

ST. FRANCES OF ROME SCHOOL

Family Handbook

DAILY SCHEDULE

All students who are on campus before 7:45 a.m. or 15 minutes after dismissal must report to Extended Day Care. There is no other supervision available on campus.

	7:55 a.m.	First Bell
	8:00 a.m.	Tardy Bell
	10:00-10:20 a.m.	Recess Grades 1-4
	10:20-10:35 a.m.	Recess Grades 5-8
	11:25-11:55 a.m.	Lunch Kindergarten
	11:40-12:15 p.m.	Lunch Grades 1-8
Monday through Thursday	3:00 p.m.	Dismissal
Fridays / Early Dismissal Days	12:30 p.m.	Dismissal: NO LUNCH

DROP-OFF/TARDY/ABSENCE SUMMARY

If a student will be absent, parents are asked to call the school office at 626-334-2018 between 8 a.m. and 9 a.m. Students should bring a written excuse when returning to school.

There is no supervision before 7:45 a.m. **Any student on the school/church grounds prior to 7:45 a.m. will be placed in Extended Day Care.** Students will automatically be registered in the program, and parents will be charged the \$25.00 registration fee in addition to the hourly charge for attendance.

First bell is at 7:55 a.m. and all students are expected to be in class at this time. **After the Tardy bell at 8:00 a.m., a parent must accompany the student to the school office to sign a tardy slip before the student goes to class.** Failure to do so will result in the student serving detention the following week.

Please note that the south gates (facing the church) will be locked each morning at approximately 8:00 a.m. and remain locked throughout the school day. DO NOT LEAVE ANY STUDENT UNACCOMPANIED ON PASADENA AVENUE OR IN THE SOUTH GATE AREA.

We encourage all parents to help the school provide a strong academic program by following the prescribed time schedule.

DISMISSAL SUMMARY

Students must be picked up within 15 minutes of dismissal time or be enrolled in Extended Day Care. Students participating in supervised activities (e.g. sports, tutoring, etc.) must be picked up at the conclusion of the activity or be enrolled in Extended Day Care. Siblings of those participating in any after school activity must report to Extended Day Care immediately if they are not going to be picked up after school. Students may stay after school to watch a game only if they are under direct supervision of a parent. Students remaining on campus 15 minutes after dismissal or after the conclusion of a supervised activity will be checked into Extended Day Care and parents will be charged.

Please refer to the Walk Home Policy in section V. E. of this Handbook. **For their safety, students must be in 6th grade or older to walk home without an adult. Parents must have completed the required authorization form,** available in the office. Students without the appropriate authorization will not be permitted to leave the campus. Verbal authorization will not be accepted in lieu of the written authorization.

The Archdiocesan Office allows early dismissal the days before Thanksgiving, Christmas, and Easter Vacation. Early Dismissal is 12:30 p.m. The usual recess schedule will be followed. **There will be no lunches on Fridays or early dismissal days.**