

St. Francis de Sales
Catholic School
Lebanon, Ohio

Parent and Student
Handbook
2009~2010

To Know

To Love

To Serve

REVISED AUGUST, 2009

STATEMENT OF MISSION

St. Francis de Sales Elementary School is a Roman Catholic school operated by St. Francis de Sales Parish in the Archdiocese of Cincinnati. The staff of St. Francis de Sales is committed to the spiritual, intellectual, physical, emotional and social growth of each student. St. Francis de Sales School strives for academic excellence in an environment permeated with Catholic values. The School endeavors to prepare each student to confidently meet the challenges of the future and to live out the Gospel message in service to the Church and the civic community.

STATEMENT OF BELIEFS

Working in partnership with the parish of St. Francis de Sales and the parents of our students, we, as a school, endeavor to bring about the spiritual, moral, and educational growth of the students. St. Francis de Sales School seeks to bring about a climate where all can experience Christ.

- We believe that all the parents are the primary educators of their children who entrust their children to us.
- We believe that the teaching of religion is of prime importance.
- We believe that each child is unique in the eyes of God.
- We believe that we are called to prepare students to be active contributing members of the Catholic Church and the world community.
- We believe in educating the whole child.
- We believe in encouraging, directing, and assisting children in the development of self-discipline and responsibility.
- We believe that students should be encouraged to use their talents and gifts for the benefit of all.

Faculty reviewed August, 2008

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August, 2009

Parents/Guardians,

THEME: To Know, To Love and To Serve

We at St. Francis de Sales School take the team approach to your child's educational experience. We invite you and your family to join us as active members of your child's growth in Christian values and academic progress. We are committed to fulfill the philosophy as stated herein. We feel that we are called to prepare students for their future spiritual and intellectual life as members of society. To that end, we are facilitators of growth, responsibility, and knowledge at each stage of their development.

The policies, guidelines, and regulations herein contained supersede all previous handbooks and are a means of helping us attain the goals you have helped us set for your children. The following areas have been reviewed and revised.

- Daily Schedule – page 7**
- Demerits/Detentions – pages 8-10**
- Emergency Closings – page 19**
- Faculty Roster – page 3**
- PTO Parent Partnership – pages 4-5**
- Uniform Dress Code – pages 15-16**

Please sign this page as a pledge of your willingness to be co-educators of your children at St. Francis de Sales School.

Sincerely,

The Faculty and Staff of St. Francis de Sales

Signature of parents/guardians and students are required as an indication of having read the handbook, user Technology agreement and acceptance of the policies.

We have read the handbook and agree to be governed by the rules and regulations contained herein.

Student Signature

Parent/Guardian Signature

Student Signature

Date

Student Signature

Student Signature

Student Signature

***** THIS PAGE MUST BE SIGNED AND RETURNED TO SCHOOL BY FRIDAY, AUGUST 28, 2009.*****

**ST. FRANCIS DE SALES SCHOOL
20 W. DESALES AVENUE
LEBANON, OHIO 45036
513-932-6501**

**Website -- stfrancisdesales-lebanon.org
e-mail – schooloffice@stfrancisdesales-lebanon.org**

Pastor	- Rev. Bernard Weldishofer
Principal	- Mr. Paul McLaughlin
Secretary	- Mrs. Becky Fuchs
Grade 8	- Miss Emma Colella
Grade 7	- Mrs. Linda Kilker
Grade 6	- Mrs. Annette Lauer
Grade 5	- Mr. Chet Augenstein
Grade 4	- Mrs. Janet Pierce
Grade 3	- Mrs. Edwina Harvey
Grade 2	- Mrs. Corinne Cathcart
Grade 1	- Mrs. Polly Cowan
Kindergarten	- Mrs. Mary Ann Klonne
Librarian/Computer Instructor	- Mrs. Tina Ford
Teaching Asst.	- Mrs. Cindy Rogers
Music	- Ms. Mary Toale
Phys Ed	- Mrs. Janet Parish
Art	- Ms. Velma Dailey
L.D. Tutor	- Mrs. Tammy VanSkaik
Title I/Enrichment	- Mrs. Jeanne Borja
Speech/Language Therapist	- Mrs. Kristin Upite
Band Instructor	- Mrs. Kimberly Denney
School Counselor	- Dr. Natalee Braun
Maintenance	- Mr. Jim Kreitzer

PARENTAL RIGHTS AND RESPONSIBILITIES

PARENTS RIGHTS

1. To have children receive an academically sound education in a Catholic environment;
2. To talk with school personnel and to have requests for meetings answered in a timely manner;
3. To have parental concerns and grievances heard;
4. To have students supervised in a safe and appropriate manner;
5. To review records and respond;
6. To participate in the life of the school.

RESPONSIBILITIES

In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include the following:

1. To be a partner with the school in the education of your child;
2. To understand and support the religious nature of the school;
3. To read all communications from the school;
4. To know your child's teachers and to observe parent-teacher conference dates and any special requests for meetings;
5. To be involved as you can be in the life of the school and to volunteer assistance when possible;
6. To meet your financial obligations in a timely manner and to support the fund raising efforts of the school when possible;
7. A child who refuses a disciplinary action and is supported by the parent in their refusal may make an appeal to the principal or pastor. The child may be subject to expulsion.

PTO PARENT PARTNERSHIP

Mission: To share in the nurturing and assisting of a Catholic Education. This program shall have as its primary concern the well-being and spiritual growth of our children and staff at St. Francis de Sales School.

Parents can volunteer in the following areas:

- | | | |
|----------------------------|------------------------|-------------------|
| - Art Enrichment Presenter | - Family Mentor | - Skating Party |
| - Book Fair | - Lunch/Recess Monitor | - Student Council |

- Box Tops
- COSI
- Dismissal Monitor
- Everybody Counts
- Market Day
- Power of the Pen
- Room Parent
- Scrip Sales
- Talent Show
- Target Sales
- Teacher Lunch
- Uniform Exchange
- Veteran's Day

CATHOLIC SCHOOL PARENTS CODE OF CONDUCT

- Catholic school parents work towards the improvements of their child's Christian values and academic progress.
- Catholic school parents do not challenge the authority of a staff member or parent volunteer in public. Disagreements are handled in private.
- Catholic school parents accept discipline of their children by a staff member or parent volunteer that is administered under school guidelines. Parents and staff insist that children honor any discipline given.
- Catholic school parents understand that it is unacceptable for children to inflict verbal or physical violence on another person for any reason.
- Catholic school parents raise issues concerning staff and school policies to the appropriate staff. Parents realize that gossip about teachers, staff or students is unchristian behavior.
- Catholic school parents recognize parent volunteers as an extension of the staff and that those volunteers are empowered to identify discipline issues and raise them to the appropriate staff member for resolution.

PARENT CONFERENCES

Parent conferences are scheduled at the end of the first quarter. If a parent wishes a conference at any other time, they are requested to contact the teacher so this can be arranged.

CONFERENCES WITH PRINCIPAL

If a parent wishes to have a conference with the principal, please call the office and make an appointment. In this way we hope to insure availability of all parties at a time convenient for them.

ADDRESSING CONCERNS

Should a concern arise, please don't hesitate to call the teacher (932-6501) or contact them by e-mail. He or she will make every effort to contact you within 24 hours. If you feel the concern was not addressed satisfactorily or needs to be brought to the attention of the principal, please call the office.

In matters of curriculum or discipline that reflect a systematic problem or policy contrary to the Gospel values, parents may contact the Pastor.

Parents can refer to the Archdiocesan School Office (513-421-3131).

VISITS/TELEPHONE

All visitors must report to the office, sign in and wear badges. Teachers and classes are not to be disturbed while in session. Teachers will not be called to the telephone from their classes during the school day. Parents should make an appointment to see a teacher before or after school.

Here are several ways to contact the teachers: contact them by E-mail, call the school between 8:30 and 3:30 to make an appointment to see the teacher/s, send a written request to the teacher, or indicate your request for a conference on the comment portion of the report card or assignment book.

If a parent wishes to deliver something a child has forgotten, please bring the item to the office.

GUIDELINES FOR ISSUES DEALING WITH NON-CUSTODIAL PARENTS

The responsibility for each child rests with the court designated custodial parent. The school will make every effort to support that parent in carrying out this responsibility.

The non-custodial parent also has some inherent rights in regard to the child unless there is a specific court order limiting those rights.

SUGGESTED PROCEDURES

1. At the time of registration, or when there is evidence of a dissolution of marriage, the school will require the residential parent to produce any court document that puts limitations on the rights of the non-residential parent.
2. A copy of this document is kept in the student's file.

STUDENTS RESPONSIBILITIES

ATTENDANCE

By state regulation, the school year consists of 180 days of school.

Absence - In accordance with federal legislation regarding missing children, the school requires the parent/guardian to call school when their child/children is/are absent from school. The school will call the parent to confirm absence if the parent does not call the school.

When a student has been absent he/she must present a **written excuse** from parents or guardian even though the absence has been phoned in to the office. A note of admission from a physician is required after an absence of three days or more. All absences over 12 per year must have a doctor's note. If a student is to stay inside during lunch recess, a note from the parent or guardian is required.

Tardiness - A student is considered tardy for class if he/she arrives at the classroom **after the 8:45 bell**. If a student is tardy, the parent must report directly to the school office in order to give a reason for their tardiness. The office will then issue the student an admittance pass to class. An excused tardy is issued for a late bus, medical appointment, illness or a death in the student's family. More than five unexcused tardies will result in the student making up missed time at lunch or after school.

DAILY SCHEDULE

The school doors will open and supervision of students will begin at 8:30 a.m. Students are not to arrive before this time. Students are to report directly to their classroom. School is scheduled to begin at 8:45 a.m. Monday through Friday. School dismissal is 3:30 for grades K through 8. Students should be promptly picked up at this time.

LUNCH

Hot lunches are prepared in the school cafeteria each day by cooks from Lebanon City Schools. A monthly menu is provided for students. The cost of a hot lunch is \$2.25 and includes milk. Cookies, snacks and ice cream treats are sold at an extra cost ranging from \$.25 to \$.75. Lunch tickets are purchased in advance for 5, 10 or 30 days.

Milk tickets are good for 5 milks. They can be purchased for \$2.50 White and chocolate milk are available. No soft drinks are permitted at lunch.

DISCIPLINE

Good discipline is a way of regulating one's life to be productive, goal-oriented and respectful of self and others. A self-disciplined climate promotes learning, cooperative relationships and faith community.

It is the responsibility of the family to set standards of conduct for their children and to follow through with appropriate consequences. Teachers must accept the same responsibilities in the classroom. Where expectations between home and school are complementary, the student benefits from consistency and mutual support.

The teacher is the key person in school discipline. She/he is expected to make every effort to maintain good order in the classroom. When a disciplinary problem becomes acute or repeated violations of classroom or school rules occur, then the teacher may seek assistance of the principal.

As a working definition, good discipline is described as the absence of distractions, friction, and disturbances which interfere with the teacher's right to teach and the students' right to learn. It is also the presence of a friendly, yet businesslike rapport in which students and school personnel work cooperatively toward mutual goals.

At the root of St. Francis de Sales' discipline policy is the conviction that parents have the right to establish rules of procedure for their children at home, and teachers and administrators stand in the place of parents at school. Teachers, administrators, and staff, therefore, have the right to establish rules of procedure for their classrooms and other areas of supervision, such as playground, cafeteria, etc. It is expected that children will follow these rules without argument. It is further expected that parents will support the teachers, administrators, and staff in this effort.

We are fortunate at St. Francis de Sales School that discipline has never been a major problem area for us. This is due in great part to a very effective staff receiving support and cooperation from the students' parents. However, we do find that minor behavior problems do take away from all of the students' learning time.

DETENTIONS

Detentions are one part of the discipline system at St. Francis de Sales School. Detention is a form of punishment for infractions or a series of infractions of school rules and/or policies. Detention is intended to be of a serious nature. Each detention slip must be signed by the child's parents and returned to the classroom teacher the following school day. All detention time will be served the day and time assigned by the teacher. Students serving detention will be given a task to complete. Detention is not a study hall. It is the parents' responsibility to arrange transportation for the student. Teachers of the lower grades will proctor their own detention times. Teachers of grades 5-8 will proctor detention on a rotating basis. A student who chooses not to change his/her behavior will be given demerits.

Students who receive more than three detentions in any quarter may lose the privilege of being able to attend and participate in enrichment activities such as field trips and special activities. Excessive detentions (more than three per quarter) will prevent students from being on the Honor Roll.

DETENTIONS (minor infractions of school rules—these include but are not limited to)

1. Uncovered books/damaged books
2. Dress code violation
3. Gum chewing
4. Eating or drinking outside the cafeteria
5. Inappropriate playground behavior
6. Unacceptable cafeteria behavior
7. Creating a disturbance in the restroom
8. Unacceptable behaviors, disruption, or talking in hallways or during change of class
9. Inappropriate behavior in church

10. Unacceptable classroom behavior that disrupts the learning process
11. Lack of responsibility in schoolwork and/or failure to follow classroom procedures
12. Failure to report to a scheduled detention
13. Minor disrespect to others
14. Minor altercations
15. Failure to complete homework in an acceptable manner
16. Unexcused tardiness (beyond 3 in a quarter)

DEMERITS

Demerits are the consequences of serious offenses or repeated offenses not corrected by detentions. A student who receives a demerit(s) during any one quarter may not earn honor roll status during that quarter. Students who receive a demerit may lose the privilege of being able to attend and participate in enrichment activities such as field trips and special activities. Students who receive a demerit will not be eligible for the Honor Roll.

Demerits (serious/chronic infractions of school rules) More than one demerit may be issued for serious offenses after consulting with the principal.

1. Harassment—any form of harassment (or bullying) including physical, verbal, sexual, or racial
2. Disrespect shown to self and/or others; disrespect shown to teachers/staff, disrespect to church
3. Forgery or alteration of school-related documents
4. Cheating or copying or allowing another student to copy work including computer plagiarism.
Zeros will be recorded for any grades involved
5. Profanity
6. Disrespect to or destruction of school or another's property
7. Fighting
8. Dishonesty
9. Serious infraction of school bus rules
10. Continued or repeated behavior that previously resulted in a detention, including missing homework
11. Failure to follow the Internet use agreement
12. Conduct, whether inside or outside of school, that is detrimental to the school and/or parish
13. Abusing (verbally and/or physically) a student or staff member. Physical or verbal threats are serious offenses and may result in suspension or expulsion from school.
14. Cell phone possession and/or use

Demerit Based Suspension/Expulsion

1. Upon issuance of the third demerit, the student will be suspended (in-school or out-of-school) for a period of one day. Zeros will be recorded for all work.
2. Upon issuance of the fourth demerit, the student will be suspended (in-school or out-of-school) for a period of two days. Zeros will be recorded for all work.
3. Upon issuance of the fifth demerit, the school administration and faculty will meet to determine student status. They will either recommend a mandated behavioral modification plan, alternative education plan, or expulsion.
The principal will make the final decision.

Immediate Suspension with the Possibility of Expulsion

1. Selling, providing, or possessing drugs and/or alcoholic beverages on school premises or at school-sponsored events
2. Misuse of the fire equipment (extinguishers) and/or setting false alarms
3. Carrying and/or using fire hazardous or explosive devices; carrying and/or using weapons and/or simulated weapons
4. Exhibiting any behavior deemed to be of a threatening or violent nature that has the potential for physical violence or mental torment
5. Vandalism to and/or stealing of school or personal property (plus full payment of damages)
6. Smoking and/or possession of smoking materials, tobacco materials, or dip
7. Intentional physical assault or injury to another person
8. Possession or distribution of pornographic or libelous materials and/or use of indecent or obscene language or gestures
9. Truancy, skipping classes, or leaving school without permission from the office
10. Involvement with gangs and/or the wearing/writing of gang related insignias and clothes
11. Involvement in any crime—on parish premises or during a parish activity (in violation of the Ohio Criminal Code, Ohio Traffic Code of the Ohio Juvenile Code) repeated violations will be addressed by the classroom teacher/principal and the parents will be notified.

The administration of St. Francis de Sales School reserves the right to levy disciplinary measures on any offense or misconduct of an over-all school nature even though not mentioned specifically in the above rules and regulations. In all matters regarding discipline, the decision of the principal is final. A child who refuses a disciplinary action and is supported by the parent(s) in their refusal may be subject to suspension or expulsion.

The St. Francis de Sales Boosters Association supports the goal and procedures of the school's discipline program. Students suspended or expelled may not participate in any parish organized sports program.

COURTESY CODE

The purpose of this code is to ensure a school climate in which students and faculty can live and work effectively and treat each other in a Christian manner.

1. The student will participate appropriately at all religious services, school assemblies and during daily prayer times.
2. The student will show respect for all people by the way she/he speaks and acts. She/he will never tease, ridicule, make fun of, or put down another person.
3. She/he will show respect for others by waiting quietly until their conversations have been completed before speaking. She/he will also be careful not to walk between two people who are talking.
4. She/he will use polite language at all times and make such words as "please", "thank you", and "excuse me" a part of their daily vocabulary.

5. She/he will keep the volume of their voice under control and at an appropriate level.
6. She/he will show respect for adults by the way they greet them and respond to them. She/he will maintain eye contact when speaking to others and listening to them.
7. She/he will always walk in a quiet and orderly manner in the school building.
8. She/he will show respect for all school property by conserving supplies and taking care that our school's facilities are kept in order. She/he will also respect the personal property of others just as they expect others to respect their personal property.
9. She/he will be sensitive to other people's feelings. She/he will not exclude other students from playing games on the playground or sitting next to them in the cafeteria, at assemblies, or in class.
10. She/he will calmly remain seated and finish their lunch in the cafeteria, avoiding wasting any food. She/he will clean up around their table before leaving.
11. She/he will properly use the bathroom facilities and will help protect their health and the health of others by remembering to wash their hands.

STUDENT CODE OF CONDUCT

A violation of the following school rules may result in disciplinary action including demerits, detention, suspension, and/or expulsion.

1. **Disruption of School** - A student may not disrupt or obstruct the mission of the School. Any disruption to the learning environment of others is prohibited.
2. **Damage, Destruction, or Theft of School and Private Property** - A student may not cause or attempt to cause damage to public or private property, including that of either students, teachers, administrators, or other school employees. Students who deface or damage such property must pay full restitution. Parents will be responsible for all costs incurred, such as for replacements, repairs, and/or labor. Also, a student may not steal or attempt to steal school property or the private property of another.
3. **Physical and Verbal Assaults** - A student may not inflict injury, cause another to inflict injury or behave in any way which could cause physical injury to another student, teacher, other school personnel, or other persons. A student may not use words, phrases, or gestures, which are vulgar, obscene, or degrading in nature.
4. **Weapons and Dangerous Instruments** - A student may not possess, handle, or transmit any objects that can reasonably be considered a weapon. Other dangerous objects of no reasonable use to the student at school are prohibited.
5. **Possession and Use of Tobacco, Narcotics, Alcoholic Beverages, Drugs and Counterfeit or Look-Alike Drugs** - A student may not possess or use tobacco, narcotics, alcoholic beverages, drugs, counterfeit or look-alike drugs anywhere on school grounds or while attending school related functions. In addition, a student may not possess, use, receive, buy, transmit, sell, or be under the influence of any of the above stated substances, drugs, beverages, intoxicants, inhalants of any kind. Drug paraphernalia may not be worn, carried or brought to school or school events.

6. **Acts of Immorality** - A student may not perform acts of immoral nature while on school property. Possession or distribution of pornographic matter or material is prohibited.
7. **Truancy, Excessive Absenteeism, and Tardiness** - A student may not be truant from school. Students are to be in school regularly unless ill or excused by the appropriate school official. Students are expected to be to school on time. Excessive tardiness is prohibited. More than five unexcused tardies will result in the student making up the time at lunch or after school. All absences over twelve must have a doctor's note.
8. **Cheating and Forgery** - A student may not cheat or give an appearance of cheating or cause another to cheat in school. Students may not forge another person's signature nor commit plagiarism.
9. **Uniform Code** - All students must adhere to the St. Francis de Sales uniform policy at all times.
10. **Homework policy** - All students are expected to complete and turn in homework assignments on time. All students must adhere to homework policies of their designated teachers.
11. **General School Regulations and Teacher Classroom Rules** - All students are required to adhere to general school rules and individual classroom teacher rules and regulations. General rules include cafeteria, playground and field trip regulations.
12. **Other Miscellaneous Offenses** - Other behavior deemed inappropriate by the principal or his/her designee.

FIELD TRIP BUS RULES:

- 1 Students will follow directions of the driver the first time.
- 2 Students will stay in their seats, with feet on the floor, and face the front of the bus.
- 3 Students are not to push, shove or fight at any time.
- 4 Students are to keep all body parts inside of the bus.
- 5 Students are not permitted to have any items including books and bags in the aisle.
- 6 Students are not permitted to throw anything from the bus windows.
- 7 Students should keep voices at an appropriate level.

CAFETERIA RULES:

- 1 Students should walk in the cafeteria and keep their hands and feet to themselves.
- 2 Students should remain seated and use inside voices while they are eating and remember to keep the volume of their voices under control.
- 3 Students should bring their coats to the cafeteria on inclement days.
- 4 Students should cleanup the area around their table before leaving the cafeteria.
- 5 The adult on duty will dismiss the tables.
- 6 Students should walk as they leave the building once they are dismissed.
- 7 Students should never take food from the cafeteria.
- 8 Students are not to save seats for another student.
- 9 Students will be permitted to buy snack items and seconds after they have finished eating their regular meal.

PLAYGROUND RULES:

- 1 Students are permitted to play on the blacktop and in the gravel area containing the playground equipment.
- 2 Gravel is not to be picked up or thrown.
- 3 Students will be permitted to use the field only when approved by the teacher on duty.
- 4 Students are to ask permission to get a ball from outside the playground area or the field.
- 5 Students are not permitted to leave the playground without permission from a teacher on duty.
- 6 Students are not permitted to play “rough” games that may cause injury or harm.
- 7 Students are not permitted to bring any food, candy, or gum from the cafeteria.
- 8 Students will line up promptly and orderly when so directed.
- 9 Students are not permitted to enter the building without permission.

GENERAL SCHOOL RULES (includes but are not limited to the following):

- 1 Students may remain in the building after dismissal only under the direct supervision of a teacher or an adult moderator of an after school activity.
- 2 Students may not chew gum in the school building or on the school grounds.
- 3 Students may not enter the faculty room, maintenance room, or office areas without permission.
- 4 Students may not bring cell phones, MP3 players, electronically operated games, or toys to school.
- 5 Students may not run in the halls.
- 6 Students are to be quiet in the hallways and restrooms at all times.
- 7 Students must keep all books belonging to the school covered at all times.
- 8 Students are not permitted to leave school without written authorization from parent(s) or guardian(s).
- 9 Students must adhere to all cafeteria, playground and bus guidelines, which are listed elsewhere in this handbook. The student code of conduct as well as school rules and procedures may be modified during the school year by the school principal.

DEMERITS, DETENTION, SUSPENSION, AND EXPULSION PROCEDURE

Knowing that, at times, some students are uncooperative even with several interventions, St. Francis de Sales School will use written assignments, detentions, and in serious situations, demerits to help the student modify their behaviors. Uncorrected discipline problems may result in suspension or expulsion. In all cases of discipline, the decision of the principal is final.

CARE OF BOOKS

All school textbooks are to be covered. Books must be in a protective bag when taken to and from school. The cost price must be paid for a book which is lost.

HOMEWORK

Homework is an important part of an academic program. Its educational value is in reinforcing skills and concepts taught during the school day. This is done through additional practice, fostering independence and a sense of responsibility in the student, and providing an opportunity for students and their parents to communicate regarding the material introduced in the classroom.

Gr. 1-3 about 20-30 minutes

Gr. 4-6 about 45-60 minutes

Gr. 7-8 about 90-120 minutes

Please consult with the teacher if you observe, over an extended period of time, that your child is spending an excessive amount of time on homework.

It is important for the student to develop good study habits. We recommend that each student have a suitable environment and specific time set aside for the completion of homework assignments.

The student is responsible for writing down his/her assignments, completing his/her homework and turning it in on time.

STUDENT COUNCIL

It is established to serve the mission and beliefs of the school. Elections in grades 1 through 8 will determine the class representative. A service learning project will be researched and implemented for the school year. The Student Council is under the guidance of a teacher and parent advisors.

DRESS CODE

St. Francis de Sales School enforces a dress code for both girls and boys in order that all of our students come appropriately attired for school; students are expected to dress in a manner that indicates that they are engaged in a serious business—education. It is our desire that the dress code be focused on uniformity and also be cost effective for the parents. No student is to have tattoos, body piercings, or similar ornaments at school. The dress code for ALL St. Francis de Sales students for the 2009 – 2010 school year is as follows:

GIRLS:

SHIRTS: Plain white or pastel blue, long or short sleeve blouse with rounded or pointed collar. A plain white or pastel blue polo or turtleneck (short or long sleeve) with or without the St. Francis emblem may be worn in place of the blouse. Shirts must not be form fitting. Shirts must be worn tucked into slacks/shorts/skirts. Plain white t shirts may be worn under the uniform blouse/polo shirt.

SWEATER: (Optional) Navy blue, white, or gray that is long sleeve uniform style cardigan or pullover. This must be worn with the uniform shirt.

SWEATSHIRT: (Optional) The solid color navy blue or gray St. Francis de Sales School sweatshirt only may be worn in place of sweater. This must be worn with the uniform shirt.

SLACKS: Solid navy blue docker style dress slacks (no rivets, outside pockets, or knits pants) slacks may be worn in place of skirt/jumper. No flares or split leg styles. No frayed pants or slacks. No leggings.

SOCKS: Solid white, black, or solid navy blue

SHOES: Gym or dress shoes but shoes must totally enclose the foot (no sandals, boots, clogs, or shoes with open toes or back). No Military type or cowboy shoes with hard soles. Shoes must not mark the floors.

JUMPER: (optional): V-neck or round neck navy blue or uniform plaid of modest length*

SKIRTS: Navy blue or uniform plaid jumper, or navy blue or uniform plaid skirt of modest length*

***Modest length will be measured 2 inches above the knee or 3 inches below the fingertips. No skirt is to be rolled up.**

Added note: No makeup, including lip gloss, mascara, and/or eyeliner, nail polish. Nothing is to be worn on the wrist except a watch. No ankle bracelets. Earrings, if worn, are limited to one pair of simple post type studs that lay against the earlobe nothing that dangles is allowed. Simple hair ribbons are allowed.

BOYS:

SHIRTS: Plain white or pastel blue, long or short sleeve with collar. Plain white turtlenecks or polo shirts (short or long sleeve) with or without the St. Francis de Sales emblem may be worn in place of the shirt. Shirts must be tucked into slacks/shorts. Plain white t shirts may be worn under the uniform shirt/polo shirt.

SWEATER: (Optional) Navy blue, white, or gray that is long sleeve uniform style cardigan or pullover. This must be worn with the uniform shirt.

SWEATSHIRT: (Optional) Solid color navy blue or gray St. Francis de Sales School sweatshirt only may be worn in place of sweater. This must be worn with the uniform shirt.

SLACKS: Solid navy blue Docker type dress slacks (no rivets or outside pockets)

worn at the waist. Jeans, cargo pants, oversized pockets in pants or shorts are not permitted.

SOCKS: Solid white, black or solid navy blue.

SHOES: Gym or dress shoes but shoes must totally enclose the foot (no sandals, boots, clogs, or shoes with open toes or back). No Military type or cowboy shoes with hard soles. Shoes must not mark the floors.

Dress Code continues for all students:

RINGS

Students are permitted to wear one simple band type ring.

NECKLACES

All students will be given the opportunity to wear a simple necklace. Students who do not follow the necklace/jewelry guidelines will forfeit the opportunity to wear jewelry for the remainder of the school year. Necklaces must be a small, thin, single strand chain. A pendant is permitted if it is smaller than one inch in diameter. All jewelry must be in good taste as seen by the teacher or administration.

HAIRSTYLES

All students, both boys and girls, may not wear their hair in any extreme style that may distract from the learning climate. All students are expected to wear their hair in neat and clean styles, appropriate for school. Definition of "extreme" will be defined by the teacher/principal. No students are permitted to dye or highlight their hair. Both boys and girls must have hair out of their sight lines.

SHORTS

During hot weather at the beginning and end of the school year, students will be permitted to wear navy blue uniform shorts. Students will be permitted to wear shorts during the first and last quarter of the school year (as weather permits). Students who choose to wear shorts must wear dress navy blue walking shorts (no gym shorts, no rivets, no outside pockets, no denim shorts) of modest length. Shorts must extend at least 3 inches below the fingertips.

LEGGINGS/TIGHTS

During winter months, girls may wear white or navy blue tights or leggings that extend into the shoe (no skin showing) with their skirt/jumper. No sweatpants are permitted.

JEANS DAYS (OUT-OF-UNIFORM EVENTS)

Periodically throughout the school year, jeans days will be announced. Occasionally these events will have special circumstances attached and may not extend to the entire student population.

The guidelines for these days will be explained at that time.

ON NON-UNIFORM DAYS, STUDENTS MUST DRESS APPROPRIATELY FOR A DAY OF CLASS.

A---Z

POLICIES AND PROCEDURES

ADMISSION POLICY

St. Francis de Sales School exists to serve the parishioners of St. Francis de Sales Parish. Our first priority is to serve as many parishioners as possible.

1. No student shall be excluded from St. Francis de Sales School, Lebanon, Ohio because of race, sex, color, religion, national origin or ancestry.
2. A student must be five years old by September 30th of the year of admittance to be admitted to kindergarten, except under the following condition:

Students who will not be five years old until after September 30th, but before January 1, are considered under-age kindergartners and will be evaluated according to state guidelines for underage kindergartners.

3. Admission shall not be based solely on ability, physical limitations or achievement. Those children with special educational needs will be evaluated on an individual basis based on the ability of the school to provide for those needs.
4. St. Francis de Sales School will not admit any student who is on suspension in another school or who has been expelled from another school.
5. St. Francis de Sales School will not admit students into the 8th grade unless they are moving into the area or until all records are checked and a final decision of acceptance is made.
6. All students are enrolled on a one year basis.

REGISTRATION

To accept students the school must have received registration forms and fees. Admission will then be determined by the following criteria.

Registrations will be taken beginning on February 1 for the following school year for those students currently enrolled.

Registrations for any new students will be accepted on March 1 for the following school year.

1. The school principal has the responsibility for determining class size based on the needs of the students, faculty and school. The recommended size is 30 students per class. The teacher aide's schedule will be adjusted to accommodate the needs of each class.
2. St. Francis de Sales School sets a total school enrollment of 270.
3. St. Francis de Sales School will maintain 1 classroom for each grade level.

4. Those who have paid or will have paid their tuition in full and fees for the current school year will be admitted in the next school term and should register at the designated time.

POLICY FOR REGISTRATION ACCEPTANCE:

A. If criteria is met, students currently enrolled in the school are guaranteed a space for the next school year.

B. New student registrations will be accepted in this order:

1. Siblings of students currently enrolled in the school
2. Parishioners new to the school based on date joined the parish
3. Members of contributing parishes new to the school
4. Non-parishioners

All children accepted into the school must provide records of immunization in accordance with established rules from the State of Ohio.

PLACEMENT

Students who register for any grade at St. Francis de Sales School will be placed in the grade recommended by the school from which the child is transferring.

AIDS POLICY

Each instance of AIDS involving (a student, an employee) shall be treated as a strictly confidential and individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well being, and individual privacy and needs. Information concerning HIV infected persons will be divulged strictly on a need-to-know basis.

COLLECTIONS IN SCHOOL

Any collections for any purpose are to be cleared through the principal first. Collection of money or sale of articles on school premises during school hours by students must first be approved by the principal. This would include but not be limited to:

1. Collection for a gift - student, teacher, etc.
2. Selling of candy, cookies for brothers, sisters, friends for other schools
3. Selling of articles such as candles, trinkets, etc.
4. Invitations to personal parties and events may not be sent through the school unless all students of the class are invited (all boys, all girls).

EMERGENCY CLOSINGS

In case of inclement weather, please listen for the Lebanon City Schools announcement. We will follow the same plan. The following stations will announce school closings:

Television/ Radio - all Cincinnati and Dayton stations

If we must dismiss early on a school day, our goal is to get the children home safely. Our school message system will be used to notify the parent.

FIELD TRIPS AND ACTIVITIES

Field trips are a part of the school curriculum. Students are expected to participate. Since they occur off the school campus, parent permission is required. Field trips are a privilege, not a right, and can be forfeited by behavior. Students not going on the field trip will be assigned work to do at school.

Periodically activities that are part of the curriculum are held outside the school hours (8:45 - 3:15), e.g. Christmas program, field trips, retreats. Student attendance is mandatory at these activities. A parent note is required for students' absence. Students not attending for will be required to do an alternative activity or assignment.

GOVERNMENT ELECTIONS

Students will limit their participation to educational activities and refrain from overt political campaigning. Permission for political activities will be given at the Principal's discretion.

MEDICATION

The school is not permitted to give medicine of any kind to the students without your written permission. If your child needs medication, please obtain the proper form from the school office. **ALL** medication is kept in the office for your child's safety and the safety of the other students. This includes over-the-counter medication. Over-the-counter medication and prescription drugs require a physician note.

SCREENING PROCEDURES FOR VISION, HEARING AND SCOLIOSIS.

Each year all students in grades 2,4,6 and 8 will have their vision checked by the volunteer school nurse.

Each year all students in grades 1,3 5 and 7 will have their hearing checked by the speech and hearing therapist.

Each year all students in the 6, 7 and 8th grades will be screened for scoliosis.

The results of all these screenings will be noted in the student's health file.

Each student new to the school will be screened by the speech and hearing therapist for possible placement in speech and/or hearing therapy.

PROMOTION/RETENTION POLICY

Students who have completed the course of study for a particular grade level and have exhibited an adequate grasp of basic skills and knowledge that gives reasonable assurance of success in the following grade level shall be promoted.

Students who have not completed the course of study for a particular grade level and have not exhibited an adequate grasp of basic skills and knowledge and thus do not give reasonable assurance of success in the forth coming grade level shall be considered for retention at the present grade level.

The school reserves the sole right to promote or retain students at a particular grade level.

RELEASING STUDENTS FROM SCHOOL

If a child is to be released from school early, whether it be for medical, dental, or other reasons, a note signed by parent or guardian must be presented to the teacher indicating time of dismissal.

When a parent/guardian arrives at school to pick up a child for early dismissal, the parent should stop at the office. The office will call for the student. A student will be dismissed from class only after the office has called for him/her. A sign out form must be completed before leaving the school grounds.

REPORT CARDS/INTERIM REPORTS

The report card is the most conventional means of informing the home of a student's progress. Report cards are issued four times a year. If there are any questions concerning the report cards, a conference can be arranged with the student's teacher/s, and may be requested on the report card. Report cards are not issued in the first quarter for Kindergarten and First grade.

GRADING SCALE

Kindergarten: The kindergarten report card focuses on developmental tasks since that is the purpose and function of kindergarten.

Primary students are basically learning to read, while those in grades 4 and up are reading to learn. This constitutes a major shift in instruction, and in the intellectual responses required of students. Grades used in the primary years to indicate the student's ability to master the learning-to-read skills mean something altogether different when reporting reading-to-learn skills. In order to eliminate some of this confusion, the report cards use two different systems of reporting progress in the primary grades and the intermediate/upper grades.

Grades 1 - 3:

- S+ - strong progress
- S - satisfactory
- N - needs time/experience/improvement
- U - unsatisfactory

Grades 4 - 8:

- A - 93-100%
- B - 85- 92%
- C - 77- 84%
- D - 70- 76%
- F - below 70%
- Conduct - G - Good (0-4 demerits)
 - S - Satisfactory (5-9 demerits)
 - N - Needs Improvement (10 or more demerits)

HONOR ROLLS

Students in grade 5 - 8 may earn honors based upon their report cards and behavior.

Honors are awarded according to the following guidelines:

First Honors

93% - 100% average (A) in each of these areas: Religion, Science/Health, Social Studies, Math, Reading and English. A grade of C or higher in Art, Music, and Physical Education
All G or S grades in Effort and Conduct.
No checkmarks under personal development.
Less than three detentions
No demerits.

Second Honors

85% - 92% average or above (B) in these areas: Religion, Science/Health, Social Studies, Math, Reading and English. A grade of C or higher in Art, Music, and Physical Education
All G or S grades in Effort and Conduct.
No checkmarks under personal development.
Less than three detentions
No demerits.

TRANSPORTATION

Bus service is provided by Lebanon City Schools, Springboro Schools, Waynesville Schools, and Little Miami Schools.

For information regarding the buses, contact the following:

Lebanon transportation	934-5838
Springboro transportation	748-3960
Waynesville transportation	897-8511
Little Miami transportation	899-2941

The bus service or school reserves the right to discontinue bus service for a child who is disruptive on the bus. Children may only ride buses to the district in which they live. A waiver to do otherwise must be obtained from the non-residential district.

The school office must be notified if a child is not going to their regular after school destination (E.G. - friend's house, library, etc.).

A written note is necessary if your child is to ride home with someone other than their parent or guardian. One note at the beginning of the year with the names of persons having permission to pick up your child is sufficient. Phone calls received at dismissal time can no longer be accepted as a valid form of permission.

TUITION POLICY

St. Francis de Sales School has two tuition scales, one for participating parishioners, another for non-participating. The term “participating” refers not only to the school, but to the entire parish operation since the parish subsidizes the school and looks on the school as an integral part of the entire parish.

DELINQUENT TUITION POLICY

The School’s Budget is based on the expectation that all registered families fulfill the obligation for tuition on a timely basis. Personnel and operating expenses continue through the year and tuition payments are needed to meet those expenses.

POLICY:

Families with children enrolled in the St. Francis de Sales Parish School are expected to make all tuition payments on time and in full, based on their respective payment arrangements.

PROCEDURE:

1. Families with children enrolled in St. Francis de Sales Parish School complete a tuition Payment Intention Form when they register their children.
2. The Parish offers two payment methods for tuition: one payment due before school begins in August OR 10 monthly payments from July through April.
3. Families are expected to honor the agreed-upon payment arrangement unless they notify the Parish Office before the due date of the payment so alternative arrangements can be made.

COLLECTION:

1. Checking account debits returned unpaid will be charged \$15 by the Parish for processing.
2. Checking account debits returned unpaid should be replaced with a cash or check payment within 5 days of the return.
3. The following collection activities will be undertaken:
 - a. One payment delinquent: call from the Parish Office
 - b. Two payments delinquent: second call and a letter from the Parish Office
 - c. Three payments delinquent: in-person conference will be scheduled
 - d. Four or more payments delinquent: student may be held from classes until arrangements are made to pay the delinquency

RELEASE OF RECORDS:

Students records will not be released to any other school if tuition is delinquent.

A **participating parishioner** meets the following guidelines established by Parish policy:

1. Participation in the faith life of the parish, especially coming together for Sunday Eucharist.
2. Supports the Parish financially on a regular basis through the use of the Sunday envelopes.
3. Participates in Parish and/or school related functions and programs, with a minimum of 20 volunteer hours per family required each year.
4. Registers in the parish, and updates name, address, telephone numbers and other personal data as needed.

The volunteer hours apply to both school and parish activities. These hours are accumulated from July 1st throughout June 30 for the following school's term and coincide with the school's fiscal year. When registration takes place in February, each family will be asked to account for volunteer hours worked since the previous July 1st. In addition the families' financial contribution to the Parish will be reviewed by the Pastor. If the above requirements are not met, you will be charged the non-parishioner rate for tuition.

TUITION ASSISTANCE POLICY

POLICY:

Children of participating parishioners should not be denied admission to St. Francis de Sales Parish School only for inability to pay tuition.

PROCEDURE:

1. St. Francis de Sales Parish uses Private School Aid Services (PSAS) to evaluate parishioner need for tuition assistance.
2. Parishioners requiring tuition assistance should complete the PSAS form and send it to PSAS with the processing fee by the due date. Copies of the PSAS form are available in the Parish Office.
3. Only one PSAS form needs to be completed by a family with students at St. Francis de Sales School and one of the catholic high schools. The information is sent to both schools.
4. Information sent to PSAS and the PSAS recommendation for assistance is confidential.

LIMITS:

1. Tuition assistance is provided on an annual basis. The family should re-apply in subsequent years if there is a financial need.
2. Tuition assistance is limited to 75% of the applicable tuition, that is, 75% of the amount that would be charged according to the number of students attending St. Francis de Sales Parish School.
3. If the family's financial situation changes during the year, the family may resume regular payments to free up funds for other tuition assistance.

We understand that parishioners, at times, may experience temporary financial difficulty due to unforeseen circumstances. As in the past, please contact either Father Weldishofer or the principal. We will work with you in meeting your financial obligations.

VACATION POLICY

Vacations, other than those set by the school, are considered unexcused absences. As an unexcused absence, the school is not required to supply school work. If parents contact the individual classroom teacher(s) and the principal at least three days before the vacation time, the teacher will provide an overview of the material planned to be covered during the absence. It is the student and parent's responsibility to insure that the actual material and assignments covered during the absence are completed within three days of returning to class.

Written notice of vacations should be given 3 days in advance to the school office along with the date of return of the student to school.

Students, upon return to school, are to contact their teachers and receive from them the assignments missed during the vacation. The teachers will specify a date on which students must turn in these completed assignments.

WITHDRAWAL

Parents who are withdrawing their child from St. Francis de Sales School must do so in writing and should sign a release of records form at the school to which they are transferring. You will receive an exit survey. Please complete and return it to the Pastor. The school to which the student is transferring should request the student's records via the mail. The student's records will be sent by mail to the school of transfer. No records will be transferred via parents/guardian. Report cards and records will be withheld for non-payment of tuition and fees. Any special arrangements necessary should be made with the principal.

THIS HANDBOOK MAY BE AMENDED BY THE PRINCIPAL AT ANY TIME AS NEEDED.