

St. Frances Cabrini Regional Catholic School, IMS

Student – Parent Handbook 2018 - 2019



Saint Frances Cabrini
Regional Catholic School

An Independence Mission School

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

www.stfrancescabriniphila.org

Dear SFC Families,

More than a century ago, St. Frances Xavier Cabrini urged her teachers to “educate the hearts of their students.” With that in mind our mission at St. Frances Cabrini Regional Catholic School is ***“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,

Julie Pickhaver
Principal

Thomas Whittle
Assistant Principal

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Signature Page

(a copy for every student must be on file in the Main Office)

Right to Amend

Every effort has been made to provide you with correct information. The Administration reserves the right to change, amend, add or delete any or all of the policies and procedures or guidelines contained in this handbook for just cause and in the best interest of students and the school community. Implementation of these policies and procedures is ultimately at the discretion of the school administration.

Mission Statement

The Mission of St. Frances Cabrini Regional Catholic school is: “To Know, Love and Live, the life of Christ, by providing a value centered education based on the philosophy of Mother Cabrini.”

General Information

School Hours:

Early Childhood:

Monday, Tuesday, Wednesday, Friday 8:00-2:30

Thursday 8:00-1:45

Grades 1-8:

Monday, Tuesday, Wednesday, Friday 8:00-3:00

Thursday 8:00-2:00

*Aftercare is available until 6pm through CARES for a fee. Please see CARES policy for more information.

****Note for the 2018-2019 Academic Year families WILL be charged for CARES from 2:00-3:00 on Thursdays.***

Contact Information

School Office:

215-748-2994

Fax:

215- 405-3987

Supplies

Students are expected to come to school every day prepared to participate in the learning experience. A supply list is provided to all students. It is the responsibility of the parent and pupil to come to school each day with required school supplies. Parents may be asked to replenish school supplies 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, materials, or computers must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books, materials, or computer items were purchased by the School.

Nutrition and Wellness

We want to encourage healthy eating habits. Nutritional Development Services administers the food service program. They provide breakfast and lunch. Fast food is discouraged.

Snacks and Classroom Parties

The delivery of snacks or food for classroom parties, such as cupcakes, can be extremely disruptive to the learning environment. We ask that parents coordinate with the classroom teacher 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 unless worked out in advance with teacher and front office staff. Pizza and other outside “hot” food will not be delivered to the classroom in the middle of the day without permission for the teacher and administration. 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.

Parent/Family Involvement

Parents as partners -- Parental/family involvement is a key element in a child's success in school. There have been many studies on the importance of parental/family involvement. Students who have parents and teachers working together do better in school. That involvement helps to build a stronger school community. All parents are welcome and encouraged to participate and be involved in the St. Frances Cabrini community. We hope parents/families will join us for the following events, which will occur approximately once a month:

1. St. Frances Cabrini Family Association
2. Events, Prayer Services/Mass

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, the code of conduct, or the law.
- Reading contents of Weekly Communication Folder.
- Understand and sign the TADS enrollment agreement.

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.***

In order to volunteer or chaperone, parents/guardians must submit their clearances to the school at least two weeks ahead of trip/event (PA Criminal, PA Child Abuse, FBI Fingerprint).

Volunteers assist in some of the following ways:

- Parent Ambassadors

- 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.

Visitors

Anyone entering the building during the course of the day is to report directly to the main office upon entering the building. All visitors must state in the office their reason for coming into the school (participant in one of the school programs, building staff, etc.). If for any reason as a visitor needs to go to a location in the building such as the tuition office or a meeting, then the visitor will be escorted by one of the office staff and must also get a visitor badge, and sign in.

Parents may not visit students during the course of the school day without previous arrangements.

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 with the school enrollment 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, religion, nationality 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)

Enrollment Process:

Once you complete your application and school visit, you will be notified if you have been accepted. You will receive an email with a link to our online system.

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
- Immunization Record
- Transfer and Report Card (if coming from another school)
- Court ordered custody agreement (if applicable)
- Student's IEP (if applicable)
- Proof of income
 - This will be required for the financial aid application

- 1040, W-2, benefit documentation, etc.

Your child is not guaranteed a seat until this step is completed. To secure your seat after acceptance, you must complete the online enrollment form and pay the \$150/family enrollment fee.

Financial Aid

Financial aid is available for students K-8. Pre-K students are not eligible. Once you have completed your enrollment online, you will receive a waiver code to apply for financial aid. During your meeting with the Tuition and Enrollment coordinator, you will be given a good faith estimate of your tuition payments based upon your family income and number of household members. Unless there is a change in those numbers you provide at that time or you fail to complete the financial aid information online, you can expect your monthly tuition payments to be as stated.

In order to credit any scholarships or financial aid, including Children's Scholarship Fund, we require all students to complete a financial aid application online. Failure to do so will produce a bill for full tuition; if you subsequently apply for financial aid, the months that were billed as full tuition months will not be retroactively reduced. You will have ten days to complete your financial aid application once accepted. Your first bill will arrive in July and your first tuition payment is due August 15th. Tuition bills for July paid prior to starting school.

Families eligible for the Children's Scholarship Fund of Philadelphia are strongly encouraged to apply for the lottery prior to March 1st. Information can be found at www.csphiladelphia.org.

Re-enrollment

Families enrolled in our school are required to re-enroll annually. Re-enrollment information for the following year is forwarded to each family through weekly communication in February prior to the next school year. A nonrefundable re-enrollment fee will be charged to the account of families who indicate they will return to St. Frances Cabrini the following school year. At the principal's discretion, a hold on re-enrollment may be placed for students who present academic or conduct concerns. Any student on academic and social probation will not be able to re-enroll until school administration and teachers must see significant improvement as defined in the student's probation agreement.

Tuition Payment

St Frances Cabrini Regional Catholic school appreciates your choice to educate your child/children at this school. We understand the amount of trust you have placed in us. We are aware that this is a decision that involves financial sacrifices and commitments for you. Know that the administration, faculty, and staff are committed to providing the very best Catholic educational experience for all of our students.

The Tuition Coordinator will notify administration when tuition is past due. Late tuition may result in a student being asked to stay home until payment has been made. After 10 days the student will be dropped from roll and must enroll in another school or will be considered truant. If a child is asked to stay home for nonpayment of tuition, the parent will be notified the preceding school day via email, letter or phone call. Regardless of parent confirmation of receipt of the notice, we will uphold the decision to not allow the child to attend classes. If the child comes to school when they have been asked to stay home for nonpayment, they will be sent to the office and the parent and/or emergency contacts will be contacted to pick the child up.

If there are extenuating circumstances that prevent a family from following the tuition schedules, these circumstances must be discussed with the principal before the scheduled due date of the tuition payment. Failure to uphold a payment plan may result in the child being sent home.

Report cards and progress reports will not be sent home if there is a past due balance on the account, even if a repayment plan is in place; however, you may contact your child's teacher for updates on academic progress. School work will not be provided during the time the child is not allowed to attend classes due to nonpayment; however, once the balance is paid and the child returns to school, makeup work will be provided.

Releasing final report cards, transferring records, or registering for the following school year

Transfer of Students

The parent/legal guardian, in writing, should make notice of withdrawal of a student to the administration in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records may be forwarded to another school until tuition accounts have been settled.

Student records, aside from the report card, will not be released directly to the parents; they will be sent to the receiving school once a release of records form is signed.

Non-Discrimination Policy

St. Frances Cabrini Regional Catholic School does not discriminate on the basis of sex, race, color, nationality religion, or ethnic origin in administration of our educational policies, admission policies, scholarships and loan programs, athletic or other administered programs.

TADS Enrollment Agreement

At St. Frances Cabrini Regional, we work in a partnership with parents and guardians to provide the best education for your child, our student. We educate the whole person that is your child, appreciating that each student is a unique individual created in the image and likeness of God. Catholic education adds the dimension of a value system with Christ as a model. The school seeks to create an atmosphere of faith, community, caring and service. Frequent prayer, participation in liturgies, encouragement of academic excellence, and the development of each student's potential are the essence of our school philosophy.

Parents are required to understand and support the philosophy of St. Frances Cabrini Regional. These include the following codes of behavior:

- *I understand that my participation in my child's education will help him/her be successful in school.*
- *I understand that everything I say or do is used by my children as a model by which to live, and that being positive role model for my child/ren is an important and critical responsibility.*
- *At no time will I participate in destructive criticism of the staff or school to my child or others. If a problem arises, I will contact the teacher, staff member or principal as required to resolve the problem.*
- *I will support St. Frances Cabrini Regional by ensuring that my child/ren's behavior is worthy of their place in St. Frances Cabrini Regional at all times, both in and out of uniform.*
- *I will support the school and the efforts of the teachers by explaining the importance of abiding by the School rules and expected Code of Conduct to my child/ren.*
- *I understand that my child/ren will be obligated to attend Religion class and participate in religious services that are part of the school program.*
- *I will volunteer to assist the teachers and staff in curricular and/or extra-curricular activities, as needed, to the best of my abilities.*

- *I pledge to make every effort for my student(s) and family to attend and participate in school sponsored events.*
- *I understand that St. Frances Cabrini Regional will challenge my child/ren to work to the best of his/her ability and to live as Christian examples of faith to one another and to the extended community.*
- *I pledge to pay my financial obligation to St. Frances Cabrini Regional in accordance with the established due dates and deadlines and agree to the published fees and penalties if I do not.*
- *I understand that the enrollment fee is non-refundable.*
- *I understand that once a Tuition payment is made it is non-refundable.*
- *I understand I will receive a tuition agreement in late June/early July to complete during the summer. Tuition is billed over a 10 month period from July 25 to April 25. TADS will assess a \$35 late fee for any payment which is not made within five days of this due date. Late fees will begin in the month of August.*

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.

- Journeys Reading Curriculum (K -5)
- Foundations (K and Literacy Room)
- Collections English Language Arts and Reading Curriculum
- Eureka Math (PK-8)
- Foss Science (5-8)
- Archdiocese of Philadelphia (Religion, Physical Education, Music, and Art)

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.

Pre-K

Number codes 1-3

Grade codes for K-3

O = Outstanding

VG = Very Good

G = Good

S = Satisfactory

I = Provides Work of Inconsistent Quality

U = Unsatisfactory

Conduct

1 Unsatisfactory

2 Needs Improvement

3 Developing Appropriately

4 Exceeding Goals

Grade Codes for 4-8:

93-100 A - Superior

85-92 B - Very Good

77-84 C - Average

70-76 D - Below Average

Below a 70 - F Failing

Conduct

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.

Conferencing (Progress Reports and Report Cards)

Conferencing and working with parents is critical to our success. Progress reports are provided at the mid-point of each trimester for all students. Teachers and parents may require a conference at that time for students who are not making academic progress. Report Conferences are held at the end of each trimester.

Homework:

Homework is an assignment given by a teacher that either:

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

Reading at home is always strongly suggested.

<u>Grade</u>	<u># of Minutes</u>
Pre-K	Students are to work with a parent for at least 10 minutes a night on Reading/Writing/Math related activities
Kindergarten	Students should read for at least 20 minutes a night
First/Second	30 minutes
Third/Fourth	60 minutes
Middle School	60-90 minutes

Exams & Testing

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.

Probation

We believe that students at St. Frances Cabrini are on the path to college. St. Frances administration, teachers, and staff will always work with students and parents to make sure they are continuing on the right path, working hard, and following the student code of conduct. Students who are not working hard or following the code of conduct academically or socially may be placed on probation as next steps are evaluated.

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 summer school and or tutoring, 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
 - 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.
- 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.

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.

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.

School Wide Behavior System

Student Code of Conduct:

As a student of St. Frances Cabrini Regional Catholic School, I understand and fully commit to the following code of conduct:

- *I will be on time for school every day (8:00 am) with the tools needed for success and remain for the entire school day.*
- *I will complete my assigned homework accordingly.*
- *I will advocate for myself. If I do not understand something or if I need assistance, I will communicate my concerns to my teachers or and adult I trust in the school.*
- *I will follow the St. Frances Cabrini dress code every day.*
- *I will show the highest respect for all adults and students in the building and will conduct myself in a respectful and professional manner at all times.*
- *I will respect and honor the tenants, teachings, and observances of Catholicism as deemed by St. Frances Cabrini Regional Catholic School whether I am of the Catholic Faith or another belie.*
- *I will always work, think and act in the best way I can to support the sacredness of learning time for me AND my fellow students.*
- *I will follow the expectations and policies as outlined by St. Frances Cabrini teachers and staff*
- *I will be an active participant during instruction and perform to the best of my abilities at all times in the classroom..*
- *I will model our school values of trustworthiness, responsibility, respect, fairness, caring, and citizenship at all times and remember to “Have a Heart and Do What’s Smart!”*
- *I will model leadership, which means if I make a poor choice, I will tell the truth and accept responsibility for my actions*
- *I am responsible for my choices and behavior and I know that my success is something everyone in the St. Frances Cabrini Community benefits from.*

Character Counts:

St. Frances Cabrini is adopting the Character Counts program in conjunction with our Positive School Wide Behavior System. Character Counts is a character-building program that features daily lessons to promote six core values:

- ***Trustworthiness***
- ***Responsibility***
- ***Respect***
- ***Fairness***
- ***Caring***
- ***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 "character champion" to their classmates. We will hold monthly whole school assemblies to recognize these

students who go above and beyond to display our Character Counts Core Values. More information about these rewards and the Character Counts program will be sent home throughout the school year.

Behavior System

St. Frances Cabrini has high expectations for behavior, character, and habits of study. Every student at St. Frances Cabrini has the right to an excellent education.

We are establishing an environment that will foster maximum learning and mutual respect. Students are expected to be respectful of the educational process and to take responsibility for their own learning.

There are a few systems in place to monitor and in some cases help to correct disciplinary issues. We implement restorative practices, color charts (for younger grades), and documenting positive points and negative points (demerits) through our communication tools (i.e. ClassDojo and Liveschool).

Discipline Policy Overview

The St. Frances Cabrini behavior support 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.

Behavior is broken up into tiers based on the severity of behavior. There are four behavior tiers. (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 above consequences will be administered to students in grades 1-8. (Grades 1-2 will not receive after school detentions but lunchtime community service detention)

Tier 1

- Students will be given one warning for specific tier 1 behavior
- If the undesired behavior continues then the teacher may use their discretion to give out 1-2 demerits or loss of privileges.
- Once a demerit is given it must be recorded in LiveSchool or ClassDojo.
- Teachers will not call home for individual Tier 1 demerits
- Repeated Tier 1 behaviors that result in (10 demerits) will require a teacher/parent phone call and or meeting.
- Tier 1 behaviors 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 behavior
- Teachers will distribute 5 demerits for Tier 2 behavior and record it either in ClassDojo or LiveSchool
- **A teacher will call home after a Tier 2 demerit is given.**
- **Tier 2 demerits result in an automatic Detention**
- **Teacher/principal/parent meeting must occur after three detentions**
- 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

Tier 3

- Students will not be given any warnings for Tier 3 behaviors
- For a Tier 3 behaviors teacher will automatically refer to the student to administration
- Teachers will be required to complete an Office Discipline Referral in order to document the behavior as well as log it into Liveschool or ClassDojo
- Tier 3 behaviors will receive at minimum detention or suspension and students will automatically receive 10 demerits
 - Consequences for these behaviors will be determined by the principals and will range from detention to suspension to expulsion depending on the behavior and the frequency in which the student has been referred to the office in the past.
- Tier 3 behaviors 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 Behaviors

- Students who participate in the behaviors listed below will be expelled from the school.

Non-negotiable behaviors 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

Discipline Policy Breakdown

Early Childhood (Pre-K and Kindergarten)

Tracking System

In early childhood (Pre-K and K), classrooms will use a visual tracker “Traffic Light System” for behavior tracking.

1. Red: Behavior choices require improvement
2. Yellow: Satisfactory Behavior Choices
3. Green: Good Behavior Choices
4. Pink: Excellent Behavior Choices

Student

- An early childhood student that follows all classroom rules and makes good behavior choices should come home on “green” every day.
- A student who follows all the classroom rules, makes, excellent behavior choices and shows the SFC values throughout the day may come home on “pink”
- Students who are struggling to make the correct behavior choices may come home on “yellow” or “red” and communication between the teacher and the parent is necessary.
- All students will start the day on “Green.”
 - Students will be given a verbal warning after being redirected for behavior
 - If the student continues to display the behavior the student will move to “yellow” as a second warning.
 - If the behavior continues after moving to “yellow” the student will spend 3-4 minutes (depending on age) on a “thinking chair” and move from yellow to red.
 - For incidents of hitting or any type of physical contact, children will be immediately placed on the thinking chair and Principal, Ms. Pickhaver and parents will be notified.
- Throughout the day, students who are on red have the opportunity to move back up to green by displaying positive behavior.

Teacher

- Uses the “traffic light system” to encourage positive behavior consistently.
- Send home daily calendar indicating students color with notes as needed for parents to see and send back initialed.
- Send home weekly newsletter/email so you know what your child is experiencing in the classroom.
- Communicates with parents regularly about behavior as needed.
- Teacher will create classroom incentives to reward students consistently on green and pink.

Parent

- Parent must check communication folder daily for behavior chart as well as any other important information.
- Parents must read weekly newsletter or email.
- Parents will take phone calls and meet with teachers and administration as necessary.
- Parents will work with teacher and administration to encourage positive behavior choices.

Lower School

Tracking System

Lower School (grades 1-4) classrooms will use ClassDojo for behavior tracking. ([www. Classdojo.com](http://www.Classdojo.com))

Student

- A student that follows all classroom rules and shows SFC values consistently should earn around 25 Dojo points a week.
- Students that receive 10 demerits in a week will receive a community service lunch detention on Fridays.
- Students who receive a Tier 2 demerit will receive an automatic community service lunch detention that same day or the following day and a phone call home.
- Students who receive 40 demerits (4 detentions) in a trimester will be put on academic and social probation.
- Students will be able to use Dojo points at the end of each month to earn prizes, trips, incentives, etc.

Teacher

- Uses ClassDojo Consistently for both positive and negative points.
- Use Dojo to communicate homework, schoolwide announcements, and individually to parents
- Communicates with parents regularly about demerits
 - Teacher will call home for Repeated Tier 1 Demerits (once a student gets to 10)
 - Teacher will call home for every Tier 2 demerit
 - Teacher will send home monthly ClassDojo report for parents to sign and return.
 - Teachers will create classroom incentives in addition to the school wide incentives around ClassDojo.
 - Teachers will reset class dojo at the end of each month.

Parent

- Parents must sign up for class dojo by the end of the first full week of school.
- Parents must download the app by the end of the first week of school.
- Parents must check ClassDojo daily for homework, announcements, as well as positive points and demerits that students received during the school day.
- Parents will take phone calls and meet with teachers and administration as necessary.
- Parents understand that 40 demerits in a trimester requires a meeting with the principal where an academic and social probation agreement will be created.

Middle School

Tracking System

5th grade and Middle School (6-8th grade) will use Liveschool for tracking behavior. (www.liveschool.com)

Student

- A student that follows all classroom rules and shows SFC values consistently should earn around 30 Liveschool points a week.
- A student that receives 5 demerits in a week will receive a detention on Wednesday afternoon from 3:00-4:15.
- Students who receive a Tier 2 demerit will get an automatic detention and a phone call home.
- Detention will be part reflection and part school community service.
- Students who receive 40 demerits (8 Detentions) may be put on academic and social probation.
- Any student on academic and social probation will not be able to re-enroll until school administration and teachers must see significant improvement as defined in the student's probation agreement.
- Students will be able to use their LiveSchool points at the end of each month to earn prizes, recess time, trips, incentives, etc.

Teacher

- Uses Liveschool consistently for both positive and negative points.
- Use Liveschool to communicate homework and schoolwide announcements to parents.
 - Note: Liveschool does not have a message component so messages home will be communicated on students page as a (0 point comment)
- Teacher will send home weekly Liveschool paycheck in Friday Folders for parents to sign and return
- Teacher will create classroom incentives in addition to the school wide incentives around Liveschool.
- LiveSchool Points will not reset so we can keep track of the entire year.

Parent

- Parents must sign up for a Liveschool account by the end of the first full week of school.
- Parents must download the app by the end of the first week of school.
- Parents must check Liveschool daily for homework, announcements, as well as positive points and demerits that students received during the school day.
- Parents will take phone calls and meet with teachers and administration as necessary
- Parents understand that 5 demerits in a week will result in a detention for their child and they will need to figure out transportation.

- Parents understand that 40 demerits requires a meeting with the principal where an academic and social probation agreement may be created.

*Demerits do affect a student's Personal and Social Growth Conduct grade:

- To earn a 4, students must have less than 10 demerits for the Trimester
- To earn a 3, students must only have between 11-20 demerits for the Trimester
- To earn a 2, students must only have between 21-30 demerits for the Trimester
- To earn a 1, students have accumulated over 30 demerits for the Trimester

***Behavior and Social Emotional 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 students 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, apple watch, fitbit that displays text messages, or any electronic device is forbidden upon arriving at school in the morning until the dismissal of school that afternoon without the 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 administration.

Harassment/Bullying

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 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 online 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. (This excludes apple watches and Fitbits) 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 shorts
Navy blue sweatpants
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
ALL Black lace-up shoes. No Boots

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
ALL Black or brown lace-up shoes. No boots

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 and only neutral nail polish colors.
Girls/Boys may wear one pair of post earrings in the earlobe only.
Hair must be worn neatly.
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.

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

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 may 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** days of the absence, the absence may not be considered unexcused and will be marked as such on MSP.

**Students are required to make up all missed work when Absent. It is the responsibility of the student and family to obtain make up work from the teacher.*

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 un-enroll a student who reaches 10 consecutive, unexcused absences.

Intervention and Family Support

- **First intervention** after 5 unexcused absences or latenesses 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 10 unexcused absences or latenesses 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 or latenesses, the school principal will pursue formal sanctions, start un-enrollment procedures and contact PA Childline 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 their current grade as well as be referred to PA Childline.

*Note accumulated latenesses that result in missing instructional time may also require summer school or retention.

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. CARES is 5 dollars per family if a student arrives before 7:30. Breakfast is between 7:35-7:50 am every morning.

Children will not be supervised or allowed into the building before the school's official arrival time at 7:35.

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 1:45
- Official dismissal time for 1st-8th grade is 3:00 Mon, Tues, Weds, and Fri. Thursday dismissal time is 2:00

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

- Parents/guardians must pick their students up no later than 3:15 PM on Mon, Tues, Weds, and Fri. No later than 2:15 pm on Thursdays. If a student is a part of the Cares program, the latest they can be picked up is 6pm. Two latenesses will result in dismissal from the Cares program.

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.
- Students that require an early dismissal will need to be picked up before 2:30 pm. No early Dismissals will be granted after 2:30 pm.

OBTAINING AN EARLY DISMISSAL:

- 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.
- If a student is granted an early dismissal, the parent must sign the student out in the school office at the designated time.
- Students are required to make up all work missed.
- Upon return from an early dismissal (same day), the parent will be expected to sign the student back into the office.
- 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 so alternative transportation will need to be worked out by the parents if they are unable to pick up their child.

ADMINISTRATIVE DISCRETION

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

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.

CARES PROGRAM

St. Frances Cabrini CARES Policy for 2018-2019 school year

- Please read the **entire** CARES handbook to understand all new policies and cares procedures and fill out all necessary documents. The following are some of the major but NOT all of the new CARES policy changes:
 - Starting the 2018-2019 school year that will be a 15-dollar registration fee for CARES.
 - All Cares documents and the 15-dollar registration fee for CARES are due to prior to your child starting Cares.
 - All Cares money should be given directly to the Director of CARES (Ms. Jessica McCrary)
 - Money can also be sent in with your child in an envelope with your child's name and the amount enclosed. Receipts are available upon request from the Director of Cares.
 - Balances and Cares Bills will be sent home with your child every Monday.
 - Once a family reaches a 100 dollars unpaid balance they will be suspended from the program until the balance is paid.
 - If a family reaches a 100 dollars unpaid balance three times, they will be dismissed from the program.
 - All unpaid balances will be reported to the principal and the tuition office

Morning CARES

- 5 dollars a day per family before 7:30
- Can be paid daily or advance
- Students must sign into CARES if they arrived before 7:30

Afternoon CARES

- Afternoon CARES for grades 1-8:
 - 3-6pm Mon, Tues, Weds, Fri
 - 2-6 pm on Thursday

*Note for the 2018-2019 school year CARES will not be free from 2:00-3:00 on Thursdays

- Afternoon CARES for pre-k and K:
 - 2:45-6 Mon, Tues, Weds, Fri
 - 1:45-6 on Thursday.

*Note for the 2018-2019 school year CARES will not be free from 2:00-3:00 on Thursdays

- Cost:
 - 10 dollars per day for 1 child.
 - 14 dollars per day for 2 children

- 18 dollars per day for 3 children
- ***There will be a \$10 charge for late fee/pickups for the first 15 minutes and a 1-dollar charge added every minute after 6:15 pm. Two late pick-ups will result in dismissal from the CARES program.***
- Payment can be paid daily or in advance
- Attendance will be taken daily during CARES.
- Children must bring a snack for CARES (nutritional snack recommended)
- Homework will be done in CARES until 4:30 pm.
- In order for someone to pick up your child from cares they MUST be on the approved pick up list. Students will not be sent home with anyone not on the approved pick-up list.
- ID is required to pick up student from CARES.

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, if the nurse is present the nurse will arrange to have the student transported to the hospital.
 - ***The school nurse is only at SFC two days a week. Student medical plans may not require a full-time nurse at the school.***
- 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 accident occurs, 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 unless parents/guardians give permission.* Only basic first aid may be administered. Parents must be contacted immediately if there is any question regarding an injury.

Medications

It is HIGHLY 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 can 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 will be conducted on a regular 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 and the student will receive consequences in accordance with the discipline policy.

Lockdown

During a school lockdown, Classroom expectations for students are as follows:

- Students who are in the hallway will be required to move into a nearby classroom.
- All doors and windows are to be locked. Do not answer your door if there is a knock.
- Students are to remain orderly and follow the instructions of the staff members. Students should stay away from the windows and doors.
- Under no circumstances will students be released until staff is instructed by an administrator to do so.
- Do not poke your head out to see what is happening. The lockdown will end with an announcement over the loudspeaker.
- Turn off lights in your classroom.
- There will be an announcement made when the lockdown is a practice drill and it will also be announced with the drill is completed.
- Students are not to be talking during the lockdown.
- Do Not stand or sit in a chair where you are visible by someone from the hallway.

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, present ID, sign in, and if necessary receive a visitors badge.

Smoking

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

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

We offer school bus transportation through the School District of Philadelphia for students in first through eighth grade. The bus company, Durham School Services and drivers are not employees of St. Frances Cabrini.

Bus Contact Number: 215-537-5405 (ext. 2 for dispatch)

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. Parents should wait outside the school yard gates on the sidewalk.

Walkers

Teachers (Grade 1-8) will escort classes to Callowhill Street. This is a designated pick-up area. Walkers will dismiss from this area after checking out with their teacher.

Crossing Guards

Crossing guards are provided by School District of Philadelphia. 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 ensuring 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. Forgotten lunches should be brought to the school office with the child's name and grade attached. **Please do not send in or drop off fast food for your child.** 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.

COMMUNICATION

Emergency Contact Form

The School requires the parent(s)/guardian(s) of each student to complete an emergency contact form at mytads.com as well as a hard copy sent home the first week of school. 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

Forms of 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.stfrancescabriniphila.org
- Monthly calendar of events
- Newsletter
- Friday Communication Folder
- ClassDojo and Liveschool
- MSP mass emails, calls, and texts

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 and CARES balances must be current in order for school generated records to be released.*

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.

Off-Campus Visits

As part of their school routine, students may head off-campus for recess or to visit the Haddington Library across the street from the school. Students in grades 1 through 5 utilize Granahan Playground for daily recess. Students in Early Childhood and in middle School may visit the playground on occasion. Student in Early Childhood utilize the platform in the school courtyard for daily recess.

Students in all grades may on occasion use the Haddington Library. Any off-campus visit will be supervised by SFC staff.

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.stfrancescabriniphila.org

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

Parent/Guardian Signature _____

Student Code of Conduct Student Acceptable Use Agreement

Student _____ Grade _____

Saint Frances Cabrini, an Independent Mission School

I have read, understand and commit to the St. Frances Cabrini Student Code of Conduct.

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 _____