

# *The Franciscan School Community Handbook 2021-2022*



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Raleigh, NC 27613

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*The Franciscan School is accredited by Cognia. The Franciscan School is approved by the Roman Catholic Diocese of Raleigh and is a member of the National Catholic Educational Association.*

## THE FRANCISCAN SCHOOL *COMMUNITY HANDBOOK*: A PREFACE

While every effort has been made in this *Handbook* to accurately communicate and reflect Franciscan School policies and procedures currently in place and in effect, the school reserves the right to alter, amend, eliminate, or add to these policies to better serve The Franciscan School community and its students or as necessary to respond in a timely way to changing student and community needs during the school year in progress.

Any such changes will be communicated via email or in the weekly Tidbits, on the Parent Portal, in the school newsletter, *The Franciscan*, and reflected in the next edition of the *Community Handbook*.

While this *Community Handbook* is intended to be comprehensive, it is not exhaustive. It is meant to provide clear guidelines and to be a reference to all in our TFS community, including new and returning families as well as Faculty and Staff, as we make thoughtful decisions in the best interest of our students and community. As such, this *Handbook* combines rules, regulations, and expectations with practical reflections on subjects as varied as homework, athletics, and discipline.

Should you find the *Community Handbook* lacking, incomplete, in error, or unclear as you use it and make reference to it during this academic year, please let Mike Watson know at [Michael.Watson@stfrancisraleigh.org](mailto:Michael.Watson@stfrancisraleigh.org)

Please review this carefully, sharing and discussing the school's expectations in an age-appropriate way with your child. Parents are asked to review and understand the handbook and in particular, our policy on bullying. Thank you in advance for your support.

## INCORPORATION

The Franciscan School is tax-exempt under section 501 (c) (3) of the Internal Revenue Code of the Internal Revenue Service.

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## Welcome from the Principal


July 1, 2021

Dear Parents and Students,

The Community Handbook is revised every year to provide clearer information for families and an easier format to reference information. This year a drastic change has been made to reflect the maturity and partnership we have with our parents. To that end, we have eliminated much of the more common-sense aspects of the handbook in the interest of brevity. We hope that you find the changes to be positive ones. It is our intention to partner with families to provide excellence in all aspects of their time at TFS for you and your children here at The Franciscan School. As always, we welcome your feedback on the handbook and are always available to answer any questions about our policies and procedures. We ask that you take the time to review all of the information in the handbook to be knowledgeable about our processes, procedures and programs at The Franciscan School.

***Parents are to review this handbook and, by their enrollment and the attendance of their children at the school, they automatically affirm they have read and understand the Community Handbook, including the Acceptable Use Policy. Additionally, they also agree that they will follow the policies and procedures outlined in this document, and the school agrees to inform all parents of any changes and modifications before they go into effect.***

We thank you for your prayerful support as we continue to work together to promote the focus of The Franciscan School on our devotion to the Catholic Faith and the strong values and morals it espouses, academic excellence through a challenging and engaging educational experience, and a dedication to service to others in our community.

Always remember, every day is a great day to be a T Wolf! 

Sincerely,

Michael Watson  
Principal



## Helpful Information

	Contact	Extension	Email
Principal	Mike Watson	301	Michael.Watson@stfrancisraleigh.org
Absences	School Nurse	251	tfsattendance@stfrancisraleigh.org
Bridges Program	Victoria Lyles-Savage	298	Victoria.Lyles-Savage@stfrancisraleigh.org
Athletics	Connor Fodell		tfsad@franciscanschool.org
Billing Information	Lisa Cardello-Price	253	Lisa.Cardello-Price@stfrancisraleigh.org
Change of Address	Tricia Downs	250	tricia.downs@stfrancisraleigh.org
Grades K-5 <sup>th</sup>	Dawn Smith	254	dawn.smith@stfrancisraleigh.org
Grades 6-8	Colette Dziadul	651	colette.dziadul@stfrancisraleigh.org
Billing Information	Lisa Cardello-Price	253	Lisa.Cardello-Price@stfrancisraleigh.org
Guidance	Laureen Wacenske	314	laureen.wacenske@stfrancisraleigh.org
Media Center	Tina Kollauf	700	kristina.kollauf@stfrancisraleigh.org
Newsletter	Katie Hall	255	katie.hall@stfrancisraleigh.org
Transcripts	Alex Rommel	351	alex.rommel@stfrancisraleigh.org
Home & School Association	Melanie Elliott		TFSHSAPresident@gmail.com
Uniforms	Flynn O'Hara		1.800.441.4122 www.flynnohara.com/school/nc028
	Land's End		1.800.523.2786    www.landsend.com/school
Lunches	MyHotLunchBox		(888) 894-8295 www.myhotlunchbox.com

## **THE TFS MISSION**

Inspired by our patron Francis of Assisi, we seek to proclaim the reign of God by growing in **Holiness** through our experience of Christ in word, sacrament and one another, offering **Hope** to those who hunger for human dignity, and extending **Hospitality** to all.

## **THE FRANCISCAN SCHOOL VISION**

Reflecting the unique charism of our patron, St. Francis of Assisi, The Franciscan School is dedicated to an education that fosters a Christ-centered way of living and that celebrates the building of the Kingdom of God on Earth.

We believe that every child has the God-given potential to achieve something wonderful and that at The Franciscan School our partnership with our families is rooted in helping our students achieve that potential.

We believe teaching is a ministry, and our Faculty and Staff reflect this attitude. Our educators share their diverse talents, encourage growth, and recognize that relationships with students and families go far beyond the role of formal education.

We instill a love of learning and encourage that love through an academic curriculum that reflects excellence in all its parts, allows for creative expression, and prepares our children to live in the technological world.

We value diversity and purposefully engage in activities that promote an understanding and an appreciation of all people. We are inspired to awaken and expand the social conscience of our youth so they can fully appreciate what it means to be human and actively participate in the betterment of the human condition.

We send forth children knowledgeable of self, rooted in faith, educated in mind, compassionate in heart, and deeply responsive in service to others, especially the poor and the oppressed of our world.

## **THE FRANCISCAN SCHOOL STATEMENT OF VALUES**

We are a Catholic and Franciscan community walking together as lifelong learners who strive to live and love as Jesus did.

## **ACCREDITATION**

The Franciscan School is accredited by Cognia (formerly known as AdvancED and the Southern Association of Colleges and Schools). The Franciscan School is approved by the Roman Catholic Diocese of Raleigh and is a member of the National Catholic Educational Association. Additionally, The Franciscan School complies with the North Carolina Guidelines for NonPublic Schools.

## **I. ACADEMIC POLICIES AND PROCEDURES**

### **CURRICULUM**

The curriculum includes all of the guided learning experiences of the student under the direction of the Diocese of Raleigh, The Franciscan School, and the classroom teacher. It includes the content of the course of studies, but it is not limited to it. The experiences of the student include participation in religious, intellectual, cultural, physical, social, and civic activities both in the classroom and, when possible, outside the school. The Franciscan School Faculty and Staff strive to create a value centered, holistic environment consistent with Catholic teaching, academic excellence, and high levels of achievement for the students.

*The Diocese of Raleigh Curriculum Guide* is intended for use in all Catholic elementary schools in the Diocese of Raleigh. It is the framework for instruction that assists teachers in identifying and implementing the appropriate instructional methodology in Grades K through 8. The curriculum is aligned with competencies identified in the *North Carolina Standard Course of Study*, national standards, and diocesan objectives and values. Copies of the curricular scope and sequence may be found online at the website of the Diocese of Raleigh ([raldioc.org](http://raldioc.org)).

### **IMPLEMENTATION OF COURSE OF STUDY**

Teachers are responsible for curriculum-driven instruction, knowledge of grade-level curriculum, and awareness of the total Diocesan curriculum. The Principal and Assistant Principals are responsible for overseeing curriculum implementation.

### **METHODS OF INSTRUCTION**

The methods of instruction used at The Franciscan School are in keeping with the needs of the individual students and the basic philosophy of Catholic education. Please note that while teachers within a grade level spend substantial time planning together, teachers are allowed the flexibility, often with the support of the Educational Resource Team, in the designing of differentiated instruction to meet the specific needs of their particular students in a given year.

### **DISTANCE LEARNING AND PUBLIC HEALTH AND SAFETY CONCERNS AFFECTING CURRICULUM**

The Franciscan School has a plan for transitioning to distance learning strategies in the event of a natural disaster, disease outbreak or any other circumstances that make it unsafe or imprudent to continue on-campus education. The judgment of the school administration, in consultation with our pastor and in conjunction with the Catholic Schools Office of the Catholic Diocese of Raleigh, will determine when the change to our school's normal instructional model warrants the transition to distance learning. The strategies used for distance learning will be developed by the school administration and faculty.

In the case of a public health crisis/pandemic situation, guidance from public health experts (i.e. NCDHHS and/or CDC) shall be incorporated into The Franciscan School's plan for prudent precautions for student/faculty health. This plan may be modified as necessary. Parents accept and assume all risk of returning their child to school.

### TEXTBOOKS

Textbook selection is made by The Franciscan School based upon recommendations of the Catholic Schools Office and is in full conformity with Church and Diocesan guidelines. Each textbook selected supports the Diocesan-defined curriculum and Catholic Christian teachings.

### \*TECHNOLOGY EDUCATION

Technology education is an integral part of every subject area in grades K-8 at the Franciscan School. The Technology teacher will work with classroom and subject area teachers to provide a comprehensive education in technology for their grade level or subject area.

### RELIGIOUS INSTRUCTION

All students receive religious instruction as part of the total curriculum of the school. The religious education curriculum at TFS is consistent with the philosophy and goals established by the Diocese. Program content follows a continuous progression from year to year, and has been evaluated by the Principal in collaboration with the Lifelong Faith Formation Team, the Pastor and the Diocesan Faith Development Office.

### SACRAMENTAL PREPARATION

Word, worship, and community service are components of catechetical ministry. Therefore, a variety of experiences and opportunities for total spiritual development are at the center of school life. Special instruction is given in Catholic doctrine, scripture, sacramental preparation, liturgy and observance of the liturgical seasons. Instruction is developmentally appropriate. Sacramental preparations are integrated with parish-based programs.

### RELIGION GRADING

Religious education provides opportunities for information, formation, and transformation of the student. The only element able to be graded is that of information. All students receive a grade in religion as a regular academic course.

## **AUXILIARY SERVICES**

### COUNSELING SERVICES

The school has a licensed counselor as a member of our professional staff. Counseling is available for students and families if and when the student is experiencing any social, emotional, behavioral, and/or academic struggles at school. To request the service of the Counselor, please contact the school office.

### EDUCATIONAL RESOURCE SPECIALISTS

1. The Franciscan School employs two Educational Resource Specialists (one for Grades K-4 and one for Grades 6-8 with shared responsibility for 5th Grade) to serve the needs of the students with

identified learning differences as determined by a psycho-educational assessment or other diagnostic assessments. The specialists also work with classroom teachers to employ best practices to assist the students with learning differences. The Franciscan School is committed to all students succeeding to the best of their abilities. In the event that a student has a diagnosed special need (documented by licensed medical personnel) accommodations may be offered that can be reasonably made within the normal general education classes and when the school has the resources (academic/staff) available to accommodate the students' needs. Additionally, working in conjunction with the Educational Team, TFS offers the possibility of a modified program dependent upon the needs of a student and the ability of that student's team of support to work with TFS's Academic Support Program in helping that student to find success.

The Diocese of Raleigh Catholic Schools are exempt from the mandate of providing services for IEPs and 504 Plans.

If a student cannot be accommodated within the school program, every effort is made to assist with placement in another school program beyond The Franciscan School.

#### SPEECH LANGUAGE THERAPY

Arrangements for this service, including cost, are made between parents and the speech language pathologist offering the services on school site. School staff are available to assist in this process.

#### BRIDGES PROGRAM (EARLY MORNING CARE AND AFTER SCHOOL PROGRAM)

##### BRIDGES TELEPHONE: (919.610.8104)

Morning Care is available from 7:00-7:40 AM Monday through Friday for K-8 in Jacoba Hall. For more information and for registration forms, please refer to the school's website.

If the school opening is delayed due to inclement weather, then Morning Care will also be delayed in opening by that same given amount of time.

The Bridges After School Program operates Monday-Friday, between the hours of 2:40 and 6:00 PM. Bridges will be open on select early release and teacher work days. Bridges will not operate on holidays. For more information and for registration forms, please refer to the school's website.

If school is dismissed or canceled due to inclement weather, Bridges is also canceled for the day.

If you have any questions regarding the program please contact the Head of Bridges, Victoria Lyles-Savage at 919.610.8104 or by email at [Victoria.Lyles-Savage@stfrancisraleigh.org](mailto:Victoria.Lyles-Savage@stfrancisraleigh.org).

Billing questions should be directed to Lisa Cardello-Price at x253.

#### WORSHIP

The Franciscan School strives to create a faith-filled environment that is given to reflection and prayer that draws each member of this community closer to Christ.

Each day begins with Morning Prayer in the Courtyard. The entire school community participates in various appropriate worship and praise activities as classes and a weekly all community liturgy at the St. Francis of Assisi Church, and liturgies on feast days.

### **CLASSWORK**

Active participation in each class is critical to student and group success. Such participation requires attentiveness, a willingness to participate and engage, and regular preparation outside of class, when homework is required. Both in-class and out-of-class assignments are to be neat, complete, and executed on time with care. The individual instructor makes other requirements for written assignments clear.

### **HOMEWORK**

Homework supplements, complements, and reinforces classroom teaching and learning. It requires further application of skills and material already taught within the classroom. As such, homework is a valuable component of learning.

Assignments are to be definite, of reasonable quantity, and within the range of the student's ability. Where class work is departmentalized (as at the Middle School level), there is cooperation among teachers regarding the amount of homework assigned for any one night.

K-5 homework assignments are posted on each teacher's RenWeb or Google Classroom page. Parents are encouraged to engage actively in their children's learning while remembering that homework is your child's opportunity to learn and strengthen his/her skills. Resist the temptation to "do it for them". If a parent senses that homework assignments are being completed with difficulty, please contact the individual teacher so that together we can evaluate the student's organizational skills, priorities, academic challenges, and busy schedule at any given moment.

Although the time required to complete daily homework assignments may vary from child to child and subject to subject, assignments in elementary grades should last approximately:

10 minutes for Kindergarten  
15-30 minutes for Grades 1-2  
15-45 minutes for Grade 3  
45-60 minutes for Grades 4-5

Homework is not to be assigned over the weekend in these grades.

In middle school, there are projects and other "long-term" assessments that would be assigned several weeks, if not months, before they are to be turned in for grading. The assumption on the part of students and parents should not be that school work on weekends is being "banned". Weekends are primarily reserved for family time and other activities, but there are times where work on the weekends may be required to keep up with the academic requirements as dictated by the student's own schedule of school responsibilities and outside activities.

The purpose of homework, as described above, is to reinforce the lessons taught by the teacher in the classroom. This being the case, the homework assigned daily in middle school should be of a scope and quantity necessary to meet those requirements. The middle school teachers will assign their homework and post it on their RenWeb homework folder and/or their Google Classroom page with appropriate advance notice. The following are the guiding principles for Middle School teachers as they plan their lessons:

- Homework should average 6 hours per week for 6<sup>th</sup> grade
- Homework should average 8 hours per week for 7<sup>th</sup> grade
- Homework should average 10 hours per week for 8<sup>th</sup> grade
- These times include daily homework, longer term project requirements, and studying times, but do not include study hall times.

If time spent on homework is much greater than the above, please discuss your child's study habits or concerns with their teachers.

This policy is meant to foster understanding regarding the requirements of the academic program at TFS to ensure an academically challenging experience that is cognizant of the other demands on student and family time. As educational professionals, our goal is to prepare all of our students for their future success by challenging them in the classroom, while allowing them time and room to grow spiritually, morally, socially, and physically outside of it.

**If a parent brings in homework late for their child, they may drop it off at the receptionist desk. The homework will then be put in the teacher's mailbox.**

### **\*STUDENT PROGRESS REPORTING AND GRADING**

The Franciscan School evaluates and reports student progress in a number of different ways. Report cards are one method of communicating to students and parents an evaluation of academic progress. Grades represent student performance in class, on written and oral material, on projects, presentations, and homework, and on tests and quizzes.

Parents should contact the teacher if there are any questions or concerns about student performance. Report cards are distributed at the end of each trimester. K-2 teachers write interims in the 2<sup>nd</sup> and 3<sup>rd</sup> trimesters if there have been changes to note in student progress. In grades 3-8, test and assignment scores are continuously updated on RenWeb as per grade level policy.

#### **Grading Scale for Kindergarten-Second Grade**

**P—Proficient--** The student demonstrates consistent understanding and application of the skill. The student requires no support in instructional settings to demonstrate proficiency.

**I—In Progress**--The student demonstrates general understanding but inconsistent application of the skill. The student requires some support in instructional settings to demonstrate understanding and mastery of the content and skills.

**N—Needs Support**--The student demonstrates a lack of understanding of the skill. The student requires significant support in instructional settings to demonstrate consistent understanding and mastery of the content and skills.

\*Grading Scale for 3<sup>rd</sup> – 8<sup>th</sup> Grade

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

**STANDARDIZED TESTING**

TFS conducts an annual standardized testing program approved by the Diocese of Raleigh Catholic Schools Office for Grades 3 through 8. The Superintendent of Schools and the Principal mutually determine the type of tests administered at TFS.

The present Diocesan testing program includes the Iowa Test of Basic Skills administered in Grades 3 through 8, and the Cognitive Abilities Test (CogAT) administered in Grade 3 and 5.

**ACCOMMODATIONS FOR STUDENTS WITH LEARNING STYLE DIFFERENCES**

The Franciscan School is committed to ensuring that all admitted students succeed. In the event that a learning style difference is identified through a psychoeducational evaluation within the last three years by a licensed psychologist, **extended by one year for the 2020-2021 school year**, TFS will make reasonable accommodations for the student. A list of the reasonable accommodations that TFS may be able to offer is available for review from our School Counselor. For additional information on testing for possible learning style differences, parents should contact the School Counselor.

The TFS administrative team, TFS Educational Specialists and teachers will collaborate with the parents/guardians of the students with identified special needs. **If a student cannot be accommodated within the school program, every effort is to be made to help with placement in another school program beyond TFS.**



## **PROMOTION, TRANSFER, AND RETENTION**

If the developmental stages and academic progress of a child are inconsistent with his/her chronological age and success at the next grade level seems improbable, a parent-teacher conference will be called, with parents being invited to participate in the decision-making process during the second trimester of the school year, at the latest (if the concerns have been identified by then).

After a parent, teacher and Principal conference, all parties sign a letter summarizing the mutual school-home decision to have the child retained in the present grade, placed in the next grade, or recommended for a different educational setting. This letter shall be retained in the child's records.

\*\*\*At The Franciscan School, students may be retained in Grades K-3 as determined by agreement of the administration, classroom teacher, and parent(s). Normally, after 3<sup>rd</sup> grade, students move on to another educational setting in which they can be successful.

## **\*STUDENT RECORDS/FILES**

A file is maintained for each student that includes:

- Copies of forms required for admission to TFS
- Cumulative school grades
- Cumulative school attendance
- Records of standardized and other testing
- Medical information including record in immunization, allergies, and physical assessment.
- Copy of custody agreement (if applicable)

The student's cumulative file is kept in a locked fireproof cabinet in the TFS office. Records are open only to authorized school personnel, parents, guardians or a case working agency upon request per federal and state policies. Student records can be reviewed only on TFS premises.

## **TRANSFER OF RECORDS**

At the time of withdrawal, copies of academic and health records are transferred to the requesting school when a record release form is signed by the parent/guardian. The records to be transferred when a student enrolls in another school includes the:

Cumulative school grades  
Cumulative school attendance  
Educational and/or related testing record  
Health record

### INFORMATION TO NON-CUSTODIAL PARENT

It is the responsibility of the parents to notify the principal of a legal separation or divorce. If there is a change in custody and/or financial responsibility, it is the obligation of the parents to notify the principal as well.

A custodial parent is responsible for providing school-related information to the noncustodial parent. Upon request, TFS will provide all information to a non-custodial parent that is in accord with the decree of divorce or separation, which is on file in the TFS office. Information will only be provided once TFS receives such decree.

### MEDIA CENTER

The Media Center includes a collection of books, periodicals, audio-visual materials, computer systems, and other equipment that conforms to the American Library Association Standards for Media Centers, and meets Cognia accreditation requirements. A Media Specialist supervises and maintains the Center.

The Media Center contains curriculum enrichment materials appropriate to the curriculum needs of TFS. The following policies concerning the school library have been established.

Students may not check out materials if they have overdue, damaged or missing items. Reference materials may not be checked out of the Media Center. Reminders for overdue materials are sent home periodically. At the end of each trimester, students who have materials unaccounted for will be asked to return them or pay for materials. Report cards will be withheld until materials are returned or fines paid.

### EXTRA-CURRICULAR ACTIVITIES AND CLUBS

In addition to athletics, extra-curricular activities enhance the TFS learning experience. At TFS we provide the following opportunities, as well as additional ones through our MS electives program:

- Safety Patrols (5<sup>th</sup> Grade): to become a member of the safety patrol is an honor accompanied by respect and recognition.
- Hospitality Ambassadors (5<sup>th</sup> Grade): to welcome and assist at entrances to buildings during morning arrival.
- Student Council: to develop leadership and communication skills and responsibilities in students to enable them to become more effective and confident people.
- School-wide Spelling Bee
- Girl Talk
- Tennis Club\*
- Chess Club \*
- Odyssey of the Mind \*
- National Junior Honor Society
- Student Ambassadors
- Run Club \*

\* Pending due to need for coaches

## **MIDDLE SCHOOL ATHLETICS**

### **MISSION AND PHILOSOPHY**

Faithful to the mission of The Franciscan School to educate the whole person, the role of physical education, sport, and games at TFS is to:

- Engender a healthy lifestyle and an enduring love of physical activity
- Teach and develop basic skills, with an emphasis on broad student participation
- Teach the lessons that grow from teamwork and goal setting
- Develop leadership, help students cope with adversity and disappointment
- Appreciate the gifts in others
- Be welcoming hosts, good sports, and good ambassadors
- Be humble in victory and gracious in defeat

The TFS Athletic Program endeavors to develop qualities of good sportsmanship, team building, self-reliance, responsibility, and self-discipline. At TFS, cooperation and team activity are emphasized. A complete ***Athletic Handbook*** for student athletes, coaches, parents, and spectators is provided by the school and all participants, parents and spectators are bound by the Athletics Handbook guidelines.

### **FIELD TRIPS**

Field trips supplement classroom learning. Each teacher may plan organized class field trips during the year. When a trip is planned, a description of the activity is sent home. Separate written parental permission is necessary for each field trip. Field trip transportation will be provided by a commercial bus service. TFS does not allow parents to transport students on field trips. Refunds will not be given, as reservations are based on the expected number of students.

### **COMMENCEMENT**

The TFS Commencement is a sending-out of 8<sup>th</sup> Graders who have met all TFS graduation requirements and are well-prepared for high school. Typically, in late May, simple and dignified Commencement activities mark a rite of passage for the 8<sup>th</sup> Grade Class and for the entire Franciscan School community.

8<sup>th</sup> grade awards presented as part of commencement:

#### **Subject-Area Awards**

Subject area awards for overall effort and achievement are given in each subject to 8<sup>th</sup> grade students at the 8<sup>th</sup> Grade Awards Assembly.

#### **Leader of the Pack Awards**

The Leader of the Pack Awards are awarded to one 8<sup>th</sup> Grade boy and one 8<sup>th</sup> Grade girl for demonstrating outstanding scholarship and serving as an example of commendable conduct as a leader of the school while fully participating in the athletic or fine arts

programs of the school. This award is a recognition of the students who fully embrace all of the opportunities the school offers to excel in spirit, mind and body.

#### The Franciscan School Citizenship Award

The TFS Citizenship Award is awarded at Commencement to that 8<sup>th</sup> Grade student who, through his or her example and often quiet, behind-the-scenes leadership and good will, has made TFS a better place to live, work, worship, and learn.

#### The Franciscan Awards

The Franciscan Awards are awarded at Commencement to one 8<sup>th</sup> Grade boy and one 8<sup>th</sup> Grade girl for combining exemplary scholarship, leadership, citizenship, service and faith during their year or years at The Franciscan School.

### **AWARDS**

The following awards are given throughout the year to students at The Franciscan School.

#### Citizen of the Month Award

Citizenship Awards are given to students each month in Grades 5-8 for exemplifying leadership, service towards others, and character. These traits are at the very core of a life filled with meaning and purpose. Taken together, this student's leadership, service, and character strengthen our TFS community while inspiring us to do the same.

#### Honor Roll

Students in Grades 6-8 are awarded honor roll certificates for each trimester. Students are recognized for all As and all As and Bs in all subject areas.

## II. GENERAL SCHOOL POLICIES AND PROCEDURES

### **ADMISSION**

Admission priority to TFS is given to Catholic children. All others are welcome when space is available, with the understanding that:

- All students participate in the religion program.
- Students meet age requirements for kindergarten in conformity with North Carolina:
  - \*The child reaches the age of 5 on or before August 31<sup>st</sup> of that school year; or
  - \*The child did not reach the age of 5 on or before August 31 of that school year, but has been attending school in another state in accordance with the laws or rules of that state before the child became a resident of North Carolina.
- TFS does not discriminate on the basis of race, color, sex, religion, and national or ethnic origin in the admission of students.

The application is considered complete when the following is received:

- Completed application forms including parent essay and in Grades 4-8, student essay
- Teacher recommendation forms
- Current report card
- Birth Certificate
- Record of Immunization
- Baptismal Certificate, if applicable

### **ENROLLMENT**

Re-enrollment for current students will begin in January. Enrollment for new families will occur concurrently with the re-enrollment period with those re-enrolling given priority for placement. The annual enrollment fee is payable at the time of re-enrollment and is completely nonrefundable unless the principal approves a refund due to unusual circumstances. Each year, parents/guardians are asked to sign and return the following: a Stewardship Form, reenrollment card, enrollment and tuition contract, and the enrollment fee for each child.

### **TUITION AND FINANCIAL AID POLICIES**

The tuition fee schedule is set on the recommendation of the Parish Finance Council each year. Each family will receive a tuition fee schedule at the time of re-enrollment for the upcoming school year. All re-enrollment fees are nonrefundable unless the principal approves a refund due to unusual circumstances.

The return of the Stewardship Form is required for consideration for the St. Francis Steward tuition rate each year. A review and determination of appropriate tuition rates is made annually by the Pastor. ***Families not approved for the stewardship rate or who fail to turn in their forms will be billed at the full cost of tuition for the next school year.***

Applications for tuition assistance (financial aid) are made available in January and must be submitted to The Franciscan School and to FACTS Grant and Aid Assessment Services by the due date specified that year.

### **REQUIREMENTS**

All parents must sign a contract at the time of enrollment agreeing to a regular schedule of tuition payments.

1. Those families receiving tuition assistance must sign a contract agreeing to a specific and regular payment plan for the portion of the account they are responsible to pay.
2. If an account is two months delinquent, and no payment arrangements have been made with the Principal, the collection of the delinquent account may be turned over to a collection agency. Children are not permitted to attend classes until good-faith payment arrangements have been made.
3. Any special payment arrangements must be agreed to in writing between the family and Principal, acting as agent for The Franciscan School.
4. A family cannot return to The Franciscan School for a new school year unless tuition from previous year has been paid in full.
5. A student is considered Catholic through their baptism. “Parishioners” are defined as being registered with St. Francis of Assisi parish and as being active participants in the life of the St. Francis of Assisi parish community as determined by the Stewardship Covenant.
6. A family that leaves The Franciscan School with an unpaid balance, and has failed to cooperate with the school community in keeping their payments current, may have their account turned over to a collection agency.
7. All tuition contracts are to be completed, enrollment fees paid, and for new students and rising Middle School students: copies of current immunizations and health reports must be submitted by the designated deadline.

### **FINANCIAL AID**

The St. Francis of Assisi parish makes a strong commitment to need-based financial aid at TFS. Indeed, TFS was founded in 2000 with a commitment to making a Franciscan School education available to all students who are parishioners of St. Francis of Assisi regardless of family financial need.

Should tuition costs, changing family circumstances, or the enrollment of a second or third child at TFS strain the monthly budget beyond its limit, parents should ask the Bookkeeper for FACTS information that will guide them through an online financial application process. **The deadline for the receipt of financial aid applications is defined each year.**

The TFS need-based financial aid application process is straightforward and uncomplicated; FACTS criteria will develop an “adjusted effective income” on which they will calculate a family’s “discretionary income available for education”. Families are also asked to submit a monthly budget and letter explaining any extenuating circumstances which might affect the ability to pay tuition.

These financial aid resources come from a number of sources: a dedicated St. Francis of Assisi parish tithe, and endowed funds set up at the School's founding solely for this purpose. Additionally, scholarships available through the State of NC, the Diocese of Raleigh, and the school's Timberwolf Fund are available.

### **NOTIFICATION OF WITHDRAWAL FROM CONTRACT**

By June 30<sup>th</sup> of each academic year, programs are designed, books purchased, and staff hired for the upcoming year. At the same time, our waiting pool for closed classes begins to decline quickly after June 30<sup>th</sup>, as parents seek to confirm a school placement for their children. If a student is withdrawn after June 30<sup>th</sup>, it becomes progressively difficult to fill the student's slot.

A family who wishes to cancel its registration, but has completed the registration process and has paid all necessary registration fees, must notify the Principal and/or Lisa Cardello-Price in writing of their intent to withdraw. The date of written notification will determine the tuition amount due to The Franciscan School by the withdrawing family as outlined on the Tuition Agreement Form. Registration fees are non-refundable.

- A family withdrawing from TFS will be held accountable for any outstanding tuition and fees AND a withdrawal penalty equal to one month's tuition if leaving after the first day of classes on August 18, 2021. This withdrawal penalty will be waived by the principal if:
- The family relocates outside of the Raleigh area.
- Serious events occur which are beyond the control of the family, such as the death of a family member or catastrophic illness.

### **\*SCHOOL HOURS AND SCHEDULE**

The school opens at 7:40 AM. At that time, the Thea front gate is opened for elementary students and Middle School students are allowed from the covered walkway to enter Siena and proceed to their classrooms. Families who wish to drop off students earlier than car pool start must enroll in Bridges Early Morning Care.

School safety patrols and staff members will begin carpool drop off at 7:35 AM and continue until 7:55 AM depending on conditions.

**Parents who arrive after the safety patrols have left the drop off areas are to park in a designated parking space and walk their child to the staff member at the crosswalk who will safely cross the students. If parents arrive after 8:00AM and no staff member is at the crosswalk, they must walk their child to the front office (Thea for Grades K-5 and Siena for Grades 6-8).**

Students who arrive in their classrooms after 8:00 AM are tardy. Please be sure to leave your home with enough time to plan for traffic congestion to arrive on time.

Morning Prayer begins promptly at 8:05 AM in the Jacoba courtyard. After morning prayer, all doors will be locked and remain locked throughout the school day. Parents and visitors must enter through the front lobby entrance only.

At the end of the day, any student remaining at the end of carpool will be escorted by a staff member to the Bridges After School Program in Jacoba Hall and be charged accordingly.

The Receptionist is available from 7:40 AM to 3:30 PM when school is in session. Students may not return to the classroom after the school day to get a forgotten book/homework without the permission of the teacher. Any student returning to the building must be accompanied by their parent or teacher.

### **UNATTENDED CHILDREN**

Please do not plan to drop off your child prior to when carpool starts in the morning. Anyone arriving before the start of staff monitored carpool, will be taken to Bridges Early Morning Care and billed the drop-in fee. Parents are required to sign their child into Morning Care at the time of their arrival.

**Parental care and supervision is required until school personnel are available. Unsupervised, and unattended children for whom no one is directly responsible is contrary to common sense and to the safe child guidelines at The Franciscan School.**

### **THE START TO OUR SCHOOL DAY**

At TFS, students are to arrive in their classrooms between 7:40 AM and 8:00 AM, and we begin Morning Prayer promptly at 8:05AM. Morning Prayer is not an “elective”, but an essential part of the start to each day at TFS.

### **\*ATTENDANCE, PARENTAL NOTIFICATION, & EXCUSED ABSENCE**

The Franciscan School maintains attendance records for each student as part of the cumulative school record. A teacher checks attendance each morning at 8:00AM and monitors attendance during the day. This information is transferred to a student’s cumulative school record.

If a child is not able to attend class, a parent/guardian is to send an email within the **first hour of class** to [tfsattendance@stfrancisraleigh.org](mailto:tfsattendance@stfrancisraleigh.org) and state the reason for the absence.

Please do not contact the teacher or ITA, please only use the above email address

If a child is marked absent and TFS has not received parental notification of that absence, a TFS staff person will attempt to call or email the parents to account for the student. Written excuses are required of all students following absence. Upon returning to class, each child is to bring his/her teacher a written excuse from the parents stating the reason for the absence.

Since all classroom instruction is critical, school attendance must be first priority. Parents are thus strongly discouraged from scheduling standing appointments or co-curricular activities that



will require regular early dismissal from classes during the year. School attendance after Kindergarten is required in the State of North Carolina, and TFS adheres to these laws.

\*Per Diocesan guidelines, if a student has accumulated three (3) unexcused absences, the parents may be contacted for a conference with the Assistant Principal. If a student has accumulated six (6) unexcused absences, a discussion with the Principal may occur and a written letter may be sent to the parents notifying them that they may be in violation of the Compulsory Attendance Law of North Carolina (N.C. G.S. 115-378). Further unexcused absences may be referred to the Catholic Schools Office of the Diocese of Raleigh.

**The academic performance of a student who has accumulated twenty (20) or more days of absence will be reviewed to determine if the student is ready for the academic work of the next grade and/or if an offer of re-enrollment will be extended for a subsequent school year.**

**If a student is absent during the class day, s/he may not participate in any pre- or afterschool program of any kind, including school dances, athletics, and other scheduled or special activities.**

Permission for any regular or anticipated extended absence must be requested in advance of the absence for review by the Assistant Principal and Principal. Failure to do so will result in a parent conference.

#### MAKEUP WORK FOR EXCUSED ABSENCES

Parents of children in Grades K-5 should contact their child's teacher for classroom makeup policies due to excused absences.

In Grades 6-8, students have 3 days to make up work for 1 excused absence, and 5 days for more than 1 excused absence. The same applies to test make-up. However, if the student misses only the review day, s/he can still take the test on the assigned test day. **Parents or students should not request assignments from a teacher on the first day that a child is absent. Requests for assignments should be made only if the student misses multiple days.**

On the second or additional day of absence, students or parents may e-mail the teacher no later than 10:00 AM on the day the work is to be picked up. It is the parent's responsibility to pick up a student's work at the reception desk at the end of the school day on which the request is made. The teacher and/or the receptionist cannot assume the task of getting work to a sibling or carpool partner during the school day. Parents should go to a child's locker and/or classroom desk to get books or materials before or after the school day. Scheduling of make-up tests or quizzes should be done by the student when they return to school in cooperation and consultation with the teacher.

#### ABSENCE DUE TO VACATIONS

Parents should not plan travel that will pull a child from our normal class schedule. Classroom instruction is an integral part of the learning process. Missed instruction may result in gaps in a

student's progress and missed assignments and assessments are the student's responsibility to make up. Reasonable accommodations will be made, at the discretion of the teacher in consultation with the assistant principal, when the student returns to complete the missed assignments. Please plan travel and other scheduled family events for the planned school breaks. ***Please note that teachers will not give assignments to students who will be absent due to vacations prior to leaving for vacation.***

### **TARDINESS**

A student who arrives in the classroom after 8:00 AM is tardy. **Parents may not drop a tardy child off at the curb and allow him/her to enter the building alone. Parents must park in a designated parking space and walk the child to the staff member at the crosswalk. After 8:00AM, parents must walk the child to the front office (Thea for Grades K-5 and Siena for Grades 6-8).** Families will receive written notice if their child is repeatedly tardy.

If a student has a doctor or dentist appointment before school, they may bring in a note from the doctor's office for an excused tardy.

When a student has five unexcused tardies, the parent will receive notification from the Assistant Principal. If a student continues to be tardy to school, the following consequences will occur:

15 or more unexcused tardies – parent conference with Administration to determine if continuing attendance at TFS will occur

Please note that 10 unexcused tardies equal one day missed of school and will reflect as such on the student's transcript. Excessive unexcused absence of 30 days or its equivalent in tardies can be cause for student retention.

**Students must be in school by 10:00 AM on the day of expected participation in an afterschool activity such as a competition, practice, club, or performance.**

### **\*EARLY DAYTIME RELEASE FROM TFS AND RETURN**

A student may be released during the school day from TFS only at the personal request of the parent/guardian. The parent/guardian must also sign the student out at the time of the release. Picture identification must be presented if the person picking up the student is not familiar to the TFS Faculty or Staff. A student must be in attendance for at least half of the instructional day to be considered in attendance. Upon return from an off-campus appointment, the student and his or her parent/guardian *must* sign back in at Thea for Grades K-5 and at Siena for Grades 6-8.

*\*Please note that students **will not be released after 2:20PM** from school. Early departures during this time disrupt the regular dismissal process.*

## **RESTRICTED AREAS**

Students are not permitted in any areas outside of those normally frequented by students without adult supervision as per the Diocesan Safe Child Guidelines.

## **CAR POOL PROCEDURES FOR 2021-22 START OF YEAR**

**(THESE ARE ALTERED PROCEDURES FOR 2021-22 SCHOOL YEAR, AND ARE A RETURN TO OUR PREVIOUS PROCEDURES. OF COURSE, THESE ARE SUBJECT TO CHANGE AS THE DEMANDS OF THE YEAR CHANGE)**

Please note that school personnel will be on hand to assist with directions and to enforce the traffic patterns; ignoring the instructions of the staff will result in a conversation regarding the expectations of the parent partnership we value so much at TFS.

**PLEASE NOTE: To protect our students and staff, the use of cell phones is strictly forbidden during carpool when operating a vehicle.**

### **• Car Pool in General**

- ✓ *In the afternoons, please make sure that you get all children into vehicles quickly and safely so we can be sure that everyone is safe before we let cars move. This also allows us to quickly start the filling of the next car pool to remove cars from Leesville Rd.*
- ✓ *Please remember that the speed limit through the school parking lot is 10 mph at all times. Do not speed please!*
- ✓ *Please DO pull up within 3 feet of the car in front of you. Any gaps keep us from filling the lot to capacity.*

## **MORNING DROP-OFF**

**Please use the car pool location that corresponds with the OLDEST child being dropped off.**

**K-5<sup>th</sup> Carpools** Enter from Leesville Rd. on St. Francis Drive (by the field), proceed along the right side of the parking lot, turn left at the end of the lot into the top row toward the covered walkway, and wait in line in that row. Staff and safety patrol will open doors along the covered walkway for dropoff.

K-5<sup>th</sup> starts at 7:35AM, please do not allow students out before that time unless you are with them at the gate.

### **Important Reminders:**

- ✓ *Parking and walking students in is an option in the morning, but crossing must take place at the crosswalk at the top end of the parking lot across from the gate into the courtyard. Parents MUST accompany students across cross walk.*
- ✓ *Drop-off is along the walkway with the faculty and staff to ensure the safety of the students. Please stop at the cone where the closest staff person to Thea is standing.*

## **6<sup>th</sup> - 8<sup>th</sup> Grade Carpools**

### **(ALL MS STUDENTS AND TO INCLUDE YOUNGER SIBLINGS)**

Please enter from Leesville Rd. on the church driveway and proceed to the covered walkway. Students must exit cars on the passenger side. Staff will ask attestation question and take temperatures, then direct cars to covered park in Church lot for retest or will allow the students to exit the car and move to their classrooms. Please do not drop off MS students and siblings in the school lot, please use the end of the covered walkway by Siena. Thank you.

#### ***Important Reminders:***

- ✓ *6<sup>th</sup> - 8<sup>th</sup> Grade Carpools: Please enter through the main Church entrance and drop off at the end of the covered walkway. You cannot enter the School lot from the Church lot.*
- ✓ *If the right lane is backed up, please use the left lane to pull up to the crosswalk, do not back out onto Leesville Rd.*

**Walking in students**—parents may walk students into school this year to the OUTSIDE DOOR of their building. We apologize for not being able to take them into the classroom, but this is being done for the health of all.

### **Afternoon Dismissal**

[Please use the car pool time that corresponds with the OLDEST child being picked up]

#### **Carpool A – Dismissal of Kindergarten and 1<sup>st</sup> Grade Only**

Arrival time is no earlier than 2:10 and not later than 2:35. Enter from Leesville Rd along the main CHURCH driveway. At the covered walkway, turn right into the school parking lot as directed by staff when the rope is dropped, and line up along the walkway or in the second line that may have to be formed. Pick-up is in the circle outside of Jacoba Hall.

#### **Carpool B – Dismissal at 2:50 PM. Grades 2-4 (and siblings/carpoolers from K and 1)**

Enter from Leesville Rd. on the main CHURCH driveway and stay in the left lane. Proceed to the second right hand (back) entrance to the school parking lot, turn right into the lot, and proceed immediately to the parking lanes facing the flagpole island. Cars should fill the lanes closest to the covered walkway, pulling as close as possible to the car ahead, and turn off engines. **PLEASE ARRIVE SO YOU CAN BE PARKED BY 2:45PM AT THE LATEST.** At dismissal time, students will walk with their teachers to the covered walkway.

Walk toward the covered walkway and wait for the horn to blow. When it sounds, approach the curb and find your child(ren) and proceed to your car as quickly as possible. A second horn blow signals that everyone should be in their cars, so please move quickly if you are not. When all individuals are in cars with doors closed, staff will direct cars in the first lane to depart. There must be no pedestrian traffic at this point. As the lines pull forward, cars will exit on St. Francis Drive to Leesville. All cars must remain in a single line within this area and must not break from the line. Any cars arriving after this dismissal begins must join the Group #3 dismissal line that will form near the faculty parking area along the Dominion Park neighborhood. Remaining students from Group #2 will stay with their classes.

### **Carpool C – Dismissal at 3:10 PM Grades 5-8 (and siblings/carpoolers from K-4)**

**Arrival time is no earlier than 2:45PM.** Enter ONLY from Leesville Rd. on St. Francis Dr. (by the fields) and proceed in the right lane to the far end of the school parking lot to form a single file line. When the line reaches the last median/planter, a second line may form in the next lane to the left. Staff will be present by 2:40 to direct cars into all lanes. As Car Pool B exits, more car pool C cars will begin to fill the lanes facing the flagpole island. Cars should fill the lanes as directed by staff, pull as close as possible to the car ahead, and turn off engines. At dismissal time, students will walk with their teachers to the covered walkway.

Walk toward the covered walkway and wait for the horn to blow. When it sounds, approach the curb and find your child(ren) and proceed to your car as quickly as possible. A second horn blow signals that everyone should be in their cars. If you are not, do so immediately. When all individuals are in cars with doors closed, staff will direct cars in the first lane to depart. There must be no pedestrian traffic at this point. As the lines pull forward, cars will exit on St. Francis Drive to Leesville. All cars must remain in a single line within this area and must not break from the line. Any cars arriving after this dismissal begins must join the Group #4 dismissal line that will form near the faculty parking area along the Dominion Park neighborhood. Remaining students from Group #3 will stay with their classes.

#### **Early Release Day Schedule:**

The procedures outlined above are followed on early release days as well. The only changes on Early Release days, those days specified on the school calendar, are the release times. The release times on Early Dismissal Days are 3 hours earlier:

ER Carpool #A – Dismissal of Kindergarten and 1<sup>st</sup> Grade Only Arrival time is no earlier than 11:30 and not later than 11:40.

ER Carpool #B – Dismissal at 11:50 PM. Grades 2-4<sup>th</sup> (and siblings/carpoolers from K and 1st grades).

ER Carpool # C – Dismissal at 12:10 PM Grades 5-8<sup>th</sup> (and siblings/carpoolers from K-3)

#### ***Important Car Pool Reminders:***

**NOTE: In some instances, parking is allowed in the church parking lot. This pertains to parents driving athletes to away games during the sport season and in other circumstances approved by administration. All parents parking in the church lot must have a pass with them to park in the church lot as well as to pick up their child from the covered walkway by the church driveway when the horn blows. The Athletic Director will distribute athletic passes. For passes other than for student athletes, please email Mrs. Smith to arrange for the passes.**

### Late Pick-Up

At the end of all dismissals, any remaining students will be taken to Jacoba where they will be with the Bridges Program and will be charged accordingly. If you arrive late, you must park in a designated parking space and pick your child up in Jacoba Hall.

### WALKING PERMISSION

Students wishing to walk home at the end of the school day must have a walking pass with them. Parents must send a request each year to Dawn Smith before a pass is issued.

Students remaining for after-school practices and/or activities must be met in the pickup location designated by the Coach or the responsible adult after the 3:05 PM dismissal horn.

### MORNING SNACK (KINDERGARTEN – GRADE 3)

Morning snack food should be nutritious, such as fruit, bagels, yogurt, vegetables, cheese and crackers. Please do not send snacks such as cookies, chips, or candy. Snacks should be peanut-free.

### LUNCH

There are two options for lunch: brown bag from home or pre-ordered hot lunch (which must be ordered and purchased online.) A (pre-ordered) hot lunch is offered five times a week during the school year. As the school cannot provide a lunch if a student has no lunch, it is critical that parents make arrangements for food for their children at school. Repeated need for TFS to call a family regarding its failure to provide food will result in a parent-teacher conference. If your child has any food allergies, please notify the school nurse. Please note that TFS has nut-free tables in the lunchroom.

### LOCKERS

Each 4<sup>th</sup>-8<sup>th</sup> grade student is assigned a locker at the opening of the school year. However, lockers are the property of the school and, as such, may be inspected at any time by faculty. Money and valuable items should not be kept in lockers. Students assume full responsibility for the locker and its use. Lockers should be kept clean at all times. *No writing or* adhesive products (stickers, tape, etc) should ever be used on the inside or outside of the lockers. Nothing is allowed on the outside of the lockers at all without specific permission, and magnetic items of an appropriate nature will be allowed inside the lockers only. Any damage or needed cleaning will be paid for by the responsible student's parent or guardian.

### LOST AND FOUND

To minimize lost and found articles, all clothing and student items should be **clearly marked**. It is a student's responsibility to retrieve lost articles that will be held mainly in the Lost & Found cabinet in Jacoba Hall, or occasionally in other locations on campus (Church, Siena, or Community Center). All unclaimed, unmarked articles will be given to charity at the end of each trimester.

## **ELECTRONIC DEVICES**

Students may not bring *personal* electronic devices to TFS with the exception of instructional calculators and cell phones. Since TFS cannot be responsible for lost or damaged items, and since these items are distracting to prayer, study, play, and work, they must be left at home. **Any cell phone brought on campus by a student must be in the ‘off’ setting and must remain in their backpack or locker up until the student is picked up from school. Any cell phone in use or that disturbs class during the day will be confiscated. Additionally, any electronic device, including Apple Watches and any other devices that prove a distraction by being misused by students during the day, will also be confiscated.**

Confiscated devices will be held at school by the Assistant Principal and returned by the school to the student’s family, not to the student.

## **SCHOOL VISITORS**

All visitors, including parents who are at TFS outside of the drop-off and pick-up time or after Morning Prayer, are required to secure a visitor’s badge by signing in to the Lobby Guard system at the Receptionist’s Desk in Thea or Siena upon arrival at TFS. This badge must be visible while on campus, and must be returned upon sign-out departure. Unidentified visitors without badges will be asked to sign in or leave campus.

**As Faculty and Staff are receiving students from 7:40 AM on, and as they must be attentive to the children already in their care, parents should not seek out staff for “sidewalk” or “classroom” conferences at either drop-off or pick-up and should not accompany students into the classroom. Please call or email for a conference at a time when the staff can be free to talk without putting the children in their care at risk.**

## **SCHOOL CALENDAR**

The school calendar is prepared with great care and thought, with a draft (subject to revision) available for distribution in February.

We are sensitive to the needs of families with children in several different schools, and are particularly conscious of the Wake County and Cardinal Gibbons calendars. However, TFS crafts its annual academic calendar to serve the programmatic needs of its students, the professional development needs of its Faculty and Staff, and the requirements of the Diocesan Catholic Schools Office.

## **\*USE OF THE INTERNET AND TECHNOLOGY ACCEPTABLE USE POLICY OF THE FRANCISCAN SCHOOL**

Students at The Franciscan School will use various types of technology, including Chromebooks and iPads, to further their learning. Students at TFS have access to the internet in several locations on campus. Internet use is limited to times when the students are supervised and will only be used for educational purposes. Students and parents are to agree to the *Technology Acceptable Use Policy* **found on RenWeb**. Violation of the *Technology Acceptable Use Policy* will result in disciplinary action.



### III. CONDUCT

#### **DISCIPLINE: A PHILOSOPHICAL & PRACTICAL OVERVIEW**

Clearly-established rules, regulations, and expectations are formulated and enforced by TFS Staff to respect the dignity of each child. Self-esteem and self-discipline are fostered at every stage of development. The school administration provides in-service training to the staff regarding positive approaches to discipline, and our partnership with parents in discipline is essential in maintaining a safe and productive culture.

As a reminder, discipline cases are confidential. **Teachers and administrators will not discuss the details of a case, to include what consequences were given, with other students or parents.**

#### **CODE OF CONDUCT**

Adult members of The Franciscan School community: faculty, parents, and volunteers alike, are expected to be role models whose actions consistently reflect the Christian values of our school. Our goal is to create and maintain a positive, cooperative atmosphere within the school community. The Franciscan School asks adults in our community to honor the following guidelines:

- To be committed to the educational and spiritual development of all members of our faith community
- To be cooperative and committed to school goals
- To be respectful and self-disciplined
- To treat each other honestly and politely, respecting the diversity of people and opinions
- To seek peaceful resolution of disputes when conflict arises

The Code of Conduct is a guide for TFS student Christian behavior, as well. Its purpose is to create a respectful atmosphere to ensure a safe learning environment. The discipline policy encourages our students to take responsibility for their own educational experience, as well as their actions. In all disciplinary situations, students are reminded that personal decisions and actions have consequences. The following may be used for handling inappropriate behavior:

- Teacher or staff intervention
- Written or telephone communication with parents/guardians
- Parent/teacher conference
- Involvement of school administration
- Parent, teacher, administration, and / or Pastor conference
- Disciplinary action, including suspension and/or required withdrawal from school.



### **\*CONDUCT OUTSIDE OF SCHOOL (DIOCESAN GUIDELINE 5407)**

A student's activities are subject to review at all times. Any student who becomes involved in public misconduct, including on social media, whether it be connected with a school activity or not, will be reviewed by administration for possible disciplinary action.

It is important to remember that misconduct outside of school has a damaging effect on the school as well as the student. Each school within the Diocese of Raleigh has the right to protect their reputation as a school, including the faculty, staff, and families.

### **\*RULES, REGULATIONS, & EXPECTATIONS**

Rules and regulations across the school have been carefully developed so that our students are aware that their decisions and actions have consequences, both positive and negative. We recognize that minor and major rules are necessary to create an environment conducive to learning on campus, and developmental stages are considered when infractions occur. **All of the rules, regulations and expectations apply during the school day, during time at Bridges, and during after school events, including online where applicable.**

Infractions of minor rules include:

- Tardiness to class or other school appointments (MS only)
- Inattentive and/or disruptive classroom behavior
- Unwanted teasing
- Imaginary violent play
- Running or shouting in the building
- Improper use of electronic devices
- Violation of safety rules
- Public display of affection
- Chewing gum
- Littering

In grades 6-8, a Behavior Notice is issued for minor infractions. Accumulation of two Behavior Notices will result in a **Lunch Detention**, and accumulation of three Behavior Notices for minor infractions will lead to an **After-School Detention**. Behavior Notices accumulate throughout the year.

Infractions of major rules include:

- Disrespect to a student, teacher or staff member, including vulgar, degrading or disrespectful language, including on social media.
- Unwanted kicking, hitting, pushing or shoving another student.
- Chronic disruptive behavior
- Chronic Minor Rule infractions
- Academic dishonesty
- Inappropriate internet usage
- Possession of weapons or weapon-like instruments\*

- Vandalism\*
- Bullying or harassment of any kind, including physical, verbal, written, or via the internet (including violation of the Technology Acceptable Use Policy)
- Violence or the threat of violence\*
- Possession or use of alcohol or other drugs\*

<b>MINOR RULE INFRACTIONS</b>	<b>K-5<sup>th</sup></b>
First Infraction	Infraction Report form (IRF) completed and sent to parent and AP. Student conference with teacher and use of classroom strategies by lead teacher.
Second Infraction	Infraction Report Form (IRF) completed and sent to parent and AP. Parent contacted by teacher
Third Infraction	Infraction Report Form (IRF) completed and sent to parent and AP. Student/Parent/Teacher conference to establish an action plan and further consequences if necessary.
Fourth Infraction	Infraction Report Form (IRF) completed and sent to parent and AP. A fourth infraction represents chronic infractions of minor rules which equals a major infraction; may also be referred to Educational Team if appropriate
<b>MAJOR RULE INFRACTIONS</b>	<b>K-5<sup>th</sup></b>
First Infraction	Infraction Report Form (IRF) completed by teacher; Parent/AP/Student conference; further disciplinary consequences up to and including possible short-term suspension
Second Infraction	Parent/Teacher/AP conference and possible further consequences up to and including suspension (short or long term) from school

Third Infraction	Parent/Teacher/AP conference and possible further consequences up to and including long-term suspension or possible expulsion.
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Short-term suspensions range in length from a ½ day up to 3 days. The school administration and Pastor determine the extent of the consequences based upon the situation. The parent will be notified via phone of the consequence and will receive email confirmation of the consequence.

<b>MINOR RULE INFRACTIONS</b>	<b>6<sup>th</sup> – 8<sup>th</sup> Grade</b>
First Infraction	Behavior Notice Form requiring Parental Signature
Second Infraction	Behavior Notice Form requiring Parental Signature, and possible Teacher/Student Conference and Working Lunch
Third Infraction	Behavior Notice Form requiring Parental Signature, and After-School Detention

*Working lunches will be scheduled for the next day following an infraction. The working lunch requires the student to have lunch in a Siena classroom under the supervision of a teacher.*

After-School Detentions are served from 3:05-4:05PM on a date designated by the Assistant Principal. The location of the detention for the student and for parent pick-up will be included on the **Student Detention Notice** or by email when it is due to accumulation of Behavior Notices. The parent will be notified via e-mail that a student has received a **Student Detention Notice**.

An After-School Detention will result in a conference with the Assistant Principal, student, and parent(s) to formulate a plan for improving student behavior.

Behavior Notices and detentions accumulate from trimester to trimester.

<b>MAJOR RULE INFRACTIONS</b>	<b>6<sup>th</sup> – 8<sup>th</sup> Grade</b>
First Infraction	Parent/AP/Student Conference; After-School Detention and possible short term suspension
Second Infraction	Parent/AP/Student Conference; After-School Detention and further disciplinary consequences up to and including long-term suspension or possible expulsion

Short-term suspensions range in length from a ½ day up to 3 days. The school administration and pastor determine the extent of the consequences based upon the situation. The parent will be notified via phone of the consequence and will receive written confirmation of the consequence.

Long-term suspensions range in length from 4-7 days. The school administration and pastor determine the extent of the consequences based upon the situation. The parent will be notified via phone of the consequence and will receive written confirmation of the consequence.

Detentions accumulate from trimester to trimester.

**For all students in Grades K-8, infractions of major rules with an asterisk may call a student's place in school into question.**

\*Suspension will be assigned by the Administration. Students who are suspended should complete all missed assignments and tests and will not receive a grade penalty for the suspension.

### **ACADEMIC HONESTY**

Students must be honest and responsible in the completion of their academic work. While parents are encouraged to assist and guide their children, they must allow their children to do their own work. Students must refrain from:

- Copying another student's work, whether graded or ungraded.
- Cheating
- Plagiarism (submitting another's work as one's own and copy /paste from internet sources)

Teachers who suspect that a student may have been academically dishonest will report their concern to the Administration. Consequences may range from receiving a zero (no credit) on the assignment to required withdrawal from school.

### **\*FIREARMS AND ILLEGAL SUBSTANCE POSSESSION OR USE**

The Diocese of Raleigh Catholic Schools Office maintains a strict policy related to the use and possession of illegal drugs and firearms/weapons on school/parish property. Students who are in violation of this policy are subject to dismissal and/or referral to the appropriate civil authorities. TFS has little discretion in this matter.

### **POLICY ON BULLYING**

Through a commitment to Catholic Social Teaching and our parish Mission Statement, everyone at The Franciscan School is committed to making our school a safe and caring place for all students. We will treat each other with respect and we will refuse to tolerate bullying in any form.

Our school defines bullying as a repeated, negative unwanted action toward another individual. There is usually an imbalance of perceived power between the person engaging in bullying behavior and the person receiving the bullying behavior. A “Bullying Behavior Report Form” may be submitted online through RenWeb once downloaded from the “School Resources” section. Once submitted, the form is emailed to the TFS administration to investigate and address as per school policy.

<p>Level 1 Behaviors</p> <p><i>Some examples may include but not limited to:</i></p> <p>Pushing/kicking/hitting</p> <p>Defacing property or clothing</p> <p>Gossiping/spreading rumors</p> <p>Embarrassing or making someone look foolish</p> <p>Mocking or mimicking</p> <p>Name-calling</p> <p>Teasing</p> <p>Threatening to reveal private personal information</p> <p>Publicly challenging to do something</p>	<p>Level 1 Consequences</p> <p><i>Some consequences may include but not limited to:</i></p> <p><b><i>Parent contacted and any of the following consequences:</i></b> Making amends</p> <p>Class meeting on topic</p> <p>Loss of privileges</p> <p>Loss of the privilege to remain in the community for a specified time.</p> <p>Repeat of Level 1 offenses may result in consequences for Level 2 offenses and referral to intervention services.</p>
<p>Level 2 Behaviors</p> <p><i>Some examples may include but not limited to:</i></p> <p>Spitting</p> <p>Stealing</p> <p>Physical or verbal actions that are meant to cause emotional pain such as:</p> <p>Locking in a closed or confined space</p> <p>Setting up to take the blame for something they did not do</p> <p>Humiliating publicly</p> <p>Excluding from group/social rejection</p> <p>Taking possessions (lunch, clothing, toys)</p> <p>Gender or racial taunting</p>	<p>Level 2 Consequences</p> <p><i>Some consequences may include but not limited to:</i></p> <p><b><i>Parent contacted and any of the following consequences:</i></b></p> <p>Loss of privileges (progressively more severe than Level 1)</p> <p>Making amends:</p> <p>Repairing, cleaning, or replacing item (natural consequence)</p> <p>Writing a report on the topic (race, theft, defacing property, etc.)</p> <p>School or community service or monetary retribution</p> <p>Referral to one-on-one or small-group intervention sessions</p> <p>Short-term suspension</p> <p>Loss of the privilege to remain in the community for a specified time</p> <p><i>Repeat of Level 2 offenses may result in consequences for Level 3 offenses.</i></p>

<p>Level 3 Behaviors</p> <p>Some examples may include but not limited to:</p> <p>Physical violence or injuring someone</p> <p>Threatening with a weapon (or anything that mimics a weapon)</p> <p>Excluding someone in order to cause serious emotional pain</p> <p>Calling attention to a disadvantage in order to exclude</p> <p>Spreading rumors to cause serious emotional pain</p>	<p>Level 3 Consequences</p> <p>Some consequences may include but not limited to:</p> <p><b>Required parent conference with teacher and assistant principal/principal and any of the following consequences:</b></p> <p>Student behavior plan (for example, contract, functional behavioral analysis)</p> <p>Referral to one-on-one or small-group intervention sessions</p> <p>Short-term suspension</p>
<p>Threatening total isolation by peer group</p> <p>Verbal threats of aggression against property or possessions</p> <p>Verbal threats of violence or injury</p> <p>Using electronic devices to harm the dignity of another individual (during school hours or affecting school environment)</p>	<p>Long-term suspension</p> <p>Expulsion from school</p> <p><i>Criminal behavior may be referred to law enforcement for further action.</i></p>

### **\*PROBATION, SUSPENSION, AND EXPULSION**

Following the infraction of a major school rule, a student may be placed on probation. The violation of another major school rule during the probationary period will in all likelihood result in suspension or expulsion from TFS.

While suspension and expulsion are not desirable outcomes of the discipline process, they are within the jurisdiction of the Principal. In situations involving repeated violations of TFS rules, continued disruptive behavior, or serious academic problems that TFS believes it is ill-equipped or ill-staffed to meet, or if at any time a student's influence is regarded as destructive, TFS reserves the right to suspend or expel. This shall be done only following a conference with the student and with the student's parents/guardians. The Pastor will be notified prior to such disciplinary action and will help to arrange counseling for the student and/or parents/guardians. Notice of a long-term suspension or expulsion and a summary of the events that led to the decision will be sent to the Superintendent of Catholic Schools.

### **CHRISTIAN DUE PROCESS**

The student is provided due process in discipline situations. This provides the student an opportunity to offer his or her explanation of the situation/behavior. All situations are first to be discussed between the teacher and the student. This may require that parents be included in the explanation and discussion of corrective actions.

If resolution cannot be reached at the teacher/student level, the situation should be presented to and resolved by the Principal or Assistant Principal(s). Situations leading to suspension or expulsion are to be discussed with the Parish Pastor and reported to the Superintendent of Schools.

### **STUDENT DISCIPLINARY RECORDS**

A disciplinary record must be specific, an accurate description of student behavior, and verifiable. Disciplinary records are maintained in a file separate from the academic folder of the student.

### **\*UNIFORM / DRESS CODE**

Uniforms are required at TFS. Decisions about particular articles of dress that come into question will be made by the administration on a case-by-case basis and will be final decisions for the entire school. Please take this into account when choosing styles of clothing and shoes that may be questionable as to their appropriateness in following the spirit of the dress code.

Although homeroom teachers are asked to evaluate each student's choice of attire upon their arrival to school in the morning, any staff member may speak to a student they feel is out of compliance with our dress code. When questions arise, the faculty and staff will consult with the Assistant Principal.

While a winter dress code is not mandatory at The Franciscan School, we strongly encourage families to consider warmer uniform options between November 15<sup>th</sup> and March 15<sup>th</sup>. Outside activities, including Morning Prayer and recess will continue as long as the temperatures are above freezing.

All uniform items are to be purchased at Flynn O'Hara and/or Lands' End.

The Franciscan School Uniforms for All Students			
<b>Girls K-5th</b>	<b>Girls 6th - 8th</b>	<b>Boys K-5th</b>	<b>Boys 6th - 8th</b>
<b><i>Dress Uniforms</i></b>			
<b><i>BOTTOMS (worn with choice of Top)</i></b>			
Skort: Plaid or Navy Chino	Shorts/Skort/Skirt: Khaki Chino	Short/Pants: Pleated or Flat Front Navy Chino	Short/Pants: Pleated or Flat Front Khaki Chino
Shorts/Pants: Navy Chino	Capri/Long Pants: Khaki Chino		Leather or webbing belt: Must have a buckle and be a color consistent with the uniform and appropriate in design.

<b>5th Grade Only: Khaki Chino</b> Bottoms may be worn beginning the third trimester	<b>8th Grade Only: non-TFS khaki pants/skirts/shorts</b> /skorts may be worn beginning the third trimester	<b>5th Grade Only: Khaki Chino</b> Bottoms may be worn beginning the third trimester	<b>8th Grade Only: non-TFS khaki pants/shorts may be worn beginning the third trimester</b>
All Skort/Skirt/Short hems must be no shorter than fingertip length.		Shorts may not cover knee	
<b><i>TOPS (worn with choice of Bottom)</i></b>			
Girls or Unisex Polo: White or Green; Long or Short Sleeve with Logo	Girls or Unisex Polo: White or Navy; Long or Short Sleeve with Logo	Unisex Polo: White or Green; Long or Short Sleeve with Logo	Unisex Polo: White or Navy; Long or Short Sleeve with Logo
Oxford Shirt: Solid White; Long or Short Sleeve with Logo	Oxford Shirt: Solid White; Long or Short Sleeve with Logo	Oxford Shirt: Solid White; Long or Short Sleeve with Logo	Oxford Shirt: Solid White; Long or Short Sleeve with Logo



Girls Peter Pan Polo Knit: White or Green; Long or Short Sleeve with Logo (worn as Top or under Jumper)	Girls Peter Pan Knit: White or Green; Long or Short Sleeve with Logo	Rugby Shirt: Green with Logo	Rugby shirt: Navy with Logo
All shirts must be tucked in			
Turtleneck or Long Sleeve Solid White T-Shirt: Worn under Tops in colder weather (No Logo)			
DRESSES			
Polo Dress: Long or Short Sleeve with Logo Grades K - 5 ONLY			
Plaid Jumper worn with Peter Pan Blouse/Peter Pan Polo Knit in Long or Short Sleeve (No Logo required on Jumper)			
Dresses/Jumpers must be worn with modesty shorts or leggings; Hem must be no shorter than fingertip length			
FOOTWEAR/ACCESSORIES			
White, black or navy socks or anklets with only a small logo marking	White, navy, or black socks with only a small logo marking		
White, Black, or Navy Tights or Leggings			
Students must wear closed toe shoes at all times. Acceptable shoe wear includes both dress shoes (loafers, boat shoes, laced shoes) and any clean sport or athletic shoe.			

<b>OUTERWEAR</b>			
Navy Sweater, Vest, Jacket, Fleece, or Sweatshirt with Logo			
<b>PE Uniforms</b>			
Short or Long Sleeve T-shirt: Green or Grey with Logo			
Short or Long Sleeve Performance T-shirt: Green or Grey with Logo			
Mesh/Performance shorts: Navy/Gray/Green with Logo			
Track Suit: Jacket and/or Pants with Logo			
Sweatpants: Navy with logo			
Athletic Shoes with non-marking soles			
<b>All Uniform Items must be purchased from Flynn O'Hara (School ID NC028) or Land's End (School ID 900085705)</b>			

*Any outerwear not approved by administration for inside wear may be worn only at Morning Prayer, recess, dismissal, and to and from P.E. The non-TFS outerwear must be removed upon entering a building on campus and placed in the student's locker, backpack or other location as designated by the teacher.*

*Baseball caps or other hats are not part of the school uniform and may not be worn on campus during the school day. The only exceptions are winter hats and hoods that may be worn only outside as weather dictates.*

#### *\*SHOES AND SOCKS*

*Students must wear closed toe shoes at all times. Acceptable shoe wear includes both dress shoes (loafers, boat shoes, laced shoes) and any clean sport or athletic shoe.*

***Unacceptable shoe wear includes:** over-the-ankle boots (other than on dress out days), sandals or other open-toed shoes, clogs, Croc-like shoe wear, slippers, moccasins (even with hard soles), sport shoes with cleats, rollers, or lights, or any shoes deemed inappropriate by administration. If the shoes have laces, the shoes must be laced (tied) before the ends are tucked into the shoe. Socks must be worn. **Socks are to be solid color in the designated colors only with a small logo allowed.***

*Students must wear non-marking athletic shoes on P.E. days.*

#### *LEGGINGS*

*Leggings, jeggings, yoga pants, or any other extremely form-fitting clothing are not appropriate at any time as dress out wear, even if worn with a long shirt. Leggings may be worn for dress*

*out, or as part of the regular uniform in navy, black or white colors on colder days, but **MUST** be worn with a skirt, dress, skort, or shorts that are fingertip length.*

#### **FREE DRESS**

*The TFS administration can and will amend and interpret the dress code to address fashion or style changes that become popular. Students may choose to dress out and wear “free dress” on the day their birthday is celebrated at school, and other days as designated by the school administration. Jeans which are neat and untoned may be worn as dress-out. Free dress clothing may not advertise alcohol or other drugs, tobacco or rock bands, reference political preference, or contain any inappropriate slogans, logos, or disrespectful language as determined by Administration. Boots may be worn on free dress days. Pajama pants or tops, non-TFS sweat pants, and tops/dresses with spaghetti straps are never allowed on non-uniform days. Attire on free dress days must follow the length and appropriateness guidelines as uniforms. **For safety reasons, regular-dress shoes or boots must be worn on dress out days.***

#### **HAIRCUTS AND HAIRBANDS**

*Natural hair color in a conventional haircut is required for both girls and boys. Severe or extreme styles are unacceptable. Boys’ hair must not touch shirt collars and must be trimmed above the eyes so they can be seen. Hair must also be trimmed so that at least the bottom half of the ear must be visible. For girls, bows, headbands, scrunchies and ponytail bands in TFS colors (White, Navy, Dark Green, Black, or Dark Gold) may be worn.*

*Dye, coloring, and other changes to a student’s NATURAL hair color are not allowed and should not be done during the school year or be found in the student’s hair at the start of the school year.*

***For all students, hair extensions, feathers, other “hair additions” are NOT acceptable.***

#### **JEWELRY, ACCESSORIES, PIERCING, AND TATTOOS**

*For health, safety, and uniformity, dangling earrings are not permitted. Hoop earrings are classified as dangling. Only small post earrings (1 per earlobe) may be worn by girls. Ear piercing and earrings are unacceptable for boys.*

*Only a simple necklace with a symbol of the student’s faith may be worn around the neck on a simple chain. A watch, simple bracelets (up to 3), and small rings may also be worn. All jewelry worn must be in good taste and not a distraction in the educational environment as determined by school staff members. All other jewelry including, ear cuffs, ankle bracelets, nose rings, body piercing, tattoos, bandanas, and pocket chains are all unacceptable for both boys and girls. Nonstandard contact lenses (hologram, colored, etc.) are not allowed.*

#### **MAKEUP AND NAIL POLISH**

*Make-up is not permitted at school, other than foundation. Mascara, eye shadow, lipstick, and blush are not permitted. French and American manicures are permitted but only with a clear nail polish.*

**\*FAILURE TO FOLLOW DRESS CODE**

*Parents must be the first arbiters and enforcers of the TFS dress code, both for its weather and code appropriateness. Please take a moment to review your child's uniform before you leave for school and throughout the year. At all times, we expect that uniforms fit properly (are not overly tight as determined by school personnel), are the proper length, and do not appear so worn out that logos are worn away or hems are tattered. Skirts and skorts for girls should be at fingertip length. Please do not hesitate to speak with us with any questions you may have about the dress code. **Failure to follow these guidelines will result in a call to parents to bring appropriate clothing to school before the student can attend class.** Students who repeatedly violate the uniform policy will lose the privilege of free dress at The Franciscan School. If parents cannot be reached, students will be given a uniform to wear for the day. Middle School students who violate the dress code will be given a uniform infraction. Three uniform infractions will lead to a working lunch consequence for middle school students.*

## IV. ROLE OF THE PARENT AND VOLUNTEERS

### **ROLE OF THE PARENT**

As the child's first teacher, it is difficult to overstate the importance of the role of the parent in school success. TFS values tremendously the constructive school-home partnership so that together we can establish a productive working relationship that will allow TFS and our families to work together on behalf of each child.

### **VOLUNTEERS**

Volunteers are invaluable to our success as a school and community, and the school provides many opportunities for volunteerism. We encourage mothers, fathers, grandparents, and members of St. Francis of Assisi parish to offer their many talents to help our children and enrich our education programs.

All volunteers are required to sign in at the Lobby Guard at the reception desk and receive a visitor badge. The badge must be worn during the entire stay on campus, and volunteers should sign out and return their badges to the reception desk before departing.

### **SAFE CHILD**

Safe Child training and certification in "Recognizing and Reporting Child Abuse and Neglect" is required for all Faculty, Staff, and TFS volunteers. These two-hour sessions are offered throughout the year and are in addition to requisite background checks and screening for all Faculty and Staff.

The Franciscan School complies with all requirements of the Diocese of Raleigh Safe Child Guidelines regarding volunteers. All school volunteers (Level B and C) are required to submit a Personal Information Sheet and attend the Safe Child Classes which are held at St. Francis of Assisi and other parishes in the Diocese throughout the year. **Depending on the nature of the activity and the level of supervision, additional background checks may be necessary.** All paperwork and verification must be on file in the school office prior to any volunteering. **Please note that all field trip chaperones are designated Level C volunteers. (Please consult parish or Diocesan websites for calendar of Safe Child classes)**

#### Volunteer Categories

Level A	Level B	Level C
Remote or Occasional Interaction with Children/Youth	Supervised Interaction with Children/Youth	Unsupervised Interaction with Children/Youth

An adult volunteer who has brief, limited, or infrequent interaction with them.	An adult who has regular and frequent interaction with children/youth but is supervised	An adult who would have regular and frequent unsupervised interaction or supervises adult volunteers who interact with children and youth.
Examples – parent classroom visitor, School Advisory Council members	Examples – classroom helper, lunch helper	Examples – chaperones for overnight events, field trip chaperones, tutors.

### **CHILD ABUSE RECOGNITION & REPORTING**

School personnel who have cause to suspect child abuse or neglect have a legal responsibility and moral obligation to report such a case(s), as directed by North Carolina General Statue 110118. The staff member or Principal will make a report to the Child Protection Services of the Department of Social Services in the county where the student resides or is found.

If the staff member makes the report, they must also inform the Principal. The Principal must inform the Superintendent of Catholic Schools and the Pastor, that the Department of Social Services has been notified regarding a suspected child abuse/neglect situation. If consultation or treatment is required, Catholic Social Ministries' regional office can be contacted.

The Superintendent is to call the Office of Child and Youth Protection for Diocese of Raleigh if the alleged perpetrator is a priest, deacon, religious, staff member or volunteer.

## **V. COMMUNICATION**

### **MESSAGES**

The school telephone is not for general student use. In case of an emergency, a student may request permission from his/her teacher to use the school telephone. Students are expected to come to school prepared. Calls home for forgotten homework, lunch, or after-school plans or changes should not be necessary and will in most cases be denied.

### **STUDENT DIRECTORY**

Within the first month of the school year, a Student Directory listing students' and parents' names, addresses, home telephone numbers, and email addresses will be available via the online secure RenWeb site. The purpose of the School Directory is to serve as a resource in communicating with families regarding approved school activities, functions, and programs. These directories may not be used or sold for other purposes, and are not intended to be used to solicit other parents for financial gain. The school will not be liable/responsible for the use of the Directory for purposes other than that which it is intended.

### **NEWSLETTER**

*The Franciscan* is the school newsletter. It is published regularly throughout the school year to share information regarding TFS with its parents, the School Advisory Council, and the parish staff. The newsletter is available online. For families unable to access the newsletter online, please contact the school office to arrange to have a copy sent home. Any group/individual who wishes to include information in the newsletter or the parent packet should contact Katie Hall, Administrative Assistant for review (katie.hall@stfrancisraleigh.org).

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are during the school year in October and January. On these occasions, parents have the opportunity to meet with teachers and discuss the progress of their child. **These are important meetings and this time should not be viewed as “vacation time”.** **Please respect that our faculty are making time to discuss your student’s success with you.** Other parent-teacher conferences should be scheduled, as necessary, at a mutually convenient time for the teacher and the parent(s) via email directly with the teacher. Please do not “catch the teacher” in the mornings or during their free periods as they have other duties and meetings during those times.

Parents who wish to schedule meetings that are more broadly about the school or school policy should contact the Assistant Principals or Principal.

### **\*INTERNET COMMUNICATIONS**

Families are encouraged to consult the TFS website and RenWeb on a regular basis as it is updated with important school information. Parents and Middle School students must activate their accounts in order to access the RenWeb portal which houses class pages, hot lunch ordering, and other parent, and student information not available to the general public. The

school also maintains one official Facebook Page (The Franciscan School) as well as an official twitter account (@TFSRaleigh). These are the only official school communication vehicles and any other site should not be considered as official information or correct in their content.

### **CLASSROOM COMMUNICATION**

If parents have a concern regarding a classroom matter or teacher expectations and procedures, they must make initial contact with the teacher to discuss the matter. If concerns or questions remain following the conversation with the teacher, then the parent should bring them to the attention of the Assistant Principal for Grades K-5 or the Middle School. If concerns or questions persist, then the matter may be brought to the Principal.

Classroom communication directly from the teachers may include, but not be limited to class newsletters, weekly folders, email, and class pages on the portal including bimonthly grade updates.

Please note that students are only allowed to pass out invitations to parties if everyone in the class is invited. Nothing is sadder than a child not receiving an invitation that others have received.



## **VI. HEALTH, SAFETY, AND SECURITY**

### **SCHOOL HEALTH SERVICES**

TFS cooperates with the North Carolina Health Department and local health agencies to help promote a comprehensive school health care program.

Primary prevention activities related to health promotion include:

- Assure immunization compliance
- Provide students, families, and school personnel information regarding health hazards
- Coordinate health promotion activities that raise awareness and encourage healthy lifestyles
- Participate in health education activities that promote wellness and positive health behaviors.

### **HEALTH SERVICES**

School health services are identified as those activities that affect the physical and emotional well-being of students. TFS has a school health plan that ensures basic student health is addressed and facilitates the provision of the mandated activities identified by the North Carolina Department of Environment, Health and Natural Resource to include:

- Kindergarten health assessments
- Communicable disease control, including immunizations
- Report of child abuse and neglect

### **\*IMMUNIZATION REQUIREMENTS**

Students may not attend TFS without presenting a certificate of immunization signed by a physician. If a certificate is not presented on the child's first day of attendance, written notice is given to the parent/guardian, who has 30 calendar days from the child's first day of attendance to show proof of the required immunizations.

If more time than 30 calendar days is needed to receive the required vaccines at medically approved intervals, a physician or local health department must provide a written statement attesting to this need and stating the clinic appointment dates when remaining doses will be administered. Upon termination of 30 calendar days or the extended period, the Principal will not permit a child to attend school unless he/she is immunized.

North Carolina Law Requires the Following Minimum Doses:

- 5 DPT, DtaP or DT doses (if 4<sup>th</sup> dose is after 4<sup>th</sup> birthday, 5<sup>th</sup> dose is not required; DT requires medical exemption).
- 4 Polio Vaccine doses (if 3<sup>rd</sup> dose is after 4<sup>th</sup> birthday, 4<sup>th</sup> dose is not required).
- 1-4 Hib doses (series is complete if at least 1 dose given on/ after 15 months and before 5 years of age; not required after age 5)

- 3 Hep B doses (children born on or after July 1, 1994 are required to have 3 doses)
- 2 Measles doses (at least 30 days apart; 1<sup>st</sup> dose on/after 12 months of age)
- 1 Mumps dose (on/after 12 months of age)
- 1 Rubella dose (on/after 12 months of age)
- \*\*\*2 Varicella doses by Kindergarten
- \*\*\*Children entering 7<sup>th</sup> Grade: Tdap (1 dose) AND Meningococcal (1 dose)

Immunization records are open to inspection by the local health department.

#### IMMUNIZATION STATUS REPORT

Within 60 calendar days after the first day of a school year, a Kindergarten or 1st Grade (if not done in K) and 7<sup>th</sup> grade immunization status report is filed with the Department of Environment, Health, and Natural Resources.

#### STUDENT HEALTH FOLDER

A health folder is maintained for each student. The folder includes, but is not limited to:

- Record of immunizations
- Screening evaluations
- Documentation of teacher/nurse conferences
- Referrals for health care
- Documented results of services rendered by referral sources
- Documentation of parent/guardian conferences of contacts

All records are maintained with confidentiality as specified by the Family Education Rights and Privacy Act. Any violation of confidentiality is subject to disciplinary action. The permanent health record is available to parents/guardians and all school and medical personnel with a legitimate need for the information.

Forms that have been approved by the North Carolina Department of Public Instruction and Department of Environment, Health and Natural Resources for school use include:

- Kindergarten health assessment report ● Physician's Request for Medical Exemption
- Medical Exemption Statement ● Student's permanent health record ● Student Health History
- Focus of concern/screening
- Exceptional children referral
- Prior notice and parent/guardian consent for evaluation
- Multi-disciplinary team report – specific learning disabilities
- Individualized education plan (IEP)
- Scoliosis screening program parental information and consent

## **MEDICATION**

When a student requires medication during school hours, an adult will bring the medication to the school nurse or designee, who will dispense it only upon written permission of parent/guardian and when prescribed by an attending physician or dentist. An authorization form may be found on RenWeb. All medications will be secured in a locked place. An exception may be made for students who need an inhaler during the day. Written permission from the parent/guardian stating that they have the need for the inhaler and that they have permission to carry the inhaler with them during the day **MUST** be on file with the School Nurse

Field Trips: Permission forms for dispensing of medications by chaperones on overnight field trips will be provided when the field trip is planned. Permission forms must be completed to allow for medications to be provided; students cannot bring and dispense their own medications on field trips.

TFS is not responsible for student(s) who self-medicate. At no time are students allowed to give medication to each other.

## **MEDICAL EMERGENCY**

In case of an accident or illness suffered by a child during the school day, every attempt is made to notify the parents/guardians. If the parents cannot be reached, one of the parties designated on the *Emergency Release Form* will be contacted. If a doctor's attention is indicated and parents are not available, school personnel will use the authorization given on the *Emergency Release Form* to have the child treated to the extent of emergency care.

This authorization needs to be completed by the parents and returned on the first day of the school year. Parents are asked to inform the school of any changes to the *Emergency Release Form* which may occur during the school year. Parents are also requested to inform the school office/teacher of any special health needs their child(ren) may have.

TFS will always err on the side of caution in contacting emergency medical personnel (911) promptly and in urgently transporting a student or adult to a health care facility. The Nurse and/or the Principal or his designee will accompany the student to the health care facility and remain with that student until the family or family-designee can be reached.

## **FIRST AID**

The school nurse, who is a Registered Nurse and certified by the state of North Carolina, will normally treat minor injuries, such as cuts and scrapes, by washing with water to clean the wound and then placing a bandage when necessary. No other medication will be administered without the written authorization of the parent/guardian. The *Medication Authorization Form* is available on the website and is necessary for this purpose. Health Room hours are 8:00 AM to 3:00 PM.

## **HEALTH SCREENING**

Hearing screenings are completed on all 1<sup>st</sup> and 3<sup>rd</sup> Graders as well as any students new to the school. Speech screening is done on all Kindergarten students, as well as any students who are identified by teachers or parents.

## **ILLNESS & SCHOOL ATTENDANCE**

A child who is ill at school shall be sent to the Nurse. Before contacting the parent, the Nurse will decide if the student should be sent home.

Students will be sent home for: fever, uncontrollable coughing; yellow or green drainage from nose or eyes; red itching eyes, including but not limited to pink eye, and; sleeping in class (an indication of severe sleep loss or illness). Additionally, concerns of the School Nurse as to an illness, such as Flu or other transmittable disease, will require a student to be sent home.

**Students should not return to school until they have been free of fever (without aid of medication), vomiting, and/or diarrhea for at least 24 hours. North Carolina state law requires that students diagnosed with strep throat need to be on antibiotics for 24 hours before returning to school.**

**Students must report to the school clinic when they return to school to be checked by the school nurse before being allowed to return to the classroom following an absence involving fever, vomiting, or diarrhea.**

Additionally, students who have been absent during the class day due to illness may *not* return to school at the end of the school day to participate in athletic practices/games or any other school related activities on the same day or evening.

## **LICE**

If you find that your child has lice, please notify our school so that we can take the necessary steps to prevent it from spreading in the classroom. Parents will be notified by email if there is a confirmed case of lice in your child's grade. Due to the fact that students are in contact with each other throughout the day we ask that parents pick up their child if nits or live lice are noticeable. Parents should contact their physician to seek treatment. Diocesan policy stipulates that a child may not return to school until after the first treatment is completed. We identify treatment as killing live lice, thoroughly combing hair to remove nits, and treating home/family as recommended by a professional. Parents, please understand that lice are treatable and this can happen to anyone! Personal hygiene and cleanliness in the home or school has nothing to do with getting head lice.

## **STUDENT ACCIDENT/INJURY**

TFS personnel are trained to give on-the-spot first aid care for minor illness or injury. All school related accidents must be reported to the school administration as soon as possible, followed by a written accident / incident report. A parent/guardian will be informed immediately – and will be

asked to pick up their child as soon as possible for follow-up with a licensed physician -- when any of the following occur:

- Head injury
- Fever/temperature of 100 degrees or above
- Severe abdominal pain
- Nausea, vomiting, and diarrhea
- Injury where there is swelling, severe pain or a question of sprain or broken bone
- Injury where there is significant bleeding or if bleeding does not stop in a short period of time
- Chipped or avulsed (uprooted) tooth
- Eye injury
- Rash accompanied with fever
- Animal bite (also reported to proper authorities after emergency care is given)
- Burns
- Severe asthma or allergic reaction
- Poisoning

Please note that in an emergency, school personnel may call 911 to transport a student to the emergency room in lieu of waiting for a parent to pick up a child.

The person responsible for supervision at the time of a student injury files a written accident / incident report and turns it into the Assistant Principal and/or the Nurse on the day of the accident. A copy of the accident/incident form is given to the parent/guardian.

### **COMMUNICABLE DISEASES**

TFS strives to provide a safe, secure learning environment for all students. In the case of severe contagious disease, strict adherence to safety measures is required. Guidelines set out by the NC Schools Health Program Chart for Control of Communicable Diseases in School, the CDC, the NCDHHS and the Wake Co Health Dept. are followed. Those students diagnosed as having a contagious disease will be denied attendance unless they have a physician's statement indicating that the student does not pose a threat to the school community. With such a statement, a student will not be denied attendance.

The need for confidentiality with respect to students diagnosed with a contagious disease is recognized. Parents/guardians of a student will cooperate with the Principal, who will follow carefully detailed procedures for such events. The Principal will also contact the Diocesan Superintendent of Schools, who will advise TFS on notification of other persons. The parents will be informed that these people may include the school nurse, physical education teacher, and, possibly, the classroom teacher.

## **SAFETY**

### **SUPERVISION OF STUDENTS**

As per Diocesan Policy, students shall be supervised on school grounds during school hours by employees of the school or duly authorized agents of TFS. TFS makes known to the parents the specific time frames before and after the school day during which TFS is responsible for the students. Students may not be on campus at any time, during or after school hours, even when at a TFS athletic event, without adult supervision.

### **EMERGENCY DRILLS AND PROCEDURES**

All emergency drills require that every teacher checks the attendance roll to verify that all students have assembled at appropriate checkpoints and to report to a central designee the class and number of individuals. The designated person is responsible for accounting for all students and other persons in the building at the time of the drill. The TFS daily sign-in book and attendance record are to be used for reference.

### **FIRE DRILLS**

A fire drill is held within the first 10 days of the start of the school year. Thereafter, fire drills are held monthly. A report of each monthly fire drill is maintained in the school office. The local fire department is requested to conduct an annual fire drill. Fire extinguishers are inspected annually. Faculty and all responsible persons in the building must know the location of each fire extinguisher and how to operate it.

### **SEVERE WEATHER DRILLS**

Severe weather drills are scheduled during the year at the Principal's discretion. At least one will be performed each year. Severe weather drills are signaled by a method different from a fire emergency alert.

### **LOCK DOWN DRILLS**

Drills are conducted 3 times a year in conjunction with the preschool and parish.

## **FACILITIES**

TFS educational facilities comply with current state and Diocesan construction guidelines. Constructed since 2000, TFS affirms that it is asbestos-free as required under AHERA requirements.

### **INCLEMENT WEATHER CLOSINGS AND DELAYS**

If dangerous or threatening weather is imminent, TFS Administration will determine if The Franciscan School will have a delayed opening, early closing, or closure for the day. Once a determination has been made, parents will be alerted via email, text and/or phone call. Please contact Tricia Downs, Database Specialist, to be sure that your email addresses/phone numbers have been linked to the system. The specified official TFS social media sites will also be updated

If school is delayed in opening due to inclement weather, Bridges Early Morning Care will also be delayed in opening by that given amount of time. Similarly, if school is dismissed or canceled due to inclement weather, the Bridges After School Care is also canceled for the day.

When it is necessary to close school, delay the opening or release early because of weather or hazardous conditions, an alert message will be sent via email and/or by phone. If necessary, make-up days will be taken from designated holiday and summer vacation days (see School Calendar) and announced to TFS families in a timely way.

### **CANCELLATION OF EVENTS**

On days when school is cancelled (for the remainder of the day) or closed, all school events, including those in the afternoon and evening of the day of closure, are also cancelled. This includes games and practices and all student and parent after-school activities (choir, Home and School Association meetings, club meetings, etc.).

### **PHOTO/VIDEO RELEASE**

All parents are given an opportunity to decline permission for their child to be photographed or videotaped at The Franciscan School.

### **USE OF SCHOOL GROUNDS**

School grounds are private property and should not be used at any time by parents and students after school hours without permission. In particular, sports fields are for the exclusive use of the TFS sports program and should never be used without express written permission from the St. Francis of Assisi Director of Parish Operations.

### **PETS**

#### **Classroom Pet Policy**

For the health and safety of all people who enter TFS, wanting to avoid exposure to animals that may cause allergic symptoms or reactions, and to provide good indoor air quality which can affect overall health and wellness, TFS is very careful in the selection and approval of “classroom pets”. TFS believes that there are some education benefits of having animals in the classroom. Acceptable animals that are in the classroom must be properly contained and cared for by the teacher in that classroom. Approval of the Administration is necessary before any pets may be brought into the classroom or school.

#### **Family Pet Policy**

Pets should not be brought on campus. **If you have a pet in the car at morning or afternoon car pool, that pet must remain in the car at all times.** Service animals are an exception to this rule.

## **VII. ROLE AND RESPONSIBILITY OF THE ADMINISTRATION, THE SCHOOL ADVISORY COUNCIL, AND SCHOOL ORGANIZATIONS**

### **PRINCIPAL/DIRECTOR**

The Pastor empowers the TFS Principal to foster a learning environment that ensures the continuing presence of Catholic values. He or she will develop an academic program that addresses total Catholic development of the students, will work collaboratively with the Superintendent of Catholic Schools and the Diocesan Director of Human Resources, and will be responsible for the overall operation of the school facility and program in consultation with the Pastor and with the advice of the School Advisory Council and the parish Finance Committee.

Additionally, the duties of the Principal include but are not limited to spiritual leadership, professional growth of the Faculty and Staff, supervision, evaluation and administration, instruction, public relations, and facility oversight.

### **ASSISTANT PRINCIPALS**

The Assistant Principals assist the Principal in the day-to-day operation of the school and in fulfillment of the spiritual and educational mission of TFS. This includes the enforcement of the code of conduct and addressing parent concerns such as student development, curriculum, and programming. They are responsible for the School on an alternating basis in the principal's absence.

### **FACULTY AND STAFF EMPLOYMENT PROCESS**

All instructional and non-instructional school staff are hired, evaluated, rehired and/or terminated by the Principal. All employees are screened prior to employment and prior to beginning their duties in the school, including a thorough criminal background check at time of employment and every 5 years thereafter. All employees must be familiar with and are bound by the Diocesan Code of Professional Responsibility.

### **SCHOOL ADVISORY COUNCIL**

The Pastor and Principal establish a School Advisory Council, which advises and provides support to the administration of TFS. It is not a governance entity, but strictly advisory. The School Advisory Council is composed of members selected from the local community who provide input and support to the Principal.

The duties of the School Advisory Council are to witness to the educational missions of TFS. They do this through assisting in developing TFS policies, suggesting long-range plans, and contributing to the ongoing assessment of the school's educational programs within the context of the total educational mission of the parish. They have no role in the administrative functions of TFS, but do assist in developing a TFS budget in collaboration with representative(s) of the Parish Finance Council, and provide alternate perspectives and views of parish constituencies essential to policy development.



## **HOME AND SCHOOL ASSOCIATION**

Parents and school staff work in collaboration with the Principal, to whom they are responsible, and the Pastor through a home and school organization that is consultative in nature.

All parents are members of the Home and School Association. The TFS H.S.A. provides a forum for parents and teachers to work together on behalf of the students; encourages all parents to become involved members of the school in both friend raising and fund raising; and expands the activities of the organization to education, important social events, and issues that affect the quality of TFS student and staff life.

### ***The Franciscan School***

Knowledgeable of self  
Rooted in Faith  
Educated in mind  
Compassionate in heart  
Deeply responsive in service to others

The Franciscan School gratefully acknowledges the contribution of the Office of the Superintendent of Schools to the writing of this *Community Handbook*

## **NON-DISCRIMINATION STATEMENT**

As a Catholic school in the Diocese of Raleigh, The Franciscan School has a racially non-discriminatory policy for all students and admits students of any race, color, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students. Additionally, our school does not discriminate based on race, color, national and ethnic origin in the administration of our educational and admission policies, scholarship and loan programs, or athletics and other school-administered programs.

## **COVID LEARNING ENVIRONMENT STATEMENT**

By sending my child to The Franciscan School, I acknowledge and agree that changing circumstances occasioned by the COVID-19 pandemic may necessitate changes in the School's delivery of instruction and other programming. These changes may include, but are not limited to, the substantial reduction or elimination of on-site instruction; the provision of distance/remote instruction to some or all students; the reduction, modification or elimination of athletics and other extracurricular activities; and the modification of the Academic Year calendar, including the dates, length and sequence of academic breaks.

By sending my child to The Franciscan School, I acknowledge and agree that: a) School retains the right to implement any such changes, whether prior to and/or during the Academic Year, in its sole discretion b) No adjustments can be made with regard to the student attending virtual/in-person outside of the School's policies; and c) No adjustment will be made to the current school year's tuition charges in response to such changes.

**Health and Safety Protocols**

By sending my child to The Franciscan School, I understand and agree that if my child returns to campus, he/she will be required to comply with School's health and safety protocols as described in the School's policies, protocols, and procedures to limit the spread of COVID-19 and that failure to comply with such protocols may result in the immediate removal of my child from campus.

**Risk Acknowledgement**

By sending my child to The Franciscan School, I acknowledge and agree that School cannot guarantee a COVID-19 free environment, and that, while School will continue to follow the guidance of NC DHHS to mitigate the likelihood of transmission, there is a risk that my child may contract COVID-19 if and when my child returns to the physical campus or at any time during my child's presence on campus. By consenting to my child's presence on School campus, I acknowledge and accept the risk on behalf of my child.

Ver: 8.9.21