



**Preparing your Child
For a Successful Life**

Parent/Student Handbook

2023-2024 School Year

Revised August 2023

After you have read the entire Parent Handbook and discussed it with your child, complete the form at <https://forms.gle/BWbFHYBBFVz5Jeex6>. By completing this form, you acknowledge that you have understood the policies, procedures and rules set forth in the document and are willing to adhere to them.

Please note that the school's policy and procedures are updated continually to meet the changing needs of our students. As such, the principal reserves the right to amend the parent handbook as needed. The school will attempt to keep parents/guardians notified of all changes as soon as practical. However, some changes may be made immediately due to unforeseen circumstances.

El manual se proveerá en español lo antes posible.

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MISSION STATEMENT

Inspired by faith in Jesus Christ, St. Frances of Rome School provides a Catholic education in the classical tradition of the liberal arts. Proclaiming Jesus Christ through the integration of wisdom, virtue, and faith, St. Frances of Rome School provides the intellectual and moral foundation needed for students to become leaders, saints, scholars, and disciples of Christ. With the grace that comes only from God, St. Frances of Rome School fulfills this mission when students are inspired to seek the truth, goodness, and beauty who is Jesus Christ.

With enlightened minds and zealous hearts, the students of St. Frances of Rome School will seek to transform their community and the world.

PHILOSOPHY

St. Frances of Rome School is an integral part of the parish community. Adherent to Catholic tradition and rooted in Gospel values, the School strives to create an educational environment enriched by faith and committed to creating a just society.

The School shares with members of the Parish a sacramental relationship to Jesus Christ. We endeavor to create a strong Catholic community that provides multiple opportunities for the faculty, students and their families to develop and share their faith, with the expectation that they will become active members and leaders in the Church.

We strive for academic excellence, believing that children learn best when they are engaged in a rich and diversified school culture. The faculty of St. Frances of Rome School provides a Catholic education in the classical tradition of the liberal arts. Teachers use educational strategies that will enable students to reach their full potential academically and make them morally responsible citizens of a global society.

We strive to foster a sense of community through the mutual sharing of gifts and built on respect in both actions and words. At St. Frances of Rome School, we recognize the unique qualities of each individual student, but strive to obtain a unity of spirit and purpose. That unity extends not only to students and their families, but to teachers, staff, parishioners, alumni and school benefactors.

PILLARS OF EXCELLENCE

Catholic Spirit

Students are called to become holy by witnessing to the Gospel message. They learn the traditions of the Catholic Church in order to help them grow in their faith. Students and staff are actively involved in the life of the parish, attending the Sunday celebration of the Eucharist in conjunction with their involvement in the various parish organizations.

Academic Excellence

St. Frances of Rome School is a beacon of excellence in the Archdiocese and western suburbs of Chicago. Students are challenged to pursue wisdom and truth. St. Frances of Rome offers academic programs that inspire the intellect and maximize the potential of each student to gain the requisite knowledge, concepts, and skills to become critical thinkers, creative problem solvers, and productive, responsible citizens.

Collaborative Leadership

St. Frances of Rome School inspires leadership among students, parents, teachers and staff. In a unique way, teachers and administrators reflect the leadership to which all are called in a Catholic school. St. Frances of Rome School is a sought after teaching institution that exemplifies the highest professional standards and innovative instructional practices. Both faculty and students are challenged to assume leadership roles, not only in the school, but in the parish and surrounding community.

Classical Liberal Tradition

St. Frances of Rome School values the great contributions to the arts and sciences passed down through the ages. Student learning is enriched by great minds and classic works of the past, especially those which have contributed to the intellectual heritage of Western Civilization. Curriculum and instruction are modeled around the seven liberal arts ordered as Trivium (grammar, logic, rhetoric) and Quadrivium (arithmetic, geometry, music, astronomy/physics). These disciplines, along with philosophy and theology, provide the intellectual formation of students.

Community Focus

St. Frances of Rome is committed to fostering a just community where all members are heard, supported and involved. Involved parents uniquely serve as catalysts to unite the community in support of the education of children. St. Frances of Rome is an inclusive community wherein people from different cultural, ethnic, and racial backgrounds learn, live and work in mutual harmony and respect and without compromising their beliefs or identities.

Commitment to Service

Students, parents and staff share a belief in the dignity of the human person created in the image and likeness of God. From this, we believe that all have been created for an eternal purpose and destiny. This inspires our call to Christian service. As members of a faith community, we acknowledge the many talents and skills of our brothers and sisters. We give thanks to God for His generous gifts to us. Unselfishly, we share those gifts in service to one another, and especially to those in greatest need of them.

GRADUATE AT GRADUATION PROFILE

1. Sainthood

A graduate of St. Frances of Rome School seeks to understand God's loving plan for his or her life, embracing it in freedom and gratitude. A saint recognizes his or her God-given talents and gifts, and is open to developing them for the service of God. Though always growing in a life-long process of faith and maturity, the graduate already:

Loves God

- Knows God loves him or her.
- Desires to return that love.
- Believes that God provides the means to know and love Him.

Believes in God's Purpose

- Realizes that life is always unfolding in the hands of God.
- Discerns his or her God-given purpose by exploring his or her own faith.

Prays

- Experiences God in prayer.
- Utilizes various methods of prayer.
- Expresses gratitude in prayer.

Shows Gratitude

- Learns to be grateful for talents.
- Gives thanks for the world and everything in it.

Is Open to Growth

- Purposefully develops God's gifts.
- Trusts God's guidance for his or her personal growth.
- Humbly accepts limitations.

2. Scholar

A graduate of St. Frances of Rome School trusts the intelligibility of the world as created by God. Intellectual inquiry brings students to a deepened understanding of the natural and supernatural order along with a thirst to know more. The Catholic scholar couples this sense of inquiry with humility, generosity, compassion, and reverence for God and the created order. Though always growing in a life-long process of knowing and loving God, the graduate already:

Loves Learning

- Looks at the world with wonder, and asks thoughtful questions.
- Realizes there is always more to learn.
- Discovers enthusiasm and joy in learning.

Takes responsibility for his or her learning

- Expends time and effort in the pursuit of knowledge.
- Embraces the challenge of learning unfamiliar content.
- Persistently pursues knowledge and wisdom despite obstacles.

Works Cooperatively

- Mentors others.
- Considers ideas from multiple perspectives.

Utilizes Resources

- Literature.
- Numeracy.
- The arts.
- Catholic Tradition.
- Scientific investigation.
- Logic and critical thinking.
- Thoughtful, intentional communication.
- Current technology.

3. Disciple

A graduate of St. Frances of Rome School is defined by his or her relationship with God. True to his or her formation, the graduate becomes a disciple of Jesus who exemplifies his teachings in thought, word, and action. Though on a life-long journey of discipleship, the graduate already:

Contemplates

- Sees everyday life through the lenses of Sacred Scripture and Tradition.
- Allows his or her faith in Christ to determine life choices.
- Sees and loves the face of Christ in others.

Speaks

- Communicates the love of God with a heart filled by the peace of Christ.
- Embraces and spreads the teachings of Christ, bringing others closer to the Lord.
- Uses vocabulary informed by the Catechism of the Catholic Church in sharing the Good News.

Acts

- Demonstrates a love for others by acting as a living example of Christ's teachings.
- Brings peace to the world by treating others as brothers and sisters in Christ.
- Acts justly on behalf of those who are marginalized in society.

4. Leader

A graduate of St. Frances of Rome School is a person who leads by the example of his or her life, inspires others to carry out their Christ-centered vision. Although leadership develops over time, the graduate already:

Looks to Christ

- Has a moral compass that comes from Christ's call to follow Him.
- Derives patience, humility, integrity, honesty, justice, courage, and perseverance from Christ.

Sees like Christ

- Habitually perceives the common good and sets goals to achieve it.

Collaborates and Inspires

- Leads by example.
- Is trustworthy and accountable.
- Recognizes, respects, and encourages each individual's contribution in the Body of Christ.

Uses Sound Judgment

- Analyzes problems, organizes solutions, delegates tasks, makes timely decisions, and evaluates outcomes.
- Perseveres to accomplish a goal.
- Is flexible, but holds firm to values.

ADMISSION POLICY

St. Frances of Rome operates under the auspices of the Catholic Bishop of Chicago, a sole corporation, in the Archdiocese of Chicago.

St. Frances of Rome School admits students of any race, color, sex, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in this school. St. Frances of Rome School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of educational policies, athletic or other school-administered programs.

St. Frances of Rome School is open to all children whose parents want academic excellence, traditional discipline, and a total religious education program. Preference for admission will be given to registered members of St. Frances of Rome Parish.

A child entering St. Frances of Rome School must be in compliance with the age requirements of the State of Illinois.

For admission of a child to Preschool or Kindergarten, parents shall present:

- 1) an official copy of the child's birth certificate
- 2) the baptismal record (if applicable)
- 3) the required State of Illinois health records.

Children entering PreK-3 must be three years of age on or before September first; children entering PreK-4 must be four years of age on or before September first.

Children entering Kindergarten must be five years of age on or before September first.

Children entering First Grade must be six years of age on or before September first.

Health Records

Upon entrance to St. Frances of Rome School, a child's health record must be current. A record of a physical exam, dental examination, and appropriate immunizations are required upon entrance into Preschool, Kindergarten, and Sixth Grade. Students in Kindergarten, Second and Sixth grades must also have current dental records. Students in Kindergarten must have a current vision test. Students transferring into St. Frances of Rome must also have proper medical/dental records on file.

If a child is not in compliance with the health and immunizations requirements, he or she may be excluded from school until the child presents proof of having had the health examination and having received required immunizations.

Tuition Policy

Families registering or re-registering at St. Frances of Rome School are entering into an agreement with the school to pay the fees and amounts as set forth in the tuition schedule for that school year. St. Frances of Rome School uses **FACTS** Management Systems to collect all tuition and incidental fees. Incidental fees include before and aftercare charges; charges when volunteer hours are not met; and charges resulting from failure to turn in candy fundraising receipts. **Families must maintain a valid and active account throughout the agreement term.** Failure to do so can result in an interruption of attendance for the child(ren). FACTS uses an automatic payment system set up by the family using one of these three methods: checking account, savings account, or credit card.

Payments are normally due on the 5th or 20th of each month unless a family requests a different payment date.

Tuition payments should not be made in the school office.

Delinquent Accounts

- Any family that wants to make changes to their payment schedule must contact the tuition manager
- Any family that is delinquent in their account must contact the tuition manager immediately and make necessary arrangements to make the account current.
- If an account remains delinquent after 10 consecutive school days, an interruption of attendance will occur for the student(s) on the eleventh day unless arrangements to pay the balance have been made with the tuition manager.
- School families who do not adhere to an agreement to pay delinquent tuition, or who have been unwilling to make suitable alternative arrangements with the school, will be informed that their child(ren) will not be readmitted to our school.

- St. Frances of Rome School reserves the right to impose appropriate consequences in those situations where delinquent tuition problems persist. These may include, but are not limited to denial of re-enrollment, suspension of students, restricting student participation in extra-curricular activities, and withholding of transcripts, report cards, diplomas, and cumulative records as prescribed by law.

The following rules are in effect:

- **A late fee of \$30 will be assessed by FACTS for payments that are not received on time.**
- **Bank charges of \$30 for checks returned for insufficient funds will be added to the outstanding tuition balance.**

Family Volunteer Obligations

All families must complete 15 volunteer hours through the course of the year. A family that does not meet the full 15 hour obligation will be billed for the shortage at the rate of \$15 per hour.

ATHLETICS

St. Frances of Rome offers an athletic program for student athletes. Representing the school as a member of an athletic team is both a responsibility and a privilege. Each student athlete is expected to maintain a good academic and behavior record in school, and appropriate demeanor is required in athletic practices and competitions. Failure to fulfill any of these expectations will result in the athlete's suspension or removal from the athletic program.

Absence from school on a given day mandates absence from participation in athletics that day.

ATTENDANCE

Student Absenteeism

When a student is absent from school for any reason, the School Office must be notified at 708-652-2277 between 7:30am and 8:30am. A written excuse is also required when the student returns to school. This is a very serious parental responsibility. If a child will continue to be absent in ensuing days, parents should continue to report the absence. Upon returning to school after an absence, the child is responsible to make up any work prescribed by his/her teacher. Excessive absences from school (except for serious illness) will not be tolerated and could result in the retention of a child the following school year. Students will go on an attendance contract after 10 accumulated absences. Students who miss more than 20 days of school will be required to attend the Summer Scholar program. Failure to register in the program could also result in retention. Families of students who are habitually absent will be referred to a social worker.

For each day a student is absent, they will be given two days to make up any missed classroom and homework assignments. Special arrangements will be made for any student missing a significant number of days due to an extended illness or injury.

Families should avoid scheduling vacations and travel during student attendance days. Teachers are not required to prepare work for students leaving for vacations or other unexcused absences.

Student Tardiness

Student school entry doors will open at 7:45am. The school is not responsible for students who arrive before this time. The students must be at their desk, ready to begin the day at 8am. Tardiness has a negative impact on the entire school community. It not only affects the child that is tardy, but also disrupts the learning environment of every student in that classroom.

- A note will be sent home when a child is tardy for the third time in a given marking period.
- Subsequent tardies will result in school detentions and phone calls to the parent.
- Students go on a tardy contract after five tardies.

Families of students who are habitually tardy will be referred to a social worker.

A note from a parent/guardian is required for any student arriving more than fifteen minutes late. Students arriving late as a result of medical appointments also need to bring a note.

Early Dismissal:

If a child needs to leave school early or for part of the day, the following procedures need to be adhered to:

- A child is to bring a note explaining the reason for early dismissal. The homeroom teacher is to initial the note and place it in the homeroom envelope.
- The Main Office will retain the note and issue an office permit for an early dismissal. The Office must know in advance of an early dismissal.
- At the time of dismissal, the child is to bring the office permit to the Office. Students must be picked up in the Office.
- If a child is returning to school, the child is to pick up an office permit with the return time noted and then re-enter the classroom. Under no circumstances may a child leave the premises without approval from the administration.

BEFORE-AFTER SCHOOL PROGRAM

The Before Care Program is available from 7am to 7:45am. The After School Program hours are 2:40pm to 6pm. Registration forms and cost information are available in the Main Office.

BULLYING / HARASSMENT

Bullying/harassment is contrary to Gospel values and has no place in the Catholic school. Intimidation or disrespect of any person is unacceptable in the Catholic school community. Bullying/harassment is an intentional, repeated, hurtful act (physical, verbal, emotional, or sexual) committed in person or online by one or more persons toward another person or persons.

The pastor, administration, and staff of St. Frances of Rome School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of bullying/harassment. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Bullying / Harassment is characterized by:

- Aggressive behavior toward others
- Intentional, repeated acts over a period of time
- An imbalance of power between bully and victim.

Bullying actions in any form, including use of the Internet and other electronic devices, are unacceptable and will not be ignored. Children are unable to eliminate acts of bullying / harassment without adult support and guidance. Teachers, administrators and the community must work together to eliminate bullying / harassment. In this effort, the cooperation of all is imperative.

CARE OF BOOKS

All books issued by the school are to be covered and properly cared for. Compensation will be expected for classroom books or library books that are lost or damaged.

CELL PHONES

The following guidelines must be followed for students who bring cell phones to school. Students who disregard the guidelines will no longer be permitted to bring a cell phone to school.

- Upon entering the building, cell phones must be turned off.
- Cell phones must be stored in book bags and kept in the student closet throughout the school day.
- Cell phones may be used by students to contact parents after dismissal or during an extra curricular activity if given permission by the faculty supervisor. All telephone communication on school premises should be confined to communicating with parents.

If a staff member observes a student using a cell phone outside the aforementioned guidelines, they will take the phone. Parents must schedule a conference with the principal for the return of the phone. The school is not responsible for any lost or stolen cell phones.

CHEWING GUM

Chewing gum is not permitted in the school.

CUSTODY

If parents are divorced or separated, the school presumes that both parents have access to the children, as well as educational information. Unless the custodial parent can provide the school with proper court documentation, the school has no other recourse than to allow the child to go with the other parent or share educational information with the non-custodial parent.

A grandparent or a stepparent is not the legal guardian of a child unless appointed by court order. When a document calls for the signature of the parent or guardian, a signature of a stepparent or grandparent does not suffice.

SCHOOL DISCIPLINE PHILOSOPHY / CODE OF CONDUCT

Discipline is knowledge and formation that develops self-control and character and fosters service and compassion. The foundation of Christian behavior rests on the words of Jesus who taught his disciples and calls upon us to “love one another as I have loved you.” Within the context of this commandment, our Lord has given us his expectation that all adults and students in our school show mutual kindness and respect, modeling of Christian love for one another.

General Guidelines for Conduct:

- Follow directions of teachers and staff.
- Listen to instruction attentively.
- Be polite to teachers, classmates, staff and visitors to our school.
- Speak when recognized.
- Care of school property and the belongings of others.
- Be helpful to others.
- Be honest in our work and friendships.
- Show trust and compassion to classmates, teachers, staff, coworkers, and volunteers.
- Be reverent and prayerful in Church, and during times of prayer and worship.
- Use language, words and actions that foster friendships and not fights or teasing.

The St. Frances of Rome School community works to ensure that each child has the opportunity to learn and develop to his/her fullest potential. Students will not be allowed, therefore, to deprive themselves or others of the opportunity to learn in a safe and orderly environment conducive to learning.

Should a student fail to observe a rule or policy, disciplinary action will be taken.

Discipline Procedures

All teachers maintain a classroom management plan for their classroom that is reflective of the philosophy and mission of St. Frances of Rome School. Discipline is instructional in nature, allowing students to recognize and learn from their mistakes. Parents are advised of classroom procedures by each individual teacher at the beginning of the school year.

Detention System

St. Frances of Rome School employs a school-wide detention system to enforce student discipline. The system will be primarily used for students in grades 5-8. Detentions may be served during the lunch/recess period (11:50am - 12:30pm). Any faculty or staff member can issue a detention to a student who is not adhering to acceptable standards of conduct.

Multiple and/or Grave Offenses

Teachers will make contact with parents to advise them of continued misbehavior or serious misconduct. Any subsequent behavior issues during that marking period will result in a principal / parent / teacher conference. If behavior does not improve, disciplinary consequences may include suspension or expulsion.

Grave offenses will result in an automatic suspension or expulsion. Grave offenses include the use of profanity towards a staff member or classmate; violence towards a teacher / staff member / student; the possession of drug materials, weapons, alcoholic beverages, or smoking materials; behavior that includes the use of gang related symbols, insignias, clothing, hair, make-up designs; theft of and vandalism to school or staff property. All such offenses will result in an automatic suspension or expulsion.

Decisions regarding suspension and expulsion will be made by the principal.

Threats

All threats made by students will be treated seriously. Any threat of violence made by a student will result in the following:

- Parental notification.
- Notification of police.
- Notification of the Archdiocese Office of Catholic Schools.

Gangs

Gang-related activities have no place in a Catholic School where a Gospel-based spirit is fostered. St. Frances of Rome School takes gang-related behavior very seriously. The following activities/behaviors shall be constituted as violations and are subject to disciplinary action:

- Any conduct on or off school grounds that may be gang-related.
- Any conduct that may be gang-related during school sponsored events or activities.
- Students wearing clothes/symbols that may be, in the manner displayed, gang-related. This includes, but is not limited to, jewelry, jackets, sweatshirts, caps, or other forms of clothing.
- The display of gang-related signs/symbols or style of writing on paper, notebooks, assignments, textbooks, or other possessions.
- Gang hand signs

Parents/Guardians are notified when their children are either suspected of being involved in gang-related activities or are a victim of gang-related activity. Gang activity may result in probation, suspension, and/or expulsion.

Weapons

Students shall not carry, possess, display, or use weapons in school or on school premises. Depending on violation circumstances, students will be counseled, suspended, or expelled. The definition of weapons for which students can be expelled includes, but is not limited to, knives, shotguns, brass knuckles, billy clubs, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used to cause bodily harm.

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School authorities are allowed to inspect and search personal effects left in those areas by students without notice or consent of students and without search warrants. The school will report weapon and controlled substance violations to the local police.

Drugs

Possession, use, or distribution of drugs or alcohol in school, on school property, or at a school function by a student, will not be tolerated. Such behavior may result in an immediate suspension and / or expulsion from school. St. Frances of Rome School Officials reserve the right to inspect all school and/or personal property on its campus.

DISMISSAL

PreK - Kindergarten: 2:35pm

Grade 1 - Grade 4: 2:40pm

Grade 5 - Grade 8: 2:45pm

Pre-Kindergarten and Kindergarten classes will be dismissed through the main doors of the school facing Austin Blvd. All other students will exit from the door facing the south parking lot.

Gr. 1 - Gr. 8 teachers will escort students outside at the end of each school day. Check your email to view current dismissal guidelines.

DRILLS

Bomb Threat

If a bomb threat is received, school officials will notify the police department immediately. The school officials will announce an "Unscheduled Fire Drill" to evacuate the school. The building will be evacuated using the same procedures used for fire drills. Students and staff will proceed to the Church and remain there until the building is determined to be safe.

Fire Drills

When the first bell is sounded, the children walk in silence. The teacher, carrying the class roster, leads the class to their designated exit. The last child closes the classroom door (all doors are to be closed). The teacher will take attendance to make sure everyone is out of the building. No one goes back in the school without being given the "all clear" signal.

ELECTRONIC DEVICES

Some students have become accustomed to bringing digital media devices, such as Smartphones, to school. Under no circumstances will the school be responsible for lost or stolen electronic devices that are brought to school. All valuable items should be left at home. If a student uses any electronic device at school without the permission of the teacher, the item will be confiscated. (See cell phone policy on p. 11).

EMERGENCY CONTACT CARDS

At the beginning of each school year, parents must complete an emergency card listing adults to be contacted in cases of emergency or illness when a child's parents cannot be reached. Cards must be in the office by the 1st Friday after school begins. These cards must be updated when phone numbers and / or addresses change. Please list phone numbers that ensure our ability to contact you in case of emergency.

If your cell phone is the number where a parent can most likely be reached, please list this as the primary number.

EMERGENCY / ACCIDENT PROCEDURES

If an accident involving a student occurs, the child is sent to the Main Office. If there is any doubt as to whether the child should be moved, the Main Office will be contacted, and 911 will be called.

Please note: by signing the "Medical and Emergency Notification Information" form, you have authorized the School Principal or an authorized staff member to obtain necessary medical services that may be required for a child if parents or guardians are unavailable. By signing the aforementioned form, you have agreed to assume responsibility for any diagnosis/treatment and/or for medication deemed necessary.

Parents will be informed if their child is involved in any serious accident at school. It is of paramount importance that all personal information listed on the Emergency Cards be accurate and up to date. All injured students requiring medical attention will have an Accident Report Form sent to Gallagher-Bassett Insurance Company. The Main Office will handle the filing of the report.

EMERGENCY SCHOOL CLOSINGS

Should conditions be such as to necessitate school closing, two systems will be used to communicate that decision. Parents and students can check the local media: radio (WMAQ, WGN, WBBM) or television (CBS, NBC, WGN, FOX, CLTV). Parents can also check St. Frances of Rome School's Facebook page at <https://www.facebook.com/SaintFrancesofRome> as well as the web site, www.EmergencyClosings.com. An email or call from the school may also be sent.

Information stating that school will be closed will be posted on the television, radio, and Internet by 6:30am. If no announcement is posted, school is open.

EXTRA CURRICULAR ACTIVITIES

St. Frances of Rome School offers a variety of extra-curricular clubs, sport teams, and activities to enrich student learning. Participation, however, is considered a privilege, not a right. A student's academic progress and performance remains the focus of the student's time, effort, and responsibility. For this reason, a student who fails a subject for a trimester will be ineligible for any extracurricular activity for the next trimester.

FIELD TRIP CHAPERONE AND VOLUNTEER REQUIREMENTS

As part of educating the whole child, St. Frances of Rome School provides educational field trips during the school year. A parental permission slip must be signed and returned to school before a child may participate.

Parents wishing to serve as chaperones for field trips and other school-sponsored clubs and events, as well as any other adult who volunteers to chaperone or coach children, must fulfill all the necessary Archdiocesan requirements for volunteers. All such volunteers must be at least 21 years of age and comply with the following Safe Environment requirements:

- Criminal Background Screening (online form).
- Code of Conduct Personnel Acknowledgement Form.
- Child Abuse and Neglect Tracking System (CANTS) paper form.
- Mandated Reporter Online Training
- Safe Environment (Virtus/Protecting God's Children)

Your understanding of this policy and adherence to these requirements are greatly appreciated. A volunteer packet with updated requirements will be distributed to all families at the beginning of the school year.

HOME-SCHOOL COMMUNICATIONS

Classroom Newsletters and Wednesday Weekly

Teachers regularly communicate with parents using classroom websites, newsletters, and email. Additionally, the School communicates regularly with parents by means of our "Wednesday Weekly." Published every Wednesday afternoon and emailed to parents, the Wednesday Weekly highlights time sensitive news and information for school families.

Parents

Parents are always welcome in the school. They must, however, schedule an appointment if they are going to meet with their child's teacher or visit their child's classroom.

Parents and Special Deliveries

Delivering to school supplies or lunches forgotten at home is highly discouraged.

Being prepared for school is essential for a successful day. We expect our students to come with their needed materials daily. Items, including books forgotten at home, lunch, and classroom materials, are never to be delivered to the classroom. The school considers instructional time sacred, avoiding any unnecessary disruptions to the learning environment.

Conflict

Difference of opinion can arise within a diverse school setting. When a parent disagrees with a teacher's decision, the following guidelines should be followed:

- The teacher should not be disagreed with or criticized in the presence of the child.
- The parent should communicate with the teacher as soon as possible and seek to resolve the conflict.
- Should a disagreement ensue, an administrator (usually the principal) may be contacted (by teacher or parent) to mediate the situation.

Communications

As soon as a problem or potential problem is recognized, a teacher should initiate communication with parents. It is important to contact the parent early so that the problem can be addressed while still in the early stages. Communication with parents regarding the child's progress or behavior can be done by the following means:

- Phone calls or email.
- Progress reports.
- Parent access to the Student Information System and electronic Grade Book.
- Homeroom behavior reports.
- Informal conferences.
- A student's work / test is signed by the parent.

Effective communication between parents and teachers helps to ensure the success of all students.

FINANCIAL AID

Overview. The St. Frances of Rome financial aid program offers financial assistance to families with children from Kindergarten to 8th grade who lack the resources to pay full tuition. Awards are determined based on family financial need and availability of funds. Financial aid awards are made for one academic year and are applicable toward tuition only. Parents must reapply each new school year.

Timeline. The application process opens for current families in January and closes in March. New families can apply on a rolling basis. Award notifications are sent on May 1st. New families applying after May 1 will be notified within 8-10 business days. A signed acceptance letter or letter of appeal must be returned to school by the requested reply date. Failure to reply by the due date is considered refusal of aid.

Process. All families requesting financial aid must apply through FACTS at <https://online.factsmgt.com/signin/428DQ>. All required documentation must be submitted to FACTS online or by fax at 866-315-9264. (Please refer to FACTS information sheet for a list of required documents). After the application is complete, a \$30 application fee must be paid with a credit card or an automatic withdrawal from your checking account.

Conditions. Financial Aid is determined by a family's ability to meet educational expenses; it is based on need only and not on a willingness or unwillingness to pay. Families should request assistance from the SFR Financial Aid Program only after they have pursued other options, including the Tax Credit Scholarship (TCS) program through Empower Illinois and through the Big Shoulders Fund program. Parents will apply for these programs online in mid-January on a first-come first-serve basis. For more information about these programs, visit www.empowerillinois.org and www.bigshouldersfundsgo.org.

Only complete applications will be processed. Incomplete applications will delay a family's application and suspend financial aid consideration until the required documentation is submitted. Applications will not be considered if there is a past due balance on the current year's tuition/fees. The financial aid committee reserves the right to request additional information or documentation to verify and/or further clarify a family's financial profile. All financial aid information is kept confidential. Funds are limited; it is important to meet application requirements by the published deadlines.

HOT LUNCH PROGRAM

During the 2021-2022 school year, according to the law, each student will be receiving a free lunch through the Archdiocese Hot Lunch Program. Lunch forms may still need to be completed by all families. These are distributed the first week of class. We will notify all families about the status of free lunch for all students for the 2022-2023 school year as soon as we are informed.

HOURS

School Day	8:00am - 2:40pm
Office	7:30am - 3:00pm
Before Care	7:00am - 7:45am
After Care	2:40pm - 6:00pm

Hours - PreK and Kindergarten

AM Preschool dismisses at 11:00am. PM Preschool and Kindergarten dismiss at 2:35pm.

ILLINOIS SEX OFFENDER REGISTRY

The registry of sex offenders living in the State of Illinois can be accessed at the Illinois State Police website - www.isp.state.il.us/sor/sor.cfm.

ILLNESS

An ill child will be sent to the Main Office. If a child needs to go home, the Main Office will contact a parent (or an adult on the emergency card, if no parent can be reached). The child is to be picked up from the Main Office as soon as possible. A child should not return to school until he/she is completely recovered from the illness.

INSPECTION OF ACADEMIC RECORDS

You have the right to look at your child's records maintained in the school file. The school will not disclose anything to third parties from your child's records unless you consent in writing prior to the disclosure. You have the right to request corrections in your child's records if you believe the information is inaccurate.

INSURANCE

Currently no student accident insurance is offered through the school.

INTERNET PERMISSION AND USE

Today, access to online resources and the use of technology tools have become an important part of many academic programs. In order to service this part of the students' education, rules must be in place to ensure the safe use of the Internet on school grounds.

At the beginning of the school year, parents will receive a form to be signed and returned to school granting their children permission to use the Internet under teacher guidance and supervision.

The school uses a firewall to prevent students from accessing inappropriate material while using the Internet at school. Any student caught deliberately trying to circumvent the firewall by any means will not be permitted access to the computer lab, classroom computers or the Internet for a period of two weeks. This will have a detrimental impact on a student's ability to complete needed assignments and could adversely affect his/her grades for a given marking period. Any subsequent inappropriate actions will lead to further disciplinary action that may include suspension from school. The firewall is in place to ensure students are accessing only safe, quality materials with a clear application to the school curriculum.

LEARNING DEVELOPMENT SERVICES

Reading Recovery. A Reading Recovery program is available for students in primary grades that are not reading at grade level. Eligibility is determined by school staff. The program teacher is provided by District #99.

Special Education. Teachers will work with parents to identify any special needs or challenges individual students may have that serve as barriers to the educational success of a child. Once all reasonable interventions have been attempted at school, children can be diagnosed for a learning disability by School District #99. The process is initiated by means of a parent letter, addressed to the District #99 Director of Special Education, requesting an educational evaluation for the child. The District must respond to the request within 15 calendar days.

LOST AND FOUND

The Main Office maintains a "Lost and Found." Students and parents should check in the Main Office for misplaced items. All student clothing and personal items should be labeled with the child's name and current grade level. Items are given to charity if not claimed.

MANDATED REPORTERS OF CHILD ABUSE

Any member of the St. Frances of Rome faculty and staff who has reasonable cause to believe that a child known to them in their professional capacity may be abused or neglected shall immediately report or cause a report to be made to the Department of Children and Family Services (DCFS). This includes the principal, teachers, teacher assistants, the school secretary, custodial staff, school board members and anyone in the employment of the school.

MASS ATTENDANCE

St. Frances of Rome is a parish school. As such, families are expected to register as members of the parish community and attend Mass on Sunday. Families who come from parishes that have closed their schools must get a letter from the pastor stating that they are members of the parish and attend Mass on Sundays. Once evidence of regular Mass attendance has been provided, the family qualifies for a \$450 tuition credit with \$225 disbursed in January and \$225 disbursed in May. The credit is per family (not per student).

MEDICATION

The medication information form will be sent home with the Parent-Student handbook. No school personnel will administer any prescription or non-prescription medicine unless the School has the student's current and complete Medication Authorization Form approved and signed by the School Principal.

PARENT/GUARDIAN CONDUCT

Parents/Guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers whether on or off school grounds or at school-related events. Unacceptable behaviors include, but are not limited to the following: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

When, in the judgement of the principal and of the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

- Schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting.
- Conduct school business with the other parent/guardian of the student.

- Inform parents that the right of the parent/guardian to be present on school grounds is temporarily or permanently suspended.
- Dismiss the child(ren) of the parent/guardian temporarily or permanently from the local Catholic school.

PARENTAL COMMITMENT PROGRAM - PCP

Each family is required to commit 15 hours of volunteer service to the school or parish. Please refer to your Parental Commitment Program Handbook for additional information. Volunteers must be at least 21 years of age and comply with the following Safe Environment requirements:

- Criminal Background Screening (eAppsDB online form).
- Code of Conduct Personnel Acknowledgement Form.
- Child Abuse and Neglect Tracking System (CANTS) paper form.
- Mandated Reporter Training (coaches and homeroom parents).

Additionally, the Safe Environment (Virtus/Protecting God's Children) Training must be completed within three months of volunteering.

A volunteer packet with updated requirements will be distributed to all families at the beginning of the school year.

PARTIES

When special parties or holiday celebrations take place, the grade level homeroom teacher should coordinate and plan the event. The academic teachers who have the class at the regularly scheduled time should assist and support the event as needed. **Administration must receive the information regarding these events in advance and grant approval.**

Party invitations are not to be sent to school unless you are inviting the entire class.

If a child wishes to celebrate his/her birthday at school with classmates, parents must make prior arrangements with the classroom teacher. Elaborate parties are not permitted. Parents should consider bringing healthy foods for the celebration. Please bring portioned items – i.e. individual juice boxes rather than a gallon of juice that would require cups and pouring. Certain types of snacks will not be allowed if there are known food allergies in the classroom.

PASSES

A hall pass should be issued by a teacher any time a student is given permission to leave the classroom. At no time should a student be in the hallways without the consent of the teacher and without a hall pass.

PHOTO PERMISSION

A form will be given to all families to request parental permission to use student pictures in school publications, including posting photos on the school website. For their protection, students will not be identified by name in these publications.

PRAYER/PLEDGE

Each day is to begin and end with a prayer. After the Morning Prayer, the Pledge of Allegiance is recited.

PROGRESS REPORTS

Progress reports are issued at the mid-point of each trimester. Progress reports are to be signed by the parent(s) and returned to the homeroom teacher the following school day.

PUBLIC SCANDAL INVOLVING STUDENTS

Catholic school students are responsible to the school staff for maintaining exemplary behavior in school, at school sponsored activities, and while going to and from school. In addition, student conduct in or out of school that reflects negatively on St. Frances of Rome Church or School may be subject to disciplinary action, particularly when the names of the school, its teachers, or students are impacted by the behavior in or out of school. School personnel have a responsibility and a right to inform parents/guardians when their child's behavior is inappropriate, disrespectful, or harmful to themselves or to others. School personnel shall demonstrate care for both the safety of the students and the reputation of the school in incidents of public scandal.

The school handbook includes clear expectations for student conduct and behavior as well as statements about notification of parents/guardians regarding inappropriate student behavior on or off school premises.

Students will be subject to disciplinary action for:

- actions gravely detrimental to the moral, spiritual and physical welfare of other students;
- actions which are detrimental to the school's reputation;
- grave offenses which may include a violation of criminal law;
- actions so outrageous as to shock the conscience or behavior of the community.

RELIGIOUS PROGRAM

Curriculum. The primary reason for the existence of St. Frances of Rome School is to provide an environment where Christian values are lived and where sound Catholic doctrine, based on the Catechism of the Catholic Church, is taught. As the primary role models of children, parents are responsible for teaching, modeling, and reinforcing these values at home. Teachers pay special attention to the integration of faith, values, and virtue throughout the curriculum.

Weekly Mass and Daily Prayer. We urge parents to pray with their children and to cooperate with the school and parish community in forming their children into wholesome, Catholic adults. The school provides opportunities for prayer in the classroom on a daily basis. Special all-school liturgies are celebrated throughout the school year. Students attend Mass once a week. Consult with your teacher for schedule. The Sunday Mass is the focus of Christian life for Catholics. Parents are responsible for bringing their children to Sunday Mass.

Sacramental Preparation. Preparation for the reception of First Eucharist, First Reconciliation, and Confirmation will be provided for children whose parents desire this for their children. The normal years for reception of these sacraments is second grade for First Reconciliation and Communion and sixth grade for Confirmation. Students who are out of these grades may still receive these sacraments, including Baptism, through special arrangements and instruction. A student must receive two years of religious education prior to receiving First Holy Communion and Confirmation.

REPORT CARDS AND GRADES

Report cards are issued three times a year. Please see the school calendar for dates.

Academic Policy

Grading Scale

A	100-93
B	92-86
C	85-79
D	78-68
U	67 and below

Academic Performance

Students who receive a grade of "U" for LA, Social Studies, or Religion for a trimester must attend Summer Enrichment Program for Literacy. Students who receive a grade of "U" for Math or Science for a trimester must attend Summer Enrichment Program for Math. A student who fails a subject for a trimester will be ineligible for any extracurricular activity for the next trimester (see Extra Curricular Activities, p. 14).

Eighth Grade Graduation Requirements

In order for a student to graduate and receive a diploma from St. Frances of Rome School, the following expectations must be met:

- A candidate must have completed all academic work.
- A candidate must have achieved a passing grade on the Constitution of the United States and the Constitution of the State of Illinois examinations.
- All financial obligations must be paid in full.
- All materials belonging to the library or any classroom must be returned.
- Detention or suspension time must be served in full.

Honor Roll Guidelines

St. Frances of Rome Honor Roll for grades 5-8 is based on the academic average of the child.

- I. Point Values
 - a. An A+, A-, or A is worth 2 points
 - b. A B+, B-, or B is worth 1 point

The seven major subject areas are Religion, Reading, Math, Language Arts, Science, Social Studies, and Spelling/Vocabulary.

- II. First Honors Criteria

- a. Student must earn 11 points or better (maximum point total is 14 pts) with no C's in these major subject areas.
- b. Students must have passing grades in gym, art, and music.
- c. No marks indicating unsatisfactory conduct.

III. Second Honors Criteria

- a. Student must earn between 7-10 points with no more than 1 C grade in the seven subject areas.
- b. Student must have passing grades in gym, art, and music.
- c. No marks indicating unsatisfactory conduct.

RETENTION OF STUDENTS

Retention of students in Preschool through Grade 8 will be a collaborative decision made among the teacher, parents, and principal following the procedures of the Office of Catholic Education.

The decision to retain a student is an extremely serious one and will be made only if there has been adequate evaluation and documentation to indicate that a student would most likely benefit from repeating a grade. Retention of a student should not be used as a punitive measure and only when it is in the best interest of the child. The following guidelines may help avoid misunderstandings. Teachers will implement the following:

- ➔ September/October – Adjust learning program for child who may be getting a slow start, and notify parents/guardians in writing.
- ➔ November – Reevaluate learning program. Implement process for outside testing, extra help, further adjustments to program. Keep parents and principal informed in writing.
- ➔ December – Monitor development. Keep parents/guardians informed.
- ➔ January – Conduct evaluation conference with parent/guardian. Discuss possible alternatives, including retention, with family and principal. If advisable, refer the child for academic testing or continue to pursue all or some of earlier recommendations.

- ➔ February – Inform parents/guardians in writing as to student’s progress in light of adjustments made. Provide copy for principal.
- ➔ March – Discuss retention with family and principal. Document content of discussion and place in student’s file.
- ➔ April – Make a preliminary decision regarding retention in consultation with principal. Discuss further with parents/guardians.
- ➔ May – Make a final decision regarding retention in consultation with principal. Notify parent/guardian. Place copy of notification in student’s file.

SEXUAL HARASSMENT

Sexual harassment by one employee of another, by an employee of a student, by a student of an employee, or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal.

STANDARDIZED TESTING

The ACT/Aspire Test is given to each child in grades 3-8 yearly in the early Spring. Results are used for the purpose of school improvement. When individual student reports become available, these are sent to parents as an indicator of a student's academic growth. These reports can also be used as a criterion for requiring student attendance in the Summer Scholar program.

STUDENT DROP OFF AND PICK UP POLICY

Double parking on Austin Blvd is not allowed. The school is not responsible for students who arrive before 7:45am. Students arriving early must go to the Before Care program, and parents will be charged the appropriate fee through FACTS. Doors open promptly at 7:45am for students who arrive on time.

Arrival: Kiss & Go Line. Enter through the Parish parking lot. Do not get out of your cars, 8th grade safety patrol and faculty will be available to assist your children out of the car. This line is meant to be a pull up and drop off, if you would like to walk your children to say goodbye, please park in the Parish parking lot to do so.

Arrival: Walkers. There will be a gate on the Austin side of the parking lot that you may enter through in the mornings, please only enter through this gate.

The gate will be in between the kiss and go line and the school building making it the safest way for walkers to come to school.

Pick Up at Dismissal Time. Teachers from Preschool - Gr. 8 accompany their students outside and dismiss students directly to their parents. Morning Preschool program dismisses at 11am at the Main Entrance of the school facing Austin Blvd. The afternoon Preschool program and Kindergarten class dismiss at 2:35pm, also at the Main Entrance. Students in Grades 1-4 dismiss from the South Entrance at 2:40pm. Students in Grades 4-8 dismiss from the South Entrance at 2:45pm.

Students not picked up on time will be sent to the After Care Program, and parents will be charged the appropriate fee through FACTS. Parents must park on the Parish parking lot by Austin and 15th or find street parking and walk to the school parking lot to pick their children.

SUPERVISION

Children must be under teacher supervision at all times on the St. Frances of Rome School Campus. This is a vital legal responsibility. No child or group of children is, therefore, to be left unsupervised at any time.

TECHNOLOGY USE OUTSIDE OF SCHOOL

Impact on Learning. Parents and guardians hold the primarily responsibility for their children’s appropriate and responsible use of technology. **All parents need to place strict limits to their children's access to social media as well as time spent playing online games. These platforms should be eliminated altogether for students struggling academically.**

Cyberbullying. Furthermore, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology outside of school may include, but is not limited to cyberbullying and online harassment of others; unsanctioned use of the school name; remarks directed to or about teachers and staff; and offensive communications including videos/photographs and threats.

Unauthorized Purchases. Unauthorized costs incurred for purchases made online by a student or the student's family member and charged to the school are the responsibility of the student and the student's family.

UNIFORMS

All students from Kindergarten through 8th Grade must wear full uniform each day.

Daily uniforms can be purchased through SchoolBelles. Girls Skirts and jumpers must be purchased from Schoolbelles:

In person: SchoolBelles, 7763 S. Harlem Avenue, Bridgeview, IL 60455, 708-598-8008

Online: www.schoolbelles.com; SFR School code **S1368**

By phone: 1-888-637-3037; SFR School code **S1368**

Gym uniforms must be purchased through the school online at <https://bit.ly/SFR-gym-uniform>.

UNIFORM POLICY

All students are expected to arrive to school appropriately dressed, in clean and fitted clothing that is not torn. A written letter of explanation should be sent by the parent to the homeroom teacher if, for some reason, a child does not come to school wearing his/her school or gym uniform.

New students who have not received their uniforms are expected to dress neatly. All uniforms, including gym uniforms, must be properly labeled with full names.

Preschool

Preschool students are not required to wear a school uniform. Boys and girls in the Pre-K program should wear weather appropriate, clean play clothes, free from tears.

Girls (1 - 8)

- Girls in grades 1-3: Navy blue/green v-neck pleated jumper with navy blue or white polo shirt.
- Girls in grades 4-8: Navy blue/green pleated skirt or skort with navy blue or white polo shirt. Shirts must be tucked in.
- During cold winter days, girls can wear khaki dress pants. See section *Boys & Girls (Kindergarten - 8)*.
- Skirt/jumper length must be not more than TWO INCHES above the knee. Skirt/jumper can be longer.
- Skirts are not to be rolled at the waist. If shorts are to be worn under the skirts/jumpers, they must be shorter than the skirt. Girls may also wear their gym uniform sweatpants under their skirts/jumpers.

- Embroidered sweater and vests (purchased from SchoolBelles) are required if wearing a white polo shirt, and are not if wearing a navy blue polo shirt.

Boys & Girls (K - 8)

- Khaki dress pants. OK to wear pleated-front, twill pants. Pants should fit appropriately and be worn at the waist.
Not allowed: No baggy or oversized pants. No skinny pants, jeans, polyester pull-ups, leggings, nor corduroy.
- Navy blue or white polo shirt. OK to wear short or long sleeved polo. Shirts must be tucked in.

Shorts

All Kindergarten students and Boys (1-8) may wear khaki walking shorts (no short-shorts or cargo shorts) from the beginning of school until the end of September. The shorts may also be worn from May 1 until the end of the year. Shorts length must be not more than TWO INCHES above the knee or no longer than 1 inch below the knee.

Socks

Socks must be worn at all times. Knee high or over the ankle solid white or navy blue socks are allowed. (No patterns or designs are allowed)

Sweaters, Sweatshirts and Vests

- Vest purchased from Schoolbelles is optional
- St. Frances of Rome School blue sweatshirts are only sweatshirts approved to wear.
- Plain navy sweaters that zip or button are allowed.
- Hoodies are not allowed.

Belts

- Must be dark brown, black, or navy blue with a plain buckle.
- Boys in grades 5 - 8 must wear belts.

Shoes

- Black or brown dress shoes with flat heel may be worn with daily school uniform. Heels should be low and have a soft sole.
- All black or all white low-top gym shoes may also be worn with the school uniform. Gym shoes should not have designs or flashing lights.

- Snow, hiking, cowboy boots, or other forms of outdoor footwear are not permitted in class. If it becomes necessary to wear any of the above because of weather conditions, they must be exchanged for school shoes in the classroom.
- Platform shoes, high heel shoes, open back shoes, sandals or flip flops are not permitted.
- No glitter, sequin, metallic, or light up patterns are allowed.

Gym Uniform (K - 8)

- Gym uniforms must be worn to school by all students (K-8) on their assigned gym days.
- Only St. Frances of Rome logo gym wear is permitted. Sweatpants must be worn at the waist. Sweatpants must be worn to ankle length.
- Students may wear a long sleeve white t-shirt underneath their gym shirt during cold weather months **ONLY** (generally November 1 - March 1).
- Students are required to wear standard gym shoes on gym days. See section *Shoes*.
- Students out of uniform for P.E. class will not be allowed to participate. Lack of class participation will result in a lower P.E. grade.

OTHER UNIFORM POLICIES

Hair

Student's hair must be neat, clean, well-groomed, and reflect a conservative style. **Hair length for boys needs to be above the collar and above the ear.** Extreme styles are not acceptable: no tails, no designs of any kind, and no cuts shaved to the skin (full or partial head).

Hair must remain in its natural color. Highlighted, frosted, dyed, etc., hair is not acceptable.

Girls may not wear excessive beads, feathers, headbands, or other hair accessories. Hair accessories must be black, grey, navy, royal blue, or white to match the uniform.

Boys must be clean shaven at all times & sideburns may not be below the earlobes or with a flare at the bottom.

Jewelry

- Wristwatches and appropriate religious medals or crosses are the only jewelry that is permitted to be worn by students. No Smart Watches are allowed.

- Girls who have pierced ears may wear one pair of small stud earrings. Earrings are not permitted in the cartilage of the ear. Boys are prohibited from wearing earrings.
- Facial jewelry of any kind is not acceptable.
- No other jewelry or piercings, for boys or girls are allowed.

Tattoos

Tattoos, including washable tattoos, are not permitted.

Hats

Hats are not to be worn in the school building nor to Mass

Make-Up / Nail Polish

Make-up, nail polish or any addition to natural nails is not permitted. This also applies for out-of-uniform days.

SPECIAL DAYS DRESS CODES

Non-Uniform Days. Students are not required to wear their school uniforms on these days:

1. The child's birthday.
2. A day where the child has earned a "No uniform day" as a prize or reward.
3. Days in which the school has declared an out-of-uniform day due to a Student Council activity, a holiday celebration, class pictures, or other special occasions.

When students are not in uniform, they are expected to come to school dressed appropriately. Guidelines for hair make-up/nails and jewelry apply to out of uniform days.

Tight fitting clothing as well as T-shirts, buttons or patches with suggestive or double meanings are not appropriate dress for school. Halter-tops, short-shorts, tank tops, or excessively loose fitting clothes should not be worn. Shirts are not required to be tucked in on out of uniform day.

Students must wear gym shoes that can accommodate play during recess time. Hoodies are not allowed.

Belts are not required on out of uniform day.

The school reserves the right to have a student call home for a change of clothes should he/she be dressed inappropriately for school.

Picture Day. Students must wear nice dress clothes. No jeans, sweatpants, or athletic apparel. Boys should wear dress shirts and nice slacks. Girls should wear dress shirts, nice slacks, skirts, or dresses. Skirts and dresses must be reflective of the uniform length (not more than two inches above the knee.)

Field trips. Students should wear their gym uniform of field trip days. See *Gym Uniform* section.

School Mass Day. Full uniform is required for all students in Grades K-8 at all Liturgies.

School Spirit Days. Throughout the year students are encouraged to wear SFR gym shirts with their uniform skirts or pants. Students can also wear their full gym uniform.

After-School Activities Dress Code

Students are representatives of Saint Frances of Rome Catholic School both during the school day and at all after-school activities and events on campus. Therefore, students are expected to dress neatly, appropriately, and modestly at all times. When students are not required to wear the school day uniform or school team/athletic uniforms, the regulations, as listed for Non-Uniform Days apply.

Winter attire

On extra cold days, a winter coat (not sweatshirt fabric) may be worn OVER the school uniform sweatshirt when outside, but it may NOT replace the school sweatshirt.

Jackets, sweatshirts, and sweaters that do not conform to the school dress policy are not to be worn at school nor to school Mass.

UNIFORM VIOLATIONS

A uniform violation referral form will be sent home with each violation. The form must be signed by the parent and returned to school the next school day to the staff person who sent home the form. The returned forms will be kept on file in the school office. Failure to follow uniform policies may result in detention and/or suspension. In addition, the student will conform to consequences determined by the principal.

VACATIONS DURING THE SCHOOL YEAR

Vacations during the school year are strongly discouraged due to the harm it can cause to a student's learning. The harm results from the sequential nature of instruction and the lost opportunities to grasp content during the child's absence. Furthermore, "making up the work" is always a poor substitute for the rich instruction that occurs in the classroom learning environment. Invariably, a student's grades can slip as a result of such time away from school. If a parent, nonetheless, choose to arrange vacation and travel days with their children, advance written notice must be given to the Main Office, stating the exact days the child will be absent. The school cannot take responsibility for the learning missed during the absence, nor will teachers prepare work in advance to be done during the trip. Upon returning to school, the student is to ask each teacher for the classwork, assignments and tests to be made up. Once provided by the teacher, it becomes the parent's responsibility to ensure that the child learns the material, makes up the work, and prepares for tests.

VISITORS

For reasons of safety and security, all school visitors, including parents, must first check in at the Main Office and sign the Visitors Log. Parents are not to enter the Principal's Office nor classrooms at any time without an appointment or permission of the Principal. Parents must schedule an appointment to formally visit a classroom.

WINTER WEATHER

When the outside temperature and/or wind chill factor is 10 degrees or below, all children remain indoors. When the temperature is above 10 degrees and the air is generally dry, all children are expected to go outdoors.