



# ST. FRANCIS DE SALES SCHOOL

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Forming Minds & Hearts  
Through Classical Education

## K - 8th Grade Handbook

**40 Granville Street  
Newark, OH 43055  
740-345-4049  
740-345-9768 (fax)  
[www.stfrancisnewark.org](http://www.stfrancisnewark.org)**

## **A Message to Families**

The Administration, staff, students, and parish of St. Francis de Sales welcome you to a new school year!

This handbook has been prepared as a reference for families and staff. Its purpose is to clarify policies and practices that govern the operation of the school. The policies of St. Francis de Sales School are based on the policies and regulations of the Diocese of Columbus Department for Education. Please take the time to read it carefully. Ask questions on any information that is not clear. We ask that families and school staff work together to provide a quality Catholic education for the children of this parish. We pray that God will continue to guide us on this mission of Catholic education.

### **Parent/Student Agreement to Comply with School Policies**

A student is required to know all the information, policies, and regulations. These policies will be reviewed at the school, and parents are strongly encouraged to review this information with their children.

Acceptance of admission/enrollment to St. Francis de Sales School entails an agreement to comply with all school rules, policies, and regulations as published or may be enacted during the school year by the Administration. A statement indicating agreement by students and their families is to be signed and returned to St. Francis de Sales School at the beginning of each school year.

### **Mission Statement**

St. Francis de Sales School, grades Preschool thru 8<sup>th</sup>, is an authentically Catholic school. We offer a challenging academic curriculum with the pursuit of excellence for all. We are a loving and caring community where Christ is encountered daily, and discipleship is fostered.

### **Our Beliefs**

- Students are taught the Catholic religion both for knowledge and an appreciation of its traditions and principles.
- Our instruction for all students is diverse and focuses on everyone's individual learning style.
- Each student is a valued individual with unique gifts and talents given by God.
- A student's self-esteem and creativity are enhanced by positive relationships and mutual respect among and between students and staff.
- Teachers, administrators, parents, students, and the community share the responsibility for advancing the school's mission.
- The commitment to continuous improvement is imperative, for this enables students to become confident, self-directed, lifelong learners.
- Teachers foster growth and promote self-discipline in all students.

*We love our school and so will you!*

### **Philosophy Statement**

St. Francis de Sales School, as a ministry of the Catholic Church, is dedicated to educating the mind, body, and spirit of each child with special emphasis on Catholic identity. The mission of St. Francis de Sales School is threefold: to teach doctrine, to build community, and to provide quality education throughout the curriculum. Parents, children, and educators form a unique family-centered partnership in a school community which furthers the mission of the Catholic Church.

The community of St. Francis de Sales is committed to the development of the whole child. We stress acceptance of differences. We emphasize cooperation and a concern for others, and we encourage a sense of commitment toward the larger community. Students in our school will grow in their ability to love through an awareness of God's love, an acceptance for self, and a respect for others.

We seek to provide a challenging curriculum with flexibility to meet the needs of each student. We believe that to be effective, education must be real, be placed in context, and holistic. We place strong emphasis on the integration of reading, personal expression of ideas through speaking and writing, the mastery of mathematical applications, scientific concepts and problem solving. We encourage exploration, creativity, appreciation of the Arts, physical activity, and emotional well-being. Children are encouraged to become life-long learners and decision makers in search of knowledge.

We seek to develop in our students a broader sense of the world and the obligation to serve others. We want children to be active problem solvers, to stand up for their own beliefs, as well as to realize the value of quiet prayer and reflection.

Our school climate strives to be child-centered, friendly, and inviting. Although styles of teaching vary, we recognize and respect different learning styles and are united in our commitment to reach every child. Our faculty is excited about their vocation as educators and consistently challenge themselves as professionals.

The St. Francis de Sales community will continue to cultivate and encourage in each child the mental, spiritual, emotional, and physical growth they need to live healthy and productive lives now and in the future.

## **Expectations**

### WHAT PARENTS CAN EXPECT OF TEACHERS

It is the responsibility of the teacher to provide a positive learning environment and meaningful learning experiences presented in a respectful environment. The major method of communication between the teacher and parent is the FACTS email system and Flocknotes. Parents can expect their child's teacher to formulate fair classroom policies (approved by the principal) and to support and enforce all school policies. Parents can expect that teachers will practice professional integrity by discussing their child's needs only with appropriate staff members. Parents can also expect teachers to act in a ministerial role, helping their children to learn about the faith of the Catholic church, regardless of whether the teacher is explicitly teaching a religion course. Our teachers are expected to share the Faith through their example and the witness of their lives.

### WHAT TEACHERS CAN EXPECT OF PARENTS

Teachers can expect that parents will always be supportive of them. Teachers should be able to assume that parents are checking their student's grades, teacher communication, homework assignments and progress on FACTS. Teachers should be able to conduct classes without unnecessary interruptions. Forgotten student items like lunch bags and gym clothes should be dropped off to the office, who will make sure students receive them at an appropriate time that will not be disruptive. Each teacher is entitled to respect as a professional educator as well as to his/her good name and reputation in the local community.

## PARENT CODE OF CONDUCT

Our school succeeds when the administration, teachers, and parents partner for the good of each student. Mutual support, respect, and cooperation between parents, teachers, administration, and students is essential for effective formation and education. For the parents' part, signing and accepting the terms of this handbook indicates your willingness to support and to cooperate with the leadership and faculty of the school concerning the rules stated. Specifically:

- To always use a respectful tone when addressing a member of the faculty or staff.
- Do not discuss disagreements and conflicts with the school in the presence of your child.
- When conflicts arise, contact the teacher first. If not resolved, contact the vice-principal. Then a meeting will be set up with the vice-principal, principal (if deemed necessary), teacher, and parent(s) to resolve the issue.

If social media is used by the parent to portray the school in a negative light or degrade the school or its faculty or staff in any way, dismissal of the student will be considered. All concerns will be discussed with the school in a respectful and confidential manner.

## **Academics**

### ACHIEVEMENT TESTS

Student progress is assessed in Math and Reading through the STAR test by Renaissance Learning and ACRE in grades 5 and 8.

### GRADUATION

A graduation ceremony is held at the end of the fourth quarter for students who have successfully completed the requirements of the Diocese of Columbus through grade 8.

### HOMEWORK

Homework is an important part of mastering the academic curriculum. Students will use an agenda to record homework tasks, including long-range assignments, which require good time management skills. Parents should check the agenda daily to monitor progress and see that the student has a suitable atmosphere in which to study. Parents may help and encourage the child; however, we want our children to strive for independence. Some children work more rapidly than others. If you feel that your child is spending more time on homework than he or she should, please check with the teacher.

The following are the Diocesan guidelines for homework each night:

- Grades K – 1: ~20 minutes
- Grades 2 – 3: ~30 minutes
- Grades 4 – 6: ~60 minutes
- Grades 8 – 9: ~90 minutes

Students who are absent will have one day for every day they are out to make up any missed work. Students are responsible for the work and information provided while they are out.

Regarding Vacation Make-up Work, we discourage vacations during the school year. Advance homework assignments will be handled at the discretion of the teacher or completed upon return. Vacation days do count towards the number of allowable absences for the school year and are not considered excused.

## INTERIM / PROGRESS REPORTS

All information regarding grades, unless otherwise noted, will be available through FACTS. Teachers in grades K-6 will release grades during the quarter, including the Progress Reports. Grades 7 and 8 teachers will release grades at regular intervals. Progress Reports (Report Cards) will be posted online at the end of the quarter. Parents should contact the student's teacher with questions regarding how a student has been evaluated. Please read your child's report card carefully and discuss it with him or her.

Interim Reports are posted online to communicate exceptional performance, improved progress, or concerns during that quarter. Interim Reports are used in addition to regular communication with families to help maintain student progress and provide additional support as needed. Please check with your child's teacher if you have any questions.

## PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled twice a year with the first one being mandatory. During this time, each parent can meet with the child's teacher(s) to discuss the child's progress. Topics of discussion may include academic progress, physical well-being, work and study habits, social adjustment, and behavior. Parents are welcome to call for a conference whenever they consider it necessary. Teachers can always be reached by calling the school or through email. Parents are encouraged to follow a chain of command when issues arise. Discussion starts with the teacher first before involving the vice-principal, principal, or pastor.

## PROMOTION / RETENTION

The promotion/retention of a student in any grade level should always be in the best interest of the student. Every student shall be placed where he/she can work to his/her best advantage. The first consideration for student retention is the ability to meet at least minimum levels of knowledge and skills at this grade level. However, academics will not be the sole factor in the determination of retention. The student's age, maturity level, emotional and social criteria must also be considered on an individual basis. Retention shall occur only if it presents the student with the opportunity to function successfully at grade level in these areas.

If retention seems necessary, parents will be notified during the second conference of the possibility and notified in writing during the third quarter if it is likely. The principal shall have direct charge of promotions and retention. The principal shall take into consideration the ratings and recommendations of the teacher(s) of the student under consideration. Failure to make satisfactory progress in meeting the standards in one academic subject may require successful completion of summer school for promotion to the next grade level. Failure to make satisfactory progress in meeting the standards in more than two academic subjects may result in retention (Diocesan Policy #5320).

## RELIGIOUS EDUCATION

The purpose of Catholic education is to assist parents, the primary religious educators of their children, with formation, while providing an academically rigorous education. The religious formation done at St. Francis does not stand alone but compliments the formation already underway at home. At St. Francis de Sales School this is achieved through an integrated approach, utilizing the principles of Classical Catholic education to interweave our faith life throughout the curriculum in addition to the graded course of study in religion, which is taught in grades K-8. The classroom's Religion course covers the basic tenets, beliefs, traditions, and practices of the Roman Catholic faith. Sacramental preparation for Eucharist, Reconciliation, and Confirmation is incorporated into the curriculum at the appropriate grade levels.

Eucharistic participation is a high priority. All school liturgies are scheduled every Thursday and Friday at 9:00, considering holy days or other special circumstances. Weekly opportunities for group prayer and Eucharistic Adoration are also offered. Additionally, students in grades 6 – 8 participate in retreats run by Damascus Catholic Mission Campus.

## STUDENT RECORDS

According to the federal legislation passed in November 1974, known as the “Privacy Right of Parents and Students”, parents shall have the right to inspect and review all student records. ‘Student records’ encompasses all records, files, documents, and other materials which contain information directly related to a student and are maintained by the school. Parents must be provided the opportunity to challenge their student’s records to ensure that such records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. If such a hearing does not resolve a potential conflict, parents must then be able to insert a written explanation of their own into the records.

No identifying information from student records may be released without explicit permission of the parents. This includes family members other than the parents without court identified guardianship and/or parental consent. Uses which do not require parental permission are:

- Non-identifying information used for statistical purposes.
- In-school staff members using information to enhance their files and/or knowledge of the student.
- Information required by federal or state laws.
- Transfer of records to the next school where the parents have sent notification of such a transfer.
- Release of emergency health information.

## TEXTBOOKS

Most of our school textbooks have been purchased by the State of Ohio Auxiliary Funds. Books must always be protected by a book cover, bought or homemade. Tape should never touch the book itself. A book bag of durable, protective material must be used for carrying books to and from school. Parental assistance in this matter is requested as textbooks can be easily damaged by weather and misuse. Lost or damaged book replacement will be the responsibility and students and their parents/guardians. Backpacks with wheels are not permitted in grades 7 & 8 as lockers are provided for book storage.

## FRUITS OF THE HOLY SPIRIT

The Fruits of the Holy Spirit develop when a person is docile to the Lord and strives to grow in virtue. To motivate our students and to promote lives of virtue, we will be working with the Fruits of the Holy Spirit -- Joy, Faithfulness, Gentleness, Kindness, Charity, Peace, Patience, Goodness, Generosity, Modesty, Self-Control, and Chastity. During each quarter, we will “catch students in the act” while displaying these Fruits of the Holy Spirit. Students will be recognized for these acts in several ways.

## **Academic Integrity Policy**

### STATEMENT OF PHILOSOPHY

We believe that we should be honest people who are full of integrity. Teachers and students must always be honest with each other and themselves. This is a priority at St. Francis de Sales School. We challenge students to make honest decisions in their academic, extracurricular, and social commitments. Therefore, cheating, plagiarizing, and lying are unacceptable behaviors at St. Francis de Sales School.

## ACADEMIC DISHONESTY

Academic dishonesty includes giving or receiving any assistance or any unfair advantage on any form of academic work. Such acts include, but are not limited to:

- The use of talking, signs, or gestures during any type of assessment.
- Copying from another student or allowing the copying of an individual assignment.
- Sharing and/or copying homework, projects, and/or all other assignments.
- Passing test or quiz information during a class period or from one class period to members of another class period with the same teacher.
- Exceeding time limits on timed tests, quizzes, or assignments.
- Unauthorized use of study aids, notes, books, data, or other information.
- Bringing in and/or using unauthorized information such as books, study aids, notes, or data during class time, including information stored in a calculator or any other electronic device.
- Copying another student's assignment digitally.
- Sabotaging the projects or assignments of other students.
- Use of any electronic devices during any test or school assignment.
- "Making up" information or sources.
- Changing answers during "grade-your-own" times in class.
- Knowingly taking credit for an assignment to which you did not contribute.
- Deception of any kind.

### **Plagiarism**

Plagiarizing is defined as "taking and using someone else's thoughts, writings, inventions, or ideas and passing them off as one's own" (Oxford English Dictionary). Such acts include, but are not limited to:

- Having a parent or another person write a paper (including the purchase or free download of works on-line) and then submitting as one's own work.
- Using a paper or work from previous years as your own.
- Failing to use proper documentation and bibliography.
- Submitting images and/or documents in whole or in part from the Internet without citation of the source(s).
- Copying another's work.
- Incorporating portions of another's writing within the context of your own work.
- Failing to acknowledge a source of information.
- Using graphics, charts, diagrams, illustrations, or another's ideas without proper citations.

### **Stealing**

Stealing includes taking without the right or permission to do so. Such acts include, but are not limited to:

- Stealing copies of tests or quizzes.
- Illicitly accessing the teacher's answer key for tests or quizzes.
- Stealing the teacher's edition of the textbook.
- Stealing another student's homework, notes, or handouts.

### **Lying**

Lying/falsification includes the statement of any untruth, either verbally or in writing. Such acts include, but are not limited to:

- Forging of signatures.
- Tampering with official records.
- Fraudulently adding, deleting, or manipulating information on academic work, or fraudulently changing a test or other academic work after the testing period or due date of the assignment.
- Lying or failing to give complete information to a teacher.

- Feigning illness to gain extra preparation time for tests, quizzes, or assignments due.

### **Consequences for Violating the Academic Integrity Policy**

Offenses accumulate throughout the student's 5th, 6th, 7th, & 8th grade years. Violations must be observed or verified by a member of the St. Francis de Sales faculty or administration.

#### **1st Offense**

1. All students involved receive no credit for the assignment unless deemed otherwise by the teacher.
2. The student will be ineligible for the next game and all practices leading up to that game and/or any school-sponsored events scheduled in that week, per the Eligibility Policy (found on page 30).

#### **2nd Offense**

1. The parents of any/all students involved will be called in to meet with the teacher.
2. The student is excused from the Student Council if she/he is a current member and is dismissed from class office, if applicable.
3. The student will be ineligible, per the Eligibility Policy, for the next week.

#### **3rd Offense and beyond**

1. All parties – the student, parents, teachers, and administrator will meet to discuss violation of the policy and consequences. The consequences for any additional violations of the policy will be discussed at that time.
2. The administrator will issue a 1-day in-school suspension with no credit given for any work.
3. The student's grade card for that school year will state "This student has violated the St. Francis de Sales School 'Code of Academic Integrity' on three occasions."
4. The student is immediately removed from any extracurricular activities for the remainder of the nine-week period. Students may be able to return to activities after the nine-week period, at the discretion of the principal.

## **Attendance**

Regular and punctual attendance is a serious responsibility of both parents/guardians and pupils. Irregular attendance may seriously interfere with a child's opportunity to secure the full advantages of the academic program. A child who misses more than 28 or more days of the school year may be retained (Diocesan Policy #5201). Continuous absences will be subject to review by the administration. Exceptions may be made for hospitalization, extended illness, injury, or quarantine and may be made up in cooperation with teachers and families.

The Ohio Revised Code and Diocesan policy stipulates that every child of compulsory school age must attend full time when school is in session. All students must reside with a parent/guardian who is responsible for seeing that these children attend school.

### **QUALIFYING ABSENCES & OUTCOMES**

Any student who is not in attendance by 9:00 am of a school day shall be recorded as missing at least a half day of school. Any student not in attendance by 11:00 am of a school day shall be recorded as missing a full day of school. If a student leaves early (before 1:30pm), they will be marked as missing a half day of school.

Any student who misses a half or full day of school will not be eligible to participate in any after-school functions on that day unless they have a doctor's note.

Students are not permitted to leave the school property during the day except in cases of emergency and only



then with permission from a parent/guardian and the principal.

A student who is absent will, upon his/her return to the classroom, present a note describing the reason for absence, the date of the absence, and the signature of a parent/guardian. An email to the teacher and office will be accepted as well.

A record of attendance and tardiness will be maintained for every student. The law requires that this record be retained as part of the permanent record of the school. If your child is absent, they will be marked absent on their attendance record. This record must be included with all file transfers.

Please call the school office to inform us of any changes for the school day (i.e., transportation, absences, etc.). Phone messages are checked frequently.

### **Reporting an absence:**

- The parent/guardian must call the school office (740-345-4049 x2) before 9:00a.m.
- Homework must be requested at that time and may be picked up starting at 2:30 p.m. in the school office. Homework must be picked up no later than 3:00 p.m. Please see the Homework section on page 3 for more information.
- If an absence is extended, the parent/guardian must phone each day. Extended absences of more than 5 consecutive days must have medical documentation. All other types of absences require an email or note signed and dated by parent/guardian explaining the reason for the absence.
- Medical appointments should be scheduled outside of the school day; however, if this is not available, please make the appointment later in the school day, or as early as possible.

Requests for early dismissal must be made in writing, signed, and dated by the parent/guardian and presented to the school office at the beginning of the day. Students will be dismissed from the office, not the classroom. The student must present an appointment card or other evidence of the appointment when the student returns.

### ATTENDANCE AREA

Students should attend the school of the parish in which the student's parent(s)/guardian(s) are registered members (DOC Policy #5103). If the parish school is full, the student may attend another parish school, if the student's pastor and the pastor of the chosen school concur. If the parish has no school, the children may attend a nearby parochial school.

In the case of a high school, the location of residence of the student's legal guardian is used to determine the assigned high school. All Licking and Knox County residents attend Newark Catholic High School. Boys may also attend St. Charles Preparatory High School in Bexley.

### PHYSICAL RESTRICTIONS

Students who attend school with permanent or temporary physical restrictions must present a written doctor's excuse on the first day of returning to school. The doctor's excuse must define the exact restriction, the approximate lengths of the restriction, and the restrictions in detail.

## SCHEDULE

Supervision by school personnel is provided for students from 7:30am until 3:00 pm and during school sponsored extracurricular activities. The school assumes no liability for students outside of the above times unless they are dropped off by their bus prior to 7:30 am. Parents are expected to see that their children do not arrive at school before 7:30 am or remain after 3:00 pm except for approved reasons.

The school is responsible for the safety of students during school hours. Students are not allowed to leave school premises during school hours unless a written note from a parent/guardian is presented to the school office. This policy applies from the time a student arrives at school until he or she is picked up by bus/car or leaves for home by other designated means [in this case, permission must be on file in the school office]. If a student is to remain at school for an after school sponsored activity, this policy applies until that activity is over and the student is authorized to leave.

## SCHOOL HOURS

The first bell rings at 7:50am each day. Students are considered tardy at 7:55 a.m. and must check in at the school office before reporting to their classrooms. The final bell of the day rings at 2:40 p.m., at which time students are dismissed for pickup. If students have not been picked up by 3:00 p.m., their family will be contacted, and the students may be sent to the Extended Day Program (EDP). If students are sent to EDP, parents will be charged accordingly. Please make sure your student is on time for school every day.

## TARDINESS

Students are tardy if they are not in the classroom by 7:55 a.m. when the morning bell is sounded, when their class begins, or when not present to enter the classroom with the class after recess. Consequences for tardiness to individual classes will be determined by the classroom teacher and principal.

## TRUANCY

Students are truant from school when they are not in assigned classes, leave school without permission, or falsify a reason for being absent. Truancy is a serious violation of the Attendance Policy and may incur disciplinary measures at the discretion of the principal. Students who are truant from school are required to make up the total school time missed. Cumulative unexcused absences may be reported to the central office of the public school district.

### **Admission Policy Grades K-8**

## ADMISSION PRIORITIES

The admission of students to St. Francis de Sales School for Kindergarten - 8 will follow these priorities:

1. Children from families registered, active and participating in St. Francis de Sales parish with children already enrolled in the school.
2. Children from families registered, active and participating with other Catholic parishes with children already enrolled in the school.
3. Children from families of other faiths with children already enrolled in the school.
4. Children from families registered with St. Francis de Sales parish with no other children enrolled in the school whose first child is just reaching school age.

5. Children from families moving into St. Francis de Sales parish who have been in Catholic schools at their previous location if they were available.
6. Children from families registered with other Catholic parishes with no other children enrolled in the school.
7. Children from families of other faiths with no other children enrolled in the school.

### ADMISSION NOTIFICATION

Parents will be given a status update of their registration (admission or position on the waiting list) as soon as possible. For a student to be admitted, records must arrive prior to the student's first day at school. If you have questions about your registration or wait list status, please contact the school office.

### CHILD CUSTODY

The custodial parent is required to provide the principal or the person in charge of admissions with a certified copy of any child custody order or decree pertaining to a pupil.

Parents have the obligation to inform the school immediately anytime the custody of a child changes. School officials will need to make a copy of the court order for the child's permanent record. Both the custodial and the non-custodial parent are entitled to access to their child's records and to conferences with the teacher unless the court has ruled otherwise. However, the non-custodial parent may not visit the child at school or remove the child from the premises without the expressed written and verbal permission of the custodial parent. Stepparents have no legal rights to records, reports, or conferences without written permission from the custodial parent.

St. Francis is in no way obligated to speak about the child's academic or behavioral record with anyone who is not the legal guardian of the child without the express permission of the parent/guardian.

### NON-DISCRIMINATION STATEMENT

St. Francis de Sales School recruits and admits students of any race, color, or ethnic origin to all its programs and activities. In addition, the school will not discriminate based on biological sex, race, ethnicity, religious affiliation, English proficiency, or disability in the administration of its educational programs and athletics/extracurricular activities. The school is open to students of families who sincerely seek the religious nature of our program. While preference is given to parish members, others are welcome as space allows. New admissions are subject to the approval of the principal who will exercise discretion to assure enrollment for good and proper reasons, consistent with the school's philosophy and mission. Students for whom financial obligations to this or other schools of the diocese remain unpaid may not enroll. (DOC policy #5000 and #5100)

### PREVIOUSLY ENROLLED STUDENTS

Children who are currently enrolled in kindergarten through grade 8 are guaranteed admission for the following school year provided their tuition and fees are paid in full by June 30th and all required paperwork for the coming year has been submitted. All children must go through annual registration to be considered for kindergarten. Families accepted into kindergarten who, after going through the Kindergarten Screening decide to withhold their child, will need to register again for the following school year. No child is guaranteed admission to kindergarten, as each child's ability level, age, and circumstances are different. We use the Brigance Screening to determine Kindergarten readiness.

## ENROLLMENT MATERIALS FOR NEW STUDENTS

The following information is required for new students at the time of enrollment:

- Birth Certificate (copy only)
- Baptismal Certificate (if not baptized at St. Francis) (copy only)
- Updated copy of Immunization Records
- Student's Social Security Card (copy only)
- Recent Report Card (for students entering grades 1-8)
- Letter of Reference (Grades 5-8 only)
- Custody Papers (if parents are separated or divorced)

## ENROLLMENT PROCEDURE

All enrollment is completed online. Parents of both new and returning students will receive an enrollment link directly from FACTS (school management website) to formally enroll in the upcoming school year. Enrollment will be considered complete after all required documents and fees are received. Students who enroll late risk being placed on a waiting list should class sizes reach capacity.

Parents are asked to sign an enrollment agreement which outlines tuition, fees where applicable, and parental responsibilities (i.e., volunteer program, school policy/regulations, and grant expectations).

The St. Francis de Sales School Enrollment Agreement must be signed by every parent/guardian and states that:

- The student(s) will attend St. Francis de Sales School for the upcoming year.
- The parents and students will uphold the school mission, philosophy, and policies and procedures.
- The parents will work closely with school personnel on the child's behalf.
- The parents will be financially responsible for the full amount of tuition and fees.
- They understand that delinquency in paying tuition and fees may result in their child being removed from school and all grade cards and student records may be withheld.
- A prorated tuition refund will be made only for students moving out of the areas served by St. Francis de Sales School (outside Knox & Licking counties).
- Parents and students will uphold the eligibility requirement for participation in the athletic program.
- The parents will participate in the St. Francis de Sales Volunteer Program (25 hours per family). (See the section on Volunteering on pages 27 and 28 for more information.)

## TUITION AGREEMENTS

In cases of shared parenting and/or custody agreements, tuition agreements will be sent to the residential parent only. The full cost of tuition will be billed to the residential parent, unless the custody agreement specifically identifies which parent is responsible. Please contact the Parish Accountant at 740-345-9874 x223 for more information.

## TUITION POLICY

Tuition reflects a necessary source of revenue in the yearly budget. All efforts are made to ensure a Catholic education for Catholic families who wish this for their children. Please see the Business Manager if your family is experiencing financial hardship. Parish membership at St. Francis de Sales is determined by parish records.

- All students are charged the per pupil rate.
- All families must be enrolled in FACTS regardless of whether they plan to pay in installments or in full. Diocesan policy requires all families to enter the monthly payment plan if tuition is not paid in full by July 1.
- An annual enrollment fee per student (charged by FACTS) is required at the time of enrollment.
- An annual \$300 Student Services Fee is charged per student in addition to tuition.
- Parish Grants are available to St. Francis de Sales parishioners who apply and meet the criteria.
  - St. Francis de Sales Parishioner Grant applications are available to complete within the online FACTS reenrollment process. Your reenrollment must be complete by May 1 for consideration for a parish grant.
- Students belonging to other parishes may receive a parish grant from their parish. Grant request forms are available in the school office and via download during the online FACTS enrollment process. Other parish financial assistance will be applied to your tuition bill once approval is received from the sponsoring parish.
- Students applying for the EdChoice Expansion or EdChoice Traditional Scholarships will be billed through FACTS beginning July 1 and may be reimbursed (if applicable) once the scholarship is awarded. All students, regardless of eligibility for EdChoice, are responsible for paying the registration and student services fees.
- We use FACTS for all our tuition billing. FACTS offer a convenient billing solution for the school as well as a convenient payment option for families. There are two methods of payment permitted:
  - Automatic Debit (ACH) from your checking or savings account
  - By Credit Card (processing fees apply)
- FACTS provides three payment options, each of which will be assessed a one-time processing fee by FACTS. The fee amount varies based on the type of payment. Payment options are:
  - Paid in full by July 1 through Automatic Debit (ACH) or Credit Card (plus processing fees). Choose this option and receive a \$150 discount off your tuition.
  - Two payments by ACH or Credit Card (plus processing fees) due in July and January.
  - Three to 11 payments starting July through May. You may also choose one of two payment dates: the 14<sup>th</sup> of the month or the 28<sup>th</sup> of the month.
- Please call FACTS directly with payment or application questions:
  - Tuition Payment Plan: 866.441.4637
  - Financial Aid Application: 866.315.9262

Consequences for late payment include, but are not limited to:

- Phone calls and reminders sent from FACTS.
- Phone calls from the school office, parish accounting office, principal, and/or pastor.
- Conference with the principal and/or pastor.
- Withholding grade cards and/or permanent records, etc.

In addition to the above, consequences of non-payment include, but are not limited to:

- Refusal of registration enrollment for the following year.
- Discontinued enrollment in the current school year.

All efforts should be made to resolve unpaid tuition balances. Situations are handled on a case-by-case basis and are at the discretion of the pastor and the principal. St. Francis de Sales School will only accept children from another Diocesan school if tuition and fees are current at the sending school (Diocesan Policy #3240.1).

## WAITING LIST

If the number of applicants exceeds the number of class openings, a waiting list will be established. Following registration, positions on the waiting list will be assigned using the ranking criteria stated in the Admissions Priority section (pages 9 and 10). Families that are admitted have 24 hours to respond.

- If a family is offered an admission prior to the beginning of the school year and does not accept, they will be given a choice to either go to the bottom of the current list or be removed altogether.
- If a family is offered an admission during the school year and does not accept, they will be given a choice to either register for the beginning of the next school year or be removed altogether.
- Special circumstances for not accepting admission (such as illness) will be given consideration by the school administration.
- A new waiting list will be established for each school year. Participation in annual registration is necessary to be considered for the next school year, even if you are on the current waiting list.

### WITHDRAWAL PROCEDURES

Parents of students who withdraw from St. Francis de Sales School must notify the school office. All financial obligations must be met, outstanding fees paid, and books returned. A request for Release of School Records form must be completed and signed by the parents. All records will be forwarded to the receiving school. A prorated tuition refund will be made only for students moving out of counties served by St. Francis de Sales (Knox and Licking Counties) after all outstanding fees are met.

### WITHHOLDING OF STUDENT RECORDS

A school may choose not to release the cumulative records of students whose financial obligations to the school have not been met. However, grade placement/credits earned, standardized test scores, and health information must be released to the receiving school. Unless an arrangement which is acceptable to both schools can be reached, a Catholic school will not accept a student whose financial obligations to another Catholic school have not been met. (Diocesan policy #3240.1)

### **Bus Transportation**

It is the responsibility of the state to provide safe transportation to and from school for all elementary school pupils who live more than two miles away from the school of attendance (Ohio School Law 35.11). Students must be on time at their designated bus stop and should wait until the bus comes to a complete stop before attempting to enter. While on the bus, students should always keep all parts of their bodies inside the bus and keep their voices at a reasonable level.

- Bus riders should never tamper with the bus or throw anything out of the window.
- Bus riders are responsible for remembering all books or other articles.
- Bus riders must always be seated while the bus is in motion.
- Bus riders are expected to always be courteous to fellow pupils and to the bus driver.
- Students will be quiet when approaching a railroad crossing.

### BUS DISCIPLINE

Appropriate student behavior on the bus is critical to the safety of all passengers. The following are the steps the building administrator may use when they receive a Bus Discipline Referral Report from a bus driver:

- First Bus Discipline Referral: Warning from Administration
- Second Bus Discipline Referral: Administrative Disciplinary Sanction
- Third Bus Discipline Referral: 3-day bus suspension.
- Fourth Bus Discipline Referral: 5-day bus suspension.
- Fifth Bus Discipline Referral: 10-day bus suspension.

- Sixth Bus Discipline Referral: Possible permanent removal from the bus.

Students' behavior at bus stops is under the jurisdiction of school officials and/or school employees. Continued or willful violation will result in suspension of the privilege of riding the bus for a duration specified by the principal. See the School Discipline Code of Conduct (pages 14-18) for more information. Area school bus information and schedules are published in the local paper in August.

## BUSING CONTACTS

Additional information may be obtained from the coordinators of the local school areas:

- Granville: Ms. Clary, 740-587-8107
- Heath: Mr. Bramblette, 740-238-7111
- Lakewood: Mr. Karling, 740-928-8886
- Licking Valley: Mrs. Archer, 740-763-3775
- Newark: Mr. Slater, 740-670-7155
- North Fork: Mr. Maxwell, 740-892-2006
- Northridge: Mr. Walton, 740-967-7533
- SW Licking: Mr. Brown, 740-927-5901

## **Code of Conduct**

This code of conduct serves to guide the behavior of students at St. Francis de Sales School. Its intent is to create an atmosphere of mutual respect and cooperation so that a Christian learning environment may be obtained. It outlines expectations and indicates consequences for inappropriate behavior. It binds neither the Administration nor staff to actions not in the best interest of the child; rather, it provides a framework within which behavior can be effectively monitored. (Diocesan Policy #5401)

The essence of Christian discipline is self-discipline. The child must be free to choose one form of behavior over another and to take upon himself/herself the consequences of that chosen behavior. In guiding students toward self-discipline, efforts will be made to address each discipline situation according to the individual needs of the student(s) involved. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

## GUIDELINES

Students at St. Francis are expected to:

- Be respectful toward all aspects of the faith, participating with reverence in the religious life of the school.
- Be in prompt, regular attendance, prepared academically with all books, materials, equipment, and supplies necessary to meet the challenges of the day. Students may not leave the school grounds without permission.
- Be obedient to classroom and general school rules and policies, respecting all teachers, employees, volunteers, and students by following directions and accepting corrections with respect.
- Be courteous, charitable, and always use good manners, conducting themselves with dignity.
- Be considerate of school and student property, return borrowed items promptly to their places, and respect the personal property of others.
- Practice self-control always. Walk, not run, in the hallways. Speak in a way that brings honor to the speaker and to the listener(s) - in the classrooms, hallways, cafeteria, playground, and restrooms. This includes not interrupting the teacher from teaching or classmates from learning.
- Bullying of any kind is not permitted. No physical aggression or lack of courtesy shown toward others will be tolerated (i.e., arguing, putting others down, using inappropriate language and/or gestures or inconsiderate tones of voice, fighting or rough behavior, etc).

- Carry necessary communications between home and school.
- Adhere to the uniform dress code outlined in this handbook.
- Chewing gum is not allowed at any time during the school day, unless otherwise permitted by the teacher(s).
- To behave on church or school grounds, on the school bus or bus stop, or at school functions or extracurricular activities.
- Uphold high standards for themselves (no cheating, plagiarism, lying, theft, etc.).
- Not to possess, use, or distribute alcoholic beverages or controlled substances on school grounds.
- Not to possess or use weapons or other dangerous objects.

### CHAIN OF COMMAND

When you have a concern that needs to be addressed, please follow the following procedure:

- Contact the appropriate teacher first to attempt to resolve the problem.
- After contacting the teacher and not meeting a resolution, if necessary, contact the vice-principal.
- After contacting the vice-principal and not meeting a resolution, if necessary, contact the principal.
- If the principal is unable to resolve the issue, then you may arrange to meet with the Pastor.
- The sequence for all athletic issues should begin with the coach, then the athletic director, followed by the principal, and if necessary, the pastor.

### DISCIPLINE PROCEDURES

Proper student conduct is essential in an environment where students are formed as Catholic leaders. Therefore, any and all misconduct on the part of a student will be addressed and the student will be disciplined according to the gravity of the offense. Disciplinary problems can usually be solved by the classroom teacher. This may involve a talk with the student during recess and a penalty of some kind. The parents will be notified about the situation if deemed necessary by the teacher or the principal. Students are expected to accept responsibility for their actions.

Students are expected to conduct themselves in such a manner that the rights of those who wish to learn will not be disrupted. It is impossible to write a code of conduct in such detail as to anticipate every type of misconduct that could possibly occur. Therefore, a conduct system will be used to monitor and correct inappropriate behavior with consequences that focus on the behavior, not the student. This conduct system is in effect before, during, and after school hours, while a student is under the supervision of school personnel, coaches, and activity sponsors. Consequences for major violations may include, but are not limited to, one or a combination of the following: verbal warning, lunch or after school detention, referral to administration, ineligibility, Saturday School, community service, referral to outside agency and/or law enforcement, emergency removal, suspension, and/or expulsion.

### OFF CAMPUS BEHAVIOR

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff, or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the Administration (DOC Policy #5404).

### POSSIBLE DISCIPLINARY ACTION



Disciplinary action includes, but is not limited to:

- Verbal Warning/Written Warning
- Lunch or after school detention.
- Phone or in person conference with parents/teachers.
- Separation from the group/removal from class or change of seating.
- Withdrawal of privileges including eligibility for athletics.
- Student written letter to Parents/Teacher's note and/or call to parents.
- Student/Principal conference.
- Parent/Student/Teacher/Principal conference.
- Saturday School
- In-school Suspension
- Out of school Suspension -with no credit for daily work, tests, quizzes etc. Work must be completed when the student returns to school.
- Expulsion and/or Legal Action

### DETENTIONS

Children detained for disciplinary action will be warned at least 24 hours beforehand, in writing. This notification must be signed by the student's parents. Parents are to pick up students serving detention at the specified location. Students serving detention must be picked up by the time specified on the student's detention slip or they will be sent to EDP and parents will be charged accordingly.

### SATURDAY SCHOOL

Saturday School is a disciplinary option available to faculty and the principal as a consequence for behavioral and/or academic violations. Saturday School is served from 9:00 a.m. until noon in the building. Students must attend in uniform. It also affects eligibility for the following week in which it is served and may include community service or an opportunity to make up missing assignments.

### SUSPENSION/EXPULSION

Suspensions of 1-10 days may result from a major violation of school rules. Participation in extracurricular activities during days of suspension is not permitted. If a student is suspended, the principal will notify the custodial parent verbally and in writing. DOC policy #5406 will be followed in the event of suspension or expulsion.

If deemed appropriate that a student's continued attendance at St. Francis de Sales School would not be in the best interest of the student and/or school community, he/she will be suspended and subsequently expelled from the school. This can occur after a major violation of school and/or Diocesan policy. If the parents consider the expulsion unjust, they may petition the Superintendent to review the decision.

### ALCOHOL & DRUG POLICY

Alcohol, tobacco, vapes, other drugs, harmful intoxicants, any illegal substance, and paraphernalia associated with any of the above are considered banned substances. Banned substances are not to be used, possessed, or sold on school/parish property or at any school-related activity on or off school premises.

In the case of repeated or more serious violations (i.e. fighting or other physical confrontation, possession/use of dangerous/illegal/banned items, substance or material, menacing/threatening/harassing behavior, defiance in matters of faith, practice or church teaching, truancy, etc.), the school may abandon the process in favor of more strident consequences which may include longer or successive detentions, Saturday School, referral for intervention/counseling, suspension, and/or expulsion. Measures may also be expanded to provide adequate treatment and other appropriate intervention.

## BULLYING

The Diocese of Columbus schools and their staff shall not tolerate any bullying on school grounds or at any school activity on or off campus. Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.

Bullying occurs when name-calling, threats, inappropriate physical contact, or other un-Christian behavior is severe, becomes persistent, follows a pattern, is pervasive, or targets an individual or specific group of individuals for offensive or unwanted action. Sexual harassment is defined as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Racial harassment means the disregard for individual rights using racial slurs, discriminatory remarks, or other inappropriate behavior directed toward another individual or group based upon the race or ethnic background of the individual or group. Harassment can also include inappropriate behavior directed toward an individual because the individual does not conform to peer group norms.

## HARASSMENT POLICY

Any harassment of Administration, faculty, staff, students, or visitors is not permitted at any time. Specifically forbidden is any harassment of a sexual, racial, ethnic, or religious nature. Intentional or unintentional, all violations will be dealt with through Diocesan policy #5411 and 5412 which are available and can be viewed in the principal's office.

## REPORTING OF HARASSMENT

The principal is hereby designated as the representative of St. Francis de Sales School to implement this Harassment Policy. Complaints or information concerning incidents of harassment shall be reported to the principal as soon as practicable after any incident. Such reports may be made to the principal in writing and/or in person.

Parents, faculty, staff, or students who witness or become aware of an incident of harassment must report the matter to the principal. All harassment reports will remain confidential to the extent that such confidentiality is consistent under this Harassment Policy. The principal will take all appropriate action to protect the confidentiality of information reported to him/her.

## THREATS TO WELFARE & SAFETY

No student will use, possess, handle, transmit, or conceal any object which is or can be considered a weapon or instrument of violence. Objects that are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on the premises and at school-related functions.

## TOY POLICY

Please do not send toys (i.e., fidget spinners) to school, as they are distracting to the learning process. If they are taken out during a school day (including playground, inside recess, or waiting for the bus) they may be taken away and kept at the teacher's desk until dismissal. No bottle flipping. Valuable toys that are brought to school run the risk of being lost, broken, or stolen. It is best to keep them at home.

## ELECTRONIC DEVICE POLICY

Students are not permitted to use or have in their possession electronic devices such as: cell phones, tablets, video games, etc. during school hours, unless being used under the direct supervision of a teacher. Phones and other electronics are to be turned in to the teacher at the start of the day and collected again at dismissal. Infractions of the Electronic Device policy will be handled as follows:

- The first incident will be a written warning and the device will be turned in to the teacher.
- The second incident will result in the device being confiscated and taken to the principal's office. Parents may retrieve the device at the end of the day.
- The third incident will result in the device being confiscated and will be returned **at the end of the week**.

These rules also apply to the playground, hallways, and other common areas.

The only permitted electronic devices are calculators, necessary medical devices, those pre-approved devices used for special projects and educational use, and any that the principal permits in writing.

If a student needs to make a phone call during the school day, they must ask permission to use the phone in the school office.

## PLAYGROUND GUIDELINES

- Share the equipment and play areas. Students are to stay within the area designated for recess.
- Be a good sport. Fighting is strictly prohibited.
- Be safety minded for yourself and others. Students are not to climb trees and/or snow piles.
- Only "touch" football is to be played - no tackling.
- Do not pull or grab a student's clothing at any time – keep your hands and feet to yourself.
- No throwing of any objects (rocks, sticks, snowballs, etc.).
- No phones, cameras, electronic devices, or electronic games.
- Do not leave the playground for anything without permission from the teacher on duty.
- Students are **not** to approach automobiles parked alongside the playground for any reason.
- When entering the building from recess students are to enter in a single file. Walk into the building and walk down the halls quietly.

## TECHNOLOGY NETWORK & EQUIPMENT ACCESS & USE

Schools within the Diocese of Columbus provide a variety of technological resources that allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, iPads, software, scanners, printers, digital cameras, video cameras, etc. Students will be required to act appropriately when utilizing technology equipment and work areas. At the beginning of the school year each parent and student must sign a copy of the Technology/Acceptable Use Policy. These

signed copies will be kept on file for the current school year (Diocesan Policy #6500). Computer access is a privilege that may be revoked if used in a manner not consistent with the Diocesan Technology policy. Violation may also result in other disciplinary and/or legal action.

### **Uniform Policy K-8**

The purpose of the dress code is to align with the Holy Spirit's call to modesty and contribute to the positive learning environment of St. Francis de Sales School. The Catechism of the Catholic Church and the Compendium states that one of the fruits of the Holy Spirit is modesty.

530: Purity requires modesty which, while protecting the intimate center of the person, expresses the sensitivity of chastity. It guides how one looks at others and behaves toward them in conformity with the dignity of persons and their communion.

2522: Modesty is decency. It inspires one's choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet.

2523: Modesty inspires a way of life which makes it possible to resist the allurements of fashion and the pressures of prevailing ideologies.

2524: Teaching modesty to children and adolescents means awakening in them respect for the human person.

Students are expected to respond to the Holy Spirit's call to modesty by dressing in an appropriate manner that is respectful to themselves and others. Students must abide by the dress code during the school day, while on campus, or at a school event. The Administration reserves the right to make the final decisions concerning the dress code, which is especially important when new trends and fads appear. Regular uniform checks will be conducted by teachers and members of the St. Francis de Sales School staff. If a parent has a question regarding dress code, please contact your child's homeroom teacher.

Students failing to be dressed in the designated school or gym uniform could:

1. Receive a verbal or written warning.
2. Lose their next casual day.
3. Receive other disciplinary action at the discretion of teachers and the Administration.

#### **SHIRTS – BOYS & GIRLS**

- Must be solid white or light blue.
- Either Oxford (button down) or Polo (2-3 button) type
- Blouses (girls only)
- Cotton/Mix Fabric
- Logos may not appear anywhere on the shirt.
- T-shirts/Cami tops worn under the uniform shirt must be white, free of illustrations, and tucked in.
- Shirts must be tucked in, always exposing belt or waistband.

#### **SWEATERS – BOYS & GIRLS**

- Cardigan, pullover, uniform approved fleece/sweatshirt (w/crest embroidery), or vest type sweaters may be worn over the shirt with the shirt collar exposed.
- Sweaters must be solid colors: navy blue, white, grey, black, or hunter green.
- Navy Blue St. Francis de Sales jackets are permitted.

- Any St. Francis spirit apparel or other non-uniform approved sweatshirts/fleeces/coats are only permitted on the playground before school, during lunch recess, & after school.

### SKIRTS/JUMPERS – GIRLS

- Approved plaid may be purchased through Educational Apparel Company (800-776-3034) or online at <http://www.educationalapparel.com>
- Grades K - 4 wear jumpers--Black leggings or shorts may be worn under jumpers.
- Grades 5 - 8 wear skirts--shorts may be worn under skirts.
- Skirts/jumpers may be worn year-round.
- Must be of appropriate length; no more than two inches above the knee.
- Rolling of waistbands is prohibited.

### SHORTS/PANTS/BELTS – BOYS & GIRLS

- Uniform dress pants are Navy Blue with belt loops.
- Cotton Twill
- Flat/Pleated with zipper front.
- 2 pocket straight leg with fit at the natural waist and belt loops.
- Belts are required for grades 5-8. Belts are encouraged but not required for grades K-4.
- Pants with rivets, extra zippers, or pockets in non-traditional places do not meet dress code guidelines.
- Pant hem should not be longer than the top of the shoelaces.
- Black or Navy Blue belts must be worn with looped slacks or shorts.
- Navy Blue walking short length (see Educational Apparel).
- Shorts may be worn during Aug/Sept/May/June with uniform shirts, sweaters, socks, shoes, etc.

### SOCKS – BOYS & GIRLS

- Solid color in White, Black, or Navy.
- A minimum height of crew length (covers the ankle).
- Knee Highs are acceptable.
- Knit tights with modest knit designs (ex: cable knit) are acceptable.
- Sheer or patterned tights do not meet dress code guidelines.
- Opaque Tights (no pattern/no rib/not sheer in Navy or Black) are permitted in grades K-8 (girls only).

### SHOES – BOYS & GIRLS

- Shoes are to be Black, White, or predominantly Black or White. Checked shoes and shoes with colored highlights are reserved for casual days.
- One small logo on the shoe is acceptable if the color of the shoe and logo follow color requirements (i.e., Black shoe with small White logo)
- Black leather dress shoes are acceptable.
- White and Black saddle shoes are permitted for girls.
- Closed toe, lace up, Velcro, or slip on (must fit so that they don't slip off while walking for safety).
- Heels must not be higher than 1" high.
- The following are not permitted: sandals, clogs, flip flops, "heelies," boots of any kind, Crocs, or high tops. Boots are permitted as a part of the casual day dress code.
- Shoelaces must be the same color as the shoe and must be tied outside of the shoe.

### JEWELRY – BOYS & GIRLS

- Earrings or other piercings are not permitted for boys.
- Girls: one pair of small, conservative, post or hoop earrings are permitted in ear lobes only.
- Religious medal on a chain is permitted if it is dime sized.
- Other necklaces/chains, dangles or stick-on jewels are not allowed.
- A watch is permitted; however, it must be size and style appropriate and silent. No smart watches will be permitted. (No Apple Watches, Fitbits, etc.)
- Rings and bracelets are not permitted.

### HAIR/MAKE-UP – BOYS & GIRLS

- Hair must be neat, well groomed, and conservative. No extreme styles (i.e., Mohawks, shaved, braided).
- Dyed, lightened, highlighted, or streaked hair is not permitted.
- Make-up or nail polish may not be worn at any time. This includes facial concealer, blush, bronzer, and mascara.

#### Boys

- Cut above the midpoint of the ear, above eyebrows, and off the collar.
- Sideburns must not be longer than the middle of the ear.
- A student's ethnicity and cultural background will be considered in granting permission to wear certain hairstyles. Parents are to contact the administrator to request this consideration.
- Facial hair is not permitted.

#### Girls

- Girls may wear one or two braids. Braids with colored fabric or beads are not permitted.
- A student's ethnicity and cultural background will be considered in granting permission to wear multiple-braid hairstyles and colored fabric or beads with braids. Parents are to contact the administrator to request this consideration.
- Hair accessories must match the school colors on the school uniform, be conservative, and with no logos (these are available from Educational Apparel).
- Nails must be of a modest length.
- Nail polish is not permitted at any time.
- Artificial/acrylic nails may not be worn.

### GYM UNIFORM

A separate pair of clean tennis shoes is required for use in physical education class only. These shoes may not be worn in areas outside the gym and may be the color/style of your choice. This is necessary because it protects the floor year-round and cuts down on the need to refinish the floor.

- Kindergarten: Belts must be removed and the required tennis shoes (see above).
- Grades 1-2: A pair of shorts worn under their pants/jumper and the required tennis shoes (see above).
- Grades 3-8:
  - St. Francis de Sales School logo gym shorts; shorts must reach at least the mid-thigh in length.
  - Any St. Francis de Sales School or Newark Catholic t-shirt in any color is permitted.
  - Solid White, Navy, or Green t-shirts (without logos) are also permitted.
  - Gym shorts and St. Francis de Sales School t-shirts can be ordered at [dushgraphix.com/stfrancidesales](http://dushgraphix.com/stfrancidesales).

### CASUAL DAY STUDENT DRESS

As a Catholic school community, we expect neat, well-groomed appearances even when dressed casually.

- Shirts must be of appropriate length, loose, and positive. No promotion of alcohol, drugs, smoking,

violence, or inappropriate activity is permitted. Form-fitting, midriffs, tank tops, spaghetti straps, sleeveless tops or abdominal areas showing are also not permitted.

- Cami tops are permitted if they are worn under another shirt with sleeves. No bare or “cutout” shoulders.
- Pants must be of appropriate length and fit at the waist without holes or rips. Tight pants, pajamas, tights, stirrups, or leggings are not permitted.
- Jeans are permitted on casual days. Jeans must be neatly fitted, not too tight, and free of holes, rips, or stains.
- Dresses or skirts must be no more than two inches above the knee.
- Shorts must reach at least the mid thigh in length or relaxed fingertip length.
- Shoes must be closed toe and closed heel. Sandals, clogs, crocs, flip flops, or slippers are not permitted. Boots are permitted on casual days.
- Hair and jewelry must follow the uniform code. Make-up and nail polish are not permitted.

### SPRING PICTURE DAY / DRESS UP / SCIENCE FAIR AND HISTORY DAY

On Fall School Picture Day, students will be in their uniforms.

School dress up day guidelines are as follows:

- Dress pants must be of appropriate length and fit at the waist. Khakis are permitted if they are nicely fitted (i.e., not too tight, or too loose), fit at natural waist (no hip huggers or low rise). Jeans and sweatpants are not permitted.
- Skirts may be no more than two inches above the knee.
- Shoes may be closed toe with a heel no taller than one inch high.
- Hair and jewelry must follow the uniform code. Make-up and nail polish are not permitted.
- Boys must wear a collared shirt, tie optional for Dress Up.
- Boys may wear an oxford or polo shirt for Spring Pictures. Ties are not required for spring pictures.
- Dresses and shirts will have a modest neckline and will cover the shoulders.
- Girls may wear pants on these days if they are nicely “dressy;” For Dress Up and Science Fair, girls are to be as “dressed up” as equivalent to boys who are wearing shirts and ties.

## **Health & Wellness**

### OVERALL WELLBEING: MIND, BODY & SPIRIT

Catholic schools recognize that it is essential to educate the whole child: spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

#### **Nutrition Education**

- The primary goal of nutrition education is to positively impact eating behaviors.
- Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study grade-level indicators relating to diet, nutrition, and exercise. Additionally, similar grade-level indicators are included in the Science Course of Study.
- Nutrition guidelines, food pyramids, charts, suggestions for healthy food choices, and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.
- Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels.
- Additionally, school policy will outline what types of healthy snacks may be eaten during this time.

### **Physical Education**

- The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.
- Physical fitness is supported through the Diocesan Physical Education Course of Study.
- All elementary students shall participate in Physical Education.
- All appropriate grade levels will have scheduled recess times.
- Discipline should not include loss of recess time except in rare instances.
- Students will be encouraged to participate in school and community sports programs and to be physically active outside of school.

### **School-Based Activities**

- The Religion Course of Study supports reverence for life, self-respect, and respect for others, which are foundational concepts of wellness. All school-based activities are also rooted in these Religion Course of Study concepts.
- The school should use food in limited ways as a reward for behavior, and minimize sugary treats for classroom celebrations.
- Schools are encouraged to consider healthy food or non-food fundraisers.
- Parent education concerning wellness should be provided by the school as is appropriate.
- Teachers will be offered professional development in nutrition as is needed, and in physical activities that might be appropriate to incorporate in the classroom.

### **All schools with a lunch program must follow these nutritional guidelines:**

- School lunch programs must follow nutritional guidelines established by the Ohio Department of Education, and Office of Child Nutrition Services.
- School lunch periods will be scheduled to provide nourishment within a reasonable time frame from the start of the school day.
- Schools should evaluate food and beverage products sold and determine nutritional guidelines for all foods and beverages that are available.
- Drinking fountains and bottle filling stations are available in all school buildings.

### **All schools are required to measure and evaluate their wellness policy:**

- The policy shall be reviewed regularly to evaluate school-wide compliance and effectiveness.
- Based on the regular reviews, the school will determine any revisions necessary to support wellness in the school.
- Whenever applicable, students could monitor wellness through activities such as monitoring their heart rate or keeping a food and/or exercise journal

## EMERGENCY INFORMATION & MEDICAL INFORMATION

Each student is required to have updated Emergency Medical Information in FACTS. This information is asked for during the enrollment process on FACTS, and includes:

- Student's home phone number
- Emergency contact(s) names and phone numbers
- Information regarding the parents' place of employment and how they can be reached during the day.

This information enables the school to authorize emergency medical attention, provides the name of the physician to be contacted, as well as names of relatives or neighbors who can be contacted if the parents cannot be reached. Periodically, you will be asked to complete a permission slip for field trips with emergency numbers.



It is the responsibility of the parent/guardian to keep the information current on FACTS throughout the school year. Changes can be made by accessing your FACTS account.

### HEALTH FORMS

Each kindergarten student's health file must contain the following forms:

- Ohio Health History - includes immunization dates; required by the 15th day of school during the year of admission; signed by parent/guardian.
- Physician Form (signed)
- Dentist Form (signed)

### ILLNESS OR INJURY

In case of illness or injury a student will be cared for temporarily by the school health aide or a member of the school staff. A child with a temperature greater than 100 degrees (oral) will not be permitted to return to the classroom. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the emergency room. An emergency telephone number where parents can be reached, and the name and telephone number of the student's family doctor must be on file in the Emergency Medical Information in FACTS.

### IMMUNIZATIONS

The minimum immunization requirements mandated by the Ohio Department of Health must be met or the student will not be permitted to attend classes. The minimum requirements are:

- 4 or 5 DTaP or DT2 MMR
- 3 Polio3 Hepatitis B
- 2 Varicella (Chicken Pox)
- 7th graders – one (1) dose of Tdap

### NURSE/HEALTH AIDE

A Nurse or Health Aide will be on duty from 9:00 am – 2:00 pm every day in the Nurse's Office. She is responsible for dispensing medication.

### RETURNING TO SCHOOL AFTER ILLNESS

A student must be free of fever, vomiting, and/or diarrhea for 24 hours before returning to school. If an antibiotic has been prescribed for an infectious disease (i.e., strep throat, impetigo, conjunctivitis) the student should not return to school until s/he has received at least 24 hours' worth of the antibiotic and is feeling well. Certain diseases require a specific recovery time frame (i.e., chicken pox, measles). Contact the Nurse's Office for guidelines if uncertain.

### MEDICATIONS - PRESCRIPTION AND NON-PRESCRIPTION

- Must be clearly identified as to the name and type of medication and dosage instructions.
- Must be in the original container. Medications should not be in an envelope or baggie, but rather in

- the original pill bottle, cough medicine bottle, etc.
- Must be brought to school by parent/guardian.
- A Medication Administration form signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage times and other necessary instructions must accompany the medication. Prescription medications must also have the signature of the prescribing physician.
- Medication will be kept in the Nurse's Office. Refrigeration is available.
- Medication may not be placed in lunch box for the child to take with lunch.
- Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
- Prescription asthma inhalers may be carried by individual students if the form is completed by parents and prescribing physician. Forms are available in the Nurse's Office.

For the safety of your child, no medication, prescription or non-prescription, will be dispensed to a student until the proper school medication form is on file in the school office. To administer any medication, we must have both a physician's order and signature and direct permission from the parent. We do have a nebulizer available for children needing breathing treatments for asthma during the school day. We must have a doctor's order and signature, as well as the parent's signature to provide this service. Exceptions to this rule are cough drops require only a parent signature. Please note that we will not administer aspirin to students because of its connection to Reye's Syndrome. (Diocesan Policy #7100)

**We cannot administer any medication unless these rules are followed:**

- Obtain Medication Request form from school office or doctor's office.
- Doctor will fill out a portion which describes medication, dosage, time, and side effects. The doctor must sign the form.
- Parents will then sign the form to authorize consent for the school to administer medication.
- Form and medication are brought to the school office or nurse.
- Medication must be in the original container.

**WHEN TO KEEP YOUR CHILD AT HOME**

Please note the following list of reasons to keep your children home from school due to illness:

- If your child complains of feeling ill in the morning, it is wise to listen and keep them home from school, until it has been determined that they do not have a contagious illness.
- Temperature greater than 100 Degrees.
- Red, itchy, and/or discharging eyes.
- Excessive coughing and runny nose.
- Nausea or vomiting.
- Sore throat not obviously associated with allergies or a cold.
- Swollen glands in the neck.
- Any unidentifiable rash.
- Complaints of aching all over not associated with activity.
- Stomachache when it is certain the pain is not associated with reluctance to attend school.

**Children must be fever-free for 24 hours before returning to school**

Please notify the school when your child will be absent and be sure to let us know the type of illness.

**Lunch Program/Cafeteria**

Children may purchase lunches by the day, week, or month. The cost for lunch will be posted on our website. We have a computerized Point of Sale payment system for all school meals purchased in our cafeteria.

Parents may deposit money into the student's account online. Monies paid into a student account can only be used for the purchase of regular meals or milk. We encourage parents to make payments online, but parents can elect to make manual payments. Money should never be sent to school with a student to be handed in but should be delivered to the office by a parent or guardian instead. When bringing money into school, either check or cash, please place the payment in an envelope marked with the student's name and class.

- Monthly - To determine monthly rate: count the number of school days in the month & multiply by daily rate.
- Weekly - To determine weekly rate: count the number of school days in the week & multiply by the daily rate.
- Daily - Please place the correct amount of lunch money in an envelope clearly marked with the name and class.
- Milk - Children who pack their lunch will be permitted to purchase milk for \$.50. Please send the correct change.

Children who pack are required to bring healthy, nutritious lunches. Lunch boxes or bags should be clearly labeled with the student's name and homeroom. Children are responsible for their own lunch boxes.

- Food may not be eaten or taken out of the cafeteria at any time.
- Food may not be purchased elsewhere by anyone and then delivered to the school except for a school event planned by the teacher.
- Children are not permitted to bring soda to school. Fruit juice is acceptable.
- Children are not permitted to trade or share their lunch with others. Packed lunches will be stored in the classroom.

Students who forget a lunch will be provided a cafeteria lunch and their parents will be charged. If your child charges a lunch (i.e., no balance on account or no cash for the day), a note from the cafeteria manager and an email through FACTS will be sent out. Lunch charge notices will be sent out periodically. We do not want a family to have an unexpected amount that is owed to the school at any time because of cafeteria charges.

**The rules for behavior in the cafeteria are the same as in the classroom.**

- Students are to behave in line and keep their hands to themselves.
- Students are to observe good dining room etiquette at the table.
- Students must sit at the table to which they are assigned.
- Students must remain seated until dismissed by the adult on duty and may leave their table ONLY when excused and when all "trash" around their area has been properly disposed of.
- Conversation should be carried on only with those at the same table and in a moderate tone.
- Students should not go back to their classroom during lunch or recess time unless they have permission from a teacher.

### **Drop off/Pick Up Procedure**

#### DROP OFF/PICK UP

The procedure for dropping off/picking up children before or after school is as follows:

1. Drop off begins at 7:30 am. Gates will remain locked until 7:30 a.m.
2. Pickup begins at 2:40 pm. Parents are not permitted to line up on 5<sup>th</sup> street prior to 2:30 pm. Please be courteous and aware of our neighbor businesses and churches' entrances and exits on 5<sup>th</sup> street and DO NOT block those egresses. Also, as 5<sup>th</sup> street is a two-way public street, you may not double up cars in line until after your car has entered our parking lot. Violation of these policies may result in action by the Newark City Police up to and including ticketing.
3. Dropping off/picking up children is only permitted behind the school on the school playground.  
**Please do not drop off/pick up your child at the front doors of the school.**

4. When walking your child to the back parking lot or into the school, vehicles must be parked in the visitor lot on Granville Street across from the school.
5. Please make sure the children in your vehicle have all the things they need for their day before your vehicle gets in the drop off/pick up line. This makes things go smoother and the line moves more swiftly.
6. Your children must wait inside your vehicle until they are instructed to exit the vehicle.
7. If the children in your car need to get out on the opposite side of your vehicle (away from the school), wait until you are the first in line and instruct your child to go around the front of your vehicle.
8. Do not go around the safety cones or other cars in line for any reason, as children sometimes get out on both sides of the cars. After dropping your child off, continue out onto Pearl Street.
9. For the safety of our students, we are not able to allow parent drop off or pick up on Granville St. All children are dismissed to the playground only unless you have made previous arrangements to pick them up at the school office.
10. School Buses will drop off and pick up on Granville Street.
11. Do not park in the Adoration church parking lot for any reason and please do not block the entrance.

### Volunteer Program

To build a strong relationship among parents, teachers, and children, all parents of students attending St. Francis de Sales School must volunteer each year. Volunteer opportunities will be posted online and require a signature at the event to confirm attendance.

- The volunteer year is May 1 – April 30
- All families with one child will be required to give 25 volunteer hours to the school.
- Any family member or friend may complete these hours up to 10 hours unless other permissions have been obtained but non-family members must designate in advance that they are completing these hours for a particular family.
- Any volunteers working directly with children are required to have a BCI background check and complete a session of Protecting God's Children beforehand (see page 29).

If a family does not complete the required hours, they will be billed at \$20/hour. They will only be billed for unfulfilled hours and not the original total. There are no exemptions for faculty or parish staff.

Families may elect to make a payment in advance at the beginning of the school year to be exempt from these hours. The value of each hour is calculated at \$20, so 25 hours would equal \$500. This payment cannot be counted towards the charitable deductions you make to the parish as it is a required fee and not a charitable contribution. In addition, if you opt out of the volunteer hours program you may not be refunded for hours completed. **Monetary donations towards fundraising activities will not be awarded volunteer hours.**

Activities counting towards volunteer hours include:

Athletic Advisory Board	Attending a PGC Session	Book Fair	Cafeteria Assistance
Classroom volunteers	Field Trip Chaperones	Garden Club	Kindergarten Screening
Library Aide	Maintenance Projects	Mother/Daughter Tea	Parish Festival
Parish Finance Council	Parish Office Help	PTA Sponsor Activities	School Advisory Board
Scout Leaders & Assistants	Substitute Teaching*	Tech Committee	TRIP Staff
Vendor Provided Services	Volunteer Hours Coordinator	Yearbook	Chaperoning Retreats

\*Qualification necessary for Substitute Teachers

- All hours must be tracked by a system called Track It Forward.
- If these hours are not completed by April 30, you will be billed for the difference of these hours. This

charge will be \$20/per hour not fulfilled. These fees must be paid by June 1 to enroll your child for the following year (even if the proper paperwork has already been submitted).

- This policy applies to all school families (Catholic, non-Catholic, parishioners, & non-parishioners).

## **Miscellaneous Information**

### AREAS CONSIDERED OFF-LIMITS

Some areas of the school have signs on the outside of the door that are marked “Employees Only. No One Under 18 Permitted.” These areas are off-limits to students and under no circumstances should students be in these areas. This is for their own safety. If you have any questions, please contact the school office.

### ATHLETIC PROGRAM

The Newark Catholic Junior High athletic program is a combined effort of Blessed Sacrament and St. Francis de Sales Schools. The athletic program supports the school’s philosophy and mission statements. Students in grades 7 & 8 are invited to participate in team sports such as: football, volleyball, cross country, basketball, wrestling, cheerleading, and track & field.

To express suggestions or concerns please first speak with the child’s coach, then the Athletic Director, the President of the Athletic Association, and finally the principal.

Fundraising is expected for participation since all teams are self-supporting. Parents still have the option to pay for the athletic fees outright, without choosing to participate in the fundraising event(s). See Eligibility Requirements (page 30) for more information.

### AUXILIARY SERVICES

Through Auxiliary Service Funding, St. Francis de Sales School provides a supportive reading/math program, speech/language therapy, and health services. Programs are available to students in grades K-8 and follow requirements set by the supervisory agency, Newark City Schools. This may include additional testing to qualify for services.

### BACKGROUND CHECKS

In March 2001, the State of Ohio enacted a law (Section 109.575 of the ORC) requiring volunteers who have unsupervised access to a child on a regular basis to provide fingerprints and have a background criminal records check. The Diocese of Columbus takes this law very seriously as it involves the protection of your/our children. All volunteers must be fingerprinted and provide a background check, provide proof of attendance in the Protecting God’s Children workshop (Diocesan Policy #4110), and fill out a volunteer application.

- You may obtain fingerprints at the Ohio Health Consortium, the Newark Police Department, or the Licking County Health Department. Please call the facility directly for information on their hours of operation.
- Protecting God’s Children workshop information is available on our website under Parent Resources: Volunteering: Safe Environment.

Please see the section on Volunteers (pages 27 & 28) for more information on mandatory volunteer hours.

## CLASSROOM OBSERVATIONS

Parents of St. Francis de Sales School students or parents who are interested in enrolling a child in the school are invited to observe the school during the academic day. However, you need to call and schedule an appointment to avoid disruption of class. As these observations take place during the school day, there will not be time to speak with the teacher and ask specific questions, so please plan to do that at another time.

We encourage prospective new students and parents to take a school tour which can be provided upon request.

## CLASS SIZES

According to Diocesan Policy, Kindergarten classes will be no larger than 25 students and grades 1 - 8 will be no larger than 35 students without Pastor and Superintendent approval.

## PARISH-SCHOOL ASSOCIATION (PSA)

The goal of the Parish-School Association is to support school efforts, build community, and raise funds to benefit St. Francis de Sales School. Look for more information on PSA activities on the website and in weekly Flocknote emails.

## COMMUNICATION

Effective and open communication is vital to the well-being and success of any organization. The youngest and/or only child in the family will bring home the family information.

We use our school webpage, FACTS, direct email, and Flocknote as our primary means of communication to distribute a variety of information including lunch menus, newsletters, and other relevant school and parish information/reminders.

Should you ever have any questions or concerns, please always contact the classroom teachers if it is a matter that relates to them. Should you wish to pursue a matter of concern beyond the classroom teacher, please contact the school principal and then, only after you have met with the principal should you contact the pastor.

## CRISIS MANAGEMENT PLAN

St. Francis de Sales School has implemented a school crisis management plan. This plan covers situations such as: Fires, Tornadoes, Evacuations or Bomb Threats, Intruder lockdown, etc. A copy of this plan is located in every classroom and copies are also available in the school office.

We will keep you posted on all crisis situations using our phone tree system and/or TV, radio stations, website, and email, as appropriate for each situation. Please DO NOT call the school unless you have specific instructions for a change in your child's dismissal plans. In emergency situations, we frequently use the phone to get information out, but we check our messages every few minutes.

## ATHLETIC & EXTRACURRICULAR ELIGIBILITY

The Newark Catholic Junior High athletic program operates under the rules of the Ohio High School Athletic

Association and is a combined effort of Blessed Sacrament and St. Francis de Sales schools. The athletic program is an extracurricular activity which supports the school philosophy. Students in grades 7-8 are invited to participate in such sports as football, volleyball, cross-country, basketball, wrestling, cheerleading, golf, and track & field. The chain of command to address suggestions or concerns is first with coaches, then the athletic director, and finally, the principal and pastor.

Any parish sponsored sports will, also, follow the guidelines listed above and below.

### **Eligibility Requirements**

Ineligibility for conduct may occur for infractions of the following, but not limited to the following:

- Disrespect of any school staff, church staff, or coaches and staff.
- Disobeying school regulations.
- Not completing homework, daily work, projects, etc. in a timely manner.
- Work not being completed at an acceptable level as described by the teacher.
- Attendance and tardiness problems.
- In school or out of school suspensions.
- Warnings need not be given, as athletes are aware of the guidelines.

### **Ohio High School Athletic Association (OHSAA) Eligibility Criteria**

An 8<sup>th</sup> grade student who receives all “Ns” in a curricular area during the last quarter of the school year will be classified as not passing that curricular area fourth quarter. Any student who falls into that category must have the entire fourth quarter’s marks evaluated to determine athletic eligibility. The number of curricular areas that qualify as a failure should be divided by the total number of curricular areas evaluated during the fourth quarter. The failure total must be less than or equal to 25% for the student to be considered eligible for fall sports in high school.

The period of ineligibility will be from 3:00 p.m. Friday until 3:00 p.m. the following Friday. The ineligible student will not attend games or practices during this time. Students who are ineligible should not attend any after school functions and focus on grade improvement during this time. If a student is absent (excused or unexcused), he/she may not attend games or practice that day.

### PHONE CALLS

The office telephone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements such as requesting permission to go to another student’s home after school. Parents are asked **not to interrupt** the activities of the classroom. Students will not be called from class to the phone. Forgotten books, gym clothing, lunches, etc., may be left in the school office. Important messages by phone will be delivered to the student in case of a real emergency. The office will strictly adhere to these regulations. Please plan accordingly and make sure your child knows how they are to get home every day. See the Electronic Device Policy (page 18) for more information on cell phones.

### PUBLISHING STUDENT INFORMATION

A consent form signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information includes pictures with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.), and educational records.

During the enrollment process on FACTS parents must sign a copy of the Information Release Form.

### SCHOOL ADVISORY BOARD

St. Francis de Sales School Advisory Board meetings are held once a month. Guests are welcome at any time. However, it is important to remember that this is not like a public school “board.” If you wish to discuss a particular issue, you must contact the principal or the pastor directly in advance to the meeting in order to add discussion items to the agenda.

### SEVERE WEATHER

If it is necessary to close school due to severe weather or other emergencies, information will be broadcast on local radio and Columbus television stations. St. Francis de Sales School will always be closed for severe weather when the Newark public schools close. Do not call the rectory or school, as there may not be anyone to assist you.

It is always good to have a contingency plan in place and review it with your child in case your child is dismissed early due to severe weather or other emergencies.

### SOCIAL MEDIA

Any staff member, parent, student, or volunteer that uses social media (i.e., Facebook, Twitter, Instagram, etc.) to insult, demean, humiliate, harass, or in any way put down or cause embarrassment to the staff, the school or parish, students, parents, and/or volunteers will be handled and resolved per incident. Please see the section on Off-Campus Behavior (page 15) for more information.

### STUDENT LOCKERS

A locker is issued to every 7th and 8th grade student at the beginning of the school year. Students are expected to keep their lockers clean and not abuse them in any way. Any pictures used on the inside of a locker must be reflective of the values taught at St. Francis de Sales School. St. Francis de Sales School is co-tenant of all lockers; therefore, the staff may search lockers at any time with good reason.

The school cannot be responsible for valuables left in lockers. Sometimes there may be special circumstances which require a student to carry significant cash or valuables to school. Cash or valuables can be safe guarded by registering them with the classroom teacher or leaving them in the main office.

### VISITORS

State law requires all visitors, including parents, to report to the school office to sign in upon entering the building. Parents and other visitors are welcome and encouraged to visit the school, but please let us know ahead of time. School tours are available upon request and must be scheduled in advance. No siblings are permitted in classrooms for visits or observations.

**Please do not disrupt class in any way.** You may drop off forgotten items in the school office. If you would like to observe a class, please see the section on Classroom Observations (page 29) for more information.

### EXTENDED DAY PROGRAM



The Extended Day Program (EDP) provides after school care for school-age children. The director is Julia Graves. She can be contacted at 740-405-5610 or [littleeinsteinsten.newark@gmail.com](mailto:littleeinsteinsten.newark@gmail.com). The EDP program is designed to complement the school day program by providing a safe and happy environment during the hours of 2:45 p.m. - 6:00 p.m. The staff/student ratio is 1:18. Children are offered opportunities for physical activities, play, socialization, arts, crafts, study, and quiet time. If interested, please call the school office for current prices and required forms.

Dismissal is at 2:45pm. Students not involved in after school activities who are not picked up from school by 3:00pm will be sent to the EDP program and the parents will be charged accordingly.

### FIELD TRIPS

Field trips are taken occasionally to enrich the learning experience of the students. Permission slips will be sent home with the student and must be completed and signed before the day of the field trip. No siblings are permitted on school field trips. All students must ride the bus if it is provided for the field trip.

All school staff and volunteer chaperones who have care, custody, and control of students must have on file:

- A current Bureau of Criminal Investigation criminal background check (BCI)
- Proof of attendance in the “Protecting God’s Children” workshop
- A valid picture ID.
- All volunteer information, as directed under Background Checks.