

ST. FRANCIS SCHOOL

PARENT HANDBOOK 2011-2012

St. Francis School is an independent, non-sectarian day school in the progressive tradition.

We serve students of average to gifted ability, from age 2 to grade 8, in an atmosphere of compassion, cooperation, and lively intellectual exchange. For forty years, the school's diverse student population has enjoyed an innovative, child-centered, academic program aimed at kindling a lifelong pursuit of learning.

The Parent handbook contains important information about our school, its philosophy, policies, and programs. Above all, it contains much practical information about daily procedures, many of which have recently been revised.

It is incumbent on every parent to read and know the contents of this publication if our school is to run safely and smoothly. We invite your questions and feedback about its contents.

MISSION STATEMENT

*ST. FRANCIS SCHOOL CULTIVATES
JOYFUL, COMPASSIONATE, CONFIDENT LEARNERS
WHO ACT WITH INTEGRITY AND SOCIAL RESPONSIBILITY.*

CORE VALUES

As a school in the progressive tradition:

- We believe that children are natural learners who thrive best in an atmosphere attuned to their individual interests, strengths, and needs.
- We believe that diversity of all kinds and a culture of inclusivity strengthen the individual and the community
- We prepare children to live and lead with a global perspective.
- We believe that personal qualities such as honesty, curiosity, independent thinking, and respect are as important as academic achievement.
- We celebrate nature and promote environmental sustainability.
- We believe that healthy physical activity and a meaningful experience of the arts are essential to personal growth.

ST. FRANCIS SCHOOL

Preschool Campus (2s – JK)

6710 Wolf Pen Branch Road
Harrods Creek, KY 40027
Phone: (502) 228-0165
Fax: (502) 228-0606

Goshen Campus (JK – 8)

11000 U. S. Highway 42
Goshen, Kentucky 40026
Phone: (502) 228-1197
Fax: (502) 228-6723

For more information, visit our website at: www.stfrancischool.org

PRESCHOOL CAMPUS

WELCOME

Our preschool at St. Francis in the Fields Church, the first Louisville area preschool to be accredited by the National Association for the Education of Young Children, serves children ages two through five. Our Goshen Campus serves students from Full-day Junior Kindergarten through 8th Grade.

PRESCHOOL PHILOSOPHY

All children are naturally curious and eager to explore. They learn best through discovery and active engagement and by making choices. We enhance that curiosity by providing stimulating activities and materials and by being flexible to meet each child's needs. We offer opportunities for children to examine their environment by using all five senses. We help children learn responsibility, both as individuals and as members of a group.

At St. Francis Preschool, children experience art, science, math, creative movement, Spanish and music in a language-rich environment. They learn both inside and outside of the classroom in a positive, fun, creative atmosphere. Our students' moral and spiritual development also comprises an important part of our program. We teach conflict resolution skills and the acceptance of difference. An optional bimonthly Chapel is also made available to our four- and five-year-old students at St. Francis in the Fields Church.

Our low student-teacher ratio -- 6:1 for 2s and 8:1 for 3s and 4s-- enables teachers and staff to know every child well and allows us to fashion a curriculum based upon the children's interests and developmental readiness. We help every child to develop confidence, motivation and the joy of learning.

SCHEDULE OPTIONS

Two Days	Two Year Olds
Three Days	Two & Three Year Olds
Four Days	Four Year Olds
Five Days	Two, Three & Four Year Olds
Half Day Junior Kindergarten	

SCHOOL HOURS

Preschool morning hours for our 2s, 3s, 4s and JK students are from 8:45-11:45 AM. There are a variety of options, both morning and afternoon, which can extend the day for your child. These options are detailed below.

EXTENDED CARE OPTIONS

- Early Drop-off for morning preschoolers: 7:15 to 8:45 AM.
- Lunch Bunch add-on for all preschoolers: 11:45 AM to 12:45 PM.
- Full Afternoon add-on for morning preschoolers: noon to 4:00 or 5:30 PM.

SIGNING UP FOR EXTENDED CARE

Children may be signed up for one to five days a week but you must select the same day(s) every week for a full semester or school year. There are **no refunds or make-up days**. The fees cover Extended Care on regular school days; *child care for an additional cost might be available during some school vacation weeks.*

Emergency drop-ins, at an additional charge, will be accepted if space is available. **Drop-in charges are to be paid on the days they occur.** Children will need a 2-inch mat, blanket and crib sheet for rest time; the mats may be purchased from us or a local school-supply store. Discount store mats typically don't meet minimum requirements. No pillows please.

During most vacation breaks, optional childcare is offered at additional cost if the service is needed by an average of 10 children per day.

CREDENTIALS

School

St. Francis Preschool is licensed by the Kentucky Cabinet for Human Resources and is recognized as an exemplary program by the Kentucky Department of Education. We are accredited by the Independent Schools Association of the Central States and the National Association for the Education of Young Children. We also are members of Community Coordinated Child Care and the Kentucky Association for the Education of Young Children.

The Kentucky State Fire Marshall inspects the building annually. We have monthly fire drills and quarterly disaster drills for earthquake and tornado. The Jefferson County Health Department inspects us semi-annually.

Staff

In accord with NAEYC standards, all of our lead teachers have college degrees and are experienced in the early childhood field. Our staff receives a minimum of 12 hours of continuing education each year, in addition to training in CPR and First Aid.

CHURCH-PRESCHOOL RELATIONS

Though our Preschool program is non-sectarian, we are fortunate to be housed at St. Francis in the Fields Episcopal Church through whose auspices the school was founded in 1965. Though St. Francis School and Preschool are

now governed by an independent Board of Trustees unaffiliated with the Church, the clergy, staff and vestry of St. Francis in the Fields are our hosts and good neighbors.

The staff and clergy of St. Francis in the Fields stand ready as a resource to the Preschool and are available to us, in particular, when spiritual and emotional support is needed. The clergy render our Preschoolers a special annual service at the annual Blessing of the Pets on St. Francis Day, and they make the Church facilities and grounds available to our Preschool classes on various occasions.

The Church now hosts a twice-monthly Chapel during the school day, for four- and five-year-olds whose families elect to participate. The Preschool office makes a form available to parents at the beginning of each year to provide more information about Chapel and enable parents to indicate whether they would like to choose this option for their child. Chapel takes place during Center Time and lasts approximately twenty minutes.

PRESCHOOL-SPECIFIC POLICIES

Attendance

The more regular your child's attendance, the more benefit and enjoyment your child will receive at school. Regular and timely attendance also makes the transition to school easier. Please have your child arrive at school on time, by 9:00a.m. Our experience shows that late arrivals can cause children to have difficulty at school.

Arrival & Departure

A staff person will greet your child at the door between 8:45 and 9:00 AM. You may choose to drive through the carpool line to drop off your child or park in the lot and walk your child into his/her class. PLEASE DO NOT PARK IN THE DRIVEWAY. Do not leave your child if you do not see a staff person. If you arrive at school before 8:45 AM, please walk your child(ren) into the building and leave them with a staff person in the Commons Room. PLEASE DRIVE SLOWLY THROUGH THE PARKING LOT (and around the church) AT ALL TIMES.

Carpool identification will be given to those who participate. A staff member will walk your child to your car in carpool line. While you stay in the car, we will help your child with his or her car seat. If your child stays beyond 4:00 PM carpool, you will need to come into the building to pick up your child. Please park in the parking lot, not in the driveway. Please notify us in writing if a different person is picking up your child. Any time you come into the building, you will be required to sign in and out. The visitors' registration book is typically located outside the office.

Late Pick-up

Please call and notify us if you'll be late picking up your child. There is a late charge: \$1 per minute. Please pay the staff person when you arrive at school. If a parent is consistently late in picking up his or her child, a conference will be scheduled with the preschool director to address this concern.

Rest Time

According to licensing regulations, children who attend school all day must have a rest period. Children in the fours have the option of having an hour rest or half an hour rest. The children in the twos and threes rest for two hours.

Registration

Current students register in December for the coming school year and we mail contracts in January.

Applications for new students are accepted year-round. A \$50 non-refundable application fee (per child) must accompany the application. We date each application as it's received.

In our class placement process, we give priority to the following groups: our current preschoolers; children whose older siblings attend our JK-8 campus; school alumni and children whose families are members of St. Francis in the Fields Episcopal Church. In addition, we try to balance the numbers of boys and girls in each classroom.

If you accept a preschool placement, a tuition deposit of \$250 is required and must be returned with your enrollment agreement.

Tuition and extended day fees must be paid in full before any records will be sent to another school.

Students are enrolled for the full academic year and no adjustments of fees can be made by the school for absences, withdrawals or dismissals. Tuition and after-school care are based on the school year and take holidays into consideration.

Visiting the Preschool

If a parent or other family member wishes to visit a child's classroom, it is necessary to arrange with the director and/or teacher in advance.

FINANCIAL AID

Financial aid is available. To establish need, parents must file a confidential financial statement online by March 15 with FACTS Tuition Aid Service (factstuitionaid.com). Financial aid grants are made without regard to race, religion, sex, nationality or ethnic origin.

HEALTH, SAFETY AND EMERGENCIES

Children's Records

To satisfy Kentucky law and to meet the individual needs of our children, we keep health, attendance and development records on your child. All of the following must be turned in by the child's first day:

- 1) Current Kentucky Immunization Certificate or exemption (medical or religious) form from physician
- 2) Copy of legal certificate of birth
- 3) Emergency treatment and field-trip permission form
- 4) Emergency contact number list, including cell phone numbers
- 5) List of persons authorized to pick up your child
- 6) List of food allergies

Illness

A child **must be kept at home if he or she shows signs of illness such as:**

Chills, fever	Diarrhea
Red or draining eyes	Any contagious diseases
Sore throat	Heavy yellow-green discharge from the nose
Enlarged glands	Rash

Children must be free of symptoms for 24 hours before returning to school. If your child is sent home ill from school, we will give you an illness return form. This form states the earliest the child may return to school.

Please call the school and let us know if your child is out sick. If the disease is communicable, we may need to send home a general alert for other parents.

If your child becomes ill at school, we will attempt to notify you immediately. If we are unable to reach you, we will call the first person on your emergency list and continue through the list until someone is contacted. Your child will be removed from the classroom to rest in the office.

If your child becomes injured at school, we will determine if medical treatment is needed. If the injury is not serious, staff will clean the cut or apply ice to the bump. We'll write a note to you or call you. If the injury is more serious, the director will call you. If medical treatment is needed or recommended and you can't be reached, we will contact the people on your emergency list, including the physician. If we are unable to reach someone, a staff member may take the child to the doctor. If the injury presents an emergency, we'll immediately call Emergency Medical Services and then notify you. The majority of our staff members are trained in CPR and First Aid.

Medication

Prescription medicine must be brought to school in its original container and should go home after each day. Medicine will be given according to the label instructions. We need **daily** written authorization on all medications, including over-the-counter medicines. Please sign and submit a *Daily Change Form / Medicine Permission Form*. During the school day, all medicines are kept in a locked box in the office. Medicines for the treatment of allergic reactions may be kept at school with a medical protocol on file.

Inclement Weather

St. Francis does **not** follow Jefferson or Oldham County schools' schedules, but makes its own decision regarding closings. Decisions about school closings due to inclement weather will be made carefully. If we feel that it is not safe for students to travel to school, we will announce the school closings by 6:00 a.m. The announcements will be made using the "Alert Now" Rapid Notification Service to communicate school cancellations or delayed openings. In these instances, if you have Caller ID, the school's phone number will be displayed.

Parents' home phones will serve as the primary contact number for all "non-emergency" messages. Announcements will also be made on radio and TV stations:

WAVE-3 and 970 AM
WHAS-11 and 840 AM
WLKY-32

If you should miss the announcement, you may call the school for a recorded message.

If school is open, but you feel your neighborhood is too dangerous - wait and come in later. We understand that conditions vary greatly from area to area. Use common sense. Safety is our first concern. If weather conditions permit, St. Francis School will operate on a delayed schedule. Normal bus routes will be used for pick-up and drop-off.

Evacuation

If emergency evacuation is ever needed, we'll first take the children to the Vicarage adjacent to St. Francis in the Fields Church. If that building also needs to be evacuated, the children will be taken to First Christian Church across U.S. 42 from the preschool. Once the children have been safely transported, we'll call parents. In case of tornado or earthquake, we will move away from windows and indoor hazards and seek cover in closets, along inside walls or corners or under tables.

DISCIPLINE POLICY

We use positive methods of discipline to help children develop self-control, self-direction, self-esteem and cooperative behavior. We try to help children learn to solve problems and use words to discuss their frustrations. We set consistent and simple rules that define the limits of behavior. We don't use physical discipline or techniques that may threaten, shame, frighten or damage the self-esteem of a child. Discipline will not be associated with rest, food or bathroom use. Any behavior that can't be managed at school will be discussed confidentially with the parents.

CHILDREN'S POSSESSIONS

Clothing

Children should be dressed in clothes that are comfortable and easy for them to manage. Please do not send your child in dressy clothing. Clothes often get dirty at school from paint and playing. Parents need to provide an old, large shirt or T-shirt to be used as an art smock. Shoes should have enclosed toes and pliable soles, safe for walking, running and climbing.

The children go outside daily unless it is extremely cold or wet. Please dress your child appropriately: Send in jackets, hats and mittens. **Mark your child's name on all clothing.**

Send in at least one complete set of clothes in a plastic zipper bag to keep at school or in your child's bag. During the day accidents may happen that warrant a change of clothes.

Toys

Every class has Show-and-Tell. **We do not allow toy guns or other fighting-oriented or violent toys.** We welcome books, CDs or board games at any time.

Tote Bags

Each preschool child is given a St. Francis Preschool tote bag for transporting items to and from school. Please pin a large safety pin to the bag to be used for notes. We ask that you mark your child's name on the bag and check it daily. Children who attend Extended Day may choose to bring a backpack in addition to or instead of the tote.

TOILET TRAINING

If your child is still in diapers or potty training, please send five to six diapers or training pants daily in your child's backpack OR you may leave a full package at school. Also, each parent will need to supply diaper wipes during the school year. If your child is potty training, send in 3 to 4 pairs of extra pants and underpants, plus extra shoes and socks.

PARENT SUPPORT

Fundraising

The most important fundraising effort each year is our **Annual Fund Appeal**. The St. Francis School Annual fund bridges the gap between annual preschool tuition and the true cost of operating the program (the difference is typically 20%). Please contribute to the Annual Fund - even small donations help educate our students!

Other fundraisers throughout the year include a Parent Association-sponsored fall fundraiser, a Holiday Wish Fund for staff gifts and a wonderful auction gala in February. The Eagle Gala, scheduled this year for February, 26, 2010.

Contact the Parent Association representatives to get involved in these endeavors.

Parent Conferences & "Get-Acquainted Classroom Visits"

Parent conferences are scheduled twice a year – in late fall and spring – but we are happy to talk with you at any time.

Before the start of school each fall, the teachers also invite each family (parents and children) to visit the classroom to get acquainted with the surroundings and learn more about the classroom activities. Teachers set appointments with each family.

If you have a classroom concern, please approach the teacher about the issue. If you feel the issue was not resolved, then contact the director of the preschool. If you have a policy concern, please contact the director of the preschool. If the issue still remains unresolved, then the head of school may be contacted.

Visiting & Other Special Events

Visit us any time! We love to have you accompany us on field trips or come see our periodic puppet shows and participate in our school-wide sing-alongs. During the year, we plan many family activities that you are invited to attend, including Halloween parade, Thanksgiving luncheon and a Derby Tea at school. Activities just for parents are Orientation and the annual Auction/Dinner.

FIELD TRIPS

Outside excursions are an important, enjoyable extension of our program. Field trips provide the children with cultural opportunities and experiences that feed classroom learning. The JK and four-year-old classes go on field trips. Teachers will notify parents of dates via classroom newsletters. Permission slips will be sent home well in advance of any field trip. Children will not be able to participate without a signed slip. We ask that all children wear their St. Francis School shirt on field trip days as a safety precaution that allows for quick recognition.

Transportation

School bus transportation is provided for all field trips. State child-adult ratios will be enforced at all times. Parents are welcome to chaperone on any field trips, but there may not be room on the bus for them to ride. Siblings may not ride the bus.

FOOD

Snacks

We provide nutritious morning and afternoon snacks that will include skim milk, water or juice. The children might have muffins, crackers with cheese, cereal, fruit, vegetables and cottage cheese dip, yogurt, or snack mix. Occasionally, as a class activity, the children will prepare their own snacks. If your child has allergies, please furnish appropriate snacks.

Lunch

When children attend Lunch Bunch, parents will send in a nutritious lunch and milk and water are provided by the school. Please label your child's lunch with both first and last name. Lunches can be refrigerated. Because some of our students have life-threatening food allergies, we must insist that **NO PEANUT OR TREE-NUT PRODUCTS** be sent at any time. If you need ideas for alternative lunch foods, please ask.

Birthdays

Birthdays are special events at school. Parents may send in **commercially bought** cupcakes, cookies, cake or other treats. If you would like, you may provide plates, napkins, cups, tablecloth and party favors. We would welcome the gift of a hardcover book in honor of your child's birthday. Parents may choose to send in \$15 and we will purchase a book for you. Parents are invited to come in and read the story to their child's class. We **cannot** have performers such as clowns or magicians.

GOSHEN CAMPUS JK-8

PROGRESSIVE EDUCATION

St. Francis is a school in the progressive tradition. Progressive education took shape around the turn of the 20th century, led by such thinkers as John Dewey and Francis W. Parker. In reaction to the "assembly-line," one-size-fits-all curriculum that still dominates education, Dewey and his followers sought an educational experience that produced critical thinkers and not merely dutiful workers. Emphasizing internal motivation, creativity, experi-

ential learning, and the arts, the progressive approach to education continues to prepare young people effectively for the challenges of higher education, civic participation, and the work place. St. Francis School is proud to share in this tradition founded on a profound respect for the individual learner.

NON-DISCRIMINATORY POLICY

St. Francis School admits students and employees of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally available to students and employees. St. Francis does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, financial aid program, or athletic or other school-administered programs.

ACCREDITATION

St. Francis School is fully accredited by the Independent Schools Association of the Central States, and is a member of the following organizations: National Association of Independent Schools, Kentucky Association of Independent Schools, and the National Association for Gifted Children.

HISTORY OF ST. FRANCIS SCHOOL

FORTY YEARS OF CHILD-CENTERED EDUCATION

The beginnings of St. Francis School can be traced to the establishment of a preschool in 1948 by members of St. Francis in the Fields Episcopal Church. It was not until 1965, however, that the Rev. Stephen R. Davenport, along with supportive parents and friends, opened St. Francis School in Harrods Creek. With the Rev. Frank Q. Cayce serving as headmaster (1965-1975), the goal was to fulfill a community need for an integrated, coeducational elementary and middle school that provided an innovative learning environment. Since the beginning, St. Francis has striven to be an example of a school where people interact responsibly, with honesty and sensitivity.

In 1970, the school moved from St. Francis in the Fields Church to its present sixty-four acre site in Goshen, Kentucky, twenty-two miles northeast of downtown Louisville. Built in the innovative “open-classroom” style, the architecture included small amphitheaters in each wing of the school and several raised classrooms called “pods.” A second building, completed in 1974, added a gymnasium, science labs, an instrumental music room and an art room for students. In the fall of 1982, a new library, computer center and language laboratory were added to the existing facility. In 1997, the school added a new math/science/art wing, and extensive renovation was done to the main building. During the 1996-97 school years, an additional 27.5 acres was purchased adjacent to the main campus.

In 1995, the school returned to its roots, opening St. Francis Preschool on the grounds of St. Francis in the Fields Episcopal Church. From its inception, the preschool has been accredited by the National Association for the Education of Young Children, the most prestigious and rigorous standard of its kind in the U.S. In addition, it received a superior rating in the Kentucky STARS program and is recognized as an exemplary program by the Kentucky

Department of Education.

Though we are no longer affiliated with the Episcopal Church, the St. Francis School community values its historical beginnings with that Christian denomination, and honors its spiritual heritage. At St. Francis, we maintain a climate where all faith traditions are celebrated, and where all people feel free to express their most deeply held beliefs. Accordingly, all of the world’s major religious traditions are represented in our student body. We also believe that the historical personage, St. Francis of Assisi, provides a wonderfully appropriate model for the school’s mission. As the patron saint of the environment, an advocate of respect for all living creatures, and an early champion of the equality of women, St. Francis continues to serve this community as a powerful example of enlightened engagement with the world.

The present mission statement was approved by the Board of Trustees in February 2007, after a thorough process of review and discussion by members of the school community. The Board and Faculty are currently working to produce an environmental mission statement for the school.

INTRODUCTION

Our Parent Handbook is subject to revision at any time to ensure that the policies and procedures effectively serve the needs of our families. We are also open to comments and feedback which may occasionally necessitate changes to the handbook. For these reasons, we refer you to the website for the most current version of the handbook. Anytime the handbook is revised, we will communicate the changes via electronic and written means.

WHOM TO CONTACT

If you have a question or concern, we would appreciate hearing from you. Please refer to the contact list below or call the main school number at 228-1197 for assistance. If you have a question regarding your child’s classroom experience, contact your child’s lead teacher, advisor, or the appropriate subject area teacher directly. **All concerns or questions, including academic, behavioral, or social issues, should be first communicated to your child’s teacher.**

Absence/Tardiness	Julie MacDonald
Address Changes	Julie MacDonald
Admissions	Torri Martin
Alumni Matters	Cindy Wood
Annual Giving	Greg Borders
Assemblies	Reed Gabhart
Athletics	Rosanne Conlan
Billing	Diane Ellison

Board of Trustees	Lisa Fleming, Chair
Bus Service	Greg Borders
Calendar	Julie MacDonald
Classroom Visits	Lead Teacher/Advisor
Community Garden	John Delautre
Curricular Questions	Lead Teacher/Advisor
Discipline	Lead Teacher/Advisor
Educational Testing	Julie Marks
Food Services	Greg Borders
Fundraising	Greg Borders
Graduation	Reed Gabhart
Health issues/forms/medications	Julie MacDonald
Outdoor Education	Patrick Donovan
Parent Conferences	On Line
Parents Association	Denise Ragland, President Kirisha Golightly & Amanda Kuster Preschool Co-Vice Presidents
Preschool	Renee Hennessy
Service Hours	Sarah Wallace
School Garden	Michael Mahoney
Student Records	Julie MacDonald
Student Services	Julie Marks and Sarah Dewberry
Volunteering	Denise Ragland (Parents Association)
Yearbook	Rosanne Conlan

GETTING TO AND FROM SCHOOL

TRAFFIC PROCEDURES

Carpool and bus procedures:

Morning Drop-off, 7:45-8:00 a.m.

Students are tardy at 8:05. When determining when to leave home, please consider the time needed to safely progress through the carpool line.

- **All students are to enter the building at the Main Entrance.**
- Parents wishing to accompany their child/ren into the building on the first few days of school must park in a designated parking space.

JK-8 Afternoon Pick-up M/T/Th/F, 3:00-3:15 p.m.

ALL STUDENTS--Afternoon Pick-up Wednesday, 2:00-2:15 p.m.

ALL BUS RIDERS board and leave from the gym parking lot.

4th-8th GRADE CAR RIDERS will be picked up from the gym parking lot.

JK-3rd GRADE CAR RIDERS will be picked up from the front of the school.

FAMILIES PICKING UP BOTH LOWER AND MIDDLE SCHOOL STUDENTS will pick them up at the front of the school.

We ask all parents to abide by these rules of arrivals and dismissals to allow for a continuous traffic flow. Visitors and parents wishing to park and enter the school should park in designated parking spaces. Handicapped parking is reserved for vehicles displaying a handicapped emblem. **Do not park in an unmarked spot in order to walk a child in or out of school.**

CARPOOL SAFETY

Parking is not allowed at the school entrance at any time—blocking this Fire Lane is a major safety hazard.

When lightning is present during morning or afternoon carpool, faculty and staff may not be able to assist students at the curbside. The school advises parents to wait in their cars for the danger to clear. No student will be counted tardy for waiting out a lightning storm.

BUS SERVICE

REGULAR BUS USE: Bus rates and routes for each school year are determined in July. Bus contracts are sent to parents at that time as part of a large summer mailing.

The price structure includes transportation for one-way or round-trip contracted riders for five days. We do not offer part-time packages.

Each child riding the bus must have a contract—bus tags are distributed early in the year for contracted children to attach to their backpacks. Students without tags may not ride the bus until a contract is arranged. Purchasing activity bus tickets in place of contracting for the yearly ridership is not allowed.

QUESTIONS: If you have any questions considering **ridership** or **fees**, contact Greg Borders, Director of Advancement & Business Operations (**228-1197, ext. 102**).

For the safety of children it is our policy that no child is left at a contracted bus stop if a parent is not there, nor is a child allowed to walk home from the stop. However, if you feel your child is old enough and responsible enough to walk home from his/her contracted bus stop, you must give St. Francis School a written letter of permission that will be kept on file for the school year.

If a parent fails to retrieve their child or inform the school of other arrangements, the child will be returned to school.

Parents who fail to pick up their children on time will forfeit their bus privileges.

Activity Bus

An activity bus/van is available at an additional cost for after school enrichment and events. The bus leaves from the Goshen Campus at **5:00 pm**. Families may purchase from the school office individual tickets at \$6.00 each or may purchase a packet of 10 tickets for \$54.00. **Students must have a ticket before boarding the bus.** The activities bus stops are:

St. Francis in the Fields Church

The Temple

Christ Church United Methodist (Blankenbaker and US Hwy 42)

Rite Aid (Chenoweth and US Hwy 42)

CONDUCT ON SCHOOL BUSES

Student behavior on school buses falls under the same guidelines as general school behavior. The bus driver has responsibility for the wellbeing of students while they are aboard, and thus has absolute authority during bus rides. Here are a few guidelines:

- If a discipline problem occurs on the morning route, the student(s) involved will be kept on the bus upon arrival at school in order to meet with the Lower/Middle School Head or Head of School.
- Children must remain seated at all times.
- Nothing may be put outside the window at any time. This includes appendages and possessions.
- A student may be asked to sit in front for discipline reasons, regardless of grade.
- No food, drinks, or candies are allowed on the bus. Water is acceptable.
- Students may listen to small portable music devices or play hand-held video games, provided they use headphones or turn the sound down.

SNOW DAYS

St. Francis does not follow Jefferson or Oldham County schools' schedules, but makes its closing decisions independently. If we feel that it is not safe for students to travel to school, we will announce the school closings by 6:00 a.m. The announcements will be made using the "Alert Now" Rapid Notification Service to communicate school cancellations or delayed openings. In these instances, if you have Caller ID, the school's phone number will be displayed.

Parents' home phones will serve as the primary contact number for all non-emergency messages. Announcements will also be made on radio and TV stations. If you should miss the announcement, you may call the school for a recorded message.

If school is open, but you feel the weather conditions are too dangerous, wait and come in later.

If weather conditions permit, St. Francis School will operate on a one- or two-hour delayed schedule. Normal bus routes will be used for pickup and drop-off, following a delayed schedule for all stops.

LATE PICK-UP

Picking your child/children up late from school causes a hardship for teachers on duty. Many of them have after-school obligations.

As always, when there is a change in your child's schedule, you must send a note to the lead teacher/advisor. Each day, a Daily Sheet is typed listing these notes. This allows the bus drivers and school personnel to know what

is planned for the child. It makes dismissal easier and prevents frantic last-minute calls to parents. **It is very upsetting to young children if they are unsure what to do at the end of the school day.**

Since no child can be left unsupervised on campus, if you are late picking up your child he/she will be sent to our Enrichment Program or Study Hall. (See the financial bulletin for related charges.) If you know you will be late, call the Goshen office so we can inform your child ahead of time of the arrangements made.

ARRIVAL AND ATTENDANCE

School begins at 8:00 and ends at 3:00 M/T/Th/F. All students are dismissed at 2:00 each Wednesday.

Students are counted tardy after 8:05.

Students are expected to attend school every scheduled day, as listed in the school calendar. On the front of each progress report, the attendance for the respective trimester is recorded.

IN CASE OF ABSENCE

If your child is absent from school for any reason, parents must inform the school office by 8:30 a.m. It is essential that we know if a child will not be attending school and the reason for the absence.

PLANNED ABSENCE

If parents wish to take their child/ren on an unscheduled vacation, it is their responsibility to notify the school and teachers and make arrangements for all assignments. It is essential that students keep up with class work as well as homework. Please notify teachers as soon as such plans are made.

If a student needs to be excused for reasons other than illness or emergency, written notice of the absence should be sent to the advisor or lead teacher as soon as possible, **a minimum of one week in advance** of the planned absence. The notice should state the reason for the absence, and the duration of the absence.

If it is noticed that a student has accumulated an excessive number of absences in any one trimester, a phone call or conference with the parents will be requested. There is no substitute for classroom attendance in regard to comprehension of academic material.

Excessive absences may hamper academic performance and could result in an incomplete grade on the student's progress card.

LEAVING EARLY

Parents should notify the school office in writing if a child must leave early for medical reasons or other appointments. Students needing to leave school at any time during the day for reasons other than illness, must bring a note of parent permission to his/her lead teacher or advisor by 8:05 a.m. If a note has not been brought, it will be necessary to call the student's parents

before the student may leave school. When leaving school under any circumstances, students must sign out in the main office.

MAKE-UP WORK

When a child is absent due to illness, he/she will be allowed to make up homework assignments given on the day missed. If a child will be absent for an extended period of time, books and assignments may be picked up by a parent during school hours—please contact the lead teacher or advisor for help with this.

Lower school lead teachers and specialists will send ‘make up’ work home with the child. Where appropriate, please check the teacher web site(s) for assignments.

TARDY POLICY

Students should plan to arrive at school by 8:00 a.m. and check in immediately with the teacher/advisor taking attendance. Any student who arrives after 8:05 a.m. must sign in with the office staff before going to class and will be considered tardy.

Excessive tardiness for any reason is disruptive, both to the late student and to his/her classmates.

VISITING THE GOSHEN CAMPUS

PARENT VISITS

If a parent or other family member wishes to visit a child’s classroom, it is necessary to arrange the visit with the teacher in advance. Class visits are limited to one or two class periods only.

Upon arrival at school, all visitors must sign in at the office and get a visitor’s tag. This makes the visitor known to the respective class and allows everyone to recognize the presence of a guest in the school.

Many parents enjoy joining their child/ren for lunch. **Please send a note to your child’s lead teacher or advisor in order to schedule a lunch visit.**

STUDENT VISITS

Alumni are always welcome to visit the school. Arrangements should be made in advance with the appropriate division head.

Prospective student visits (“shadow days”) are scheduled through the Admissions Office.

PARENT COMMUNICATION

MESSAGES

Communication with parents is a top priority. Faculty and staff are expected to return phone messages and e-mails within 48 hours of receipt. This handbook includes a list of phone extensions, and our e-mail addresses follow the pattern of **first initial last name @stfrancissschool.org**.

PROGRESS REPORTS AND CONFERENCES

Progress reports are sent electronically to parents three times during the year. Time is set aside twice a year, usually in October and March, for parent-

teacher conferences. **Note:** Generally, the last opportunity to schedule a conference is the Friday before the Thursday/Friday conference days. This allows teachers to prepare for the parents' visits.

The faculty and administration are happy to confer with parents and invite them to contact them for an appointment. Impromptu conferences are likely to be unsatisfactory to all concerned.

Mid-Term Progress Reports are sent electronically to parents of all middle school students and students who have an area of academic work or behavioral issues that need extra attention or to report an improvement.

All new students receive a "New Student Report" at the first mid-term.

CLASSROOM CONCERNS

If you have a question regarding your child's classroom experience, contact your child's lead teacher, advisor, or the appropriate subject area teacher directly. All classroom-related concerns or questions, including academic, behavioral, or social issues should be first communicated to your child's teacher.

STUDENT MESSAGES AND ELECTRONIC DEVICES

PHONE MESSAGES

Please limit these to emergencies and unavoidable changes of plans. Messages received near dismissal times are difficult to relay to students. Therefore, please avoid calling late in the day.

Students may not use the phones to get permission from their parents to go home with another student. Such personal arrangements must be made the night before. We ask all parents to support this policy.

When an after school activity is cancelled and students are asked by the teacher/advisor to call their parents, they are expected to use the phones in the main office.

SCHOOL AND CELL PHONES

It is very important that the school monitor all communications between students and home. Our rule is that students must use the office phone to contact their parents. Therefore, **use of cell phones, including text messaging, is not allowed during the school day.** If a student brings a cell phone to school, it must remain stowed in the student's locker during school hours.

All electronic devices (iPods, video games, etc.) must remain in backpacks during school hours. Should students violate this policy, the device in question may be confiscated.

ACADEMIC PROGRAM

GOALS

St. Francis School's programs are designed to prepare students for a successful secondary school career; to encourage growth of individual strengths and to stimulate intellectual curiosity; to promote social responsibility; and to develop self-confidence and self-motivation.

Please direct specific curriculum questions to your child's teacher.

HOMEWORK

St. Francis School recognizes that for most children homework in limited quantities reinforces concepts, work habits, and good time management. Too much homework actually diminishes learning.

Weekly homework assignments can be found on our website. For lower school students, the assignments listed on the site may be general and further contact with the teacher may be necessary. For example, spelling words are determined weekly based on the skill level and interests of each student. The lead teacher's website may say spelling words are assigned on Monday and spelling sentences are due on Wednesday. However, you would need to contact the teacher to determine your child's spelling words.

For middle school students, teachers will list the following week's assignments on their websites not later than Friday of the preceding week.

Please do not fax or email homework to school.

STANDARDIZED TESTING PROGRAMS

The primary purpose of standardized testing at St. Francis is to assess the school's curriculum, not to compare students to their peers. Test results will be made available to parents on an individual basis.

SUPPLIES

All students are responsible for coming to class prepared with appropriate books and supplies. Textbooks and most school supplies are provided by the school and are distributed periodically to students. General, grade specific school supply lists are available on the website.

Lost or damaged textbooks and calculators must be replaced at the parents' expense.

FIELD TRIPS

Parents sign blanket permission slips for field trips at the beginning of each year, as part of the Student Family Information Form. These forms are kept on file. Parents are advised of plans and schedules before all trips.

Transportation for field trips is either by contracted bus or St. Francis school bus.

BIRTHDAYS

Students are invited to the office to receive a special ribbon or sticker on their birthdays. The school can provide a nut-free giant celebration cookie to mark birthdays and special events for a \$10 fee. The students love these cookies! You can get a form to request a cookie from the office or the website. **Requests for cookies are requested at least five days in advance, which allows enough time for food services to order what is needed.**

We invite every member of our St. Francis community to celebrate children's birthdays by donating one of the library's already-purchased books on our gift list. A bookplate is placed inside the front cover to honor your child, and the book is then placed on the shelves.

SUMMER READING

Reading is the single most effective summer activity to prevent learning loss. Research shows that students who spend as little as 20 minutes a day reading over the summer months gain or maintain reading skills achieved during the preceding school year, while those who do not read may fall back as much as a grade level in their skills.

Summer reading assignments and optional recommendations are typically mailed home just after school ends. The lists are grade-specific, and usually combine required and elective texts with writing assignments. Summer reading lists are also available on our website.

STUDENT EXPECTATIONS

The most comprehensive expression of student expectations is contained in the St. Francis Eagle Code:

**As a member of the St. Francis Community, I will practice
compassion, cooperation, and responsibility.**

I will respect myself, others, and the environment.

I will act with honor and integrity.

EFFORT HONOR ROLL (GRADES 5-8)

It has been a long tradition at St. Francis School to recognize students' effort at the conclusion of grading periods. Each discipline breaks down the effort in their course along four key areas. Students will receive effort marks on a 1 - 6 scale in those different areas. This allows for specific feedback related to observable behaviors.

To qualify for the Effort Honor Roll, a student needs a cumulative effort average of 1-1.5. These students are recognized at school assemblies.

A Sample of Expectations of Effort:

- arriving on time
- using time productively
- having a positive attitude toward learning
- showing consideration toward others
- demonstrating positive participation in large/small groups
- listening and following directions
- exercising self control
- completing work and turning it in on time
- organizing materials; using planner
- cleaning up
- accepting responsibility for actions
- following the rules the class has generated

The **Elizabeth Archibald Effort Award** is given to middle school students who make the Effort Honor Roll two out of three trimesters (the third tri-

mester is mandatory).

BEHAVIOR

St. Francis School is a community of administrators, teachers, students, parents and staff working together to develop the whole child. Intellectual curiosity, academic performance, extracurricular opportunities and the growth of social responsibilities are vital in this process. It is important, therefore, that each member of the school community respects each other, follows basic rules of expected behavior and develops a set of personal ethics.

It is our hope that St. Francis students will exhibit personal maturity and responsibility commensurate with their age. Key to a student's satisfactory conduct at St. Francis is the student's ability to make the distinction between different types of social situations: those which require observance of social etiquette (the classroom, formal functions), and those which by their nature allow for more informal self-expression (after school events, projects.)

It is imperative that students understand that their behavior is not limited to the regular school day, but includes conduct on the bus, at any extracurricular activities at school or elsewhere, and at any other St. Francis-related function. (See also Conduct on school buses)

When off campus, students represent not only themselves, but also all members of the St. Francis community. Behavioral guidelines will be explained prior to any trip or function. Behavior that jeopardizes the safety of anyone will result in immediate removal from the trip or function.

Disciplinary action will be applied according to individual circumstances, and usually follows a hierarchy of increasing consequences. **Certain conduct deemed to be serious in nature may warrant immediate consequences up to, and including, expulsion at the discretion of the Head of School.**

In all disciplinary situations, the emphasis is on solving problems, not on punishment.

LEAVING CAMPUS

Students are reminded that they are expressly forbidden to leave the Goshen campus at any time, unless picked up by a parent or approved guardian. The same holds true for any St. Francis-sponsored function away from campus.

OFF-CAMPUS AND OUTSIDE OF SCHOOL

The behavior of students during vacations and other out-of-school hours is the responsibility of parents, and St. Francis will generally not involve itself in such matters. Nevertheless, if a student engages in criminal misconduct away from school which involves 1) the possession, use, or sale of drugs or alcohol, or 2) conduct that endangers or abuses the safety or well-being of the student, other people or their property, the school may impose such discipline as it considers appropriate. The range of disciplinary responses includes, but is not limited to detention, suspension, expulsion, and the denial of the student's opportunity to re-enroll for any succeeding year.

DRESS CODE

We believe that a student's behavior and dress should reflect respect for self and for others, in order to create an atmosphere that reinforces the educational process. We limit the type of clothing the students wear to *practical, sturdy school clothing that is neat and clean*. Please put your child's name in all clothing, particularly outerwear.

The following dress code should be followed for special assemblies such as Grandparents' Day.

Girls – skirt and blouse, simple dress or dress pants

Boys – dress or khaki pants and a shirt with a collar

The school reserves the right to decide which dress styles are appropriate for our educational environment.

Any clothing endorsing the use of drugs, alcohol, tobacco, violence or any other image the school deems offensive is strictly forbidden.

In addition, clothing deemed suggestive or too revealing is also forbidden. For example, should a student arrive in **extremely short shorts, spaghetti-strapped tops, sagging pants or with undergarments exposed**, he or she would be sent home to change into appropriate attire.

We expect the cooperation and attention of all our parents in supporting this policy.

Athletic shoes are required footwear for athletics classes. It is advisable for Lower School students to keep an extra pair of shoes at school so that they may change if their shoes become wet.

Please keep in mind that children need to dress appropriately for outside activities.

LOST AND FOUND

Articles and clothing lost at school are kept in the "Lost and Found" areas. These areas are located in the Lower School and Middle School, and in the entry to the Gymnasium. Small items, such as cell phones or jewelry, are generally turned in to the front office.

Remember to **mark your child's name in all clothing**. Parents are asked to check the "Lost and Found" occasionally during the year. At the end of the school year, unclaimed items are donated to an area charity.

EXTRACURRICULAR ACTIVITIES

AFTER SCHOOL ACTIVITIES

St. Francis offers a wide variety of activities that take place in the afternoon. To participate in an after school activity, students must attend at least one-half day of school. If there are extenuating circumstances, participation will be at the discretion of the director or coach of the activity.

INTERSCHOLASTIC SPORTS

Interscholastic competition begins in Middle School for most sports at St. Francis. The school does not "cut" children from team participation. Every student is encouraged to develop skills and to be an active member of a

team. All students who regularly attend practice will participate in games against other schools.

ENRICHMENT PROGRAM, JK-4

The St. Francis School Enrichment Program provides activities that promote physical fitness, creative problem solving, socialization, communication skills, and, above all, fun! The structure of the Enrichment Program follows the standards set forth by our mission statement.

Enrichment Options for the 2010-11 School Year:

Enrichment rates for each school year are determined in July.

Option 1 3:05-5:00

Option 2 3:05-6:00

Notes:

Enrichment times available on Wednesdays will be 2:05-5:00 and 2:05-6:00. The regular daily rates will be applied, with no additional fee charged for the additional hour of service.

Please notify the school office as early as possible, but not later than 9:00 on the day of service, to schedule Enrichment attendance. In order to serve our students well and safely, space is limited and made available on a first come basis.

Children must be signed out each day.

Billing: Invoices are mailed monthly by the Business Office. Monthly billing is based on the prior month’s attendance record.

Late fee:

Enrichment closes at 6:00 p.m. A **late fee of \$1 per minute** will be assessed for each minute your child remains after 6:00 p.m.

ADDITIONAL OPTIONS FOR THE 2011-2012 SCHOOL YEAR:

In addition to all scheduled school days, the Enrichment Program will be offered for an additional fee on the following dates:

Professional Development Day	Thurs	Sept. 29
Fall Break	Fri	Sept. 30
Parent/Teacher Conferences	Thurs/Fri	Oct. 20 & 21
Parent/Teacher Conferences	Thurs/Fri	March 1 & 2

The St. Francis School Enrichment Program will be offered during Winter and Spring Break at an additional fee, provided there is sufficient interest.

STUDY HALL

Study Hall is offered Monday through Friday for students in grades 5-8. Faculty supervision and academic assistance is provided to students from class dismissal until 5:00 p.m.

Student Expectations

Students are expected to arrive immediately after their last class. They should bring their planners and study materials. If they do not have any un-

finished assignments, they should bring an activity that can be done quietly. MP3 players and video games are not permitted.

Discipline

Students who are disruptive or do not follow the above mentioned expectations may receive a Performance Memo (pink slip) from the monitor. Depending upon the degree of misbehavior, a student may be prohibited from participating in Study Hall for a specified period of time.

Fees – *Study Hall rates for each year are determined in July.*

Parents who wish their children to attend Study Hall will be invoiced by the Business Office once per month, based on the prior month's attendance. Daily attendance records will be maintained by the Study Hall Monitor.

Students who wish to use Study Hall on an occasional basis must notify the office by 9:00 that school day. Drop-in requests are honored, if space is available.

Study Hall closes at 5:00 p.m.

HEALTH POLICIES

HEALTH

Two precautions are essential to the safety and well being of the children. First, it is presumed that parents will notify the school if a child needs specific treatment in an emergency. For example, if the child needs to use an EpiPen for allergic reactions. Second, the school should be notified when a child contracts a communicable disease. The school then assumes the responsibility for notifying the parents of other children.

If a child has a fever or a contagious cold, he or she should not be sent to school. Children should be fever free for 24 hours before returning to school.

Any child diagnosed with flu should remain at home until cleared to return to school by the recommendation of a physician.

If a child becomes ill at school, the school will notify the parents. Upon being notified that a child should go home, a parent must arrange to have the child picked up immediately. **Please notify the office if there is a change in your home or work number or the number of your emergency contact person.** A cot is available in the Sick Room for students who become ill.

The school requires that each student have a current health form on file **before** each school year begins. The school needs to know if a child is cleared to participate in contact sports appropriate for his/her age, whether there are any limitations to be placed on his/her activities, and whether a child has a physical condition requiring special treatment in an emergency.

In addition, the school must comply with Kentucky statutes, which require Immunization Certificates on file for each child prior to the opening of school. The Kentucky School Health Law requires a valid certificate for each and every student, including proof of the following vaccines: 3 doses Hepatitis B, 4 doses DTP, 3 doses Polio, and 2 doses MMR, and Varicella vaccine for chickenpox. All students entering the 6th grade need an MMR booster

and a tetanus booster.

If **any** medication is brought to school, staff personnel will dispense it to the student **only** with written instructions from the parents. Students must leave all medication in the office and come in when it is time to take it. However, staff personnel cannot be responsible for getting a student or reminding the student to take his/her medication. If it is possible, please ask your child to take the medication at break times or at lunch so leaving an area does not disrupt the class.

According to Federal guidelines, school personnel are required to wear protective gloves when administering first aid, for their safety and for the safety of the student(s).

STUDENT ACCIDENT INSURANCE

St. Francis School provides secondary Student Accident Insurance coverage for all students. A \$100 deductible is required *prior* to claim processing, and *after* coverage has been processed by the parents' or guardians' primary insurance carrier. Claim forms are available from the St. Francis School Business Office.

EMERGENCY PROCEDURES

EMERGENCY DRILLS

Fire Drills

The signal for a fire drill is the continuous sound of the fire alarm horn. Faculty members guide their students, in silence, to the nearest available exit. The entire school assembles on the far sideline of the soccer field, where students are then matched with their lead teachers. An all-clear signal for returning to the building will be given at the conclusion of the drill.

Tornado Drills

The signal for a tornado drill is the air horn alarm. When this alarm is sounded, faculty members guide their students to a designated shelter area. These areas are marked with a "T" on the wall near the door. Everyone is instructed to avoid windows and exterior doors and walls. Students and faculty remain in their designated shelter areas until an "all clear" message is received. Designated shelter areas are updated annually. Tornado drills are performed several times in the spring.

Earthquake

A whistle will be blown in each wing of the school. Students are instructed to "Drop and Cover" in the nearest place that is away from bookcases or other tall furniture. Students remain in this position until told to evacuate the building. When told to evacuate the building, students line up silently and proceed to the nearest exit. The all-clear signal is given at the conclusion of the drill. Earthquake drills are done twice during the school year.

WEAPONS ON SCHOOL PROPERTY

It is against the law to possess a firearm or deadly weapon on school property. St. Francis School will report any student who violates this law to the police.

SEARCH AND SEIZURE

St. Francis has the right to search student lockers, desks, purses, backpacks and other private property to ensure the health and safety of the community and compliance with state and federal law.

PERSONAL SEARCHES

A student or his/her personal effects, i.e. backpack, purse, pockets, may be searched by a staff member with a witness present in order to determine whether the student is in possession of items in violation of school policy. Searches may be performed without notice, without consent, and without a search warrant.

LOCKER SEARCHES

Student lockers and book bins are the property of St. Francis School. School personnel may perform inspections of lockers, study areas and book bins at any time without notice, without student consent, and without a search warrant. If a student wishes to use a lock, the combination must be provided to the school.

Our faculty and administrators will be mindful of student's reasonable expectations of privacy, but they must balance those expectations with overall safety and discipline in the school.

Broad discretion can be based on an administrator's or teacher's:

- expertise and perception in the particular situation,
- knowledge of a situation or student's conduct that is suspect,
- understanding of the school's policies, and/or
- knowledge of the current campus environment.

LUNCH/FOOD SERVICES

LUNCH AND SNACKS

St. Francis School provides a balanced and nutritious daily snack and lunch menu. SAGE Dining Services, which staffs a certified culinary arts manager and employs a certified staff nutritionist, manages our food service program. Monthly dining menus are available on the St. Francis School web site.

Mid-morning snacks are provided to all St. Francis School students. Primary students (JK-2) also receive an afternoon snack.

For lunch, students in grades JK-4 will be escorted through the line and offered one main entrée and a healthy balance of side items, while students grades 5-8 will be given a choice of offerings. If your child has allergies or special dietary requirements, please discuss those with the main office and the child's lead teacher or advisor.

St. Francis School does not serve food that contains peanuts or tree nuts (almonds, walnuts, cashews, pecans, etc.). Thorough hand washing after eating will help minimize the probability of allergic exposure.

Students are allowed to bring their own lunches, but we request that they do not bring candy, soft drinks, or gum.

FOOD ALLERGIES

The St. Francis School food allergy policy limits the serving of foods containing peanuts and/or tree nuts. Members of our school community have severe, life-threatening allergies to peanuts and tree nuts. Our approach does not seek to provide a completely allergy-free environment, but instead, seeks to minimize the probability of exposure while maintaining heightened awareness about how to avoid exposure and deal with exposure if it occurs. As always, parent support, understanding, and participation are key to the success of our policy.

Parents: All parents should bring in commercially prepared/store bought items with legible ingredient lists for organized birthday, class, or special event parties. WE STRONGLY RECOMMEND that parents order a peanut and tree nut-free birthday cookie from the school kitchen for \$10. A five day advance notification is requested. Orders can be placed online from our website, or hard copies are available in the main office.

Students: Help be a PAL (Protect A Life) by:

1. Never take food allergies lightly.
2. Don't share your food with food-allergic friends.
3. Wash your hands after eating.
4. Ask what your friends are allergic to and help them avoid it.
5. If an allergic schoolmate becomes ill, get help immediately!

Allergic symptoms include:

- Vomiting
- Swelling of the face and lips
- Difficulty breathing
- Coughing, sneezing, and watery eyes
- Skin that's bumpy, red, and itchy

Responsibilities of Families with Food Allergies

1. **Food Allergy Action Plan:** Notify the school of your child's allergies by filling out a Food Allergy Action Plan (form available from the main office). Please fill out the form completely, have it signed by a physician and attach a current photo of your child. Be sure to provide current emergency contact information.
2. **EpiPens/Medication:** Please provide **4 sets** of properly labeled medication, medicine dispensers and a copy of the Food Allergy Action Plan in a zip-loc bag for the following locations through out the school: child's classroom, main office, cafeteria, and gymnasium. Please do so for each child with a food allergy. **Parents are responsible for checking the expiration date of the medication provided.**
3. **After-School Care:** Please provide an additional set of medication if your child stays for Enrichment.
4. **"Safe" Treat Box:** Please provide "safe", non-perishable treats for your child in a small plastic box with a lid. Please label your child's name on

the “safe” box. This box will be kept in your child’s classroom. If your child attends Enrichment, provide a box for that area as well.

5. Educate your child on the self-management of their food allergy, including:

Safe and unsafe foods:

- Strategies for avoiding exposure to unsafe foods:
 - ◆ No trading food with others
 - ◆ No eating anything with unknown ingredients
 - ◆ No eating anything known to contain any allergen
- Symptoms of allergic reaction
- How and when to tell an adult they may be having an allergy related problem
- How to read food labels

6. Communication: Please discuss your child’s food allergies with your child’s teachers, the food service team, Enrichment Director, club or team coach, and any other school faculty/staff member you feel appropriate. This should be done at the beginning of the school year and anytime throughout the year as necessary.

MEDIA SERVICES

COMPUTER LABS

School computers are to be used for educational purposes only; therefore:

- Students may use computers during non-class times only when supervised by an adult, or with explicit permission from a teacher.
- All student use of computers, Internet and printers must be for classroom or school-related purposes only.
- Students are prohibited from participating in personal chat groups or instant messaging, sending non-school-related e-mail, downloading or installing software or other applications, downloading music, or violating copyright laws or printing out game codes while on the Internet. A teacher may direct a chat group or e-mail ListServe for educational purposes.
- Students are expected to treat all school property, including computers and related equipment, with care and respect.
- Students are prohibited from making changes to computer settings without teacher/supervisor approval.
- Students are expected to treat each other’s computer folders and files with respect. Tampering with others’ folders or files is considered a serious offense.
- All files, folders or other work created at school or on school-owned equipment are property of the school and subject to school review. All Internet sites visited at school are subject to school review.

LIBRARY

Located at the heart of the school, our library media center is a place to read, study, socialize, and dream. In the lower school, each grade has a weekly, 50-minute library media class. In addition to B.E.A.R. (Be Excited About Reading) Story Time, children are introduced to and continue building basic library skills. Middle school students have a flexible library schedule and use the library as needed.

Parent volunteers are very welcome and needed to help with the ongoing shelving and to organize our two week-long book fairs. Children love having their parents in the library.

Every member of our St. Francis community is invited to celebrate our library and help build our collection by donating already-purchased books to honor birthdays, special holidays, grandparents, or teachers.

TECHNOLOGY USE

Student use of technology at school should:

- be used for educational purposes
- be used with permission of faculty
- never be used in such a way as to cause harm to the feelings or reputation of a student or teacher

The school expects that student use of technology outside of school premises should reflect the same level of respect.

A student who cause harm to another student will be held to the same standard of behavior and same consequences as on-campus behavior.

MIDDLE SCHOOL

MORNING MEETINGS

Monday, Wednesday and Friday mornings at 8:10, students in middle school come together in the middle school amphitheater to listen to announcements for the day and about after-school activities. This is a time when school events are discussed and special announcements, like birthdays, are made. Both teachers and students may make announcements.

At morning meetings, many announcements are made that affect the students' schedule. It is important that students arrive on time in order to hear them.

SERVICE HOURS REQUIREMENT

Students in middle school are required to make a commitment to school or community service each year. A minimum of eight (8) hours is recommended, and students who document their requirement earn a place on the Service Honor Roll. We place a high value on service for several reasons. Service is an important building block for self-esteem and may lead an individual to be more successful academically and socially. Service is also part of our heritage, as the historic Saint Francis valued service to others. Finally, service can also be a way for families to share quality time. While not all families choose to get involved, those who do so enjoy it.

Service hours may be completed through school service projects, through service to church or synagogue youth groups, Boy Scouts, Girl Scouts, or through service in the community arranged by the individual or the family. For example, participation in a walk to raise money for a charity, serving food at a shelter, organizing a collection of shoes, winter coats or toys for the needy all count toward service hours. Similarly, a student may work around the house to earn money and donate the money to a charity. Service projects are initiated through the Student Council. Students are asked to submit a written account of the work they have done.

Eighth grade students who participate fully and write a short essay on the meaning of service, qualify to compete for a Volunteer Service Award at the end of the school year. Selection is based on the quality of the student's volunteer work and the degree to which it and the essay reflect an understanding of the meaning of service.

HIGH SCHOOL SHADOWING

As part of the high school selection process, eighth graders typically visit two to three high schools for a day of shadowing. If possible, please schedule these visits when our classes are not in session (conference days, fall break, etc.)

While school shadowing visits are highly recommended, students are still responsible for schoolwork missed. Missed schoolwork may be made up by arrangement with the teacher or during after school study hall.

Once a visit to another school has been scheduled, **parents must notify the office in writing, ideally a week before the date of absence.** We will publish shadowing dates in our Daily Sheet in order to notify the teachers. St. Francis considers these days to be excused absences as long as the guidelines are followed.

GRADUATION AND RELATED EVENTS

At the **Eighth Grade Class Day assembly**, the Head and faculty recognize eighth grade students for their achievements in the areas of scholarship, sports, arts, personal growth, leadership and effort.

During the all-school **Final Assembly** at the end of the school year, students in fifth through eighth grade who have made the Effort Honor Roll two out of three grading periods, including the third grading period, are recognized with a certificate. There are other presentations and special announcements.

The entire school community is invited to attend our **graduation ceremony** which is held at St. Francis in the Fields Church. Any student who chooses may make a speech. Speeches must be written and submitted in Language Arts class. Following the graduation ceremony there is a brief reception.

AWARDS

The **Elizabeth Archibald Effort Award** is given to middle school students who make the Effort Honor Roll two out of three trimesters (the third trimester is mandatory).

The **Frank Q. Cayce Scholarship Award** is given by the middle school faculty

to that returning middle school student who has demonstrated work of the highest scholarship throughout the year.

The **Drama Project Service Recognition Award** is given annually to any eighth grade student who has demonstrated exemplary commitment and passion to the dramatic arts program during the middle school years.

The **Russell D. Herr Award** is given annually to an eighth grade student for outstanding achievement in art.

The **Edward Y. Mason, Jr. Memorial Award** is given annually to an eighth grade student who shows sportsmanship and enthusiasm in the athletic field.

The **Volunteer Service Award** is given annually to an eighth grade student in appreciation of dedicated volunteer service.

The **Eagle Award** is given annually by the middle school faculty to an eighth grade student who has demonstrated the motivation and perseverance necessary for achieving extraordinary progress in attaining academic success.

The **Spirit of St. Francis Award** honors a graduating eighth grade student whose character reflects the spirit of St. Francis, exemplifies the school's values, and whose conduct in the words of St. Francis "lights the day" for others

The **St. Francis School Headmaster's Award** is given annually to the person making the greatest contribution to the school in character scholarship, consideration for others, and excellence in everyday school life.

SCHOOL GOVERNANCE

BOARD OF TRUSTEES

In any independent school, the board is the guardian of the school's mission. It is the board's responsibility to ensure that the mission is relevant and vital to the community it serves and to monitor the success of the school in fulfilling its mission.

The following principles of good practice, courtesy of the National Association of Independent Schools (NAIS), are set forth to provide a common perspective on the responsibilities of independent school boards. The board and the head work in partnership in fulfilling these principles:

1. The board adopts a clear statement of the school's mission, vision, and strategic goals and establishes policies and plans consistent with this statement.
2. The board reviews and maintains appropriate bylaws that conform to legal requirements, including duties of loyalty, obedience and care.
3. The board assures that the school and the board operate in compliance with applicable laws and regulations, minimizing exposure to legal action. The board creates a conflict of interest policy that is reviewed with, and signed by, individual trustees annually.
4. The board accepts accountability for both the financial stability and the financial future of the institution, engaging in strategic financial planning,

- assuming primary responsibility for the preservation of capital assets and endowments, overseeing operating budgets, and participating actively in fund-raising.
5. The board selects, supports, nurtures, evaluates, and sets appropriate compensation for the head of school.
 6. The board recognizes that its primary work and focus are long-range and strategic.
 7. The board undertakes formal strategic planning on a periodic basis, sets annual goals related to the plan, and conducts annual written evaluations for the school, the head of school, and the board itself.
 8. The board keeps full and accurate records of its meetings, committees, and policies and communicates its decisions widely, while keeping its deliberations confidential.
 9. Board composition reflects the strategic expertise, resources and perspectives (past, present, future) needed to achieve the mission and strategic objectives of the school.
 10. The board works to ensure all its members are actively involved in the work of the board and its committees.
 11. As leader of the school community, the board engages proactively with the head of school in cultivating and maintaining good relations with school constituents as well as the broader community and exhibits best practices relevant to equity and justice.
 12. The board is committed to a program of professional development that includes annual new trustee orientation, ongoing trustee education and evaluation, and board leadership succession planning.

The Board of Trustees of St. Francis School is committed to following these good practices. The Board meets monthly during the school year. For information on trusteeship, please contact the Board Chair. See the school web site for a current Board roster.

STUDENT COUNCIL

The purpose of the St. Francis Student Council is to represent the student body, to promote a culture of cooperation and respect among all St. Francis community members, to cultivate a sense of loyalty and school spirit, to provide service opportunities for students, and to grow leadership qualities in the young people of St. Francis.

Middle School Each spring, middle school representatives are elected from grades 5-7 for service in the following year. Fifth and sixth grade representatives are elected in their Lead Teacher areas, and seventh graders are elected in their Language Arts classes. Eighth-grade candidates prepare and deliver campaign speeches to the entire middle school student body and faculty. The rising eighth grade class and faculty vote for the Student Council officers, and the top four candidates are elected.

The MS Student Council meets weekly, and all participants have weekly jobs such as changing the lettering on the school sign and helping to distribute

the daily school snack. Representatives bring ideas and concerns from their grade-level peers and help to brainstorm options and solutions. They are a voice for their classmates, and learn how to affect positive change in a collaborative climate.

Lower School Early in the fall, lower school representatives are chosen from third and 4th grades by their peers in grades 2-4. The LS Student Council meets weekly and leads the twice-monthly lower school morning meetings.

OPPORTUNITIES FOR PARENTS

PARENTS ASSOCIATION

Every St. Francis parent is a member of the Parents Association, whose purpose is to support the school's mission and to provide opportunities for parent involvement in our community. The organization of parent volunteers is one of the most valuable functions of the PA.

The PA also sponsors a number of activities that strengthen our network of families, raise money to support the school's various programs, and provide occasions for lots of fun!

The PA officers are a valuable support to the administration, staff, and faculty of the school and facilitate communication between the parent body and the Head of School.

WE STRONGLY ENCOURAGE ALL PARENTS TO PLAY AN ACTIVE ROLE IN THE PARENTS ASSOCIATION. Please contact your class parent or a PA officer for information regarding volunteer opportunities.

The PA meets regularly throughout the school year. Please contact your class parent or any Parents' Association officer if you would like to get involved.

FUNDRAISING

All fund raising events and activities of St. Francis School should be coordinated with the Director of Development. The school's primary fund raising program is the Annual Giving Campaign, an appeal to all trustees, current parents, faculty, staff, administration, alumni parents, alumni and friends.

One of the many ways families show their support of SFS is through contribution to the annual giving program. As is true at most other independent schools, tuition at SFS does not cover the cost of education each student. A good portion of the remainder is made up through a strong, but voluntary, annual giving program which helps sustain our educational excellence. These contributions are tax deductible. In addition, many employers have matching gift programs that can augment employee donations.

STUDENT SERVICES

The Director of Student Services (DSS) coordinates learning support and the counseling program. Inquiries concerning academic or emotional support should be directed to her. The DSS works closely with advisors, lead teachers and other faculty, and division heads in a team approach to student support. She also serves as liaison to private mental health professionals.

FINANCIAL AID

St. Francis School awards financial aid to those families who qualify on a need basis. Awards are determined by the St. Francis School Financial Aid Committee, with use of recommendations from the FACTS Tuition Aid Service (factstuitionaid.com).

Financial aid forms and instructions will be sent to current recipients in January and are available to all families who request them from the Business Office. **All information pertaining to a family's financial aid application or status is held confidential.**

Late applications will be considered (providing that funds are available) following the review of applications received by the submission deadline.

PARENTS ASSOCIATION 2011-2012

Denise Ragland

President

(502) 326-2965

Andrea McLeroy

Lower School Vice President

(502) 609-4875

Pinky Jackson

Middle School Vice President

(502) 523-9679

Kirisha Golightly

Preschool Co-Vice President

(502) 426-1825

Amanda Kuster

Preschool Co-Vice President

(502) 365-1525

Mikki King

Secretary

(502) 426-3786

Abby Yelton

Secretary

(502) 241-5670

**ADMINISTRATION AND STAFF
PHONE EXTENSIONS**

Head of School

John Delautre, 106
jdelaudre@stfrancisschool.org

Assistant Head of School

Reed Gabhart, 125
rgabhart@stfrancisschool.org

Admissions

Torri Martin, 118
tmartin@stfrancisschool.org

***Director of Advancement &
Business Operations***

Greg Borders, 102
gborders@stfrancisschool.org

Accounting Manager

Diane Ellison, 103
dellison@stfrancisschool.org

Administrative Assistant

Cindy Wood, 108
cwood@stfrancisschool.org

***Manager of Buildings,
Grounds and Maintenance***

Jim DeNicola, 120
jdenicola@stfrancisschool.org

Director of Student Services

Julie Marks, 122
jmarks@stfrancisschool.org

FACULTY, ADMINISTRATION, STAFF AND SUPPORT PERSONNEL

() Indicates date of appointment

Kim Aberle (2007)

Music JK-3rd Grade

M.A. Indiana University
B.S. Indiana State University
M.A.T. Bellarmine University

Leslie Addicks (2009)

Chair, Math Department
7th Grade Advisor
5th-8th Grade Math
B.A. Brooklyn College

Kevin Anglin (2011)

Grounds & Maintenance

Ray Barrickman (2007)

Bus Services

David Beard (2000)

Preschool Assistant
Eastern Kentucky University

Bob Bertke (2008)

Chair, Fine Arts Department
6th Grade Advisor
4th-8th Grade Music
5th Grade Humanities
B.M.E. University of Louisville, School of Music
M.M.E. University of Louisville, School of Music

Mike Black (1986)

Track Coach
B.S. Southeast Missouri State

Madelyn Blue (2011)

2nd Grade Lead
Language Arts and Social Studies
B.A. University of Arizona

Greg Borders (2002)

Director of Advancement & Business Operations
B.S. University of Louisville

Kelly Brooks (1998)

Lead Teacher, 35
B.A. University of Louisville

Sukanya Chandramouli (1982)

1st & 3rd Grade Math

B.S. Univ. of Madras, India

B.T. Univ. of Madras, India

M.Ed. University of Louisville

Carol Clark (2006)

Chair, Science Department

5th & 6th Grade Science

B.S.N. Calif. State Univ. Sacramento

M.A.T. Spalding University

Rosanne Conlan (1996)

Athletic Director

Physical Education

B.S. Campbellsville College

Youseff Dardar (2011)

6th-8th Grade French

Julie Dayton (2010)

Kindergarten

1st grade Aide

B.A. University of Kentucky

John Delautre (2005)

Head of School

M.Div. Princeton Theological Seminary

M.A. Vanderbilt University

A.B. Western Kentucky University

Walter Denham (2011)

Bus Service

Jim DeNicola (2010)

Director of Buildings, Grounds & Maintenance

Sarah Dewberry (2000)

Counselor

B.S. Centre College

M.Ed. Xavier University

Andrew Digan (2009)

Physical Education

Junior Kindergarten & Kindergarten Spanish

B.A. University of Notre Dame

Rachael Dobring (2009)

Librarian

3rd, 4th and 7th Grade Humanities

B.A. Western Kentucky

Patrick Donovan (2003)

Chair, Language Arts Department

8th Grade Advisor

8th Grade Language Arts & Social Studies

Outdoor Education Coordinator

B.A. Gettysburg College

J.S. Brandeis School of Law, University of Louisville

M.A.T. University of Louisville

Nita Duechle (1990)

8th Grade Advisor

5th-8th Grade Art

8th Grade Humanities

B.S. Ball State University

M.S. Ball State University

Diane Ellison (2000)

Accounting Manager

B.B.A. Eastern Michigan

Anne Farra (2007)

4th Grade Lead

4th Grade Language Arts & Social Studies

B.A. Centre College

M.A. Bellarmine University

Abbey Flynn (2004)

Chair, LS Language Arts

1st Grade Lead

Language Arts, Math & Science

B.S. Western Kentucky University

Kim Fors (2008)

1st – 4th Grade Science

B.S. Greenville College

Reed Gabhart (1990)

Assistant Head of School
Drama Project Director
8th Grade Algebra I
B.A. Indiana University
B.S. Indiana University S.E.
M.S. Indiana University S.E.

Jennifer Griffith (2010)

2nd & 7th Grade Math
2nd Grade Lead
Curriculum Coordinator
B.A. Washington University
M.A. Ed. Washington University

Eric Gunther (2011)

Grounds & Maintenance

Ryan Hanley (2007)

Bus Services

Renee Hennessy (1995)

Preschool Director
B.A. University of Louisville

Sue Holloway (1988)

7th & 8th Grade Science
B.S. University of Kentucky
M.A.T. University of Louisville

Karen Hopkins (2002)

Lead Teacher, 4s; Assistant, 2s
B.S. University of Illinois
C.D.A. Council for Early Childhood

Shelly Jones (2010)

6th Grade Advisor
6th Grade Language Arts & Social Studies
B.A. University of North Carolina
M.A. Bread Loaf School of English, Middlebury College

Amy Koloff (2007)

3rd Grade Lead

3rd Grade Language Arts and Social Studies

B.A. Centre College

M.A.T. University of Louisville

Ken Lovett (2009)

Director of Technology

B.A. University of Mobile

Noelle Lunte (2000)

Lead Teacher 2s; Assistant 2s

B.S. Murray State University

Michael Mahoney (2004)

7th Grade Advisor

7th Grade Language Arts & Social Studies

Garden Coordinator

B.A. University of North Carolina

M.A. The Queen's University of Belfast

Mary Pat Mann (1995)

Lead Teacher, 4s

B.A. University of Kentucky

M.Ed. University of Louisville

Julie Marks (2005)

Director of Student Services

B.A. University of Louisville

M.Ed. University of Louisville

MSSW University of Louisville

Jenny Marshall (1988)

1st Grade Lead

LS Social Studies Chair

Language Arts & Social Studies

B.A. Tennessee Tech University

Torri Martin (2011)

Director of Admissions

B.A. University of Virginia

M.A. University of Kentucky

Heather McGraw (2002)

Kindergarten Lead
Language Arts, Math & Science
B.A. University of Kentucky
M.A.T. Bellarmine University

Penny Nowotny (1995)

Preschool Assistant

Jenni Pollard (2010)

JK-1st Grade Art
B.A. George Washington University
A.M.A.T. Rhode Island School of Design

Beth Powell (2006)

Preschool Assistant

Annette Rudd (1990)

Kindergarten Lead
Language Arts, Math & Science
B.A. University of Louisville
M.A. College of William and Mary

Mary Lynn Runyon (1997)

Preschool Assistant
B.S. University of Louisville

Cindy Simpson (1996)

Preschool Teacher Music & Movement
B.S. University of Kentucky

Alexander Taylor (2004)

Chair, World Languages Department
3rd Grade Lead
1st-4th Grade Spanish
Instituto Nacional de Bellas Artes
B.F.A. Arizona State University
M.F.A. Yale University School of Art

Heather Varda (2011)

5th Grade Advisor
5th Grade Language Arts & Social Studies
B.A. University of Kentucky
M.A.T. Spalding University

Sarah Wallace (1996)

5th Grade Advisor

4th-7th Grade Math

B.A. Purdue University

Angela Welsh (2011)

5th-8th Grade Spanish

B.S. La Universidad Nacional Autonoma de Nicaragua

Holly Whitaker (1997)

Lead Teacher, 3s; Assistant 3s

B.A. University of Louisville

Brigette Williams (2005)

Junior Kindergarten Lead

B.A. Eastern Kentucky

Alice Willingham (1998)

Lead Teacher, 4s

B.A. University of Tennessee

Cindy Wood (1994)

Administrative Assistant

Neisja Yenawine (2001)

2nd -5th Grade Art

6th Grade Humanities

B.F.A. Louisville School of Art

M.F.A. Syracuse University