

# St. Francis of Assisi School



## Student-Parent Handbook

112 Saxer Avenue  
Springfield, PA 19064  
Phone: 610-543-0546  
Assistant

Mrs. Nicole Hamilton M.Ed., Principal  
Rev. Matthew Tralies, Pastor  
Mrs. Michelle Johnson, Administrative

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August, 2021

Dear Parents and Students:

Welcome to the Parish School of Saint Francis of Assisi! The following pages provide you with a copy of the School Handbook. Together we will make an exciting journey of faith, knowledge, and values. Our dedicated priests and teachers will be your guides on this journey and since all well-prepared travelers have a map, this handbook was written to be an aid in choosing which path to take.

We are a community and because a community needs structure in order to exist in harmony, certain rules and regulations are created. All have at their core a concern for the individual seen as a member of a group. Our Faith is based upon love of God, neighbor, self - *in that order*. If we always think first of our neighbor's needs and follow the guidelines in this handbook, then we will indeed be answering our Baptismal call to live as a Catholic Christian community.

May God bless us all as we strive to educate His most precious gift to us - our children!

Warmest regards,

*Mrs. Hamilton*

Mrs. Nicole Hamilton  
Principal

## **Attendance**

One of the greatest educational **PRESENTS** you can give your child is his/her **PRESENCE** in the classroom. Excessive absence lessens the chances of academic achievement and increases the probability of frustration and poor performance. For this reason, vacations taken while school is in session are **strongly discouraged.** These vacations give the message that school is not that important and time missed can be easily made up - a message very damaging to the child's whole educational year. Schoolwork/homework will not be given in advance of such trips. When the child returns, assignments will be given and it is the responsibility of the parents to see that all are completed. Please schedule vacations for periods when school is not in session: Christmas, Easter, long weekends, etc.

Let us give the children the message that at this time in their lives, **school is the number one priority.**

If, however, due to illness your child must be absent, we ask that you call **610-543-0546** before **9:00 AM** to report this absence. You may also notify us by emailing Mrs. Johnson at [mjohnson@sfaschool.com](mailto:mjohnson@sfaschool.com) also by 9:00 AM. Please give his/her name, grade, room number and reason for the absence. AN ABSENCE NOTE IS REQUIRED BY STATE LAW upon the return of the child. If the child is absent for more than ***three*** days at a time, a doctor's note is required upon the return of the child. If you wish to pick up assignments, we ask you to call the office before noon, so that the teacher has time to prepare them. The assignments will then be sent to the office for you to pick up by 2:40 PM.

**Punctuality** is also of great importance. The school day begins at **8:00 AM** and every child is expected to be in the gym at that time. If the ground is wet due to rain or snow, the children go directly to their classroom. At **8:00 AM** the gym doors and school doors will be closed. If you arrive after, please park in the parking lot and walk your child to the office where you will need to sign them in. This includes those who are in the car line on Lownes. If you pull up and the doors are closed, then please park and do as stated above. Infractions will be given to all students in grades 4-8 who are late.

## Dress Code

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child looks and feels good about him/herself, he/she acts and works accordingly.

The uniform for the students of St. Francis is as follows:

### **Preschool: Fall/Spring**

Gym uniforms- shorts and t-shirt  
(Boys and Girls)

### **Preschool: Winter**

Gym uniforms- sweatpants and  
t shirt/sweatshirt  
(Boys and Girls)

### **Grades K-5: Fall/Spring**

**Girls-** navy blue skort, yellow short sleeve polo,  
white socks, and sneakers.

### **Grades K-5: Winter**

**Girls-** plaid jumper, yellow peterpan  
blouse, navy blue knee socks or  
tights, and tan sperrys.

**Boys-** navy blue shorts, yellow short sleeve polo,  
white socks, and sneakers.

**Boys-** navy blue dress pants, belt,  
Yellow long-sleeve polo, navy blue  
socks, and tan sperrys.

### **Grades 6-8: Fall/Spring**

**Girls-** navy blue skort, yellow short sleeve polo,  
white socks, and sneakers.

### **Grades 6-8: Winter**

**Girls-** navy blue kilt, yellow oxford  
blouse, navy blue knee socks or  
tights, and tan sperrys.

**Boys-** navy blue shorts, yellow short sleeve polo,  
white socks, and sneakers.

**Boys-** navy blue dress pants, belt,  
Striped tie (new tie this year), yellow  
dress shirt, navy blue socks, and tan  
sperrys.

\*SFA Logo on the yellow polos and jumpers are optional\*

**GYM UNIFORM:** On the day your child has gym, the following gym uniform is to be worn to and from school:

St. Francis Sweatsuit – green with logo (may also be gray)

St. Francis Shorts – green mesh with logo

St. Francis T-shirt – green with logo

Sneakers – may be any color

**NO FLIP-FLOPS OR SNEAKERS WITH WHEELS ARE PERMITTED – EVEN ON DRESS DOWN DAYS.**

## Dress Code (continued)

Any cold weather clothing may be worn TO school but once in the classroom, only the school uniform may be worn.

### **JEWELRY, MAKE-UP and NAIL POLISH**

**Jewelry:** No costume jewelry

**Earrings:** (girls only) One pair of post earrings may be worn. (No larger than a dime) No dangling earrings. If allergies prevent the wearing of posts then no earrings may be worn. Boys are not permitted to wear earrings.

**Piercings:** Girls are permitted to wear one pair of post earrings, that may or may not be pierced. No other jewelry associated with any body piercings may be worn by any students (this includes nose piercings, tongue piercings, or cartilage ear piercings)

**Religious medals/Chains:** (All students) Religious medals only may be worn around the neck, but must remain under the school uniform at all times. Otherwise, neck jewelry is not worn with the uniform.

**Watches:** No Apple watches or any wrist device with messaging may be worn.

**Bracelets:** NOT PERMITTED.

**Rings:** NOT PERMITTED. \*

NO JEWELRY IS PERMITTED ON GYM DAYS.

**Make-up and Nail Polish:** Students are not permitted to wear make-up, colored nail polish or fake nails or tips.

**Hair:** Haircuts are to be traditional and conservative. Extreme hair styles (fads, tails, shaved, buzzed, dyed, highlighted etc.) are not permitted. Boys' hair must be cut above the ears and above the collar.

**Facial Hair** is not permitted.

**Hair coloring** is not permitted.

**Hair accessories** must be conservative and kept to a minimal size. Bandannas and head scarves are not permitted.

\* Final determination as to what is traditional, conservative, and appropriate will be determined by the administration if needed. Note: Shirts, t-shirts and blouses must be tucked in at all times.

**The chewing of gum is forbidden anywhere on the parish/school property. Failure to abide by this rule will result in a minor infraction on Option C.**

## **Bullying Policy**

Bullying is defined as behavior that is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. Bullying behaviors include physically harming or threatening to hurt someone, social exclusion, insults, name-calling, mean gossip or rumors, and sexual bullying. At St. Francis, the consequences of bullying are as follows:

- First Offense: Go over policy in handbook, give warning of consequences for future offenses, notify parents.
- Second Offense: Mandatory referral to school counselor.
- Third Offense: Suspension for two days. Parents must meet with the principal and teachers to reinstate the student.
- Fourth Offense: Suspension with intent to dismiss.

***All incidents of bullying must be reported to the principal or teachers immediately.***

## Transportation/Morning Drop Off/Dismissal

### Busing

Busing is provided by the Public School Districts for students who live one mile or more from school. On half days, buses may not be in use for our school. Please consult the calendar. Students are expected to be courteous to the driver and one another and obey safety regulations established by the districts. A student who causes serious discipline problems may lose his/her riding privileges as determined by the public school district. Upon receipt of three written warnings, the child will no longer be permitted to ride the bus. *Only children registered with the bus company may ride the bus. **Note Well:** It is the responsibility of the parents to notify the school district providing transportation for their child if the child does not use the bus in the morning but requires it in the afternoon – and the reverse is also true.*

### Morning Drop off lines

Please follow these instructions:

1. When dropping off children in the morning, we ask that you enter **Orchard Rd.** from SAXER, travel down to LOWNES LANE, turn left onto LOWNES LANE, stop at Leonard Hall (the gym) drop off the children, then exit to SAXER from JOHNSTON. **PLEASE DO NOT TURN ONTO JOHNSTON AVE. FROM SAXER AVE.**
2. Preschool Drop Off- Please park your car on Saxer or the church parking lot and walk your child to the preschool doors. 3-year olds will enter through the side door facing the church and the 4-year olds will enter through the side door with the playground.

### Afternoon Dismissal Lines

#### Car Line:

1. Grades K-8 will be taken to the gym after prayers in the afternoon and will wait in the gym until their name is called to come out to the car line. Car line should be the same as the morning drop off. Enter Orchard Road from Saxer and go down to Lownes Lane and wait in the car line. Pull up in front of the gym at your turn and wait for your child to come to you. Please move along as quickly as possible.

#### Walker Line:

1. Grades K-8 can walk to the Bank on the left side of Saxer or they can walk to Vera's on the right side of Saxer. Teachers will be guiding them along with crossing guards to get to their destination safely.

Preschool Dismissal- Preschool will dismiss the same way as morning drop off.



## Lunch

The students eat their lunch in the gym with tables put out each day, unless the weather is inclement. In that case, they eat in the classrooms. Snacks and drinks are offered daily in the kitchen behind the gym. Our hot lunch program is offered Monday, Tuesday, Thursday and Friday by the McGillicuddy's School Lunch Program. The 8<sup>th</sup> grade sells pizza on Wednesdays to help pay for their graduation. The Hot Lunch is ordered monthly through the McGillicuddy's online payment program. The students pick up the pre-ordered hot lunch in the kitchen and then bring it to the gym where they will be eating lunch.

## Cancellation of School

If school is to be cancelled or will have a delayed opening, you will receive an Option C announcement regarding the decision. It will come in the form of a text and email.

We cannot call for a delayed opening – only Springfield can do that. So, if Springfield calls for a delayed opening, we will follow that directive.

Anytime school is canceled, so is the C.A.R.E.S program and the Preschool.

## Care of Materials

Books, copybooks, and book covers may not be written on or torn. If so, they will be replaced at the student's expense. ***All textbooks must be covered at all times.***

Students' desks and materials are to be neat and clean at all times.

All areas of the building and grounds should be kept neat and left in order by anyone using them, including the bathrooms and kitchen. No food should be left in the refrigerators after an event.

No student may enter a teacher's desk, closet, office or books without specific permission.

Furniture and materials damaged by students must be replaced at their expense.

## C.A.R.E.S Program

St. Francis of Assisi CARES Program will provide professional care, supervision, recreation, and enrichment activities for your child after school until 6:00 PM. This program serves working families who desire both parochial school education and supplementary daycare in a Catholic environment. The program is available only to children enrolled in St. Francis of Assisi Parish School and only to those students registered in the program.

*Good behavior is expected of the children. Consistent misbehavior will result in dismissal from the program.*

For further information about this program or how to sign up, please contact the school.

## Electronic Devices

Every morning in the gym before prayers, all cell phones will be collected and stored by the teacher in a container and kept in their rooms. They will be returned at the end of the day. Middle School Students will put their cell phones in their lockers, but they must be on silent or off. Please make sure your child's name is on the phone. If a student does not cooperate with this policy, his/her cell phone will be given to the Principal who will keep it until the end of the day and a meeting with the parents will be arranged to discuss the policy.

Students may ***not*** bring any electronic equipment to school except chromebooks which are for school use.

## Class Trips

Class trips are ***NOT*** optional. They are educational experiences which all students are expected to attend. Parents will be notified by a permission form of all trips to areas outside the immediate school environment. The permission slip must be signed by a parent or guardian before the child is permitted to go on the trip. A student's everyday conduct must be consistent with the school's conduct code, otherwise the teacher reserves the right to not permit a student to accompany his/her class on the trip.

***All tuition and fees must be paid to date before a student may go on a field trip.***

## Communication

All information, forms, and flyers will be available on our website, <https://www.sfaschool.com/>.

Our teachers and principal will also post information and messages on their link which is found on the school's web page.

If dismissal plans have changed throughout the day, please call the office and let Michelle Johnson know and she will let the teacher know. Do not only email the teacher because they are teaching and may not see their email during the day to see the dismissal change.

The proper procedure for handling questions, problems, and/or concerns having to do with classroom policies, and decisions is:

1. Discuss with the teacher.

Teachers are always available for conferences, but an appointment must be made at least 24 hours in advance. This creates a more positive and productive conference.

2. If further discussion is deemed necessary, contact the principal and a conference with the teacher, parents, and principal will be set up.

Since we are ***all*** committed to doing what is best for the students, it is vital that we work together in a mutually supportive atmosphere. It is also of paramount importance that we teach the students – ***by example*** - how to solve a problem, and listening to all sides involved is the first step.

## Custody Agreements

In the case of divorce or separation where there is a parental custody arrangement, the school must have a copy of the custody papers on file.

## Conduct

The Code of Conduct for St. Francis of Assisi Parish School is based on the Golden Rule: we are to treat others as we would like to be treated. We are a community dedicated to the teachings of Jesus Christ as exemplified by our patron saint and as such we work together to be instruments of His peace to each other.

Just as in all of life there are consequences to our actions, there are consequences in our school community for those who do not follow our code of conduct.

**Minor infractions:** tardiness, improper uniform, chewing gum or eating, ignoring school rules, etc. will be dealt with appropriately by the disciplining staff member. These will be logged in OPTION C's conduct area by the homeroom teacher. A student's inability to self-direct a solution to the noted infraction may result in further disciplinary action.

**Major infractions:** any type of bullying, threats, defacing property, improper cell phone use, disrespect toward a teacher or staff member, forgery, plagiarism, cheating, harassment, stealing or fighting will result in immediate referral to the Administration and contact to a parent. The teacher will log the behavior in OPTION C discipline. The Administration may review and recommend appropriate disciplinary action. Depending on the circumstances this may include suspension or expulsion.

These categories do not cover every possible situation. The school is responsible for determining what is appropriate or inappropriate behavior, both in and out of the classroom, in the school community generally, and outside the school community where such improper behavior affects the school community.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities.

In addition, in the case of threats of violence or harassment, in any form, including oral, written, or electronic, by a student against a member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

## **Drug Policy**

No student may use, possess, sell or distribute alcohol or other substances, nor use or possess paraphernalia for the purpose of illicit/inappropriate drug use on school grounds or at school-sponsored events. The term “alcohol, drugs, and other substances” shall be construed throughout this policy to refer to use of all substances including, but not limited to: alcohol, all forms of tobacco, inhalable substances, marijuana, depressant drugs, stimulants, hallucinogenic drugs, and steroids. The inappropriate and/or illegal use of prescription and over-the-counter drugs shall also be prohibited. Prescription medication for personal use shall be allowed only under the supervision of school medical personnel, with written orders from a physician. If a child must take medication, it must be given to the teacher in the morning with written instructions or school nurse. No child may have medications of any kind in his/her possession. The school reserves the right to inspect anything brought on to school property.

*Any student found to be in violation of the above policy will be immediately suspended and possibly expelled.*

## **Emergency Provisions**

In the event of an emergency where the children are not permitted to leave the school, emergency food and water will be provided for them. These are purchased at the beginning of the year through funds collected for that purpose.

## **Hearts Day**

Every month, on a day specified on the monthly calendar, the children may dress down if they bring in one dollar or more. The money collected is sent to a variety of charities. Anyone may request that the money be sent to a charity of their choice. Even though it is a dress down day, the students are expected to dress in a manner appropriate to a Catholic school student. No plunging necklines or tee-shirts with inappropriate slogans will be allowed.

## Homework

It has been recognized by most educational experts that *homework is an essential ingredient to academic success*. Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class and includes both written and study assignments. Homework assignments should be such that they can be done by the student independently. While this does not preclude parental help or interest, the assignment should not require undue parental assistance or supervision. ***No parent should ever complete an assignment for a student. This action deprives the student of an important educational experience and teaches them to be dishonest.***

The following time allotment is suggested by the Archdiocese of Philadelphia for homework. This includes both written and study assignments:

Grades 1-2	30 minutes
Grades 3-4	60 minutes
Grades 5-6	90 minutes
Grades 7-8	120 minutes

A structured, scheduled homework period is strongly recommended, and homework should always take precedence over other activities. The message should be that school is the number one priority. Homework is posted on the board and copied in class each day. Teachers also post homework on the website to support parents and students in planning. Any written homework each day overrides what is planned in advance and posted on the website. This is explained to students and parents at the beginning of the year.

When students are absent, it is their responsibility to obtain homework and whatever else was missed. Regulations regarding this will be discussed in each homeroom early in the year. If, in an emergency, you must call the office or email the teachers for homework, do so before 9:30 a.m., so that the teacher has ample time to gather the student's work and books for pick-up after 1:30 p.m., but before 2:30 PM. A student has a day to complete any missed assignments upon return after a sick day of school.

The planning of family vacations during the academic school year is strongly discouraged. If you plan a vacation, please note that teachers are not expected to provide assignments in advance. All work, however, must be made up after the child returns to school. Students may access the teacher website for homework assignments or ask for the assignments upon their return. The student will have a week from the date of return to make up the assignments, unless the trip was planned near the end of a trimester. It is the responsibility of the student to make up any schoolwork that has been missed during vacation. Any work not made up may affect the grade that the student receives in a particular subject area. Teachers cannot reteach the material missed by vacations.

## Honors

Every trimester, the following honors will be issued to students in Grades 5-8 who merit them:

- Academic Honors - Students must receive a 4 or 3 in Conduct and Effort with a 93 general average and no academic mark below 90.
  
- Academic Achievement - Students must receive a 4 or 3 in Conduct and Effort with a 90 general average and no academic mark below 85.
  
- Honors - Students must receive a 4 in Conduct and Effort and attain a passing grade in all academic subjects.

## Liturgical Celebrations

The primary reason for our existence is the teaching of the faith of Jesus Christ through the truths of the Roman Catholic Church as is stated in our School Mission Statement. Because of this, we expect ***all*** children to be present for ***all*** liturgical celebrations, such as Christmas Tableau and May Procession. This includes all non-Catholic students.

## Notifications

Please notify the Office as soon as possible if you should have a change of address or phone number - at your residence or place of business. We ***must*** also have at least two emergency numbers where you can be reached should the need arise - if these numbers change, please notify us **IMMEDIATELY**.

## Nurse

Our school nurse is in school three half-days a week, 12:15-2:40 PM, Mondays, Wednesdays, and Fridays. Parents are encouraged to call her with any medical concerns. She can be reached through the main school number – 610-543-0546. It is imperative that the nurse is kept up-to-date on all medical issues concerning the students. This includes food or medical allergies.

## Parties

Permission must be given by the principal for any party to be held in school. Money must **never** be collected unless this has been discussed with the principal. Please check with the homeroom teacher before bringing any party treats to school. Some of our children have severe allergies, so what you bring in really matters.

Invitations to private parties in the home are ***not*** permitted to be distributed at school unless the parent has made sure that **all** the children in the class have been invited. For a child to be excluded is simply too painful an experience for us to allow to happen in school.

## **Progress Reports**

Progress Reports will be issued at the midpoint of each trimester. However, parents may ascertain their child's grades at any time by going on-line to Option C.

## **Report Cards**

Report cards are issued three times a year for grades K-8 – in December, March, and June. Marks on the report card are determined by:

1. Teacher judgment
2. Test grades/quizzes
3. Class work
4. Homework
5. Class participation
6. Independent projects

Careful review of the report cards is essential. Parents must stress with their children that non-academic progress (effort and conduct) is as important as academic progress because the “left hand side” of the report card directly affects the “right hand side”. In the first trimester, there will be a day set aside for parent conferences and all parents will be asked to come and discuss their child's progress with the teacher. However, as was stated above, parents can access all their child's marks at any time by going on-line.

## Safe Environment

In order to provide a safe environment for the children, ***everyone*** who has any contact whatsoever with the children must have on file here the following:

1. Consent form and Child Abuse Clearance and Pennsylvania Criminal History Record. The application forms for these are in the school Business Office as well as on the web site under “Safe Environment”. There is no cost for volunteers.
2. Must also have attended a “Protecting God’s Children” workshop. To find out the times and places for these workshops, go to [VIRTUS® Online](#). At the end of the workshop, you will be given a certificate of attendance. Please send this to school and it will be kept on file here.
3. Either attended a Mandated Reporters workshop in the past or gone on-line and attended the workshop. Be sure to sign the Mandated Reporter Acknowledgement Form.
4. Sign and date the Disclosure Statement - stating you have lived in Pennsylvania for 10 years.

**ALL VOLUNTEERS WHO HAVE ANY CONTACT WITH THE STUDENTS MUST HAVE ALL THESE CLEARANCES ON FILE AT THE SCHOOL.** If you are not sure you have them all, please contact Mrs. Corlies by emailing her at [dcorlies@sfaschool.com](mailto:dcorlies@sfaschool.com).

Any parent who volunteers – be it for the whole year or one day (such as going on a class trip) – **MUST** have these clearances.



### **School Hours**

SFA Preschool –	Opens at 7:00 am and closes at 6:00 PM.
Kindergarten – Grade 8	8:00 AM to 2:40 PM Lunch: Grades K-3: 11:30-12:15 PM Grades 4-8: 12:15-12:55 PM
After School CARES Program	Dismissal until 6:00 PM

### **Standardized Testing**

The students in Grades 3-7 will participate in the Terra Nova testing in March. The purpose of the test is to see how well the children are progressing. No undue pressure should be exerted on them concerning this test, but it is advisable to make sure they have sufficient sleep in preparation for the test. Since it is difficult to make up a test of this nature, attendance during the days of the testing is strongly desired.

### **Technology**

“Acceptable Use Policy” is a form on our website that must be printed, signed and returned to school. Contract must be signed by both students and parents and returned to the technology teacher before the students will be permitted to use the computers in the lab or the classrooms.

### **Phone Numbers**

School Business Office	-	610-543-0546
Parish Rectory	-	610-543-0848

### **Tuition and Fees**

**It is vitally important, for the good of the whole community, that all tuition and fees be paid on time.**

We use an online program for tuition called FACTS. Tuition will automatically be taken out of your account each month, twice a year, or once a year. (Depending on which you choose).

In addition to the tuition, parents are required to make a weekly donation of at least \$15.00 in the collection basket during Mass.

**REGISTRATION FEE** - \$125.00 per child payable at the time of registration. This fee is non-refundable.

**SCHOOL FEES:** \$150.00 covers art fee, technology fee, craft fee, Lunch Monitor fee.

## Visitors

**ALL** visitors, parents or otherwise, are to report to the Business Office. **No parents or any other visitors** are to go to the classrooms during class time as we consider this an issue of safety. **All Adults must use the front entrance of the primary building (Saxer Avenue) to enter the school.** The back doors are for the students and teachers only. Students who are leaving early due to sickness or a doctor's appointment that cannot be scheduled at any other time are to report to the office to be signed out.

Parents must also sign out any student who is leaving before dismissal, for any reason. State law prohibits us from dismissing a student during school hours unless accompanied by an adult. Please email Michelle Johnson as well as your child's homeroom teacher for an appointment and early dismissal.

If a student should forget a lunch, book, assignment, etc., please leave them in the drop box outside of the Primary or Upper building with name and room number on them. Please let Michelle Johnson know it was dropped off so it can be taken to the child.

## Websites

Saint Francis of Assisi Parish Website: [www.sfaparish.org](http://www.sfaparish.org)  
Saint Francis of Assisi School Website: [www.sfaparish.org](http://www.sfaparish.org)  
Mrs. Nicole Hamilton's email: [nhamilton@sfaschool.com](mailto:nhamilton@sfaschool.com)

## CYO

To be a member of the SFA CYO athletic program is a privilege – not a right. When a boy or girl puts on a SFA CYO uniform, he/she represents his/her parish and school. Therefore, in order to safeguard the integrity of the CYO program, she/he is expected to act in a Christian manner; to honor the student code of conduct; and to contribute to the overall good of the SFA CYO sports program.

A student who fails to comply with the CYO guidelines – either on the Archdiocesan or local level – or with a team regulation as determined by his/her coach - will be held accountable for his/her actions and dealt with in an appropriate manner.

Any student suspended from his/her school will lose eligibility in the CYO for the length of the suspension.

Any student expelled from his/her school will lose eligibility in the CYO program for the remainder of the school year during which the expulsion occurred.

For further information, see the CYO Handbook and visit their web site: [www.SFACYO.com](http://www.SFACYO.com)

## Yard Duty

1. All lunch monitors are to be treated with respect and obedience. If not, the principal expects to be informed ***IMMEDIATELY***.
2. The children are not to go anywhere near the Pre-School when they are playing in the schoolyard.
3. No one may interfere in the game of others.
4. Jump ropes are permitted as long as they are used properly.
5. No child may re-enter the classrooms unless given permission by the Lunch Monitor.
6. Children will be allowed to play with outdoor balls and at the end of each recess, equipment will be sprayed with a disinfecting spray.

**Parent- Student Handbook Agreement**

Thank you for reading this handbook with your child/ren and discussing its content for understanding. We thank you in advance for assuring your child/ren understand all that is expected of a St. Francis student.

Any student wearing the St. Francis of Assisi uniform represents our school and will be held to these standards. All parents and students must sign this policy form acknowledging their commitment to upholding our standards and expectations.

When you have read this handbook, please print a copy of this page, sign it where indicated, and return the page to school via your child.

We, the parents/guardians of the following children agree to abide by this school handbook for the school year. We recognize the right and responsibility of the school to establish rules and to enforce them. All policies are subject to alteration and modification as circumstances arise. You will be notified if any policies are amended.

\_\_\_\_\_  
*Signature of Parent*

\_\_\_\_\_  
*Signature of Parent*

\_\_\_\_\_  
Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
**DATE**

# ***St. Francis of Assisi School Administration and Staff***

Pastor	Rev. Matthew Tralies
Principal	Mrs. Nicole Hamilton
Administrative Assistant	Mrs. Michelle Johnson
Faculty Aide	Mrs. Jen Kissinger
Pre-k 3	Miss Emily Williamson
	Mrs. Megan Ringwalt
Pre-k 3 Half Day	Mrs. Missy Yuravage
	Miss Colleen Martin
Pre-k 4- A	Mrs. Katie McCann
	Mrs. Karen Smith
Pre-k 4- B	Mrs. Amy Travers
	Mrs. Emily Lannon
	Mrs. Marianne Harron
Kindergarten A	Mrs. Traci Ryan
Kindergarten B	Mrs. Kasey Hayes
	Ms. Maryclare Devaney
First Grade A	Mrs. MaryAnne Smith
First Grade B	Mrs. Chrissy Carlin
Second Grade	Miss Olivia Gower
Third Grade	Miss Alyssa McFadden
Fourth Grade	Miss Cameryn Yocum
Fifth Grade	Miss Michaela Bagent
Sixth Grade	Mrs. Terry Cronin
Seventh Grade	Miss Mikayla Adams
Eighth Grade	Mrs. Mary Mullen
Honors Math	Mrs. Diane Frank
Computers	Miss Kacie Green
Library	Parent Volunteers
Spanish	Miss Perrin Ryal
Music	Mrs. Debra Cotterall
Gym/Health	Mrs. Danielle Hannigan
Safe Environment Coordinator	Mrs. Donna Corlies

## *Saint Francis of Assisi Parish Logo*

*The cross is placed at the center of this symbol because the cross of  
Jesus Christ*

*is at the heart of our faith.*

*The wheat represents the Eucharist.*

*As a Catholic community, Eucharist is central to who we are –  
a Christ-centered people called to receive Eucharist and  
be Eucharist to one another.*

*Following the Lord Jesus and in the spirit of Saint Francis of Assisi,  
the hands are ones of service  
reaching out to those in need.*

*They are also hands of welcome,  
receiving and accepting one another in our diversity.*

*Pax et Bonum (peace and every good) is a Franciscan greeting.  
Francis of Assisi instructed the Brothers to greet one another this way.*

*Today this greeting is found above doorways in Assisi.*

*The circle that surrounds this logo represents the never-ending circle  
of Christian love.*

*As the parish of Saint Francis of Assisi,  
we celebrate all this symbol represents  
and pray that as a Eucharistic community,  
we may live its meaning  
in our daily lives.*

