

*St. Frances Cabrini Catholic School*

# Family Handbook 2017-2018

## **Mission Statement**

*St. Frances Cabrini Catholic School follows the teachings of the Gospels to strengthen faith, promote academic excellence, and provide service to others.*

**11500 Middleground Road  
Savannah, GA 31419  
E-Mail: [info@cabrini-sav.org](mailto:info@cabrini-sav.org)**

**PH: (912) 925-6249  
FAX: (912) 925-5661  
[www.cabrini-sav.org](http://www.cabrini-sav.org)**

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### **DIOCESE OF SAVANNAH**

Catholic Schools Office  
2170 E. Victory Drive  
Savannah, Georgia 31404  
(912) 201-4100

#### **Administration**

Bishop  
*The Most Reverend Gregory J. Hartmayer, OFM Conv.*

Superintendent  
*Michelle Kroll*

Assistant Superintendent of Curriculum & Finance  
*Carrie Jane Williamson*

Pastor  
*Father Gabe Cummings*

Principal  
*Ms. Kelly Ryan*

#### **Diocese of Savannah Catholic Schools Mission Statement**

The Schools of the Diocese of Savannah, recognizing inherent geographic challenges, collaborate to achieve among diverse communities a unified educational program which is both authentically Catholic and of the highest academic standard.

## St. Frances Xavier Cabrini

As a saint of our own time and the first United States citizen to be elevated to sainthood, Mother Cabrini has a double claim on our interest. Foundress of the Missionary Sisters of the Sacred Heart and pioneer worker for the welfare of dispersed Italian nationals, this diminutive nun was responsible for the establishment of nearly seventy orphanages, schools, and hospitals, throughout Europe, North, South, and Central America.

Francesca Cabrini was born on July 15, 1850, in the village of Sant' Angelo, the thirteenth child of a farmer's family. Sturdy and pious, the Cabrinis were devoted to their home, their children, and their Church. Villagers and members of the family recalled later that just before her birth a flock of white doves circled high above around the house—because of this, she was nicknamed Cecchina, little dove.

At thirteen, Francesca was sent to a private school kept by the Daughters of the Sacred Heart. She graduated with honors and during the next 6 years she worked quietly and effectively, devoting herself to the young girls under her supervision at an orphanage at Cadogno; it was during this time that she took her vows.

In September 1887, Mother Cabrini experienced her first trip to Rome, where she made contacts in high places and found a loyal supporter in Cardinal Parocchi. They both considered a burning question of the day: the plight of Italians in foreign countries.

Mother Cabrini wrote to Archbishop Corrigan in New York that she was coming to aid him. She was made to understand that a convent or hostel would be prepared to accommodate the few nuns she would bring. Unfortunately, there was a misunderstanding and when she and the seven nuns landed in New York on March 31, 1889; they learned that there was no convent. The nuns became familiar figures, trudging from door to door, from shop to shop, asking for anything that could be spared—food, clothing, or money. Before long an orphanage had opened its doors there.

Just a handful of years later, she created a rural retreat that was to become a veritable paradise for children from the city's slums. Then, with several nuns who had been trained as teachers, she traveled to Nicaragua, where she had been asked to open a school for girls of well-to-do families in the city of Granada.

The plight of Italian immigrants in Louisiana was almost as serious as in New York. On reaching New York she chose a little band of courageous nuns to begin work in the southern city. They literally begged their way to New Orleans, for there was no money for train fare. Mother Cabrini soon joined them, establishing a tenement for the poor & a school.

The year 1892 marked also the founding of Mother Cabrini's first hospital, beginning its existence on Twelfth Street in New York. Doctors offered it their services without charge, and the nuns tried to make up in zeal what they lacked in equipment. News of her hospital and her other good works spread. In 1895, she accepted the invitation of the Archbishop of Buenos Aires to come down to Argentina and establish a school, so she crossed the high, rough Andes Mountains with her sisters; the school was a great success. Not long after, schools were opened in Paris, in England, and in Spain.

Launching across the country, Mother Cabrini now extended her activities to the Pacific Coast. Newark, Scranton, Chicago, Denver, Seattle, Los Angeles, and more. Wherever she went, men and women began to take constructive steps for the remedying of suffering and wrong, so powerful was the stimulus of her personality. Her warm desire to serve God by helping people, especially children, was a steady inspiration to others.

In Seattle, in 1909, Mother Cabrini took the oath of allegiance to the United States and became a citizen of the country; she was then fifty-nine years old. In spite of grave health problems she still continued to work tirelessly both here and across the Atlantic. While preparing for a Christmas party, a sudden heart attack ended her life on December 22, 1917; she was sixty-seven. The little nun had been the friend of three popes, a foster-mother to thousands of children for whom she had found means to provide shelter and food; she had created a flourishing order, and established many institutions to serve human needs.

It was not surprising that almost at once Catholics in widely separated places began saying to each other, "Surely she was a saint." Ten years after her death, she was beatified as Blessed Mother Cabrini. Heralded by a great pealing of

the bells of St. Peter's and the four hundred other churches of Rome, the canonization ceremony took place on July 7, 1946. Hundreds of devout Catholics from the United States were in attendance, as well as the highest dignitaries of the Church and lay noblemen. Saint Frances Xavier Cabrini, the first American to be canonized, lies buried under the altar of the chapel of Mother Cabrini High School in New York City.

*“Lord, you are the one who acts. I am not even an instrument in your hands, as others say. You alone are the one who does all, and I am nothing more than a spectator of the great and wonderful works that you know how to accomplish.”*

Taken from "Lives of Saints", Published by John J. Crawley & Co., Inc.

### **Accreditation**

St. Frances Cabrini Catholic School is accredited by Advanced Ed, formally known as the Southern Association of Colleges and Schools (SACS). These standards are monitored yearly.

### **Admission Policies**

St. Frances Cabrini gives preference in admission first to parishioners of St. Frances Cabrini and the siblings of currently enrolled students; second, to Catholic families from other parishes; third, to non-Catholic families. A waiting list will be maintained for grades at full capacity following the same preference guidelines.

### **Financial Information**

#### Payments

Based on a Diocesan directive, all payments must be sent back through the communication envelope or placed in one of the two lockboxes located on the campus. All payments must be in a marked envelope which includes student name, amount of money and purpose of payment. Please do not send or drop off any payments to the school front office, to a teacher, to the lunch coordinator, or EDP director. They can no longer accept payments. This directive was instituted for the safety and protection of all school employees and personnel.

**All payments need to be made for the exact amount due.**

#### Fees

The following fees are due for each school year:

|                    |   |
|--------------------|---|
| Registration Fee:  | \$175 per family (returning families)<br>\$250 per family (new families)  |
| Book/Activity Fee: | \$325 per student (PK-7)<br>\$375 per student (8) includes graduation fee |
| Technology Fee     | Oldest Student    \$50.00<br>Siblings            \$25.00                  |

#### Tuition

Each family will be asked to sign a Tuition Contract for each new school year. The contract will state the current year's tuition and fees, as well as the terms of payment.

Families paying in full by a specified date in July will receive a 3% discount. Those families paying on an 11-month basis (July – May) are required to participate in the F.A.C.T.S. service that utilizes electronic banking.

#### F.A.C.T.S.

To enroll in F.A.C.T.S. and set up monthly payments, visit the school website, [www.cabrini-sav.org](http://www.cabrini-sav.org), click *enter school*, then the *F.A.C.T.S. ecashier* link on the left side of the webpage. A yearly service fee will be assessed by F.A.C.T.S. each year a family enrolls.

#### Refund Policy

The registration fee is non-refundable upon acceptance to SFCCS, except in the case of military families who have orders to relocate before school begins.

### *Other Refund Situations*

#### Book/Activity Fee

The book/activity fee will only be refunded if a student does not attend once they have been enrolled.

#### Prepaid Tuition

In the event of a withdrawal, prepaid tuition will be refunded on a prorated basis.

#### Delinquent Accounts

A family 60 days in arrears for payments through F.A.C.T.S. will be considered “delinquent” and their child(ren) will not be allowed to return to school. The school will remind families of this policy if the first F.A.C.T.S payment for the month has not been made. It is then the family’s responsibility to make the account current by making payment through F.A.C.T.S.

All accounts, including, but not limited to, registration, tuition, book fees, HSA fundraisers, library fines, service hours billed, and EDP fees must be current by the end of each quarter including the last day of school or withdrawal in order to receive records and/or grades (including, but not limited to report cards, standardized test scores, and 8<sup>th</sup> grade diplomas). Accounts must be current and fees must be paid in order to reenroll for the next school year.

#### Returned Checks

A \$35 fee will be assessed for each check for any account.

## **Communication Policies**

### Communication Envelopes

Every Wednesday, a Communication Envelope will be sent home to each family. This envelope will contain important school information and updates, forms to be signed, information on school events, and the lunch menu for each month. The envelope must be signed and returned within two (2) days, by Friday of the same week. The Communication Envelope is an important and necessary part of Parent—School communication. If the envelope is not returned by Friday, students will miss recess until the envelope is returned.

If the envelope is lost, the envelope **must** be replaced for a \$5 fee.

Please enclose all cash/ checks/ money orders in envelopes WITH THE CHILD’S NAME & GRADE ON IT, and a notation indicating what the money is for, so we can credit the proper family.

### RenWeb

RenWeb is our student data management system that allows parents to view student grades and communicate with the administration, faculty, staff, and other parents. Activation information will be given to school families at the beginning of the school year. If you have any questions, please feel free to contact the school’s front office.

### Classroom Concerns

**In the event of concerns involving a classroom issue, please contact the teacher first.** We ask that you contact the teacher directly via RenWeb to schedule conferences either during the teacher’s planning period or before/after school. Please do not stop teachers (in the parking lot, parish hall, etc.) to request spontaneous, unplanned meetings.

Listed below are some of the methods by which we communicate vital school information to our families:

1. Communication Envelope: Sent out each Wednesday with school notices.
2. Class Newsletter: Issued either hard copy or RenWeb with news of weekly topics, objectives, events, etc.
3. School Calendar: At the beginning of the year you will be given a calendar of events at school.
4. Any changes or additions will be noted in the monthly newsletter or communication envelope weekly reminders.
5. Parent-Teacher Conferences: Scheduled, mandatory conferences are held twice per year. Additional conferences may be requested by the teacher or parent.

6. Cougar Connection: monthly school newsletter
7. School Website: [www.cabrini-sav.org](http://www.cabrini-sav.org)
8. RenWeb

### **Arrival / Dismissal Procedures**

The school day begins promptly at 8:00 AM. Students may begin entering the parish hall no earlier than 7:45. Only students enrolled in Morning EDP may arrive between 7:00 AM and 7:45 AM.

Please follow the designated traffic pattern for drop-off /pick-up (see Appendix A).

#### DROP OFF

Parents are asked to remain in cars. Staff and Safety Patrol members on duty will greet your children and assist them into the Parish Hall. **Do not allow students to exit family vehicle until a teacher or safety patrol opens the door.** Please do not pull around and pass other vehicles in the line. The student's safety is our first concern.

#### DISMISSAL

Students are dismissed at 3:00 PM. All students will be dismissed from the parish hall and loaded into his/her vehicle. No students will be dismissed to families parked in the field.

#### PLEASE DO NOT:

- ◆ Have conferences with teachers during drop-off or dismissal
- ◆ Leave your car while in line- to drop off or pick up your child (ren).
- ◆ Park on the grass, in the field, on the side of road, etc. at REGULAR dismissal and walk over to pick up your child. Students will not be allowed to cross the dismissal line to the field until regular dismissal is complete.
- ◆ Call for your child, or signal from your vehicle while in line, in order to bypass the normal loading routine.
- ◆ Exit loading area until given signal by staff member.
- ◆ **Use cell phones during dismissal.**

At 3:15, remaining students will be sent to Late Pickup in the main building. At 3:30, any remaining students will be sent to EDP in the Religious Education building. Regular hourly fees for non-registered EDP students (\$12 per hour after 15 minutes) will be assessed for students sent to EDP.

Please notify your child(ren)'s homeroom teacher and the school office in writing whenever a change occurs in transportation arrangements. In the case of an emergency, please phone the school as soon as possible.

#### Pick-Up Authorization

It is important to maintain accurate information in the office regarding persons authorized to pick up your child. Please be aware that photo identification will be required of any new person sent for pick-up. Anyone that will be picking up your child (ren) should have a copy of their driver's license, as well as phone number on file in the office, for safety purposes.

### **Attendance**

Regular attendance is critical to each child's success and overall progress at all grade levels. Absences interfere with the academic progress of all students and should be taken with great consideration.

Absences include illness of a student, family emergencies, and death of an immediate family member. Upon returning to school, a note from the parent must accompany the student.

#### Tardiness

Being on time sets a positive tone for a child's entire day. Parents are expected to have their children on time for school. The Parish Hall opens at 7:45 AM.

Students are marked tardy at 8:00 AM when Morning Gathering begins. Please stop by the front office **with** your child when arriving *after Morning Gathering*. You will need to sign the child into school in the front office.

Parents will receive a *notice of concern* after **five tardies** in a quarter. After **eight tardies** in a quarter, students will be required to attend Saturday detention. A *mandatory conference* will be scheduled with the principal and pastor if any family accumulates **ten tardies** in a quarter.

A student with **ten** or more **tardies** in a quarter will be placed on written probation. A student with **fifteen** tardies in a quarter may be asked to **withdraw**. **Five tardies/early dismissals** equal **one unexcused absence**.

#### Make-Up Work

It is the responsibility of the student to make up any school work missed while absent. Students with excused absences will have two (2) days to complete make-up work unless the teacher gives extended time. Make-up work for students with unexcused absences (trips or vacation) during the year will be given at the discretion of the individual teacher. If you would like your student's make-up work placed on the homework shelf for pick up after 3:30 PM, please call the front office with a request by 12 Noon.

#### Late Arrivals / Early Checkouts

OCGA 20.2.690 (6) (3) requires 4 hours per day of school per day. The same rule applies to early dismissal on scheduled ½ days.

**Early dismissal** for any reason is highly discouraged during the school day. Each time a student is dismissed early he/she misses valuable instruction and interrupts instruction for other students. It is requested that routine doctor visits (dentist, physicals, eye exams, etc.) be scheduled during the summer months, school holidays or after the school day ends.

Students may only be signed out by a parent, legal guardian, or with a signed note from the student's parent or guardian. Phone calls are discouraged and acceptable only in emergency situations. Please make dismissal arrangements in advance so that we may protect the safety of your children by following school policy

#### Prolonged Absences

Prolonged or excessive absences may give reasonable cause to retain a student. Students in any grade who have more than **15 absences in a year may be considered for retention**. Excessive absences that are not documented will be referred to the Department of Family and Children Services.

#### Athletic and After-school Events

Students who are absent or checked out early on the day of any after school event including athletic practices and games, school dances, game nights, movie nights, etc. may **NOT** participate in or attend that event.

### **Visitors and Volunteers**

To ensure the safety of our students, visitors (including parents, grandparents, etc.) and volunteers must stop by the school office to sign in and pick up an I.D. badge, before going to a classroom or lunchroom for **any** reason. Visitors and volunteers **must** check with the child's teacher before planning to visit the classroom to avoid any scheduling conflicts. All visitors and volunteers must be Virtus trained. Several classes will be offered throughout the school year to assist in fulfilling this requirement.

### **Extended Day Program (EDP)**

St. Frances Cabrini Catholic School offers an Extended Day Program (EDP), where students can spend quality, structured time completing homework, arts & crafts, and joining in a variety of games, both inside and outside. Snacks are also provided.

#### HOURS OF OPERATION

7:00 AM ~ 7:45 AM

3:00 PM ~ 6:00 PM

#### FEES

Fees are to be paid on a weekly basis or monthly basis for regular EDP users. A child will not be allowed to attend if the fees for the week/month are not paid prior to use. Please make all checks payable to SFCCS.

All full-time and part-time students attending EDP must have paid the registration fee of \$75, be registered in EDP, and have an Emergency Info card on file in the EDP office to attend.

Please be considerate of the teachers by arriving on time! The EDP program closes at 6:00 PM each day. A LATE FEE of \$1 per minute after 6:00 PM will be assessed.

### **General Daily Schedule**

|          |  |
|----------|--|
| 7:00 AM  | Morning EDP opens                              |
| 7:45 AM  | Students arrive ~ Parish Hall                  |
| 8:00 AM  | Morning Gathering begins                       |
| 8:10 AM  | Dismissal from parish hall to the classrooms   |
| 12:05 PM | LUNCH  |
| 3:00 PM  | Dismissal                                      |
| 3:15 PM  | Late Pick-up (in front office)                 |
| 3:30 PM  | Any remaining Late Pickup students sent to EDP |

At 3:30, any remaining students will be sent to EDP in the Religious Education building. EDP fees (\$12 per hour) will be assessed for students sent to EDP.

### **Library**

Students will visit the library at least one (1) day each week giving the students an opportunity to checkout and return books. Students can return books without the librarian present by dropping them in the slot in front of the library desk—they should NOT be brought to the office. Students are responsible for returning any checked-out materials ON TIME.

The librarian will send out notices to all those who have late books. Payment is to be made in an envelope with the child's name on it, as well as the AMOUNT DUE. ALL checks for late fees, lost books, etc. should be turned in to the school librarian or school office ONLY.

Please keep in mind that all fines must be paid by the end of the year before the final report cards or records will be released.

### **Lunch Program**

Lunch is served daily for grades PK ~ 8. We offer a hot lunch menu daily that is catered from local companies. The monthly lunch calendar can be marked according to individual taste. The menus and payment must be returned to the office on the precise due date indicated on the menu to ensure all orders can be filled in a timely manner. No menus will be processed without payment nor accepted after the due date. If you have questions regarding the lunch program, please contact Mrs. Liz Nazareth.

#### SPECIAL NOTES:

Please check the menus for special notes from our lunch coordinator. Usually these are concerned with lunch not being served on certain days, such as field trips and ½ days.

The menus for each month will be sent out 2-3 weeks in advance—for example, October's menu will be sent via the Communication Envelope on the first or second Wednesday in September. Cash, checks or money orders will be accepted for the exact amount due. If the amount is not exact, the orders will not be processed. You will be sent one menu for each child. The school's front office does not keep records of which student has lunch on which day; if you lose your menu you must contact the lunch coordinator for an additional copy.

You may also send a bag lunch if you prefer. Home lunches need to be pre-made and ready-to-eat. Lunches being brought from home will not be kept in a refrigerator at school. Students are NOT to use the microwave for heating lunches from home. Please be sure to include a drink and utensils for your child. Fast food is discouraged unless it is a special event or circumstance.



Milk will also be available daily for a moderate price on each month's menu. Milk is paid for by the month, not by the day, and the check/ money order should be turned in on the due date on the menu. If milk is not purchased with hot lunch, a drink should be provided from home.

### ICE CREAM

As a special treat, ice cream will be available for purchase one to two days per week for \$0.50 per day. Yearly ice cream can be prepaid using the order form provided at the beginning of each school year. Ice cream must be purchased monthly or yearly. The school will no longer accept cash on ice cream day.

## **Academics**

### Our Educational Program

At St. Frances Cabrini Catholic School, we provide an environment rich in experiences necessary to promote spiritual, emotional, social, physical, and intellectual growth in each child. We offer an excellent, challenging academic program that includes religion, language arts, mathematics, science, social studies, computer instruction, media instruction, art, music, Spanish, and physical education. Our academic program is based on our diocesan curriculum that can be found on our diocesan web site, [www.diosav.org](http://www.diosav.org), by clicking on *schools*, then *curriculum*.

### Religion Program

The religion program includes the offering of sacramental preparation for First Penance and First Communion in second grade and Confirmation in eighth grade.

A family life program is offered through religion classes. This program focuses on values and sex education. **All students are required to participate in all aspects of the curriculum, including religion.**

### Middle School Service Hours

As part of our Christian formation, students in grades 6-8 will be required to share their gifts through service for others. Students in grades 6-8 will be required to complete a designated number of service hours each year. All students will be required to complete their hours of service from June 2016– April 2017. **Service hours are mandatory.** This is a joint effort between parent and student. Parents are expected to monitor completion of service hours. Homeroom teachers will be responsible for tracking those hours as well.

6<sup>th</sup> Grade - 10 hours      7<sup>th</sup> Grade – 15 hours      8<sup>th</sup> Grade – 20 hours

Valid service will include any service to the school, parish, and greater community where opportunities for volunteerism are offered. Service field trips that take place during the school day as part of the religion curriculum will count towards each students total hours' earned. We have agreed to partner with the Angels of Mercy service program with St. Joseph/Candler. Opportunities available with the Angels of Mercy will be passed along to students and parents throughout the year.

SFCCS provides verification forms that must be completed when each service opportunity is complete. Those verification forms should be submitted to the student's homeroom teacher. Each homeroom teacher will track the total hours complete and periodically communicate the totals to students and parents. A copy of the verification form will be provided to all middle school students in August and uploaded to the school website for your convenience. Middle school students who do not meet service hour requirements by the end of April will be required to attend the Saturday detention in May.

### Quality Work

St. Frances Cabrini Catholic School is committed to student success. All students are required to strive to complete quality work. See Appendix B for student Quality Work Expectations.

### Report Cards

Mid quarter progress report signature cards and quarter-end report cards are issued to all students in grades PK-8. Grades K-2 will be moving to standards based report cards for the 17-18 school year. Students in grades 3-8 will be assessed using the following diocesan scale:

|          |   |                       |
|----------|---|-----------------------|
| 94-100   | A | E = Excellent         |
| 86-93    | B | G = Good              |
| 77-85    | C | S = Satisfactory      |
| 70-76    | D | N = Needs Improvement |
| Below 70 | F | U = Unsatisfactory    |

Art, Music, Physical Education, Spanish & Computer Technology will use letter grades only. Letter grades will also be given in overall Effort and Conduct by the homeroom teacher.

### Report Card Conferences

Required conferences are scheduled for first and third quarter. Students are required to attend the conference in order to be counted present on that day of school. Report cards are issued at the time of the conference. The parent and/or teacher may schedule conferences at other times upon request.

### Homework

Homework assignments are considered by the school staff to be both an important extension and reinforcement of the academic skills presented in the classroom. Such assignments also provide the opportunity for a student to develop independent learning skills. Because individual students work at different rates, it is difficult to determine an absolute time in which homework should be completed. Recommended guidelines for written homework are:

|     |               |
|-----|---------------|
| K   | 15 minutes    |
| 1-2 | 15-30 minutes |
| 3-4 | 30-45 minutes |
| 5-6 | 45-60 minutes |
| 7-8 | 60-90 minutes |

Long-range projects, independent reading and preparation for tests may increase study time. Students in upper grades are often given long-range assignments and are expected to apportion the work over a period of time.

In the event a parent is concerned about homework assignments, he/she should contact the student's teacher for a conference.

Teachers will keep parents informed about project due dates. Please refrain from overly assisting your child with his/her homework.

## **Promotion and Retention**

(Diocesan Policy #6130)

A student shall be considered for promotion if the following standards are met:

|              |  |
|--------------|--|
| Kindergarten | (1) Mastery of reading readiness skills and math skills.<br>(2) Less than 15 absences per year.                        |
| Primary      | (1) Mastery of reading and math skills at the assigned grade level.<br>(2) Less than 15 absences per year.             |
| Middle       | (1) A passing final grade (an average of 70 for the year) in all major subjects<br>(2) Less than 15 absences per year. |

Retention may only occur when it is in the best interest of the student and documentation supports retention as the only option. If a parent disagrees with a recommendation to retain, a signed waiver must be on file.

No child should be retained more than once in the same Catholic school.

Major subjects shall include religion, math, language arts, science, and social studies. If a student fails one or two major subjects, excluding religion, and wishes to be promoted to the next grade level, successful completion of an approved summer school program, which includes sixty hours of instruction per subject, shall be required.

#### Field Trips

The overall academic program is enhanced by class field trips. Educational experiences are planned for all classes throughout the year. Students who exhibit disciplinary concerns/problems in the classroom will not be allowed to participate in field trips. Proper child seats will be required for PK and Kindergarten students for safety in transportation. **Parents must be Virtus trained in order to drive or chaperone a field trip.**

A **valid license and minimum insurance coverage** are required for all drivers—the office must have a copy of your current, complete policy & drivers license each new school year, NOT JUST YOUR INSURANCE CARD on file. All adults are needed to assist in supervising students. We encourage parents to participate as much as possible. **Siblings should not be brought on trips if a parent intends on driving other students or serving as a chaperone for service hours.**

#### Technology / Internet

At each grade level, students will receive instruction in various aspects of computer technology based on the prescribed curriculum. An emphasis will be on the computer as a working and learning tool rather than entertainment.

St. Frances Cabrini does not endorse unlimited access to computer stations for recreational games. Internet access will be supervised by certified personnel following Diocesan guidelines and in keeping with the parents' permission. Each family will be asked to sign an Acceptable Use Policy for Internet use.

#### Academic Awards

Students are recognized for Perfect Attendance in grades PK-8. Academic achievements are recognized in Grades 4~ 8. The levels of recognition and requirements are:

##### Grades 4-8

Principal's Honors: 94 ~100: All Academic Subjects

Cabrini Honors: 86 ~100: All Academic Subjects

E or G: Special Subjects

E or G: Conduct & Effort

## **Clubs and Organizations**

#### Student Clubs & Organizations

St. Frances Cabrini Catholic School offers a variety of after school clubs and activities for students. Information about individual clubs is sent home at the beginning of the year.

#### Home & School Association

The St. Frances Cabrini Home & School Association welcomes, and depends on, the participation of all families. Each family at Cabrini is an automatic member of the Association. The HSA acts on behalf of Cabrini families for the purpose of supporting the continued growth and enhancement of the school.

The Home and School Association's primary focus is to assist in communication, faith formation, community-building and fundraising. There are many opportunities to lend your time and talent to the HSA and volunteer for one of the many activities planned for this school year. Ideas and comments are always welcome.

One HSA general meeting will be held each quarter to share HSA business, educate parents, or showcase student achievement.

## School Board

The *St. Frances Cabrini Catholic School Advisory Board* is responsible for the development and/or recommendation of policies. The pastor has the final authority to accept or reject the board's recommendations.

## **Student Records / Access**

A permanent record is maintained for each student. The file includes academic transcripts, testing information, health records, and registration/emergency information. Parents /guardians may review a file upon written request.

In the event of a withdrawal, records will be sent to the new school upon that school's request. We do not give the records directly to the parent, but send them by FAX or mail to the new school. All SFCCS accounts must be current before records will be released.

## Custody

St. Frances Cabrini abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. Custodial parents should also provide evidence in the event of restricted release of a child, such as court orders or divorce agreements. These will be kept in the child's private school file.

## **Discipline**

The essence of Christian discipline is self-discipline. Ideally, discipline is taught in the home and incorporated into the program of the school. It is important for children to know that parental and school authorities are united.

Individual teachers have established discipline policies in the classroom in accordance with school policy.

*Parents are to contact the teacher **BEFORE** contacting the principal with a discipline concern.*

Students may be sent to the principal for the following offenses and may be liable for in-school and out-of-school suspension:

|          |                                    |
|----------|------------------------------------|
| Bullying | Destruction of school property     |
| Fighting | Use of profane or abusive language |
| Stealing | Disrespect to authority            |
| Cheating | Continuous disruptive behavior     |

### **Actions Liable for Expulsion:**

|  |                     |
|--|---------------------|
| Possession of a weapon   | Any criminal action |
| Possession, distribution, or selling of illegal drugs or alcohol | Bullying            |
| Using or threatening to use a weapon or instrument of harm       |                     |
| Verbal, written, and/or physical threats to staff or students    |                     |
| Repeated disruptive behavior                                     |                     |

**Out-of-School suspensions totaling more than 5 days may result in expulsion.**

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

## **Bullying**

St. Frances Cabrini Catholic School expressly prohibits the bullying of any person, by means of method, at school, on school property, or at school-related functions.

Bullying is not allowed at any school in Georgia under **Official Code of Georgia Conduct** and is punishable by law.

## Definition of Terms

**Bullying:** In accordance with O.C.G.A. § 20-2-751.4, bullying means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - ♥ Causes another person substantial physical harm within the meaning of O.C.G.A. § 16-5-23.1 or visible bodily harm as defined in O.C.G.A. § 16-5-23.1;
  - ♥ Has the effect of substantially interfering with a student's education;
  - ♥ Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or
  - ♥ Has the effect of substantially disrupting the orderly operation of the school.

**Harassment and Intimidation:** Harassment and intimidation means any gesture or written, verbal, or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic including race, color, ethnicity, religion, gender, sexual orientation, ancestry, national origin, physical attributes, socioeconomic status, physical or mental ability or disability, or by any other distinguishing characteristic, that takes place on school property, at any school-related functions or activities or on a school bus and that:

1. A reasonable person should know, under the circumstances, will have the effect of harming a student or school employee or damaging his or her property;
2. Has the effect of substantially interfering with a student's educational performance, or school employee's work performance, or either's opportunities, or benefits;
3. Has the effect of having a substantial negative impact on a student's or a school employee's emotional or psychological well-being; or
4. Has the effect of insulting or demeaning any student or school employee in such a way as to cause substantial disruption in, or substantial interference with, or the orderly operation of the school.

**Visible Bodily Harm:** In accordance with O.C.G.A. § 16-5-23.1, visible bodily harm is defined as bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts.

**Prohibited Behaviors:** Bullying, harassment and intimidation may include many different behaviors which ridicule, humiliate, or intimidate another student or school employee. Disciplinary action may also be necessary if off-campus behavior results in a disruption to the school environment. Examples of prohibited behaviors include but are not limited to:

|  |  |
|--|--|
| Unwanted teasing   | Extortion                                  |
| Stalking   | Rumors or spreading of falsehoods          |
| Public Humiliation   | Physical violence and/or attacks           |
| Sexual, religious, or racial harassment  | Destruction of school or personal property |
| Theft of money and/or personal possessions   |  |
| Sending abusive or threatening text messages or instant messages   |  |
| Using websites to circulate gossip and rumors to other students  |  |
| Threats, taunts and intimidation through words and/or gestures   |  |
| Social exclusion, including incitement and/or coercion   |  |
| The use of cameras or camera phones to take embarrassing photographs of students or school employees and posting them online |  |

Cyber stalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim

Cyber bullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g. MySpace, Facebook, etc.) chat rooms, texts, and instant messaging

Please remember the education of your child is a partnership between you and the school. Just as the parent has the right to withdraw a child if desired, the pastor and principal reserve the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

### **Cell Phones**

Students are **not permitted** to have electronic devices including cell phones, pagers, ipods, etc in class. If a student must bring a cell phone, it must be turned into the school office to be picked up at the end of the day. Electronics will be confiscated and kept in the front office until the parent or legal guardian retrieves the item from the principal.

### **Uniform Policy and Dress Code**

Students in Kindergarten ~ 8<sup>th</sup> attending St. Frances Cabrini wear uniforms beginning the first day of school. They must be in complete uniform each day of the school year unless special exemption is given. Pre-K students do not wear uniforms, but must conform to the out-of-uniform dress code stated on page 15. **The used uniform cabinet will only be open on Wednesdays.**

#### Boys

- ❖ Khaki dress pants or walking shorts (no drawstring or cargo pants—dress pants only)
- ❖ White or burgundy polo shirt with school monogram (long or short sleeves)
- ❖ Uniform crew neck burgundy sweatshirt w/ monogram or burgundy cardigan w/ monogram
- ❖ Brown or black belt required
- ❖ Shirts must be tucked into the pants
- ❖ Undershirts should be plain, white t-shirts. No printed or color tee shirts are to be worn under the uniform shirt.

#### Girls

- ❖ K-3: Plaid jumper  
4<sup>th</sup> ~ 8<sup>th</sup>: Plaid kilt (must touch at least the top of the knee)
- ❖ K-3: White blouse with Peter Pan collar (worn with jumper)  
4<sup>th</sup> ~ 8<sup>th</sup>: White oxford shirt (worn with kilt)
- ❖ Uniform burgundy sweatshirt w/ monogram or burgundy cardigan w/ monogram
- ❖ Optional - Khaki dress pants (should not be tight fitting pants), walking shorts, or plain khaki skort may be worn with white or burgundy polo shirt with school logo (long or short sleeves). Length: shorts and skort must also touch the top of the knee.
- ❖ Undershirts/Bras should be white. No printed or color tee shirts are to be worn under the uniform shirt.
- ❖ Brown or black belt must be worn with pants or shorts.

#### Shoes and Socks

- ❖ Brown "bucks" (tied, suede shoe) are to be worn & should be light or dark brown or two-toned.
- ❖ Sneakers may be worn on PE day only. No "light-up" features allowed.
- ❖ Boys: Plain white CREW socks with no logos. **NO ANKLE OR NO SHOW SOCKS!** Girls: Plain white or burgundy CREW or KNEE socks with no logos or ruffles/lace. Winter ~ girls may wear white or burgundy knee socks or tights.

### PE Uniform

- ❖ Maroon shorts, plain, without logos or decorations, with the school PE shirt (purchased through the school's front office)
- ❖ PE uniform consists of plain maroon fleece sweat pants and shirt for cooler weather. On scheduled PE days, the PE uniform is worn all day.
- ❖ Tee shirts must be tucked in at all times.
- ❖ Sneakers (no lights or flashes or wheels) with plain white crew socks (no logos/ruffles/lace)

### Pre-Kindergarten Dress Code

Students should wear comfortable play clothes and shoes. No sandals or other open-toed shoes.

### Make up

- ❖ Make-up and cosmetics –including lipstick and mascara—are not permitted. Neutral color nail polish only. Artificial or decorative nails are not permitted.

### Jewelry

- ❖ Girls may wear one pair of stud earrings in the lower part of the ear lobe. For safety reasons, NO HOOP OR DANGLE EARRINGS ARE PERMITTED.
- ❖ Boys are not permitted to wear earrings.
- ❖ Other jewelry – limited to one ring, a watch, and/or a *religious* necklace.
- ❖ No bracelets, anklets, or other types of jewelry are permitted.

### Hair

- ❖ Students may not wear any type of fad haircuts/ styles (tails, shave lines, unnatural hair color for the student or yarn/bead hair braiding).
- ❖ Boys should have a clean-cut haircut. Hair should not touch the ears, the eyebrows nor the collar.
- ❖ Girls should have a neat hairstyle that is off the facial area. If worn, bangs must not be in the eyes or obstruct the vision.
- ❖ Hair bands/hair bows should not be decoratively elaborate and distracting to academics.

### Dress Uniform Days

Students attending Mass or other scheduled prayer services are required to be in **full, dress uniform**.

*Boys Kindergarten ~ 8th grade* should wear khaki trousers with belt and white or burgundy polo shirt with monogram. **NO** shorts.

*Girls Kindergarten ~ 8th grade* should wear jumpers/kilts with blouses/oxford shirt. NO khaki option.

### Uniform Violations

1st Violation- Warning: parents will receive a written notice.

2nd Violation – Student will not have recess.

3rd Violation—Saturday Detention will be assigned.

### Out-of-Uniform Days

Occasionally, as a reward or fundraiser, students are given permission to forgo the uniform code. On such days, appropriate attire that reflects Christian values is expected. When out-of-uniform days are themed, students must adhere to the guidelines of the theme in order to participate. Students will suffer a consequence at school if they do not adhere to the guidelines.

Clothing that is too tight, too short, cutout or cut offs, logos not in keeping with a Catholic environment, halter-tops, tank tops, tube tops, flip flops, etc. ARE NOT ACCEPTABLE. If you question the appropriateness of your child's garment, it is best to send them dressed in something else.

If these guidelines are not followed, parents will be required to bring a suitable alternative before the student will be

admitted into class.

### Book Bags

Book bags are considered a required item. Wheeled bags are allowed in grades 1-8. Please refrain from designs that are violent/inappropriate.

### Lost and Found

All articles of clothing should be labeled with the student's name. A lost and found box will be maintained in the main school building. At the end of each year, unclaimed items will be sold to benefit the Home and School Association.

## **Health and Safety**

Your child's health is very important to us.

Upon assessing a health situation, school personnel may recommend that parents take a child home due to illness. You will be called to inform you of what is going on, and asked to come and pick up your child(ren). *It is VERY important that we have current contact information including your work/home/cell phones, or those of other family or family friends whom we can contact in case of emergencies.*

- Ill students should be picked up in the school office. He/she must be signed out by a parent/guardian.
- Authorized persons will be asked to show I.D. when unfamiliar to any of our staff.
- Please use discretion in either keeping a child home or sending him/her to school when the child is or has been ill.
- Generally, children should be free of fever and vomiting for 24 hours before returning to school. A "Return to School" note from the doctor is required following any contagious/communicable disease.

Please be sure to notify the office ASAP if there is a change of address, home phones, work phones or cell phones.

### Medication

Any medication (prescription and non-prescription) brought to school must be in the original bottle/package and must be accompanied by a signed note with instructions. All medication must be brought to and administered by the front office designee. No medication (except prescribed inhalers & epi pens) may be kept with the students in the classroom.

St. Frances Cabrini Catholic School will **no longer supply general pain reliever medications for students**. If you would like to provide a pain reliever specifically for your child(ren), we will continue to store that for your convenience and distribute the medication according to your instructions. Please remember that all medications, prescription and non-prescription, **must be dropped off in the office by the parent/guardian**.

### Immunization & Ear, Eye, Dental

The Diocese of Savannah Educational Department, which follows the guidelines of the state of Georgia, requires that ALL children must have the following documents before attending school:

- ❖ GA EED (Ear, Eye and Dental exam)
- ❖ GA Certificate of Immunization (form #3231) including 2 MMRs and 2 Varicella
- ❖ Birth Certificate

The Immunization form or EED form from any other state is not acceptable—for the child to attend school in Georgia, the forms must be Georgia Forms.

You can obtain these at the Chatham County Health Department at 2011 Eisenhower Dr.; call 912-356-2441 for hours of operation and requirements.

### Disaster Drill

All children and staff will participate in regularly scheduled drills such as fire, tornado, etc.



### Inclement Weather

Our schedule is similar to that of the local public schools. If inclement weather causes Savannah-Chatham Co. Schools to close, you can assume that we will be closed, including Extended Day. Please check the local television and/or radio broadcasts, the school web site, and Fast Direct for information.

### Crisis Plan

A Crisis Plan is maintained by the school administration in the office. Please check the local television and/or radio broadcasts for information.

Only authorized persons will be allowed to claim a student from our designated safe site: Savannah Commons, One Peachtree Drive, Savannah, GA 31419.

## **Family Service Hour Requirements**

Our school's success is greatly dependent on everyone's help! Each family is **REQUIRED** to give 15 hours of service during the school year. This year we are requiring that 2 out of the fifteen hours be fulfilled by helping out at parish/school clean up days.

Hours can be documented using the form located in the school's front office, by using the sign in sheets provided at large gatherings, or by completing a copy of the volunteer form found on the school's web site. There are many ways for you to serve your hours; please contact the school office for more information.

- ♥ The Volunteer Program is coordinated through the Home & School Association. Details for volunteer opportunities will be provided by the HSA at the beginning of each school year.
- ♥ Volunteers will also be provided guidelines for their particular area of service. All volunteers, particularly those working within the school and/or classroom setting are expected to respect the privacy of children, staff and families by not disclosing and/or discussing any confidential information revealed during the course of volunteering.
- ♥ Any concerns, which arise while working in a classroom or other school area, should be brought to the attention of the most immediate supervisor.
- ♥ **Volunteers - parents or others, including coaches - who work with children on a regular basis are also required by the Diocese to attend an awareness session on Child Sexual Abuse (Virtus). A schedule will be announced.**

### What if I don't meet my 15-hour requirement?

Families who cannot or do not meet their 15 hour requirements by the end of the school year will be billed **\$10 per service hour that has not been completed**. This charge to your SFCCS account will carry the same weight as any other unpaid charges including tuition, lunch, and EDP. Student records (test scores, report grades, diplomas) will not be issued until all accounts are current.

## **Class Parties and Birthdays**

### Birthdays

Each child will be recognized during the school day. Parents may send a simple birthday treat to be shared at lunch. **NO Birthday Parties** will be held during the school day. Parents may send a small, individual treat (cookies, cupcakes, etc. **NO CAKES**) for the class to enjoy during LUNCH or the designated CLASS SNACK TIME. Party invitations may be distributed at school **only if designated for the whole class, all boys, or all girls**. They should be distributed during non-instructional time ONLY after the approval of the classroom teacher is given. Party favors, presents, balloons, decorations, etc. are not allowed.

### Class Parties

Only designated or pre-approved class parties are acceptable. Parties should last approximately 30 minutes and will take place during the school day at a time designated by the Principal. Designated parties for each grade level are listed below. Any party in addition to the designated parties **MUST** be pre-approved by the Principal.

- PK – 2: Christmas, 100<sup>th</sup> Day, Valentine's Day, and Easter
- 3-4: Christmas, Valentine's Day, and Easter
- 5-8: Christmas and Valentine's Day

All classes will participate in an Irish celebration after the parade as a school community.

Please communicate with your child's homeroom teacher before allowing your child to make whole class distribution of gifts, favors, tee-shirts, etc.

### **Extra-Curricular Activities**

Instruction/activities are offered on a fee basis. Information is distributed and classes held on site as a service for our families. Parents are responsible for submitting all payments via the marked drobox in the main school building. Please remember to always put money in a marked envelope which includes student name, amount of money and purpose of payment.

Schedules and registration information/fees will be issued at the beginning of each school year.

Additions/deletions may occur due to demand and/or availability of instructors.

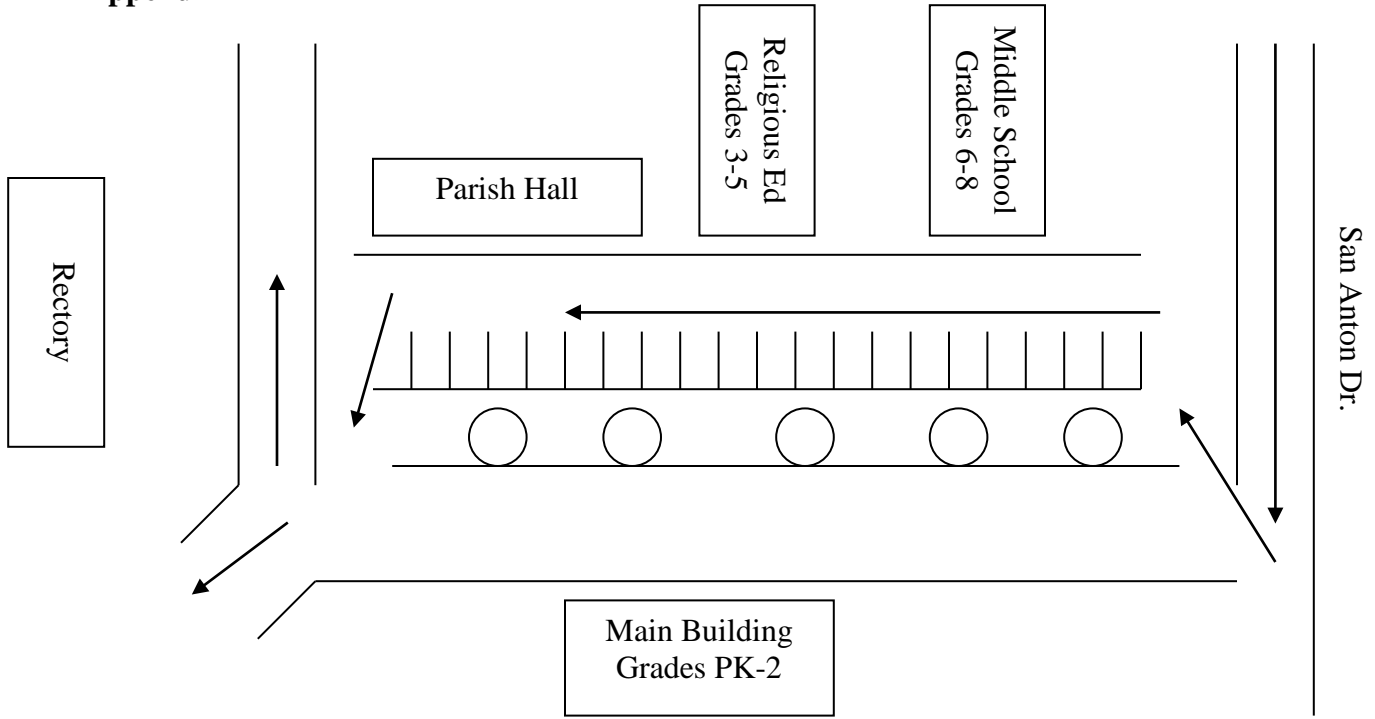
#### **EXTRA-CURRICULAR/SFCCCS ATHLETIC PROGRAM PARTICIPATION**

- ◆ All students grades K-8 who wish to participate in an extra-curricular activity and/or S.P.A.L. sports or school-sponsored squad, must maintain at least a 70 average in every subject.
- ◆ All students who participate must also maintain at least an S-Satisfactory-in both conduct and effort.
- ◆ Grades in Academics, Effort, and Conduct will be monitored by the classroom teacher, principal, club moderators, and coaches. Moderators/Coaches will be informed should a student's grades in any area fall below the minimum.
- ◆ Should grades fall below 77; the student will be placed on probation. Improvement must be shown within a designated time (progress reports/quarterly report card / start of season) or the student will be removed from the team/squad, club, etc. and ruled ineligible to participate and/or join for the current season.
- ◆ Athletic and After-school Events  
Students who are absent or checked out early on the day of an after school event including athletic practice and games, school dances, etc. may **NOT** participate in or attend that event.

*Policies for Catholic school issued by the Catholic diocese of Savannah can be found on the diocesan website by clicking on Schools at [www.diosav.org](http://www.diosav.org).*

Middleground Rd.

**Appendix A**



**AM Arrival**

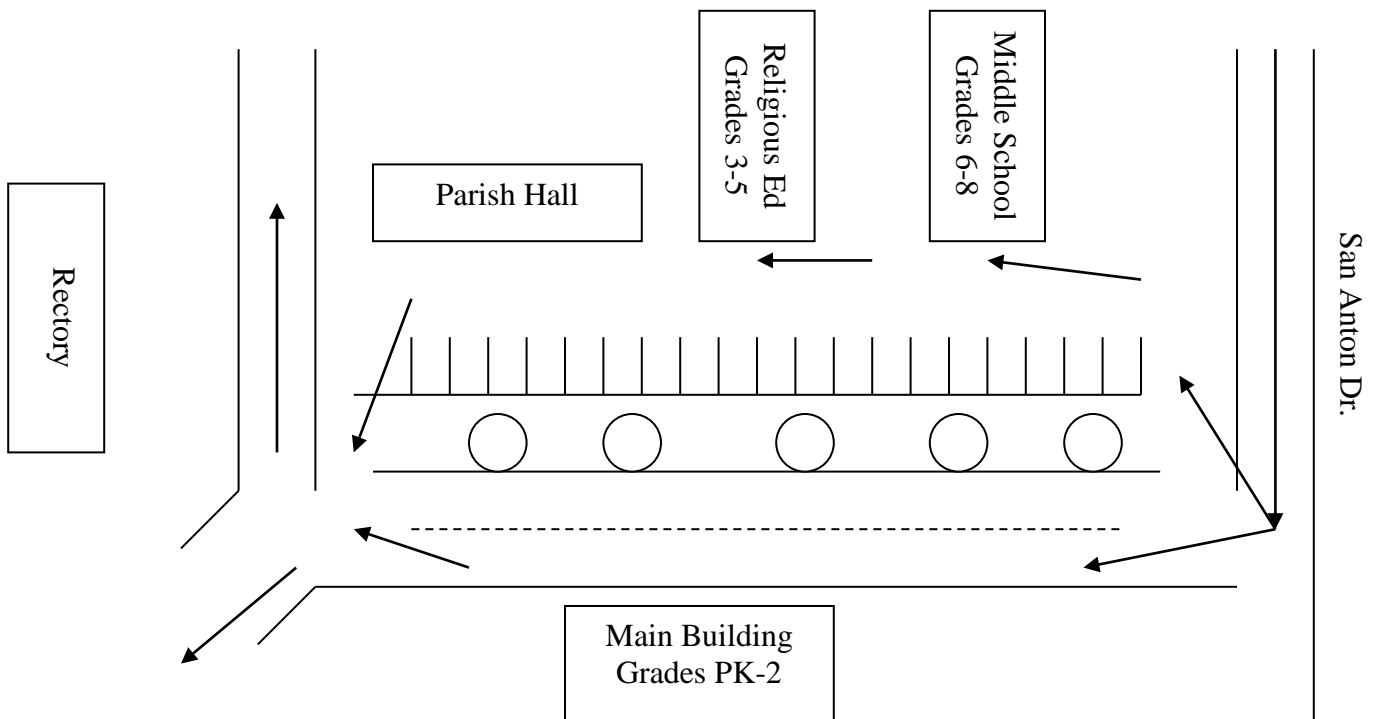
1. Enter the parking lot via San Anton Drive **Only**.
2. All students must be dropped off at the Parish Hall entrance via the parking lot.
3. Late students should be signed in at the Main Office before reporting to class.

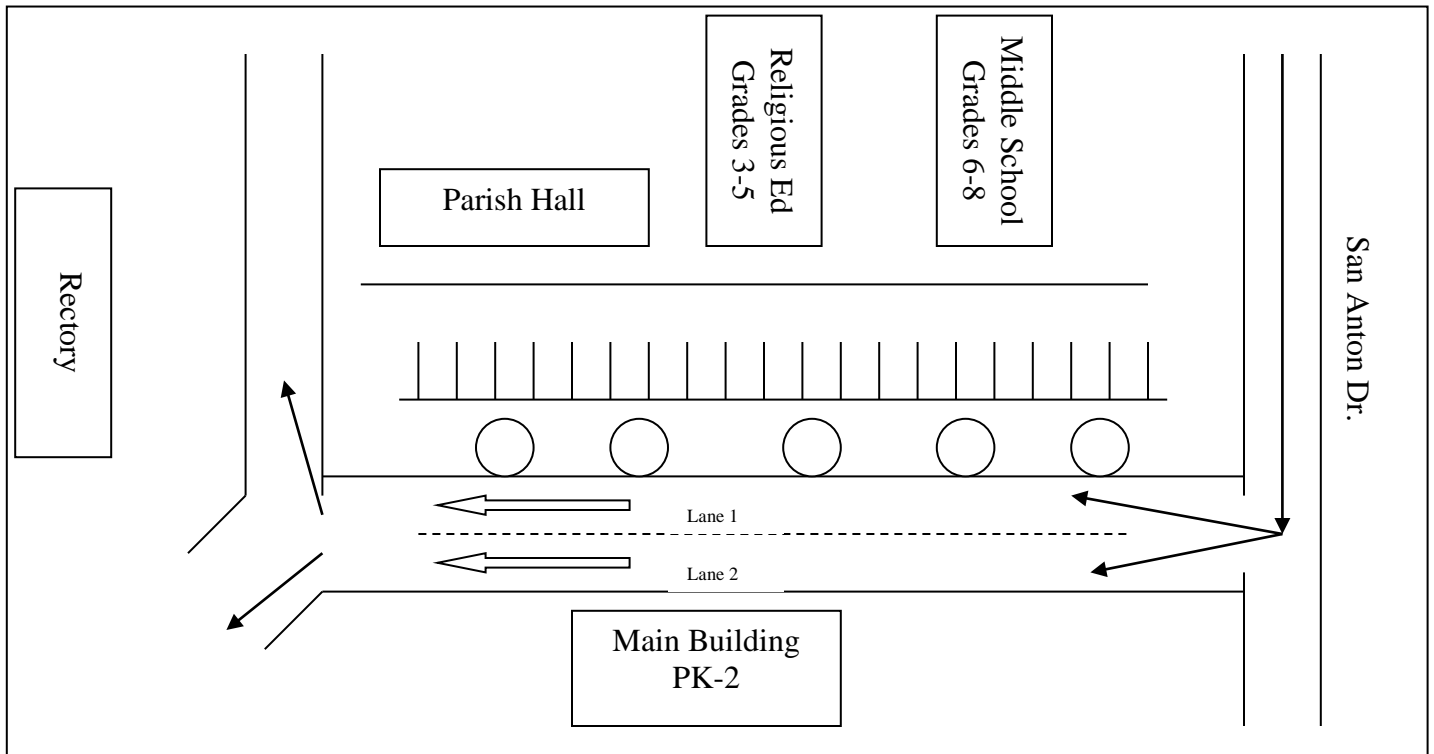
**Rainy Day Arrival**

**Drop off at the building of the youngest child**

1. Enter via San Anton Drive **Only**
2. If PK-2, drop off using the driveway in front of the main building
3. If 3-8, drop off at front door of classroom building.

Middleground Rd.





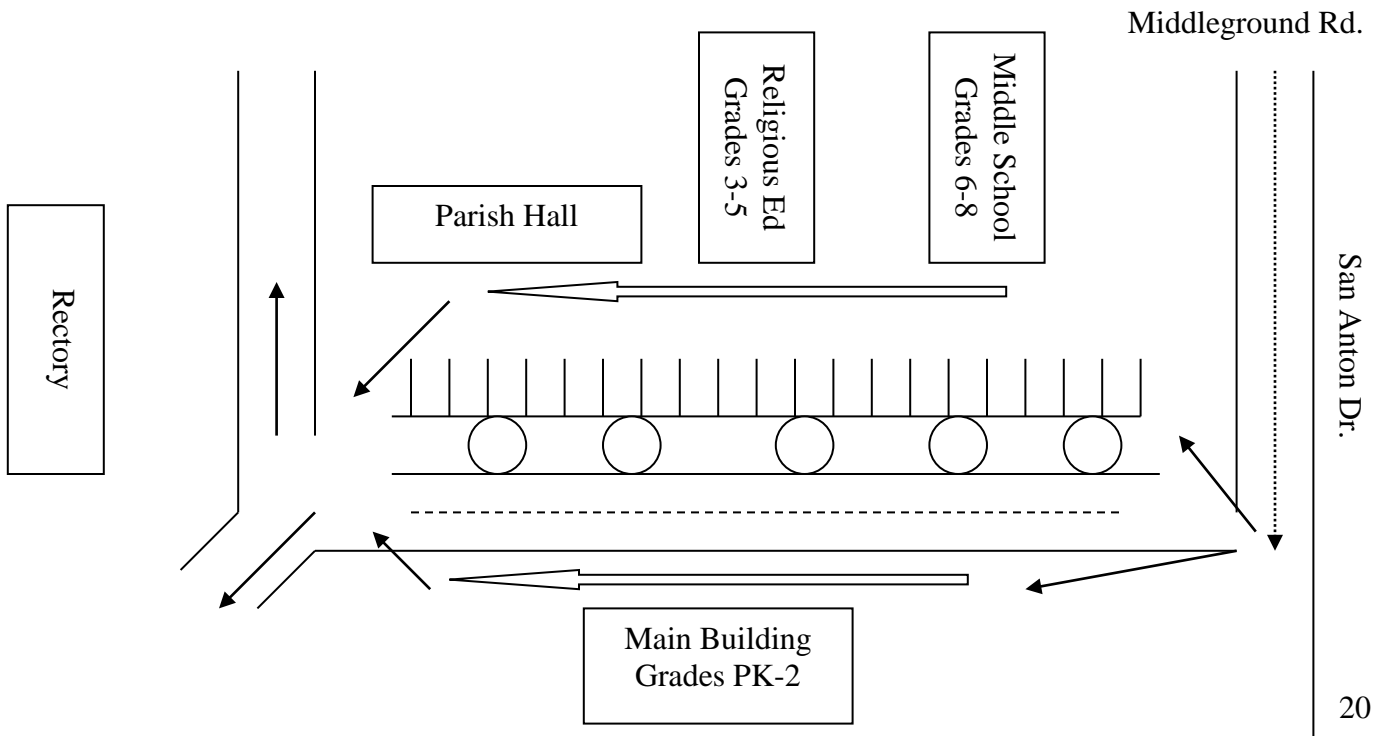
**PM Dismissal**

1. Enter via San Anton Drive only.
2. If making a **right onto Middleground Road**, enter **Lane 1** (closest to the Parish Hall) and exit using the road on the right between the Parish office and Rectory.  
If making a **left onto Middleground Road** via the traffic light, enter **Lane 2** (closest to Main Building) and exit to Dutchtown Road using the gravel driveway on the left.

**Rainy Day Dismissal**

**Pickup at the building of the youngest child**

1. If PK-2, pickup using the driveway in front of the main building.
2. If 3-8, form one line in the parking lot. Older students will dismiss with youngest student.



## Appendix B

### QUALITY WORK EXPECTATIONS

1. Follow Directions
  - a. Listen to directions first.
  - b. Reread directions on your own.
  - c. Ask questions if you do not understand.
2. Neatness
  - a. Follow the correct formation of letters and numbers.
  - b. Cursive required after 2<sup>nd</sup> grade.
  - c. Keep paper presentable.
  - d. Stay in the lines and within the margins.
3. Proper Heading
  - a. Follow the guideline in the handbook for grades 1-8 (see example below).
  - b. PK and K proper names on top of the page.
4. Correct Grammar
  - a. Follow the appropriate rules of grammar, both spoken and written, for each grade level.
5. Mechanics
  - a. Follow rules of punctuation and capitalization.
  - b. Follow sentence structure, paragraph and essay forms.

Proper heading for grades 1-8:

-----  
+  
J.M.J.

NAME (First and last)  
SUBJECT  
Assignment

DATE  
Grade

*SFCCS Quality Work Expectations were crafted by the Quality Work Action team created as part of the School Improvement Plan (SIP) in response to the May 2009 accreditation visit.*

#### **St. Frances Cabrini Catholic School Alma Mater**

St. Frances Cabrini, we sing of you.  
St. Frances Cabrini, Alma Mater true.  
Growing rich in knowledge  
rooted in God's love,  
Working, sharing, making friendships, both old and new.  
St. Frances Cabrini, we sing of you.  
St. Frances Cabrini, we love you!

Written by Dolly Vail (2000)

*St. Frances Cabrini does not discriminate in educational programs and activities or in employment on the basis of race, color, national origin, sex, or disability.*

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