

June 26, 2017

Dear Parents,

Welcome to the St. Francis of Assisi Elementary and Middle School 2017-2018 academic year! Our Franciscan Catholic School is a unique learning environment that emphasizes moral standards of conduct and integrity. Welcome aboard to our Middle School Team, Mrs. Maggie Harrigan. Mrs. Harrigan will teach 6th Grade Earth Science and Religion. Mrs. Durell Notz will assume the role of Grade 4 Assisting Teacher.

Fees and incidental charges will be billed to your FACTS Tuition Agreement during the 2017-2018 school year. Fees include registration or re-registration, book, and technology fees. Incidentals charges include childcare, PE uniform purchases, field trips, yearbook, used uniforms, etc. Each month you will receive an email with an attached invoice. The invoice will list the item(s), cost, and date the charges will be billed to your agreement. Please refer to the online Handbook for the invoice and deduction schedule.

Fillable Back-to-School forms will be available on the school website (www.stfas.org) beginning July 5, 2017. Please return the completed forms to the school office **no later than August 22, 2017**. The requested forms may be hand delivered or mailed to the school. **NOTE: the Permission for Emergency Care Form (all students in Preschool–Grade 8) and VA School Entrance Health Form (Only New Students in Preschool-Grade 8) need to be returned to the school office by August 1, 2017.** The online forms are as follows:

- Computer – Acceptable Use Policy
- Waiver to Object
- St. Clare Extended Daycare Registration
- Telephone Directory
- Transportation/Carpool
- Handbook Agreement
- Permission for Emergency Care Form (**ALL Students Due by August 1, 2017**)
- VA School Entrance Health Form (**NEW Students Only Due by August 1, 2017**)

We will continue to post the following items on our website vs. the paper distribution method:

- Newsletter (Mondays)
- Classroom Newsletters
- Handbooks
- PTO Information/Upcoming events
- Field Trip Forms
- St. Francis Parish Sports Forms

Classroom supply lists for Kindergarten-Grade 8, Art and Spanish are posted on the St. Francis School website, listed under the Classrooms tab. The Summer Solutions Math series for Grades 1–8 was provided to students at the end of the school year. Newly enrolled students will receive their Summer Solutions books, via US Mail, within the next week.

The Diocese of Arlington **MANDATES** that all adults who are in contact with children attend the adult safe environment program, “Protecting God’s Children”. Faculty, staff, parent volunteers/chaperones are **REQUIRED** to attend one session AND complete and return the background check paperwork. Please contact Chanel Marquis, in the parish office at (703) 221-4044 ext. 222, to request the necessary paperwork. Upcoming training sessions are posted on the Virtus website (www.virtus.org). Participants must pre-register online to receive credit for the seminar.

***** Mark Your Calendars *****

Tuesday, July 25	9:00AM to Noon	New Uniforms May Be Purchased through Flynn & O’Hara	Dining Facility
Tuesday, August 22	9:00AM to 2:00PM	P.E. & Used Uniform Kick-off Sale	School Foyer
Wednesday, August 23	9:00AM to 10:00AM	Kindergarten Open House	Kindergarten Classroom
Wednesday, August 23	9:00AM to 10:00AM	New Student Orientation Grades 1-8	Dining Facility
Wednesday, August 23	9:00AM to 10:00AM	Orientation Grade 6 – Student & Parent <ul style="list-style-type: none"> • Wear school uniform • Bring school supplies 	Grade 6 Classroom
Monday, August 28	8:05AM to 11:30AM	First Day of School Early Dismissal (Daycare students bring a bag lunch)	
Monday, August 28	8:05AM	Kindergarten Students	Dining Facility
Monday, August 28	8:15AM	New Parent Orientation	Dining Facility
Tuesday, August 29	8:05AM	Kindergarten Students	Dining Facility
Tuesday, August 29	6:30PM	Back To School Night (Middle School) PARENTS ONLY	Church
Thursday, August 31	6:30PM	Back To School Night (Grades K-5) PARENTS ONLY	Church

Regular school hours are 8:05AM to 3:10PM Monday through Thursday and 8:05AM to 1:30PM on Fridays. Please do not bring your child to school before 7:50AM unless he/she is enrolled in the Extended Day Program.

The Extended Day Program will be in operation the first day of school from 6:30AM to 6:30PM outside of school operating hours. The cost of the program is \$7.00 per hour for one child, \$10.00 per hour for 2 children, and \$2.00 per hour for each additional child in the family. Registration is \$25.00 per family. Registration forms are available on the school website and

must be received by August 22, 2017 in order for daycare services to be provided the first day of school.

Uniform compliance is an important aspect of the overall philosophy and daily atmosphere of the school day. A Flynn & O'Hara Uniform Company representative will be on campus for onsite new uniform purchases Tuesday, July 25th from 9:00AM to 12:00PM. Visit the school website to make an online appointment.

Please note the reminders regarding the uniform:

- Shoes – Elementary students are required to wear low cut solid black leather athletic shoes with matching shoelaces and non-marking soles. Velcro closures are also allowed. Shoelaces must be tied using a crisscross style with the laces tied at the top of the shoe on the tongue. For safety reasons, no slip-on, zipper, or Mary Janes shoes are to be worn. Middle school students have an option to either wear the Flynn & O'Hara black tie oxford with matching shoelaces OR the all black Authentic Original 2-Eye Sperry Boat Shoe with matching shoelaces for boys or the all black Bluefish/Koi Fish Sperry Boat Shoe with matching shoelaces for girls. The soles, sides of the soles, stitching, piping and laces **MUST BE SOLID BLACK**.
- Socks – Middle School boys are required to wear black crew socks, long enough to turn down to form a cuff. Elementary school boys may wear white or black crew socks. Middle School girls are required to wear maroon knee socks. Elementary school girls may wear maroon knee socks or maroon tights.
- Slacks – Grey tailored slacks, from Flynn & O'Hara, with a black or brown belt (kindergarten students are excused from wearing a belt). Slacks are optional for girls and to be worn only with the knit uniform polo shirt.
- Sweaters – Middle School students are required to wear the Flynn & O'Hara St. Francis pullover sweater or sweater vest during academic school hours.
- PE Uniforms/Shoes – The PE uniform is purchased at the school. PE socks must be long enough to turn down and form a cuff – **no ankle socks permitted**.

All students, including Kindergarteners, are expected to be in uniform the first day of school. The optional warm weather uniform (grey shorts) may be worn through October 31st, weather permitting. **All uniforms must be purchased from Flynn & O'Hara.** Flynn & O'Hara has a store located at 9650 Main Street, Unit 20, Fairfax, VA 22301 or uniforms may be purchased online at www.flynnohara.com.

If a student comes to school without the appropriate attire, a parent will receive a courtesy phone call to bring the approved uniform to school.

Hairstyle is a component of the manner in which a student conducts himself/herself in school. The St. Francis Parent/Student Handbook states that conservative hairstyles are expected. Boys' hair should be trimmed at or above the collar, with eyebrows and ears fully visible. As with many Diocesan/School policies, the final interpretation of hairstyle and length is left to the discretion of the Principal.

Please note the Diocesan Illness Policy as stated in the St. Francis of Assisi Parent/Student Handbook:

Children with fevers, contagious or infectious diseases will be sent home promptly and excluded from school (**and school related activities**) while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.

The faculty and I look forward to seeing you in August. If you should have any additional questions, please call the school office. We greatly appreciate your support and prayers throughout the year.

In preparation for the beginning of school, please remember that August 4-6 is Virginia's tax free weekend!

Sincerely,

A handwritten signature in cursive script that reads "Dr. Tricia Barber". The signature is written in black ink on a light-colored background.

Dr. Tricia Barber
Principal