

St. Frances Cabrini Regional Catholic School, IMS

Student – Parent Handbook 2017 - 2018



405 North 65th Street
Philadelphia, PA 19151
215-748-2994

www.saintfrancescabriniphila.org

Dear SFC Families,

St. Frances Cabrini Regional Catholic School is a community of faith whose primary mission educates the child to know, love, and live the life of Christ by providing a value centered education based on the philosophy of Mother Cabrini.

We believe that the religious nature and purpose of our school must be reflected through academic programs that strive for excellence and balance in students' intellectual, social, personal, and physical areas of development. Therefore, we are responsible to be just, fair, kind and compassionate in our relations with students while maintaining a well ordered, disciplined atmosphere, tempered with understanding of Gospel Love and mercy.

We are committed to grow as a Community of Faith and desire to incorporate parents, students and all co-workers into an open, cooperative and mutually supportive Community.

This handbook contains certain policies and procedures of the School. The School may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the Principal.

STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY THE SCHOOL'S POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND THE SCHOOL. THE SIGN OFF PAGE WILL BE SENT HOME THE FIRST WEEK OF SCHOOL AND MUST BE RETURNED THE FOLLOWING DAY.

Sincerely,

Bill Cascarina
Principal

Julie Pickhaver
Assistant Principal

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Admission

Children of parents who sincerely desire a religious education for their children may apply for admission. Registrations for new families throughout the school year are taken by appointment at the school office. General registration for Pre-K three and four year old programs, Kindergarten, and Grade 1 is held in the spring. Re-registration is required each spring for ALL students currently enrolled.

Saint Frances Cabrini Regional School is proud of our diversity and admits students regardless of race, color, national or ethnic origin who possess the motivation, ability, and character which will enable them to succeed in our school community

September 1st is the City of Philadelphia mandated age requirement cutoff date for admission to all grades. (ex: Your child must be 5 before September 1st to register for Kindergarten)

The following documentation is required at the time of registration:

Registration Process:

All admission, enrollment, financial aid and tuition decisions are generated through www.mytads.com. This is an online service which makes the admissions process very smooth. To be considered for acceptance, the parent must complete the necessary documents on TADS, as well as provide the school:

Birth Certificate

Baptismal Certificate

Immunization Record

Proof of Income

Transfer and Report Card (If coming from another school)

Court ordered custody agreement (if applicable)

Re-Registration:

Families registered in our school are required to re-register annually. Re-registration information for the following year is forwarded to each family through weekly communication in February prior to the next school year. Satisfactory students conduct and academics are considered when re-registering a student.

Academic Policies

Curriculum:

The curriculum of St. Frances Cabrini follows the course of study as outlined by the Common Core State Standards, the Pennsylvania Department of Education, and, for Religion, the Archdiocese of Philadelphia.

Report Card Grading Codes & Policies

The following marking codes indicate the progress of the student according to his/her own performance. Report cards will be issued at the end of each trimester.

Grade codes for K-3

O = Outstanding

VG = Very Good

G = Good

S = Satisfactory

I = Provides Work of Inconsistent Quality

U = Unsatisfactory

1 Unsatisfactory

2 Needs Improvement

3 Developing Appropriately

4 Exceeding Goals

Grade Codes for 4-8: Conduct

93-100 A - Superior

85-92 B - Very Good

77-84 C - Average

70-76 D - Below Average

Below a 70 - F Failing

1 Unsatisfactory

2 Needs Improvement

3 Developing Appropriately

4 Exceeding Goals

Honors

First and second honors are awarded each trimester, as well as effort awards. To earn first honors, students must have a general average of 90 and must not have received an 84 or below in any class. To earn second honors, students must have a general average of 85 and must not have received a 77 or below in any class. To receive honors, students must also have conduct scores of “3” or higher and cannot have been suspended that trimester.

Progress Reports

Progress reports are issued at the midpoint of each trimester for all students. Teachers may request a parent conference for students who are not making adequate academic progress.

Exams & Testing

Benchmark exams will be given in math and ELA for students in grades 1-8, and in science for students starting in grade 3. Final assessments are administered at the end of the year. These final assessments are performance in nature.

Standardized tests are administered each year at the time designated in the school calendar. Test results are communicated to the parents. Beginning in grade 3, students take the TerraNova exam annually. All students in grades K-8 participate in Measures of Academic Progress (MAP) testing three times a year and will receive a growth goal.

Promotion Policy

If students have completed their grade level work satisfactorily, they are promoted. If the academic requirements are not completed, the student may be required to attend summer

sessions or obtain private tutoring, they may be retained in the present grade, or they may opt to transfer to another school. Parents are notified before the end of the school year if the child is not successfully meeting the academic requirements for promotion. St. Frances Cabrini does not allow students to “skip” grades.

Retention

Grade level retentions may be considered for developmental and academic concerns. The administration ultimately makes retention decisions. Failure in two core subjects for the academic year (reading, language, math, science, social studies, and religion) or other indicators that the child is unable to complete grade-level work may result in retention. A student whose academic performance indicates serious deficiencies or who receive a “D” or “F” for the academic year in any core subject may be required to attend tutoring or summer school, at the parents’ expense, in order to be promoted and/or remain enrolled. Documentation of attendance must be provided to SFC administration.

Referrals

For continued or serious academic, behavioral or socioemotional difficulties, a family may be asked to seek outside help in the form of evaluations and to follow doctor/professional recommendations

Academic Dishonesty

Academic dishonesty is defined as any cooperative or solitary attempt to represent the work of any other person as one’s own. Examples include but are not limited to:

- Copying any portion of another student’s assignment or test
- Looking at any material not provided or directed by the teacher during a test.
- Giving answers to others on a test.
- Informing others of test items before they take the test.
- Reporting inaccurate grades.
- Use of any electronic device (cell phone, etc.) to give or obtain answers on a test.

Both the student who copies and the student who offered materials for copying will receive consequences. Students who are found to be academically dishonest may receive a zero on that assignment/test as well as additional disciplinary consequences.

Parent Conferences:

Conferences will be scheduled after the first and second Progress Reports. We will send out a form for every parent so they can fill in a scheduled time to meet with teachers. We will have one half day and one full day to accommodate parents/guardians.

Homework:

Homework is an assignment given by a teacher that either

- 1.) *reinforces or extends* concepts presented in class, or
- 2.) *previews* upcoming material. It will include both written and study assignments.

Reading at home is always strongly suggested.

Assemblies:

School assemblies may be planned to take place during the school day throughout the school year. Assembly programs are educational in nature, and may require student

participation. Students are expected to sit with their class and are under the direction and supervision of their teacher. We ask that students demonstrate only positive reactions toward presenters in the form of applause.

School Supply List:

Students are expected to come to school every day prepared to participate in the learning experience. A supplies list is provided to all students. It is the responsibility of the parent and pupil to come to school with required school supplies. Parents may be asked to replenish school supplies during the academic school year.

Books and Materials:

Every student must carry his/her books to and from school in a suitable book bag. Books, copybooks, and materials are to be properly identified with a child's name, school, address, and room number.

All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books were purchased by the School.

Field Trips:

Field trips are of an educational nature.

- Written permission from parents for students to participate is required for each trip.
- Any parent that accompanies his/her child on a class field trip must have all clearances in place prior to the selection of chaperones.
- If a parent is not selected to accompany his/her child's class on a field trip, he/she (the parent) may not attend on his/her own.
- Students are expected to attend field trips, except in instances where students have lost the privilege due to behavior issues. The monetary costs should not be the cause of not attending. Parents should contact the teacher in writing to explain why the child will not attend.
- The school's Code of Conduct applies to class trips.

Character Counts:

St. Frances Cabrini is adopting the Character Counts program in conjunction with our Positive Schoolwide Behavior System. Character Counts is a character-building program that features daily lessons to promote six traits: Trustworthiness, Responsibility, Respect, Fairness, Caring, and Citizenship. Each class will start their morning with a lesson, activity, or meeting to promote these traits as well as positive social and emotional skills. The teachers will be reinforcing the Character Counts traits, these skills, and positive behavior throughout the day. The school will be celebrating students who exhibit these traits, give great effort, and work to be an all around "champion" to their classmates. We will hold bi-weekly whole school assemblies to recognize these students and they will have tiered incentives to work towards throughout the year. More information about these rewards and the Character Counts program will be sent home at the beginning of the school year.

School Wide Discipline System

The St. Frances Cabrini Discipline System is designed to provide an environment which supports learning. Consequences are designed to promote social and moral growth in each student and emphasize individual accountability. The goal is to develop the whole child. Students are held to a high standard of accountability to the school's mission and its policies and procedures.

Infractions will be broken up based on the level of an offense. There will be four tiers of offenses in total (tier 1, tier 2, tier 3 and non-negotiable). Consequences will be given based on the tier of an infraction; possible consequences include demerits, detentions, suspensions and expulsions. The aforementioned consequences will be administered to students in grades 1-8.

Tier 1

- Students will be given two warnings a day for a specific tier 1 behavior; each day the warnings reset to zero
- If the student continues to participate in the undesired behavior then the teacher may use their discretion to give out 1-3 demerits or loss of privileges
- Once a demerit is given, a copy must stay with the teacher, a copy must go home to be signed by a parent and a copy must go to the office
- Tier 1 infractions are listed below:

Excessive talking	Minor tantrums	Distracting self or others/calling out	Teasing
Off-task/not following directions	Gum chewing	Out of seat	Lying
Rude Comments	Not completing work	Uniform violations	Sleeping in class

Tier 2

- Students will not be given any warnings for Tier 2 offenses
- Teachers will use their discretion to distribute 5-10 demerits for Tier 2 offenses
- Once a demerit is given, a copy must stay with the teacher, a copy must go home to be signed by a parent and a copy must go to the office
- **A teacher must call home after a Tier 2 offense**
- Teacher/principal/parent may request a meeting
- Tier 2 infractions are listed below:

Walking away from teachers	Minor vandalism	Cursing	Disrespectful gestures (i.e. eye roll, sticking out tongue)
Cheating	Unauthorized cell phone use	Forgery	Talking back

Tantrum	theft	Defiance	Provoking other students
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Tier 3

- Students will not be given any warnings for Tier 3 offenses
- If a Tier 3 infraction is committed teachers will automatically refer to the student to administration (Bill or Mike)
- Teachers will be required to complete an Office Discipline Referral in order to document the infraction
- Tier 3 infractions will receive at least a detention equaling 10 demerits
- Consequences for these infractions will be determined by the principals and will range from detention to suspension to expulsion depending on the infraction and the frequency in which the student has been referred to the office in the past
- Tier 3 infractions include:

Destruction of property	Physical assault	Intimidation	Leaving school grounds
Fighting	Inappropriate use of school technology	Degrading behavior (i.e. biting, spitting)	Skipping school
Abusive language directed to school personnel	Verbal threats to other students or school personnel	Cutting class	Major vandalism

NON-NEGOTIABLES-Zero Tolerance Infractions

- Students who participate in the infractions listed below will be expelled from the school.
- If applicable, police involvement will occur.
- Non-negotiable infractions are listed below:

Repeated Tier 3 offenses	Terroristic threats	Alcohol
Bringing weapons to school	Illegal drugs	Engaging in or simulating sexual acts in school
Arson	Unauthorized prescription	Assaulting school faculty

Procedures:

- In the **lower school**, classrooms will use a visual tracker for a behavior management system. This will help the students to see how many warnings they have. In the **middle school** they will not use visual trackers just the demerit system.
 - PK-K will use the 3 color system
 - 1-2 will use the 6 color yard stick system (landing on red=demerit)
 - 3-4 will use a log tracker (2 log marks=demerit)
- Each demerit takes a point off of a student's conduct grade

- Demerits are cumulative over the course of the trimester. A student's demerit count will reset at the beginning of each new trimester
- A copy of the demerit will go home with the student and be signed and returned; another copy will go to the office; the teacher will keep the third
- After **5 demerits** (given for a tier 2 offense or accumulated after multiple tier 1 offenses) a phone call home will be made
- Once a student has accumulated **10 demerits in a trimester** a detention will be given
- Once a student has had **three detentions over the course of the school year** that student will be suspended
 - The type of suspension and length of suspension will be determined by the principals
 - If a student is suspended a return to school meeting must occur the morning they come back; in attendance will be an administrator, the counselor, the parent/guardian and the teacher.
- Once a student has had **three suspensions over the course of the school year** they will be asked to not return to the school
- At any time a parent/teacher or principal can request a meeting.

Referrals

In the case of any threats of violence or harassment in any form, including oral, written or electronic by a student against any member of the school community, if suspended, but not dismissed may be required to have a psychological or psychiatric clearance before returning to school.

CELL PHONES, CAMERAS AND ELECTRONIC DEVICES

Student use of personal cell phones, ipods, or any electronic device is forbidden upon arriving at school in the morning until the dismissal of school that afternoon without the express consent of administration or staff. Devices should not be in use at any time that a student is in the building; that includes while waiting in bus line or during dismissal. Teachers and administration have the right to confiscate any cell phone seen in the school building. Students are expected to turn in their cell phones to the teacher in the morning. Failure to do so will result in consequences, per our discipline policy.

Photos and Videos

For legal and privacy reasons, students are prohibited from taking photographs or video of any school employees or students during School and using it in an unauthorized manner. This includes sharing pictures electronically by phone, email, or posting to websites such as Facebook, YouTube, Instagram, etc. Any violations of this rule may result in school-issued consequences.

Misbehavior on the School Bus

While the school bus service is provided as a resource for our families, it is ultimately a privilege. All St. Frances Cabrini rules apply on the bus and the bus driver has authority to enforce rules and report misconduct to the school, as any school staff member does. Students whose behaviors on the bus show a disregard for St. Frances Cabrini's core

values and for the safety of others may be restricted from riding the school bus. Parents will be responsible for arranging an alternate mode of transportation for their child to get to and from school. Transpasses will not be issued to children who lose school bus privileges.

Off-Campus Behavior

A student is a St. Frances Cabrini student at all times. A student who engages in conduct on or off campus that is detrimental to the reputation of the school or to the school community may be disciplined by school officials

Harassment

It is the intent of the school to provide an educational environment free from all forms of improper threats, intimidation, hostility, and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not conducive to the educational and religious mission of the school.

Unacceptable conduct, either by a student or a parent/guardian, would constitute grounds for immediate dismissal of the child. In the case of children, the school will investigate all such incidents promptly and confidentially. A student under investigation will be released to his/her parents or legal guardian and removed from the school pending the investigation. Threats of, or violence by use of a weapon are also considered criminal, and again the particular circumstances will dictate whether the police should be contacted.

Dress Code

Dress Code:

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about himself/herself, he/she acts and works accordingly. Personal appearance that constitutes a distraction is not permitted. The acceptable uniform listing is available on-line and in the office. Final approval/ disapproval of ALL dress code issues are at the discretion of the Principal.

Hair Styles/Grooming:

Student's hair is to be neat and clean, and groomed appropriately. Students are expected to come to school in a state of cleanliness.

Jewelry:

Watches may be worn. For safety reasons, girls or boys may only wear post earrings.

Out of Uniform:

If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the child's teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete, and the principal must grant approval.

The School uniform may be purchased through:

Flynn & O'Hara

30 East Baltimore Pike

Clifton Heights, PA 19018

610-284-1485

Uniform

Pre-K- Kindergarten Uniform

Navy blue t-shirt w/SFC logo or Embroidered navy blue golf shirt

Navy blue sweatshirt w/SFC logo (Optional)

Navy blue sweat-shorts

Navy blue sweat-pants

Sneakers (No fashion)

Girls Uniform Grades 1 to 4

Navy, Yellow, Green, and White Plaid Jumper

White peter pan collar blouse (Short Sleeve and Long Sleeve)

Navy V-neck Cardigan sweater with new St. Francis Cabrini logo

Navy ¼ zip sweatshirt w/SFC logo

Navy Knee socks or tights

Blue and white, plain blue, plain black, or black and white saddle shoes
No sneakers (No fashion)

Girls Uniform Grades 5 to 8

Navy, Yellow, Green, and White Plaid Skort
White Oxford Blouse with button down collar (Short Sleeve or Long Sleeve)
Navy V-neck sweater with new St. Francis Cabrini logo
Navy V-neck Cardigan sweater with new St. Francis Cabrini logo
Navy ¼ zip sweatshirt w/SFC logo
Navy blue knee socks or navy blue tights
Blue and white, plain blue, plain black, or black and white saddle shoes
No sneakers

Boys Uniform Grades 1 to 8

Heather Grey Twill Pants
Option: Navy Blue Golf Shirt (Short Sleeve or Long Sleeve)
Navy ¼ zip sweatshirt w/SFC logo
Navy V-neck sweater with new St. Francis Cabrini logo
Navy V-neck Cardigan sweater with new St. Francis Cabrini logo
Black and brown reversible belt
Black lace-up shoes. No sneakers.
Socks must cover the ankle.

Gym Uniform Girls/Boys Grades PK to 8

Navy Gym T-Shirt with St. Francis Cabrini Silk Screen Logo
Navy Gym Shorts with St. Francis Cabrini Silk Screen Logo
Navy Sweatshirt with St. Francis Cabrini Silk Screen Logo
Navy Sweatpants with St. Francis Cabrini Silk Screen Logo
Sneakers (No fashion)
Socks-must cover the ankle.

All

Students may not wear make-up, nail polish or fake nails.
Girls/Boys may wear one pair of post earrings in the earlobe only.
Hair must be worn neatly. No fad haircuts.
Boy's hair should be no longer than their neck line.
Headbands should complement the SFC school uniform.

Attendance

Saint Frances Cabrini is committed to providing our students with a high-quality education. Research shows that students who regularly attend school have the most academic success. SFC strives to ensure that every student attends school consistently and is on time.

We understand that students get sick and that emergencies come up, but consistent attendance is critical to a student's education. We will make every effort to identify students with chronic attendance issues, and to work with families to create attendance plans to address those issues.

How do I report that my child will be absent from school?

Please report all absences to the school's Administrative Assistant (Ms. Copes) as soon as the need for absence is known. If we do not receive advance notice of an absence, we will call the student's parent/guardian to determine the reason for the absence.

When is an absence excused?

An absence is excused when a student (a) has a valid excuse, and (b) provides a written note from a parent/guardian (or doctor) within five (5) days of the absence. All excused absence notes are subject to monitoring and verification. Here are some examples of excused absences:

- Student illness
 - Students must provide a doctor's note for absences over three consecutive (3) days
- Medical appointments
 - Students are expected to attend school before/after the appointment
- Religious holidays
- Death in the family
- Family emergency, such as house fire, flood, or violence in the home
- Mandatory court appearance

If a valid excuse note is not provided within five (5) days of the absence, the absence may be considered unexcused.

When is an absence unexcused?

An absence is unexcused when a student fails to attend school without a valid excuse (whether or not they have parent/guardian approval). Here are some examples of unexcused absences:

- Lengthy vacations
- Sports camps or outings
- Oversleeping
- Skipping class

How can families help establish consistent and on-time attendance for their students?

- Engage with your child about the importance of a good education to their future
- Encourage good sleeping and eating habits
- Work with your child to come up with a consistent morning routine that includes plenty of time to get ready for school
- Leave extra time for transportation issues, like metro delays and traffic
- Make sure your child arrives at school at least fifteen minutes before class starts
- Schedule medical/dental appointments before or after school, where possible

What happens if a student misses school? Saint Frances Cabrini will make every effort to identify students with chronic attendance issues, and to work with families to create attendance plans to address those issues. However, as permitted by P.A. law, we reserve the right to unenroll a student who reaches 10 consecutive, unexcused absences.

Intervention and Family Support

- **First intervention** after 5 unexcused absences is a letter sent to the parent/guardian requesting more information about the student absences. The letter will encourage the parent/guardian to promote regular school attendance and to monitor future absences. The school attendance policy and a copy of the student's attendance record will be included in the mailing. Acknowledgement of receipt of the letter is expected. The principal will make a follow-up contact if no reply is received. As part of this intervention, the principal will meet with the student to review the student's attendance, discuss the attendance policy and encourage regular school attendance.
- **Second Intervention** after nine unexcused absences when the attendance patterns do not show improvement a second letter requesting a conference with the parent/guardian will be sent. The purpose of the conference is to determine a course of action that will improve the student's attendance. In the conference, the principal will outline future actions that will be taken if the student attendance continues to deteriorate. This may include actions such as referral to Family Support Service Center. At this time, a medical note from a health care provider will be required for all future absences.
- **Third Intervention** when a family has received two interventions, and the student has accumulated at least 15 days of unexcused absences, the school principal will pursue formal sanctions, start unenrollment procedures and contact Child Protective Services for parental neglect.
- **Fourth Intervention** when a student misses 20 **unexcused** days of school overall they will be required to go to summer school or repeat the grade.

How early may I drop off my child at school?

We have Cares from 7-7:30 am every morning. After 7:30 am you will not be charged. Breakfast will also start at 7:35-7:50 am every morning. Children will not be supervised or allowed into the building before the school's official arrival time.

When should I pick my child up from school?

- Official dismissal times for Pre K and K is 2:30 Mon, Tues, Weds and Fri. Thursday dismissal time is 2:05
- Official dismissal time for 1st-8th grade is 3:05 Mon, Tues, Weds, and Fri. Thursday dismissal time is 2:05

What is the latest I can pick my child up from school?

Parents/guardians must pick their students up no later than 3:20 PM.

If a student has not been picked up by that time, a staff member will escort the student to aftercare, and the parent/guardian will be billed accordingly.

EARLY DISMISSALS

Once a student gets to school, he/she is required to stay the entire day or until that student is dismissed. Each student leaving school property during school hours will be required to have a note signed by the parent or guardian.

OBTAINING AN EARLY DISMISSAL:

1. A written explanation from a parent or guardian is to be turned into the homeroom teacher on the morning of the early dismissal. A telephone number must accompany the request so the dismissal can be confirmed.
2. If a student is granted an early dismissal, the parent must sign the student out in the school office at the designated time.
3. Even though a student is excused, it will be recorded on his/her attendance record as an absence since that student is not present in school.
4. Upon return from an early dismissal (same day), the parent will be expected to sign the student back into the office.
5. Telephone requests for excuse of a student will not be honored due to safety and security concerns.

ILLNESS DURING SCHOOL

If a student becomes ill during the school day, he/she will be sent to the nurse or office. Office personnel will follow health procedures set forth by the school nurse to determine if a child should return to class or be sent home. If it is deemed necessary for a child to leave school, a parent or guardian will be contacted to come to school to pick-up their child. The parent or guardian will need to sign their child out in the school office. Children need to be fever-free for 24 hours prior to returning to school. Students are not permitted to stay in the nurse's office during the school day.

ADMINISTRATIVE DISCRETION

The school principal has the ultimate authority in all attendance-related matters and reserves the right for discretionary deviation from the aforementioned attendance policies.

Since daily attendance is mandated by law, SFC is confident in knowing you will support our efforts in helping your child achieve their potential in school. If you are unsure about the policy, please feel free to ask. Once again, thank you for your support.

PA state law requires written documentation anytime a student is not at school.

CARES PROGRAM

All payments must be made the Monday prior to your child attending Morning/After Care program. (This is a prepaid service)

Morning CARES begins at 7a.m. and concludes at 7:30 a.m.

- Children must enter the side door of the school/Parents must accompany all Pre-K & Kindergarten children (Parents must sign-in child/children).
- Children are permitted to bring small breakfast (Meal must come prepared). NDS breakfast is served between 7:30-7:55 am

After CARES begins at 2:45 for PreK and K and 3:15p.m for grades 1-8. It will conclude at 6:00p.m. SHARP

- There will be a \$10 charge for late fee pick-ups/the first 15 minutes and \$1 charge added every minute after 6:15 p.m. (MUST PAY ON ARRIVAL).
- Children must bring a snack for AfterCARES program.(Nutritional Snack Recommended)
- Children are expected to do their homework during CARES, however, parents are responsible to check and sign their child's homework.

PRICES FOR CARES PAYMENTS

- MorningCARES : (1)Child \$7 (2)Children \$10 (3) Children \$13
- AfterCARES : (1)Child \$9 (2)Children \$12 (3) Children \$15
- Payments must be made Monday morning prior of the week of service
- If payment is not received prior to the start of the Cares program, you will be contacted to pick your child up from the office.
- We accept cash or money orders. No checks.

Health and Safety

Medical Records

The Commonwealth of Pennsylvania has mandated that all children entering the Kindergarten or First Grade present documented proof that the required immunizations have been received.

Nurse

- The nurse is responsible for checking the height, weight, hearing and vision of every child and for making referral to parents when problems are found. The nurse maintains all health records.
- Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.
- All students are screened yearly under the State-mandated program. Student physical examinations are required within three months of entry into school and the sixth grade. Student dental examinations are required within three months of entry into school and in the third and seventh grades. The sixth and seventh grade students are also screened for scoliosis.
- If your child has a specific medical problem, please notify the homeroom teacher and the nurse of the problem. Medic-Alert bracelets are strongly recommended for any child with a medical problem. Emergency cards are kept on file for each student.
- *Please be sure that we have an up-to-date emergency number on file in case of an emergency during the school day involving your child.*

Accidents/Illness at School

Accidents or unusual illness occurring at school are reported immediately to the principal or main office personnel. When a student becomes ill or meets with an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. *No medicine of any kind, including aspirin, may be given to the student.* Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

Medications

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions.

- In those rare instances where the medication must be given during the school day, it should be taken by the student in the *presence of an adult authorized by the school nurse and the principal.*
- Parents/guardians are required to sign the medication authorization form, which is available from the School.
- If the student must take medication at the School. Prescription and non-prescription over the counter medications must be in the original container with a note from the Parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication.

- Students requiring medical attention must report to the nurse or the Main Office.
- Parent and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication.
- *No medications should be placed in lunch boxes or school bags for students to self-administer. All medications must be taken in nurses' office or the main office.*

Safe Environment Policy

Any adult (employees or volunteer) who has regular contact with children must comply with Safe Environment requirements. The following clearances are required of employees:

- PA State check for criminal history
- Child Abuse
- FBI Clearance
- Attendance at safe environment training session

Fire Drill

Fire drills are conducted on a monthly basis. When the alarm sounds, the students are instructed to leave the building quickly and in silence according to directions posted in each area. Failure to cooperate is considered a serious matter.

Evacuation

Regulations

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on the school premises.
- Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.
- All visitors must report to the school office.

Smoking

The school premises are a smoke-free environment. No smoking is allowed in the school building.

Telephone/ School Office

The telephone in the school office is for business only. A student may use the phone only in the case of an emergency with the permission of the Principal. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason.

Transportation

In the beginning of the school year, parents/guardians are asked how their child (ren) will arrive at and leave school. Any change in transportation arrangements must be made in writing, even if it is a change for only one day. Transportation changes will not be made over the phone.

Bus

The Philadelphia School District provides a Septa trans-pass for bus transportation for students who reside at a distance greater than 1.7 miles from the school.

Car Pick- Up

Parents who pick up students from 1-8 grade must park their cars on Callowhill Street. This is a designated car pick-up area. Students must be picked-up on the curb side of the street. Running is prohibited. A teacher/staff will oversee car pick-up procedures daily. Parents may not encourage students to break traffic safety rules or disobey dismissal procedures

Walkers

Teachers (Grade 1-8) will escort classes to Callowhill Street. This is a designated pick-up area. Students must be picked-up on the curb side of the street. Running is prohibited. A teacher/staff will oversee pick-up procedures daily. Parents should wait outside the school yard gates on the sidewalk.

Crossing Guards

Crossing guards are provided by the local public school district. They are not school employees or under the direction of our School. The School is not responsible for the conduct of crossing guards or for insuring that crossing guards are posted as scheduled.

Nutrition and Meals

Breakfast and Lunch

All students stay for lunch during the school year. Nutritional Development Services administers the school meal programs. All students are eligible for a free breakfast and free lunch. Students arriving after 8:00 AM are not eligible for breakfast. Occasionally special lunches are offered. *Eating fast food or purchasing lunch at nearby delicatessens or stores is prohibited.* Forgotten lunches should be brought to the school office with the child's name and grade attached. Please, *we discourage fast food!* Class parties may not be celebrated in the cafeteria. For safety reasons, glass containers are not permitted.

CAFETERIA RULES

- Enter in calm orderly fashion.
- Remain in assigned seat
- Sit properly in seat
- Raise your hand and ask for permission to leave seat.
- Keep hands, feet and unkind words to yourself.
- Students are expected to clean their places after eating, pick up and dispose of debris in the trash containers. Recycle accordingly.
- Follow directions.
- Dismiss in an orderly line
- Respect and courtesy are to be shown to the teachers and cafeteria workers who supervise and assist during this time.

Snacks and Classroom Parties

The delivery of snacks or food for classroom parties, such as cupcakes, can be extremely disruptive to the learning environment. Parents/guardians must request the classroom teacher's permission to bring in outside food for the class. The teacher may use his or her discretion in allowing outside food or drink for the class. In classrooms where food allergies are a concern, the school reserves the right to limit any outside food.

Snacks must be brought in first thing in the morning by the student; office staff will not deliver any snacks or cupcakes that are brought into school after 7:45 am. **Pizza and other outside "hot" food will not be delivered to the classroom in the middle of the day.** If there is any attempt to deliver pizza or hot food to a classroom or to the lunchroom without the approval of administration, a meeting with the administration will be required.

COMMUNICATION

Emergency Contact Form

The School requires the parent(s)/guardian(s) of each student to complete an emergency contact form at mytads.com. It is important that the information on this form is accurate and updated so that the school can contact the parent/guardian in the event of an emergency. Parents are required to provide proof of residence at registration and whenever an address change is requested.

Legal Custody Issues

- Parents are asked to inform school personnel when legal custody of the child (ren) resides with one parent. It is important for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises.
- Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.
- Only individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

Parent Teacher Conferences

Parents may not conference with teachers while the teacher is on duty and actively supervising between the hours of 7:45 and 3:00. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. *Teachers may not be interrupted during the school day.* Lunches, messages, forgotten books, etc. should be left at the office with the child's name and room number.

Weekly Communication

Effective communication is the single, most important factor that assures a positive relationship between the home and school. Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communication include:

- This handbook
- www.saintfrancescabriniphila.org
- Monthly calendar of events
- Newsletter
- Thursday Communication Folder (White)
- Homework Folder: Pre-K (orange) 1-4 (blue) 5-8 (gold)

It is the responsibility of each child enrolled at the school to provide the parents with all written communications. Parents are asked to check book bags and folders regularly for such communications. Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Students should not be instructed to deliver items directly to the office.

Student Records

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school generated records of the child. Without a subpoena or court order, school records of the child (ren) may be disclosed only upon written consent of the parent/ guardian with legal custody. *Tuition must be current in order for school generated records to be released.*

VISITORS AND VOLUNTEERS

Visitors

Supporting student success is the primary focus at SFC. This requires uninterrupted classroom time for all students. Visitors are most welcome by appointment. To arrange for a visit, visitors should contact the school office. In addition, please consider the following:

- Matters and concerns pertaining to students may not be addressed on open areas.
- Parents coming to school to bring forgotten articles or to relay messages should come to the school office.
- Parents may not confer with a teacher or visit a classroom between the hours of 7:45 A.M. and 3:00 P.M., unless the Principal gives permission for such a visit.
- All visitors must report to the school office and sign in the Visitor's Log when entering the building. An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.
- The school does not permit parents to visit students during the school day. Custodial visitation arrangement must specify hours outside of the school day.

Involvement of Parents/Guardians

The home/school partnership is crucial to student success and active cooperation of parents and guardians is expected. Parents and guardians should adhere to the following requirements:

- Sending their child to school physically fit, clean, and properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the School in matters of activities, recreation, academics and discipline.
- Discovering their child's special interests and talents so that they may be developed to the fullest.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate School policy, Catholic teachings or the law.
- Reading contents of Weekly Communication Folder.

The failure of a parent/guardian to take these responsibilities seriously is grounds for action by the School, including dismissal of the student.

Volunteers

The assistance of parent volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our student's families, which helps in building a strong learning community. ***Proper clearances are required.***

Volunteers assist in some of the following ways:

Teachers' Aides

- Parent Ambassadors

- Computer Lab Aides
- Homeroom Mothers
- Chaperones
- School Office Aides
- Cafeteria and Yard Aides
- Fundraising
- Extracurricular Activities Aides

Every student is expected to show courtesy and respect to all volunteers.

ACCEPTABLE USE POLICY

This document contains the Acceptable Use Policy for your use of all computers, software and internet access while at St. Frances Cabrini, an Independence Mission School.

Educational Purpose

- Electronic devices are only used for educational purposes.

Unacceptable Uses: The following uses of electronic devices and SFC's network are considered unacceptable:

- Improper Use of Camera/Video Options
- Posting Personal Information
- Accessing Another Person's Account
- Downloading Software without Permission
- Inappropriate Language
- Not Respecting Privacy
- Plagiarism and Copyright Infringement
- Inappropriate Access to Material
- Use of Social Networking Sites

Personal Responsibility

- When you are using The **SFC** Network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about same as they are in the real world.
- But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

SIGNATURE PAGE

A signed copy of this must be on file in the Main Office for every student

Parent/Guardian School Policy Agreement

Parent/Guardian Name _____

Student Name _____ Grade _____

I verify that I have read the Saint Frances Cabrini, an Independent Mission School Parent and Student Handbook located on-line at www.saintfrancescabriniphila.org

I agree to comply, and have my student comply with all policies as stated in the handbook.

Parent/Guardian Signature _____

Student Acceptable Use Agreement

Student _____ Grade _____

Saint Frances Cabrini, an Independent Mission School

I have read the SFC Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rule I will face other disciplinary measures.

Student Signature _____ Date _____

