



**ST. FRANCIS OF ASSISI**  
**CATHOLIC SCHOOL**

## St. Francis of Assisi Catholic School 2016-2017 Parent and Student Handbook

### **Mission Statement**

“St. Francis of Assisi Catholic School develops student leaders by emphasizing faith, service and academic excellence while maintaining a strong tradition in Catholic values.”

We are pleased that you have selected St. Francis of Assisi Catholic School for your child. The mission of St. Francis of Assisi Catholic School is to provide a well-rounded education emphasizing Catholic ideals of academic excellence, personal integrity, Christian service, and enduring faith. St. Francis of Assisi Catholic School promotes high academic standards within a Christ-centered, spiritual environment. Members of the St. Francis community seek to teach Catholic values, strengthen students in the Catholic faith, focus on the education of the whole person, and the witness to the presence of Jesus Christ in the world.

At St. Francis we aim to educate and inform the total person spiritually, intellectually, socially, and physically while recognizing the dignity of each student as a member of the Catholic educational community. At St. Francis we celebrate Catholic traditions through daily prayer, regular liturgical and sacramental experiences, a solid program of Catholic religious studies, and the teaching of Catholic moral standards. At St. Francis we promote traditional Catholic educational values by emphasizing high academic standards and achievement.

### **History**

For 60 years, St. Francis of Assisi Catholic School has been a center of community and tradition in the Kashmere Gardens neighborhood of Houston’s Fifth Ward. The school was opened in 1955 by the Sisters of Charity in a neighborhood comprised of mainly European immigrant families. In September 1961, in compliance with federally mandated integration and in accordance with the wishes of Bishop Wendelin Nold, the school admitted its first black students, 23 in number. Today, St. Francis of Assisi is a predominately African-American parish and school. In 2001, flooding from Tropical Storm Allison destroyed the bulk of the permanent buildings on campus. Temporary buildings, which remain today, were installed in order for the school to remain open. In 2004, St. Francis of Assisi once again nearly closed due to low enrollment, but was saved through a campaign led by both school and community leaders.

In 2014, with the support of the Archdiocese of Galveston-Houston, a unique pilot program was started at St. Francis of Assisi aimed at strengthening and sustaining the future of our school. With the goal of serving all students and families who desire a Catholic education, no matter their financial situation, tuition at St. Francis of Assisi was decreased by nearly 50% from the 2013-14 school year. As a result of this reduced tuition cost, paired with an aggressive admissions outreach strategy, enrollment has increased by 130% since the implementation of the pilot program just two years ago. St. Francis of Assisi Catholic School has seen a revitalization not only in enrollment numbers, but also in parent involvement and community support. As we start this third year of our pilot program, the future of this school is bright.

### **Accreditation**

St. Francis of Assisi Catholic School is accredited through the Texas Catholic Conference Education Department.

## **Core Beliefs**

We are guided by three core beliefs at St. Francis of Assisi Catholic School:

- 1) At St. Francis of Assisi we follow Christ the Teacher in the way we unconditionally protect, teach and love every student.
- 2) At St. Francis of Assisi we believe that everyone can learn more than they currently know, and that we should measure and use that information to continuously grow.
- 3) At St. Francis of Assisi we believe that every child we can serve should have access to our school so they can receive a holistic Catholic education that focuses on academic, spiritual, physical, emotional and social growth.

## **Philosophy**

The members of the St. Francis of Assisi Catholic School community firmly believe:

- Children learn best in a comfortable, nurturing environment where they feel safe, secure, and valued.
- All children should be given the opportunity to achieve their full potential through instruction in the Catholic tradition and the academic disciplines in order to achieve intellectual competence and to learn service to others as modeled by Jesus Christ.
- The partnership of parents and teachers working together greatly enhances a child's school success.
- All children deserve a school that challenges them to develop as life-long learners with self-respect, self-confidence, and self-discipline.

## **Goals**

Our goals for the 2016-2017 school year include, but are not limited to, the following:

- Increasing our schoolwide focus on ALT (Academic Learning Time) throughout the entire school day
- Improve student growth achievement in all grade levels on the ITBS and Renaissance Tests
- Maintain financial stability by fundraising the entire tuition gap that exists at St. Francis of Assisi
- Hold meaningful and well attended community nights where philosophy and core beliefs are shared
- Create a five year strategic plan with key community and school stakeholders

## **Student Success and Cooperation**

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

## **Responsibilities**

St. Francis of Assisi Catholic School has the highest expectations of appropriate behavior for its students and believes our students should be held to a higher standard of behavior. To facilitate an orderly and productive atmosphere, it is necessary to provide guidelines and present responsibilities for all those involved in achieving a positive learning environment. It is through the combined efforts of the educational trinity: student, parent, and teacher, that a student can become truly successful. By reviewing the guidelines for conduct and listed responsibilities, parents and teachers can assist and guide the student's efforts toward behavioral and academic success. Christian principles of respect for the rights of others govern the actions of all. Students are expected to follow all the explicit and implicit rules of good order. An important key for developing responsibility in children is by allowing them to experience logical and natural consequences. Teachers communicate with parents by note, discipline form, e-mail, or telephone call when the student's behavior does not meet these high standards. The parents' cooperation is encouraged, expected, and essential for effective resolution of the child's discipline issue.

## **Admissions Policy**

The Catholic schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate based on race, color, age, national, or ethnic origin in the admission, financial, athletic, or scholarship programs. Children must meet the age requirements as outlined by the Archdiocese. Students must be five years old by September 1 to enter Kindergarten and six years old by September 1 to enter the first grade. The child's birth certificate must be presented for proof of age. A complete immunization record indicating that requirements are met, with a physician's signature, is required at the time of registration. Archdiocesan policy requires that any new student present written evidence of T8 testing and the results.

The principal reserves the right to contact any former schools the child may have attended. It is St. Francis of Assisi policy that the principal has the authority to accept or refuse admittance of any individual as a student at this school for any reason. This decision is based on the State and Archdiocesan policies for admittance and on all information received from the applicant at the time of application for admittance is made. All new students are accepted on a probationary basis. All new students are required to have an interview with the principal, principal's designee, or a teacher. During pre-registration parents need to enroll online through EnrollMe on GradeLink. The information you will be asked to complete should be filled out in its entirety.

The re-enrollment for current students is not automatic. Parents must still follow the steps that are sent from the principal and register online before the school's Spring Break. After that time, seats in each class will be open for other families who are not currently attending. Families with outstanding financial obligations must fulfill them to re-enroll for the following school year.

## **Admissions and Non-Discrimination Policy**

St. Francis of Assisi Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. St. Francis does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, or in its athletic and other school-administered programs.

## **Christian Code of Conduct**

Christian behavior and respect shall be observed during any verbal and nonverbal communication at all levels within the school community. The following actions will be termed in violation of Christian charity and may result in the dismissal of a family from the school:

- Public criticism of school personnel, policies, or procedures or any behavior which does not promote the school in a positive manner.
- Threats of any nature toward personnel or families.
- Verbal aggression including yelling, screaming, pushing, etc.
- Public discussion/generation of rumors about students, family matters, staff, faculty, or procedures or any behavior which does not promote the school in a positive manner.
- Consistent and persistent disagreement with the administration or teacher policies. Rules are established to maintain order, provide a faith-based religious education, and teach strong academics.
- Blatant disregard to follow and support the requirements and expectations of all handbook policies.

We acknowledge that we are not the school for all families and we will exercise the right to ask families to leave when the standards for Christian conduct are not followed

## **Financial and Tuition Policies**

St. Francis of Assisi Catholic School has partnered with FACTS Tuition Management to automatically withdraw tuition payments according to dates scheduled by parents. Every family must create one FACTS account. Payments can be paid in one of three ways:

- 1) One full payment in August
- 2) Two half- payments in August and January
- 3) 11 Monthly payments beginning in August and ending in June on the 5<sup>th</sup> or 20<sup>th</sup> of the month

Re-admission for the following school year is not allowed for the children of families who are not current with any obligations and fees. School records and report cards of students who have any unpaid balances are not released. Report Cards are held until accounts are current.

The cost to educate each student at St. Francis of Assisi is \$7,000 per child. Families, however, are only responsible for paying \$2,000 for the first child, \$1,000 for the second and \$500 for the third and each child thereafter per school year. In order to receive this reduction in tuition, parents must complete the following requirements:

- 1) Every family needs one FACTS online account for tuition payments. Payments can be made with one full payment in August, two half payments in August and January, or 11 monthly payments beginning in August and ending in June. The FACTS account can be setup at the following website: <https://online.factsmgt.com/SignIn.aspx>
- 2) Every family needs to complete a full PSAS application (Private School Aid Service) regardless of whether or not they would qualify. These applications must be completed by the deadline date set by the Archdiocese of Galveston-Houston each year. The deadline date can be found at the following website: <http://www.choosecatholicschools.org/tuition-assistance-program/faq/>
- 3) Every family needs to fill out a meal benefits application for the free and reduced program of the Archdiocese of Galveston-Houston regardless of whether or not they would qualify. These applications should be completed before the school year begins, but must be completed by August 31st each year. The meal benefits application can be found at the following website: <http://www.choosecatholicschools.org/national-school-lunch-program/>

All families that attend St. Francis of Assisi may choose to opt out of the school requirements above for any reason. However, in doing so, they will be charged the per pupil cost of \$7,000 per child attending the school. In order for families to receive the significant discount given from the per pupil cost at Saint Francis they must fill out a complete PSAS application with supporting documents. Parents who do not complete the PSAS application are required to pay the full \$7,000 tuition cost.

The collection of all tuition must occur in a manner consistent with directivities promulgated by the Catholic Schools Office. Each family should familiarize themselves with said directivities. Failure to comply with this policy can result in immediate dismissal from St. Francis of Assisi Catholic School. The parent/guardian of every child enrolled in the school has an obligation to ensure the financial viability of the school is maintained at all times. Tuition must be paid, in an amount pre-determined prior to enrollment, for each and every child enrolled in the School. This policy however, is intended to reflect a mission driven but realistic approach to tuition payment. The needs of individual students and families shall be address in consultation with the Pastor or other appropriate designated representatives.

No employee of the School has the authority, expressed, implied or otherwise, to alter this policy. Hardship cases should be addressed with the Pastor and/or other appropriate designated individuals ***and not the School Principal*** and shall be handled on a one on one basis. Families with outstanding tuition obligations at the close of a school year will not be readmitted to the school the subsequent year until all outstanding tuition and fees, penalties are current. No school records (including Report Cards) will be released by the School until all tuition, fees, penalties and interest owed have been made current [unless the withholding of such records would be contrary to an applicable ordinance, statutes or law].

The financial obligation of the School must be met in a timely manner. To this extent, families must also meet their financial obligation to the School in a timely manner. Failure to do so places the School in financial distress and has a noticeable impact on the ability to solicit development funds and the ability to recruit and retain qualified staff.

### **Health Policies**

As Christian parents, we are responsible for the health and welfare of our children. Please assist us in keeping a healthy

environment by not sending children to school with any symptoms of illness. Vision, hearing, and spinal screenings are conducted each year on students by Christus Health per the State of Texas Health Department requirements. Students who do not pass the screenings are referred to their family doctor or specialist. Parents will receive notice through the Wednesday red folder or SFA Flyer about screenings or other offerings from the clinic such as flu shots and sports physicals.

If the parents cannot be reached when a health issue arises on campus, then the emergency contacts will be called to pick up your child. Any child with a temperature of 100.0 or above or vomiting is sent home. A student should be fever free without the aid of medication for 24 hours before returning to school following an illness. Students are to be kept home when they have a cold, sore throat, temperature, eye infection, skin eruptions, swollen glands, nausea, vomiting, or diarrhea. Any child exhibiting such symptoms is sent home. Parents are required to notify the office if a student is ill. Please notify the school if your child has a communicable disease. When a child returns to school after having a communicable disease, he/she must present himself/herself to the office with a written note from a doctor saying he/she can be readmitted to class. Any child sent home with lice may not return until all signs of lice are gone. The Archdiocese of Galveston-Houston follows a nit free policy. The school nurse aide must check the student before he/she is allowed to return to class. A student sent home with lice may not return to school until all signs of lice are gone, approximately 48 hours.

### Medication

If possible, all medication should be given outside of school hours. “Three times a day” medications should be given before school, after school, and at bedtime by parents. Only medication which is necessary for the child to remain in school will be given during school hours. The parents are responsible for bringing all medications for their child to the clinic and to pick up unused medicine or it will be destroyed. Should you have any health-related or medicine questions, please contact the clinic on campus.

Law prohibits the school faculty to administer any kind of medication to the students without authorization. The student will need a Request for Medication Administration form signed by the physician and parent. Please obtain this form from the school office. The medication is to be brought to the school nurse in the original container. Prescription medication must be properly identified with the prescription label from a pharmacy. The school will not be held responsible for any medication that is taken by a child. The use of nebulizer treatments in schools for the treatment of asthma should be done with extreme caution. Non-medical personnel should not be responsible for the administration of the nebulizer treatment. The parent is ultimately responsible of the care of their asthmatic child.

All fever reducers or over the counter pain relievers, cough drops, ointment, vitamins, and other over the counter medications are considered medications and may not be given to your child unless permission slip that has been signed by your physician and a note giving parental consent is on file. A parent’s signature alone is not sufficient for the school to administer over the counter medications. Non-prescription medications must be labeled with the child’s name.

### Immunizations

Each child entering SFA must have received the basic series of immunizations against Whooping cough, diphtheria, typhoid, polio, measles, mumps, and all other diseases as required by state law and Archdiocesan policy. The state requires that all students entering public or non-public schools have at least 5 doses of DPT, DT, and or TD vaccine, provided that at least one dose of DPT/OPV has been received on or after the fourth birthday. For the health and safety of the entire student body, the required documentation of immunizations, including the doctor’s signature must be on file for a student’s registration to be complete. All new students entering the Archdiocese of Galveston-Houston school district are required to present written evidence of T.B. testing and results. Students with incomplete immunization records are not permitted to class until their record is current. It is the parent’s responsibility to keep their child’s immunization record current.

### **Academic Policies**

#### Instruction of Students

The curriculum of the Archdiocese of Galveston-Houston is based on a Christ-Centered environment enabling the community of learners to live and model Catholic Christian values and ethics. In addition to use of Archdiocesan

curriculum guides, all teachers must document mastery of curriculum utilizing the appropriate validation forms. Curriculum will be mapped to insure all required elements are covered.

The Archdiocese of Galveston-Houston and St. Francis of Assisi Catholic School believe in a learner-centered curriculum, which recognizes and supports the uniqueness of the individual and the development of the whole person. The curriculum, provided by the Archdiocese of Galveston-Houston, is based on the belief that every child, regardless of his or her preferred learning style, can learn and reach beyond the level he or she has already mastered.

Due to rapid societal changes we are challenged to continually evaluate and update our curriculum, utilizing current educational research and technological advances. The commitment to continuous professional growth of all teachers is a priority and condition of employment.

Instruction should be designed to meet the needs of various learning styles. Resources are available in the AIM binders and in each classroom to assist the teacher in this endeavor. Student assessment should be conducted in a variety of formats allowing all learners the opportunity to succeed. Instruction must be aligned to curriculum and mastery must be documented through validation forms each school year.

The outcome of all learning experiences in Catholic School is the sending forth of a life-long learner formed by Catholic values and ready to embrace his or her responsibility to the world.

### Curriculum Alignment

The formal curriculum for **major** subjects in a Catholic school is contained in Archdiocesan Curriculum Guides. These guides are based on Christian values and authentic Catholic doctrine. Archdiocesan Curriculum Guides for secular subjects incorporate the State of Texas Essential Knowledge and Skills (TEKS). Master teachers from the Archdiocese of Galveston-Houston Catholic schools develop, review and revise these guides as needed. Teachers are responsible for using the guide in planning instruction. Textbooks and other resources are to be correlated to the curriculum guide.

### Documentation of Mastery

Mastery of objectives (80% or above) will be tracked for each grade level. The documentation of mastery can be recorded within teacher written record and/or as an assignment on GradeLink.

### Grading of Subjects

The goal at St. Francis of Assisi is to make students aware of their own progress towards mastery. Teachers of core subjects (reading, language arts, math, science, social studies, religion) will aim to enter two grades per subject per week. Teachers of ancillary subjects (art, music, physical education, computer technology and Spanish) will aim to enter at least one grade per week. All feedback on work that would be helpful to move students toward mastery should be provided to students at the appropriate time and/or parents in the red folder on Wednesday.

### Homework Assignments

Homework assignments are given to reinforce the material taught to the students during the day and to foster a habit of independent study. The student is responsible for written and study homework assignments. Parents cooperate by providing the necessary quiet time and a designated location for homework.

The following times reflect the average times for homework allotment at each grade level:

Kindergarten = 15 – 30 minutes

First and Second Grade = 30 minutes

Third, Fourth and Fifth Grade = 45 minutes

Sixth through Eighth Grade = 75 minutes

### Late Work/Make-Up Work Guidelines

If a student is absent for any reason, excused or unexcused, they will have the amount of time missed in order to complete the work for full credit. For example, if absent three full school days, the student has three full school days

to submit assignments missed. All assignments submitted within that time frame will be given full credit. Any assignments submitted after that time frame will receive a 10% deduction per day, for a maximum of five days. After five days, there will be no credit for submitted work and a zero will be recorded in GradeLink for that assignment.

If a student is present but also late in turning in any work but, they will receive a 10% deduction per day, for a maximum of five days. After five days, there will be no credit for submitted work and a zero will be recorded in GradeLink for that assignment.

### Grading System on Report Cards

Report cards are issued to students four times each academic year. St. Somebody Catholic School uses the Archdiocesan grading scale:

Outstanding	A+	99-100
Excellent	A	95-98
	A-	93-94
Above Average	B+	91-92
Good	B	88-90
	B-	86-87
Average	C+	84-85
Satisfactory	C	80-85
	C-	77-84
Below Average	D+	76-77
Needs Improvement	D	72-75
	D-	71-70
Failing	F	0-69

The dates of report card and progress report distribution are marked on the school's calendar for parent notification. Non-custodial parents will be sent a copy of academic records (report cards) if a written request is on file and confirmed. Report cards and progress reports are withheld when financial responsibilities to the school have not been met. These include tuition, fees, library fines or payments for lost or damaged books. Any request of a grade change will only be taken into consideration by the principal in consultation with the teacher of record.

### Grading

Grades are based upon class performance, tests, projects, homework and class work. Numerical and letter grade explanations are printed on the report cards.

- It is the student's responsibility to make up work missed when absent.
- Late work will be penalized according to the late work policy above.
- Students receive E, S, N, and U conduct grades.

### Grading Distributions for PK3-K

Classwork – 70%  
Tests – 20%  
Projects – 5%  
Homework – 5%

### Grading Distributions for 1st-5th

Classwork – 60%  
Tests – 30%  
Projects – 5%  
Homework - 5%

### Grading Distributions for Middle School

Classwork – 15%  
Homework – 10%  
Quizzes – 15%  
Tests – 30%  
Performance Assessments & Projects – 30%

### Ancillary Classes

These classes are part of the curriculum and a child may not be kept in their regular classrooms to finish work or for discipline unless the principal has been contacted first and notified that a problem exists. Numerical grades are given in all subjects from the 1<sup>st</sup>-8<sup>th</sup> grades, including ancillary classes. The E-U system is used as an evaluation code for ancillary classes in all grades.

### Conduct Reporting

Conduct is to be marked using an E-U system. This system should also be used to mark each subject area where there is need of improvement. The conduct of students is excellent when a student honors the three core beliefs of the school, the project class social skills, and individual classroom rules. If a student violates any of the aforementioned in way that goes beyond classroom consequences (e.g. changing a color), then a student behavior report can be written and signed by the principal. All students should be aware of the result of both positive and negative behavior within their classrooms.

E	Excellent	0-1 = Student Behavior Reports
S	Satisfactory	1-2 = Student Behavior Reports
N	Needs Improvement	2-3 = Student Behavior Reports
U	Unsatisfactory	More than 3 or more Student Behavior Reports

### Recording of Quarterly Grades

According to Archdiocesan policy, a student's final quarterly grade should not be lower than a 60. At the end of a quarter, a teacher must adjust the final quarterly grade upward if it is below a 60 at that time.

### Athletic Eligibility

Students receiving one grade of 69 or below on either a Report Card or a Progress Report will be ineligible for 3 weeks. Any student receiving a conduct grade of "U" will be ineligible for 3 weeks. If an athlete is suspended, he/she may not attend practice or games. If a student becomes ineligible, a notification form will be sent home to verify the length and reason for ineligibility. This form must be returned to the Athletic Director on the following school day. The student will remain ineligible from all team activities until the form is returned.

### **Religion Program**

Central to the St. Francis of Assisi curricular goals, and to the mission of the school, is the teaching of religion. The religion curriculum stresses the cathetical and moral dimensions consistent with the developmental stages of students. Religion is taught on a daily basis to all students regardless of religious affiliation. Other methods of integrating religion into the curriculum include:

- Participation in weekly mass for all students regardless of religious affiliation
- Participation in classroom or grade level liturgies
- Regularly scheduled opportunities for Sacramental Reconciliation for Catholic Students
- Reflection and retreat for all students.

Sacramental Preparation/First Eucharist is provided for students in second grade with parent assistance. Mandatory parent formation/information meetings are provided by your family's home parish to assist families in preparation for these sacraments. To be eligible, students must be attending the day school regularly. For more information, contact the C.C.E. Office at (713) 672-7773.

### **Attendance**

In compliance with the Texas Catholic Conference Education Department (TCCED), St. Francis of Assisi Catholic School follows compulsory attendance laws. There are at least 180 days of instruction per school year.

School hours are from 7:50 a.m. to 3:00 p.m. Monday-Friday except for specified early dismissal days according to the published school calendar. The school offers supervision of students from 7:00 to 7:50 a.m. in the gym, as well as from 3:15 to 3:30 p.m. Parents and guardians are expected to honor the calendar established by the school.



Students are not to be on campus at other times unless they are part of an organized activity. Students who are on campus outside of school hours must be directly supervised (visually supervised) by a parent. Students who remain on campus after pickup time will be sent to the After School Program (ASP) and will be assessed \$5.00 fee per family per day. This fee will be deducted from the FACTS account of the family on the 1<sup>st</sup> of each month. The After School Program is available only on days of instruction as denoted in the annual calendar.

Daily school attendance is the only effective way to assure continued academic progress. **Students absent for more than 18 days of the school year for any reason may be retained at the sole discretion of the Principal.** A Principal/Parent/Teacher Conference may be scheduled to inform the parent of the Principal's decision. School absence is categorized in the following manner:

- **Absence Due to Illness:** If a student is unable to come to school because of illness, the parent/guardian is expected to notify the school office by calling by 9:00 AM and sending the reason for the absence in writing upon the student's return. Students are responsible for makeup work and tests as indicated by the missed work policy above. These students have an equal amount of days to complete the work in order to receive a grade and not a zero. Absence of more than 3 days in a row is serious and requires a doctor's note for returning to school.
- **Family Emergency,** such as death in the immediate family and serious or prolonged illness, is always handled on an individual basis. Special care and consideration for the student and his/her family will dictate the procedure that the school will follow in such circumstances.
- **Absence for Other Reason:** When a student is absent from school for any reason other than illness or family emergency, the student will not be given make-up work in advance. The school is not obligated to provide special services when a parent chooses to schedule activities that cause student absence on compulsory attendance days. It is the parent/student's responsibility to make sure that missed work is completed upon returning to school.
- **Tardiness:** Tardiness disrupts the learning environment for all students. Students who are not with their classes at 8:00 a.m. are tardy and must report to the school office accompanied by their parent/guardian, and the student will receive a tardy slip. Be on time to school each day at 7:50 in the gym to begin the day. School administration may offer extra time to class in the case of citywide traffic or weather issues. Students arriving after 8 am should be escorted to the school office by a parent.
- **Early Dismissal:** A written note by the parent/guardian is required if a student is to leave campus before regular dismissal time. The student is sent to the office at the designated time and is to be signed out by the parent/guardian. A student returning to school is to report to the school office before being admitted to class. Parents picking children up early should report to the school office, not the classroom. Parents should not pick up students early from 2:50 PM – 3:00 PM as they are being walked to the gym for prayer.
- **A note explaining student absence is to be sent to the school office upon the student's return to school.**

### **Promotion/Retention**

Students shall be promoted or retained after evaluation of the student's academic performance. To be promoted, a student must have completed or mastered the work satisfactorily in each of the core subjects (English, math, reading/literature, religion, social studies, and science). If a student's final average is below 70 in any of the core subjects, it is at the sole discretion of the Principal as to the student's retention.

When the possibility of retention exists, the parent(s) or guardian(s) shall be notified by the end of the first semester and the student will be placed on academic probation. Confirmation of retention shall be communicated in writing to parents.

Student-to-class placement decisions are made by the administrator/principal of the school. The principal reserves the right to change any student from class to class, also according to the student's needs, if necessary, during the course of the school year.

### **Student Records**

Student records are kept in the school office. Parents may make an appointment to review the records and standardized test scores. Records will be held until financial obligations are met. Non-custodial parents will be sent a copy of academic records (report cards) as requested.

### **Textbooks**

Textbooks are selected from the State of Texas Adopted Textbook list or from other publishers with Archdiocesan approval. Textbooks are provided to the student. Textbooks must be signed out and returned by the parent/guardian. Students will be fined for damages beyond the normal wear or expected to pay full replacement cost for lost books. A lost or severely damaged workbook will result in a \$25 replacement fee and a lost or severely damaged textbook will result in a \$50 replacement fee.

### **Non-Custodial Parent/Parent Custody Rights**

Non-custodial parents will be provided records of their student's progress if they request a copy in writing. This information will be shared after the custody agreement with judge's signature is presented to the principal. A fee may be charged to non-custodial parents for shipment and handling of records.

### **Standardized Testing**

The IOWA Test will be administered to grades 1<sup>st</sup>-8<sup>th</sup> each year during a designated testing window. These tests will help determine the needs of each child in the classroom so that teachers can differentiate curriculum according to the strengths and weaknesses as determined by the scores. Parents are informed of the results of the test during the month of May.

### **Use of Technology and Social Media**

#### Cell Phones and Other Electronic Devices

Cell phones and technology will only be permitted for use after 3:30 PM on the school campus or at appropriate times off campus. If a student is observed using a cell phone at other times, the cell phone or other device will be collected and the following implemented:

1st Time – The phone is taken to the office, can be picked up at the end of the day by a parent

2nd Time – The phone is taken to the office, can be picked up in a week (5 days) by a parent

3rd Time – The phone is taken to the office, can be picked up in a month (31 days) by a parent

A parent must pick up the phone in the office and has the opportunity to also pick it up early on the 2nd or 3rd time for \$25.00. In the event of inappropriate use of a cell phone or technology (e.g. cyber-bullying, inappropriate web browsing, playing of games or applications with excessive violence), a month ban will be implemented for the class in which the inappropriate use occurred.

#### Acceptable Use Policy for the Use of Computers and Telecommunications

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school/institution community. Network and Internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students,

employees, and others affiliated with the school. Members of the school community are encouraged to use the computers, software packages, electronic mail (E-mail), or outside school network software for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through the school computer services are and remain property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to facilitate distance learning projects.
- List serves and newsgroups may be used to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through school/institution E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by this school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to use computers for the transmission of illegal material.
- The use of personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited. Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempt to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying, or modifying files and/or data belonging to other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

Access to the school's E-mail and similar electronic, communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempt to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.
- The school reserves the right to access E-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- Any information contained on a school computer's hard drive or computer disks which are purchased by the school are considered the property of the school.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of St. Somebody Catholic School regarding inappropriate use of technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

## **Communication**

Open, honest, and constructive communication is essential in creating a positive school environment. Various methods of communication exist to communicate school business with families, including teacher newsletters, administrative letters, schedules, and the school website. Parents are strongly encouraged to read and to be aware of the enclosed information from the principal, teachers, and school/parish groups.

### School Calendar

The St. Francis of Assisi Catholic School calendar is located within the parent portal at <http://sfoacs.org/parents/> and is also included on the last page of this 2016-2017 handbook.

### Parent/Teacher Conferences

Communication between parents and teachers is essential to a strong educational program. There are Parent/Teacher conferences in the Fall and Spring to address any urgent needs. Parents who wish additional conferences should schedule an appointment with the teacher during his/her conference period. It is not appropriate to expect a conference at a time when a teacher is responsible for supervision of students, including in the morning assembly or in the afternoon pick up line.

Teachers and parents or guardians are encouraged to communicate throughout the school year by phone, Wednesday folders, written notes or letters, e-mails, and on-site meetings. Social media should not be used for such exchanges between teachers or other school officials and parents. Parents who desire to meet with teachers or other personnel should schedule the meeting in advance by scheduling an appointment via phone call or email to the teacher. Parent communications/messages will be returned within 24 business hours. If you wish to communicate a question, problem, or concern with a teacher or staff member, you should go directly to that person before going to the principal. If parents have a complaint about a teacher, they must discuss the difficulty first with the teacher. Parents or teachers may request the principal to be present at the conference.

All students will take home their Wednesday Red Folder once per week. All work from the previous week, as well as teacher and administration communication will be included in this folder. The SFA E-Flyer will also be sent through MailChimp to all registered emails within the SFA community. In addition, the monthly calendar and other pertinent information will be posted online.

Any special written communication beyond the normal daily program distributed to a class, grade level or the school must be approved by the principal of the school.

### Parent to Teacher and Administration

Under certain circumstances, the Teacher or Principal may request a conference. It is imperative that you answer this request. If a parent does not make an effort to confirm or reschedule a meeting and does not attend the meeting, the student may be withdrawn from the school at the discretion of the Principal and in consultation with the Superintendent.

If parents would like to schedule a conference with the principal, they are invited to contact the school office. If parents wish to discuss their child's progress, the conference should first be scheduled with the teacher. Parents wishing to log a complaint against their child's teacher should first address the issue with the teacher. To voice a concern against a staff member who does not teacher their child, parents should contact the principal.

Parents wishing to inquire about the school community's attitudes regarding specific teachers, qualifications, programs, curricula, schedules, etc. should schedule an appointment with the principal. Parents who seek to promote or advocate

personal causes, or question school policy and rules with other groups via the calling of “special meetings,” sending out personal electronic communications or surveys, etc. will be asked to withdraw their children and relocate to another school. The appropriate means to gather information is to schedule a meeting with the principal and request information. Seeking to disrupt the school community by promoting a personal agenda is disruptive to the school and ultimately, impacts your child.

## **Dress Code**

Parker School Uniform is the exclusive supplier for uniform items. All students must wear the required uniform from the first day of school until the close of the school year. Notice of exceptions to this rule will be sent home in advance. The SFA emblem must be on the left side of all shirts for gray polo shirts boys and girls wear.

Shirt tails and blouses must be tucked into pants so the belt loops are visible. Belts must be worn on clothing that has belt loops. Belts are to be black, dark brown or navy blue. All buttons on blouses or shirts (except the collar button) must be buttoned. Collar buttons must be buttoned with a tie. Girl’s hemlines must not be shorter than two (2) inches above the knee for jumpers or skirts.

### Girls Uniform

The daily uniform for all girls (PK3-8<sup>th</sup>) is a gray monogrammed polo with a plaid culotte or navy pants. The mass uniform on every Thursday for PK3-5<sup>th</sup> is a plaid jumper with a peter pan blouse. The mass uniform on every Thursday for 6<sup>th</sup>-8<sup>th</sup> is the sailor blouse with a plaid pleated skirt and plaid tie. On daily uniform days white shoes are to be worn and on mass days black shoes are to be worn.

### Boys Uniform

The daily uniform for all boys (PK3-8<sup>th</sup>) is a gray monogrammed polo with navy pants or shorts. The mass uniform on every Thursday for PK3-8<sup>th</sup> is a white oxford with a plaid tie and navy pants. Boys should wear their ties for the entire mass day. On daily uniform days white shoes are to be worn and on mass days black shoes are to be worn. A black, dark brown, or navy blue belt is required if pants are designed with belt loops.

### Socks and Shoes

Students must wear white socks (socks must be worn 1 inch above the ankle bone; socks must be visible above the shoes). Girls may wear white or navy tights during winter months. Tennis shoes must be solid white. No other accent colors or glitter may be present on a student’s shoe. Shoes must be non-skid soles. For safety reasons, flip-flops, open-toed, opened-back, high-heeled, or high-top shoes are not permitted. Shoes with characters or lights are not permitted. Socks must be worn 1 inch above the ankle and must be visible. Boots are not allowed.

### Jackets and Coats

A navy blue cardigan, V-neck sweater, or sweatshirt can be worn in the classroom. Navy sweaters and sweatshirts are the only outerwear that can be worn at Mass or inside the school building. Students may wear other jackets to and from school, in the gym and on the playground, but not inside the school and church buildings.

### PE Uniforms (1<sup>st</sup>-8<sup>th</sup>)

Students will change into shorts and their St. Francis of Assisi spirit for P.E. class. Red uniform gym shorts are required for grades 1<sup>st</sup>-8<sup>th</sup> grades. Shorts must be fingertip length (4 inches above the knee). Students must wear the SFA spirit shirt for the PE uniform. Sweat pants approved by the coaches are allowed during cold weather. Cargo pants and pants with large pockets are not allowed. No jewelry should be worn during P.E. class.

### Out of Uniform Notices

A student that is out of uniform will be sent home an Out of Uniform Notice. This notice should be signed and returned to the homeroom teacher the following day. The homeroom teachers will be responsible for ensuring

students are in uniform at the start of the school day. The PE coach is also sending home uniform notices for students not in PE uniform. The following guidelines are followed for each out of uniform notice:

- 1<sup>st</sup> Time – Out of Uniform Notice sent home
- 2<sup>nd</sup> Time – Out of Uniform Notice + Teacher Phone Call
- 3<sup>rd</sup> Time – Out of Uniform Notice + Principal Phone Call
- 4<sup>th</sup> Time – Student Picked Up in Front Office by Parent

### Grooming

The way a student dresses affects the way the student behaves. To maintain an atmosphere that is conducive to learning, we expect our students to be neat, clean, tidy, and modest in appearance. Hairstyles for boys and girls should meet the standards of good taste for the classroom. Boy's hair length must be above the collar and must not cover the ears. All students' bangs must be above the eyes. Severe haircuts and designs into the hair that are disruptive to the learning environment are not allowed. Hair color must be of a natural color. The teacher and /or principal will contact parents regarding their child's hairstyle when it is not approved or is inappropriate. Students may be sent home to remedy the situation.

Girls with pierced ears may wear a single stud, small ball earrings, or small religious earrings. Earrings may only be worn in the ear lobe. One earring per lobe is allowed. Boys are not allowed to wear earrings of any kind. Body piercing and tattoos of any type are not allowed. Jewelry should be minimal and religious in nature. Students may be asked to remove jewelry that might be disruptive to the learning environment. Make-up, nail polish, or artificial nails are not allowed. The principal is the final authority on what is appropriate.

Boys and Girls may wear blue jeans on spirit days that are appropriately fitting and do not have any holes or rips. The jeans must be blue and one color. Uniform tennis shoes and socks are acceptable footwear. St. Francis of Assisi spirit tee shirts are appropriate for both boys and girls. You will be notified of other types of clothing that will be approved in advance of the event, i.e. Go Texan Day, College Spirit Day, etc.

### **Asbestos Information**

In accordance with AHERA: St. Francis of Assisi Catholic School along with other schools in the Archdiocese of Galveston-Houston has completed an asbestos management plan that has been submitted to the Texas Department of Health. A copy of this management plan is available for public review (with at least 5 days written notice) at the parish office during business hours, 8:00 a.m. - 4:00 p.m., Monday through Friday. Under this management plan, the following activities have been accomplished:

The elimination of all asbestos from the St. Francis school campus and subsequent site-visits to confirm that removal.

If you have any further question, please contact:

St. Francis of Assisi Catholic School  
5100 Dabney Street  
Houston, Texas 77026  
713-674-1966

Office of Risk Management  
Archdiocese of Galveston-Houston  
1700 San Jacinto Houston, Texas 77002  
713-659-5461

### **Beginning and Dismissal Times**

Students can be dropped off in the gym beginning at 7:00 AM. Prayer as a school community begins at 7:50 in the gym every morning except on mass days (Thursday).

Students are dismissed at 3:00 PM after the community prayer ends. All parents have the 3:00 PM - 3:30 PM window to pick up students through the car line or by parking and escorting their children to the car. Any students who not picked up by 3:30 PM will join the after school program and be assessed the daily \$5.00 fee.

## **Drop-Off and Pick-Up Procedures**

The drop-off of students occurs from 7:00 AM – 7:55 AM in front of the gym double doors. Student who arrive after 8:00 AM should be dropped off at the front office to receive a tardy slip.

The pick-up of students occurs from 3:00 PM – 3:30 PM in front of the gym double doors. Each family will be assigned a numbered permit which indicates who they will be picking up. Please pull as far forward as you possibly can so that we can successfully assist students to enter and exit the vehicles. To avoid delays in the carpool line, please pull out of the car line completely before putting books in the trunk of the car or helping your child adjust their seat belt. If your child is not ready or listening to their name being called, the carpool loaders will ask you to go around and get in line again. No child, regardless of age, should be left unattended in a parked car on campus.

After dropping off or picking up your child from the designated area, you must exit the gate near the church. The speed limit for cars is 5 mph at all times in the parking lot. The use your cell phones or electronic an electronic devices while driving on campus is prohibited.

If you need to pick up your child early, you may pick up your child in the office before 2:45 PM. Parents and guardians arriving after this time must pick up their children in the gym.

## **Inclement Weather/Emergency Dismissal**

In the event of emergency dismissal or unscheduled holidays, the Archdiocesan policy is for Catholic Schools to follow HISD's decision about closing school in inclement weather. Should an emergency situation involve only St. Francis of Assisi Catholic School, the principal will contact school families. An Emergency Contact System (IRIS) will notify families through cell phone, home phone and by email in all such situations. We must have the most current email addresses and cell phone numbers for your family on file.

Parents/guardians are cautioned to exercise their judgment in situations, which may only affect their local neighborhoods (such as flooding). In such instances, children may be released early to parents/guardians to insure their safe arrival home. In the event the school is forced to close for an emergency or weather event, the day(s) missed will be made up during the school year at the discretion of the Pastor and the Superintendent.

## **Child Abuse Laws**

St. Francis of Assisi Catholic School abides by the Child Abuse laws of the State of Texas. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

## **After School Program**

The After School Program is held in the early childhood rooms, the library and the computer lab as needed. The hours for the After School Program are 3:30-6:00. All students attending the After School Program must be registered in and attending St. Francis of Assisi. If parents know they will use the services of the After School Program occasionally, they must notify the front office. The After School Program is not a drop-in and use program. This requirement complies with state law. There is a \$5.00 charge per family per day for the after school program.

All children in the After School Program must be picked up by 6:00 PM. The St. Francis of Assisi staff have families of their own and want to feel confident that their work day will be over by 6:00 PM. A family will have to remove their children from the After School Program if they are unable to meet this time limit. Additionally, the principal may decide if a student is allowed to participate or not participate in the After School Program at any time.

## **Lunch Visitation Policy**

Parents will be allowed to have lunch on occasion with their children and should register as a visitor with the school office upon entering campus. Parents shall not leave campus with their child to have lunch. Through our participation as part of the Archdiocese Food and Nutrition Program, parents are not allowed to bring competitive foods (e.g. McDonalds, Subway, Whataburger) into the gym during breakfast or lunch time. St. Francis of Assisi could lose the

federal lunch program if competitive foods are brought by parents.

### **Visitors to Campus**

To ensure the safety of all children, staff, visitors, and volunteers, all visitors must sign the logbook at the front office without exception. A visitor's pass must be worn at all times while on campus. The staff has been instructed to send anyone without a visitor's pass to the main office to obtain a pass. This is a safety issue that must be observed for the sake of our students and staff. Security cameras are also in use at every entry/exit and in the hallways to monitor safety.

### Classroom Visits

At St. Francis of Assisi we strive to incorporate all parents into the life of the school in the most meaningful ways. If parents have any questions about what is occurring within any classroom, the first method of answering the question is to ask the teacher of the classroom. If a parent would like to visit the classroom to follow up on a question or concern, they may do so by following these three requirements:

- 1) Contact the teacher at least 24 hours in advance to let them know the purpose of the visit and time of day that you plan on sitting in the classroom.
- 2) On the day of the visit, sign in at the front office and visit the classroom for a period that should not exceed a 30 minute time period. The instruction of the class should not be disturbed.
- 3) Contact the teacher after the visit to discuss whether or not the purpose of the visit was achieved and if you have any additional questions or concerns.

We aim to minimize classroom distractions and develop a positive environment that is centered on student learning. In order to achieve that goal, classroom visits are limited to two per school semester.

### **Parties and Party Invitations**

Classroom parties are allowed for the Christmas holiday and the end-of-the-year party. The principal will announce any other parties in advance. If a parent would like to bring a treat for a birthday from PK3-5th grade, it must be arranged with the teacher at least a week in advance. The treat will be given during snack time during the last 30 minutes within the early childhood program (2:30-3:00) or during the last 15 minutes from 1st-5th grades (2:45-3:00).

Party invitations for parties outside of school may not be given out at school unless all students in the class or all students of the same gender in the class are included. If that is impossible, then invitations must be mailed or distributed off campus. This includes not handing out invitations before or after school when everyone is not invited. It may be impossible to include all classmates in outside parties.

### **School Telephone Use and Messages**

Students may not use the school's telephones unless it is an emergency. Forgetting one's homework, P.E. uniform, or textbook is not considered an emergency. Students and parents must arrange after school rides ahead of time. The office staff is available to serve you in an emergency, but is not responsible for non-emergency messages. Unless it is an emergency, please limit your requests for messages to be delivered to your child.

### **Discipline Code**

While recognizing that students first learn appropriate behavior at home, it is understood that parents, teachers, and students are capable of creating and maintaining an environment that encourages growth and learning at school. St. Francis of Assisi has both schoolwide expectations and individual classroom rules. The healthiest school environment will come if students and parents know the schoolwide expectations and classroom rules below. Positive reinforcement plays a key role in maintaining discipline each day and can take many forms, from verbal praise to tangible rewards.

### Schoolwide Expectations



As an entire campus, we follow a set of social skills that guide our behaviors. These skills are from Project CLASS and are found below. We teach the skills in three steps with students, which apply to any area of campus:

- 1) Pay Attention: Stop what you are doing, look at the teacher, listen.
- 2) Follow Instructions: Look at the teacher, nod your head or say ok, do it right away.
- 3) Get the Teacher's Attention: Look at the teacher, raise your hand, wait quietly.
- 4) Ask Permission: Raise your hand, ask the question nicely, wait for the answer.
- 5) Accept No: Look at the teacher, listen without talking, move on.
- 6) Accept Feedback: Look at the teacher, listen without talking, use it to improve.
- 7) Kind Words to Use: Please, Thank You, Excuse Me, I'm Sorry
- 8) Calming Down: Count, Breath, Act Calm (Repeat)

### Classroom Rules

Teachers are responsible for sharing or posting their classroom rules with their students beginning on the first day of school. Though it depends on grade level, most of the classroom rules are rooted in respect, responsibility and high standards. These rules are best enforced through the building of healthy and trusting interactions with students before a rule is even broken. Some examples of classroom rules include, but are not limited to, the following:

- Be prepared by bringing all required supplies and homework to class
- Respect yourself and those around you
- Be on time and come prepared
- Keep your hands and feet to yourself
- Be safe by letting the teacher know if something is wrong

When classroom rules are broken, a known or specific consequences is given by the teacher of the class. Parents are free to ask teachers what consequences are given for not following the classroom rules. Within the classroom, a common escalation of consequences may include, but are not limited to, the following:

- Verbal warning
- Removal from current or future activity
- Teacher phone call to parent
- Changing of color on a behavioral chart
- Behavior contract
- Seat assignment change
- Student sent to principal's office
- Lunch detention

### Student Behavior Reports

If a schoolwide expectation or classroom rule is repeatedly not followed, a student behavior report will be written and sent home to be signed. A student behavior report will also be written and sent home to be signed in the event of any serious offense that violates the St. Francis of Assisi core beliefs and mission. All student behavior reports are signed by the principal and kept on file in the front office.

### Disciplinary Probation

A student's continuous misbehavior may result in being placed on disciplinary probation by the principal. The principal will determine the length of the probation and notify the teacher, student and parents of the reasons for the terms of probation. Probation may occur in class or in a setting of in-school suspension. During the probation and at the end of the probation, the parents will be informed of the student's progress. At the conclusion of the probation, the principal, in consultation with the student's teachers, will determine whether sufficient improvement in behavior has occurred. If insufficient progress is noted, the principal may consider other actions. If a problem persists, the child may be removed from classes until parents attend a conference with the teachers and/or the principal.

## Suspensions and Expulsions

The following offenses committed by students are potential reasons for suspension or expulsion, pending a Principal's conference with the parent(s) and/or guardian(s). Suspensions over five (5) days and expulsions shall require the approval of the Superintendent.

It is impossible to list all of the behaviors which may be deemed unacceptable; however, the following are major offenses that will not be tolerated at St. Francis of Assisi Catholic School and will result in an office referral and may lead to suspension or expulsion:

- Use, sale, distribution, or possession of real or fake: tobacco, alcohol, weapons, drugs, or other illegal/controlled substances and other items
- Defiance of authority in word or deed by students or parents
- Defiance of authority by passive refusal to follow the rules or policies of the school
- Destruction or vandalism of school property (In each instance, restitution will be paid to the school to repair or replace the property)
- Serious theft or dishonesty
- Use of crude, sexual, or offensive language or possession of such materials
- Serious or continuous disruptive behavior
- Acts or threats of aggression or violence or any instance of bullying or harassment
- Acts of sexual harassment
- Violation of internet code of ethics or the acceptable use policy
- Photographing or video-recording students or school personnel without permission
- Habitual unauthorized absences or tardiness
- Failure to follow the Honor Code
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church.

## **Problem Resolution**

Every effort shall be made to resolve situations so that the education process can continue, before differences become formalized grievances. All parties shall make every effort to resolve problems through open communication. If a parent seeks resolution of a situation relating to a student, the following steps should be taken:

- The parent should request a conference with the teacher to check their understanding and try to resolve the problem.
- If the matter cannot be satisfactorily resolved with the teacher, the parent may then discuss the issue with the teacher and the principal.
- After discussion with the teacher and the principal, if the case is still unresolved, the complainant may then pursue a formal grievance through the Archdiocese Grievance Procedure.

## **Grievance Procedure – Complaint and Appeal**

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent meeting with the immediate authoritative person (teacher) to discuss the matter. If, however, the matter is not settled to the parent's satisfaction, the parent may send a formal letter of complaint to the principal within five (5) working days following the occurrence of the event on which the complaint is based. Please contact the principal for a copy of the Archdiocese's current appeals process/complaint procedure for further details.

## **Special Needs Learners and Referrals**

### *Introductory Statement*

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic

Schools Office is aware that it is unrealistic to serve all categories of special need students. However, St. Francis of Assisi and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

#### *Legal References to Special Services*

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

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

#### *Records for Special Needs Learners*

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

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

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

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

#### *St. Francis of Assisi Services for Special Needs Learners*

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

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

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

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

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

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

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

#### *Accommodations for Special Needs Learners*

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

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

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

## **Bullying/Harassment/Cyber-bullying**

### Bullying

St. Francis of Assisi Catholic School believes that as Catholic Christians everyone has the right to be treated with respect. School administration and staff work to prevent harassment in all forms, including bullying and cyber-bullying. Bullying is often hard to identify. Victims do not want to cause more trouble nor do they want to admit that they are bullied and the bully hides their actions or defends it as play or normal "joking". Bullying is defined by a power imbalance between a bully and their target. This power can be derived from physical size, strength, popularity, gender or verbal skill. Bullying can happen physically, emotionally, socially or via technology called cyber-bullying. Bullying involves repeated acts of physical, emotional or social behavior that are intentional, controlling and hurtful. Bullying persists even when the target has asked for it to stop. Bullying is a learned behavior that is either direct or indirect. Direct bullying is usually seen and felt readily; examples might be: shoving, kicking, intentionally scaring or physically intimidating someone. Indirect bullying is also called relational aggression.

It is difficult to identify and more difficult to remedy. Examples of relational aggression include: spreading rumors, teasing, exclusion and name calling. Cyber-bullying is defined as use of the internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person.

St. Francis of Assisi Catholic School will not tolerate any form of bullying. Students are encouraged to report any incident of harassment to their teacher, counselor, principal, or any school staff. At St. Francis of Assisi Catholic School we use a three tiered process to combat the destructiveness of bullying and promote kindness and social skills.

The three tiers are as follows:

#### *Level One Intervention*

If a child is accused of bullying the accusation will be addressed by the classroom teacher and an educational remedy is put into place. Most of the time, students do not know that their behavior is hurtful to others. Society has evolved into a much more verbally critical and sarcastic environment and sometimes educating children to appropriate and loving interactions with one another is all that is needed.

#### *Level Two Intervention*

If a child is accused of bullying a second time the school counselor will be invited to assess the situation with the teacher. Sometimes this means having individual counseling and/or a classroom guidance lesson on what bullying is and how to interact in a kind and assertive manner.

#### *Level Three Intervention*

If a child is accused of bullying a third time a referral is made to the Principal to begin the discipline process. The parents will work with the school to develop a plan of action to help the student develop their social skills and to eliminate all bullying activity. The Principal reserves the right to develop any individualized behavior plan that is seen as necessary to ensure the physical and emotional safety for all the students. Continued bullying may result in further disciplinary action, up to and including expulsion.

### Harassment

Harassment, as defined for St. Francis of Assisi Catholic School, is that which is sufficiently severe, persistent, or pervasive, adversely affecting a student's education or that which creates a hostile or abusive educational environment. The act of harassment is a direct violation of the Christian behaviors and values upheld in the school. Harassment involving students, school and parish faculty, parents and visitors will be investigated and necessary action taken immediately. Depending on the nature of the harassment, each incident will be reviewed independently and action taken may range from a disciplinary report to expulsion from the school and in some cases, legal action. Should anyone become a victim of or witness harassment, the following steps should be taken:

- 1) Immediately notify someone in authority, such as teacher, principal, or priest.
- 2) After reporting the harassment, keep the information confidential.
- 3) If necessary, write an account of what happened for future reference.

St. Francis of Assisi Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, online, at school or even after school hours) face detention, suspension and/or expulsion.

### Sexual Harassment

Sexual harassment is immoral and reprehensible and will not be tolerated in the Catholic School. It subverts the mission of Catholic Education and threatens the careers, educational experience and well-being of all affected persons. In both obvious and subtle ways, the very possibility of sexual harassment is destructive to individuals and to the Church/School community as a whole.

Sexual harassment includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances or imitations.

- Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, studies, or play.
- Retaliation for having reported or threatened to report sexual harassment.
- Obscene comments of a sexual nature can be deemed as sexual harassment.

### Blogs/Social Networking

Engagement in online blogs and social media sites may result in disciplinary actions if the content of the parent/student's blog or social media includes defamatory comments regarding the school, the faculty, other students or the parish.

### **Extra-Curricular Activities**

Students in the 1<sup>st</sup>-8<sup>th</sup> grades may choose to participate in our athletic programs within a variety of sports. A list of sports and grade levels that are welcomed will be provided by the athletic director at the start of the school year. If students choose to participate, parent permission and a health exam are required. Transportation to competitive events will not always be provided by St. Francis of Assisi.

At this level of sports, students are taught proper game skills and team-building skills. The goal of athletics here is not to showcase extraordinary athletes, but to allow all students an opportunity to play sports and participate. More competitive athletic competitions are expected at the high school level.

### **Field Trip Policies and Forms**

Field trips serve the instructional program by utilizing the educational resources of the community that supplement classroom work. To keep with the class's instructional objectives, teachers plan the field trips. Some field trips are held here on campus.

Parents and chaperones who participate on field trips must have attended a VIRTUS workshop. The school accepts no liability or responsibility for accidents or events that may occur during the course of a field trip, including transporting of student to and from the event.

Parents or guardians are required to sign a permission and liability release form in order for the student to participate. Participation in field trips is a privilege and can be denied to students who fail to meet behavioral requirements. Students are not allowed to attend a field trip without this written permission from their parents or guardians. A note or phone call cannot be substituted for this form. Teachers verify and set the number of parents or guardians needed to chaperone during field trips. Parent chaperones are to take an active role in supervising designated students, knowing that the students are ultimately under the jurisdiction of a teacher. Parents who transport students in their vehicle must have a copy of their valid drivers' license, Texas State Driving Record, and proof of insurance on file in the school office, as well as a seat belt for each student transported. Siblings of students participating in class field trips may not attend the outing. Students may only be transported to the designations indicated on the field trip permission forms.

### **Camp Kappe**

Camp Kappe, School of Environmental Education (located in Plantersville, Texas), and is designed for fifth grade students. The students, their teachers, and chaperones learn about food chains and life cycles. They study botany, wild-life, farm animals and gardening. Students are introduced to environmental issues and concerns. In addition, they learn about the effects of the environment on mankind and the effects that humans have on the environment. Stewardship of the principals of God's creation is taught, which encourages the students to protect our God-given resources and to use them wisely. Any concerns about participation at Camp Kappe can be brought to the principal of the school.

### **School Pictures**

Individual school pictures are taken in the fall and class pictures are taken in the spring. Mass uniforms are required for both fall and spring pictures. Graduation pictures are taken for kindergarten and 8th grade on the same day as the class pictures are taken in the spring.

## **Safety**

We respectfully request your cooperation with the teachers on duty at arrival and dismissal times. Because safety of our students is of utmost concern to us, please do not use this time to engage the teachers in conferences. If you need to talk with a teacher, call the office to request a formal conference.

Additionally, all visitors entering the building will be viewed by both exterior and interior cameras before getting their pass from the front office. You will be asked to provide ID prior to receiving a visitor's pass. All volunteers will be screened through VIRTUS training prior to working with any of our students.

Students will not be released to anyone not on the approved check-out form or emergency listings. Please make sure all people who are allowed to pick your children are on the student information form in the office.

### Unlicensed Drivers

Unlicensed drivers are not permitted to drive on the property or campus of St. Francis of Assisi Catholic School.

### Fire Drills

State Law requires that fire drills be held monthly. Maps of the fire routes are provided to the faculty in our Crisis Management Plan to ensure safe and orderly evacuation.

### Tornado Drills

Tornado drills are held twice per year at St. Francis of Assisi. Maps of the tornado drill are provided to the faculty in our Crisis Management Plan to ensure safe and orderly evacuation.

### Lock Down Drills

Lock down drills are held twice per year at St. Francis of Assisi. Teachers are given instructions for lock down procedures within our Crisis Management Plan in the event of a lockdown on campus.

### Guns and Weapons

We are a weapons-free, gun-free campus. Guns and other weapons are clearly a hazard to the welfare of human beings and a safe learning environment. Guns and weaponry are not permitted on campus at any time. Possession of such items results in immediate notification of the appropriate authorities.

### Archdiocese Policy on Use Drugs and Controlled Substances

“The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. A student is subject to removal from class which may result in suspension, expulsion, or referral for prosecution. This policy is in effect whether the student is on school property or attending a school sponsored or school related activity on or off school property.” The following are examples:

- Chemical substance use, possession for consumption, sale or dispensing of illegal drugs and narcotics
- Medication misuse or over-dosage
- Acting under the influence of an illegal drug, alcohol, narcotic, marijuana, or a controlled substance

## **Parent Involvement**

### Service Requirements

Each family must complete 20 mandatory service hours – 10 hour to be completed in the fall and 10 hours to be completed in the spring. Service hours must be completed by the end of the school year. Please ask the homeroom,

front office, or look within the SFA Flyer for ideas on how you can support the school, be involved in your child's education and meet the service requirement.

### School Fundraisers

To provide a quality Catholic Education for children, the school must have the necessary funds to provide the best-qualified teachers possible, as well as current technology and textbooks. Tuition does not cover the cost per pupil to educate our students. SFA respectfully requests positive parental participation regarding all school fundraising activities and with fulfillment of volunteer activities in service to the school.

The school will hold three major fundraisers during the school year. These events are the Annual Crawfish Festival, Steps for Students, and an Annual Appeal. All proceeds received from Steps for Students, the Crawfish Festival, and Annual Appeal will be utilized to supplement the school's operations budget. In order to be successful, the involvement of parents regarding all aspects (i.e. planning, execution and evaluation) will be critical. Any participation in the fundraisers indicated above can be used towards completion of service requirements.

One of the main benefactors to St. Francis of Assisi Catholic School continues to be the Faith Community of St. Francis of Assisi Catholic Church. It is therefore, requested that every family support St. Francis of Assisi Catholic Church by purchasing raffle tickets for the Annual Parish Bazaar held in October and/or volunteering at the event.

### The Role of School Organizations

School associations and organizations are under the direction and leadership of the school principal. To provide sound structure by-laws should be established for associations and organizations. All organization funds belong to the school and are managed by the principal through the school account number. No separate account numbers are allowed. The principal must approve all fund disbursements. Formation of these organizations, as well as the continuance of them, is solely at the discretion of the principal.

- ***Parent/Teacher Organization:*** Parent Teacher and/or Home School Organizations under the leadership of the principal provide parents and educators a vehicle to foster collaboration in educational and social endeavors. The principal must approve all fund disbursements.
- ***Booster Club Organizations:*** Booster Club Organizations under the leadership of the principal assist schools in providing appropriate athletic competition for students. The principal must approve all fund disbursements.

### **Change of Address or Phone Number**

Please immediately notify the school in writing when there is a change of address and/pr a change in telephone numbers (home, cell, or business). It is important to keep this information current for the student's safety in case of emergencies.

### **Transfer**

When a student transfers to another school, the parents should notify the front office. All textbooks are returned to the teacher. If fines or fees are not due, transcripts and other school records are sent to the child's new school by post office mail, as requested by the new school. Records are released to the new school's registrar after all previously required SFA tuition and fees are paid. Parents wishing to view student records must submit a written request twenty-four hours in advance so that time is allotted to prepare the records for your viewing.

### **Use of School Grounds and Facilities**

Outside of school hours, all use of the school's grounds and facilities is at the discretion of the Pastor.

### **St. Francis of Assisi Catholic School Handbook Policy and Amendments**

Communities are successful to the degree to which the members are knowledgeable and are in accordance with the



rules, regulations, and policies that govern them. Parents assist and support the teachers and administration in the implementation and enforcement of the school rules, school policies, and regulations. It is expected that families abide by the policies, procedures, and regulations set forth in this handbook. The school and/or the principal retain the right to amend this handbook at any time. Parents and students are expected to sign the Handbook Acknowledgment Form below. If you have any questions about the contents of this handbook, please contact the front office at (713) 674-1966.

## ST. FRANCIS OF ASSISI CATHOLIC SCHOOL | 2016-2017 CALENDAR

<p>1-9 = Teacher Work Days                      9 – Free Sport Physicals at SFA                      10 = Students Return, Parent Orientation, Opening BBQ                      10 – First Quarter Begins                      12- Opening Mass and SFA Board Induction, Parents/Parish Invited                      29-31 = Renaissance Test (1-8)</p>	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr style="background-color: #e74c3c; color: white;"> <th colspan="7">AUGUST 2016</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	AUGUST 2016							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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<p>1-3 – Catholic Schools Week                      3 – Mid-Quarter 3 Mark                      6-10 – Parent/Teacher/Student Conferences (Various Times)                      6-10 Renaissance Test (1-8)                      18 – Steps for Students                      20 – NO SCHOOL (Presidents)                      24 – AGH Spelling Bee (3<sup>rd</sup>-5<sup>th</sup>)                      28 – Black History Parent Night</p>	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr style="background-color: #e74c3c; color: white;"> <th colspan="7">FEBRUARY 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	FEBRUARY 2017							S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28											
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<p>1 – SFA School Founders Day                      1-2 = Renaissance Test (1-8)                      2 – Mid-Quarter 1 Mark                      5 = Labor Day                      6-9 – Parent/Teacher/Student Conferences (Various Times)                      9 – Grandparents Morning                      27 – Parent Reading Night                      26-30 – Scholastic Book Fair</p>	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr style="background-color: #e74c3c; color: white;"> <th colspan="7">SEPTEMBER 2016</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	SEPTEMBER 2016							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
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<p>7 – End of Quarter 1 Grading                      10 – No School (Columbus)                      11 – Second Quarter Begins                      12 – Quarter 1 Report Cards Sent Home in Red Folder                      21 – Individual Pictures                      24-28 – Red Ribbon Week                      31 – Halloween Festival</p>	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr style="background-color: #e74c3c; color: white;"> <th colspan="7">OCTOBER 2016</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	OCTOBER 2016							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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<p>3 – Go Texan Day                      10 – End of Quarter 3 Grading                      13-17 – Spring Break                      20 – Fourth Quarter Begins                      22 – Quarter 3 Report Cards Sent Home in Red Folder                      27-31 – ITBS Testing</p>	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr style="background-color: #e74c3c; color: white;"> <th colspan="7">MARCH 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	MARCH 2017							S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
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<p>6 – AGH Science Fair (K-5<sup>th</sup>)                      7 – Group &amp; Kinder/Eighth Grade Graduation Pictures                      13 – Mid-Quarter 4 Mark                      13 – PK3-K Easter Egg Hunt                      14 – NO SCHOOL (Good Fri)                      17 – NO SCHOOL (Easter Mon.)                      19- Quarter 4 Progress Reports Sent Home in Red Folder                      24-28 = Renaissance Test (1-8)                      30 – Crawfish Festival                      3-28 – Mickey Leland Food Drive for SFA Food Pantry</p>	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr style="background-color: #e74c3c; color: white;"> <th colspan="7">APRIL 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	APRIL 2017							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
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<p>4 – Mid-Quarter 2 Mark                      7-11 – Renaissance Test (1-8)                      8 – Election Day                      9 – Quarter 2 Progress Reports Sent Home in Red Folder                      11 – Veterans Assembly at 8:00 AM in Gym                      18 – Thanksgiving Lunch for Student Families                      21-25 – Thanksgiving Break                      1-18 – Thanksgiving Food Drive for Houston Food Bank</p>	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr style="background-color: #e74c3c; color: white;"> <th colspan="7">NOVEMBER 2016</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>	NOVEMBER 2016							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30										
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<p>1 – No School (Crawfish)                      2-5 – Teacher Appreciation                      2-5 – 5<sup>th</sup> Grade Camp Kappé                      5 – Cinco de Mayo Party                      12 – May Crowning                      15-19 – Middle School Exams                      23 – Awards Parent Night                      19 – Kinder/Eight Graduation                      24 – Classroom Awards                      25 – SFA Field Day                      26 – Last Day of School                      29 – No School (Memorial Day)                      30-31 – Teacher Work Days</p>	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr style="background-color: #e74c3c; color: white;"> <th colspan="7">MAY 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	MAY 2017							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
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<p>12-16 = Middle School Exams                      13 – Christmas Parent Night                      16 – End of Quarter 2 Grading                      19-30 – Christmas Break</p>	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr style="background-color: #e74c3c; color: white;"> <th colspan="7">DECEMBER 2016</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	DECEMBER 2016							S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
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<p>3 – Students Return from Christmas Break                      3 – Third Quarter Begins                      4 – Quarter 2 Report Cards Sent Home in Red Folder                      16 – NO SCHOOL (MLK)                      20 – AGH Science Fair (5<sup>th</sup>-8<sup>th</sup>)                      29 – Catholic Schools Week Mass at St. Francis of Assisi                      29-31 Catholic Schools Week</p>	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr style="background-color: #e74c3c; color: white;"> <th colspan="7">JANUARY 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	JANUARY 2017							S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
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St. Francis of Assisi Catholic School  
**PARENT-STUDENT HANDBOOK**  
**ACKNOWLEDGMENT FORM 2016-2017**

Dear Parent/Guardian:

Please sign, date and return this acknowledgment form to your oldest child's teacher. Your signature (and that of your child/children) indicates that you have read this handbook. It also means that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations and policies discussed in this handbook.

Thank you for your cooperation.



Our family has discussed the St. Francis of Assisi Catholic School Parent-Student Handbook.  
We agree to follow the school procedures, regulations and policies covered in this Handbook for 2016-17.

\_\_\_\_\_  
Print Family Last Name

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Student Signature Grade Date

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Student Signature Grade Date

\_\_\_\_\_  
Student Signature Grade Date

St. Francis of Assisi Catholic School  
**MEDIA RELEASE FORM 2016-2017**

I hereby grant permission to St. Somebody Catholic School to allow my child/children, to be photographed, videotaped, interviewed, or posted through images on the parish/school website and other printed material such as newsletters and yearbooks.

It is my understanding that this photograph/interview or portions thereof will be used for public view and for teacher training purposes. Images will not be bought or sold.

I agree to participate without financial remuneration, and I understand that this releases St. Somebody Catholic School, and the Archdiocese of Galveston-Houston from any future claims as well as from any liability arising from the use of said photograph/interview.

Print Family Last Name \_\_\_\_\_

Name of Child \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Child \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Child \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_