St. Francis de Sales Catholic School

2026-2027

PARENT/STUDENT HANDBOOK

Saint Francis De Sales School
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Non-Discrimination Statement

No child whose parents desire to enroll him/her in a Catholic school in the Diocese of Wheeling-Charleston shall be denied admission on the basis of race, gender, national origin, age (in accordance with the law). Notwithstanding the forgoing, students with disabilities will be considered for admissions subject to the discretion of the principal, considering the extent of the disabilities and special needs of the student and the resources and accessibility of the school to meet such needs.

Catholic schools are exempt from compliance with the public accommodation provisions of the ADA (Americans with Disabilities Act).

Introduction

The purpose of this handbook is to give parents and students the information they will need to fully participate in the spiritual and academic program of St. Francis de Sales School. It is the intent of this handbook to promote understanding between home and school.

The education of a child is a mutual commitment by parents and school personnel. Although the parents are the primary educators of their children, the cooperation of home and school helps the child to reach his/her full potential. It is important that parents read this handbook and keep it for reference as needed throughout the school year. This handbook stands as a contractual agreement between parents and the school.

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at St. Francis School is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. Such a decision is a very serious matter, one that is not taken lightly. Every effort will be made to maintain effective relationships between parent and school, but the final decision to require withdrawal lies solely with the school administration.

History

The parishioners of St. Francis de Sales Parish decided in 1956 that "God belonged in the classroom." It was from this belief that they launched a capital fund campaign to build a parish grade school. The St. Francis de Sales Parish responded with overwhelming support and established a strong spiritual and educational foundation with the opening of St. Francis de Sales School in the fall of 1957. It is this foundation that has remained strong throughout the years. The success and deep traditions of St. Francis de Sales School are a result of the generosity and foresight of these visionaries.

Through the years the school has embraced a variety of grade configurations. In the fall of 1957, the school opened with grades one through four. Each year a grade was added through the 1961-62 school year with the full complement of eight grades. During the 2003-04 school year, the middle grades were added to the existing K-6 facility. The 7th and 8th grades were housed in a small building on the campus of the school. In February 2008 the middle school addition was completed and all the students were once again housed in the same building. Fully equipped science and computer labs are also housed in the main building.

Mission Statement

St. Francis de Sales Catholic School exists to provide a safe, nurturing environment for our students in their pursuit of academic achievement, moral development, and spiritual growth in Our Lord, Jesus Christ. This combination builds character and creates responsible citizens.

St. Francis de Sales School Board

The St. Francis de Sales School Board is a consultative body responsible for establishing the goals and policies of the school. The council is composed of the pastor or his representative, the school principal (ex-officio), and nine representatives from the parish. Seven of the members are elected for three-year terms by a vote open to all adult parishioners. Two members of the council are appointed.

Responsibilities of the council include: strategic and long-term planning, fiscal planning and monitoring, public relations, building and grounds, committee and project involvement, and consultation.

Visitors may address the council upon approval of a written request submitted at least 48 hours in advance of the meeting to the principal or School Board president. Visitors addressing the board will be limited to a five-minute presentation. These presentations will become part of the permanent minutes of the board. A complete copy of the School Board constitution, by-laws, and minutes are available from the school principal upon request. Those wishing to address the School Board should contact the school office for the date and time of upcoming meetings.

Home-School Association

The Home-School Association works to support Catholic education at St. Francis de Sales School. The primary goal of the association is to provide an opportunity for parents and school personnel to work together for the good of our children.

- Volunteer Coordinator leads meetings.
- Each family is expected to participate in school activities.
- There is a $20 per family annual membership fee.
- Meetings are held at 1:30 PM on the first Wednesday of the Month (any change will be announced)

Committees providing valuable service to the school are:

- Home Room Parents, comprised of representatives from each class, meets to plan class parties and other special activities.
- Breakfast With Santa
- Santa's Secret Shop
- School Book Fairs

The pastor has the responsibility for the parish school and this organization shall function only with his consent.

School Admissions Policy

Parents of students not currently enrolled who are seeking admission to St. Francis de Sales should call the school office or visit the school's website. They should also make an appointment with the Development Director to tour the school. The principal makes decisions regarding the child's acceptance after reviewing online applications, transcripts, etc….

Student Admissions Priority Status

- All returning students who have met all the registration requirements
- Siblings of currently enrolled students and children of staff members
- Catholic students
- Students of other religious faiths

Admission Requirements for Students in PK – 8

- An official copy of the student's most recent academic records (if applicable)
- An official copy of the student's certificate of birth from the Vital Statistics Office
- A copy of the Student's social security card
- An up-to-date record of immunizations as required by the WV Department of Health

Catholic Students also need

- A copy of their Baptismal certificate
- A record of all other sacraments received
- Approval of Catholic tuition status

Additional Kindergarten Requirements:

- Student must be 5 years of age by July 1 of the academic year in which he/she is applying for admission.
- Students who are 5 years of age by July 1 **but have not had any pre-school experience must pass a readiness test** before acceptance into kindergarten.
- Student must have written record of having been screened for speech, vision, and hearing.

Additional Pre-School Requirements:

- Student must be 3 years of age by July 1 of the academic year to be enrolled in the 3 year old class.
- Student must be 4 years of age by July 1 of the academic year to be enrolled in the 4year old class.
- All pre-school students **must be toilet trained** before they can be enrolled in the program.

Financial Policies

Tuition and Fees

In its annual budget the School Board sets a base tuition charge. This tuition rate along with book fees covers about 65% of the entire cost of educating a child here at St. Francis de Sales School. The parish has made a commitment to subsidize the school with a set amount which constitutes about 20% of our overall budget.

Miscellaneous fundraisers account for about 15% of our school budget. **All parents are expected to actively participate in additional fund raising activities at the school.** This includes activities such as: Race For Education, Gala, Breakfast With Santa, etc. **If a family chooses not to participate in the fundraiser, they will be expected to make a donation of $400 in lieu of participation in fundraisers.**

St. Francis families must participate in the FACTS Tuition Management Program. This provides a flexible payment plan and relieves the school of the burden of tuition collection and billing. There is a non-refundable fee for participating in the FACTS program for the monthly billing.

In addition to tuition each student in grades K-8 has a $350 non-refundable registration fee. This fee helps defer the cost of homework organizers, student insurance, textbooks, and workbooks. This fee is due from all families by June 1 prior to the upcoming year. This fee will guarantee your child's place in his/her class. Pre K has a $125 registration fee.

The following provisions also apply:

To protect the financial well-being of our school, accounts will be examined each grading quarter. St. Francis reserves the right to suspend services until accounts are current.

Delinquent accounts must be settled before a child may be registered for the next school year.

Delinquent accounts must be settled before student report cards and student records will be released. St. Francis reserves the right to refer delinquent accounts to a collection agency or to file a civil case in Magistrate Court to collect the debt.

Tuition Assistance

Families may apply for Hope Scholarship to offset some of the cost of tuition. Families experiencing financial need may apply for further tuition assistance. The Diocese of Wheeling-Charleston has a tuition assistance program (FACTS) that provides funds to Catholic families who financially cannot afford to attend a Catholic school. Application forms are available on-line at the FACTS grant and aid website. The diocese only accepts applications in the fall by August 23 and in the spring by April 30. All documentation and completed forms must be received by these dates to even be considered for aid.

Local assistance is also available for any families needing assistance, regardless of religion. However, you must use the on-line FACTS application process. If you are in need of financial assistance, please contact the principal. All information is kept strictly confidential.

Communication Procedures

School News

Communication between the school and family is of utmost importance to St. Francis de Sales School. School newsletters are sent home once a month to each family. The intent is to include all updated communications to eliminate individual notices being sent out spontaneously throughout the month. To this end, all school organizations must submit their information to the office one week before the newsletter is due to be released. St. Francis will also have information and newsletters available on the web site **www.sfdsbeckley.org** and our Facebook page- St Francis De Sales. You may also **email the principal** at **principal@sfccwv.org**.

By utilizing **FACTS SIS** the school can send mass emails and make mass phone calls and text messages to parents for school events and emergencies.
Parents can check student progress using Facts SIS and view any missing assignments. Parents may create their own account at www.facts.mgt.com**.** The school ID is SFDS-WV. You will need that to set up your account.

Conferences

- A Parent- Teacher conference will be scheduled for each child in late October or early November. Parents will receive the first report card of the school year at that time.
- If a parent needs to schedule a conference with a teacher, please leave a message in the school office and the teacher will contact you to schedule this conference.
- You may also email your child's teacher through FACTS SIS. Teachers are asked to check their emails daily. Conferences may be scheduled after school or during a teacher's planning period.

Conflict Resolution

During the course of the school year a situation may arise where the parents feel that direct involvement of the principal is needed for the good of the child and the school. **Parents should FIRST talk to the teacher involved**. This may be over the phone or in person.

If after talking with the teacher a satisfactory resolution is not reached THEN the parents should schedule an appointment with the principal. If the parent, teacher, or principal feel that the issue is still not resolved, the Pastor may be asked to meet with this group. By working together to keep the lines of communication open and a spirit of Christianity alive in our interaction, these situations should be easily resolved.

Visitors

All parents and other visitors must report to the office upon entering the school. The front door facing South Oakwood Ave. is the door visitors must enter through. This is a safety precaution designed to protect the students and staff.

If a parent wishes to deliver anything to a student, such items should be labeled with the student's name and **left in the office**. It will be delivered to the student at an appropriate time so as to prevent disruptions in the classroom. Food delivery services are nor permitted

If a parent or relative wishes to visit a classroom, he or she needs to get the consent of the teacher and principal before the visit. Please call the school office to make arrangements.

Parents are always welcome to come and eat lunch with their child. Any parent wishing to eat lunch should call the office on the morning of the appropriate day in order to be added to the lunch count for the day. The adult lunch rate applies.

Attendance Policy

DWC Policy 5310

The DWC promotes regular attendance and punctuality as necessary for success in school. Research shows that daily school attendance positively impacts student's social, emotional, and cognitive development. We also recognize that there may be circumstances that prevent a student's attendance, such as illness. This policy sets minimum attendance expectations. Each school shall establish a system for monitoring student attendance and provide additional guidelines for attendance and consequences for absences.

Compulsory Attendance
It shall be the policy of the DWC that students enrolled in the Catholic Schools follow the compulsory school attendance laws of West Virginia. Compulsory school attendance begins with the school year in which the sixth birthday is reached prior to July 1 of such year or upon enrolling in a full-time publicly funded kindergarten program and continues to the 17th birthday or for as long as the student continues to be enrolled in a school system after the 17th birthday. (WV Code 18-8-1a).

Collaborative Catholic School Preschool Program (4-year-old programs)
Students who are enrolled in a public-school collaborative 4-year old PreK program located within a Department of Wheeling-Charleston Catholic school are also considered of compulsory school attendance age unless the parents, in a consultation with the school, withdraw the child from the program. To enroll in a 4-year-old program, the child must turn four years old by July 1 of the year of enrollment. The school principal, program director, or teacher may consider circumstances for any child who may not meet attendance expectations.

Private Catholic School Preschool Programs (non-collaborative with any WV school district).
Students enrolled in private preschool programs within the Catholic schools shall adhere to each program's established attendance expectations based on their schedules. However, chronic

absenteeism can result in disruptions to the learning and socialization processes and environment. Principals and/or preschool directors/teachers of private preschool programs shall make meaningful contact with parents/guardians of students who are chronically absent to determine if continued enrollment is in the best interest of the child.

Dis-enrolling after the age of 17
Any student who choose to discontinue his/her education will be dis-enrolled from his/her school. School staff will work with the students and his/her family to encourage continuing his/her education through graduation. All school dropouts shall be reported to the county board of education in which the student resides.

Truancy and Chronic Absenteeism
The principal and/or his/her designee(s) shall investigate the cause for a student's truancy and/or chronic absenteeism.

Attendance Reporting/Recording
Each school will utilize diocesan attendance reporting systems to record attendance for each student. Each school shall establish guidelines and expectations for reporting/recording school attendance based on the following:

1. **Reported attendance**
    a. Full-day attendance credit for being present at least .75 of the school day.
    b. Half-day attendance for being present at least .50 of the school day.

2. **Excused Student Absences**
    a. Absences that result from school-approved curricular/co-curricular activities.
    b. Personal illness or injury of the student. A written excuse must be provided.
    c. Personal illness or injury of the student's parent, guardian, custodial, or family member. The excuse must provide a reasonable explanation for the student's absence caused by the illness or injury in the family.
    d. Medical or dental appointment with valid written excuse from physician or dentist.
    e. Documented chronic medical conditions or disabilities shall be in accordance with the Individuals with Disabilities Education Improvement Act of 2004, that may require multiple or regular absences. These conditions must be documented annually with a valid physician's note that explains the condition and anticipated impact on attendance.
    f. Participation in homebound or hospital instruction due to an illness or injury or other extraordinary circumstances that warrants home or hospital confinement. In order to satisfy the requirements of West Virginia Board of Education Policy 2510, Assuring the Quality of Education: Regulations for Education Programs, Policy 2412-Homebound/Hospital Instruction Program is incorporated by reference into this policy.

g. Calamity, such as fire or flood.
h. Death in the family.
i. Judicial obligation or court appearance involving the student.
j. Military requirements for students enlisted or enlisting in the military.
k. Personal or academic circumstances approved by the principal. This may include college visits up to one (1) day for juniors in their second semester, and up to three (3) days for seniors with satisfactory attendance.

Tardy-5 tardies will equal an unexcused absence from school.

5 unexcused absences, per nine weeks, will equal one day of in school suspension.

*****<u>Students should be fever free for 24 hours before returning to school.</u>*****

Parking Lot Procedure

Preschool Instructions-

The parent vehicle will pull up to the door in lane 1 (closest to the church).

The staff member will meet the student as he/she exits the vehicle.

The student will be directed into the building and another staff member will walk them to the classroom.

Elementary Instructions/ Middle School Instructions-

The parent vehicle will pull up to the front of lanes 2, 3, or 4. Each student exits the vehicle himself/herself/

The student will be directed to the awning and enter the building.

Students will sit in the cafeteria until 7:50 AM. At that time they will be dismissed to go to each classroom.
*Students must let us know if they need breakfast. It is served from 7:30 AM through 7:50 AM

When **arriving and departing** from the school, please enter the rear parking lot from the roadway between the rectory and the gray house on South Oakwood. The back parking lot is ONE WAY with everyone exiting on Carter Street across from the Coca-Cola plant. **ENTER AND EXIT THE PARKING LOT <u>SLOWLY</u> AT ALL TIMES.**

In the morning please stay to the **LEFT,** next to the school and church building. If you are walking your child into the building please park facing the gymnasium. Students will report to the cafeteria until 7:50. **<u>Please do not use the front door for morning drop off. There is no one in the office to activate the electronic access.</u>**

At dismissal parents are asked to remain in their vehicles and not come into the school to pick up students. If it is necessary for you to come into the building, park across the street from the school or by the Knights of Columbus building on the lower lot. There are teachers on duty to ensure your child's safety from the school to your car. Please follow the directions of these teachers and leave the parking lot

promptly to avoid a traffic jam or back up of cars onto South Oakwood. Remember to leave the parking lot **slowly**.

During school hours the back parking lot is used for students to walk to the gym. The parking lot will be closed to vehicle traffic. If you are visiting school during the day, you may use the parking area in front of the school or across the street next to the antiques store. **From 2:40-3:15 PM the front parking area is reserved for school buses ONLY.** The buses will not enter if cars are parked there.

Volunteers

Parent, grandparent, & parishioner volunteers are a vital part of any Catholic school. These volunteers enable the school to offer many advantages to our students that we would otherwise not be able to offer. **Parents are urged to give of their time and talents as volunteers to the school.** If you have a service you can offer, please notify your child's teacher or the school office.

The Diocese of Wheeling-Charleston also requires the following of anyone volunteering in the school in any capacity:

1. Complete the VIRTUS on-line training and tracking platform. It is our Safe Environment program. A certificate of completion needs to be sent to the school office.
2. Read the Diocesan policy on Child Sexual Abuse.
3. Complete a volunteer's questionnaire.
4. Complete a background check before being allowed to do any volunteer work in a school or parish.

Curriculum

St. Francis de Sales is a Catholic school. Spiritual development and moral education is an integral part of the overall academic program. Children are encouraged to incorporate the principles of Christianity into all aspects of their daily lives.

St. Francis de Sales uses the Catholic Academic Standards of Excellence (CASE) as a minimum standard for the school curriculum. We provide instruction in the following subject areas:

- Religion, Theology of the Body, and Character Education
- Language Arts (Reading, Spelling, English, Handwriting) and Simple Solutions Grammar
- Accelerated Reading Program
- Mathematics, IXL Math (on-line program), Simple Solutions Math
- Science and Health
- Social Studies (including WV History in Grades 4 & 8)
- Physical Education
- Art
- Music
- Technology
- STEM

Textbooks

St. Francis de Sales School uses only textbooks approved by the WV State Department of Education. The Department of Catholic Schools for the Diocese of Wheeling-Charleston approves all Religion textbooks. Each child is **renting textbooks** and is provided with workbooks. It is important that these text books are cared for properly. Students should carry books in a book bag. All hardback books should be covered with book covers. The parent must replace any book damaged or lost. A student supply list is given out for each grade level. These supplies should be replenished throughout the school year.

Grading Key

A = 90 – 100%
B = 80 – 89%
C = 70 – 79%
D = 60 – 69%
F = 59% and less

Student's grades on **FACTS SIS** for grades K –8 are updated on a weekly basis.

Academic Recognition

All students are encouraged to do their best and maintain the practice of academic honesty. We recognize student achievement each semester with a certificate. The Principal's List Award is given to a student that has a grade point average of 96.5% or higher in all subjects. The Honor Roll Award is given to a student that has a grade point average of 89.5% to 96.4% in all subjects.

Homework

Homework serves an important purpose in your child's school life. It is a means of reviewing, reinforcing and expanding concepts taught in class. Homework is also a way to help your child develop work and study habits that will assist him/her throughout life.

Recommended daily homework guidelines for students:

- K – 2 30 minutes
- 3 – 4 45 minutes
- 5 – 6 60 minutes
- 7 – 8 75 minutes

Weekend assignments are to be kept to a minimum. However, students may need to use weekends to work on long-term assignments.

Physical Education

Physical Education classes are held Monday-Friday for Kindergarten – 8th grade. Preschool classes attend twice weekly. Students must be properly dressed with tennis shoes to participate in physical education class. Appropriate shoes are extremely important since students will be physically active during this class. Shoes that are safe and do not mark the gym floor are a must! **Improper shoes = no participation.** Girls wearing skirts or jumpers will need to wear shorts under these garments.

If a student has a medical reason for not participating, a note is required from the parent. If the student is to be excused for more than one day a doctor's excuse is required. This note or statement should include any specific directions or restrictions and the length of the student's non-participation. If a student does not have a note and will not participate in gym disciplinary action may be taken.

Co - Curricular Activities

St. Francis encourages students to participate in co-curricular activities such as:

- Bridge Design Contest
- Annual STEM Fair
- Annual Social Studies Fair
- Math Field Day
- Youth & Government Program
- 4-H Clubs (Mid. Sch. & Elem.)
- Jr. Library Guild
- Golden Horseshoe Test
- National Geography Bee
- Spelling Bee
- Paging at the Capitol
- Chess Club
- Scouting for both Boys & Girls
- Theater Club

Student Progress

Evaluation of a student's academic progress is an on-going process. The school does this to aid the student in learning to assess his/her own abilities and progress, and assume responsibility for his/her own learning.

Report cards for students in grades K – 8 are distributed each quarter (nine weeks). **Parent-Teacher Conferences are also scheduled for the purpose of discussing the progress of students.** These conferences are one of the most important means used to facilitate effective home-school interaction. An environment of mutual cooperation between parent and teacher is essential for the growth of the student.

St. Francis de Sales School is using **"FACTS SIS"** which is a schools management system. With this program parents will be able to check student grades, communicate with teachers, and have on-line access to homework assignments. Please use this program regularly. **Each parent can create their own personal login and password for the school year by going to www.factsmgt.com.** The school ID is SFDS-WV.

Assessments

Students at St. Francis de Sales School are given many forms of assessment throughout the school year. Besides textbook tests and teacher made tests we use the following:

- **Kindergarten Readiness** for Pre-K Four-year-olds crossing over to Kindergarten.
- **Dibels Assessment Program** for reading skills in grades K – 3
- **STAR** testing for placement of students in their independent reading level.
- **Accelerated Reader Tests** on individual books read independently by the student.
- **IXL Math** assessment tests.

In compliance with Diocese of Wheeling – Charleston:

- Students in grades K – 8 take the **Northwest Evaluation Association's MAP Growth Tests (**NWEA'S **M**onitor of **A**cademic **P**rogress) in Reading, Language Arts, and Math. To comply with testing protocols from WVDE 5th and 8th will test in Science as well.
- **Students in grades 2-8 will take the Diocesan Religion Ark or ACRE Test in the Spring.**

St. Francis de Sales also participates in the Golden Horseshoe essay and on-line test for 8th graders.

Student Services

St. Francis provides these special services to support students academically. We have a Title I teacher and two Resource teachers that work with smaller groups of students on Reading and Math. Students are identified for these services by their test scores on NWEA's MAP Growth Tests, student classroom performance and teacher referral.

Also, we have an Enrichment program for students. This program meets once a week with a teacher here at school. Students are identified for this service by their test scores on NWEA's MAP Growth Tests, student classroom performance and teacher referral.

Field Trips

The principal must pre-approve any and all school functions.

Educational field trips are offered during the school year as an important extension of the classroom curriculum. **Field trips are a privilege afforded to the student NOT an absolute right, thus a particular student may be refused this privilege.**

- Permission slips will be sent home prior to any field trip.
- Parents must sign and return the slip before the child will be allowed to go. Verbal permission cannot be accepted due to liability.
- Parents may be asked to help with transporting the children on their trips and to act as a **chaperone. Chaperoning entails supervision of students other than just your own.**
- In order to drive on a field trip, drivers must have a special Drivers Information Sheet completed and on file in the office, be at least 21 years of age, have completed the VIRTUS program and be in compliance with the documentation it requires.

- **School age siblings are not permitted to attend field trips with other classes**.
- If a parent wants to take pre-school aged siblings on a field trip, he/she should first check with the teacher.
- **If a field trip is planned and not enough drivers volunteer – then the field trip will be cancelled.** Teachers cannot be expected to be drivers for all field trips.
- **If a student has had ISS at any time during the 9-weeks the field trip is to take place, the student is not permitted to attend.**

Child Custody

In the case of divorce or separation, it is important that the school have a copy of the custody agreement. It is the responsibility of the custodial parent to provide this information to the school. If the school does not have a copy of this agreement, then the staff cannot legally refuse to give information concerning a child to a biological parent or even keep that parent from seeing or taking the child. **We abide by the provisions of the "Buckley Amendment" giving non-custodial parents access to academic records and information regarding their child unless there is a court order denying access.** It is NOT enough to have the custodial parent's word. We need a copy of the legal document on file. If asked, the school will send separate copies of report cards, etc., to non-custodial parents.

Breakfast and Lunch Program

St. Francis de Sales participates in the Federal Hot Lunch and Breakfast Program. Free and reduced prices are available to any and all families that qualify. These applications are sent home on the first day of school. If a family's financial situation changes during the school year it is the family's responsibility to report this to the principal or lunch program coordinator. A family may apply for the program at any time during the school year.

If a child has any special dietary needs it is the responsibility of the parents to inform the school. There is a "Special Dietary Needs" form that should be completed so that all necessary information is given. **If a student has a religious dietary restriction, it is the responsibility of the parents to make this known to the teacher and cafeteria staff. We can only make minor accommodations for these religious dietary restrictions.**

The school runs a charge program for all students using the breakfast and lunch program. Each child has his/her own account. At the end of the month, a bill is sent home for each child. It is very important to pay this bill by the 10th of the month. The program is financially self-supporting. **It is imperative that bills be paid promptly in order to meet payroll for the food service program and purchase food. Families with delinquent accounts will lose access to their child's online student progress accounts until bills are paid.**

Child's Breakfast is:	Child's Lunch is:	Price of Milk:	Adult Lunch & Breakfast	
$1.50	**$3.50**	**$0.75**	**$3.50**	**$2.15**

St. Francis de Sales School food service program is operated in accordance with the U.S. Department of Agriculture policy.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Athletics

The goal of the St. Francis de Sales Athletic Program is to teach our students good sportsmanship, character, and participation in organized sports in a Christian manner. Athletic activities will be offered with sufficient interest and participation as well as the availability of qualified coaches.

We offer Elementary Sports in the fall for students in grades 3-4-5 which include:
Basketball (girls & boys), volleyball for girls & cheerleading for girls

We offer Middle School students the following sports:

Fall:	Cross Country (co-ed) and girls Volleyball
	Soccer (co-ed)
Winter:	Basketball (co-ed) and girls Cheerleading
Spring:	Track (co-ed)

Students may participate in school sponsored athletics by maintaining a “C” in each of the major subject areas before and during the playing season. If a student fails to maintain this grade average, he/she will not be permitted to participate in the activity until the grade is brought up to the minimum “C.” During that period the student may not practice with the group nor participate in the activity.

The principal and/or individual coach of the activity may also refuse participation to any student due to a discipline problem or inappropriate conduct. Also if a student earns a “D” or “F” in conduct for school on his/her interim report card or for the quarter grading period, he/she will be ineligible for participation in any sport. This will include both practice and playing in games.

In the case of Elementary Sports, St. Francis de Sales follows the rules of the Raleigh County Elementary Principals Association. We are limited as to the number of players we may have on our teams. **The coach makes the final decision in determining the team roster and playing time for each player.**

In the case of Middle School Sports, St. Francis de Sales follows the rules of the West Virginia Secondary Schools Activities Commission. **The coach makes the final decision in determining the team roster and playing time for each player.**

Please note:

1) **A student MUST attend school on the day of a scheduled game in order to be eligible to participate in the sport on any given day or evening.**
2) **If a student is in ISS they cannot participate in practice or a game on that given day.**
3) **If there is NO school because of weather then there will be NO practice for any of our sports on that day.**

Health Regulations

State law requires that all children attending school in West Virginia be up-to-date with immunization requirements. Information pertaining to specific allergies and/or medications must be provided to the school by the parents. Each student must have an **emergency sheet** completed by the parent on file each school year. In cases of medical emergency or injury, the parents will be contacted immediately.

Medications

We will not provide cough drops or Tums to students.

If it is necessary for a student to have medication during school hours, prescription or non-prescription, **that medication MUST be sent to the school office**. Medication can only be dispensed with the specific written permission of the parents. Parents may secure a medication form from the school office. In an emergency situation, a written note may be sent with the medication and the following information must be included:

- name of the student
- date on which the medication is to be given
- name of the medication
- dosage to be given
- time at which it is to be taken
- possible side effects
- parent signature

Health Issues & Accidents/Injuries

While we attempt to enforce rules to protect the children at all times, accidents do occur. Minor cuts or abrasions will be dealt with in the school office. More serious accidents will be handled in the following manner:

1. Parents will be notified.
2. If parents cannot be reached, then the emergency contact will be called.
3. If necessary the school will contact the physician listed on the emergency form to determine what must be done to best aid the child.
4. For more serious accidents, an ambulance may be called.

Children with severe colds, coughs, high temperature, vomiting, or other signs of illness should **not** be sent to school. If a child has a temperature, **please keep him/her home 24 hours after the fever ends**. If a child becomes ill, parents will be notified to come to the school to pick up the child.

Electronics Policy

This policy is for all students in all grades K–8. This policy covers all electronic signaling devices including, but not limited to: cell phones, I-Pods of all kinds, PSPs, MP3 players, iPads, Smart watches, ear-pods, etc.

1. All electronic devices brought to school are to be **turned off** and kept in the student's backpack. Students are not to access the device until after he/she is dismissed from the property at the end of the school day. **Parents, please do NOT text your child during the school day. Text the teacher or call the school office if it is important.**

2. Students, who carry an electronic device or have one out in school, whether it is turned on or off, will have the device confiscated and given to the principal unless the device is being used for an approved curricular activity.

3. No Smart Watches are to be worn by students.

4. Any device that is confiscated by will not be released to the student but shall only be released to the parent/guardian of the student.

5. Any repeat offenses of this electronics policy will result in the student being prohibited from possession of such device on school property and in-school suspension.

6. NO wireless earbuds or headphones will be worn unless assigned by the teacher. This includes breakfast, lunch, and anytime.

7. NO i-Pads are to be taken to the cafeteria for lunch.

This policy does not prohibit any device that is used for medical purposes and is worn by a student because of a condition that requires its use. The student must have on file at the school, a signed statement from a licensed physician (MD, DO) prescribing its use.

As communication devices will continue to be an integral part of education, teachers are encouraged to incorporate such devices into the curriculum for purposes of instruction and learning if permission from the administration is granted.

Exceptions to these provisions are at the discretion of the principal and will be determined on a case-by-case basis.

Logo

The use of the school logo and/or name are not permitted to be used on any personal online sources- blogs, websites, etc… without the written permission of the principal.

SCHOOL OPERATING SCHEDULE

Regular Day

Saint Francis de Sales School – Hours of Operation

7:30 AM	Doors Open
7:30 – 7:50 AM	Breakfast Served
8:00 AM	Church Bells Ring/School Begins
	Morning Prayer and Pledge of Allegiance
10:45 – 1:00 PM	Lunches Served in Four Intervals
12:00 PM	Church Bells Ring/The Angelus Prayer
2:50 PM	Prayer & Announcements
2:50 – 3:05 PM	Dismissal

Technology Policies

A packet containing important permission forms must be signed by parents for each child attending the school each year.
Diocesan technology forms that need to be signed each and every school year and kept on file at the school include the following:

Student/Parent Acceptable Use Policy- each student, every year must sign this form that outlines safe practices of using all technology. The faculty and staff also sign an acceptable use policy each year.

Photo Release Policy form- to use student photos, candid pictures, and other on potentially public sites.

iPad Policy/1:1 device policy (or any other local school policy)- If a school has a 1:1 program, a specific manual is provided to the students/parents and a permission form must be signed in order for the students to utilize the device.

Completion of **the Digital Dos and Don'ts Program** in grades 6-12 is a requirement every year for every student. This program was designed to address issues with cell phone use including their online activities with social media and the sharing of information including pictures.

Telephone Usage

Students may use the school telephone or a teacher's cell phone for emergency situations only.

- Make sure your child has his/her homework, books, lunch, etc. before leaving home.
- Make sure your child knows before leaving home in the morning whether he/she is a car rider or a bus rider. Students needing to change their usual method of transportation must have a note from a parent or the parent should call school and leave a message in the office.

Students are not to USE personal cell phones at school or on school property. **Please read the Electronics Policy.** Any unauthorized use or damage to cell phones is not the responsibility of the school.

Emergency Closings – Dismissals – Delays

St. Francis de Sales School does NOT follow the Raleigh County Board of Education schedule for closings due to weather conditions. St. Francis will determine independently if school will be closed or having a 2 hour delay or early dismissal. Closures and delays will usually be determined around 6 AM. Parents are to use their own discretion as to road conditions in their area.

St. Francis de Sales utilizes the calling system with **"FACTS SIS"** for communicating this information to our parents. Parents will receive a text message or a phone call. Please provide the office with correct phone numbers which will be called whenever the mass calling system is utilized. If your phone number changes, notify us immediately.

The School also announces delays and dismissals on Facebook and text messages.

Facebook: St Francis Beckley WV

After School Care

Our "After School Care" Program is designed to assist parents in providing a safe and happy environment for students who need child care after school hours. Our program is located in the gym.

Operation of our After School Care Program begins the first day of school and is open on school days from 3:00 PM until 5:30 PM Monday through Friday. If school is dismissed early due to

inclement weather or there is a noon dismissal scheduled, ASC will begin at the time of dismissal and run until 5:30 PM unless notification is made in advance that After School Care will not be provided.

This service is offered only to the students that are enrolled at St. Francis. Forms must be completed by parent/guardian prior to attending the program. **Children not picked up from school by 3:05 PM will automatically be sent to our After School Care Program. Parents will be responsible for the cost of their child's care.**

During After School Care:

- The children will be offered a snack.
- Children may choose to bring their own snack.
- Students will be divided into different core groups.
- There will be small and large group activities as well as "free" play time.
- Please do not send toys from home, the school cannot be responsible for any lost or broken toys.
- Students may bring clothes to change into for ASC. They may not change until they are at ASC and the supervisor allows it.

Any person picking up children from ASC must enter the building and sign them out. No child will be permitted to exit the building on his/her own. ASC should be notified if someone other than those listed on the Pick-up Authorization Form. Please complete the Pick-up Authorization Form and the Emergency Contact Form for ASC. **Adults not known to the staff may be asked to show ID.**

Any student who does not follow the rules at ASC may be removed from ASC for a certain period of time decided upon by the ASC workers and the principal.

All school policies, administrative procedures, and rules apply to ASC

Rates for After School Care:
$ 3.00 per 30 minute period- flat rate for each child attending. For example: If you pick up your child at 3:35, you will be charged for that next half hour period. The cost for that day would be $6.00.

After School Care ends at 3:00pm on early dismissal days unless otherwise stated.

Parents with delinquent accounts will lose the After School Care service.

St. Francis de Sales School Uniform Dress Code

The purpose of the uniform dress code is to ensure that students present themselves in a neat and uniform fashion, **as to NOT distract from the learning process.** Clothes must be "School Uniforms". All uniforms must be clean, neat, and hemmed properly. No uniform should be too short or too tight.

A student's appearance is NOT to distract from the learning environment. Wearing distractive jewelry, hair styles, hair accessories, hair color, hair length, or long hair obstructing vision, or excessive make-up are not allowed. There should not be any body piercing decorations except for earrings for the girls.

Boy hairstyles cannot be long and may not touch the collars of their shirts. Girls and boys' hair color must be natural colors. All hair must be out of the student's eyes at all times.

Uniform violations will be determined at the discretion of the school teachers and Principal. Students that are in violation of the dress code will be outfitted with garments from our uniform shed when possible, or we may call parents to bring the proper uniform or take the student home. Repeat offenders (3 times) will be given In-School Suspension.

The specific guidelines for appropriate school uniform attire are as follows:

Girls Grades K – 5

Nothing shorter than 3 inches above the knee

1. Navy blue "Uniform Chino" long shorts. Shorts may be worn all year. NO Stretchy pants/shorts worn as outerwear. No jeggings or jeans. No cargo pants. Pants must have back pockets.
2. Uniform plaid skirt or skorts or jumper (must wear shorts under skirt).
3. Uniform **white** blouse, knit polo shirt with collar, or turtleneck. Shirt tails must be tucked inside at all times.
4. Navy blue "Uniform Chino" dress slacks with pockets.
5. Solid navy blue sweaters (no trim) may be worn.
6. Only **sweatshirts or hoodies with the St. Francis logo** may be worn over a regular uniform shirt. They are not to be tied around the student's waist within the school building. No plain blue sweatshirts are allowed.
7. Socks- White, navy, gray, or black. Girls may wear navy or white footed tights-**No leggings** or footless tights.
8. Shorts must be worn under the uniform jumper, etc., BUT may not hang down beyond the hem of the jumper, etc.
9. Only solid white T-shirts or undergarments are to be worn under uniforms.
10. Girls may wear **small** earrings (No other body piercings), plain studs or small hoops...no large or dangling earrings.
11. No false nails or natural long nails.

12. Tennis shoes only are to be worn. NO sandals, clogs, ugg slippers or boots, or high heels for safety reasons.
13. Please review the **introductory paragraph** to this section of the handbook.

Boys Grades K – 5

1. Navy blue "Uniform Chino" dress pants or "Uniform Chino" shorts. Shorts may be worn all year. NO CARGO Pants. NO Stretchy pants/shorts worn as outerwear.
2. Uniform **white** dress shirts or **white** knit polo shirts with a collar. **White** turtleneck shirts may be worn.
3. Solid navy blue sweaters (no trim) may be worn.
4. Only **sweatshirts or hoodies with the St. Francis logo** may be worn over a regular uniform shirt. They are not to be tied around the student's waist within the school building. No plain navy blue sweatshirts.
5. Socks- White, navy, gray, or black.
6. Only solid white T-shirts are to be worn under uniforms.
7. Shirt tails must be tucked in at all times.
8. Tennis shoes only, no sandals or clogs or boots for safety reasons.
9. Boys are not to have earrings or any other body piercing /decorations.
10. Please review the **introductory paragraph** to this section of the handbook.

Girls Grades 6 – 8

Nothing shorter than 3 inches above the knee

1. Girls may wear khaki or black uniform chino skirts, skorts, long uniform chino dress pants or long khaki or black chino uniform shorts. **All skirts, skorts, pants, or shorts should be of appropriate length. Must be longer than finger-tip length when arms are held by your side (not too tight or too short).** Shorts may be worn all year.
2. NO Stretchy pants/shorts, jeans or jeggings worn as outerwear. All pants/shorts must have back pockets.
3. Girls may wear hunter green or maroon knit polo shirts with a collar. Shirt tails are to be tucked in at all times.
4. Girls may only wear **school sweatshirts or hoodies with the school logo** over a regular uniform shirt. They come in hunter green and maroon. Sweatshirts are not to be worn around their waist within the school building. A polo shirt must be worn under the sweatshirt at all times.
5. Girls may wear panty hose, tights, or socks. **No Leggings**. Skin tone hose or white, maroon, hunter green, black, or grey socks or footed tights are acceptable.
6. Girls may wear **small earrings**. No large hoops or long dangling earrings or other distracting jewelry. No other body piercings.
7. Girls may not wear excessive make-up. This will be at the discretion of the principal.
8. "Sport-length" nails (false or natural) are permitted.
9. Tennis shoes must be worn. No sandals, clogs, Ugg slippers or boots, high heels, or boots for safety reasons.
10. **Please review the introductory paragraph to this section of the handbook.**

Boys Grades 6 – 8

1. Boys may wear khaki or black long chino **uniform dress pants** or chino uniform shorts. Shorts may be worn all year. NO CARGO Pants. No Stretchy pants/shorts and NO jeans material worn as outerwear.
2. Boys may wear hunter green or maroon knit polo shirts with a collar. Shirt tails must be tucked in at all time.
3. Boys may wear only **school sweatshirts or hoodies with the school logo** over a regular uniform shirt. They come in hunter green and maroon. Sweatshirts are not to be worn around the students waist within the school building.
4. Socks- White, black, grey, hunter green, or maroon.
5. Boys may not wear earrings or any other type of body piercing decorations.
6. Boys may not have letters, numbers, or symbols shaved in their haircut.
7. Tennis shoes only are to be worn. No sandals or clogs or boots for safety reasons.
8. Please review the introductory paragraphs to this section of the handbook.

For all Students:
Coats and jackets may not be worn in the classrooms.

Uniform holidays- Dress must be appropriate for a Catholic school. All shorts or skirts must be fingertip length, all shirts must be long enough to cover the torso, and all shoes must be tennis shoes.

******PLEASE LABEL ALL YOUR CHILD'S UNIFORMS, JACKETS, SWEATERS, LUNCH BOXES, ETC. WITH HIS/HER NAME!******

Discipline Policy

St. Francis affirms the human dignity of all persons. In all circumstances persons shall be treated with the respect that being created in the image and likeness of God warrants. Our guidelines for discipline within our school are simple.

1. **Be reverent**
2. **Be respectful**
3. **Be responsible**
4. **Be supportive**
5. **Be prepared**

With these simple rules in mind all students will interact in a positive way with their teachers and classmates. Our goal is to help students to develop self-discipline.

Each teacher will set the specific rules and consequences for his/her class. It is the teacher's responsibility to make certain that the students and their parents are aware of these rules and consequences. **Teachers are encouraged to make the punishment for misbehavior constructive and relative to the misbehavior.** Reconciliation with the offended party, if

applicable, is encouraged. Corporal punishment in any form is not an acceptable means of punishment.

All **serious infractions** of school and/or class rules will be referred to the principal. School personnel in dealing with misconduct may use the following procedures:

- Use of a classroom or grade level conduct system
- Verbal correction of a student
- Private conference with the student
- Loss of privileges
- Lunch detention
- After school detention
- Parent conference

Parents may request a conference with a teacher to discuss any discipline issues pertaining to their child. If the parents and/or teacher are not satisfied with the results of this conference, the principal will then become involved.

Suspension

In-school and out-of-school suspensions are disciplinary measures, which may be imposed by the principal for **serious offenses or for the gross accumulation of minor offenses**. No student will be sent home for out-of-school suspension without notification to the parents. Written notification of suspensions will be sent to the parents in a timely fashion with a follow up telephone or face-to-face conference. **Repeated misconduct could result in expulsion.**

Suspension Procedures:

1. Notification to parents
2. Conference if needed to discuss the problem
3. Suspensions may not exceed ten (10) days
4. A record of the suspension will be filed in the student's permanent folder

Required Withdrawal

Required withdrawal is the dismissal of a student from the school by the principal. Reasons for required withdrawal may include: inappropriate placement in the school based on academic performance, behavior problems or social adjustment. Parents will ordinarily be given the opportunity to withdraw the student from the school. If the parent refuses to withdraw the student, then the principal may follow steps to expel the student.

Expulsion

Expulsion is the termination of the student's enrollment in the school. Expulsion should only be utilized when all other means of discipline have proven ineffectual and the student's conduct is a definite hindrance to the welfare and progress of the school community. Expulsion could be the result of a single serious offense (e.g. bringing a weapon to school or selling drugs) or gross accumulation of minor offenses. Expulsion must have the approval of the pastor.

Expulsion Procedures:

1. Parents will be notified of an expulsion verbally.
2. Parents will be given written notice stating the reason for the expulsion.

3. No student will be sent home without notification to the parents.
4. A conference with the parents, student and appropriate school personnel may be arranged.
5. The Superintendent of Catholic Schools must be notified prior to the expulsion.
6. Students have the right of due process related to expulsion.
7. Parents ordinarily should be given an opportunity to withdraw the student unless the circumstances merit otherwise.

Procedures for Appeal and Review of Disciplinary Process

Should parents appeal to the Superintendent of Catholic Schools to review an expulsion, the Superintendent will solicit from the parents, the principal, and when appropriate, the pastor a written summary of the issues and any supporting documentation, such as correspondence, local handbooks, etc. After reviewing the documentation, and if the Superintendent deems necessary, conferring with the parties to the disputed action, the Superintendent will determine only whether the school's action is in accord with applicable diocesan and local policies and within the authority and discretion of the local administration.

Policy on Sexting, Cyber Bullying, and Social Networks

Students involved in possession or transmission of inappropriate photos and/or texts on their cell phones or other electronic devices will face disciplinary actions that may include detention, suspension and/or expulsion.

St. Francis de Sales School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) will face disciplinary action that may include detention, suspension and /or expulsion.

All students at St. Francis de Sales School are required by the diocese to sign an Acceptable Use Policy for each year. In terms of social networking, blogs and any online publishing the following guidelines are in place:

1. The official school logo and name are not permitted to be used on any personal online sources without written permission from the principal.
2. The publishing of disparaging and/or defamatory comments about the school or anyone in the school community is not permitted.
3. Engagement in online activities may result in disciplinary action if the content of student or parent's posting includes defamatory comments regarding the school, the faculty, other students, or the parish.

Policy on Narcotics, Drugs, and Alcohol

Any student who possesses, uses, or is under the influence of any unauthorized controlled substance or alcohol in school, on school property or during attendance at school related events will be liable to corrective action by school officials. "Unauthorized controlled substances" are

defined by the Uniform Controlled Substance Act, West Virginia Code, Chapter 60A-1-101 through 60A-6-605. This policy also applies to facsimiles purported to be controlled substances.

Procedures:

1. In all cases which involve students who are selling drugs, the police will be notified.
2. Student's parents or guardian will be notified.
3. If necessary, emergency medical personnel will be notified.
4. The following corrective actions are available to the principal:
    a. Suspension or other disciplinary action
    b. Expulsion from the school
    c. Recommendation for participation in a treatment program
    d. Recommendation for in-patient treatment

Policy involving Deadly Weapons

Any instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use shall not be brought by any person onto or otherwise permitted on the property of the school or any other property under the jurisdiction of the Bishop of Wheeling-Charleston, nor permitted on any premises where school functions are being conducted which are under the jurisdiction of the Bishop of Wheeling-Charleston.

Deadly weapons shall include but not be limited to those instruments defined in West Virginia Code, Chapter 61, Article 7, Section 2, as a blackjack, gravity knife, knife, switchblade knife, nunchuk, metallic or false knuckles, pistol, revolver, or other deadly weapon of the like kind or character which may be easily concealed on or about the person or any other type of firearm of any type or description.

*****Violation of this policy may result in automatic expulsion*****

Policy concerning Harassment, Profanity, and Violence

Students are expected to **show respect in their words and actions** toward all other students, staff, and faculty members at St. Francis de Sales School. **Verbal or physical harassment, use of profanity or engaging in violent behavior will be considered serious offenses.** Corrective action may include suspension and/or expulsion.

Final Statements of Discipline Policy

While St. Francis de Sales School neither claims control over nor accepts responsibility for the behavior of its students outside of school time, activities, and premises, students' out-of-school behavior reflects their personal integrity. Cases of behavior that could influence other students adversely may result in disciplinary action deemed appropriate by school authorities.

The principal and/or pastor are the final recourse in all disciplinary situations and may waive any and all regulations for "just cause" at his or her discretion.

SCHOOL- PARENT COMMUNICATION

Communication is maintained between administration, faculty, parents and students to guarantee a successful transition to remote learning.

Principal:
Mrs.Traci Stacy principal@sfccwv.org
Secretary:
Mrs. Amy Perry aperry@sfdsbeckley.org
Development:
Mrs. Tiffany Jones tjones@sfdsbeckley.org
Teachers:

Preschool	Mrs. Sarah Worley	sworley@sfdsbeckley.org
Preschool	Mrs. Josie Alton	jalton@sfdsbeckley.org
Kindergarten	Ms. Christina Tucker	ctucker@sfdsbeckley.org
First Grade	Ms. Kacee Fansler	kfansler@sfdsbeckley.org
Second Grade	Ms. Julie Voloski Basham	jbasham@sfdsbeckley.org
Third Grade	Mrs. Felicia Chapman	fchapman@sfdsbeckley.org
Fourth Grade	Mrs. Beth Kirby	bkirby@sfdsbeckley.org
Fifth Grade	Ms. Susan Wright	swright@sfdsbeckley.org
Sixth Grade	Mrs. Megan Hatfield	mhatfield@sfdsbeckley.org
Seventh Grade	Mrs. Stacy Underwood	sunderwood@sfdsbeckley.org
Eighth Grade	Mrs. Jenna Milam	jmilam@sfdsbeckley.org
Media	Mrs. Karen Akers	kakers@sfdsbeckley.org
Music/Spanish	Ms. Jennifer Camarillo	jcamarillo@sfdsbeckley.org
Physical Ed	Mr. James Brown	tbrown@sfdsbeckley.org
Art	Ms. Wendi Sullivan	wsullivan@sfdsbeckley.org

Technology:

Elementary:	Ms. Susan Wright	swright@sfdsbeckley.org
Middle School:	Mrs. Megan Hatfield	mhatfield@sfdsbeckley.org

Regular Informational Parent newsletters which communicate important school news, tuition due dates, school community updates, parent/teacher conferences and other essential information will be sent via FACTS SIS or email.

Any changes or updates on contact information will be sent quickly. If a family's contact information changes, be sure to contact the school office.

APPENDIX B

St. Francis de Sales School

Security Plan

Security Plan
St. Francis de Sales School
2026-2027

(A sub-section of the Crisis Management Plan – Revised 2023)

Security Committee:

Traci L Stacy, Principal
Amy Perry, Administrative Assistant
Corporal Adam Justice, School Resource Officer
Julie Basham, Teacher
Megan Hatfield, Teacher
Shaun O'Hara, Maintenance
Current member of the School Board

Introduction

This "Security Plan" is a sub-section of the existing Crisis Management Plan revised 2023 which contains sections on:

Prevention Plan
Emergency Procedures
Emergency Forms
School Floor Plans

This "Security Plan" is an exposition of our over-all "Crisis Management Plan."

This is considered a working document and may be changed as the school year progresses. When this document is edited parents will be notified within the school newsletter. Please share any comments or suggestions with any of the members of our "Security Plan" committee listed on the front cover.

Visitors

St. Francis de Sales is a small school located within the city limits of Beckley, West Virginia. There are approximately 120 families in the school community. The administration and staff want families to feel welcome in St. Francis School. However, the safety and security of the students must remain a greater priority than an environment of hospitality.

ALL visitors & parents will have to be buzzed into the facility through our security doors. Visitors and parents are required to come directly to the school office, check in with office personnel and sign in on the appropriate sheet. Visitors will be asked to sign in. Parents who come to the school MUST follow these procedures for the safety of all students and staff member. **The rules apply to everyone**. Visitors and parents will also "check out" with office personnel after completion of their visit.

Contracted workers will need to have proper identification and will need to check in and check out with the school office personnel or with the maintenance staff.

Staff members encountering any stranger in the building will notify the office and politely ask the visitor to check in with the school office. Staff should always be on the alert of any visitors or strangers they may see in the school or on school property. Any student encountering any stranger in the building should notify his/her teacher or the office.

Whenever a staff member is concerned about a visitor, contracted worker, or stranger they should notify the office or if needed call 911.

Classroom Safety Kits

Each classroom and the school office are equipped with a Safety Kit. This kit is updated each year. Emergency information for each student in the classroom is included along with emergency supplies, such as, radios, medical kit, etc.

Building Security

Exterior doors to the school are locked at all times. The front door and side student entrance door to the main building have electronic access. Individuals wishing to enter the school must use the buzzer to be admitted access to the school through one of these entrances. The side student entrance door will remain unlocked from 7:30 am until 8:15 am each school day for student drop off. Security cameras are located in strategic areas throughout the school campus.

After School Care Pick-Up

An adult **MUST** come into the gym and sign out any children who attend our After School Program. Parents need to complete an Authorized Person" form that lists the individuals you have authorized to pick up your child. If there is a change in persons picking up a student the parents **must** call ahead and notify the school office.

After School Care employees are to ask for ID if someone who is unfamiliar to them comes to pick up a student even if this person says he/she is on the "Authorized List." This is for the child's security. **If there are any problems or confusion over this matter, parents will be called to determine if the child is to be released to this person.**

Dismissal Procedures

Parents **must** call or send a note if a student is to go home with someone other than the parent or guardian. Parents need to notify the school at the beginning of the school year the names of the people "Authorized" to pick up their child. If someone unfamiliar to the teacher or to the child attempts to pick up a child, the individual will be required to present ID. In some circumstances, the school may need to call the parent for verification.

APPENDIX C

St. Francis de Sales School

Wellness Policy

Wellness Policy
St. Francis de Sales School
2026-2027

Wellness Committee:

Traci L Stacy, Principal
Amy Perry, Hot Lunch Coordinator
Jeff Snyder, Cafeteria Staff
James Brown, Physical Education Teacher
Rita Burleson, Current member of the School Board
Tiffany Jones, Parent
Mara Jones, Student

Area 1: Setting Nutrition Education Goals

- Students will receive nutrition education within the regular curriculum.
- Students will receive additional nutrition education in Health classes for grades PK – 8.
- Teachers will promote "healthy lifestyle" within their classroom with activities and appropriate materials.
- Nutritional information will be shared with parents and guardians within the school newsletter.
- St. Francis School staff will use community resources such as speakers, etc., to promote "healthy lifestyle" with faculty, students, and parents.

Area 2: Setting Physical Activity Goals

- Students will be given the opportunity for physical activity through: the Physical Education classes for grades K – 8 and with daily recess for grades K – 5.
- St. Francis School will sponsor extra-curricular activities such as basketball, volleyball, & cheerleading for students in grades 3 – 8. Students in grades 6 – 8 will also have the opportunity to participate in WVSSAC-sponsored sports.
- St. Francis School will distribute information for other sports activities available within the local community such as YMCA or UPWARD basketball and soccer.
- Middle school students will have an additional opportunity for physical activity during "Fun Friday."
- St. Francis School will provide opportunities for physical activity for all students staying in "After School Care."
- Students will participate in the "President's Physical Challenge" program as part of their Physical Education class.
- Students will also have the opportunity to participate in "Jump Rope or Hoops for Heart" and "Race for Education."

Area 3: Establishing Nutrition Standards for Foods Available on School Grounds

- St. Francis School does not have vending machines within the school building and will not acquire any in the future.
- St. Francis School will use "Team Nutrition" guidelines for foods and beverages sold at school sponsored events.
- Home-School Association will assist school in setting guidelines for healthy snack choices at all school parties and celebrations. They will use and distribute the "Let's Party" booklet to all Home Room Coordinators.
- No marketing or advertising of non-nutritious foods or beverages will be displayed in the school or cafeteria.
- Water will be available to students on each classroom floor of the school, in the cafeteria, and in the gym.

Area 4: Setting Goals for Other School Based Activities to Promote Student Wellness

- St. Francis will encourage students to participate in the hot lunch and breakfast programs by posting monthly school menus in each classroom, on hall bulletin boards, in newsletters to parents, and on the school web site.
- St. Francis will provide a clean, safe, enjoyable environment during each of the lunch periods.
- Students will have 20 – 30 minutes in which to eat their lunch and will be allowed to talk to fellow students using normal indoor voices.
- Students will have access to water during the lunch period and throughout the day.
- Students will be encouraged to bring a nutritious snack to school for consumption in the classroom during a time that does not interfere with lunch times.
- St. Francis School will not use food as a reward or punishment.
- St. Francis School teachers and cafeteria staff will have continuing education opportunities pertaining to "healthy lifestyle" choices.

Area 5: Setting Goals for Measurement and Evaluation of Wellness Policy

- The committee will maintain records of number of students participating in the Federal hot lunch and breakfast program.
- The Physical Education teacher will submit the names of students meeting the various levels in the "President's Physical Challenge" program and these students will be recognized.
- Copies of all nutrition educational information distributed to parents will be kept in the "Wellness Program" file.
- A copy of the agenda for any wellness educational opportunities for faculty, staff, or parents will be kept in the "Wellness Program" file.
- An assessment of this wellness policy will be conducted every 3 years and updated annually.
- The assessment will determine:
    1. Compliance with the USDA policy
    2. Attainment of goals
    3. Comparison to model wellness policies