

PHILOSOPHY STATEMENT

St. Francis Borgia Elementary School is a Catholic school which communicates the message of God's love, expresses love and faith through worship, develops a strong faith community, and inspires our school community to serve others as Christ did.

Adopted, Fall 1996

MISSION STATEMENT

The educational mission of St. Francis Borgia Parish is to communicate God's love, develop strong and active faith, and inspire all to learn.

ACADEMIC AND FAITH GOALS

(Developed August, 2002)

Students will:

Imitate Christ through participation in their faith formation, in worship, in building faith community, and in acts of stewardship and service.

Be able to articulate Church teachings and Christian values and act on the basis of them in discerning and making moral decisions in everyday life.

Show appreciation and respect for the physical, intellectual, and social dimensions of oneself, others, and all of God's creation.

Express tolerance, compassion, and respect in response to the differences among people, cultures, and traditions.

Interact with others in a cooperative and self-assured manner while maintaining personal dignity, independence, and self-discipline.

Demonstrate community and global awareness and respond to global and community needs.

Integrate, transfer, and apply knowledge and skills within and across subject areas and to real life situations.

Exhibit curiosity and enthusiasm for life-long learning in order to meet the challenges of the future.

Think creatively, critically, analytically and independently to identify and solve problems in academic, personal, and social situations.

Utilize organizational skills when approaching academic and personal tasks.

Use effective research techniques to acquire and evaluate information from a variety of sources.

Use various forms of technology to collect and interpret data.

Communicate ideas and feeling effectively in various media using oral, written, and creative expression.

SCHOOL HOURS
Grades K-8

7:30	Doors Open All students' grades K-8 report to the gym
7:40	First Bell Rings Students are brought to their homeroom classrooms by their teacher
7:45	Second Bell Rings All students should be in their homerooms at this time.
7:55	Morning Announcements and Morning Prayer
8:00	First Period begins
11:00-12:40	Lunch and recess
2:50	Afternoon Announcements
3:00	Students should be in their Homerooms
3:05	Gr. K-8 Dismissed

SCHOOL HOURS
PRECHOOL

7:30	Doors open Preschool students report to their classroom
7:40	First Bell Rings
7:45	Second Bell Rings Students should be in their classroom
7:55	Morning Announcements and Morning Prayer
8:00	First Period begins
11:00	Preschool Morning classes dismissed Preschool Enrichment Students go to lunch
11:30	P. M. Preschool students may arrive
11:45	P. M. Preschool and Enrichment classes begin.
2:50	Afternoon announcements
3:05	Students dismissed

2009/2010 Tentative* School Calendar
(Updates made since the end of May marked with * in bold)

August:

19 Preschool Parent Orientation – 7PM Jesuit Hall
 23 Open House/Ice Cream Social
Fall School Pictures will be taken at Open House
 24 School Begins – **1:00 Dismissal**
 25 **1:00 Dismissal**

September:

7 Labor Day/**NO SCHOOL**
 13 Parish Fall Festival
 14 **Sack Lunch**
***16 1:00 Dismissal**
 21-25 Testing
 24 Mid-Quarter

October:

5 Living Rosary @ 8:15
***12** Observance of the Feast of St. Francis Borgia/**NO SCHOOL**
 14 **1:00 Dismissal**
 26-30 Red Ribbon Week
***27 End of Quarter**

November:

5 Parent /Teacher Conferences in the P.M.
 6 Parent /Teacher Conferences – **NO School**
 7 Grade School Dinner Auction
 11 **1:00 Dismissal**
 25 Mid-Quarter
11:30 Dismissal for Thanksgiving
 26 **NO SCHOOL**
 27 **NO SCHOOL**

December:

8 Feast of the Immaculate Conception – **NO SCHOOL, Holy Day of Obligation**
 9 **1:00 Dismissal**
 22 **11:30 Dismissal for Christmas Vacation**
 23-31 **NO School**

January:

1 **NO SCHOOL – New Year’s Day**
 4 **Classes resume**
 12 End of Quarter
 13 **1:00 Dismissal**
 16 Trivia Night to benefit SFB Preschool
 18 MLK Day – **NO SCHOOL**
 31 Catholic Schools’ Week begins
 Open House
 Breakfast to benefit the 8th Gr. Prolife trip

February:

1-5 Catholic Schools' Week
5 **2:00 Dismissal to celebrate CSW**
10 **1:00 Dismissal**
12 Mid-Quarter
15 Presidents' Day/**NO SCHOOL**
17 Ash Wednesday

March:

10 **1:00 Dismissal**
18 End of Quarter
19 **NO SCHOOL** – Region 8 Faculty In-service/Day of Prayer

April:

1 Holy Thursday/**NO SCHOOL**
2 Good Friday/**NO SCHOOL**
5 Easter Monday/**NO SCHOOL**
***6 Easter Holiday Continues/NO SCHOOL**
14 **1:00 Dismissal**
21 Kindergarten Screening – **NO SCHOOL** for Pre, K, and gr. 1
***23 Mid-Quarter**
25 First Communion
26 **NO SCHOOL Gr. 2**
30 Gr. 8 Ribbon Mass
Graduation Pictures

May:

3 May Crowning @ 8:15, gr. 2-8
7 Mothers' Mass
12 **1:00 Dismissal**
21 Field Day
*** Last Day for 8th Grade**
24 Pre. 4 Graduation
*** 8th Grade Graduation**
***25 Kindergarten Graduation**
***26 LAST DAY OF SCHOOL/11:30 DISMISSAL**

***Dates are tentative and subject to change.**

Calendar includes *3 built in snow days. If the built in days are used, school will be in session on Presidents' Day and, if necessary, on Holy Thursday.

Faculty Meetings are held on the second Wednesday of every month, (with the exception of September). Students are dismissed at 1:00. In September 1:00 dismissal will be on Wednesday, 9/16/09.

ST. FRANCIS BORGIA GRADE SCHOOL FACULTY & STAFF 2009-2010

PRE-SCHOOL	MRS. ADRIENNE FISHER	
AIDE	MRS. BARB PIONTEK	
EXTENDED DAY	MRS. MARY LOU KAMPSCHROEDER AND MRS. JUDY KIENTZEL	
KINDERGARTEN	MRS. KATHY UNNERSTALL	13
1	MRS. MICHELLE MING	14
	MRS. PATTI SCOLES	17
2	SR. GLORIA PETRALIA	119
	MRS. JULIA TOBBEN	120
3	MRS. BRENDA JOHNSON	217
	MRS. CATHERINE PRESCOTT	214
4	MRS. KATHY HADDOX	204
	MRS. PAM WILSON	206
5	MS. LIZ MASSEY	205
6	MRS. GLENDA POHTOS	219
	MRS. CAROL MOONEY	218
7	MRS. RITA DIFANI	2
	MR. MATT HOECKELMAN	1
8	MRS. GWEN MAUNTEL	5
	MRS. LORI KIMMINAU	6
RESOURCE SPECIALIST	MRS. SANDRA LAMAR	213
COMPUTER	MRS. DEBBIE MAZUK	12
VOCAL MUSIC	MRS. LUCY TOBBEN	106
BAND	MRS. KAREN STRAATMANN	8
PHYSICAL EDUCATION	MRS. LINDA STOCK	GYM
ART	MRS. PEGGY KING	19
LIBRARIAN	MRS. MARGARET HOLTMEIER	113
LIBRARY SCIENCE	MRS. ROSE HANNEKEN	115
AFTER CARE		
HEALTH AIDE	MRS. JOYCE SIMONS	104
SECRETARY	MRS. DEBORAH WILLIAMS	118
PRINCIPAL	MR. KEITH BRANSON	116
CRE	MRS. MICHELLE ETTER	220
MAINTENANCE	MR. JOE HOLTMEIER	
CAFETERIA	MRS. JOANN ENGELHARD	
	MRS. LAURA KOPP	
	MRS. DEBBIE HADDOX	
	MRS. COLLEEN O'DONNELL-REY	

ORGANIZATIONS

I. Parish Board of Education

President	Mr. Mark Maguire
Vice President	Mrs. Lorie Freitag
Secretary	Mr. Scott McKinnis
Members	Ms. Lori Ferguson Mr. Matt Posinski Mrs. Tammy LaPlant Mrs. Kris Piontek Mrs. Jean Gentges Mrs. Annette Garth Mrs. Katie Mitchell Mrs. Ximena Kriete
Pastor	Fr. Andrew Sigmund
C.R.E.	Mrs. Michelle Etter
Principal	Mr. Keith Branson

II. Home and School

President	Mrs. Arline Wilson
Vice-President	Mrs. Jennifer Hill
Secretary	Mrs. Julie Lackey
Treasurer	Mrs. Teresa Halsted

III. Athletic Association

President	Mr. Kevin Carr & Steve Unnerstall
Vice-President	Mrs. Lisa Brown & Mr. Chris Mitchell
Secretary	Mrs. Diane Jones
Treasurer	Mrs. Doris Bohle
Concessions	Mrs. Renee Zeitzmann & Mrs. Sue Holdmeier

IV. Band Boosters

President	
Vice President	
Secretary	
Treasurer	

STANDARD PROCEDURES

ADMISSION POLICY

St. Francis Borgia Catholic Grade School welcomes students of any race, national or ethnic origin. Because teaching and living the Catholic faith are major goals of this school, priorities to admission will be given as follows:

1. Children of parishioners (or whose legal guardians are parishioners) who have siblings enrolled in the school.
2. Children of parishioners (or whose legal guardians are parishioners).
3. Children of non-parishioners (subject to space availability on a class-by-class basis).
4. Children of non-Catholics (subject to space availability on a class-by-class basis).

Age Requirements for school age children

Pre-school--	Children should be 3 or 4 before August 1, however, all children must be toilet trained prior to attending preschool.
Kindergarten--	Children should be 5 before August 1
1st grade--	Children should be 6 before August 1

REGISTRATION

New student registration and re-registration of present students takes place *after* the beginning of the new calendar year. New students will need their baptismal certificate and verification of any other sacraments, which have been received, their Social Security number and immunization records. Parents are required to sign the Parent Involvement Agreement Form and the Parent Witness Statement in order to make registration complete. Students transferring from another school but not living within St. Francis Borgia Parish boundaries must have written permission from their pastor to join St. Francis Borgia Parish, or pay out of parish tuition rates. **The registration process must also include a verification of custody arrangements in cases in which the parents of the student are divorced. A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided. (Archdiocesan Policy Manual Sec. 4102)**

INTRODUCTION

We believe that your tuition payments are an investment in your child's education and religious formation. Therefore, the St. Francis Borgia Parish Board of Education (PBOE) accepts responsibility for recommending to the Pastor and Finance Commission policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the board to insure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

2009 – 2010 GRADE SCHOOL TUITION SCHEDULE

Registration Fee	\$75 per student due at registration (This fee reserves your space in class and is non-refundable.)
Book & Technology Fee	\$100 per student due with tuition payment (supplemented with Home & School raffle proceeds.)
Cost to Educate Each Child	\$5,482

Parishioners - Grades K thru 8	Tuition	Fully Paid by July 1	Monthly Cost (12)	Parish Investment
Family with:				
one child grade K-8	\$3,677	\$3,607	\$306.42	\$1,805
two children grades K-8	\$5,964	\$5,864	\$497.00	\$5,000
three children grades K-8	\$6,716	\$6,546	\$559.67	\$9,730
four or more children grades K-8	\$6,716	\$6,596	\$559.67	\$15,212 +
Non-Parishioner & Non Practicing Catholic Grades K thru 8				
First Child	\$4,536	\$4,436	\$378.00	\$695
Each Additional Child	\$3,178	\$7,714	\$642.83	\$2,053

2009 – 2010 PRESCHOOL FEE SCHEDULE

Fees are due the first of every month.

FEE:	Registration Fee for Preschool	\$75.00 (non-refundable)
	2 days a week 3 year olds only	\$116.00 a month
	3 days a week 4 year olds only	\$126.00 a month
	5 days a week 4 year olds only	\$161.00 a month

2009 – 2010 FEES FOR PRESCHOOL ENRICHMENT PROGRAM

1 day per week	\$ 36.00 per month
2 days per week	\$ 72.00 per month
3 days per week	\$108.00 per month
4 days per week	\$134.00 per month
5 days per week	\$155.00 per month

2009 – 2010 FEES FOR AFTER CARE PROGRAM (Grades K-8)

5 day program	\$100.00 a month for one child \$150.00 a month for two or more
3 day program	\$75.00 a month for one child \$120.00 a month for two or more
Drop In (1 or 2 days)	\$8.00 per child per day

Hours: 3:00 – 6:00 pm

TUITION PAYMENT

1. Registered SFB Parish Families with children enrolled in the full-time program of St. Francis Borgia Grade School shall receive the benefit of reduced rates of tuition to be determined annually by the Tuition Committee and approved by the PBOE, Pastoral Council, and Finance Commission.
2. All families using **Shop & Earn** will receive credit at time of invoice for previous 12 months of purchases.
3. All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment shall be submitted each year at the time of student registration. Options for payment shall include:
 - A. **FULL PAYMENT**. Under this plan the entire amount of tuition is paid on or before July 1st. A discount is applied with this option.
 - B. **SEMESTER PAYMENT**. Under this plan the entire amount of tuition is paid in two equal installments each due on or before July 1 and December 1.
 - C. **MONTHLY PAYMENTS**. Under this plan the entire amount of tuition is paid monthly over a 10(ten) or 12(twelve) month period beginning in July through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or statement savings account. Those choosing this plan will authorize their bank to make automatic monthly payments to FACTS on either the 5th or the 20th of each month. Facts fee is \$38/per family per year.
4. Late Registrations.
 - A. Families registering after July 1 shall be expected to fulfill their tuition obligation according to the tuition policy stated above.
 - B. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance.
5. Students may be subject to dismissal due to tuition delinquency.

LATE PAYMENTS

It shall be the responsibility of each school family to keep the Pastor or Parish Business Manager informed of their need to make any changes in their tuition payment plan.

TUITION ASSISTANCE

A limited amount of tuition assistance is available from the parish and/or the archdiocese for school families experiencing economic difficulties. Normally, requests for such assistance should be made by April 1, for the following school year. We do encourage parents or guardians to contact the parish throughout the year if they are experiencing economic difficulties.

TUITION REFUNDS

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition (does not include registration, technology, or book fees), which has been paid for the current school year. After the first day of school, tuition refunds shall be prorated over the number of school days each student was in attendance.

GRADUATION (Section 4502 & 4502-1 Archdiocesan Policy Manual)

To graduate from a Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations. Payment in full must be made for all financial obligations to the school before the day of graduation. Within the 10 days prior to graduation, the local administration has the right to require a specific method of payment.

ATTENDANCE

Archdiocesan policy requires a school year of 174 six-hour days or 1044 hours of instruction (lunchtime does *not* count) during a school year. Regular attendance is necessary for optimal conditions. Parents/Guardians are needed to cooperate in this matter.

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned cocurricular activities (e.g., field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school (Section 4501 Archdiocesan Policy Manual).

ARRIVAL

1. Students are **not to arrive before 7:30 a.m.** Doors will be locked until that time
2. All students (K-8) are to go directly to the gym from 7:30 until 7:40 every day regardless of weather. This allows for a safe & controlled situation for students being dropped off in the morning.

(Preschool students are to report directly to the preschool classroom. Doors open at 7:30)

DROP-OFF:

- **All students, K-8**, will gather in the gym each day. Students **are not** to be dropped off earlier than 7:30 A.M.
- **Families with students in grades K-8 only** may use the drop off lane on Cedar St. between 2nd and 3rd. The drop-off lane is the lane closest to the school building. An adult will be on duty in order to keep the line moving. Students are to exit cars on the sidewalk side only. There will be no safety patrol on duty. Parents wishing to park and walk their children to the gym should park on the street (excluding Cedar between 2nd & 3rd) or use the parking lot behind Notre Dame Hall. Parents who park **must** walk their children into the gym since there will not be a safety patrol on duty. All students K-8 must report to the gym.
- **Families with students in Preschool** are to use the parking lot behind the preschool building. Cars must enter and exit using the gate on 3rd St. Do not use the Cedar St. entrance/exit. Parents must park and walk their children into the building. Older students with siblings in preschool may proceed to the gym using crosswalks. Parents should supervise their children when crossing the street. Remember that there will not be a safety patrol. There will be barricades blocking the east lane on Cedar between 2nd & 3rd streets.

ABSENCE

1. If a student is to be absent, **the parent/guardian is to notify the school office before 8:00A.M.**
2. If a student misses class because of responsibilities for an extracurricular activity (Yearbook, STUCO, etc.), that student must have a note from the teacher of the class missed giving explicit permission.
4. Doctor appointments during school time are discouraged. If they must take place during school time, the student should come to school up to the time of the appointment, and return to class immediately after the appointment, if at all possible. Tardiness due to a medical appointment is considered an excused tardy. The student should bring a note from home explaining the conditions of the appointment so the student can be waiting outside the office. The student should check IN and OUT of the office. If the student is away from school more than 2 hours, he/she will be counted absent.

TRUANCY (4501-1 Archdiocesan Policy Manual)

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials

LONG-TERM ABSENCE

The school should be contacted regarding long-term absences (5 or more days). A schedule for make up work will be worked out with the teacher.

DUAL ENROLLMENT TRUANCY (4204 Archdiocesan Policy Manual)

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

VACATIONS

Family vacations during school time are discouraged. However, it is also understood that sometimes this is the only time such opportunities are offered to a family. The parent/guardian should notify the principal and the homeroom teacher. All work must be made up, and it is often possible to do much of the work (or appropriate alternative assignments) during the trip

RETURNING AFTER ABSENCE

On his/her return to school, the student is to bring a note signed by the parent/guardian, which will be kept on file. The student is responsible to see that any work missed during the absence is made up within three school days. Middle School students have four school days after returning to school to make up missed work. Homework may be picked up at the end of the school day by a parent or sibling. Teachers and students will not be interrupted during the school day for homework. Middle School students have up to three class days to make up a test. Assignments turned in late by Middle School students will be graded as follows:

One day late: 10% deduction

Two days late: 20% deduction

Three days late: 30% deduction

After the third day the student will receive a "0" on that assignment.

TARDINESS

A student is tardy who arrives after the time fixed by school policy for the start of the school day **(4202 Archdiocesan Policy Manual)**.

All students benefit from prompt arrival at school. Students who are late for homeroom miss morning prayers, announcements, schedule changes, and class discussion. Prompt arrival promotes feelings of confidence and preparedness among students, and they are more ready to tackle academic challenges. Students need to be in their first class at 7:45 for homeroom and in every other class as the teacher begins to take roll. A student who is not in his/her homeroom at 7:45 is considered tardy. All tardy students must obtain a tardy slip from the office. It is important that students (especially Middle School students) who are at school are in the "right place" at the beginning of each period. If they are not, they may be counted absent.

Beginning in August, 2005 any student receiving 5 or more unexcused tardies in a quarter will be subject to the following:

- A. First 5 tardies = 1 recess detention
- B. Second set of 5 tardies= 1 after school detention for ½ hour.
- C. Third set of 5 tardies = in-school suspension (work will not be made up).
- D. Fourth set of 5 tardies = Parent conference, possible student expulsion.

RELEASE FROM SCHOOL DUE TO ILLNESS (4203.1 Archdiocesan Policy Manual)

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a parent/guardian cannot be reached should be kept on file. Parent/guardians are responsible for providing transportation for the student to leave.

DISMISSAL

Dismissal for grades K-8 is at 3:05. Preschool is dismissed at 3:00.

ALL students are to leave their classrooms and the school building in a calm, orderly, safe manner. **ALL** students in grades K-8 will be dismissed from the gym as parents arrive to pick them up. Students will only be released to their parent or other designated person. A note signed by parents must be on file at

the school for those students who are to walk home.

Students on school property after 3:15 will be sent to the library until 3:30 p.m. This will be a study hall supervised by a staff member. Students will not be allowed to wander the halls or wait by the entrances. If students remain after 3:30 p.m. they will be sent to after-care. There is no charge for this service until after 3:30 p.m. Parents must come in to pick up their child from the library and from after-care.

PICKUP:

- **All students, K-8 and preschoolers with older siblings**, will be dismissed from the gym each day.
- **Families with only a preschooler** are to use the preschool parking lot, entering and exiting using the gate from 3rd St. Please park and enter the building to pick up your child.
- **Families with students in grade K-8 and preschoolers with older siblings** will use the back parking lot behind the grade school building. Preschoolers who have older siblings will be brought to the gym by an adult to wait with their other family members. Parents must use the pickup lane, remain in their cars and wait there (in or next to the car) for their student's arrival. Please pull up bumper-to-bumper in order to allow for as many cars as possible to enter the line. Please have your pickup card ready to be collected by the staff member on duty. This will help to keep the line moving. A card will be mailed to each family before the first day of school. When your family is safely seated please exit the parking lot using the 3rd St exit.
- **Families with only students in grades 4-8** may use the pick-up lane on Cedar St. between 2nd and 3rd. The pick-up lane is the lane closest to the school building. Please have your pickup card ready to be collected by the staff member on duty. A card will be mailed to each family before the first day of school. This will help to keep the line moving.
- **Families who wish to park and walk to the gym to pick up child/children** must use street parking or the lot behind Notre Dame Hall. Use the gym door closest to 2nd St. for **entering** and **exiting**. Parents who park on the street or on the Notre Dame Hall lot **must** come to the gym to get their child/children. Hand your pickup card to the staff member on duty. **Please wait in the snack bar area for your child.**
- **Walkers** will be the first to be dismissed from the gym. A signed note must be on file at the office stating that your children have permission to walk home (or other destination). If a student is to walk on an infrequent basis a signed note must be sent in each time.

Please be assured that there will be plenty of supervision to assure that your child/children reach their destination safely.

ACCESS TO STUDENT RECORDS BY PARENTS (4601.2 Archdiocesan Policy Manual)

Parents/guardians have the right to inspect and review the official active file of their children.

ACCESS TO STUDENT RECORDS BY OTHERS (4601.3 Archdiocesan Policy Manual)

The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel.

TRANSFER OF RECORDS (4601.4 Archdiocesan Policy Manual)

There should be no release of student records to other school, institutions, agencies, or individuals without prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

GUIDANCE INFORMATION (4601.5 Archdiocesan Policy Manual)

School guidance counselors have the need to obtain information and record anecdotal notes about individual students with whom they meet, and to maintain that information during the period of the student's enrollment at the school.

RELEASE OF STUDENT DISCIPLINE INFORMATION (4601.6 Archdiocesan Policy Manual)

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student. This applies to both written and/or oral information.

DRESS AND GROOMING (4303.6 Archdiocesan Policy Manual)

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and is not allowed.

UNIFORM POLICY

The administration, faculty and staff at St. Francis Borgia Grade School consider the Dress Code important to our school environment. We feel that the manner in which a student dresses has an impact on behavior and attitude. Nothing should be worn that could be the cause of disruptive behavior. It is the responsibility of the parents/guardians to cooperate with the school faculty and administration in enforcing the dress code.

Uniform guidelines are on the following pages, please be aware of the related rules below:

- At dismissal students should leave the building in full uniform unless there is a reason, approved by the principal, not to.
- If a student comes to school without the appropriate uniform, parents/guardians will be notified and expected to bring the correct clothing to school.
- There will be one day a month when students will not be required to wear their full uniform. No student should ever feel he/she must wear something other than the approved uniform on these "special" days.
- When at all possible, students will go outside for lunch recess or other instructional activities. It is imperative that students have weather appropriate jackets, coats, gloves, hats, etc.

UNIFORM SUPPLIERS:

Designer Threads
Elm St.
Washington, MO
390-0037

Just Me Apparel
232 Old Sulpher Springs
Manchester, MO
(636) 391-3551

Items that meet uniform requirements may be purchased from other suppliers, i.e. **Penney's, Target, Wal-Mart**, etc. However, if there is an item in question, the administration will make the final decision whether or not it meets code.

DRESS CODE – PRE-K – 8th

1. **SHORTS** are optional during the months of September, October, April and May. Shorts are to be **NAVY BLUE DRESS SHORTS**. Sports, Cargo, Carpenter, or Jean style shorts are not allowed. Cargo style pockets, carpenter loops, flaps on pockets, buttons or rivets are not allowed. Solid navy shorts are not allowed. Shorts must have a hem or cuff, with the length of the shorts no shorter than 3 inches above the knees. They should also be of the quality not to fade when washed.
2. **SLACKS** are optional all year. Slacks should be **NAVY BLUE DRESS STYLE**. No extra pockets, buttons, zippers, flap on pockets, rivets, loops, etc. Jean style pants, cargo style pants, carpenter style pants, flares or bell-bottoms are not allowed. Slacks should be hemmed or cuffed. Elastic hems or slits at hem are not allowed. Slacks should be of a good quality so they do not fade when washed.

3. **Plaid JUMPER** (gr. Pre-k thru 4) **AND Plaid SKORT** (gr. 5-8) are optional all year. They are available only through “Just Me Apparel”. Jumpers and skorts are to be **no shorter** than 2” above the knee. Skorts **may not** be rolled at the waist.
4. **SHIRTS** should be solid light blue or solid white for both boys and girls. Shirts must have a collar. (Shirts are long or short sleeve, pullover polo style, Oxford style, or blouses with round or pointed collars, no logos or insignias are allowed.) Light blue or white turtlenecks may be worn in colder winter months. If a student wears an undershirt, it must be solid white. No inside out imprinted T-shirts are allowed under uniform shirts. Sleeveless shirts of any kind are not allowed on “free dress” days.

**SHIRTS ARE TO BE COMPLETELY (FRONT, BACK, SIDES) TUCKED IN AT ALL TIMES.
EXCEPT DURING GYM & OUTSIDE RECESS**

5. **SWEATERS** may be cardigan or pullover; vest or long-sleeve. They may be navy blue, gray, or white. Hooded sweaters are not allowed. In order to keep color consistent, the gray sweater should come from “Just Me Apparel”.
6. **SWEATSHIRTS** that are worn **IN THE CLASSROOM** must be the approved sweatshirts mentioned below. Acceptable colors are Navy Blue and Gray. The SFB crest design is available from “Designer Threads”. The SFB plaid appliqué is available from “Just Me Apparel” and “Designer Threads”. Sweatshirts worn that are not the approved uniform are not allowed in the classroom at anytime. 7th and 8th grade students are allowed to wear the **GREY EMBROIDERED FLEECE JACKET** as part of their school uniform and may be worn in the classroom. These jackets must be purchased through **Just Me Apparel**. Order forms are available in the grade school office or may be purchased at the store located in Manchester. Samples of uniform sweatshirts and fleece jacket are on display in the grade school office.
7. **SOCKS** must be worn and **must be visible above the shoe**. They must be **solid** white with no logos or insignias. In winter months girls may wear navy blue or white tights with jumpers or skorts instead of socks.
8. **SHOES** should be comfortable and supportive. They must have backs. Sandals or boots are not allowed. This is also enforced on “free dress” days
9. **BELTS** are required for all 6th, 7th, & 8th grade students, boys and girls. Belts should be **solid black, brown or navy**.
10. **MAKE-UP & FINGERNAIL POLISH** are forbidden. This is also enforced on “free dress days”.
11. **JEWELRY** is forbidden except for wristwatches, small rings, small stud earrings (one per ear), and simple chains with a cross. Boys are not allowed to wear earrings.
12. **HAIR** length or style, for girls and boys, should be appropriate for the learning environment in the classroom. It should not be distracting for the student, fellow students, teacher or administrators. The Administration reserves the right to make decisions necessary regarding this matter.
13. **COATS, JACKETS AND HOODED SWEATSHIRTS** are not to be worn in the classroom.
14. **GYM UNIFORM:** Students in grades 4-8 are required to wear PE uniforms. Students are to be in PE uniform when attending PE class. Only a written doctor’s note will be acceptable to excuse a student from dressing out. Not dressing out will affect the student’s grade if there is no excuse from a doctor. **Parents must purchase the shorts and shirts for their children. Shorts are basic athletic style, solid navy blue. They should have an elastic waistband and made of nylon mesh with an inner lining or layer. No logos or emblems are allowed. Shirts are solid gold, short sleeved t-shirts. (Both items are available at “Designer Threads)** A small gym bag may be brought to school on the day of PE class. Separate dressing rooms for boys and girls are located behind the stage in the gym. Bins will be provided for storage of clothes during class. Please label all articles of clothing.
15. **FREE DRESS DAYS** occur monthly. Makeup, nail polish, sandals or sleeveless shirts are not allowed. Skirts and shorts must meet dress code regulations regarding length.

PUBLIC RELATIONS are important to the school, parish, and community. As often as possible, the Missourian is notified of special events. Students’ pictures may be taken and used for publicity. If you

have any objection to this practice, please let the office know IN WRITING.

LUNCH PROGRAM.

The Accu-Scan Meal Tracker Lunch Program software is used at St. Francis Borgia. No cash will be accepted in the lunchroom. Therefore, it is necessary for all students to have an account, even if they only purchase milk. You may find it beneficial to have an account set up in case your child forgets his/her lunch and you cannot be reached or cannot bring a lunch to him/her. The minimum deposit to a lunch account is \$15.00, preferably by check. The lunch menu is sent out monthly. Please plan ahead when making deposits.

The amount of each lunch, **(\$2.00)** or extra milk **(.45¢)** will be deducted from either the child's family or individual account. If your child qualifies for the reduced, **(.40¢)** or free lunch program the price will be automatically adjusted within the system. This system insures complete confidentiality. The Free/Reduced Lunch Application is available from the office.

When your individual or family account reaches a balance of \$15.00 a reminder will be sent home with your child indicating that a deposit needs to be made. When this notice is received it is necessary to replenish your account immediately, as your account is within days of reaching a zero balance. These notices will be sent home on Tuesday or Thursday, so please check your child's backpack. If an account has a zero balance the child will receive a peanut butter sandwich and a glass of water for lunch that day. For your convenience, deposits may be made any day of the week, throughout the year. Send payment to school enclosed in an envelope marked "lunch money". To avoid any confusion, please include on the outside of the envelope the first & last name of child. If this is a family account list first & last name of oldest child only.

Payments received by 10:00 a.m. will be credited the same day. Due to scheduling we cannot guarantee that payments received after 10:00 a.m. will be credited prior to lunch on that day. Balances at the end of the year will be carried over to the next year. Refunds will be given when a student graduates or transfers from Borgia.

- Students in grades 6, 7, & 8 will have the opportunity for an "alternate" menu choice.
- 6th, 7th, & 8th grade students have the option to purchase a double lunch entrée, except those of high demand (ex. nuggets, pizza). If a student is purchasing "doubles", his lunch account will be debited twice.
- No soft drinks are allowed in the cafeteria at lunchtime. Juice drinks, Gatorade, etc., are permissible.

A shared concern (cafeteria personnel, teachers, and volunteers) is the amount of food that is thrown away, much without being tasted. Please review the menu with your child (ren) and purchase meals that they like and will eat. Menus are published monthly and are sent home on the last Thursday of the month. They are also available for viewing on our web site.

Milk is a part of the lunch and must be placed on the tray unless we have a note from the doctor concerning a milk allergy. These notes must be sent in each year. ONLY these students may take a cup of ice water from the serving line. Extra milk is available to all students for a charge of .45¢. per carton. We do not want a child to feel deprived from having lunch at any time, so we want to do what we can to remedy any uncomfortable situations for your child. Please check your child's backpack on Tuesday and Thursday for balance reminders.

For health and safety reasons students are not to share food with others. This follows Health Department Regulations.

GRADING SYSTEM

All grade levels will follow the grading system listed below (with some deviation for Preschool, kindergarten & gr. 1). Grading applies to core-curriculum, specialist classes and exploratory classes:

A+	99-100	4.5	Grade Points Awarded	C+	83-84	2.5	GPA
A	95-98	4.0	GPA	C	80-82	2.0	GPA
A-	93-94	3.75	GPA	C-	78-79	1.75	GPA
B+	91-92	3.5	GPA	D+	76-77	1.5	GPA

B 87-90 3.0 GPA
B- 85-86 2.75 GPA

D 72-75 1.0 GPA
D- 70-71 .5 GPA
F 0-69

CONDUCT GRADES

Students, K-8:

G	Good	Praise deserved. Student displays excellent Christian behavior
S	Satisfactory	Praise deserved Ordinarily, student behaves appropriately
N	Needs Improvement	Some concern expressed Has disrupted class Lack of respect Effort to improve is required Mid-Quarter should serve as notification if improvement is needed.
U	Unsatisfactory	Attitude change is required Class often cannot function Parents have been called to action Frequent disrespect

HONOR ROLL

St. Francis Borgia Grade School promotes high academic standards. Students in grades 4-8 who have obtained a grade point average of 3.0 or higher will be placed on the Honor Roll. Students who obtain a 3.0 or higher grade point average but have a "D" or an "F" on their report card or have received an "N" or "U" for conduct will not qualify for the Honor Roll.

Students have the responsibility to complete all work and to turn it in on the designated date. Late work, if accepted, will be assigned a lower grade. Many things go into grades, making grading a very difficult task for the teachers and an emotional issue for parents/guardians. It is important that issues be worked out BEFORE formal grading periods, so there can be no misunderstandings. Parents and students are asked to check Edline often to remain current with student's grades and progress reports.

INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS (5202.6 Archdiocesan Policy Manual)

All Catholic Schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

HEALTH AND SAFETY

The safety of our students is foremost in our mind at all times. Rules and regulations for inside and outside activities reflect this concern.

ARCHDIOCESAN POLICY ON CHILD ABUSE

The Archdiocese of St. Louis is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. The Archdiocese is also committed to complying with legal requirements for reporting child abuse. For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those

responsible for the child's care, custody, and control or from persons who are agents or employees of the Archdiocese of St. Louis. All employees, volunteers, religious and priests of the Archdiocese of St. Louis are expected to support this policy and to comply with the procedures developed to implement this policy.

PROCEDURES FOR ARCHDIOCESAN POLICY ON CHILD ABUSE

All employees, volunteers, religious and priests of the Archdiocese of St. Louis are expected to support the policies and to comply with the procedures developed to implement the policies. Every other year all employees and volunteers must complete the State Application Form for Name Search, Child Abuse/Neglect Screening. All employees and volunteers of SFBGS who are in contact with students 3 or more times a year will be asked to fill out this form.

All faculty, staff, employees of SFB Parish and School, plus volunteers who work on a regular basis must complete the three hour workshop on child abuse titled "Protecting God's Children". New staff and faculty and/or volunteers will be notified ASAP, when and where the workshops for the current year will be held. If you have any questions, contact the school secretary.

IMMUNIZATION

See attachments in the back of this handbook for immunization requirements.

IMPORTANT: Missouri State Law requires all new students entering public, private, or parochial schools to be adequately immunized, or to have a written religious or medical exemption on file. According to the State of Missouri if this is not complied with we must exclude the student from school. This will be in effect for the 2009-2010 school year and every year following.

MEDICATION

ALL medication is to be dispensed by **certified staff only**, in compliance with the *Archdiocesan School Health Manual*.

School personnel cannot dispense medication of any kind to a student in school. Acting under a direct order, signed and properly filed by a licensed physician and with the written permission of the parent/guardian, a staff member trained on medical administration shall dispense **all** medications. This is required by the Franklin County Health Department.

1. Written orders from a physician should detail the name of the drug, dosage, time interval the medication is to be taken, and diagnosis or reason for the medication to be given.
2. The parent or guardian requesting that the school comply with the physician's order should provide written permission. According to the Archdiocesan School Health Manual and State Health Guidelines, a physician's order for administering **ANY** medications must be on file in the Health Aide's office. This includes Tylenol (acetaminophen), ibuprofen, cough syrup, or any other over the counter medications.
3. Medication should be brought to school in a container appropriately labeled by the pharmacy or physician.
4. **If medication is brought to school in a non-appropriately labeled container, it will not be administered and the parent will be notified.**
5. **If prescription medication is brought to school for a student and labeled with a different sibling's name, it will not be administered and the parent will be notified.**

****Please do not** ask us to make exceptions for your child(ren). You are placing the staff at risk by asking them to act as nurses for your child(ren), when we have written directives from the Catholic Education Office, which we are required to follow.

If a student has special health care needs, such as diabetes, asthma, severe allergies, etc., all of his/her teachers should be advised of this at the beginning of the school year. We should also be made aware of any changes in the condition.

If a student becomes ill at school, the medical personnel will determine if the parent/guardian is to be contacted. PLEASE, if your child has an above normal temperature in the morning, **DO NOT** send him/her to school. Your child will be sent home if he/she has a temperature of 100 or greater. Your child should be kept at home **a full 24 hours** after an elevated temperature has broken without medication. When students return to school too soon, they often suffer relapses and miss more days of school.

STUDENTS WITH SIGNIFICANT MEDICAL CONDITIONS (4401.6 Archdiocesan Policy Manual)

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

HEARING & VISION TESTING is provided each year for students in Grades 1, 3, 5, and 7. Students in other grades are also tested if they are new to SFB or if the need is indicated.

POSTURE CHECK AND SCOLIOSIS TESTING is provided each year for students in grades 5 and 7 with questionable cases from the previous year being re-checked with the parent/guardians permission.

INJURY

Should your child sustain any injury at school or at home, he or she must present a signed doctor's release to the school before participating in any school physical activity. Without this release your child must sit out from any physical activity, (PE or recess) and will not be allowed to participate.

EMERGENCY MEDICAL PROCEDURE

When a student becomes sick or is injured at school and it is necessary to call for an ambulance the following criteria will be followed:

- The principal will be notified immediately
- The Health Aide will be called for an assessment and stay with the student until EMS arrives
- The student's Emergency Contact Card will go with the student to the emergency room
- A member of the administrative staff will follow the emergency vehicle to the hospital, and will stay with the student until a family member, or an adult appointed by the family member, arrives.

COMMUNICABLE DISEASES

St. Francis Borgia Grade School and the Parish School of Religion will follow the policies of the Archdiocese of St. Louis.

FIREARMS POLICY

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapon on the premises of St. Francis Borgia Grade School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

STUDENTS LEAVING CAMPUS

Students are to remain on school grounds at all times during the hours that classes are in session unless there is a written note on file with the office from the parent giving the child permission to leave. If another adult such as a faculty member or staff member agrees to accompany a student/students to off campus destinations, then this will be permissible. Even then because of liability purposes it is required to have parental consent.

EXTRACURRICULAR ACTIVITIES (5202.10 Archdiocesan Policy Manual)

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for the participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.

FIELD TRIP POLICY

Field Trips should be a safe, fun and learning experience for all of our students. The following policy will

be enforced for all school sponsored field trips:

1. If a parent must bring a sibling on a field trip, the parent will not be considered a chaperone and will only be responsible for his/her own child
2. No siblings will be allowed on the bus due to safety reasons.
3. If a class is taking a bus on a field trip, all students must ride on the bus.
4. If personal vehicles are used for a field trip and you are a chaperone, you will follow the map given to you on the Chaperone Instruction Sheet.
5. Students are required to wear their school uniform on all school-sponsored field trips. If a field trip involves an activity that requires special dress an exception may be granted by the administration.
6. All Chaperones are required to sign the Chaperone Instruction Sheet outlined below.
 - a. Agree to follow directions given by the teacher to and from field trip destination if personal vehicles are taken.
 - b. As a chaperone, I understand I cannot bring a sibling along on the field trip.
 - c. As a chaperone, I am responsible for the listed students for the entire field trip.
 - d. If a bus is taken for the field trip, all students will ride the bus, and I may be required to provide my own transportation.

PARENT/GUARDIAN PERMISSION (5202-83 Archdiocese Policy)

The written consent of parents must be obtained for every child participating in a field trip. Permission forms must inform parent/guardians of the following:

1. Name, location, educational goals, location, and date of event
2. Cost to the student, if any
3. Method of transportation to be used
4. Name of moderator supervising the activity
5. Parent/guardian responsibility

No student may participate in a field trip unless a permission form signed by the student's parent/guardian for the specific event has been received by the school. Permission received by phone, fax, or e-mail should not be accepted in lieu of original signed form. The emergency information which accompanies the teacher/supervisor should include: emergency procedures, emergency contact names and telephone numbers, medication, and instruction for administering medications.

TRANSPORTATION OF STUDENTS (5202.9 Archdiocesan Policy Manual)

Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities. Whenever possible, schools should use bus transportation by an insured carrier for off campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These could include the small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle must be used, the following criteria are recommended:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle should have a valid registration and meet state safety requirements.
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. Every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system.
6. Adults should not be permitted to smoke in the vehicle.

SNOW AND EMERGENCY DISMISSAL

In the event of **snow** during the night, a decision about opening or closing the school is made as early as possible. The decision will be announced on KLPW (1220 AM or 101.7 FM) beginning at 5:55 a.m. or very shortly before 6:00 a.m. We will also notify KSLQ. The only television station we will contact is FOX 2 news. Please be sure St. Francis Borgia GRADE SCHOOL is mentioned specifically. The "School

Reach” telephone broadcast system will also be used. This is a pre-recorded message notifying all households of any unplanned event or school closing.

SFB Grade School **will not** dismiss students early due to weather (snow or extraordinary HOT temperatures included). You, as parents and guardians, have the right to take your child (ren) from school if you believe it is safer for your child (ren).

FUNDRAISING POLICY

The exchange of money for goods or services or other considerations, such as raffle tickets, to raise money for an organization or event defines a fundraiser. All fundraisers held by any school organization or class must have written approval by the PBOE and the Stewardship Commission. No correspondence may be sent to school families concerning fundraisers that have not received approval. The principal must give permission to distribute any correspondence for approved fundraisers. The following criteria will be considered before approval is granted:

- Fundraisers should not overlap in timing or method.
- Fundraising efforts should be kept to a minimum.
- The purpose for a fundraiser shall be evaluated with consideration given to its impact on the school or school activity.

The St. Francis Borgia Parish Board of Education recognizes the value of the organizations that support the school and its student body. Understanding each organization’s need to raise funds for their work, and wanting to give each organization the best chance for success, PBOE has established the following deadlines for consideration of fundraising proposals. August 1st is the deadline for submitting a proposal for any fundraiser to be conducted during the months of September through January. A second deadline of November 1st exists for any fundraisers to be conducted during the months of February through August. The St. Francis Borgia Parish Board of Education reserves the right to accept or deny any fundraising proposed.

If approved by the Parish Board of Education, the proposal is forwarded for consideration to the Parish Stewardship Commission.

FOOD AT SCHOOL FUNCTIONS

SFB Grade School and Parish School of Religion will follow the policy of the Archdiocese of St. Louis.

- Food at parties and other functions in schools should be limited to commercially prepared, individually packaged treats.
- Foods prepared at home should not be brought into the classroom for sharing.
- When providing treats for students, please consider a healthy alternative from the usual sugary snacks.

CRISIS INTERVENTION PLAN

It is the school’s responsibility to have children prepared for any type of emergency. Fire drills are held periodically. A statewide tornado drill is conducted annually, in March. Students are expected to observe the rules for such drills for the safety of all.

The St. Francis Borgia staff recognizes that there are other types of emergencies that can occur in our society today. We must prepare students for these situations also. Therefore, we will also be implementing special crisis drills throughout the school year. The drills will give us the opportunity to practice removing children from a potentially dangerous situation. St. Francis Borgia has formed a crisis intervention team of staff members that will automatically take action on the event of an emergency.

Communication is a vital part of any emergency. However it is virtually impossible for one person to ensure that everyone is informed. There will be a seven-member team that will be activated in the event of an actual emergency. Their titles are as follows: **Counseling, Law Enforcement, Media, Student, Parent, Campus Personnel, and Medical**. Each one of these individuals will have a job description on what their responsibility will be in the event of an emergency. In the event of an emergency the team will form and communication will begin immediately to the faculty, parents, students, and other organizations that we feel should be involved.

Every emergency must be handled differently. It is important to trust the school personnel that your child will be kept safe. We, at no time, would ever place your child in a situation where we feel there is danger.

EMERGENCY PREPAREDNESS

In the case of any emergency such as fire, tornado, earthquake, etc., be assured we have the safety of your children as our first concern. We have specific procedures to follow. When the immediate danger has passed, children will be located in the safest possible area to await pick-up by parents or other *designated* persons.

We need your cooperation:

- Be sure the family information card is returned promptly and kept current with correct phone numbers for parents and designated names and numbers for two or three other people who may pick up your child (ren) in case of illness or an emergency. Be sure to notify us of any changes in these names and numbers.
- In an emergency, be sure to pick up children only at the “release gate.” This will help us keep track of the children and prevent hysteria among those whose parents have not yet arrived. The “release gate” location will be announced at the time of the emergency and the location will depend on the type of emergency.
- DO NOT tie up our phone lines with incoming calls, as we will need the lines for necessary outgoing calls.

COMMUNICATION

Communication between home and school is ESSENTIAL to the academic and emotional success of your child (ren). School personnel use various means to keep you informed:

1. Edline will be updated weekly by all faculty. Items to look for on Edline are homework assignments, test dates, grades, projects, due dates, and newsletters. If a parent or student does not have access to the Internet please notify the school office and the student’s teacher so that other arrangements may be made.
2. Thursday folders are sent home every week. These folders contain a lot of information on changes that may occur. Do not rely solely on the monthly calendar for information. Unfortunately, we cannot guarantee accuracy of these calendars since events and happenings do change at times very quickly. Please check www.sfbgs.org and Edline frequently, they are updated daily.

Thursday Folder Policy – “St. Francis Borgia Grade School utilizes folders sent home with each student on Thursday afternoons (“Thursday Folders”) to provide effective communication each week between the school and parents. The Thursday folder will contain school/parish related information. All information included in the Thursday Folder will be approved by the principal prior to inclusion. Outside advertising will not be permitted. Exceptions may be made at the principal’s discretion. **The deadline for submission each week is Wednesday at 9 a.m.”**

3. Email is an effective way to communicate with your child’s teacher (s). Particular email addresses can be found in the Buzz Book and on the website.
4. Newsletters from the office are sent home with your *youngest* child in the Thursday folder. This will include a calendar of activities and lunch menu for the coming month. Homeroom teachers may send home class related material in addition to what is included on Edline. Specialty Teachers will periodically send home Newsletters to keep parents up to date on what is happening in their classrooms.
5. Classroom teachers host “information nights” near the beginning of the school year. They will share information on class procedures, curriculum, and activity opportunities.
6. **Communication FROM the home** is equally important. The more you share about your child’s development at home, the better we are able to understand your child at school. Sometimes a change can affect the progress of your child. School personnel can assist the student if we know about the situation. Also, this information is important in case of an emergency situation.

HOMEWORK

Students who attend SFB Grade School should expect some kind of **homework** each night. Homework may consist of drill work, a written assignment, research, or all of the above. Parents **need** to set a time aside each evening toward doing homework. The following are guidelines for time spent on homework:

Primary (K-3)	no more than 30 minutes
Intermediate (4-5)	no more than 60 minutes
Middle School (6-8)	no more than 90 minutes

Keep in mind that these guidelines may vary depending on many factors. If there is a problem concerning time spent on homework, contact your child's teacher and schedule a conference

STUDENTS WITH SPECIAL NEEDS (5204 Archdiocesan Policy Manual)

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less can be done in this regard is to be exclusive in faith that is called to be universal. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing mastery of the regular curriculum in the regular setting.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

SPECIAL NEEDS RECORDS (5204.1 Archdiocesan Policy Manual)

School should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.

PARENT TEACHER CONFERENCES will be held at the end of the 1st quarter. This conference is mandatory. Parents must schedule a conference time in order to receive report cards. Of course, other conferences should be held as needed, and may be initiated by you or the teacher or the principal.

PROGRESS REPORTS are updated weekly on Edline. Conduct grades are posted on Edline at mid-quarter and the end of the quarter. Mid-quarter dates are noted on the monthly calendar which is sent home and available online. Hard copies of mid-quarter progress reports will not be sent home. If a parent does not have access to the Internet, please notify the office to have reports sent home.

REPORT CARDS are sent home with the student at the end of the 1st, 2nd and 3rd quarter. All parent signature forms are to be signed and returned to the homeroom teacher. Fourth quarter report cards will be available for parents to pick up at school approximately 2 weeks after the last day of school.

TELEPHONE USAGE Students are allowed to call home **from the office** for **forgotten lunches** only. Students should report to the office to request permission to use the phone for this purpose. Students are not allowed to use any other phone on campus to call home for a forgotten lunch. Students are **not** allowed to call home for forgotten homework, permission slips, projects, gym clothes, etc.

CELL PHONE USAGE Students are not allowed to use cell phones during school hours, 7:30 – 3:05. If a cell phone is used during school hours, the phone will be confiscated and a parent will have to pick up the phone from the office.

COMPLAINT PROCEDURE.

The order of contact for conflict resolution is as follows:

1. Teacher closest to the situation.
2. Principal
3. Pastor
4. Archdiocese of St. Louis

If after contacting the individual regarding the situation and a resolution has not been reached the following procedure will be implemented: further complaints or concerns regarding any teacher or staff member must be submitted in writing to the principal. This written document will be shared by the principal with the individual in question.

OUR PLAN FOR BEHAVIOR MANAGEMENT:

“AND THEY WILL KNOW WE ARE CHRISTIANS BY OUR LOVE”

We want our students to understand that the behavior we expect of them is rooted in the Good News of Jesus--in the model that Jesus Himself provided us. The gospel values of love, respect, and cooperation are the shining lights, which lead the way for our entire school community. One simple rule for all.

I CAN DO NOTHING THAT WILL INTERFERE WITH ANOTHER’S LEARNING.

****ST. FRANCIS BORGIA GRADE SCHOOL IS A DISRESPECT-FREE SCHOOL****

**SPIRITUALITY
HONESTY/TRUSTWORTHINESS
RESPONSIBILITY
RESPECT
SELF-CONTROL/SELF-DISCIPLINE/OBEDIENCE
CARE/SERVICE TO OTHERS**

It is expected that the ideals of Christian behavior for St. Francis Borgia students include:

1. All activities during the school day
2. Any school function at Borgia or elsewhere
3. Anytime a student is on school property

The learning/educational process is based on two simple premises:

1. Teachers have a right to teach.
2. Students have a right to learn.

GENERAL PRINCIPLES for STUDENTS

A. Respect

God
faculty/staff
other students
all property
proper titles for adults
adults and authority
Christian manner

B. Spirituality

prayerfulness in class
behavior to and from church
reverence for God’s name
appropriate conduct at liturgies
exemplify Christian living
active participation in church services

D. Responsibility

do one’s duty
assignments
dress code
name on paper
keep desk/lockers orderly
personal appearance
materials for class
Thursday folder

E. Self-Control/Self-Discipline/Obedience

good citizenship
compliance with school and classroom
rules
good manners

C. Honesty/Trustworthiness

truthful at all times
own up to mistakes
take responsibility for your own actions
play by the rules
report broken or defaced property
pay for any damaged/lost items
do your own work
deliver all school messages to parents
admit unloving choices

F. Care/Service to Others

observe safety rules
textbooks
encourage others
listen to others
show care for other students' property
and materials
lend a helping hand

ADDITIONAL SCHOOL RULES

HALLWAYS

Students are to:

1. **WALK**-keep feet on floor--no jumping up to reach ceiling or fire doors; no "karate" kicks. Walk to the right with no more than 2 people side-by-side.
2. Show respect for adults by letting them pass and enter before you.
3. Speak quietly
4. Close locker doors gently.
5. On the steps, be SAFE! Generally, **walk to the right** with no more than two (2) people side-by-side.
6. Duffel bags & backpacks may NOT be kept in the hallways, by direction of the Fire Department personnel.
7. Shirttails are to be worn INSIDE pants and skirts. A reminder will be given at 8:00 before the first period begins. The consequence for having shirttail out at any time during the day may be loss of lunch recess. After three lost recesses, students will receive an Out of School Detention.

CLASSROOM

1. Classes are to begin at 7:45 a.m. when the bell rings.
2. School is dismissed at 3:05 when the bell rings, except for Pre-school which is dismissed at 3:00. Students should be in their classrooms until this time.
3. Students should have all necessary materials (textbooks, homework, assignments, writing equipment, notebooks, workbooks, etc.) *before* entering each class.
4. Students should work quietly, whether as an individual or part of a group, in order to maintain a learning atmosphere and to not disturb others.
5. Students should follow the classroom rules posted.
6. Following are classroom rules that are applicable to students at every grade level:
 - a. Keep hands, feet, and objects to yourself.
 - b. There should be no "put-downs"--treat yourself and others with respect.
 - c. Be good to each other (encouraging, helpful) and to each other's belongings.
 - d. Be positive (Smile!).
 - e. If you borrow something, return it ASAP to the place or person in good condition.
 - f. Do NOT chew gum on school property.
 - g. Be on time with your needed supplies.
7. Flowers and other gifts are not to be taken to students until the end of the day. Unless an emergency, messages are given to students at the end of the school day. Announcements are made daily at 2:45. If you have a message please call school by that time if possible.

LITURGY / WORSHIP

1. Students are to genuflect on their **right** knee upon entering and leaving Church.
2. Students are to be respectful and silent when entering and leaving Church.
3. Students are to assume and maintain good posture while in Church.
4. Students may talk **quietly** walking to and from Church. They are to stay with their class, and **walk**

in an orderly fashion.

5. Students are to behave appropriately during Mass and other celebrations / services.
6. Students are to **participate** during Mass and other celebrations / services.
7. If a student must leave Church due to illness or other emergency situation, he/she should be accompanied by at least one other reliable student.

CAFETERIA

1. Students are expected to walk to the cafeteria in an orderly manner.
2. Students are to stand in line alphabetically in a quiet and orderly manner
3. Students should talk to each other in a “conversational tone”--no loud talking--and use good manners. Speak only to those who are near you in line or at the table
4. Students should be courteous to the parents, teachers, and all supervisory personnel, and to the members of the cafeteria staff (e.g., say “please” and “thank you” and “may I”).
5. Students should clean their space before leaving the table (table, chair, floor). Place (do not throw) trash in waste cans. Keep left over cafeteria food on your tray.
6. Quietly push your chair under the table when dismissed from the cafeteria.
7. Keep all food and drinks **in** the cafeteria.
8. Be mindful of Health Department regulations--do not share food.
9. If you bring your lunch from home, you may buy milk or bring a beverage from home, but **NO** canned or bottled soda is permitted. If, for a medical reason, you may not drink milk, you may take a cup of water **IF** your statement is on file in the office and in the cafeteria.

PLAYGROUND

1. Take care of all playground equipment and use it properly. If the equipment becomes damaged, tell the teacher on duty immediately.
2. Equipment from home is not permitted at recess without explicit permission from the teacher on duty.
3. Football and tag are not permitted.
4. Rough play and the use of inappropriate language are forbidden.
5. Play fairly at all times and don't interrupt others at play. Be a good sport!
6. Respect the supervisors on duty and respond to their signals.
7. Do not throw, hit, or kick any type of dangerous objects.
8. Ask permission to get a ball from outside designated area.

VOLLEYBALL & BASKETBALL COURTS

1. If a ball goes on the roof, one student or teacher should report this to the P.E. teacher after lunch.
2. If a ball goes over the fence, **ONE** student should go after it.
3. Balls are not to be hit excessively hard or volleyed off the wall. Do not serve the ball hard enough to hit the building.
4. When the weather is extremely cold, the majority of students may choose to play other games on their court--**WITH** permission of the teacher / parent on duty.

INSIDE RECESS

1. Students should use the lavatories after they leave the cafeteria.
2. There should be no loitering in the hallways or bathrooms or doorways or hanging out the windows. There is to be no yelling or running around the rooms.
3. Students must stay in their rooms during the recess period.
4. Students are permitted to play games, provided they play calmly.
5. Playground equipment may not be used in the building.

BEHAVIOR IN THE SCHOOL BUILDING AND ON THE PROPERTY
TREAT THE BUILDING AND PROPERTY WITH RESPECT.
HOW THEY LOOK IS A REFLECTION ON YOU

*use the trash cans

*close all doors gently

*NO GUM!

*pick up after yourself *and* others

*stay away from windows

Please Note: beside these school rules, each classroom teacher will establish rules for his/ her own classroom.

DISRESPECT POLICY

St. Francis Borgia Grade School is a CATHOLIC school. We have the right and the responsibility to expect students to always be RESPECTFUL. SFBGS has **no tolerance** for disrespect.

DISRESPECT will automatically be referred to the principal. As soon as possible after the incident a meeting will be set-up with the referring teacher, the student and the student's parent/guardian. The student will serve one day of IN-SCHOOL suspension.

A second (2nd) incidence of DISRESPECT within a semester will follow the same procedure as outlined immediately above, except that there will be a **mandatory** manual work day with the custodial staff and another IN SCHOOL suspension. **Counseling is mandatory** at this time. This will automatically place the student on a **contract** and will serve as the final warning for this student.

A third (3rd) incidence of DISRESPECT within a semester will mean that the student violated his/her contract and immediate **REMOVAL WITH CAUSE** will occur from St. Francis Borgia Grade School.

SFBGS DISCIPLINE PROCEEDINGS FOR GRADES K-3

All discipline proceedings will be on an individual basis. If necessary, teachers will use the SFBGS Incident Report Form.

SFBGS DISCIPLINE PROCEEDINGS 4 - 8TH GRADES

Student misbehavior is broken down into three types of behavior. Teachers will use their own discretion to determine if sufficient warning has been given to a student about their behavior. NOTE: No out of school detention will be given for 4th and 5th graders unless the teacher and principal deem it to be necessary. Recess detentions will be given instead.

Type 1 Behavior:

1. Failure to comply with classroom rules
2. Failure to comply with school rules
3. Gum and Dress Code violations
4. Any behavior not mentioned that would be considered Type 1 Behavior by teachers or principal.

Consequences for Type 1 Behavior:

Incident #1	One Recess Detention
Incident #2	One Recess Detention
Incident #3	Out of School Detention 6-8 th ONLY/Personal contact with parent.
Incident #4	In School Suspension/Meeting with parents, teacher & principal.
Incident #5	School personnel will meet to discuss further required action. The parent will be informed as to the outcome of this meeting.

Type 2 Behavior:

1. Stealing from students, teachers, or the school
2. Cheating of any kind/forgery of signatures
3. Lying
4. Use of obscene language and/or gestures
5. Fighting (physical contact)
6. Smoking or possessing smoking materials

7. Intentional damage done to property belonging to another whether intentional or unintentional (restitution is expected).
8. Bullying
9. Any behavior not mentioned that would be considered Type 2 Behavior by teachers or principal.

Consequences for Type 2 Behavior:

Incident #1	Two Recess Detentions
Incident #2	Out of School Detention 6-8 th ONLY/contact parent. Students in grades 4 & 5 may also be subject to the consequence with the teacher and principal discretion.
Incident #3	In School Suspension/Meeting with parents, teacher & principal.
Incident #4	School personnel will meet to discuss.

Type 3 Behavior:

1. Possession of any type weapon, including, but not limited to, pocketknives and homemade devices and items used as weapons.
2. Use, possession of, selling or distribution of any controlled substance (drugs/alcohol/etc.).
(4303.2 Archdiocesan Policy Manual) The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal. Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.
3. Physical abuse of a teacher or any adult.
4. Serious willful damage to parish or another's property (restitution is expected).
5. Any behavior not mentioned that would be considered Type 3 Behavior by teachers or principal.

Consequences for Type 3 Behavior:

1. Generally speaking, the consequence of any Type 3 Behavior will be Removal With Cause.
2. There will be zero tolerance for Type 3 Behavior.

The Disciplinary Composition Form is to be used by the teachers. The teacher gives a copy to the student and principal. A parent must sign the student's copy and return it to the principal the following day. Failure to return the form will result in another detention.

SERIOUS DISCIPLINARY CONSEQUENCES (4302 Archdiocesan Policy Manual)

The following conduct may lead to serious disciplinary consequences:

1. An individual infraction of a major school rule.
2. Disrespect of authority.
3. Repeated truancy.
4. Repeated infractions of school rules.
5. Disruption of the learning environment
6. Theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others.
7. Harassment, threats, or physical acts against others.
8. Out of school conduct which seriously detracts from the reputation of the school.

Description of Serious Consequences

1. Out of School Detention
 - a. Out of school detention is for grades 6, 7 & 8 only at the principal's discretion.
2. In-School Suspension
 - a. The student will be isolated from his/her class for a given period of time, the length of which shall be determined by the principal with input from the teacher. Work missed must be completed, but the student will receive only **75%** credit for it. Parents will be notified of the assignment of an in-school suspension. During the suspension students will be given tasks to

match appropriate consequences to the misbehavior as possible. This could include speeches, apologies, etc.

- b. The student who serves an in-school suspension will not be allowed to participate in any extra-curricular activity on the day of the suspension. This includes practices, games, concerts, and club meetings, as spectators or participants.
3. Mandatory Manual Work Days
 - a. The student will be assigned to specific jobs given by the custodial staff. This could mean cleaning, odd jobs around the school, etc. Students will eat lunch in the detention room and not participate in any school activities which may occur on the day of work. Work missed must be completed, but the student will receive only **50%** credit for it. Parents will be notified of the measure being taken and the reason for the workday.
 3. Contracts and REMOVAL WITH CAUSE
 - a. When a student receives a manual workday for disrespect along with an IN-SCHOOL suspension a final “disrespect contract will be drawn up and signed by the Pastor, Principal, Parent, and student. The contract will be very specific and will include the guidelines the student must follow in order to remain as a student at Saint Francis Borgia Grade School. If the contract is violated in any way after the contract goes into effect, the student will be REMOVED WITH CAUSE permanently from SFB Grade School.
 4. Academic Probation
 - a. SFB Grade School Personnel reserves the right to not allow students to attend school field trips, dances, or any other special activity if the student has not maintained at least a “D” average in any given class. A parent conference must be held to inform all parties of why certain actions were taken.

Note: These progressive steps are guidelines. The extent to which they are implemented in any specific case is to be determined solely by the faculty and administration of SFB Grade School. Certain behaviors of a severe nature, but not identified in this policy, may result in immediate action not herein identified.

MIDDLE SCHOOL STUDENT IDENTIFICATION CARDS

Each Middle School Student (gr. 6-8) will receive a Student Identification Card. During the school day, 7:45 – 3:05, the card must be carried ON the student. A place will be designated in each homeroom where cards are to be placed at the end of the day. This will prevent students from forgetting or losing their cards.

When a student fails to follow the rules for any TYPE 1 behavior found in the handbook including dress code violations, gum or candy violations, not coming to class prepared, and any behavior that gets in the way of learning, the teacher or principal will sign, date, and write the violation on the back of the card. The student will receive a new card every quarter.

- If a student receives five (5) signatures on their card he/she will have earned a lunch recess detention, and a new card in a different color.
- If a student receives a total of fifteen (15) signatures, or three (3) cards worth of signatures he/she will have earned an AFTER SCHOOL detention. Parents will be notified regarding an after school detention.
- If a student fails to produce the card when asked by a teacher or the principal an automatic lunch recess detention is received.
- Students who have four (4) or less signatures on their card at the end of the quarter will earn a reward from the principal or teacher.

The Middle School teachers along with the administration believe this system will foster responsibility, promote good behavior within our school, and hold our students to higher expectations in regard to discipline and behavior, that is expected of the Catholic Educational System.

VIOLENCE AND THE THREAT OF VIOLENCE (4303.3 Archdiocesan Policy Manual)

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear,

or injury. Violence includes threats of injury, harassment; assault, possession, and /or use of a weapon; and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

POLICY ON VIOLENCE

SFB Grade School will follow the Archdiocesan Guidelines for responding to Threats of Violence. When a sustainable, proven, and established threat has been made against a teacher, staff member, or student the following will occur:

1. Remove the child making the threat from any contact with the school, parish, etc.
2. Contact appropriate diocesan officials (i.e. Schools should contact the Catholic Education Office and inform them of the incident.)
3. Contact parents and inform them that the child must remain at home until a mental health professional gives reasonable assurance in writing that the child is not a threat to himself/herself and to others. The parents should also be informed that the police will be notified of this incident
4. Contact the police and inform them of the threat of violence. The administrator will need to cooperate fully with any investigation that the police may conduct.
5. Communicate with any staff or children (and their parents) who may have been the target of the violent threat. Inform them of the threat and the actions taken to deal with the threat. Counseling or other needed support should be provided to assist individuals in coping with the threat.
6. Inform the larger community of the threatened violence if necessary.

INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT (4303.4 Archdiocesan Policy Manual)

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site posting, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

SEARCH AND SEIZURE (4303.5 Archdiocesan Policy Manual)

School officials with sufficient reasons to do so may search a student's locker or desk.

HARRASSMENT (4303.7 Archdiocesan Policy Manual)

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs. Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

APPEALS PROCESS

Occasionally, parents and students will have concerns regarding the discipline policy and its implementation. The following steps are in place to assist the parent/guardian in questioning the policy or in appealing its implementation.

1. The first step is to contact the teacher and discuss the concerns with him/her.
2. If resolution is not accomplished, a request for an appeal can be made to the principal.
3. The teacher and student and/or parent/guardian will present the case to the principal.
4. The principal will forward a recommendation to both parties.
5. If the principal's recommendation is not satisfactory, an appeal may be made to the pastor.
6. If further resolution is needed, a committee comprised of the pastor, two faculty members (one being of the parent's/guardian's choice and one of the teacher's choice) will meet to hear the appeal.
7. The committee will present its decision and rationale in writing to the principal who will communicate this to the teacher, student, and parent/guardian.
8. This decision will be final.

SUSPENSION (4302.1 Archdiocesan Policy Manual)

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

PROBATION (4302.2 Archdiocesan Policy Manual)

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the pastor.

WITHDRAWAL FOR CAUSE (4302.3 Archdiocesan Policy Manual)

Withdrawal for cause is the permanent end of enrollment of a student from a school. The decision of withdrawal for cause is made at the local level by the pastor of the parish, with the recommendation of the principal.

GUIDELINES FOR STUDENT ATHLETIC PROGRAMS

Player eligibility: St. Francis Borgia Grade School extracurricular interscholastic sporting programs are open to students of the school only, subject to academic, disciplinary and other guidelines, as follow:

Academic guidelines: Students with deficient academic performance during any reporting period (quarter or mid-quarter) will be subject to the following consequences:

Two D's—two-game playing suspension

One F—four-game playing suspension

Academic (non-conduct) U—four-game playing suspension

Students with Individual Education Plans (IEP's) are not subject to penalties for academic D's, but are subject to penalties for F's and academic (non-conduct) U's, as stated above. IEP's are on file in the office and are known by the appropriate teachers.

Maximum academic penalties: The maximum penalty for academic deficiency during any given reporting period (quarter or mid-quarter) is a four-game playing suspension.

Disciplinary guidelines/conduct grades: Any student receiving a U grade in conduct during any reporting period (quarter or mid-quarter) will be penalized with a four-game playing suspension.

In-school suspension: Any student whose behavior results in an in-school suspension, as set forth in the school's disciplinary and disrespect guidelines, will immediately and automatically be penalized with a six-game playing suspension.

Maximum disciplinary penalties: The maximum penalty for disciplinary deficiency during any given reporting period (quarter or mid-quarter) is a six-game playing suspension.

Simultaneous academic & disciplinary deficiencies: In the event a student is deficient in both academic and disciplinary areas during the same reporting period (quarter or mid-quarter), the penalties for each will be added together. For instance, a student receiving an academic F and a conduct U during the same reporting period would be subject to an eight-game playing suspension (4 games for the academic deficiency, 4 games for the disciplinary deficiency.)

School's reporting of deficiencies: At each reporting period (quarter or mid-quarter) teachers will notify the Principal of any student who has earned two D's, an F or a U. The Principal shall then notify the President of the Athletic Association with the names of ineligible students. The appropriate coaches will receive the names of such students from the Athletic Association. In the case of an in-school suspension, parents and students will be informed of the automatic game suspension by letter, and the Principal will inform the Athletic Association president.

Student's responsibility to report deficiencies: Game suspensions will begin the day the student receives his/her mid-quarter or quarter report, or receives an in-school suspension. It will be the responsibility of the student and his or her parent or guardian to know the student's standing on the day grades are sent home from school or an in-school suspension is received. While the Athletic Association will make every effort to notify coaches of a student's ineligibility, it will be the responsibility of the student and his/her parent or guardian to know the child's standing and any appropriate consequence, and to immediately report that to the coach.

Penalty for failure of student to report: If an ineligible player continues to participate in games, the number of games that student is suspended will automatically double.

Expectations of ineligible students: Students who receive game suspensions:

- a.) Should attend practices
- b.) Should attend games in which they cannot play
- c.) Will not be able to "dress out" for the games in which they cannot play
- d.) Should sit on the bench during the games in which they cannot play

Misconduct at or en route to events: Any misconduct in another gym or while riding on the bus en route to or from a game is subject to review by the Athletic Association and may result in suspension from an extracurricular activity.

School attendance: Students must attend a full day of school on the day of a game in order to participate.

Parent expectations: Parents/guardians will be expected to work at least one home game or chaperone the bus for an away game during the season. A \$20 fine will be charged for a parents'/guardians' failure to work a game for which they have been scheduled. If the fine is not paid by the time of the next game, the parents'/guardians' child will not be allowed to participate in that game.

Other sports: SFBGS practices and games are to be considered the primary sports activity of the student. Students may be on other outside teams, but are expected to make the SFBGS team their first obligation.

**(Aforementioned policy drafted and approved by the
SFBGS Athletic Association, September 2001.)**

This Student/Parent Handbook contains established policies and procedures for the 2009/2010 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

