



Saint Francis
international school

ELEMENTARY AND MIDDLE SCHOOL PARENT HANDBOOK

PHILOSOPHY

St. Francis believes that the process of learning is as important as the end product. The curriculum focuses not only on the acquisition of knowledge, but also on the development of critical thinking skills and problem-solving applications.

We believe in the unique qualities of each child and the importance of sound education from preschool to middle school years in developing the child's positive self-image, establishing English language skills, encouraging creativity and developing cognitive thinking. We are certain that children learn by being involved in the learning process, and by experiencing the world around them with teachers who are sensitive and qualified to meet their needs.

AIMS

St. Francis aims to create independent learners and develop a love of learning in each child so that he/she is ready and eager to enter each new period of growth from young child to adolescence.

The school aims to provide a safe, calm, and positive environment in which each child can attain his or her full potential academically, physically, emotionally, and socially within a small, caring atmosphere. Good behavior is of the utmost importance: St. Francis children are encouraged to be responsible and polite in all activities and on school trips.

SCHOOL HOURS 9:00 AM TO 3:15 P.M.

There will be supervision in the playground beginning at 8:00 a.m. Do not leave your children at the school before 8A.M. Please ensure your child is picked up at 3:15 p.m.

Parents should only accompany children to the playground and NOT inside the building, (even to drop off a school bag) as this encourages independence and responsibility in the students.

Only in the case of signing late slips, early dismissal or an appointment should a parent/s be in the building.

If the weather is cold or raining the children will gather in the gym and be encouraged to quietly chat, read or study.

LATE ARRIVALS

Please have your child at school no later than 8:55 a.m. as he/she will disrupt the morning lesson, both for him/herself and the other students. An arrival after 9:00 a.m. is considered late. Parents must go to the principal's office to get a late slip which is then given to the class teacher. An accumulation of late

slips will result in a formal mention on the report card.

DISMISSAL

If, in the case of an emergency or an appointment, you are picking up your child early, you must go to the principal’s office to sign him/her out.

If there any changes to who is picking up your child, the school must have the information in writing. The delegate form can be found on our website.

Only preschool and kindergarten parents pick up their children from the classrooms. Classes from Gr.1-8 will be taken downstairs by the classroom teacher at 3:15 p.m. Parents must wait outside at the designated area for the children to be dismissed. Once your child has been dismissed, he/she is your responsibility, but for their safety, they should stay by you and not be allowed to run around. Children that are not picked up by 3:30 p.m. will be taken to the principal's office.

No one is allowed on the playground after dismissal.

Should a child forget something in the classroom, he/she must be accompanied in the building by a parent/guardian and report to Mrs. Proietti who will guide you to the classroom.

COMMUNICATION

All written communication will be in English. Teachers may write in your child’s diary or by formal letter to inform you of specific information regarding your child. If you or the teacher require an appointment please call the office and make an appointment before 9 a.m. or after 3:15 p.m.

Whole school communication is sent by email or letter. If you haven’t left the office your email address, please send an email to info@stfrancis-school.it with your child’s name as the object.

FEES DUE

BY SEMESTER (50%)	BY INSTALMENTS (25%)
September 25th	September 25th
----	November 27th
January 22nd	January 22nd
----	March 26th

Please respect deadlines.

BEHAVIOR CODE

Children who disobey the school rules will receive a Behavior Slip appropriate to the Elementary or Middle School. Three behaviour slips require the school to notify the parents for more serious consequences; depending on seriousness of the misconduct.

**For more specific information see the relevant Elementary/Middle School Behavior Code*

SNACK TIME

Snack time is at 10:00 a.m. for the Elementary and at 10:30 a.m. for the Middle School. Please provide children with a healthy and tasty snack. Chocolate, lollies, chips and soft drinks are not allowed on a daily basis, however, are permitted at birthday parties. Please notify the teacher a few days before the party is to take place. Birthday parties are not permitted in Middle School.

Following E.U. guidelines, no homemade food is allowed at parties. Food must be packaged or certified by a receipt.

PERSONAL BELONGINGS

Toys, videogames and expensive items should not be brought to school as they will be confiscated by the Principal.

Cell phones may not be used in school (dell'istruzione. Direttiva 15 marzo 2007).

The school is not responsible for loss or damage of personal property.

ABSENCES/SICK POLICY

The school does not encourage extended holidays, however, if taken, the office and teacher needs to be notified one week in advance.

If absence is longer than 5 days, a medical note from your physician must be brought in the day your child returns.

If a child becomes sick during the school day, parents will be called by phone to come to collect their child. The child with either an upset stomach or fever will be taken out of class until the parent is able to pick them up. If your child is not fit enough to play outside please keep him/her home as we cannot supervise a child in a classroom at break time.

Please do not send in any medicines of any kind, as the school is not authorised to administer medication.

HEAD LICE

In accordance with the privacy policy, if your child is found to have head lice, you will be called and asked to pick him/her up, so that the treatment can be started immediately. The student will be readmitted only after a 24 hour period of treatment, with a doctor's certificate or "autocertificazione". (Ministero Sanità, circ. n° 4 del 13/03/1998)

The other parents will receive a letter stating that there is a case in the class so that precautions could be taken.

HOMEWORK

The purpose of homework is to enable the students to enrich their courses through independent reference, to master basic skills through practice, and to retain class work through review.

The recommended time that should be allotted to homework each day:

- Gr. 1 and 2:** 20 mins nightly
- Gr. 3 and 4:** 20 – 40 minutes nightly
- Gr. 5 and 6:** 60 minutes
- Gr. 7 and 8:** 60 to 90 minutes

Even if homework is not assigned, students should spend the recommended time reading for it is an important precursor to literacy. Parents are encouraged to support their child and the school by endeavouring to provide a quiet place to study.

If a student is unable to complete assigned homework, the parent should write a note giving reason(s).
**See Homework Policy regarding consequences of incomplete homework in the Elementary/Middle School*

STUDENT PROGRESS

St. Francis has four report cards: two with grades only (November and April), and two with written comments (February and June). The reports in November and April are given out the day before the parental teacher conferences.

**See Academic Policy regarding Reports*

GRADING SYSTEM

The grading scale is as follows:

A+	97 - 100	B+	87 - 89	C+	77 - 79	D+	67 - 69
A	93 - 96	B	83 - 85	C	73 - 76	D	63 - 66
A-	90 - 92	B-	80 - 82	C-	70 - 72	D-	60 - 62
						F (Fail)	50-0

The Elementary report has effort levels beside the academic grade in accordance with the St. Francis philosophy.

**Please see Academic Information for more information.*

SCHOOL CALENDAR

The calendar is available on the Documents section of our website to allow parents to plan early and avoid undue absences of children from school.

UNIFORM

School uniform plays a valuable role in contributing to the ethics of a school and setting an appropriate tone. We feel that uniforms support positive behavior and discipline, ensure pupils from all cultures to feel equal, and protect children from social pressures.

BOYS	GIRLS
Navy blue sweater	Navy blue sweater
White shirt or polo	White blouse or polo
Navy blue trousers	Navy blue trousers or skirt

- Jeans, training shoes and clothing with logos or writing are not part of school uniform.
- Miniskirts and mini-shorts are not admitted.
- Hats, caps, hoods and head gear etc. are not to be worn in school.
- As a safety measure, please make sure your daughter does not wear necklaces, rings and bracelets to school.
- The school gym suit must be worn on gym days and on field trips. Appropriate shoes must be worn on gym days.
- Make up and colored nail polish must not be worn.

Uniforms can be obtained online from Scuola In.

www.scuolainsrl.it – Scuole - “abbigliamento St. Francis”

Password: st-francis-shop

SCHOOL LUNCH

Meals are provided by “Happy Catering”. The menu can be found on our website at the beginning of each month.

We encourage children to eat, but if we see that he/she is regularly not touching his/her lunch, we inform the parents.

A medical certificate is required in case of allergies, intolerances or special dietary requirements. If you have signed up for school lunch but renounce, we require written communication to both the secretary and the administrator.

SCHOOL TRIPS

You will receive a letter with all the information and a permission slip which must be signed and returned to us. All field trips are part of the curriculum, and therefore compulsory. All the children are required to participate.

Students are covered by insurance both on school grounds and during school trips. Only the parents required by insurance, (the ratio is 1/10) are allowed to join the trip as chaperones.

A catered lunch will be provided for the children who normally have school lunch. Children must wear their school gym suit.

ACCIDENTS

Minor accidents are reported to the office, and treated by a staff member on duty. If a child is seriously injured or ill, he/she will be taken to the nearest hospital-accompanied by a school official who speaks Italian. Parents are notified immediately and told to go directly to the hospital.

PARKING

In order to avoid congestion on the short stretch of street in front of the school, we ask that you park your car on Largo Rosa Gattorno (100 meters) and walk the children to school.