**SUMMARY OF SAINT FRANCIS OF ASSISI PARENT HANDBOOK**

**ADMISSIONS POLICY:** St. Francis of Assisi Parish does not discriminate on the basis of race, sex, national origin, illness, or disability. The parish religious education program is open to everyone.

**SAFE ENVIRONMENT:**
 St. Francis of Assisi Parish is committed to protecting its children and to supporting and helping families. Every effort is taken to assure that all persons working with or near its children have had background checks. School doors will be kept locked while children are in class. Parents /Guardians **must report to the office** if a child is late or being picked up early.

**ATTENDANCE POLICY:**
 - The absentee policy of the Archdiocese of New York is as follows: A child who has **six**
 absences or more **must repeat the year**. It is the responsibility of the student and parent
 to make up all class work missed due to absence. This will be taken into consideration
 in determining placement for the following year.
 - In case of inclement weather or other school related closings, please tune to Radio Station
 WHUD (100.7FM) or Cable Channel 12. The Parish Flocknote system will also be used.
 - Attendance at the Family Programs is also required by the Archdiocese.

 - Mass attendance is also an important part of your child’s religious education.
 **Please make Mass attendance and class attendance a priority for your child.

DRESS CODE:** Students are expected to dress appropriately for church and class. No slippers, pajamas, tank tops, short shorts, skirts, dresses or tight fitting clothing.

**CLASS PLACEMENT:
 Students are expected to attend religious instruction continuously from grades 1 through 8.**
Students who miss consecutive years will be asked to attend a basic catechism make-up class or being put back one year. The choice will be left up to the parent. There is no home schooling program at St. Francis of Assisi Parish.

**TEXTBOOK/HOMEWORK/TESTS:** - Each child in everygrade level receives a textbook. There will be a $25.00 replacement fee
 to replace a lost book.
 - Homework assignments are to be completed as part of the requirements for passing on to
 the next level. The work of memorizing prayers is to be done at home.
 - Testing in grades 1-5 is at the discretion of the catechist. There will be final exam for
 students in grades 6, 7, and 8. Passing grade is 70%.

**CONDUCT:** Excessive and/or continuous poor conduct or disruptive behavior in the classroom cannot and will not be permitted. Respect toward adults and students is expected at all times. Bullying in any form will not be tolerated.

**COMMUNICATION:** - Please feel free to call or e-mail the office anytime with your questions or concerns.
 Our e-mail is: religioused@sfamountkisco.org (C.R.E.) and lisa@sfamountkisco.org
 (Assistant to C.R.E.)
 - Please refer to the religious education calendar and web page at
 [www.sfamountkisco.org](http://www.sfamountkisco.org) for upcoming events as well as the Parish bulletin each week.
 - The office will use the parish Flocknote system or e-mail distribution lists to contact
 parents regarding special grade events, meetings, or emergency closings.
 - Cell phone use is not permitted by students during classroom instruction time.

**PARKING:** The safety of our students and families is a priority at St. Francis of Assisi. Please DO NOT PARK OR DRIVE in or near the circle in front of the school building AT ANY TIME. This is reserved for emergency use only. Please be considerate of other parents who are picking up or dropping off children. Do not block cars.

**DROPPING OFF/PICKING UP STUDENTS:
 Drop Off:** Students grades 1-5, are to report to the main Church at their designated time. Young children should be brought in by an adult. If your child arrives 10 to 15 minutes after the start of class, parents must bring them to the **office** to sign them in. Someone will escort them to the Church or the classroom depending upon the time.
 **Pick up:** Grades 1 to 5: Adults **must** pick up the child from the classroom.
 Grade 6 to 8: Parent has the option of picking up from the classroom or allowing the
 child to walk to the car. Signed authorization must be on file in office.
 Please call and/or send in a note with your child if they need to leave earlier than their designated dismissal time. Parent/adult must report to the office first to sign out the child.

**The complete Parent St. Francis of Assisi Parent Handbook can be found on line. Please be sure to read it for more information regarding our parish religious education program.**