



2022-2023

PARENT & STUDENT HANDBOOK

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St. Francis Catholic School

45 Beach City Rd

Hilton Head Island, SC 29926

Phone: 843-681-6501

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<http://www.sfcshhi.com>

Dear Parents and Students:

Welcome to St. Francis Catholic School! In choosing St. Francis, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Francis for the 2022-2023 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Francis Catholic School during the 2022-2023 school year.

The faculty and staff of St. Francis look forward to working with you in nurturing your child(ren)'s spiritual and intellectual growth in an authentically Catholic community committed to academic excellence.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Sincerely in Christ,

Andrea Smith, M.Ed, LPC, NCC
Principal

FOUNDATIONAL DOCUMENTS

TAG LINE

25 Years of Growing Together in Faith and Knowledge

MISSION STATEMENT

To nurture students' spiritual and intellectual growth in an authentically Catholic community committed to academic excellence.

VALUES

We value faith formation.

We value quality academics.

We value community.

We value a nurturing and disciplined environment.

We value a variety of opportunities and enrichment activities for our students.

OBJECTIVES

In order to implement our mission statement we strive:

- 1) To help children grow and mature in their faith-life through participation in the sacramental life of the Church.
- 2) To teach authentic Catholic doctrine in accordance with the Magisterium of the Church.
- 3) To provide each student with a solid academic background, using the best available teaching methods, materials, and technology.
- 4) To encourage each student to become self-disciplined through a consistent, fair, and structured environment.
- 5) To help each child to develop intellectually in order to meet the demands of society and to make valid choices based on truth.
- 6) To instill in each child a concern and awareness for the oppressed and needy, motivating him/her to action and service.

Our hope is that every graduate of St. Francis Catholic School is a person of

FAITH, INTEGRITY, and SCHOLARSHIP

GRADUATE PROFILE

S – Success - An individual who strives to reach his or her full spiritual, intellectual, emotional, and physical potential while understanding his or her strengths and limitations.

F – Faith – An individual who understands the principles of Catholic moral and social teaching while participating in the sacraments.

C – Commitment – An individual who appreciates his or her God-given talents and positively contributes to his or her community.

S – Service – An individual who has a sense of compassion for those in need and actively participates in bettering his or her community through service work or projects.

ALMA MATER

Sing a song of thanks and honor,
for the school we hold so dear,
For our parents, teachers, mentors,
who by faith have brought us here.

May we always, with thanksgiving in
our souls the Lord to rule,
And let our hearts be ever grateful,
God gave us St. Francis School.

HISTORY

The Early Years

In 1996, SFCS opened with two grades: Pre-K and Kindergarten. Initial enrollment was 45 students. The School was located in what is now the Family Center, having been completed a year earlier.

The School initially was scheduled to open on September 9th but due to Hurricane Bertha and an evacuation of Hilton Head Island, classes actually began a few days later.

The seeds of SFCS were planted when then Bishop of Charleston, Bishop David Thompson, asked a priest who had started a Catholic School in Beaufort (St. Peter's) to establish the first Catholic School on Hilton Head due to its expanding population. That priest was Father, now Monsignor, Martin Laughlin. The Pastor at that time was Father Michael McCafferty.

In 1997, 1st and 2nd grades were added, virtually doubling enrollment to 95 students. More space was needed to add more grades. Thus, a new school building was constructed, opening in 1998, at which time 3rd, 4th and 5th grades were added. The following year, 6th grade was added, the year after that the 7th grade, and finally in the 2001 school year, the first class of 8th graders began classes.

These years were most fortunate to have the leadership of Kay Sutcliffe, and then Mary Fallon as the school's first and second principals. The former provided tremendous professional direction in the school's earliest years. The latter brought inspiration and encouragement leading to the school's growth and expansion. In honor of St. Francis of Assisi's love of animals, The "Wolves" (named after the Wolf of Gubbio that terrorized that Umbrian city until St. Francis took the wolf in and tamed it so as to act on behalf of God) were on their way.

The Middle Years

The highlight of this period in SFCS's history was the addition of the Gym/All-Purpose Building and the Fine Arts Center. This came about in 2008, having a huge and positive impact on the school and its students.

Athletics expanded and additional sports were added to the roster. More significantly, SFCS became a host for various sports contests. This led to greater exposure and appreciation of SFCS by others. The building also has come to serve as a facility for a range of other events such as lectures, galas, musical performances, plays, and a venue used for Mass. Overall, the building has dramatically enhanced the general appeal of SFCS and contributed to the school attracting additional students.

The Fine Arts Center added a different and equally important dimension to SFCS. Known as the Polhamus Building, this additional amenity has provided a dedicated space for expanding students' cultural awareness. They have discovered new aspects of life and a deeper understanding of their respective talents. High ceilings and skylights are conducive to creating art, backdrops for school musicals are designed here, and the music room is full of instruments to learn in additional piano and voice classes after regular school hours.

Another notable highlight of the middle years was the addition of Dominican Sisters to the faculty for a few years. Under the tutelage of then Principal Mike Rockers, the Sisters came here from Ann Arbor, MI in 2006, first three of them and then four the following year. Subjects they taught included science and religion, complementing lay faculty for five years as the staff grew.

More recently, in 2018, the long-standing need for a new playground was met. The original playground's equipment had become dilapidated, and the ground worn down. New equipment and artificial turf were installed. Better security fencing was put in place. More activities and separation between the younger and older classes have resulted.

SFCS Today

As we celebrated our 25th Anniversary, our leadership team is strong. After an interim period with Sister Kathleen Kane acting as principal, our current Parish Pastor (Father Mike Oenbrink) and former School Principal (Brian Pope) have been guiding SFCS. Mr. Pope, having first come to SFCS as a substitute teacher in Spring 2002, has been here for every graduating 8th grade class in the school's history. This year we are happy to have Andrea Smith, M.Ed, LPC, NCC as our new principal to guide our school.

Now in the 26th year, there are slightly more than 200 students who are supported by two dozen faculty and staff. Numerous extra-curricular activities, clubs, and service projects are an integral part of the school.

A particular point of pride is how SFCS coped with the Covid-19 pandemic. The school greatly upgraded its technology infrastructure with high-speed internet throughout the

entire campus, has increased the amount of one-to-one devices in the school, and successfully offered a blended learning atmosphere. Improvements in sanitation efforts and air filtration were also made throughout the entire campus. All of this has been done with the on-going priority of ensuring a safe, organized, well-structured, healthy environment for all concerned.

“A variety of opportunities and enrichment activities” has been cited as one of the school’s values. Representative examples are: Beta Club, Geography Bee, Science Fair, Safety Patrol, Yearbook, Book Club, Baking Club, and a range of sports including Cross-Country, Volleyball, Basketball, and Soccer. Exploring additional interests is integral to life at SFCS.

Partners Through the Years

A hallmark trait of SFCS has been widespread participation by many parties committed to the school’s success over its 25 years.

Most prominent has been the FSA (Family School Association), whose motto is “Embracing our children’s future through Faith, Fellowship and Fundraising”.

Their most prominent activity has been the Annual Gala, which has been going on since the school’s very first academic year. Throughout the school year, they organize and conduct numerous other events as well. Widespread parental involvement throughout the years has been one of SFCS’s greatest blessings, and a true differentiator.

Other organizations contributing to SFCS, often in the way of scholarship monies, include the Women of St. Francis, the Knights of Columbus, and the St. Francis Thrift Shop.

Another volunteer organization assisting SFCS is SAC (School Advisory Committee). It consists of numerous subcommittees devoted to enhancing critical aspects of the school to optimize success. Among these subcommittees are Finance, Technology, Enrollment, Facilities, Safety, Catholic Identity, and Development.

There are many other partners through the years for which SFCS is most grateful.

The Next 25 Years

Our goal is to perpetuate the extraordinary spirit and accomplishments of SFCS for the next 25 years, and beyond. We will continue to inculcate our students with a sound moral foundation, strive for academic excellence, and foster respect for others. Our hope is every graduate is a person of faith, integrity and scholarship.

With exceptional attention from our remarkably dedicated faculty and outstanding commitment from students’ parents, we are confident the next 25 years will be even more successful.

Critical, also, will be financial support. Thus, we invite participation in the SFCS Endowment Fund and Planned Giving Programs.

FACULTY AND ADMINISTRATION

ADMINISTRATION

Pastor St. Francis by the Sea:	Rev. Michael J. Oenbrink
Parochial Vicar:	Father Roldolfo Gonzalez
Parochial Vicar:	Father Max Tria
Parochial Vicar:	Father Christopher Loester
Pastor Holy Family:	Rev. Ronald J. Farrell
Principal:	Andrea Smith
Office Manager/ School Nurse:	Melissa Markey
Office Assistant:	Jennifer Kelly
Registrar:	Sister Kathleen Kane, SSMN
Maintenance Supervisor:	Dave Klub
Extended Care Director:	Betty Fick
Extended Care Assistant:	Barbara Gloven

FACULTY AND STAFF

Pre-Kindergarten (PK-4):	Kelley Burke
PK-4 Teacher Assistant:	Jillian Gloven
Kindergarten Teacher:	Tara Anderson
Kindergarten Teacher Assistant:	Norann Lewis
1st Grade Teacher:	Kathy Masterton
1st Grade Teacher Assistant:	Lesley Witkowski
2nd Grade Teacher:	Karlya Gaherty
2nd Grade Teacher Assistant:	Natalie Schoeppe
3rd Grade Teacher:	Diane Wolfkiel
4th Grade Teacher:	Kris Watson
5th Grade:	Lesley Brewster
Middle School English, Spanish I:	Teresa Fitzgibbons
8th Grade Homeroom, Middle School Social Studies, 6 th & 8th Religion:	Lisa Kessinger
6 th Grade Homeroom, Middle School Math, and IT:	Celena Chandler
Middle School Math:	Glenn Burckart
7 th Grade Homeroom, Middle School Science, 7 th Grade Religion:	Barbara Burckart
Reading Interventionist:	Troi Hopkins
Music Teacher, Art (1 st – 8 th):	Lisa Sweeney
Spanish Teacher:	Adriana Curry
Media Science:	Amanda Keefer
AD/PE Teacher:	Mike Weaver

SFCS does not hire provisional or temporary employees that are not fully background screened through the Diocese of Charleston.

SCHOOL ADVISORY COUNCIL (SAC)

Rev. Michael J. Oenbrink	Pastor
Rev. Ronald J. Farrell	Pastor, Holy Family
Andrea Smith	Principal
Connie Killeen	Facilitator
Susan Sherry	Member
Bob Gregory	Member
Lois McCue	Member
Thom Hill	Member
Don Creamer	Member
Susan Graziano	Member
Bertha Camposano	Member
Theresa McVey	Member
Heather Quinn	FSA Co-Chair
Raleigh Knight	FSA Co-Chair

The SFCS School Advisory Council enables representatives of the school community to work cooperatively with school administrators in the affairs of Catholic education as advocated in several declarations of the Second Vatican Council, and supported in numerous articles of the Catechism of the Catholic Church. The purpose of the Council is to advise the administration and to promote effective programs of religious, intellectual, cultural, social and physical education for the students of St. Francis Catholic School. The Council is not responsible for administration or the details of administration. Any member may bring proposals that affect school policy before the Council.

The function of the Council is:

- 1) To promote the Mission of the school and that of Catholic education to the St. Francis Catholic School community and the Hilton Head Island area.
- 2) To develop, define, and recommend policy to the administration for the Pastor's approval.
- 3) To create and recommend a long-range plan to the administration for the Pastor's approval.

FAMILY SCHOOL ASSOCIATION (FSA)

Rileigh Knight Co-Chairperson
Heather Quinn Co-Chairperson

The primary purpose of the FSA is to support the ongoing mission of Saint Francis Catholic School. Through coordinating, directing, and participating in the St. Francis Catholic School activities, social functions and fundraisers, the FSA will promote open communication among all segments of the St. Francis School family, affirm and support relationships in our school community, provide opportunities for family faith development, and provide financial assistance to the school. The FSA is a forum for exchanging thoughts, expressing ideas and sharing experiences. Parents pay a yearly membership amount of \$60.00. Parents are asked to attend the FSA meetings and participate in FSA sponsored events.

ADMISSION POLICY

NON-DISCRIMINATION POLICY

St. Francis Catholic School does not discriminate on the basis of any race, color, sex, national origin, or disability in administration of educational policies, admission policies of local programs, athletics, and school administered programs.

APPLICATION FOR ADMISSION PROCEDURE

- 1) Application for Admission: Applications must be completed in full and submitted to the school registrar.
- 2) Application Fee: An Application Fee of \$25.00 per child is due when the application is submitted. This fee covers administrative costs, is non-refundable and does not, in the case of acceptance, apply toward tuition.
- 3) Records Transfer Request Form: A Records Transfer Request Form must be signed by a Parent/Guardian for any student applying for grades one through eight. This form will be faxed to the school that the student was previously enrolled in.
- 4) Parish Verification Form: To be eligible for the "Parishioner Rate" the parent(s) of the student(s) must be active parishioners of St. Francis by the Sea and/or Holy Family Catholic Church. The active parishioner status will be verified with a completed Parish Verification Form at the time of initial acceptance.
- 5) Birth Certificate: A copy of the child's birth certificate must be provided.
- 6) Baptism Certificate: (Catholic Only) A copy of a Baptism Certificate is required. Please inform the School Registrar if your child was baptized at St. Francis by the Sea Catholic Church.
- 7) Immunization Record: The most current copy of your child's South Carolina Immunization Certificate must be provided. Religious Exemptions are not accepted for admittance to schools in the Diocese of Charleston.
- 8) Visit/ Tour: All prospective families are encouraged to tour the school and/or attend one of our admission activities.
- 9) Meet & Greet with the Principal: Parents and students requesting a transfer to SFCS are required to have a meeting with the principal.
- 10) Academic Screening: A brief screening play-session will be scheduled to students applying for the Pre-Kindergarten and Kindergarten program. An academic screening will be scheduled for students applying for 1st through 8th Grade.
- 11) Financial Aid: Applications for Financial Aid are handled separately from Applications for Admission. Financial Aid is available only to the children of active parishioners of St. Francis by the Sea Catholic Church or Holy Family Catholic Church. Children must be accepted to SFCS in order to apply for Financial Aid.
- 12) Divorced or Separated Parents: Divorced or separated parents must provide a copy of the custody section of the divorce decree with the school office. The school must have a copy of any court order involving a school child in matters of custody and contact.

OPEN ENROLLMENT SCHEDULE

Open Enrollment for the 2023-2024 School Year will begin on February 24, 2023. Applications for the 2023-2024 school year may be submitted before that date but tuition rates and other school policies may change from the time the application is submitted and when the Open Enrollment period begins. Students new to St. Francis Catholic School will not be accepted until the Open Enrollment period begins and the Re-Registration period for returning families has concluded.

ADMISSIONS SELECTION PROCEDURES

Students registering for Pre-Kindergarten (K4) must be 4 years old by September 1st of the school year for which they are registering. Students registering for Kindergarten must be 5 years old by September 1st of the school year for which they are registering. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of students in each class as set by the principal and according to the following categories in order of preference:

1. Current students of SFCS.
2. Siblings of current students.
3. Children of current school/parish employees.
4. Catholic children of active parishioners who are siblings of a graduate of SFCS.
5. Catholic children of active parishioners.
6. Catholic children of non-active parishioners who are siblings of a graduate of SFCS.
7. Catholic children of non-active parishioners.
8. Non-parishioner Catholic children.
9. Non-Catholic children.

Within categories numbered 1 through 3 above, priority will be given according to the date on the student's Application for Admission

Within categories numbered 4 through 5 above, priority will be given according to the date on the student's Application for Admission.

Within categories numbered 6 through 9 above, priority will be given according to the date on the student's Application for Admission.

ACCEPTANCE

Students from families that are new to SFCS must pay the \$100.00 Registration Fee per child and \$60 FSA dues per family within two weeks from the official date of acceptance. The official date of acceptance is the date recorded on a student's official acceptance letter.

WAITLIST

Students not selected for admission to SFCS will automatically be placed on a wait list. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed above. The wait list will exist from year-to-year only,

and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

TRANSFER AND NEW STUDENTS

The principal will be especially sensitive to the effects a new student may have on the culture and climate of each class. Students who wish to transfer into the school from other area schools will not be accepted unless they are able to make a positive contribution socially and academically to their specific grade and the school as a whole. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the principal in consultation with the Pastor. Students will not be accepted to SFCS for the current school year after the Open Enrollment Period for the next school year begins. Exceptions to this policy will only be granted for an extenuating circumstance that has been approved by the principal or pastor.

All new students will be given a trial period of one semester (two quarters) in which to prove himself/herself both socially and academically. If during this trial period there are any disciplinary or academic problems, a student may be asked to withdraw his/her attendance at St. Francis Catholic School. The recommendation and decision of the school is final. St. Francis Catholic School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. St. Francis Catholic School may not be able to accommodate students who have extraordinary learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from St. Francis Catholic School. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Francis Catholic School is made by the school, the student's tuition due would be prorated.

NON-CATHOLIC STUDENTS

Non-Catholic students whose parents accept the mission, vision and objectives of St. Francis Catholic School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances and be respectful of Catholic teaching, rituals, and tradition.

ACCOMODATION OF STUDENTS WITH SPECIAL NEEDS

St. Francis Catholic School strives to accommodate students with physical, emotional, social or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. SFCS has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the need of some students.

FEES

Fees for each student in Grade Pre-Kindergarten (PK-4) through Grade 8:

Application Fee	\$25.00 per child
Registration Fee	\$100.00 per child
FSA Dues	\$60.00 per family

Application fees, Registration fees and FSA dues are non - refundable.

TUITION – GENERAL

Inability to pay full tuition is never a reason in and of itself to keep a child from St. Francis by the Sea Parish from attending St. Francis Catholic School. Need-based tuition assistance is available to active parishioners of St. Francis by the Sea Catholic Church. The process for receiving tuition aid is explained in full under Financial Aid.

If a family does not apply for tuition aid, they are expected to pay full tuition. If a parent knows they will be late in providing tuition, they should contact the Parish Administrator to inform him of such. Parents who are more than 30 days in arrears may be sent a certified letter informing them of that fact.

Students attending St. Francis Catholic School from families who have unpaid tuition bills, including fees, of more than 60 days may be barred from further attendance at St. Francis Catholic School and/or may not participate in any extracurricular activity including but not limited to sports, clubs, field trips, etc. A child's dismissal from school is viewed as a grave consequence and is only done after there is evidence that the parents have decided not to pay tuition on time, have decided not to work with the parish administration in making other arrangements, and have been notified of the consequence of such decisions. A child will be dismissed from school due to unpaid tuition, including fees, only after the pastor gives final authorization to do so. In the event that the parish refers a tuition bill for collection, the cost of the collection will be billed to the parent/responsible party and must be paid in full to return that family to "good standing." The school will not mail, email, fax report cards or permanent records for families who have unpaid tuition and/or fees. Records will be available to be picked from the Parish Office in person from the individual who is listed as responsible for tuition payments in the student application for admission.

PAYMENT OPTIONS

FACTS Management Company coordinates all tuition and incidental payments. Tuition plans and payments must be established through FACTS Tuition Management by the parent. The following are the two payment plans that are available and listed in FACTS:

Payments ending in May, 10 equal payments.
Payment in full by August 20th

STATE OR CITY ORDERED SCHOOL CLOSURES

If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

ACTIVE PARISH MEMBERSHIP

Active Parish Membership is determined by four criteria:

- (1) Being properly registered in St. Francis by the Sea the Parish or Holy Family Roman Catholic Church for at least six months. If moving from another parish a letter from that parish needs to be provided by the pastor confirming active membership.
- (2) Faithful attendance at Mass on Sundays and Holy Days.
- (3) Student applying is up-to-date on his or her sacramental preparation or actively working towards it. The Religious Education Office that is assisting the student in his or her preparation may need to be contacted for verification.
- (4) Being active in at least one parish or school program, ministry, or organization.

Active Parish Membership is determined at the time of initial registration and may be determined on an annual basis with re-registration. Active Parish Membership will be confirmed by the Pastor's signature on the Parish Verification Form. A copy of the Parish Verification Form is distributed with the registration and possibly with re-registration. The Pastor is the final authority when determining Active Parishioner Status.

FINANCIAL AID

Need-based tuition assistance for St. Francis Catholic School is available to the children of active parishioners of St. Francis by the Sea Catholic Church and Holy Family Catholic Church. Financial Aid is available for children of non-active parishioners but the amount awarded will be no greater than the tuition rate of an active parishioner. Parents must apply for Financial Aid through FACTS by May 1st of each year.

MULTI-CHILD DISCOUNT

Parents of multiple children are eligible to select the Multi-child Discount. The 3rd child's tuition will be receive a 25% discount based upon their parishioner status. All children after the 3rd will receive a 75% tuition reduction. Parents will still be responsible for all fees and charges for special services (i.e., Extended Care). All children must be currently enrolled in St. Francis Catholic School at the same time to receive the Multi Child Discount. Parents may select to not receive the Multi Child Discount and apply for Financial Aid.

2023 – 2024 RE-REGISTRATION

Re-registration Packets with the tuition rates for the 2023 - 2024 school year will be sent to the parents of present students and their siblings on or before Friday, January 27th. These forms, including the \$100.00 Re-Registration Fee per child and \$60 FSA dues per family are to be returned to the school office no later than Friday, February 23rd. Beginning Monday, February 27th open enrollment will begin with students from families new to St. Francis Catholic School being accepted for the 2023-2024 school year. The regular Admission Priority described underneath the Admission Policy will be followed for all students once the Open Enrollment period begins.

CASH PAYMENTS

No cash payment (currency and/or coin) over \$50.00 can be sent to the school office via a child. Any cash payment of over \$50.00 must be brought to the office by a parent or guardian who will wait for issuance of a cash receipt from the office staff.

WITHDRAWAL POLICY

- 1) Families must notify the school in writing if a student is withdrawn from the school.
- 2) The school will not forward records for students who withdraw with an outstanding balance.

IMMUNIZATION REQUIREMENTS

Pupils in grades Prekindergarten through 8, unless otherwise exempted, must be immunized against certain diseases by type of vaccine and number of required doses. The pupil submits written evidence that he/she meets or exceeds the minimum immunization requirements, on the official South Carolina Immunization Form within 30 calendar days of enrollment.

No student at the time of his/her initial entry or at the beginning of each school year shall be permitted to remain in school for more than 30 calendar days unless he/she presents written evidence that he/she has been immunized or is in the process of compliance; or he/she presents a physician's statement that immunization may be detrimental to the student's health. Upon termination of 30 calendar days or the extended period, the principal shall not permit the student to attend school unless he/she has submitted the official and current South Carolina immunization form duly authorized. Immunization records are open to inspection by the local health department and/or DHEC representative.

If more time than 30 calendar days is needed to receive the required vaccines at medically approved intervals, a physician or local health department must provide a written documentation attesting to this need and stating the clinic appointment dates when remaining doses will be administered on the appropriate form.

Students previously admitted under the "in process of being immunized" provision or a student, who has not presented a written statement by his /her physician, shall be excluded from school on the 30th day. Any student excluded shall be readmitted upon written evidence of compliance. Religious Exemptions are not accepted for admittance to schools in the Diocese of Charleston. In the case of a school epidemic situation, the CSO should be notified prior to excluding those students who have not been vaccinated against the epidemic cause. These students should be excluded for a two-week period after the last reported case in the school or surrounding area. SFCS will enforce all public health epidemic regulations, especially local, county, or state regulations regarding exclusion.

SFCS must follow the directives of the local health departments regarding screening where the incidence of disease or other epidemiologic information indicates that it is necessary. SFCS is required to remain updated on, and comply with, any changes in the South Carolina Immunization Requirements for students in their school's grade configuration.

ACADEMIC PROGRAMS AND POLICIES

REPORT CARDS AND INTERIM REPORTS

The school term at St. Francis is divided into four marking periods; Report Cards are issued at the end of each quarter. Interim Reports are provided at the mid-point of each quarter for students in grade 3 through 8 with an average of C- or lower in any subject.

CODES FOR MARKING

Grades Prekindergarten (K4) – 2

M	=	Meeting grade-level expectations
P	=	Progressing toward grade-level expectations
S	=	Progressing with support toward grade-level expectations
N	=	Not meeting grade-level expectations at this time
X	=	Not assessed at this time

Grades 3 through 8

A+	=	98 – 100	C+	=	80 - 82
A	=	95 – 97	C	=	77 - 79
A-	=	92 - 94	C-	=	74 - 76
B+	=	89 - 91	D	=	70 - 73
B	=	86 – 88	F	=	Below 70
B-	=	83 - 85			

BEHAVIOR SUB-HEADING FOR EACH SUBJECT

- 1 – Outstanding
- 2 – Good
- 3 – Capable of Better Effort
- 4 – Serious Lack of Effort
- X - Indicates the need for improvement

HONOR ROLL

Honor Roll Awards will be provided at the end of each quarter. Grades for “special” classes must be “A” or a “B”. Grades for core curriculum areas must average the following:

- Principal's Honors - 97% - 100%
- Honors - 92% to 96%
- Merit Awards - 86% to 91%

PROMOTION & RETENTION

Advancement to the next grade in St. Francis Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Children may be retained in a grade if the child has not adequately completed the grade work (has failed 2 or more major subjects for the year), has accrued 10 or more unexcused absences, or for developmental concerns. The principal in consultation with the student's teacher will be the final authority in determining retention.

Students may also be transferred to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at St. Francis Catholic School.

ACADEMIC PROBATION

A student is placed on Academic Probation if he or she has a failing grade (F or less than 70%) on their latest academic report (Interim Report or Report Card) and/or has earned lower than a B in any special area subject. The principal is the final authority when it comes to placing a student on Academic Probation and/or determining a student's probationary status. A student placed on Academic Probation will meet with the principal to discuss the reasons for the failing grade. Academic Probation is one, two week (10 school days) period during which a student works to improve his or her grade(s).

During the two week probationary period the student is able to fully participate with all athletic and non-athletic extracurricular activities (clubs, class field trips, assemblies, field days etc.) At the end of the two week probationary period, if the student is passing all subjects, then he or she will no longer be on academic probation. In the event that the student does not increase his or her grade to a passing level after the first probationary period, then he or she will serve another two week probationary period.

During the second two week probationary period the student may not participate in any athletic and non-athletic extracurricular activity (clubs, class field trips, assemblies, field days etc.). If at the end of the two week probationary the student is passing all subjects, then he or she will no longer be on academic probation and may fully participate with any athletic or non-athletic extracurricular activity (club, field trip, assembly, field day etc.)

In the event that the student did not reach a passing level after the second probationary two-week period then he or she may not participate in any athletic or non-athletic extracurricular activity (clubs, class field trips, assemblies, field days etc.) until the next quarterly report card lists a passing grade for each subject.

The principal has the right to waive a probationary status or make an exception for a specific activity especially if it serves an academic purpose.

HOMEWORK

It is the policy of St. Francis Catholic School to give homework. The purpose of homework is to foster habits of independent work-study and to reinforce learning that has taken place in school. It is the student's responsibility to keep an account of homework.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Suggested time allotments are:

PK-K	As teacher decides
Grades 1 and 2	20 minutes/day
Grades 3 – 5	30 minutes/day
Grades 6 – 8	Varies due to class levels and course curriculum requirements.

If homework assignments cannot be completed because of sickness or serious circumstances in the home, a written explanation from the parent is required for the student to be eligible to receive full credit for late homework assignments. Technology related excuses such as “my printer broke” are not acceptable. Students will receive an equal amount of days to do homework for each day out due to an excused absence. However, long-term assignments assigned prior to an absence due to a trip or vacation may be required to be turned into their teacher on or before the assignment due date.

PARENT / TEACHER CONFERENCES

Parent/Teacher conferences will be scheduled at the conclusion of the first quarter. Dates are on the school calendar. These conferences are an integral part of providing a quality education for your child and your attendance is expected at the appointed time. Out of respect for your child and his/her teacher(s), please do not schedule vacations during parent/ teacher conference dates. Conferences can be scheduled individually with the teacher at other times throughout the year. Such conferences should be scheduled directly between the teacher and parent.

STANDARDIZED TESTING

Students will take the Measures of Academic Progress (MAP) Assessments in Kindergarten through 8th Grade. Testing occurs over a two-week period three times a year. Please check the school calendar for dates. Please avoid scheduling vacations during testing weeks.

FIELD TRIPS

Field trips are designed to stimulate students' interest and provide an effective means to accomplish school's objectives. To be educationally beneficial, a field trip requires advanced

preparation of the class and opportunities for children to assimilate the experience during and at the conclusion of the field trip.

Any student going on a class trip must have an official school Field Trip/Activity Permission form signed by a parent. A telephone call in lieu of the signed permission form is unacceptable. Children on field trips must be adequately supervised. Field trips will be canceled if there are an insufficient number of chaperones. Non-SFCS students siblings and/or siblings in other grades that are SFCS students are not allowed on field trips. A student's attendance at a field trip may be refused for any reason deemed appropriate by the principal.

Parents, please be aware that you can be held personally liable in the event of an accident or injury while on a field trip. Parent volunteer drivers must have been cleared to drive children with the completed volunteer background screening.

CHALLENGING MATERIALS

Faculty, staff, and parents have a right to challenge the selection of books and other materials. The principal shall review the challenge in the first instance. The faculty member, staff member or parent may appeal this initial decision. This appeal must be in writing to the pastor and copied to the School Advisory Council facilitator. The appeal must include a statement of why the material is inappropriate and what action the challenger requests. At the next School Advisory Council meeting after the challenge has been received, the challenge will be discussed by the council and a recommendation to the pastor will be made by the council. Notification will be made to the challenger by the pastor and will include acknowledgement of the challenge and the decision that was enacted by the pastor. Challenged materials will remain available until final decision by the pastor is made.

SERVICE HOURS

All students in grades 6 through 8 grade are required to complete a minimum of 10 service hours per school year. Required classroom service projects and other group service projects required by a school club or activity will not be counted toward the 10 service hour requirement. Service hour logs are posted outside the school office and need to be turned into the school office once 10 hours have been accrued by the student on before the first Friday of May that school is in session.

MATH PLACEMENT IN 7TH AND 8TH GRADE

Grade 7

At the end of Grade 6 students will be placed in 7th Grade Accelerated Pre-Algebra if the following criteria have been met:

- 1) Final average of at least 92% in 6th Grade Math.
- 2) Students should achieve a RIT Score of 230 or above on their 6th Grade Spring MAP Assessment.
- 3) Recommendation from teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, and displays the ability to master Algebra course material.

Students not eligible to take 7th Grade Accelerated Pre - Algebra according to the criteria outlined above will be placed in 7th Grade Pre - Algebra I.

Grade 8

At the end of Grade 7, students in 7th Grade Accelerated Pre-Algebra will be eligible to take 8th Grade Honors Algebra I if the following criteria have been met:

- 1) Final average of at least 92% in 7th Grade Accelerated Pre-Algebra.
- 2) Students should achieve a RIT Score of 235 or above on their 7th Grade Spring MAP Assessment.
- 3) Recommendation from teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, and displays the ability to master Algebra course material.

Upon meeting the criteria listed above, students will be placed in 8th Grade Honors Algebra I in their 8th grade year. This placement is probationary and contingent upon ongoing acceptable performance in the 8th Grade Honors Algebra I class. This is a high school level course taken for high school credit. This course brings with it an elevated expectation of time and effort.

Students in 7th Grade Pre-Algebra I will be eligible to take the STS Diagnostic Assessment if the following criteria have been met:

- 1) A final average of 95% or above in 7th Grade Pre-Algebra I.
- 2) Teacher recommendation.
- 3) Students should achieve a RIT Score of 235 or above on their 7th Grade Spring MAP Assessment.

Students not eligible to take 8th Grade Honors Algebra I according to the criteria outlined above will be placed in 8th Grade Pre-Algebra II.

EXTRA-CURRICULAR ACTIVITIES

Students participating in any SFCS extra-curricular activity (athletic team, club, special activity) must be in good standing according to the school policies regarding academic expectations and student behavior. Please refer to the policies of Academic and Disciplinary Probation in this handbook.

GENERAL INFORMATION AND REGULATIONS

School Opens.....	7:30 AM
Tardy Bell.....	8:00 AM
Announcements.....	8:05 AM
Dismissal Pre-K – K.....	2:50 – 3:10 PM
Dismissal 1st & 2nd Grade.....	2:50 – 3:10 PM
Dismissal 3rd – 8th Grade.....	2:55 PM – 3:15PM
Extended Care = Dismissal.....	5:30PM

Students who are not picked up by the end of their dismissal time will be sent to Extended Care and there will be a charge for a day of Extended Care.

ATTENDANCE PROCEDURES

When a student is absent from school, a parent should call the office by 9:30 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the SFCS students and is aligned with the state statutes of the state of South Carolina.

Students should be fever-free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence must be brought to the office and the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

Students who are absent have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between

3:00 PM – 3:30 PM. Students may also receive missed assignments from their teacher when they return to school.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Due to the educational advantage of returning graded tests to students in a timely manner, some missed tests may not be made up.

Excessive absence, 10 unexcused or unlawful days absent, can be cause for a student to be retained in the current grade for another year. The academic performance of a student who has accumulated 10 or more days of unexcused absence is to be reviewed to determine if the student is ready for the academic work of the next grade. The principal, in consultation of the child's teacher, will be the final authority in deciding retention.

Lawful (excused) Absences are defined as:

- 1) Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused.
- 2) Students in whose immediate family there is a serious illness or death.
- 3) Students may be excused for recognized religious holidays of their faith.
- 4) Students may be excused for a family obligation approved by the principal.

Unlawful (unexcused) Absences are defined as:

- 1) Students who are willfully absent from school without the knowledge of their parents/guardians.
- 2) Students who are absent from school without acceptable cause with the knowledge of their parents/guardians. If a cause of absence is deemed to be unacceptable by the administration, then the parent will be notified of such.

HEALTH GUIDELINES

The following guidelines are in effect:

- 1) If a child is running a fever, has been vomiting, has diarrhea, or requires an antibiotic for a bacterial infection, please wait a 24-hour period prior to sending the child back to school. If a child has a contagious or communicable condition, please report this to the school health office. SFCS will not treat the mildly ill.
- 2) A student that is found to have lice or nits will be sent home. The school's health office designee must examine the student prior to returning to class. SFCS holds a "no-nit" policy.
- 3) It is expected that the parents follow-up with their own doctor for any injury occurring at school. Parents will be notified of significant injuries when they occur.
- 4) Please make arrangements to pick up your child as soon as possible after notification that they are sick and should leave school.
- 5) Diocese of Charleston policy forbids us from providing any medication to any student unless the Diocesan Medication Permit Form is filled out and signed by the parent and the physician. All medicine must be prescribed by a doctor or dentist and must be in the original container and labeled with a current pharmacy prescription label. Antibiotics will not be given at school by school personnel.

- 6) In the event that a student needs immediate emergency care 911 will be called. The child's emergency contact will also be called immediately. If a child needs treatment in the Emergency Room then they will be transported by ambulance or by his or her parent. School employees will not transport students to the hospital.
- 7) St. Francis Catholic School abides by the Child Abuse laws of the State of South Carolina. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

ALLERGY POLICY

St. Francis Catholic School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

1) Asthma/Allergy Medication

Immediate access to reliever inhalers and Epi-Pens® is vital. Children are encouraged to carry their reliever inhaler/ Epi-Pen®. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

2) Record Keeping

At the beginning of each school year, or when a child joins St. Francis Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma/allergy registry which is available for all school staff. If medication changes in between times, parents are required to inform the school.

3) The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. Students are also asked to not bring in items that are potential triggers for children with asthma or allergies. St. Francis Catholic School makes no claim to be an allergen or peanut-free school.

4) Food Allergy Policy

St. Francis Catholic School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Francis Catholic School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. Peanut products will be served in the cafeteria. Every effort will be taken by the faculty reduce the possibility of food exposure during school lunch for students with food allergies.

5) Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan. In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school nurse. Teachers on playground duty can contact the nurse via two way radio on the playground. Information will be kept about students' allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of allergies by the school nurse.

A parent or guardian of a student with food allergies is asked to provide optional classroom snacks for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

6. Field Trips

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. St. Francis Catholic School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

STUDENT RECORDS

Student cumulative records are kept in the School Office in a secure and locked file cabinet. Parents may request a copy of a student's cumulative record with a 24 hour advance notice. SFCS will not release student records unless there is a signed permission directly from a parent.

ABSENCE DURING THE SCHOOL DAY

Students needing medical appointments during school hours require a written note by the parent. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day.

The person picking up the child **MUST** come to the office and sign the child out. No child is allowed to leave the school grounds for any reason without the permission of the Principal. Students may leave school only with a parent/guardian or other adult on the parent's approved pick up list. Proof of identification must be supplied if a child is to leave school with someone other than a parent.

Students who are absent from school may not participate in afterschool activities without the permission of the administration.

TARDINESS AND EARLY DISMISSAL

Students are late if not in the school at 8:00 AM. Students are dismissed early when they are required to be picked up in the office prior to 2:50pm for PK & K, 2:55pm for 1st & 2nd Grade, and 3:00pm for 3rd through 8th Grade.

Any late students must come to the office to receive a "tardy slip". Should a student arrive from an appointment after the tardy bell has rung, then they must have documentation from their practitioner, otherwise it will be considered an "unexcused" tardy. The principal will also excuse tardiness in the event of inclement weather, a known accident causing a traffic backup on the bridge or for any reason deemed necessary. The principal is the final authority when determining whether a tardy should be excused or unexcused.

Parents of students who have accrued 5 or more unexcused tardies will be notified by email through FACTS SIS. A copy of the email will be filed in the student's cumulative record. Parents will receive an email for each unexcused tardy after 5 tardies have been accrued. Students who have accrued 15 unexcused tardies will be charged an administrative fee of \$10 per tardy thereafter due to the excessive time and paperwork involved.

Accrual of 30 or more tardies in a school year may be cause for immediate dismissal from St. Francis Catholic School.

DROP OFF PROCEDURES

Students will begin entering the building when a faculty member opens the front door. This occurs when faculty morning prayer and meeting has concluded around 7:35am. Please do not let students leave their car and wait on the front porch. There may be times throughout the year where faculty members may conduct temperature checks for students entering the building. All students will need to report directly to their classroom and/or homeroom. PreK and K will be dropped off by the school sign while all other students will be dropped off at the main entrance.

Cones will be placed in the center lane of the front loop. Please be attentive to any students who are riding their bikes. Students who ride his or her bike or walk to school will need to have a permission form completed and turned into the school office by a parent or guardian.

Please do not park your car anywhere in front of the main entrance or in the loop during morning drop off.

We discourage parents walking students to the front door. Please do not attempt to conduct business with the school office personnel until after drop off has concluded. This typically is about 8:15am.

Please do not pull out of line and pass cars on the left hand side. This is to ensure the safety of the students who are exiting from the left side of their cars. We recommend that all students exit from the right if possible.

Please do not drop your students off at the side of the school and continue straight by passing the loop. We would like you to drop your child(ren) off in the loop closest to one of the Drop Off volunteers or faculty member.

Please drive slow and be patient. If you are feeling pressed for time or running late we would rather have everyone be safe than have an accident.

Please do not talk on your cell phone during Drop Off. We all are very aware of the distraction this causes and the increased potential for an accident.

Please do not park in the Fire Lanes at any time during or after school. We cannot prevent a ticket being given even if it is just for a few minutes.

The tardy bell for all students is 8:00 AM. Parents must walk students who are tardy into the main office and sign them in. If you do not see any faculty members standing outside then you will know that you are tardy.

DISMISSAL PROCEDURES

The school office will provide a card for you to write the last name of the child or children that are being picked up. Please have the card displayed on the right side of the dashboard so that faculty members know who you are picking up. Make sure that anyone that is allow to pick up your child(ren) are listed on you Pick Up List provided by the office. If a card is not displayed, then it is the responsibility of ANY faculty member to ensure that the person picking up your child has permission to do so. If a card is not displayed and/or a faculty member does not know the person picking up your child(ren), then a faculty member may ask the driver to either park and pick the child up from the office or provide identification verifying the driver's identity and confirm that they are on the student's Pick Up List. Any change to a Pick Up List regarding who is allowed to pick up your children needs to be made in writing in the main office.

Cones will be placed in the center lane of the front loop and in certain locations in the church parking lot beginning at 2:45PM. Please be attentive to any students who are riding their bikes and/or walking home.

Students who are not picked up by the end of their grade level's dismissal time will wait on the Front Porch.

Please do not pull out of line and pass cars on the left hand side unless directed to do so by a faculty member. We do not want any accidents. All students will enter vehicles from the right hand side.

Please do not talk on your cell phone during Dismissal. We all are very aware of the distraction this causes and the increased potential for an accident.

Please do not park in the Fire Lanes at any time during or after school. We cannot prevent a ticket being given even if it is just for a few minutes.

Picking up students in Pre-Kindergarten through 2nd grades: Turn into the main entrance of the church and stay in line to the far right of the road and up to the school sign. A teacher will put your child(ren) in the car. If you have no other children to pick up, turn left and proceed back to the main entrance and exit on to Beach City Road. If you have children in other grades proceed to the next line heading to the front of the school.

Picking up students in 3rd through 8th grades: Turn into the side entrance of the church parking lot (closest to the retirement home) and stay in the lane along the side of the K classroom and proceed to the front of the school. Exit onto Hospital Center Blvd.

Please make sure that you are familiar with the car seat safety guidelines and laws. It is for the safety of your children.

If you have an appointment or obligation right after dismissal that may cause you to be in a rush we ask that you park in one of the parking lots and walk to the sidewalk to pick up your child(ren). Students will not be dismissed from the sidewalk into the parking lot by a faculty member.

Students who want to walk or ride a bike home must have a parent/guardian complete a Student Walk-Home Permission Slip and Indemnity Agreement form. This form will be kept in the school office and needs to be completed on an annual basis. Students who walk or ride a bike home must report to the school office prior to leaving for the day.

EXTENDED CARE PROGRAM

St. Francis Catholic School has an Extended Care Program. It is established to provide a service to the parent/guardian(s) of our children. The Extended Care Program will operate only on days when school is in session for a full day. Extended Care will not be offered when there is an early dismissal unless specifically stated by the principal.

EXTENDED CARE ATTENDANCE

Each parent who plans to have, or potentially have, their child(ren) use Extended Care will be asked to complete and sign an Extended Care Registration Form for the year. This form allows the School Office and the Extended Care Director to properly and safely plan and staff Extended Care. In the Extended Care Registration Form the parent will be asked to provide an annual projection of which days their child(ren) will be using Extended Care. Parents may also be asked by the Extended Care Director to complete a Monthly Projection Form when they pick up their child(ren) during the last week of the month. This also allows the Extended Care Director to accurately staff and plan for the number of students. The School Office must be informed by 1:00pm of any changes or cancellations regarding a child's attendance in Extended Care. The only time the School Office doesn't need to be informed is when a child is absent from the regular school day. Children may not attend Extended Care if they did not attend school that day.

There may be instances when a parent needs to have their child(ren) unexpectedly attend Extended Care. In these cases we ask parents to notify the school office by phone by 1:00pm. If the Extended Care Director does not have an Extended Care Registration Form on file then the parent will be asked to complete one when they pick up their child.

St. Francis Catholic School understands that immediate and unexpected emergencies may occur. But if your child(ren) has attended Extended Care more than 3 times without the School Office or Extended Care Director being properly notified then an additional \$10.00 charge will be applied for each occurrence thereafter. Proper notification means that you indicated that your child(ren) will attend either on the Extended Care Registration, Monthly Projection Form, and/or by phone call to the School Office by 1:00pm on the day of attendance. If your child(ren) is scheduled to attend Extended Care and they are absent without proper notification, as defined above, then the day will be included as a day of attendance and will be applied to student's monthly total of days attending Extended Care. This will occur after the 3rd occurrence of a parent failing to properly notify the School Office or Extended Care director in advance of the cancellation.

Parents/guardians whose child(ren) are picked up after 5:30pm, based on the school clock, will be charged a \$15 dollar late fee per child for each day there is a late pick up.

In the event of an emergency, if a parent needs to reach the Extended Care Director after the School Office has closed at 3:30pm then they must dial (843)681-6501, wait for the message prompt to begin, then dial *287.

EXTENDED CARE FEE SCHEDULE

- Plan A: 15 or more days a month = \$155.00 per month/ per child
- Plan B: 10 – 14 days per month = \$110.00 per child/ per month
- Plan C: 5 – 9 days per month = \$75.00 per child/ per month
- Plan D: 4 or fewer days per month = \$16.00 per day/ per child

Invoices for the previous month will be sent through FACTS. Charges will be uploaded into FACTS on the first Tuesday of the month that school is in session. Payments will be due 15 business days from the first Tuesday of the month. The months of August/ September and May/June both will be joined into one billing period.

There is no Financial Assistance for Extended Care. If your family experiences a change in your financial situation during the school year, please speak to the principal. Failure to do so may result in your child not being able to attend Extended Care.

EXTENDED CARE STUDENT CONDUCT

All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. Students are expected to follow all the rules described in the Discipline section of the SFCS Parent/Student Handbook during Extended Care.

The Extended Care Director, in collaboration with the principal, reserves the right to determine the appropriateness of a disciplinary action if any doubt in a student's conduct arises. The principal reserves the right to suspend or expel any student from attending Extended Care.

Students participating in the Extended Care Program should at no time be making calls, texting, taking photographs, playing games, listening to music, or watching videos on their own personal electronic devices. This includes, but is not limited to: cell phones, I-Pads®, I-Pods®, E-readers, etc. Items taken away from students will be returned to the parent(s)/guardian(s) by the Extended Care Director on the first occurrence. If there is a second occurrence, then the Extended Care Director will turn in the electronic device to the principal. Parent(s)/guardian(s) may pick up the device from the principal the following day.

EXTENDED CARE EMERGENCY INFORMATION

The School Office will provide all emergency information for a student (Pick Up List, Emergency Card Info, Allergy info, etc.) that was provided at the beginning of the year to the Extended Care Director. It is the parent/guardian's responsibility to keep this information current in the Main Office.

CONDUCT AND DISCIPLINE

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

CORE SCHOOL RULES

- 1) Respect yourself, others and school facility.
- 2) Contribute positively to the learning environment.
- 3) Listen and follow directions, classroom rules and school procedures.

ITEMS NOT PERMITTED ON CAMPUS BY STUDENTS

Items such as, but not limited to, questionable books and pictures, vaping products, White-out[®], Sharpie[®] markers, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, CDs, iPods or other mp3 players, cameras, fidget spinners, GoPro[®] video cameras, hand sanitizer or anything else that will detract from a learning situation are not allowed at school at any time unless approved by the principal. Key chains and toys should not be attached to student backpacks and students may be asked to remove such items.

Anything deemed to not be necessary or add value to a student's education and learning may be confiscated by a faculty member and turned into the principal. The school administration will determine the appropriate disciplinary measures to be taken concerning the presence of these kind of items in the school.

DRUGS AND ALCOHOL

Students who possess or use drugs, tobacco and/or alcohol, including any related paraphernalia, at school, at any school function and anytime off campus will face suspension and/or expulsion. This includes vaping and any vaping related paraphernalia.

CHEATING/ PLAGIARISM

Cheating and plagiarism of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

GIFTS

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for birthday and other parties must be sent direct to the parents of students unless an invitation is being given to every student in the entire grade or to every student of the same gender in a grade.

GUM

Students may not chew gum at school at any time that they are at school. This includes before school, during school, and after school.

HARASSMENT

Harassment, including bullying, of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

OFF-CAMPUS CONDUCT

The administration of SFCS reserves the right to discipline students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes but is not limited to cyber-bullying.

BULLYING

St. Francis Catholic School uses the Olweus Bullying Prevention Program in an attempt to prevent incidences of bullying by educating students about the definition and forms of bullying. All teachers, students and faculty members are instructed to know SFCS's Bullying Prevention Guidelines/Rules and the definition of bullying.

SFCS Bullying Prevention Guidelines/ Rules:

- 1) We will not bully others
- 2) We will try to help students who are bullied
- 3) We will try to include students who are left out
- 4) If we know someone who is bullied, we will tell an adult at school and at home

Definition of Bullying

"Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself."

© The Olweus Bullying Prevention Group, 2007

CYBER-BULLYING

Cyberbullying is defined as tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting others using the Internet, interactive and digital technologies, or mobile phones. Information posted on, but not limited to, Facebook, MySpace, YouTube, Twitter,

Instagram, Snap Chat, WhatsApp, or any other Internet sites, including digital gaming and texting, may be permanently on the Internet and may do lasting harm. Therefore, any obscene, profane, lewd, vulgar, rude, inflammatory, threatening and/or disrespectful messages are considered cyberbullying, as is any posting of information that could cause damage, danger, or disruption of the educational process for a person. Personal attacks, including prejudicial or discriminatory remarks, and knowingly or recklessly posting false or defamatory information about a person also constitutes cyberbullying. Cyberbullying is not tolerated at SFCS. Students proven to be engaged in Cyberbullying may face immediate suspension and/or expulsion.

SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks provided to the student must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

SEARCH

The school reserves the right to search lockers, backpacks and any other item brought on school property. This includes cell phones and other electronic devices. Students may be asked to empty pockets to conduct a search. SFCS may also contact a representative of the Beaufort County Sheriffs Office to conduct a K9 search at any time.

DISCIPLINARY CONSEQUENCES

A violation of a core school rule or a specific conduct policy may result in a disciplinary consequence. Disciplinary consequences are communicated through the completion of Disciplinary Referral by the faculty member supervising the student. Any Disciplinary Referral assigned will be turned into the Principal or Assistant Principal. The Principal or Assistant Principal will assign a disciplinary consequence to a student earning a Disciplinary Referral. The disciplinary consequence will be noted on the Disciplinary Referral form. The type of disciplinary consequence assigned to the student will vary depending on the severity or frequency of the violation causing a Disciplinary Referral.

CLASSROOM RULES/ DISCIPLINE

All teachers create their own set of classroom procedures and rules that align with the core school rules. Teachers may assign in-class disciplinary consequences prior to assigning a Disciplinary Referral. Teacher classroom procedures and rules will be communicated and made available to parents and students at the beginning of the school year by the teacher.

DISCIPLINARY PROBATION

A student who is assigned a Disciplinary Referral by a faculty member may be placed on Disciplinary Probation. The principal is the final authority when it comes to placing a student on Disciplinary Probation and/or determining a student's probationary status. A student placed on Disciplinary Probation will meet with the principal or assistant principal to discuss the reasons

for the Disciplinary Referral. Disciplinary Probation is one, two week (10 school days) period during which a student works to improve his or her conduct.

During the first two-week period, the student is able to fully participate with all non-athletic and athletic extracurricular school activities (clubs, class field trips, assemblies, field days etc.) At the end of the two week probationary period, if the student did not earn another Disciplinary Referral, then he or she will no longer be on disciplinary probation. In the event that the student earns another Disciplinary Referral during the first probationary period, then he or she will serve another two week probationary period.

During the second two week probationary period the student may not participate in any non-athletic and athletic extracurricular activity (clubs, class field trips, assemblies, field days etc.). If at the end of the two week probationary period the student did not earn another Disciplinary Referral he or she will no longer be on Disciplinary Probation and may fully participate with any athletic or non-athletic extracurricular activity (club, field trip, assembly, field day etc.)

In the event that the student earned a Disciplinary Referral during the second probationary two-week period he or she may not participate in any athletic or non-athletic extracurricular activity (clubs, class field trips, assemblies, field days etc.) until the student has been free of earning a Disciplinary Referral for 45 school days.

A student may be assigned multiple disciplinary consequences for a Disciplinary Referral in addition to being placed on Disciplinary Probation.

A student who has earned three Disciplinary Referrals in a 45 school day period, regardless of current probationary status, will not be allowed to participate in any athletic or non-athletic extracurricular activity until he or she has been free of earning a disciplinary referral for 45 school days thereafter.

The principal has the right to waive a probationary status or make an exception for a specific activity especially if it serves an academic purpose.

DETENTION

Detention may be issued for after school, before school or during lunch for a breach of classroom and/or school rules. Parents are provided with a Referral Form as written notification of the detention. The day, date, and time of the detention are at the discretion of the principal who monitors or designates someone to monitor the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

SUSPENSION

Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension.

EXPULSION

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Francis Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Francis Catholic School.

CORPORAL PUNISHMENT

Corporal punishment is forbidden in the Catholic Diocese of Charleston and is viewed as inconsistent with our school's mission.

PRIVACY

When there is an instance of inappropriate student behavior, staff members may only discuss resulting disciplinary consequences with the parents of the individual student receiving the consequence and may not share disciplinary information with the parents of any other student regardless of that student's role in the underlying event.

TECHNOLOGY ACCEPTABLE USE POLICY

St. Francis Catholic School is pleased to offer the students and faculty access to our computers, computer network and the Internet. SFCS maintains a content filter, provides lessons on the correct use of the computer, and provides rules for student use. Students are responsible for appropriate behavior on the school's computer network just as they are in the classroom or anywhere else in the school. The students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

Consequences for misbehavior during school using computers or other digital devices may include loss of computer use privileges, suspension or, in the case of a serious offense, expulsion.

Rules for the Internet at SFCS are as follows:

- 1) Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the school computer technologist or principal.
- 2) Inappropriate material or language – The access or use of any profane, abusive, rude or sexually explicit language or pictures is strictly forbidden. Should students encounter such materials by accident, they should report it to a teacher immediately.
- 3) Personal information – Students are forbidden to access social media websites. Students are forbidden to use instant messaging, email or any other computer-related communication method without permission from the school technologist, their homeroom teacher, or the principal. Students are never to reveal personal information to anyone on the Internet.
- 4) Privacy – Student computer use may be monitored at any time during the school day. The history of a student's computer use may be checked at any time without notice.

Student files may be viewed at any time to maintain system integrity and ensure that students are using the system responsibly.

- 5) Use of school computers and school issued computers are for educational purposes only. If any such device is used for anything deemed as a non-educational by the principal, then the student may be subject to either being banned from using any school issued technology equipment or face another disciplinary consequence.

Guidelines for students include:

- 1) Use the computers and any computer programs/ applications only with the permission of a teacher.
- 2) Do not save information without teacher permission.
- 3) Stay away from all folders and programs that you do not have permission to use.
- 4) Do not bring personal programs to school. If you wish to donate a program to the school, see the School Technologist. Copyright laws are very specific.
- 5) Do not install anything on a computer located at St. Francis Catholic School.
- 6) Take care of the computers, network, and printers. Do not misuse or abuse them. Ask for help if needed.
- 7) Do not use the computer to hurt or harm others and/or their work.
- 8) Notify an adult immediately if, by accident, you encounter material that is inappropriate.
- 9) Flash drives or other storage devices used in the school setting or brought to school may contain only appropriate material relevant to curricular or extra-curricular concerns.

CELL PHONES – OTHER DIGITAL DEVICE

Personal cell phones and other digital devices must be turned off and kept in backpacks during regular school hours including arrival and dismissal. If a student is spotted with a cell phone out faculty members have been instructed to confiscate the cell phone and turn it into the school office. Any faculty member has the right and permission to ask a student suspected of having a cell phone on their person to empty their pockets.

Students involved in possession or transmission of inappropriate messages and/or photos on their cell phones or other electronic devices may face suspension and/or expulsion. Cell phones and other digital devices that are brought to school also apply to the school's Lost and Found/ Liability Policy.

Parents are also asked to avoid unnecessarily talking and texting on a cell phone while in the school. Talking and texting on a cell phone in a classroom with students present is not permitted.

ONLINE BEHAVIOR

Engagement in online sites and social media such as, but not limited to, Facebook®, Snapchat®, Twitter®, Instagram® etc. may result in disciplinary actions if the content of the student's or parent's sites include defamatory comments regarding the school, the faculty, other students, or the parish.

TEXTING

Students should at no time be involved in texting during the school day. Students involved in texting at school face detention, suspension and/or expulsion. Parents should not text their students during the day. If parents need to speak to their child please call the school office and it will be arranged.

VIRTUAL REALITY SITES

Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

MIDDLE SCHOOL LAPTOP ACCEPTABLE USE POLICY

Technology resources at St. Francis Catholic School are provided for the purpose of supporting the educational mission of the school. The goal in providing technology is to promote educational excellence by providing resources for learning and encouraging innovation, research, creativity, and communication.

For the 2022-2023 school year, the 6th, 7th and 8th grade students will be issued laptops. Use of this technology is a privilege that carries a responsibility and behavioral expectation consistent with all school rules and policies. It is understood that members of the SFCS community will use all types of computing devices and the school's network in a responsible, ethical, and legal manner at all times. Filters have been purchased to assure that students do not access inappropriate material while using school-issued devices.

A \$40.00 Laptop Fee is due prior to the laptop being issued to a student. The fee includes a protective case and 1 laptop repair for damage caused by any unintentional act. The principal is the final authority to determine whether the damage to the laptop was the result of an unintentional or intentional act.

St. Francis Catholic School retains sole right of possession of the school issued laptops. The laptops and related equipment are issued to students according to the guidelines set forth in this Student-Parent Handbook. St. Francis Catholic School retains the right to collect and/or inspect the laptop at any time and to alter, add, or delete installed software, hardware, or other content. If a student loses a school-issued laptop, the parent will be charged the full cost of replacement. A list of fees is included in the Rules of Conduct section of this policy.

LAPTOP CARE AND STORAGE

BATTERY

It is the responsibility of the student to see that the laptop is charged every school night so that the laptop is fully charged as the student arrives at school. Recharging of batteries during class sessions may be done only at the discretion of, and with permission from, the

classroom teacher. A student will be considered unprepared if his or her laptop is not sufficiently charged resulting in a possible disciplinary consequence.

CLEANING

Laptops must be turned off and all power cords disconnected before cleaning. Use a lint-free cloth to wipe the screen clean of dust, smudges, and fingerprints. To clean the exterior, use a damp, soft cloth. Avoid getting moisture in any opening. Never spray a liquid onto the laptop.

FOOD OR BEVERAGES

Food or beverages should not be placed or consumed near laptops. After eating, students must clean their hands before touching any electronic device.

BACKPACKS

Students are to provide their own backpacks. These should be sturdy enough to protect laptops. They must be packed in such a way that they are not overfilled, resulting in damage to the device. Nothing that can spill or do damage to electronic equipment should be placed in the backpack.

SKINS, COVERS, STICKERS

Skins or stickers on the surface of laptops are not permitted. Barcodes and/or nametags used for identification purposes are not to be removed.

STORAGE AND GENERAL CARE

Students are expected to place laptops on desks or counters with care. They should never be put on floors. Damage to laptops which occurs due to student carelessness will cause parents to be charged the cost of repair or replacement. While students are at school, laptops must always be in the student's possession or stored in a locker or other approved location. Laptops found unattended will be delivered to the Information Technologist or to the school office. Students are expected to take laptops home with them each night.

IN-SCHOOL USE

Students use their laptops for reading, research, study, homework, and projects. They may also use them for tests and quizzes. In class and study periods, students may not check email, connect with social media, surf the internet, or play games (unless they are educational games used under the direction of an instructor). They will face disciplinary action if they are found using technology frivolously during school time. Homework assignments may be emailed to teachers or submitted through a teacher-monitored portal (school website, Edmodo, etc.). If a hard copy is required, students should print assignments at home. The school printers should be used rarely and only at the direction of a teacher. School receptionists will deliver student material sent to school printers to teachers' mailboxes, be sure the student includes his or her name and teacher's name on the document. Students should not expect to be able to print throughout the school day or to have printed materials delivered to them.

LAPTOP RULES OF CONDUCT

CYBER - BULLYING

As described in the SFCS Parent-Student Handbook, no form of bullying which occurs through the use of electronic devices is tolerated.

EMAIL

Students should use school email accounts to communicate with teachers and classmates. Students are not permitted to access other, non-school email accounts while on campus. Language in emails should always be respectful and appropriate. Students may not send emails to the entire student body or whole school community. These may be issued only from professional staff.

EXTERNAL STORAGE DEVICES

Flash drives or other storage devices used in the school setting or brought to school may contain only appropriate material relevant to curricular or extra-curricular concerns.

GAMES

As indicated above, students may play only school-related computer games with the direct permission of a supervising teacher during school hours.

HEADPHONES, EARBUDS, MUSIC

Approved headphones or earbuds are used only with a teacher's permission. Students may not access or use music for recreational or leisure purposes during school hours. Storing inappropriate music with profanities or explicit labels on school-issued devices is prohibited.

INTERNET

The internet is a resource for research, news updates, and many educational materials. Students may not access the internet for inappropriate purposes. Filtering systems block a significant number of sites. Students may not use school devices or the school network for instant messaging or any other personal purpose.

LOST OR DAMAGED LAPTOPS

The school's Information Technologist must be notified immediately in the case of loss or damage to a laptop. Parents will be charged the complete cost of replacement in the case of a lost device. Damages to devices must be diagnosed by the Information Technologist, who is the only person authorized to remove batteries, memory, hard drives, etc. Laptops which are damaged due to student negligence will incur a charge to

parents for the cost of repair or replacement. Parents will be billed by the school and the student will not receive a replacement device until payment has been received. School-issued devices should never be taken to a computer shop or other outside vendor for repair. The school has contractual agreements for repair and replacement.

PASSWORDS AND PASSCODES

Students are responsible for protecting the confidentiality of their passwords and passcodes. If passwords or passcodes are shared, others will be able to log in and possibly add or delete files.

If there is an issue with a password or passcode, students must see the Information Technologist.

If a student forgets their password or passcode and exceeds the permitted number of logins and gets locked out of their device, disciplinary action may be taken. Students must clear all passcodes prior to turning in their iPads at the end of the year checkout.

PHOTOS, VIDEOS, SCREEN SAVERS

Laptop and iPads may not be used to create or display inappropriate material. Permission is required before photos or videos may be made of students or teachers. Screen savers which students use or create must be tasteful and appropriate. It is understood that the school has a right to remove any inappropriate or unauthorized material from a student's device and to apply disciplinary measures.

SHARING LAPTOP

Students are not allowed to borrow laptops or power cords from other students. They are prohibited from accessing faculty laptops. School issued devices are not to be made available to family members for personal use.

SOCIAL MEDIA

Students are not permitted to post pictures that show SFCS clothing or logos. Comments or groups should not be created which communicate about other students or teachers. Videos or photo galleries related to SFCS or completed as an assignment may only be uploaded to the internet with the approval of the principal.

SOFTWARE/ APPLICATIONS

Educational software and apps may be loaded onto the SFCS laptops only with the prior permission of the Information Technologist.

SAFE ENVIRONMENT SCHOOL

St. Francis by the Sea Parish and St. Francis Catholic School has instituted a Safe Environment Program to assure the safety of the children in our community. Employees of St. Francis by the Sea Church or School, volunteers in the church or school who have contact with or are around children and Extraordinary Ministers to the Sick must:

- 1) Complete a Safe Environment Education course, Safe Haven: It's Up to You.
- 2) Successfully complete a background screening.
- 3) Sign a volunteer/employee code of conduct.
- 4) Sign an acknowledgement of receipt of the Diocesan Policy on Handling Allegations of Child Sexual Abuse.

The Diocese of Charleston Sexual Misconduct abuse report form is located in the School Office.

In our ongoing effort to provide a safe environment for our children, please be advised that any parent/guardian known to a diocesan or parish school who is a parent or guardian of a child who is enrolled at one of our schools and is listed on a sex offender registry is required to sign an agreement restricting that individual's access to our campus. A list of those sex offenders, known to the school, whose child is enrolled, may be reviewed at the school office during normal school hours.

ADDITIONAL INFORMATION FOR PARENTS

COMMUNICATION WITH SCHOOL

It is the desire of the faculty and staff of St. Francis Catholic School to maintain effective communication with the parents. It is the full responsibility of the parent and/or legal guardian to inform the school office of any change needed to be made for contact information regarding their child(ren). This includes all emergency contacts, people granted permission to pick up their child(ren), grandparents, etc.

Each parent will be provided a FACTS SIS account. The FACTS SIS parent webpage provides a current school calendar, location for important school documents, and an online directory for other school families. Parents are asked to check with their children for news items each day, but especially when we send home information from the School Office. When information is sent home from the School Office it will be provided to the youngest child of the family to be given to a parent.

Please communicate directly with the teacher or principal via email or phone whenever a parent wishes to discuss a matter. Call the school office at 843-681-6501. Please allow teachers 24 hours to respond to emails.

Parents may request in writing, with a 24 hour advanced notice, to view the student's official school records (academic transcripts, health records, etc.).

If you have a concern, speak to the person with whom you have the concern. If it is a concern related to the classroom, address the concern with your child's teacher first. If the concern is not resolved, then make an appointment with the principal and/or assistant. If your concern is regarding an administrative action or decision, contact the principal and/or assistant principal first.

DIVORCED OR SEPARATED PARENTS

Divorced or separated parents are asked to file a copy of the custody section of their Divorce Decree with the school office. The school must have a copy of any court order involving a school child in matters of custody and contact. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court

order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

The school will not take sides in domestic disputes but will follow any court ordered procedure. The school's primary concern is the well-being of the child. If called to testify in a domestic dispute, staff members will first notify the principal prior to responding to a subpoena or giving testimony. All testimony will be objective without a bias to either parent. Be advised that if a teacher, staff member, or principal is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

EMERGENCIES

SFCS has a complete Safety and Emergency Response Plan which includes safety guidelines to prevent injury caused by accidents, acts of nature, acts of violence, and precautions to prevent the spread of disease. A copy of the plan is in the school office and may be viewed by parents at any time. Fire drills, intruder alert drills, tornado drills, and earthquake drills are held regularly.

EMERGENCY INFORMATION CARD

Children must have an Emergency Information Card completed and returned to their teacher. This card is distributed at the beginning of each school year and should be completed and returned immediately.

EMERGENCY SCHOOL CLOSING

In the event of inclement weather St. Francis Catholic School will many times follow the same schedule as the Beaufort County Public Schools. Listen to local radio and TV stations for announcements about our school closings.

In the event of an extreme emergency during the school day which causes the school to vacate the premises, we will release the students from the Hospital Commons. If possible, an email blast will be sent to parents telling of the emergency and the scheduled release of students.

LOST AND FOUND / LIABILITY

The school assumes no responsibility for lost items. All items belonging to children should be labeled. If lost articles are found they should be sent to the office. They will be returned to their owner, if labeled. We encourage you not to allow children to bring money or valuable articles to school. Parents will be billed the replacement cost for any school library or textbook that is lost or severely damaged.

LUNCH PROGRAM

The school does not have a hot lunch program set up for this school year. We are looking at options and this may change. We will keep you posted if we are able to obtain a hot lunch vendor.

Parents should avoid bringing late lunches and under no circumstances bring in lunches from fast food or other restaurants. Sodas are never allowed. Please limit the amount of candy sent in with your child's lunch.

SURVEILLANCE CAMERAS

St. Francis Catholic School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

UNIFORM POLICY

Uniform Policies are located at the end of this handbook for each grade level. Please label all uniform items with your child's name.

VISITOR POLICY

Visitors to the school are required to report to the School Office. Parents and visitors will be required to sign in and wear a visitor nametag. Visitors will be asked to present his or her driver's license to conduct an immediate background screening. This policy will be enforced to ensure the safety of our children and staff.

No dogs, cats or other pets or animals are allowed to visit the school unless prior permission is granted by the principal.

VOLUNTEERS

The principal will approve all volunteers. Diocesan Policy mandates that all regularly scheduled volunteers must complete the Safe Haven webinar, pass the diocesan screenings, and read and sign the "Policy Concerning Allegations of Sexual Misconduct or Abuse of a Minor by Church Personnel" and "Code of Conduct." Due to safety and other concerns, young children should not accompany parents while volunteering. Appropriate dress is required. Workout or beach clothes are not suitable attire when volunteering at our school.

WEB PAGE SAFETY

Photos of students will be published on our school web page. Names of students will also be on our web page. However, no individual or group photograph of students in which a student or students are individually identified will be published on the school web page without a parent/guardians consent.

PARENTS AS PARTNERS

As partners in the educational process at SFCS, we ask parents:

- 1) To set rules, times, and limits so that your child.
 - Gets to bed early on school nights.
 - Arrives at school on time and is picked up on time at the end of the day.
 - Is dressed according to the school dress code.
 - Completes assignments on time.
 - Has ordered hot lunch or nutritional sack lunch every day.
 - Takes prescribed medications.
- 2) To actively participate in school activities such as Parent-Teacher Conferences.
- 3) To fulfill an annual 10-hour volunteer requirement for parents with any school related activity.
- 4) To see that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student.
- 5) To notify the school with a written note when the student has been absent or tardy.
- 6) To notify the school office of any changes of address or important phone numbers.
- 7) To meet all financial obligations to the school.
- 8) To inform the school of any special situation regarding the student's well-being, safety, and health.
- 9) To complete and return to school any requested information promptly.
- 10) To read school notes and newsletters and to show interest in the student's total education.
- 11) To support the religious and educational goals of the school.
- 12) To attend Mass and teach the Catholic faith by word and example.
- 13) To support and cooperate with the discipline policy of the school.
- 14) To treat teachers with respect and courtesy in discussing student problems.
- 15) To not post negative comments about students, teachers, or the administration on social media.
- 16) In an e-learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education through e-learning. Specific guidelines will be provided to parents/guardians with detailed information regarding the e-learning schedule.

A PARENT'S ROLE IN EDUCATION

We, at SFCS, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Francis Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Francis Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child

needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

ATHLETIC DEPARTMENT POLICIES AND PROCEDURES

MISSION AND PURPOSE

At St. Francis Catholic School, the academic and spiritual development of the student is of primary importance. The purpose of the St. Francis Catholic School's Athletic Program is to support this guiding principle and the school's mission statement by providing an opportunity for all St. Francis Catholic School students to represent his or her school while learning the many lessons of good sportsmanship, teamwork, respect for authority, and greater understanding of the importance of consistent practice to achieve a goal. St. Francis Catholic School strives to encourage and promote the active participation of all SFCS students in representing his or her own school regardless of skill level.

The athletic program is committed to providing opportunities for each individual student-athlete to reach his/her highest potential while developing the qualities and spirit of a Catholic Christian. As a Catholic school, SFCS upholds Christian values and principles. Though our athletic teams strive to win in the sense of having the best score, we recognize the real value of Catholic school athletics is realized only if it fosters the development of the human person—both in spirit and in body—by cultivating Christian character, strengthening personal integrity and responsibility, and promoting the pursuit of excellence in all endeavors.

Participation on a team is a privilege. With this privilege come responsibilities in the areas of preparation, attitude, sportsmanship, and academics. These responsibilities exist both in and out of school, both in athletic and non-athletic settings.

PROCEDURE FOR ATHLETIC REGISTRATION

A student can become a full, participating member of a SFCS athletic team once the following requirements are met:

- 1) Student and parent/guardian have completed and returned SFCS Athletic Permission-Waiver Form
- 2) Student and parent/guardian have attended the Preseason Orientation Meeting
- 3) Student and parent/guardian have read the SFCS Handbook and signed the Athletic Contract
- 4) A Pre-Participation Health Assessment Form has been completed by a physician and turned into the school office

ATHLETIC TEAMS AT SFCS

The SFCS Athletic Department is committed to growing the program and sports offerings. There are 3 major considerations when adding a sport or activity:

- 1) How many students are interested? An interest list will be officially conducted by the athletic director.
- 2) Who is going to coach?
- 3) Where will the team or activity practice and compete?
- 4) Are there any other school teams in our local area to compete against?

Some sports may have two levels (Senior and Junior). This depends the number of athletes, coach staffing, facility availability and other teams to play. All students in 8th Grade will only be eligible to play on the Senior teams. All student-athletes in 7th Grade are eligible to play for either the Senior or Junior teams. 6th Grade students are only eligible for Junior teams. All students in 5th Grade are eligible to participate with only Junior teams if the number of athletes is manageable as determined by the coach and athletic director. 5th grade students will be eligible also to participate in non-contact sports if no junior team is offered.

Placement on either the Senior (formally “A”) or Junior (formally “B”) team will be decided solely at the discretion of the coaches. The decision will be based upon the coaches’ interpretation of the student-athlete skill level. The coaches have the final decision regarding to what team the student-athlete is assigned, the amount of playing time, and when they enter a game or match.

ATHLETIC PERMISSION - WAIVER FORM

SFCS students wishing to participate in a sport must fill out a SFCS Athletic Permission Form. This form is accessible on the school FACTS SIS page and in the main office of the school. Permission forms must be completed and returned on or before the deadline set before the first tryout/practice date. Any student who decides to participate on a team after the deadline should see the Athletic Director before attending practice. Deadlines are not intended to prevent a student from participating on a sports team but are used to ensure that all proper documentation is prepared before the first practice. A permission form need only be completed one time during the school year. Please indicate in the spaces provided at the top of the form, which sports the student may be interested in playing.

PRESEASON ORIENTATION MEETING

Prior to beginning each season, the Athletic Director will hold a mandatory meeting for all potential student-athletes and their parents. During this meeting the athletic policies will be reviewed. The coaches will also facilitate a sport-specific discussion group during this meeting to introduce themselves and share their expectations specific to their sport. Parents should contact the Athletic Director prior to the meeting should they not be able to attend.

TRANSPORTATION POLICY

Most of the transportation to and from any athletic events (practices, games, meets, tournaments, etc.) is privately arranged by parents/guardians. SFCS and the Diocese of Charleston assumes no liability for accidents that may occur in route to any sporting event. There may be times where the SFCS activities bus(es) will be used to transport student athletes to a team or practice. In

these cases, all drivers will be properly screened by the Diocese and trained. All school safety policies will apply when the SFCS activity bus(es) will be used in this manner.

COMMUNICATION WITH ATHLETES AND PARENTS

E-mail will be used only to communicate basic information, such as time and location of games and practices. Discussions of concerns should always be done in person. Coaches do not have to discuss playing time, coaching strategies and specific plays, or information pertaining to other athletes. Stress.

STUDENT EXPECTATIONS AND REQUIREMENTS

Students and parents should recognize that participation in the athletic program is not a right of all students, but rather a privilege to those selected individuals who possess the ability, attitude, disposition, cooperative spirit, and desire to represent the SFCS community in a favorable way. By joining the school's athletic program, a student becomes a representative of his/her team and of SFCS.

Student-athletes are expected to behave in a way that will positively reflect St. Francis Catholic School. This applies whether it is a home game or an away game at another school or location. Student conduct expectations and discipline policies for the school day also applies for student-athletes at any game, tournament, and practice.

Students that are spectators must also represent SFCS positively. Student conduct expectations and discipline policies for the school day also applies for student spectators at any game or tournament.

ELIGIBILITY

A student will be considered eligible to participate in interscholastic athletics at St. Francis Catholic School if their most recent academic report reflects:

- 1) A passing grade in each subject
- 2) A Satisfactory grade, B or better, in all special subjects

Eligibility will be determined the day of the first practice using the most recent official academic report. A student-athlete will be considered on probation should his/her most recent official academic report (quarterly report card and/or interim report) reflect any one or a combination of the above criteria.

ACADEMIC PROBATION

Please refer to the policy concerning Academic Probation.

STUDENT ATHLETE BEHAVIOR EXPECTATIONS

A student-athlete's behavior is governed by the same rules, regulations, and procedures that apply to all students as set forth in the SFCS Parent & Student Handbook. Each student-athlete is expected to demonstrate and encourage in others behaviors that reflect good sportsmanship. If behavior infractions occur, student-athletes may face both a school and an athletic consequence.

DISCIPLINARY PROBATION

Please refer to the policy concerning Disciplinary Probation.

ATTENDANCE

Students who are absent from school may not participate in practices or games without the permission of the administration. Please read the above section titled Attendance Procedures for what constitutes an absence.

All student-athletes are expected to attend all practices and games during the season. A season begins with the first practice. Student athletes may be excused from a practice or be late or leave early for the following reasons:

- 1) A SFCS field trip or function.
- 2) Tutoring or academic assistance to improve grades.
- 3) Illness or doctor's appointment.
- 4) Family emergency.
- 5) A family trip booked in advance.
- 6) Religious obligation.

The above reasons must be conveyed in advance directly by the parent to the Coach and/or Athletic Director for an absence to be considered excused. Please do not assume that they are aware of the situation. Information regarding an absence cannot be relayed by another student, friend, and/or teammate. Missing practice to play for another athletic team and/or participate with another activity that is not school related will automatically be deemed unexcused. The student-athlete will not be eligible to play for the first half of the next game or match for an unexcused missed practice. This also applies for arriving late or leaving early for an unexcused reason. The student-athlete will not be eligible to play for an entire game or match for an unexcused missed game or match. This also applies for arriving late or leaving early for an unexcused reason. The one game penalty will occur with the next scheduled game or match.

Any student athlete that has accrued 3 or more unexcused absences from team activities may be removed from the team.

ATHLETIC DRESS CODE AND UNIFORMS

Student-Athletes are highly visible representatives of the school and, as such, are responsible for using good judgment in their overall appearance. All teams, regardless of level, have a responsibility to ensure that their game attire speaks volumes of their class and excellence. All game shirts will be tucked in. No player should make modifications to his or her uniform. Athletes are to wear a school issued uniform and treat their uniform with respect. Teams that treat their uniforms with respect, exude class.

Uniforms must be returned to the athletic director within seven (7) days of the last game. Progress reports and/or report cards may be withheld until the uniform is returned. If a uniform is not returned, parents are responsible for the cost of replacing the uniform.

SPORTSMANSHIP

All student-athletes are expected to represent SFCS in an exemplary manner. This behavior is expected both on and off the court or field. Student-athletes are expected to display the best of Christian courtesy and manners to all officials, coaches, opposing coaches, players, and spectators. At all times good sportsmanship is the rule, not the exception. The penalty for unsportsmanlike behavior during a practice or game will be left to the discretion of the coaches for each sport along with input from the athletic director. This can range from sitting out at practice to a one-game suspension. In extreme cases when an athlete has been ejected from a game, multi-game suspensions and dismissal from the team may be appropriate. The athletic director and principal will make the final decision following a meeting with the athlete, coach, and parent.

REPRESENTATION

Any SFCS student-athlete may not play on or represent another school athletic program. Only students enrolled in St. Francis Catholic School are eligible. The purpose of the above policy is in line with our Athletic Department's mission of "providing an opportunity for ALL St. Francis Catholic School students to represent his or her school while learning the many lessons of good sportsmanship, teamwork, respect for authority, and greater understanding of the importance of consistent practice to achieve a goal."

EXPECTATIONS OF PARENTS AND STAKEHOLDERS

SFCS coaches and administrators respect the primacy of the parents as the first teachers of their student-athletes and will partner with parents in the formation of student-athletes. Parents and other members of the community play a vital role in the holistic education of children including students' participation in school-sponsored athletics. Together, all stakeholders should actively work to ensure that the Catholic mission and identity of SFCS permeates the athletics program.

WAYS TO SUPPORT YOUR STUDENT ATHLETE

- 1) Be present – Show up to games, cheer, and support our teams.
- 2) Be positive – Children learn from modeling. When talking about the game, season, performances, and decision-making, please share the gift of a positive outlook on life! Make sure that your child knows that win or lose, he/she is loved and supported.
- 3) Encourage independence – Encourage student-athletes to be responsible for the care of their athletic gear and to be prepared for practices and games. In addition, student-athletes should speak directly with their coach about any questions and/or concerns.
- 4) Observe the "24 Hour Cushion" after a game or match to discuss a concern with a coach. SFCS coaches will naturally and deliberately reflect on game situations and decisions. Please allow coaches the time they need to process their decisions before approaching them with any questions. As stated above, coaches need not

discuss playing time, coaching strategies and specific plays, or information pertaining to other athletes.

- 5) Model SFCS's behavior expectations for visiting spectators – Take pride in our athletic program and model for visitors how we..
- cheer for our team rather than against our opponents.
 - respect the integrity and authority of game officials.
 - allow coaches to coach without criticism from the spectators.
 - help clean up at the end of athletic events.

CLOSING STATEMENT AND RIGHT TO AMEND

This handbook is intended to describe the philosophy, services, and structure of the school's educational program. St. Francis Catholic School reserves the right to make changes and/or additions to this handbook. Notice of amendments will be sent and available to parents through email communication.

INFORMATION IN THE 2021 - 2022 SFCS HANDBOOK, IS FOR THE PRIVATE USE OF MEMBERS OF THE ST. FRANCIS CATHOLIC SCHOOL COMMUNITY AND ARE NOT TO BE USED FOR MARKETING PURPOSES.

ANY POLICIES OR PROCEDURES IN THE 2021 COVID-19 REOPENING PLAN, WHILE ENACTED, OVERRULES AND SUPERSEDES POLICIES LISTED IN THIS HANDBOOK.

DISTANCE LEARNING PLAN (DLP)

We are committed to making sure that students continue to experience the care and commitment of our faculty and the routine of daily learning, even in the event of school closure. We must acknowledge that our approach to distance learning cannot replicate the magic that happens when school is in regular session! The invaluable social interactions and mediation, real-time, in-person feedback, community, and extracurricular events, and more are what make SFCS a special place. However, we do contend that quality learning can continue, even from a distance.

The purpose of this document is to describe the actions SFCS will take to continue instruction in the event of an extended campus closure. We endeavor in our Distance Plan for Learning (DLP) to accomplish three goals grade within a flexible framework for grades K4 – 8th:

- Live Student-Teacher Contact Time
- Offline & Online Content Delivery
- Online Monitoring of Student Progress/Student Assessment

It is our intention with the DLP that we continue to live our mission, vision, and strategic plan, which together assert that we will consider the well-being and growth of the whole child. The act of creating this DLP provides us with a unique opportunity to reinforce what we assert through our founding documents.

If SFCS's campus is closed and this DLP is implemented, the principal will communicate via email, text, social media and all other official school media outlets to both parents and faculty/staff announcing a timeline for implementation. An exact date will be designated when distance learning will begin for SFCS students.

The principal will periodically send email updates to parents and faculty/staff apprising them of any pertinent information about when SFCS might reopen for regular classes. As with the decision to close campus, the decision to reopen school for regular classes will be made with close consultation with the Roman Catholic Diocese of Charleston's Catholic Schools Office (CSO) and the South Carolina Department of Health and Environmental Control (SCDHEC).

We hope that implementation of this DLP will never be necessary. However, in the event of school closure, it is important that this DLP describes SFCS's approach to distance learning, the channels we will use for communication, the online platforms we will employ by grade, the roles, responsibilities, and expectations SFCS has for faculty, parents, and students, guidelines for how parents/guardians can support their children's learning, and a host of other priorities and considerations tailored to make the best of challenging circumstances.

We hope to create a DLP that ensures equity. This includes doing our best to provide students with devices if they do not have access to a computer at home. We also will be happy to help families access online tutorials as we are able through email and phone contacts. While we will not be able to help families troubleshoot all problems, we will do our best to make sure all students have equitable access where we have control.

TECHNOLOGY SYSTEMS TO SUPPORT DLP

Regarding the school's core technological and communications systems, SFCS offers the following FAQs to describe how we will communicate and manage learning in the event this DLP is implemented.

How will SFCS communicate with parents, students, and faculty/staff in the event of an extended campus closure?

SFCS will continue to use the same channels it employs for normal day-to-day communications with parents, students, and faculty/staff. All of these systems are remotely accessible and will function in an emergency situation. The table below describes these systems:

Channel	Audience	Description & Access
Email	Faculty, Staff, Parents, Students	Email will be used for all major communications and announcements, including those from the principal and teachers. Faculty will also use email to communicate and may use other platforms to interact with their students. Please make sure all parent emails are up to date and correct. All students in grades K4 – 8 will be issued a school email with the sfcshhi.com domain.
Microsoft 365	K4 – 8 th grade	Microsoft 365 (including Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, Class Notebook, SharePoint, Teams, Sway, Forms and other 365 applications) will be the primary platform used by all teachers and grades. Use of specific applications

		within Microsoft 365 will vary depending on grade level. Each grade level and class will post assignments and class communications to students in Class Notebook.
FACTS SIS (Formerly Ren Web)	K4 – 8 th grade	FACTS SIS is SFCS's official Student Information System. The official school calendar and other announcements are posted on this website. Group emails and texts are sent to students and parents through FACTS SIS. Student grade reports for grades 6 – 8 are accessible to parents and students on this website. Parents and students are provided access with account info at the beginning of the school year.
YouTube	K4 – 8 th grade	Teachers in all grades will have a school YouTube channel where instructional videos may be shared by the teachers and accessed by the students.
Zoom	Students & parents across all grades	Zoom is an online video conferencing platform that allows for live group meetings, While Microsoft Teams will serve as the main platform for video and audio conferencing there may be times when Zoom will be used.
Think Central	Students in grades K-5 th grade	Lower School teachers and students will continue to use ThinkCentral as the online resource that supplements the Journey's Reading Program. Students are issued a login by his or her teacher at the beginning of the year. Students may access the online textbook, supplemental materials and assessments on this platform.
Other websites	Students in grades K4-8 th grade	Teachers may assign videos and online practice questions for their classes using other educational websites. Links to those websites will be posted on each teachers Class Notebook through Microsoft 365. If there is specific sign-in information required to be used then the teacher will communicate that directly via email to both parents and students.

How will SFCS ensure that students have access to these tools from off-campus?

Most of our technology tools are not device-specific, which means students will be able to access learning through nearly any electronic device accessible to the Internet. Students may be asked to utilize home electronic devices to access these tools. If your family does not have

access to a laptop, computer, or tablet, please notify the school office. If available, students will be allowed to sign out a device from the school provided that a waiver is signed and the device is returned in similar condition. Parents will assume the cost of any repair needed to a borrowed device that is damaged or lost.

Please note that we have a limited number of devices. Please only sign out this device if it is necessary. If you do not have wireless, we can recommend using a hotspot and data from a cellular phone. <https://www.pcmag.com/how-to/how-to-turn-your-phone-into-a-wi-fi-hotspot>

See Also:

Comcast Internet Essentials:

<https://www.internetessentials.com/>

TEN GUIDELINES FOR PARENT SUPPORT OF DISTANCE LEARNING

The transition to distance learning can be challenging for families. Parents will need to be intentional when learning about how to best support their children; how to create structures and routines that allow their children to be successful; and how to monitor and support their children's learning. Some students will thrive with distance learning, while others may struggle. The ten guidelines provided below are intended to help parents think about what they can do to help their children find success in a distance learning environment.

1—Establish routines and expectations

From the first day SFCS implements its DLP, parents need to establish routines and expectations. We encourage parents to set regular hours for their children's school-work. We suggest students begin their studies at 8:00 a.m. Keep normal bedtime routines for younger children and expect the same from your older-aged students, too. (Don't let them stay up late and sleep in!) Your children should move regularly and take periodic breaks as they study. It is important that parents set these expectations for how their children will spend their days starting as soon as distance learning is implemented, not several days later after it becomes apparent a child is struggling with the absence of routine.

2—Define the physical space for your child's study

Your child may have a regular place for doing homework under normal circumstances, but this space may or may not be suitable for an extended period of time, as will be the case if this DLP is implemented. We encourage families to establish a space/location where their children will learn most of the time. This should be a public/family space, not in a child's bedroom. It should be a place that can be quiet at times and have a strong wireless internet signal, if possible.

3—Monitor communications from your children's teachers

Teachers will communicate with students/parents through email, when and as necessary. The frequency and detail of these communications will be determined by your children's ages, maturity, and their degree of independence. When you need to contact teachers, please remember that teachers will be communicating with many students as well as other parents and that communications should be essential, succinct, and self-aware.

4—Begin and end each day with a check-in

Parents are encouraged to start and finish each day with a simple check-in. In the morning, ask what is your child learning today? What are their learning targets or goals? How will they spend their time? What resources do they require? What support do they need? This brief grounding conversation matters. It allows children to process the instructions they've received from their teachers. It helps them organize themselves and set priorities. Older students may not want to have these check-ins with parents (that's normal!), but they should, nevertheless. Parents should establish these check-ins as regular parts of each day. Not all students thrive in a distance learning environment, some struggle with too much independence or lack of structure. These check-in routines need to be established early, before students fall behind or begin to struggle.

5—Take an active role in helping your children process and own their learning

In the course of a regular school day at SFCS, your son or daughter engages with other students or adults dozens if not hundreds of times. These social interactions and opportunities for mediation include turning to a peer to exchange a thought or idea, participating in small or large group discussions, asking questions for clarification, collaborating on group projects, and countless other moments. While some of these social interactions will be re-created on virtual platforms, others will not. Human beings learn best when they have opportunities to process their learning with others. Beyond the check-ins recommended at the start and end of each day, parents should regularly circle back and engage with their children about what they're learning. However, it's important that your child own their work; don't complete assignments for them, even when they are struggling.

6—Establish times for quiet and reflection

A huge challenge for families with multiple children will be how to manage all of their children's needs, especially when those children are different ages and have different needs. There may be times when siblings need to work in different rooms to avoid distraction. Parents may even experiment with noise-cancelling headphones (no music necessary!) to block out distractions.

7—Encourage physical activity and/or exercise

Make sure your children remember to move and exercise. This is vitally important to their health, well-being, and to their learning. It is important for parents to model and encourage exercise! Think also about how your children can pitch in more around the house with chores or other responsibilities. Don't let your children off the hook – expect them to pitch in!

8—Remain mindful of your child's stress or worry

It is imperative for parents to help their children manage the worry, anxiety, and range of emotions they may experience. Difficult though it may be, do your best not to transfer your stress or worry to your children. They will be out of sorts, whether they admit it or not, and need as much normal routine as parents can provide. Please reach out to your child's teacher or contact us should you feel your child needs a counselor if they are expressing extreme worry.

9—Monitor how much time your child is spending online

Our SFCS does not want its students staring at computer screens for 7–8 hours a day. We ask that parents remember most teachers are not experts in distance learning and that it will require some trial-and-error before we find the right balance between online and offline learning experiences. Administrators or teachers will periodically check in with you to assess what you're seeing at home and what we need to adjust. We thank you in advance for your patience and partnership!

10—Keep your children social, but set rules around their social media interactions

There's always excitement and uncertainty when there is a significant change to a routine, like school. If SFCS implements this DLP, the initial excitement of school being closed will fade quickly when students start missing their friends, classmates, and teachers. Help your children maintain contact with friends and see them in person when circumstances permit. Please also monitor your children's social media use, especially during an extended school closure. Older students will rely more on social media to communicate with friends. Social media apps such as SnapChat, TikTok and

WhatsApp are not official, school-sanctioned channels of communication.

SFCS asks parents to monitor their children's use of social media. Remind your children to be polite, respectful, and appropriate in their communications and to represent your family's values in their interactions with others. A student's written words and tone can sometimes offend or cause harm to others. Our handbook policies regarding use of technology still applies during distance learning.

ROLES & RESPONSIBILITIES DURING DISTANCE LEARNING

Many stakeholders will contribute to the effective implementation of this DLP. The roles and responsibilities of students and parents are delineated below.

Student Roles & Responsibilities	
<p>Establish daily routines for engaging in the learning experiences (e.g. following your daily schedule or establishing an 8:00 a.m. start)</p> <p>Identify a comfortable, quiet space in your home where you can work effectively and successfully</p> <p>Regularly monitor online platforms check for announcements and feedback from your teachers</p> <p>Complete assignments with integrity and academic honesty, doing your best work</p> <p>Meet timelines, commitments, and due dates.</p> <p>Communicate proactively with your teachers if you cannot meet deadlines or require additional support</p> <p>Notify the Media Science teacher and cc your teacher with any tech issues at the time you have them.</p> <p>Collaborate and support your SFCS peers in their learning</p> <p>Comply with all policies including technology usage and online etiquette described in the SFCS Student and Parent Handbook.</p> <p>Proactively seek out and communicate with other adults at SFCS as different needs arise (see below)</p>	
For questions about ...	Contact
a course, assignment, or resource	the relevant teacher
a technology-related problem or issue	<p>[Passwords / software] = Mrs. Chandler, In-house IT celena.chandler@sfcshhi.com</p> <p>[Hardware / access] School Office 843-681-6501</p>

a personal, academic or social-emotional concern	The relevant teacher or Ms. Smith, Principal Andrea.smith@sfcshhi.com
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Parent Roles and Responsibilities

Provide support for your children by adhering to the 10 Guidelines for SFCS's Parents as well as you can:

- Establish routines and expectations
- Define the physical space for your child's study
- Monitor communications from your children's teachers
- Begin and end each day with a check-in
- Take an active role in helping your children process their learning
- Establish times for quiet and reflection
- Encourage physical activity and/or exercise
- Remain mindful of your child's stress or worry
- Monitor how much time your child is spending online
- Keep your children social, but set rules around their social media interactions
- Proactively communicate with your child's teacher if he/she is struggling
- Check your child's grades on FACTS SIS frequently. At minimum once a week
- Contact teachers immediately when a schedule conflict arises where your child may not be able to attend a live video conference or class

SCHOOL PRIORITIES & CONSIDERATIONS: K4 – 5TH GRADE

- After receiving initial notice from the principal about school closure and timelines, families will receive an email from their homeroom teacher with specific information.
- The primary tools for communication between teachers and parents will be email through FACTS SIS.
- The primary tools for communication between teachers and students will be email through FACTS SIS and communication through Microsoft 365 Classroom Notebooks and Zoom.
- Students will have both off- and on-screen learning activities designed to engage learners in experiences that connect to the current curriculum.
- Resources will vary by class and lesson, but will include links to videos, graphic organizers, scanned material to read and engage with, independent research material via online sources or our library databases and reading materials including eBooks.
- Learning tasks and activities will provide direction to families on how best to support student learning and the expected level of adult involvement. It is expected that students in grades K–2 will need higher levels of support than students in grades 3–4.

Elementary School: Estimated Daily Time Frames for Learning (varies by lesson)

K4 (PreK)	
15 minutes	Language Arts <ul style="list-style-type: none"> • Letter recognition and letter sounds • Printing/Handwriting (assigned work)
20+ minutes	Read Aloud (parents/guardians read books to your child)
15 minutes	Math (Practice identification, writing numbers and assigned work)
15 minutes	Science & Social Studies (assigned work)
30 minutes	Art and craft activities (assigned work)
Kindergarten	
30+ minutes	Language Arts <ul style="list-style-type: none"> • Writing • Printing/Handwriting • Foundational skills
30+ minutes	Reading (Read Well lessons, practice, & homework)
20+ minutes	Read Aloud (parents/guardians read books to your child)
30+ minutes	Math (textbook practice/learning & online math)
30+ minutes (per week)	Science & Social Studies

20-30 minutes	Religion
60 minutes	Stations activities

First & Second Grade	
20-40 minutes	Language Arts/Writing
5-10 minutes	Handwriting (intentional practice)
60-75 minutes	Reading: <ul style="list-style-type: none"> • Foundational Skills • Independent Reading Practice • Reading Activities • Vocabulary
15-20 minutes	Spelling
25-30 minutes	Mathematics (textbook practice/learning)
25-30 minutes	Online Math practice/learning
25-30 minutes (per week)	Science or Social Studies
30-45 minutes	Religion, prayer, faith formation
Third to Fifth Grade	
40-60 minutes	Reading <ul style="list-style-type: none"> • Structured • Stamina/Independent Reading • Vocabulary
20-40 minutes	Language Arts/Writing <ul style="list-style-type: none"> • Spelling • Handwriting (3rd & 4th)
30-40 minutes	Mathematics (textbook practice/learning)
25-30 minutes	Online Math practice/learning
30-40 minutes	Science or Social Studies

30 minutes	Religion, prayer, faith formation
All Elementary School Students	
Enrichments	Engage exploration of art, music, outdoor physical activity, sports and nature.

SCHOOL PRIORITIES & CONSIDERATIONS: MIDDLE SCHOOL

- After receiving initial notice from the principal about school closure and timelines, families and students will receive an email from their homeroom teacher as well as class teachers with class instructions on google classroom.
- The primary tool for communication between teachers and families is email through FACTS SIS.
- The primary tools for communication between teachers and students are email through FACTS SIS and communication through Microsoft 365 Classroom Notebooks and Zoom.
- Learning experiences are designed to be completed independently or in collaboration with other students. Parents should not do the work for their children. Please consult with teacher in challenge areas and for accommodations.
- Resources vary by class and lesson, but will include links to videos, graphic organizers, scanned material to read and engage with, independent research material via online sources or our library databases and reading materials including eBooks.
- Students are encouraged to be proactive in reaching out to teachers via email when they have questions or assignments are unclear.
- A virtual meeting with a teacher and/or support staff will be available to support students with academic, social, or emotional needs. Please initiate contact by email.
- Students are encouraged to be mindful of academic integrity when it comes to sharing ideas and working together. In order to avoid questions of plagiarism, whether it be intentional or accidental, please remind students that submitted work needs to be original, not identical to one of their peers. This is especially important in writing-based subjects such as Language Arts.
- Refer to the SFCS Parent & Student Handbook regarding policies of technology usage and plagiarism.

Middle School: Estimated Time Frames for Learning & Resources

Course / Grade Level	Approximate Time (includes video conference contact time and homework time)
Grades 6–8 <ul style="list-style-type: none"> • English (6th & 7th) • English I Honors (8th) • Math (6th) • Accelerated Pre-Algebra or Pre-Algebra I (7th) • Pre-Algebra II or Honors Algebra I (8th) • Science (6th & 7th) • Honors Physical Science (8th) 	<p>The regular middle school schedule will stay in place. Class times and video conference sessions will occur when class times are scheduled just as when regular school is in session. If there is a schedule conflict that causes your child to miss a class then a parent must contact the teacher immediately.</p> <p>Teachers will be communicating with students directly through the Microsoft 365 Classroom</p>

- Social Studies (6th, 7th & 8th)
- Spanish (6th & 7th 1 day a week)
- Spanish I (8th)
- Art, Music, Media Science (1 day a week)
- Physical Education (2 days a week)

Notebook and Zoom. Teachers will send a weekly update to parents through FACTS SIS.

Parents are expected to check their child's progress by accessing their child's grade reports for each class through FACTS SIS.

OTHER IMPORTANT INFORMATION AND EXPECTATIONS

Expectations: The expectations of students participating in the Distance Learning Program are as though they were on campus in their classrooms. Students will be expected to fully engage in all courses, complete all coursework, and submit all course-work, including homework as instructed. Students will be held to the same academic standards, as in face-to-face instruction, and subject to the school policies on plagiarism and cheating, dishonesty, and all other conduct policies.

Absences: Students will be expected to log-in to instruction for each class every school day. Attendance will be taken. Parents must report a student's absence to the school office. See the Parent/Student Handbook for the school's policies on excused and unexcused absences and make-up work.

Live Sessions: The Distance Learning Program will include a combination of live and recorded instruction. Students will be responsible for attending live courses as scheduled. Only enrolled SFCS students and approved SFCS staff will be allowed to log-in to the live sessions and to review the recordings. Students are prohibited from sharing course passwords or links with others.

For all live sessions, it is the parents' responsibility to ensure that the student participating in the course is participating in an appropriate environment, is appropriately dressed, and that the device and camera that the student is using does not show anything inappropriate. Students are encouraged to place their device on a stable surface like a table, rather than a soft surface (like a couch or bed).

The live sessions will be recorded. Students will be required to keep their camera on and to participate in class which means that their identity will be revealed, their voice may be heard, and their image may be displayed to others participating in the course.

Internet Safety: The school will provide security protocols while participating in the Distance Learning sessions, but online security for the student will be the responsibility of the parents and students. The school is not liable in any way for irresponsible acts on the part of the student while participating in the Distance Learning Program. Students should never access or share any material that is pornographic, violent in nature, or otherwise harassing. Students also must never give out personal information (address, telephone number, name of school, address of school, date of birth, Social Security Number, credit card number, etc.) over the Internet.

Equipment: Unless the school issues the student a device, it is the parents' responsibility to provide any equipment needed for Distance Learning. This includes but is not limited to a computer, iPad, internet access, headset, earphones, microphone, digital camera if not school issued. Any damage to said equipment will be the sole responsibility of the students and the parents. The school will provide technical support on school issued equipment.

Appropriate Interactions and Communications: Appropriate behavior for students is expected. Standard handbook policies apply. Any student who believes that he/she has been

bullied, threatened, harassed, or received any inappropriate remarks or comments should immediately contact his/her teacher.

Bullying, including cyberbullying, threats, and harassment during a session or outside of a session is not appropriate. All students should always use respectful language and never use profanity or threatening, aggressive, or abusive language. No one should ever make sexual, racial, ethnic, or other inappropriate remarks or jokes.

There may be some situations in which students will want additional information from a teacher. The method and timing of such communication for the student to use will be instructed by their teacher(s). Online help sessions may be recorded. In all communications and interactions, all parties will continue to respect appropriate boundary guidelines. If a student or a parent becomes aware that any adult's communications are inappropriate, such information should be immediately reported to administration.

Personal Information: The Distance Learning Program requires the use of several computer software applications and web-based/cloud-based education technology services operated not by the school, but rather by third parties. In order for students to use these programs and services, certain personal identifying information—generally the student's name and email address provided by the school—must be provided to the website operator. Please note that any personal information provided by the school is for educational purposes only and is used by the school solely to communicate with the service provider.

Photographs/Recordings: Parents and students are not allowed to take any photographs, video, or other recordings of teachers, other students, other children, or other parents/guardians without the express written consent of the teacher and parent/guardian. Parents and students are not allowed to transmit, upload, or post such content online or electronically including on any social media or similar site, or use or publish such content in any non-personal media such as a book, video, film, television program or publicly viewable website. Upon the School's request, parents and students shall immediately delete and/or remove such content from any device, site, platform, or other media.

OFFICE HOURS AND COMMUNICATION WITH TEACHERS

Teachers will hold office hours of at minimum once a week for a 45-minute period of time. Students are to use this time to check in with the teacher and ask questions or seek additional support. Communication with office hours will be conducted between the student and teacher using the Microsoft 365 and Zoom application through Microsoft 365.

Teachers will communicate their email availability to parents at the beginning of any school closure with the beginning of the DLP. Parents should expect a response from teachers within 24 hours of sending an email. Parents should not communicate to teachers by phone or text using a teacher's personal phone number.

FINAL NOTE FOR DLP

All school closures are an ever-changing situation... this plan is subject to change and will for sure be adapted and used in ever changing ways as we journey together in our mission to "Nurture students' spiritual and intellectual growth in an authentic Catholic community committed to academic excellence."

UNIFORM POLICY

Boys	Girls
<p style="text-align: center;"><u>Non – Mass Days</u> Navy blue polo with logo with khaki pants or shorts (no – cargo) or White polo with logo with blue pants or shorts (no – cargo)</p>	<p style="text-align: center;"><u>Non – Mass Days</u> Navy blue polo with logo with khaki skort (PreK–5), khaki skirt (below finger tips, no shorts) (6-8) khaki pants (no capris, leggings or stretch pants) (PreK – 8) or White polo with logo with plaid skort (Prek- 5), skirt (below finger tips) (6-8)</p>
<p style="text-align: center;"><u>Mass Days</u> White oxford shirt with logo with plaid tie (1-8) with blue pants (no shorts)</p>	<p style="text-align: center;"><u>Mass Days</u> White Peter Pan blouse with plaid jumper (PreK – 5) White oxford with logo with plaid skirt (knee length) (6 – 8)</p>
<p>Shoes: Brown, black or white, preferably non streak. Shoes may be dress shoes or sneakers. Shoe laces must match the color of the shoe. Only PreK and K students may have Velcro closures. The shoes may have a small amount of trim of a different color. Shoes that light up or have any other unique specialty feature are not permitted.</p> <p style="text-align: center;">Socks: solid white, blue, black, brown</p>	<p>Shoes: Brown, black or white, preferably non streak. Shoes may be dress shoes or sneakers. Shoe laces must match the color of the shoe. Only PreK and K students may have Velcro closures. The shoes may have a small amount of trim of a different color. Shoes that light up or have any other unique specialty feature are not permitted.</p> <p>Socks: solid white, blue, black, brown. Tights or leggings of same colors may also be worn during the cold months. If leggings are worn, then socks must cover ankles.</p>
<p>A blue, black or brown belt must be worn for boys in 1st through 8th Grade</p>	<p>Hair accessories must be simple navy blue, yellow, white, or the school plaid</p>
<p style="text-align: center;"><u>PE Uniform</u> (for grades 3 through 8) (Students wear PE uniform for the entire day on PE days) Gray SFCS T-Shirt with school logo (short or long sleeve) Navy blue mesh shorts (below finger tips) or solid navy sweat/ athletic pants Sneakers of any color</p>	
<p style="text-align: center;"><u>Optional Outerwear</u></p> <p>The following items are permitted to be worn in the classroom during the school day. Other outerwear may be worn to school and on the playground but may not be permitted to be worn during the school day.</p> <ul style="list-style-type: none"> • Navy sweater vest or cardigan with logo • Navy piped athletic jacket with logo • Navy fleece jacket with logo • SFCS Athletic Department hooded sweatshirt (available at school only) 6 – 8th grade only and may not be worn in church 	

Jewelry and Makeup

Girls may wear (1) small set of earrings. Boys are not to wear earrings. Students may wear one (1) Christian/Catholic medal or sacramental on a thin chain inside their shirt or blouse. No bracelets or rings may be worn. No nail polish. No make-up. A simple watch. No Apple or other "smart" watches may be worn.

Hair

No unusual or fad haircuts that draw attention. Hair must be off the collar, above the ears and eye brows for the boys. Natural hair color only.

Spirit Days, NUT Cards, Game Day Dress Codes

There are many opportunities throughout the year in which students will be able to come to school "out of uniform". On these days students may wear pants (jeans, cargo pants, athletic pants) and/or shorts that are not excessively tight, short (**shorts must be below fingertips when standing**), and/or revealing. Jeans may not have torn holes in them. **Yoga pants or excessively tight leggings are not permitted.** Shirts and blouses should be modest in coverage as well as in content. The regular policies regarding jewelry, makeup, and hair still apply on days in which the regular uniform is not required unless specified differently.

Student athletes may wear their athletic jersey in place of their regular school uniform top on days in which there is a game or match. A plain white t-shirt is acceptable to be worn under the jersey. Students must be in their regular uniform pants, shorts, skirts, skorts, shoes, and socks during school on game days.

The final decision regarding the appropriateness of clothing items and the possibility of disciplinary action on non-uniform days is made by the Principal.

Uniform Enforcement and Infractions

Students are required to wear the prescribed school uniform every school day. If it is necessary to wear corrective shoes, or have any other alteration to the school uniform, then please inform the school office with the medical note. Homeroom teachers are responsible to conduct a uniform check daily. Failure to adhere to the uniform policy will result in a Uniform Infraction that will be sent home to the parent. Multiple Uniform Infractions may result in a consequence of a Lunch Detention or Detention. Parents are responsible to ensure that their child is properly uniformed each day.

Uniform Supplier Options

Uniforms may be purchased from **Land's End** at <http://www.landsend.com/shop/schooluniforms>. St. Francis Catholic School's ID is 900123761.

or

Uniforms may also be purchased from **Tommy Hilfiger** at www.globalschoolwear.com. Our school's Partner School Number is STFR01.

or

Uniform items are also available locally at **Uniform Work & Sport** located at 29E Hunter Road, Hilton Head Island, SC 29926. Their phone number is (843)681-3002.

or

Lettrs Specialty Gift Shop located at 1303 Main St, Hilton Head Island, SC 29926 (843)682-3450 will embroider the St. Francis logo on uniform pieces that you bring to them for \$6 per piece. It will be ready within 3 days. There is an additional \$5 rush fee if you need your item overnight.



2022 - 2023 STATEMENT OF AGREEMENT
St. Francis Catholic School

Return this page to the school office.

**I HAVE READ THE 2022 - 23 ST. FRANCIS CATHOLIC
SCHOOL PARENT & STUDENT HANDBOOK. I AGREE TO
COMPLY WITH ITS POLICIES AND REGULATIONS.**

Signature

Date

Print Name