. Staying after school during this time MUST be previously arranged with the teacher. Parents are responsible for picking up their child. If the child is not picked up, he/she will be sent to the Afterschool Care Program and the parent will be charged accordingly. Students that attend the AIS/HH time are required to bring work with them that has been assigned by the teacher or bring questions that they have on a topic. This time is not to be used for child care. This is a time for students to get help with class work, homework, receive remediation in a needed subject area, or receive one on one help with a teacher. If a child has no work they need help with and/or no questions for the teacher, they will be asked to leave the afterschool help session and go the Afterschool Care Program where charges will accrue. Teachers are not responsible for childcare afterschool and have a very limited time frame to meet the needs of children that need help. Please make sure if your child is staying after that they have a question or need help.

Report Cards and Progress Reports

Report cards are distributed/posted 3 times a year in Kindergarten-8th grade. Progress reports are posted midway through each trimester. PreK3 and PreK4 students receive progress reports in January and June. Report cards are posted online. Parents are expected to read the report card. Student achievement is assessed through tests, quizzes, class work, homework, projects, and the June exams. If parents cannot get online, they can request a paper copy from the office ahead of time.

St. Francis of Assisi/Diocesan Grading Policy

Kindergarten – Students receive a report card 3 times a year. Progress is indicated through the use of G,S,I, N.

G = Exceeds requirements

I = Requirements have been partially met

S = Meets requirements consistently

N = Inconsistent in meeting requirements.

Grades 1-2 – Students receive a report card 3 times a year. Progress is indicated through the use of G, S, I, N.

Grades 3-8 receive a report card 3 times a year. Progress is indicated through the use of percentages:

A = 100% - 93.0%

D = 77.9%-70.0%

B = 92.9%-85.0%

F = Below 70%

C = 84.9%-78.0%

Honor Rolls and Awards

High Honors95-100

Honors.....90-94.99

Merit Honors....85-89.99

Students are recognized for their achievements in academic, sporting, and service activities at various times throughout the year. Please refer to the monthly calendar and other school notices during the school year.

Promotion Policy

Students who have successfully met the state and diocesan grade level requirements will be promoted to the next grade level. A student that has a failing overall average in one of the core subjects will be a candidate for retention. Students must attend summer school and pass the course, or if no summer school is available, they must show that they have received instruction throughout the summer and retake the final exam. If they earn a passing grade they can move on. For Kindergarten and grades 1-2, failure to meet competencies may be reason for retention. Though most students move on, sometimes it is in the best interest of the student to have the opportunity for a second year in the grade level. If a student is performing poorly, it is expected that the teacher and parents will have continued contact. If it seems as though the child may be retained, a meeting with the principal, teacher, and parent will take place.

Parent-Teacher Conferences

Parent-teacher conferences are very important for all levels of achievement. It is expected that all parents/guardians will attend at least one parent-teacher conference. Individual appointments can be made through the classroom teacher. If you have an academic concern about your child, please contact the teacher first. If you still need further help, please contact the principal. You can contact the teachers and principal through email and the school office phone.

Academic Eligibility

The ability to participate in afterschool activities, including sports is a privilege. Students that are failing a course are ineligible to participate in any afterschool activities, including sports, until their average is passing – at least 70%. In addition, students must not have any behavior referrals in the trimester in order to participate. Eligibility will resume when the student is passing and has no behavior referrals in the trimester.

If a student is failing, but, it has been documented that the student is consistently working with his/her teachers to improve his/her skills in the subject area, then eligibility will be decided by the principal and/or pastor.

Books and Materials

Each student is responsible for keeping their books and materials safe and in the classroom. Students should have a book bag/back pack, however, no wheeled book bags/back packs are allowed. All books must be covered. A student's grade may be affected if the book is not covered. The students' name must be clearly visible on the book cover. All materials that are the students' personal property must also be labeled with their name. Students will be assessed for damages if the books are not kept in proper condition.

Instrumental Lessons

Students in grades 4-8 can choose to study flute, clarinet, saxophone, oboe, trumpet, French horn, trombone, baritone, or percussion, as well as strings. The program consists of small group music lessons that meet once a week for 30 minutes during the school day. A rotation lesson schedule is used so that students do not miss the same class each week. As students progress, a weekly ensemble or band rehearsal may be added to the schedule either before or after school. The cost of the program is announced at the start of the school year. Payment must be made to St. Francis of Assisi in a timely fashion, or it will be added to tuition.

It is the student's responsibility to find out the work that was missed in class during the lesson and make it up by the next day. If a student does not hand in the work the next day it will be considered late. Students may use the AIS/Homework Help period afterschool to make up work. This needs to be arranged the day before with the appropriate teacher.

Legal Custody Issues

Parents are asked to keep the office informed of legal custody of a child. It is also important for the school to have a copy of the custody decree, which will help school personnel make effective decisions when needed, including, but not limited to, who receives copies of report cards and other student scores. Custodial parents are also asked to supply the school office with any copies of restraining orders or other orders that are pertinent to the safety of the child and overall safety of the school.

Student Records

Legal custodial parents and guardians have the right to access all school records of the child. With the exception of a subpoena or court order, school records can only be viewed by the parents/guardians of the child. Other exceptions include the student's classroom teacher and authorized representatives of the Buffalo Diocese and NYS Education Department.

After School Program

Any student in grades PreK-4 through grade 8 is eligible to attend the After School Program. It runs from dismissal until 5:30 pm. Students will be supervised in various indoor and outdoor activities (weather permitting). Students must do their homework before any play. Other activities include: crafts, computers, games, and snack. A movie may be shown on special days. Parents will be notified of days that the program is not in session.

Cafeteria

The school cafeteria provides hot lunches at reasonable prices. The lunch program is partially government subsidized, and includes the availability of a reduced price or free lunch for those who qualify according to government eligibility criteria. Application forms are made available in the August newsletter or through the school office. If your income changes throughout the year, please contact the school office. We strongly encourage all families to carefully read the criteria and submit your application. Applications are sent to the principal only and are kept in the principal's office with student records. Monthly lunch menus are sent home in the monthly newsletter.

Rules of Conduct for the Cafeteria

Students will:

Remain seated in assigned seats.

Use good table manners and a soft/indoor voice.

Be considerate to classmates and other children.

Give immediate attention to volunteers/monitors/teachers/principal when they raise their hand for attention.

Be respectful to monitors/volunteers at all times.

Report to monitors/volunteers when a need to leave the lunch room arises.

Throw garbage away before leaving with your teacher to return to class.

Follow directions in returning trays, disposing of trash, and leaving the cafeteria.

Clean up after yourself.

Take responsibility for your behavior.

Parent Monitors

Parents who volunteer to monitor students in the lunch room are expected to:

Assist students with opening lunch packaging

Focus on all students' needs, not just your own child's needs.

Keep students in their seats.

Continuously walk around the lunch room, making sure students remain orderly.

Assure students clean up after themselves.

Assign students to wipe down the tables and seats.

Refrain from using their phone, unless it is an emergency.

Refrain from using monitoring time as chat time with other parent monitors.

Refrain from bringing non-school age children with them to monitor.

Sports Programs

Athletics are an important part of a child's life and require a variety of skills. Students at the appropriate grade levels will be notified in advance of tryouts and dates for various sport programs.

Students are accepted into the program and may participate with the following criteria:

- Must maintain a passing average in all classes of at least 70%.
- Cannot be missing any work.
- Current school year medical release with physician's signature is on file.
- Signed parental permission slip.
- Shows pride in team by showing up to each practice and all meetings, attending all games, keeping a neat and clean uniform, showing good sportsmanship, cheering on your teammates, and showing respect for your coordinators, coaches, officials, and the opposing team.

If you are absent from school on a given day, you CANNOT participate in any extra-curricular activity, including sports on that same day. A student must be in school at least half a day (minimum of 3 hours) in order to participate.

Uniforms are returned in condition ready for use by another person. Parents will be responsible to cover the cost of lost or damaged uniforms and equipment. All uniforms must be returned within one week of the end of the season.

***Please note that students cannot try out for a sport if their medical release is not on file in the office.

The following sports activities are offered at St. Francis of Assisi School:

Swimming – Grades K-8

Soccer – Grades 1-8 (Co-Ed)

Volleyball – Grades 5-6 (JV), Grades 7-8 (V),
boys and girls

Basketball - Grades 5-6 (JV), Grades 7-8 (V),
boys and girls

Softball – Grades 4-6 (JV), Grades 7-8 (V),
girls

Baseball - Grades 4-6 (JV), Grades 7-8 (V),
boys

JV=Junior Varsity

V=Varsity

Coaching Duties and Sports Calendar

All coaches must follow the Diocesan Elementary School Athletic Handbook. The current version is located on the diocesan website. All coaches must also be up in compliance with the Safe Environment and Protecting God's Children programs. Please visit www.buffalodiocese.org Click on Education>Dept of Catholic Schools>Athletics.

All team rosters, coach, and assistant coach names and schedule must be given to the Athletic Director in advance. The Athletic Director notifies the School Office, which will then update the website and sports calendars.

School Safety

St. Francis of Assisi School has a crisis plan and evacuation plan in place for the safety of all students and staff in the building. This plan includes on-site safety measures and evacuation plans to another site. Fire drills are routinely conducted throughout the school year. Students are expected to remain silent and obey the teacher and/or staff members in charge.

Asbestos

Asbestos abatement has been completed and is continually inspected. The Asbestos Management Plan is on file in the Principal's office and is public record.

Parents Transporting Students in their Vehicles to and from School Related Events

If the parent is acting in an official capacity, rather than an unofficial capacity, the driver may only transport the students to their intended destination. No side trips are allowed. In the case of an accident, the parent driver's vehicle insurance is primary. The school's non-owned liability insurance would be secondary. Parents must fill out the Diocese of Buffalo driver information sheet found in the back of the handbook and turn it in to the office. Drivers must be up to date with their VIRTUS training. Parents driving students in an unofficial capacity do not fall under the school's liability insurance and transport children at their own risk and under their personal insurance.

Celebrations

Birthdays are a day of celebration for the birthday boy or girl. Birthdays can be celebrated in school. Please make arrangements with the students teachers in grades Pre K -3 through Grade 4. Grades 5-8 will be allowed to bring in a small birthday treat for their homeroom at lunch only. Please be aware of allergies. **No peanut products are allowed.** A safe food snack list is provided in the back of the handbook. Party invitations can be handed out in class, provided that every student in the class receives an invitation, otherwise invitations must be mailed out.

Acceptable Use Policy for Computers (AUP)

Access to computer systems and networks owned and operated by St. Francis of Assisi School imply certain responsibilities and obligations and is granted subject to school policies and local, state, and federal laws. Acceptable use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance. The school considers any violation of the AUP for computers principle or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on school systems allegedly related to unacceptable use. Violators are subject to disciplinary action. The AUP, found in the back of the handbook, must be signed and turned in by both the parents/guardians and the students that use St. Francis of Assisi School computers.

Technology Concerns

Blogs/Social Media Sites

Engagement in online blogs and social media sites, such as but not limited to, MySpac, Xanga, Friendster, Facebook, Instagram, Vine, Twitter, etc may result in disciplinary actions if the content of the student's blog/site includes derogatory comments and/or pictures regarding the school, faculty, other students currently in the school, or the parish. The school is not responsible for student content beyond those listed. Students engaging in inappropriate behavior with children from outside St. Francis of Assisi School must be handled by the parent. Parents are cautioned to check their child's social media sites on a regular basis.

Texting

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face disciplinary action. The cell phone or electronic device will be confiscated and the parent will be called to pick it up. If a child is caught texting again, the electronic device will be confiscated and not returned until the end of the school year. Parents should be aware that many electronic devices, even the most basic, including Kindles and Nooks, have texting capabilities.

Virtual Reality Sites

Virtual Reality Sites such as, but not limited to, www.there.com and www.secondlife.com pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

Photo/Video Release

From time to time, school staff and parent volunteers may take pictures and videos of the students. These may be used for publicity and marketing, in addition to being used for class projects. All parents are asked to sign the photo/video release form, which allows St. Francis of Assisi School to use the pictures and videos in public venues including, but not limited to, newspapers, commercials, banners, flyers, and the school website.

Dress Code

As a representative of St. Francis of Assisi school, students are expected to dress accordingly. Neatness and cleanliness in appearance is a part of the students' education at St. Francis as well. Any student who does not follow the dress code will receive a dress code misconduct form. Students that receive three or more forms in a trimester will be subject to disciplinary action, including but not limited to, loss of dress down days and detention. Students are expected to have a personal appearance that is not distracting. Final approval/disapproval is at the discretion of the Principal. If a child cannot be in dress code for a particular day, a note needs to be sent to school with the child giving the reason and when the child will be compliant with the dress code. Please label all clothing with the child's name.

Dress Down Days

These will be announced ahead of time. Students will be allowed to wear jeans or pants, however there cannot be any inappropriate writing on the pants; this includes any writing across the rear of the pants/jeans. No holes are allowed in the jeans or pants. Students may wear shirts that do not have inappropriate sayings or pictures. No tank tops, halter tops, spaghetti straps, low cut shirts, slides, flip flops, midriffs showing shirts are allowed. Please remember that even on dress down days you must be presentable and neat. Final approval/disapproval of student dress is at the discretion of the Principal.

Dress Up Days

Students will be allowed to dress up for a special occasion. These dates will be announced ahead of time. They may also dress up for their birthday if they wish, however they are not allowed to dress down. SNEAKERS ARE NOT ALLOWED. NO JEANS or LOUNGE PANTS ARE PERMITTED. Students are expected to wear nice clothing that is neat and presentable. Boys must wear a button down shirt and tie or a nice polo tucked in with dress pants, a belt and dress shoes. Girls are not permitted to wear low cut shirts. Dress straps must be at least one inch wide. Skirt/dress length can be no higher than two inches above the knee. Heels may be worn, but students are to have a heel height of no higher than 1 ½ inches. On mass days, boys in grades 7 and 8 are required to wear a shirt and tie. Final approval/disapproval of student dress is at the discretion of the Principal.

Eighth Grade Graduation Attire

Boys	Girls
Green cap and gown (If applicable)	White cap and gown (If applicable)
Dress pants	Moderate length skirt or dress
Dress shirt with tie (no clip on ties)	No low cut dresses or top
Dress shoes	Dress straps should be at least 1 inch wide
Hair should be appropriately groomed	Dress shoes with a moderate heel
Clean and neat appearance	Clean and neat appearance

Pre –K 3

Students in the Pre-K 3 may wear play clothes and sneakers. No uniform is required, but appropriate attire is expected, in accordance with school dress down policy.

Pre-K 4 Students

Starting with the 2013-2014 school year, students in Pre K-4 are expected to follow a dress code. Students will be asked to wear uniform khaki or navy blue pants, shorts, or skirts, with the green physical education t-shirt. The t-shirts can be ordered through the school office. All PK-4 students are expected to wear sneakers every day. When temperatures are low, students may wear a long sleeve shirt under their St. Francis t-shirt. Shorts may be worn during September, October, May, and June, or when the weather is forecasted to be 65 degrees or higher. St. Francis of Assisi School will use the morning weather forecast from channel 4 as a reference point when temperature is in question.

Warm Weather Uniform Grades K-8

Girls and boys in grades K-8 may wear uniform walking shorts with a hunter green or white polo shirt with the school logo (tucked in) and a belt, during the months of September, October, May, and June. Students may also wear shorts during the months of November and April, however, the temperature for the day must be forecasted to be 65 degrees or higher. St. Francis of Assisi School will use the weather forecast from channel 4 as a reference point when temperature is in question. Sneakers may be worn with the walking shorts. White crew length socks are required. No cut off socks or ankle length socks.

Gym Uniform Grades K-8

School uniform T-shirt (green with white logo), plain black shorts with no pockets (length no shorter than 2 inches above the knee for girls), sneakers and socks above the ankle. No “heelies” are permitted. Plain black sweatpants will be allowed during the cold weather months instead of the black shorts. Sneakers must be tie or Velcro only. Please remember that students in grades 4-8 change for gym. Students in grades K-3 may wear their gym clothes to school and do not have to change. Be sure to label all clothing with the child’s name or initials. Students will know their gym days on the first day of school.

All students are expected to be prepared for gym class. A written note from the parent is required if the student is unable to participate in gym. If a child is unable to participate in gym for an extended period of time, a note from the child’s physician is required.

Daily Uniform

	Boys	Girls
Grades K-4 (PK4 Students please see above uniform code description)	<p>Navy blue uniform pants with a belt. Knit polo shirt-long or short sleeve in hunter green or white with school logo. Shirt must be tucked in at all times.</p> <p>Socks: Navy blue or white crew length socks (Socks must cover the ankle)</p> <p>Shoes: dress shoes NO SNEAKERS</p> <p>Kindergarteners may wear sneakers with their uniform.</p> <p>White turtleneck may be worn under hunter green St. Francis cardigan or pullover sweater. Hunter green sweatshirts with the white St. Francis embroidered logo are allowed as well. No tatters or holes allowed. St. Francis fleece ¾ inch zipper pullovers are also allowed when weather is below 65 degrees.</p>	<p>Green/blue plaid uniform jumper (length no shorter than two inches above the knee)</p> <p>White peter pan collar blouse (long or short sleeve). White turtleneck may be worn in the winter months under the jumper.</p> <p>Navy slacks with a belt may be substituted for jumper and a white or green polo with the school logo or the white peter pan blouse may be worn. It must be tucked in.</p> <p>Socks: navy or white knee high socks, navy or white tights, or white crew socks. (Socks must go over the ankle)</p> <p>St. Francis cardigan or pullover sweaters are allowed. Hunter green sweatshirts with the white St. Francis embroidered logo are allowed as well. No tatters or holes allowed. St. Francis fleece ¾ inch zipper pullovers are also allowed when weather is below 65 degrees.</p> <p>Shoes: Dress shoes with backs. Max heel height of 1 ½ inches. Kindergarten may wear sneakers with their uniform. Shoes must be brown or black.</p>
Grades 5-8	<p>Navy blue uniform pants with a belt. Knit polo shirt (long or short sleeve) in hunter green or white with school logo. Shirt must be tucked in at all times.</p> <p>Socks: Navy blue or white crew socks(Socks must cover the ankle)</p> <p>Shoes: dress shoes NO SNEAKERS</p> <p>White turtleneck may be worn under hunter green St. Francis cardigan or pullover sweater. Hunter green sweatshirts with the white St. Francis embroidered logo are allowed as well. St. Francis fleece ¾ inch zipper pullovers are also allowed when weather is below 65 degrees. No tatters or holes allowed.</p> <p>GRADE 8 ONLY - Boys will be allowed to wear a shirt and tie (preferably blue or green) every day. They will be required to wear a shirt and tie on mass days.</p>	<p>Green/blue plaid uniform skirt or skort (length no shorter than two inches above the knee).</p> <p>White or hunter green polo shirt with school logo (long or short sleeve) White turtleneck may be worn under hunter green St. Francis cardigan or pullover sweater. Hunter green sweatshirts with the white St. Francis embroidered logo are allowed as well. St. Francis fleece ¾ inch zipper pullovers are also allowed when weather is below 65 degrees. No tatters or holes allowed.</p> <p>Navy slacks with a belt may be substituted for skirt and a white or hunter green polo with the school logo may be worn. It must be tucked in.</p> <p>Socks: navy or white knee highs, navy or white tights, or white crew socks. (Socks must cover the ankle)</p> <p>Shoes: dress shoes with backs. Maximum height of heel cannot exceed 1 ½ inches. Shoes must be brown or black.</p>
Grades PK-8	<p>Hair must be neatly groomed. It cannot go below the eyebrows, over the ears, or touch the shirt collar.</p> <p>No earrings.</p> <p>Can wear one religious necklace, one ring, one religious bracelet, and one watch. No anklets.</p> <p>Coats/jackets cannot be worn during the school day.</p>	<p>Hair must be neatly groomed. It must remain its natural color. Girls cannot dye their hair. May wear one pair of post earrings of a small and conservative style. May wear one religious necklace, one ring, one religious bracelet and one watch. No anklets. No make-up is to be worn. Nail polish must be light (neutral) or clear in color. Pajama bottoms may be worn to and from school in the winter, but they are not to be used as leggings during the school day. Coats/jackets cannot be worn during the school day.</p>

Code of Conduct

Students at St. Francis of Assisi school, like all members of our society, have rights. However, with those rights also come responsibilities. St. Francis of Assisi must protect all students' rights while attending school, as well as uphold all students' responsibilities.

The purpose of a Code of Conduct is to identify the responsibilities of all stakeholders, and outline classifications of violations as well as standard disciplinary actions and procedures. St. Francis of Assisi School expects all teachers and administrators to faithfully enforce the code of conduct. It is also expected that parents will support the school in its effort to promote the safest learning environment for their child(ren).

It is the school's intent to keep every child in the learning environment, however, any student's conduct that disrupts class work, creates disorder in the school environment, whether on school grounds or not, and infringes upon the rights and safety of others is basis for intervention, suspension, and/or expulsion of students.

The Role of the Parent

Parents play the most important part in their child's life. It is extremely important that they support their child's education and support the school. Communication is key for a strong support base.

Parents are expected to:

- Instill Christian values and proper attitudes towards authority, conduct, and learning.
- Make sure that their child gets to school on time, with necessary materials, and the correct uniform.
- Instill proper hygiene.
- Be sure that their child attends school regularly, unless legally excused.
- Be sure that their child is fever free for 24 hours before returning to school.
- Be sure that absences are excused and a note is sent in for every absence and tardy within 3 days of the incident.
- Help their child to understand that appropriate rules are required to maintain a safe and orderly environment.
- Know the rules and help their child understand them.
- Provide a supportive attitude towards education
- Build a positive and constructive relationship with your child's teacher, other parents and your child's friends.
- Inform school officials of any changes in home situations that may affect student conduct and performance.
- Provide a quiet place in the home for study and homework assignments.
- Check the students plan book/agenda everyday to ensure that all homework is completed and to check for any other important school information.
- Stay informed about school events by reading materials from the student communication folder sent home each week, signing the front, and returning it to school.
- Communicate regularly with your child's teacher and schedule conferences when needed.
- Pay tuition and fees at required intervals.
- Get involved in your child's school. Help in any way you can.
- Refrain from gossip and spreading rumors. This can create a poor reputation for the school.

- Stay up to date with VIRTUS training. If you have not registered and are planning on volunteering, you must be VIRTUS trained. You cannot volunteer until that is done.

The Role of the Student

- Live and behave as Jesus teaches.
- Attend school every day, unless legally excused.
- Be on time and prepared for class.
- Complete all assignments on time, neatly, and correctly.
- Ensure that all materials, including planner/agenda, notes, and other books that are needed for homework go home and come back to school.
- Treat themselves and others with respect. This includes daily conversation.
- Treat personal property and other peoples' property with respect as well.
- Dress according to school dress code.
- Respect and cooperate with teachers and other school staff.
- Obey school and classroom rules.
- Work as a problem solver rather than creator.
- Be helpful and resourceful.
- Participate in class and ask for help when needed.
- Become involved in school activities and functions.
- Behave appropriately when attending school functions off school grounds.
- Avoid creating situations that would be carried over into school and require disciplinary action.
- Participate in school masses.
- Show courtesy.
- Remember that, "Respect, Responsibility, and Resourcefulness," are cornerstones of our school.

In addition to behavior at school, a student is subject to disciplinary action, including suspension and/or expulsion, for misconduct away from school if the school administration determines the student's presence to be detrimental to the best interest of the school and the students.

Offenses and Consequences

Policies are set up to provide the safest atmosphere available to students in school, at school sponsored events, on buses, attending field trips, and outside of the school/parish community where behavior could be disruptive to the school environment. When these rules are broken, students are unable to learn appropriately. In such cases where rules are not followed, a student will be disciplined. Discipline is a consequence of not following the policies. Children and parents that fail to comply with the policies must accept the consequences. Unacceptable behaviors listed or not, will not be tolerated. Final decisions will be up to the principal and/or pastor.

Infractions will be documented during the school year using conduct referrals. When a student receives a conduct referral, the parent or guardian must read and sign it on the day issued. It is to be returned the next day. Signing the referral shows that the parent/guardian has read and understands the referral. It is by no means a permission slip for the disciplinary action. That action has already been decided by the teacher/principal issuing the referral.

Students assigned detention will serve on their appointed day(s) from 2:00 pm until 3:00 pm.

Parents must pick up their child at 3:00 pm, otherwise the child will be sent to Afterschool Care and the parents will be charged.

Cell Phones

Cell phones may be brought to school; however, they must be turned off and left in the student's bags. Cell phones may be used after school hours, but not before 2:30 pm. If a cell phone is out, goes off, or is seen being used by a student, the phone will be taken and the parents will be called to pick up the phone. Parents and students will be reminded of the policy. If it happens again, the phone will be kept for the remainder of the school year in a locked cabinet, and the parents can pick up the phone on the last day of school.

Ipods/MP3s/ipads/Digital Readers

Electronics are not to be used during the school day, unless allowed by the individual teacher for educational purposes only. Please note that St. Francis of Assisi School is not responsible for lost, stolen, or damaged electronics that are brought into school by students. If students are found using electronics in order to play games, message, or go on the internet, the device will be confiscated and the parents will be called to pick it up at the end of the day. If it happens again, the device will be kept in a locked cabinet until the end of the school year and a parent will need to pick up the device.

Damaging School Property

Vandalizing, damaging, or destroying school property, including but not limited to, books, materials, furniture, buildings, computer hardware and software, computer network, grounds, cars, and buses is forbidden. If a student is found damaging school property, the parent or guardian will be informed, and restitution for the damages will be required. Possible disciplinary action may include lost privileges, detention, community service, suspension, or expulsion.

Theft

Taking the property of another person, including other students, staff members, and teachers, without asking is considered theft. Any student found stealing will have their parents notified immediately. Restitution is required in the event the property cannot be returned, or if it was damaged in the theft. Additional disciplinary action may include, but is not limited to, detention, community service, suspension, or expulsion.

Disobedience/Disrespect

Students are required to be respectful, obey school policies, and adults. Adults are expected to also be respectful and mindful of others. Any student found to be disrespectful or disobedient will be subject to disciplinary action. Parents will be notified of the offense. Disciplinary action may include detention, community service, suspension, or expulsion. Any parent found to be disrespectful to others while volunteering on or off school grounds, this includes sporting events, will meet with the principal and be reminded of our school policies. Any parent found to continue behavior that is disrespectful will be asked to refrain from volunteering at school functions.

Profanity

Profane or vulgar expressions, including but not limited to, oral, written, and non-verbal gestures, including those displayed on clothing and property are against school policy. Any student found to participate in any way will have their parents notified. Disciplinary action may include detention, a letter of apology, community service, suspension, or expulsion. Any parent found to participate in these expressions while representing the school will have a conference with the principal and be reminded of the school policy. If the parent continues, they will be asked to refrain from volunteering at the school.

Threats, Harassment, Hazing, Intimidation, or Blackmail of Students and Staff

Threats of force, injury, harassment, intimidation, blackmail, and hazing are against school policy and may be violating state and federal law. Hazing is any activity that humiliates, degrades, abuses, or endangers another person, regardless of the person's willingness to participate. Any student found to be threatening, harassing, intimidating, hazing, or blackmailing, will have their parents called immediately. A parent conference will take place. Disciplinary action may include detention, letter of apology, restrictions from extracurricular activities, community service, suspension, or expulsion. Any parent found to be threatening, harassing, intimidating, hazing, or blackmailing at school or any school event, on or off school grounds, will have a conference with the principal. Disciplinary action may include restriction or permanent removal from school activities.

Sexual Harassment/Misconduct of a Sexual Nature

Sexual harassment refers to any unwelcome sexual attention, sexual advances, request for sexual favors or other verbal (including, but not limited to conversations, jokes, teasing, tickling), visual, or physical conduct of a sexual nature by a fellow student, parent, guardian, teacher, or other staff member. Any student (or the legal parent/guardian) who believes that he or she has been subjected to such behavior should immediately contact the school principal or teacher to report the behavior. Sexual harassment in any form is unacceptable, illegal, and will not be tolerated. Any student who is determined to have violated this policy is subject to appropriate disciplinary action. Any student found to have participated consensually in a sex act will be recommended for expulsion. Parents will be notified. Disciplinary action may include detention, letter of apology, restrictions from extracurricular activities, community service, suspension, or expulsion. Parents who have violated this policy may be restricted from volunteering at school functions and can be asked to leave the school permanently.

Fighting

Any hostile physical conflict between two or more individuals is unacceptable behavior. Any student found to have taken part in a fight on school property or at a school sponsored event will have their parents notified immediately. Disciplinary action may include detention, letter of apology, restrictions from extracurricular activities, community service, suspension, or expulsion. Students are allowed to defend themselves if put in a situation where they are being physically assaulted. However, defense does not mean a barrage of return retaliation. It simply means enough force to protect yourself and get away from the situation.

Use or Possession of Dangerous Materials/Weapons/Drugs/Alcohol

Dangerous materials include, but are not limited to: weapons of any kind, illegal drugs, drug products or paraphernalia, inhalants, prescription drugs, cigarettes, and alcohol. Students found to be in possession of any dangerous materials will have their parents notified immediately. Disciplinary action may include detention, restrictions from extracurricular activities, community service, suspension, or expulsion.

Cheating/ Plagiarism

St. Francis of Assisi School expects all students to maintain the highest standards of behavior. Copying the work of others (including on the internet) and submitting it as your own does not maintain a high standard. Not only does it go against our Catholic principles, but it is also illegal. Students are not allowed to copy, cheat, or plagiarize the works of others. Any student found to have copied, cheated, or plagiarized will have their parents notified immediately. A student will have the opportunity to redo the work and hand it in for (at most) half (1/2) credit. If the student is found to have violated this policy again, their parents will be notified. The student will then receive zero (0) credit and be subject to disciplinary action. Disciplinary action may include detention, restrictions from extracurricular activities, community service, suspension, or expulsion.

Misuse of School Technology Resources

Technology is a wonderful addition to our society. However, it must be used properly. Students are only allowed to use the computers at school for educational purposes. Any student found to be misusing the technological resources of the school for purposes other than school work will be subject to disciplinary action. Parents will be notified. Disciplinary action may include detention, letter of apology, restrictions from extracurricular activities, community service, suspension, or expulsion.

Truancy/Tardiness/Cutting Class/Leaving School/Unauthorized Walk-Out

Attendance at school is mandatory. Failure to attend school for all or part of the day without a lawful excuse is against prohibited. During regular school hours, students are not allowed to leave the classrooms, the school building, or the school campus without school permission. Coming late to school inhibits the student's ability to learn and also disrupts the day.

-Students that leave the school without permission, or are consistently tardy (more than 8 times per quarter) will have their parents notified immediately and will be subject to disciplinary action. Disciplinary action may include detention, letter of apology, restrictions from extracurricular activities, community service, suspension, or expulsion.

Bullying/Cyber bullying

Bullying is defined as intentional, repeated hurtful acts, words, or other behavior, such as name calling, threatening, or shunning by one or more individuals against another. There is also intent to harm another and threats for further aggression. It is done on purpose and with full knowledge of what is being done. Bullying includes, but is not limited to, pushing, shoving, hitting, spitting, name-calling, picking –on, making fun of, laughing at, or excluding a classmate. Cyber bullying includes, but is not limited to, harassing, teasing, intimidating, or threatening another student or adult by sending or posting inappropriate or derogatory email messages, text messages, instant messages, pictures or images. Cyber bullying can occur at school, but also off of school property. Not only does bullying and cyber bullying go against the teachings of the Catholic faith, it is against the law. Any student found to be participating in bullying or cyber bullying with another student of the school will have their parents notified immediately. Students will also be subject to disciplinary action. Disciplinary action may include detention, letter of apology, restrictions from extracurricular activities, community service, suspension, or expulsion. Parents are once again cautioned to keep track of their child's internet accounts. The school is not responsible for cyber bullying conducted between a student and someone outside of the school.

Bus Behavior

Students who ride the bus to school are expected to behave according to the policies set forth in this handbook. Any behavior unbecoming a student of St. Francis of Assisi school will be subject to disciplinary action. Disciplinary action may include detention, letter of apology, restrictions from extracurricular activities, community service, restriction from riding the bus, suspension, or expulsion.

Suspension/Expulsion

Suspension is the removal of a student from school to correct unacceptable behaviors. Upon correcting these behaviors, the student is usually allowed to return to school. Expulsion is the permanent removal of a student from school after unacceptable behavior. These policies are put in place to protect the common good of the school population. The principal will contact the parents and seek immediate cooperation in a corrective behavior program in order for the student to return to school. Suspensions will not be longer than 10 days. A student cannot be suspended for more than 30 days per year or they will be expelled.

In the event of a suspension, parents will be notified as soon as possible. Following the suspension, there will be a conference held with the parents/guardians, the student, and the principal. Additionally, students and parents will be required to sign a behavior modification contract. Signed reports will be in the student's file. In the event that a child needs to be immediately removed from the school, parents/guardians will be notified immediately and they will need to come and pick up their child. If the child cannot be picked up before the end of the school day, that child will spend the rest of the day in the office. Missed school work due to suspension can only be made up with permission from the principal and the classroom teacher. The work must be made up within a reasonable amount of time specified by the classroom teacher.

Students and parents/guardians have a right to know the policies they are accused of breaking, and respond with their side of the situation. Students and parents/guardians are also entitled to request a conference to discuss the decisions. After two formal suspensions, a student will be expelled from St. Francis of Assisi School. The school reserves the right to expel any student at any time where the school considers the conduct of the student or parent/guardian to be against school policies and the greater good of the school community. Parents/Guardians will be notified as soon as possible of the expulsion.

Search and Seizure

School officials have the right to search student lockers, desks, and any other storage spaces that are the exclusive property of the school. School officials need only have reasonable cause to search students. Reasonable cause might include anonymous calls or rumors, versus probable cause which exists when a school official has reliable knowledge regarding the whereabouts of illegal or dangerous material on campus.

St. Francis of Assisi School Educational Advisory Council

The St. Francis of Assisi School Educational Advisory Council is a consultative body to the Pastor and Principal with regard to operation of St. Francis of Assisi School. The Educational Advisory Council consults on long range planning, school procedures and guidelines, advancement and marketing. Members are selected according to the bylaws of the council.

Home School Association

The St. Francis Home School Association (HSA) is a **social and fundraising organization only**. It is not a policy making board. The HSA provides fundraising and activities for the children of the school. Activities and meeting are listed on the calendar. Parents are encouraged to attend and actively participate in the meetings and scheduled events. All school parents are automatically members of the HSA and are expected to support their endeavors. Parental involvement is crucial to the success of the HSA. We count on our school families to help fill positions that the school budget cannot accommodate, such as coaches, lunch monitors, etc.

The HSA also needs the participation of all families to continue the successful fundraising efforts that help support our school. Each Pre K -4 through 8th grade family is required to perform 20 hours of service in HSA sponsored activities. An alternative to the service hours and the Script program is the buyout option. Buyout payments are due by December 1st of the current school year. Families not meeting their service hour obligation will be billed the buyout rate for the following year.

Handbook Changes

The Principal/Administrator has the right to amend this handbook at any time with written notice. The Principal/Administrator will be the final arbitrator in all situations when necessary.