



**St. Frances Academy**  
501 East Chase Street  
Baltimore, MD 21202  
*The School Founded by Mother Mary Lange in 1828*  
*Celebrating over 190 years of service to God's people*

March 15, 2019

Dear Saint Frances Academy Parent/Guardian,

It is customary at this time of year for me to inform you about the changes in tuition and fees for the coming year. We have decided to allocate resources such that no student has to pay more than \$9,850 in tuition (excluding class fees). Fees will remain unchanged from last year.

What does this mean for you? If you re-register your child **no later than Friday, April 5, 2018** you will not have to submit tax transcripts. Your student's class fees will be adjusted corresponding to your child's grade level as we have always done.

Re-registration includes the following:

1. \$150 re-registration fee is paid in full.
2. The re-registration packet is complete and turned into the main office.
3. Your April 2019 tuition is paid in full.
4. You have no other outstanding financial obligations to the school.

Again, the above items must be complete by April 5<sup>th</sup>. There is one final step to complete the process.

**You must be fully enrolled in *SMART Tuition* no later than Wednesday, May 22, 2019.**

Please note: If you miss *either* of these deadlines, you will have to start the entire tuition process from the beginning (including submission of 2018 tax transcripts). Also, after April 5<sup>th</sup> the re-registration fee will go up to \$250 and *financial aid is no longer guaranteed*.

Re-registration packets and *SMART Tuition* paperwork will be available beginning Friday, March 15, 2019.

Please note that these financial policies apply to returning students only.

Thank you for your continued commitment to Saint Frances Academy and we look forward to welcoming you all back for the 2019-2020 year.

In God's Providence,

Deacon Curtis Turner, Ed.D.  
Principal

Saint Frances Academy  
 www.sfacademy.org  
 501 E. Chase Street, Baltimore, MD 21202  
 (410) 539-5794 fax (410) 685-2650



**RE-REGISTRATION FORM**

Re-Registration Fee	\$150.00 Non-Refundable. Must be paid by April 5, 2019
Late Re-Registration Fee	\$250, if paid after April 5, 2019

**STUDENT INFORMATION**

PLEASE COMPLETE THE FOLLOWING WITH THE MOST CURRENT INFORMATION. IF YOU WILL BE MOVING IN THE NEAR FUTURE, PLEASE PUT YOUR NEW ADDRESS ON THIS FORM.

MOTHER'S NAME	EMAIL ADDRESS
ADDRESS (IF DIFFERENT FROM STUDENT)	
HOME PHONE	CELL PHONE
WORK PHONE	
CHILD'S NAME	DATE OF BIRTH
ADDRESS	
LAST GRADE COMPLETED	GRADE FOR THE UPCOMING YEAR
SEX	RELIGIOUS AFFILIATION

**PARENT/GUARDIAN INFORMATION**

FATHER'S NAME	EMAIL ADDRESS
ADDRESS (IF DIFFERENT FROM STUDENT)	
HOME PHONE	CELL PHONE
WORK PHONE	
GUARDIAN'S NAME	EMAIL ADDRESS
ADDRESS (IF DIFFERENT FROM STUDENT)	
HOME PHONE	CELL PHONE
WORK PHONE	

**OVER**

**EMERGENCY INFORMATION:**

Parents/Guardians will be contacted first in every case of emergency. If for any reason a parent cannot be reached, please supply the following information:

NAME OF EMERGENCY CONTACT	RELATIONSHIP TO STUDENT
HOME PHONE NUMBER	ALTERNATE NUMBER
ADDRESS OF CONTACT PERSON	

Parent Statement: If Parent/Guardian/Emergency Contact Person cannot be reached, I authorize SFA to call the Emergency Services if that action should be deemed necessary. I agree also to assume responsibility for expenses incurred in the handling of this emergency.

It is understood that this consent will stand, as authorized only if impossible to reach parent/guardian/ emergency contact at the time of such an emergency. This authorization will remain in effect until revoked by me in writing or until my son/daughter has concluded attendance at St. Frances Academy.

Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>DATE RE-REGISTRATION RECEIVED:</b>	<b>DATE RE-REGISTRATION FEE PAID</b>
<b>RECEIPT #</b>	<b>PAYMENT TYPE</b> <b>CARD, CASH, MONEY ORDER, CERTIFIED CHECK</b>
<b>RECEIPT #</b>	<b>PAYMENT TYPE</b> <b>CARD, CASH, MONEY ORDER, CERTIFIED CHECK</b>

**OFFICIAL USE ONLY**



St. Frances Academy  
 501 E. Chase Street  
 Baltimore, MD 21202  
 410-539-5794 (main office)  
 410-685-2650 (fax)  
 www.sfacademy.org

## 2019-2020 Re-Registration FAMILY FINANCIAL STATEMENT

Student Full Name: \_\_\_\_\_ 2019-2020 Grade Level: \_\_\_\_\_

**Saint Frances Academy tuition cost for the 2019-2020 school year is: \$ 9,850.00**

### STUDENT FEE SCHEDULE

FRESHMAN/ SOPHOMORES	JUNIORS	SENIORS
Class Dues: \$150	Class Dues: \$300	Class Dues: \$400
Academic Res: \$500	Academic Res: \$500	Academic Res: \$500
Activity Fee: \$150	Activity Fee: \$150	Activity Fee: \$150
SMART: <u>\$ 50</u>	SMART: <u>\$ 50</u>	SMART: <u>\$ 50</u>
Total: \$850	Total: \$1,000	Total: \$1,100

**\*All fees are nonrefundable.**

I DO NOT wish to be considered for Financial Aid.     YES, I wish to be considered for Financial Aid.

**In order to guarantee continued financial assistance and be considered fully re-registered you must complete the following:**

1. \$150 registration fee is paid in full.
2. The re-registration packet is complete and turned into the main office.
3. Your April 2019 tuition is paid in full.
4. You have no other outstanding financial obligations to the school.

**\*The above items must be complete by, Friday, April 5, 2019.**

**You must also be fully enrolled in SMART Tuition no later than Wednesday, May 22, 2019. If not, you will need to go through the entire financial aid process (including submitting your 2018 IRS tax transcripts) and financial aid is *no longer guaranteed* after that date. St. Frances Academy will be using SMART TUITION for all tuition and student/class fees.**

Payer Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

The payer understands that tuition assistance is contingent upon prompt and current payments. Failure to maintain an up-to-date balance will jeopardize the continuation of any remaining tuition assistance for the school year.

**NOTE: Any student who leaves for any reason after September 6, 2019 will be responsible for the tuition through the remainder of the 2019-2020 school year.** Additionally, any student who leaves after the deadline will forfeit all outside aid including BOOST. Complete payment of tuition/fees and repayment of the outside aid must be satisfied before official school records can be released.

**Payer Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**2019-2020  
Maryland Textbook Program  
Income Survey Form**

STUDENT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

AGE OR GRADE LEVELS OF CHILDREN LIVING IN YOUR HOUSEHOLD AND ATTENDING SCHOOL: \_\_\_\_\_

NAME OF PRIVATE SCHOOL: \_\_\_\_\_

CITY/COUNTY: \_\_\_\_\_ STATE/ZIP \_\_\_\_\_

PUBLIC SCHOOL YOUR CHILD WOULD ATTEND: \_\_\_\_\_

**A. DIRECTIONS:**

1. On the chart below, find your family size (family size is equal to the total of parents and children)
2. Circle your family size
3. Make an "X" under YES column if your family income is less than or equal to the income level given.
4. Make an "X" under the NO column if your family income is more than the income level given.

FAMILY SIZE	INCOME PER YEAR	YES	NO
(Total # of children and parents)			
One*	\$21,978		
Two	29,637		
Three	37,296		
Four	44,955		
Five	52,614		
Six	60,273		
Seven	67,951		
Eight	75,647		
For each additional family member add \$7,696			

- \* This may be a foster child (considered a family of one), an emancipated youth or a special education over the age of 16.

B. Is your household homeless? YES \_\_\_\_\_ NO \_\_\_\_\_

C. Does your household receive food stamps or temporary cash assistance (TCA)? YES \_\_\_\_\_ NO \_\_\_\_\_

Information will be used for Title I



**St. Frances Academy**  
501 East Chase Street  
Baltimore, MD 21202  
*The School Founded by Mother Mary Lange in 1828*

**Dear Parents and Guardians,**

**In order to ensure that we have the most accurate picture of your student's overall academic performance (i.e. to accurately track progress towards required credits for graduation and NCAA eligibility), we highly suggest that you request transcripts from each school your student previously attended.**

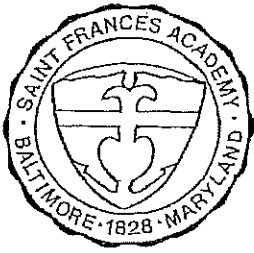
**If your student is an athlete, having a transcript from each school allows our Academic Coordinator to accurately calculate their NCAA Core GPA, as the NCAA requires grades from each school to be uploaded separately. Please see below for information directly from [ncaa.org/student-athletes/future/transcripts](http://ncaa.org/student-athletes/future/transcripts):**

*If a student has attended more than one high school, or taken courses from more than one program, the NCAA Eligibility Center needs an official transcript from each high school or program. Grades from one high school or program transcribed on another high school's transcript will not be accepted.*

**Please have previous schools email, fax, or scan and email a copy of the student's records to:**

**Office of Admissions**  
501 E. Chase Street  
Baltimore, MD 21202  
(410)685-2650 fax  
[nytearia.burrell@sfacademy.org](mailto:nytearia.burrell@sfacademy.org) (Director of Admissions)

**If you have further questions, please contact our Academic Coordinator ([anne.spencer@sfacademy.org](mailto:anne.spencer@sfacademy.org)).**



Dear Parents & Guardians,

The Family Partnership Program (F.P.P.) is a program at SFA that will make a significant difference in our educational environment. We are asking all families of current students to provide the school with a minimum of 10 hours of adult service each year. Any adult member of your family is invited to perform the volunteer hours. Hours worked by students or other children in your family do not count toward the 10-hour minimum.

The Family Partnership Program only operates during the school year. If you are the parent of a senior, you must have your hours completed or paid before May 1<sup>st</sup>. Parents of freshmen, sophomores, and juniors have until May 28<sup>th</sup> to meet this obligation. Any family who does not meet the minimum number of hours required for the Family Partnership Program or who chooses not to participate, will be assessed \$15.00 for each hour not completed (\$15.00 x 10 hours for a total of \$150.00). These funds must be paid by the deadlines stated above.

Please select at least two events from the following items:

- Fall Fest
- Soul Food Luncheon
- Faculty Christmas Party
- 3 Cases of copy paper (full 10 hours)
- Spring Fest
- Joe Corbi's Fundraiser
- Spring Fest
- Midnight Madness (Concessions)
- Homecoming (Concessions)

\_\_\_\_\_ I am able to provide volunteer service at this time. I will make sure that my service obligation is met.

\_\_\_\_\_ I am NOT able to provide volunteer service. Please find the enclosed payment of \$150.00 (10 Hours X \$15.00 Per Hour). You will receive a receipt for your payment.

ACCEPTED FORMS OF PAYMENT: CASH, CREDIT CARD, MONEY ORDER OR CASHIERS CHECK  
NO PERSONAL CHECKS ACCEPTED

Student(s) Name: \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian  
Signature \_\_\_\_\_



# ST. FRANCES ACADEMY

## iPad Lease Contract

This agreement is between Saint Frances Academy (the "School"), \_\_\_\_\_ ("Student") and \_\_\_\_\_ ("Student's Parent"). Student will be provided with an Apple iPad Air 2 Wi-Fi 64GB for the purposes of facilitating education at the School. The School is leasing an iPads on behalf of Student from Apple for a three-year term; the iPad must be returned upon Student's withdrawal or graduation, or other exit from the School. The School retains all ownership rights of and to the iPad; the School may inspect the iPad and all stored information at any time with or without notice, and Student and Student's Parent agree that neither has an expectation of privacy as to anything stored on, sent by, or received through the iPad. At the end of the three-year term or sooner if Students ceases to be enrolled at the School for any reason, Student will return the iPad to the School, and the School may delete all personal data placed on the iPad during the term. Student and Student's Parent acknowledge and agree that:

- The iPad issued to Student by the School remains the property of the School, and is made available to Student as a tool for learning.
- The School has established usage standards for the iPad, which cover procedures and requirements for using the device.
- Like textbooks and other school property, Student MUST return the iPad to the School at the end of the school year or upon withdrawal, transfer, graduation, or other cessation of enrollment.
- This agreement signed by both student and parent/guardian to comply with the Saint Frances Academy iPad rules and regulations is required before an iPad will be issued to a student.
- The use of an iPad is a privilege that can be revoked. Inappropriate use or neglect of an iPad can result in limits to or loss of use of the iPad.
- It is the expectation that Student will bring the iPad to school each day unless instructed otherwise.
- Student is not permitted to sync the iPad with a personal computer or "jailbreak" the device to alter the configuration or functionality that has been established by the School.
- Student must not leave the iPad unattended at any time while at school and must follow all school procedures for securing unattended iPads when necessary (athletic activities, etc.).
- Loss/theft of an iPad due to neglect is not a valid insurance claim and full replacement cost will be charged to Student and Student's Parent.
- Student is responsible for bringing the iPad to school with a full battery charge each day.
- The iPad comes pre-loaded with the all software Student needs for Student's classes.



Student is not permitted to uninstall or modify any application or the operating system in anyway.

- Student is not permitted install any apps, but, Student may submit app download requests to the Tech Coordinator. Approval will be determined on case by case basis.
- The School reserves the right to remove or disable any apps if they are judged to be inappropriate or interfere with the learning process.
- File-sharing, including downloading music, or any other activity that violates copyright laws is not permitted. Any music or other commercial files installed on the iPad must be legally owned by the student user.

## **General Handling and Required Care of the iPad**

Student and Student's Parent acknowledge and agree that:

- Student and Student's Parent will be charged for any damage resulting from abuse or mishandling, or loss of an iPad due to neglect (**the required insurance coverage limits liability to \$150 deductible in the case of theft or accidental damage**). **Student and/or Student's Parent will file a police report for any stolen iPad within 24 hours after Student and/or Student's Parent discovers any such theft.**
- Student is responsible for ensuring that the iPad issued to Student is not marked in any way with markers, stickers, etc. Each Apple iPad is labeled with an identification tag. Student will ensure that this sticker is not removed.
- The iPad must remain in the school-provided case at all times. Any damage resulting from failure to use the required case will result in Student and Student's Parent being assessed fees for the full cost of repairs.
- Student will ensure that no foreign objects (paperclips, pens, etc.) are inserted into the ports (openings) of the iPad.
- Student will ensure that the iPad issued to Student is not exposed to any food or drink. Damage due to spilled substances will not be covered by insurance and Student and Student's Parent will be responsible for the full repair cost.
- Student will ensure that the iPad issued to Student is stored in an appropriate protective area when not in use.
- Excessive scratches and scuffs to the iPad exterior can result in repair fees assessed to the Student and Student's Parent.
- Student will ensure that Student's hands are clean before using the iPad – the glass screen should be regularly wiped clean with a dry clean soft cloth – microfiber cloth is recommended but any soft cotton fabric will work. Student will NOT use commercial liquid or spray cleaners on the iPad screen.
- When a charging cable needs to be connected, Student will ensure to line it up correctly when inserting and removing. Student and Student's Parent are responsible for damage to the charger port or connector pin resulting from mishandling.
- If Student have problems with the iPad issued to Student, Student should stop using the device and ask the Tech Coordinator or a teacher for help.

## Internet Rules and Expectations

Student and Student's Parent acknowledge and agree that:

- The School's Acceptable Internet Use Agreement must be followed at all times.
- Any inappropriate web or email activity can result in loss of the iPad privilege. The use of proxy servers is strictly forbidden and is a violation of the school network policy.
- If you unintentionally link to an inappropriate website, report it to your teacher immediately so that school officials can remove access to the site.
- All activity conducted on the School's Internet/Network is monitored and can be tracked/traced. All use of the Internet/Network should be to further the student's education and enrich the student's educational resources. Student has no expectation of privacy when using the School's Internet/Network.

## Parent Information

Student's Parent acknowledge and agree that:

- The iPad is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way that would compromise access by Student.
- Parents are responsible for supervising Students Internet use while at home; the filtering services implement on the School's network do not transfer to home use. Parental control software can be installed upon parent request to limit access to the Internet. The School will be providing specific information on how to request this service.
- Parents should monitor the use of the iPad at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.
- Use of Internet resources – including online curriculum content purchased by the School will be an integral part of the learning activities in Student's classes. If Student's Parent has reservations about or objections to Student having access to the Internet while at school, please contact a school administration to discuss the matter.

## Burglary/Robbery/Theft

Student and Student's Parent acknowledge and agree that:

**Leaving the iPad unattended, failing to secure it per school recommendations, leaving it in an unlocked car, leaving it on the bus, etc. do NOT qualify as a legitimate claim for theft. These and similar situations are classified as loss through negligence and would result in the replacement cost (approx. \$600) being assessed to Student and Student's Parent.**

## Accidental Damage

Student and Student's Parent acknowledge and agree that:

The following are not considered to be accidental damage and will result in the replacement cost (approx. \$600) being assessed to Student and Student's Parent.

- Damage caused by liquid/beverage spills (liquids near iPads are explicitly prohibited per iPad Agreement)
- Excessive scratches/wear to iPad exterior caused by failure to regularly use a protective case (use of given case is required per the iPad Agreement)
- Intentionally marking, defacing, and/or abusing the iPad (amusement, anger, frustration, etc.)
- Damage caused by tampering with hardware components or operating system (i.e. jailbreaking) to alter the School configurations.

## Consequences of iPad Misuse

Student and Student's Parent acknowledge and agree that:

Consequences of iPad misuse, include, but are not limited to

- Disciplinary actions under the School's discipline code
- Loss of privileges or increased daytime controls
- Loss of the iPad for a period of time
- Student's suspension/expulsion for serious or repeated offense(s)

## Financial Responsibility

Subsequent damage will be repaired by the School when possible, and the cost billed to the student. In the case of a first case iPad's destruction or loss, the student will be billed for \$200. In the case of a second iPad destruction or loss, half the price of the iPad will be billed to the student in the amount of \$300. In the case of the destruction or loss of a third iPad or more, the student will be billed for the full value of the replacement iPad, \$600. **Please Sign and Initial that you have received each item**

❖ **The costs for replacement as of June 2018 are listed below, but are subject to change.**

- Apple iPad Air 2 Wi-Fi 64GB - \$520.00 Sign \_\_\_\_\_
- AC Adapter/Power Brick (plugs into wall) - \$20.00

Sign \_\_\_\_\_

- USB Sync/Charge Cable (plugs into iPad) -

\$20.00 \_\_\_\_\_

▪ Otterbox Defender for iPad - \$60.00 \_\_\_\_\_

❖ IF YOUR STUDENT IS IN COMPUTER APPLICATIONS OR UB PLEASE READ AND SIGN.

❖ I understand that the student listed above will receive a bluetooth keyboard. Both the student (name) \_\_\_\_\_ and I \_\_\_\_\_ agree that if the keyboard is lost, damaged or stolen I have must take full responsibility and pay the amount is \$50.00. If the amount is unpaid, I understand that the student will not be able to participate in school activities or class and then balance will remain on Smart Tuition until paid.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### IPad Release Form

Please Initial off to confirm that you received the following on \_\_\_\_\_ (date of distribution):

- \_\_\_\_\_ 1 iPad Serial/Barcode #: \_\_\_\_\_
- \_\_\_\_\_ 1 AC Power Adapter/USB Cable
- \_\_\_\_\_ 1 Case

### Student/Student's Parent Acknowledgement

All items must be returned by your senior exit date. I understand that I will be charged for any missing equipment or cables.

- I have fully read and understand this iPad Lease Contract.
- I agree to comply with the Saint Frances Academy Acceptable Use Policy.
- I understand that Student may lose Student's iPad privileges as Student engages in inappropriate behavior, and I understand that Student and Student's Parent may be held financially

responsible for intentional damage or avoidable loss of any iPad provided by the School.

- I understand that Student's absences and actions may cause the removal of Student's iPad privileges (either temporary or long-term).
- I understand that a **\$5 PER DAY** fee will be assessed for every day that Student is late in returning the iPad at the end of the school year.

\_\_\_\_\_  
Student Printed Name                  Student Signature                  Date

\_\_\_\_\_  
Student's Parent Printed Name                  Student's Parent Signature                  Date

\_\_\_\_\_  
Student's Parent Email Address                  Student's Parent Phone

\_\_\_\_\_  
Tech Coordinator Signature                  Date



Coppin Clinic at St Frances Academy  
Coppin State University Helene Fuld School of Nursing School Based and  
Community Health Center  
410-528-8747



The CSU Coppin Clinic at St Frances Academy would like to welcome you and your student to our clinic. We have been a presence in the school since 2003 and are sponsored by the Nursing School of Coppin State University and St France Academy. The mission of the health clinic is to provide health services for our students, their families, faculty and staff as well of the nearby community.

We are located in the Community Center and are staffed by Nurse Practitioners, nurses, medical assistant. Nursing students both graduate and undergraduate are also part of the staffing program at the clinic. There is a physician on call if needed. Additionally, the clinic has a 24 hour answering service. If you call the answering service, they will contact the Practitioner on call to respond to your concerns/questions.

The clinic is available to students between the hours of 8am and 4 pm. Student patients are seen for acute illness, for example, a sore throat or an earache. For those students who have a chronic illness like asthma, health surveillance and education is provided.

The clinic also provided preventive care including yearly physicals, prescriptions, immunizations and referrals as needed.

**PLEASE NOTE: NO STUDENT WILL BE ALLOWED TO START SCHOOL UNLESS  
THEY ARE FULLY IMMUNIZED AS DICTATED BY LAW**

**Services Provided Include:**

**Health Care for Children and Adults  
Weight Management Education  
Management of Chronic Health Problems  
Referrals for X-rays, Labs  
Sports Physicals, GYN Exams, Pap Smears  
Immunizations/Assistance with Obtaining Insurance**



### Coppin Clinic at St Frances

CSU Helene Fuld School of Nursing School Based and Community Health Center at St Frances  
Academy  
501 East Chase Street  
Baltimore, Maryland 21202

Dear Parents/Guardians

The Coppin Clinic at Saint Frances Academy would like to welcome you and your student to our clinic. We have been opened since 2003 and are sponsored by Coppin State University College of Health Professions Helene Fuld School of Nursing and St Frances Academy. The purpose of the clinic is to provide health services to the students, their families, faculty and the surrounding community. We are located in the Community Center at Saint France Academy. The clinic is staffed by Nurse Practitioners, nurses, medical assistances, with a physician on call in order to meet the needs of our patients. There is a 24 hour answering services who will relay calls to the Clinic staff who will return your call.

The clinic is available to students between the hours of 8am to 4pm. Patients are seen for acute visits, for example a sore throat or ear ache. The clinic also provides preventative health care for the whole family including yearly physicals, prescriptions, referrals as needed. The State of Maryland requires that all students be fully immunized. Your child may receive any missing vaccinations at the Coppin Clinic prior to the start of school.

Please note. No student will be admitted without being fully immunized because it is the law and it is for the safety of all of our students.

Services Provide Include:

Health Care for children and adults  
Weight management education  
Assistance with obtaining insurance  
Immunizations Physical exams

Management of chronic health problems  
Referrals for x-ray  
Sliding fee scale for the uninsured  
Sports physicals GYN exams and Pap smears

Please note our number is listed below. It is different than the school number

Health Center Number: 410-528-8747



Coppin Clinic at St Frances  
501 East Chase Street  
Baltimore Maryland 21202  
410-528-8747



Dear Parents/Guardian,

According to Maryland School Immunization Regulations (COMAR 10.06.04), to be allowed in school, students must be immunized according to the Maryland Recommended Childhood Immunization Schedule.

If you are unable to get an Immunization appointment with your child's health care provider, call your local health department.

You may either bring your child to his/her doctor, or you may sign consent for your child to receive the immunization in the school based health center.

#### THE LAST TEN YEAR

Your child should have the following vaccination documented:

5 DTAP'S.

4 POLIO

4 Hib

3 HEP B

2 MMR ( Measles , MUMPS, RUBELLA)

2 VARICELLA Vaccine (or proof of disease from physician)

1 tetanus: Within the last 10 years

Please note our phone and fax are different the main school.

Please contact the health suite at (410) 528-8747 if you have any questions.

Our fax number is (410) 528-8748

PATRICIA D SETLOW DNP,CRNP,FNP-BC





**Coppin Clinic at St Frances**  
**501 East Chase Street**  
**Baltimore Maryland 21202**  
**PHONE # 410-528-8747 FAX #410-528-8748**

LAST NAME	FIRST NAME	MIDDLE INITIAL/SEX
RACE	SOCIAL SECURITY NUMBER	BIRTHDATE
ADDRESS	CITY/STATE/ZIP	HOME PHONE
PARENT/GUARDIAN NAME	DAY TIME PHONE	ALTERNATE PHONE
EMERGENCY CONTACT NAME	EMERGENCY CONTACT PHONE	RELATIONSHIP TO CHILD

**PLEASE COMPLETE THIS FORM TO ENROLL YOUR CHILD IN THE SCHOOL BASED HEALTH CENTER AT ST FRANCES ACADEMY. I GRANT PERMISSION FOR MY CHILD**

**TO ENROLL IN THE SCHOOL-BASED HEALTH CENTER. I CONSENT TO HIS/HER RECEIVING HEALTH SERVICES THAT CAN INCLUDE PHYSICAL EXAMINATIONS, TREATMENT FOR ACUTE AND CHRONIC HEALTH PROBLEM, HEALTH EDUCATION, MENTAL HEALTH COUNSELING, AND LIMITED DIAGNOSTICS TESTS. I GIVE CONSENT FOR THE SUBMISSIONS OF ALL CLAIMS, IF APPLICABLE, TO MY PRIVATE INSURER, MANAGED CARE ORGANIZATION (MCO) OR HMO AND THE AUTHROIZE DIRECT PAYMENT TO THE SBHC.**

**I UNDERSTAND THAT IF MY CHILD IS REGISTERED WITH A MANAGED CARE ORGANIZATION (MCO) THROUGH MEDICAL ASSISTANT, HE/SHE CAN STILL RECEIVE TREATMENT FOR ACUTE OR URGENT HEALTH PROBLEM FROM THE SCHOOL BASED CENTER. A SUMMER OF THE VISIT WILL BE SENT TO THE PRIMARY CARE PROVIDER/MCO.**

- I UNDERSTAND THAT SCHOOL PERSONNEL WILL NOT HAVE ACCESS TO ANY OF MY CHILD'S MEDICAL RECORD AND THE RESULT OF ALL EXAMINATIONS OR COUNSELING ARE STRICTLY CONFIDENTAL.**

SIGNATURE OF PARENT/LEGAL GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

**INSURANCE INFORMATION**

Child's Medical Assistance #	Manage Care Organization
Or Private Insurance	

<b>Name of Policyholder</b>	<b>Relationship to Child</b>
<b>Policy or SS#</b>	<b>Place of Employment</b>
<b>Phone Number</b>	<b>Employment Address</b>
<b>Name of Insurance Company</b>	

A child will never be denied services because of lack of insurance



Coppin Clinic at St Frances Academy  
Coppin State University Helene Fuld School of Nursing School Based and  
Community Health Center  
410-528-8747



Medical Information Form 2019-2020 School Year

Student's Name	Grade and Date of Birth
Name of Parent/Guardian	Parent/Guardian Contact Numbers
Emergency Contact Name of Social media and relation to student	Emergency Contact Numbers Cell                      Work

**Medical History**

Does your child have a history of :

Allergies \_\_\_\_\_ Seizures \_\_\_\_\_ Hearing Problems \_\_\_\_\_ Speech Problems \_\_\_\_\_  
 Asthma \_\_\_\_\_ Eating Problems \_\_\_\_\_ Vision Problems \_\_\_\_\_ Anemia \_\_\_\_\_  
 Bleeding Problems \_\_\_\_\_ Use of Special Equipment \_\_\_\_\_

**Authorization to Administer Medications**

Antacid (Tums/Maalox)	Ibuprofen (Advil/Motrin)
Acetaminophen (Tylenol)	Diphenhydramine (Benadryl)

If you wish to have your student receive the discretionary Medications as needed, please sign and date below.

Parent/Guardian

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Coppin Clinic is located in the Community Center  
Phone Number 410-528-8747 Fax Number 410-528-8748



**Saint Frances Academy**  
**www.sfacademy.org**  
501 E. Chase Street, Baltimore, MD 21202  
Phone (410) 539-5794 fax (410) 685-2650

## COUNSELING DEPARTMENT

Mother Mary of Good Counsel Pastoral Counseling Center (MMGCPCC)  
**ACKNOWLEDGEMENT OF COUNSELING PROGRAM**

### **What is Counseling?**

Counseling is sorting through difficult times in life's journey with the help of another person who can listen to you and help you make things clearer. Counselors do not give advice or solve your problems for you. Some problems cannot be solved but you can learn to cope (or deal with) these problems. Counseling may be short-term (a few sessions) or long-term (a year or more) depending on the issues and goals of the client. To go to counseling does not mean you're "weak" or "mental". Everyone needs someone to talk to and at the Mother Mary of Good Counsel Pastoral Counseling Center, we have counselors and staff who are trained to listen and support you through individual and group counseling.

### **Serving Students and Families**

The students at St. Frances are made aware of the counseling center and may request counseling at any time. A teacher, administrator, or parent may also refer a student for counseling, but the decision to participate is that of the student. Students receive counseling during the school day and may miss a class to participate in counseling. Every effort is made to schedule counseling during elective courses, during lunch periods and afterschool. Again, counseling is a resource to assist students as they sort through the challenges of adolescence.

A parent may be contacted by a child's counselor if

- there is a threat that the child is a danger to him/herself or someone else,
- the child requests a family session, or
- additional services may be appropriate for the child.

The counseling services at St. Frances Academy are available not only to the students but to their families as well. Services and support groups are also available for parents during evening/weekend hours throughout the year. A parent may request to meet with one of our counselors at any time by contacting the Director of Counseling and Mental Health Services, DeTrece Lavender at 410-539-5794 or via email [dee.lavender@sfacademy.org](mailto:dee.lavender@sfacademy.org).

### **The Counseling Staff**

There is one full time therapist on staff and a Licensed Social Worker as the Clinical Supervisor for our internship program. In addition, MMGCPCC recruits college interns each year who are participating in Masters Degree programs in Clinical Psychology, Social Work, Mental Health Counseling or other helping/healing professions at Morgan State University, Walden University, Harvard University, Wake Forest, University of Maryland and Coppin State University. We also have partnerships with local non-profit organizations who offer additional services, assistance and/or referrals to ensure all needed services are available to our SFA community. Current partnerships include: Pets On Wheels, Family and Children Services of Maryland, Sarah's Hope Psychological Rehabilitation Program.

## COUNSELING DEPARTMENT

### Notice of Privacy Practices

Privacy is a natural concern for all those who seek counseling. It is also complicated because of federal and state laws that govern it and the general standards of the counseling profession. This notice describes how personal information about you may be used and disclosed.

When you elect to participate in the counseling program personal history information is collected and goes into your file in the counseling department. The information we collect from you is called in the law PHI, which stands for Protected Health Information. This information is not available to the school administration, faculty, staff, or any other interested parties outside of the counseling department of St Frances Academy. The PHI gathered is used to determine your counselor, establish goals for counseling, assess the effectiveness of the counseling you receive, and determine additional services you may need. Your PHI is only used by the intake person, your counselor and your counselor's supervisor. Some portion of your PHI must be shared with your counselor's supervisor in order to ensure that your counselor is held accountable for providing you with proper service. Some portion of your PHI may also be shared with other counselors during group supervision for educational purpose. This is usually done through case presentation where counselors present information on one of their clients. The client's name is not used during case presentations.

Your file containing your PHI is always kept secured in a locked file cabinet located in a locked room in the counseling department. Only counseling staff has access to student files. If you are not a student only your counselor has access to your files. PHI kept in your file is likely to include: your history gathered during intake, reasons you came for counseling, diagnoses (medical terms for your problems/symptoms), treatment plan (goals for your time in counseling), progress notes (summary of each session), information received from other agencies where you received services, psychological test scores, information about medications you are taking. This however is not a comprehensive list.

Your PHI is not disclosed to anyone outside of the SFA Counseling department except in the following situations:

- You (your legal guardian if you are under the age of 18) provide written consent for us to share your information with another agency/mental health professional
- When required by law
  - We have to report suspected child abuse (current or past)
  - If you are involved in a legal proceeding and we receive a subpoena, discovery request, or other lawful process, we may release some of your PHI. We will make every effort to notify you before releasing any information.
- To prevent serious threat to health or safety
  - If we come to believe that there is a serious threat to your health/safety or that of another person, because you reveal during counseling some serious thoughts of self-harming, suicide or other-harming, we can disclose some of your PHI.
- For statistical purposes
  - Some PHI information may be released to the SFA development office to justify the need for counseling services, to obtain funding for the school, and/or for marketing of SFA Academy. This information is provided in general format. Names or other identifying information is not provided. Examples of information disclosed to the development office include: # of students in counseling, # students accessing social work services, types of issues seen in counseling.

## COUNSELING DEPARTMENT

### Parent Acknowledgement of Therapeutic Counseling Program

I have received the information explaining the services available through the Mother Mary of Good Counsel Pastoral Counseling Center at Saint Frances Academy and the Notice of Privacy Practices. I understand that my child may choose to participate in counseling at any time as a student at SFA without my knowledge. I recognize that information discussed in the counseling session may not be shared with me unless

- there is a threat that my child is a danger to him/herself or someone else
- my child requests a family session
- my child requires additional services

I understand that if my child is threatening suicide I will be contacted to take my child to the emergency room for evaluation. If the counselor is unable to reach me my child will be taken to the closest emergency room for evaluation and I will be contacted.

\_\_\_\_\_  
Child's Name (print)

\_\_\_\_\_  
Parent(s) Name (print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# ST. FRANCES ACADEMY

501 East Chase Street  
Baltimore, Maryland 21212  
410.539.5794  
www.sfacademy.org

To: Parents/Guardians of SFA students  
From: Dr. B. Curtis Turner  
Re: Publication Awareness Form

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At St. Frances Academy, we may have occasion to take photographs or video of our students for publicity or information purposes. For example, a photograph of your child may appear in the school newspaper, yearbook, or on our website. On occasion, a newspaper, magazine or television program has covered a story or event at St. Frances Academy and has taken photos/video for publication along with the story.

Such publishing generally requires permission. We would appreciate being able to share the "Good News" of St. Frances Academy with the greater community, without violating your child's privacy rights, and respectfully request your permission to do so. Please complete the section below.

Thank you.

B. Curtis Turner, Ed.D.  
Principal

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## St. Frances Academy Publication Awareness Form One student per form

My signature confirms that I am aware that my child may appear in photos or participate in videos representing St. Frances Academy as described above.

Student's Name: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

# S T . F R A N C E S A C A D E M Y

## WAYS TO ORDER YOUR UNIFORM

### 1. ONLINE:

To view uniform options, pricing, and shop year-round, visit:

[www.flynnohara.com/school/MD022](http://www.flynnohara.com/school/MD022)

### 2. IN STORE:

Visit us at our closest servicing retail location:

8868 Waltham Woods Rd  
Parkville MD 21234  
410-828-4709

OR

### 3. OVER THE PHONE:

FlynnO'Hara's Customer Service Department is available Monday through Saturday year-round to answer questions, track returns, and place orders:

Call us toll-free at: (800) 441-4122

#### PLEASE NOTE:

Be sure to order early, as orders placed after July 15 cannot be guaranteed for delivery by the first day of school!

#### ABOUT FLYNNO'HARA

FlynnO'Hara Uniforms is a Philadelphia-based supplier and retailer of high-quality school uniforms and gym wear. We are family owned and operated, servicing over 1500 schools across the United States.



#### WARRANTY INFO

We're so confident in our products that we offer a School Year Guarantee: If you're not satisfied with the way an item is holding up within a year of purchase, we'll replace it.

CONTACT FLYNNO'HARA: 800-441-4122

## 2019 PRICE LIST

MD022

Girls Year Round Uniform 9-12	
BLAZER IS REQUIRED FOR ALL GRADES AT ALL TIMES.	
Blue & Grey Plaid Sewn Down Knife Pleat Skirt	CHILDS \$47.00
Blue & Grey Plaid Sewn Down Knife Pleat Skirt	TEENS \$47.25
Black Cotton/Lycra Modesty Short	YOUTH \$14.00
Black Cotton/Lycra Modesty Short	ADULT \$16.00
Khaki Flat Front Girls Slacks	07-16RS \$27.75
Khaki Flat Front Girls Slacks	JR \$31.75
Navy Flat Front Girls Slacks	10-16R \$27.75
Navy Flat Front Girls Slacks	JR \$31.75
Blue Short Sleeve Buttondown Collar Shirt w/School Logo	YOUTH \$22.25
Blue Short Sleeve Buttondown Collar Blouse w/School Logo	ADULT \$25.25
White Short Sleeve Buttondown Collar Shirt w/School Logo	YOUTH \$22.25
White Short Sleeve Buttondown Collar Blouse w/School Logo	ADULT \$25.25
Blue Long Sleeve Buttondown Collar Shirt w/School Logo	YOUTH \$23.75
Blue Long Sleeve Buttondown Collar Blouse w/School Logo	ADULT \$27.25
White Long Sleeve Buttondown Collar Shirt w/School Logo	YOUTH \$23.75
White Long Sleeve Buttondown Collar Blouse w/School Logo	ADULT \$27.25
Navy V-Neck Sweater Vest w/School Logo	AS-AXL \$33.25
Navy V-Neck Sweater Vest w/School Logo	XXL-XXXL \$37.50
Navy V-Neck Pullover Sweater w/School Logo	YM-YXL \$32.75
Navy V-Neck Pullover Sweater w/School Logo	AS-AXL \$37.25
Navy Criss-Cross Girl's Tie	ONE SIZE \$7.75
Blue & Grey Plaid Criss-Cross Girl's Tie	ONE SIZE \$7.75
Navy Polyester Ladies Blazer w/School Emblem	ALL SZS \$77.50

**SENIOR POLO COLOR FOR THE CLASS OF 2020 TO BE DETERMINED**

Boys Year Round Uniform 9-12	
BLAZER IS REQUIRED FOR ALL GRADES AT ALL TIMES.	
Khaki Poly/Cotton Men's Pants	MENS \$38.25
Navy Poly/Cotton Men's Pants	MENS \$38.25
Blue Short Sleeve Buttondown Collar Shirt w/School Logo	YOUTH \$22.25
Blue Short Sleeve Buttondown Collar Shirt w/School Logo	ADULT \$26.25
White Short Sleeve Buttondown Collar Shirt w/School Logo	YOUTH \$22.25
White Short Sleeve Buttondown Collar Shirt w/School Logo	ADULT \$26.25
Blue Long Sleeve Buttondown Collar Shirt w/School Logo	YOUTH \$23.75
Blue Long Sleeve Buttondown Collar Shirt w/School Logo	ADULT \$29.25
White Long Sleeve Buttondown Collar Shirt w/School Logo	YOUTH \$23.75
White Long Sleeve Buttondown Collar Shirt w/School Logo	ADULT \$29.25
Navy V-Neck Sweater Vest w/School Logo	AS-AXL \$33.25
Navy V-Neck Sweater Vest w/School Logo	XXL-XXXL \$37.50
Navy V-Neck Pullover Sweater w/School Logo	YM-YXL \$32.75
Navy V-Neck Pullover Sweater w/School Logo	AS-AXL \$37.25
Navy V-Neck Pullover Sweater w/School Logo	XXL-XXXL \$41.25
Navy/Red/Green/Yellow Striped Tie	11-14-58 \$14.50
Maroon/Copper/Navy Striped Tie	14-17-58 \$14.50
Navy Maroon and Silver Striped Tie	11-14-58 \$15.00
Navy Polyester Blazer w/School Emblem	14R-20R \$76.00
Navy Polyester Blazer w/School Emblem	HUSKY \$77.00
Navy Polyester Blazer w/School Emblem	R-S-L-XL \$90.00

**SENIOR POLO COLOR FOR THE CLASS OF 2020 TO BE DETERMINED**

(800) 441-4122

WWW.FLYNNOHARA.COM


**Flynn O'Hara**  
 UNIFORMS



## General School Uniform Requirements

**Belt:** All students that wear pants must have a black dress belt.

**Pants:** The Flynn & O'Hara navy blue or khaki pants are the only acceptable pants. They should fit appropriately, be hemmed properly and worn at the waist. Pants that are snug fitting or tight around the legs are not acceptable.

**Shirts:** Only the Flynn & O'Hara short or long sleeved light blue or white button up shirts with the school emblem are allowed to be worn. Polo shirts are NOT allowed to be worn by any students in any grade except seniors who may wear the Flynn & O'Hara ash gray senior class polo with the school emblem and Class of 2018 on it and only when administration permits it during designated times of the year.

**Hair:** Hair should be neat, clean, combed and kept in good taste. No pictures, words, or designs are to be cut or painted in the hair. Students are to refrain from excessive hair coloring or glitter. Hair grooming should not take place during school hours. No hats, headbands, or bandanas are to be worn in the school building.

**Jewelry:** Freshmen and sophomores are only allowed to wear one watch, one ring and one pair of post earrings not larger than the size of the ear lobe. Juniors and seniors may wear one pair of small hoop earrings, not larger than a quarter, one bracelet, one ring other than the school ring and one watch. No jewelry resembling bullets, guns, or spikes are to be worn.

**Blazers:** Blue School Blazers with the school emblem are required to be worn by all students in all grades. All students are required to have their school blazer starting the first day of school.

### For Girls:

**Make-up:** Freshmen and sophomores may not wear make-up. Juniors and seniors may wear modest makeup. Excessive use or loud colors are not appropriate

**Shoes:** Black, low heeled dress shoes. Boots, sneakers or another other casual footwear are unacceptable. You may purchase these shoes at any store but they must be approved by the administration.

**Socks:** Navy blue, black or white knee-high socks or tights must be worn.

**Skirt:** The regulation navy and gray pleated skirt is the only acceptable skirt. The skirt must be no more than 2 inches above the knee all the way around.

**Pants:** The Flynn & O'Hara navy blue or khaki pants are the only acceptable pants. They should fit appropriately, be hemmed properly and worn at the waist with a black dress belt with small buckle. Pants that are snug fitting or tight around the legs are not acceptable.

**Shirts:** Only the Flynn & O'Hara short or long sleeved light blue or white button up blouse with the school emblem is allowed to be worn. Blouses must be worn with the girl's criss-cross tie at all times. Polo shirts are NOT allowed to be worn by any students in any grade except seniors who may wear the Flynn O'Hara ash gray senior class polo with the school emblem and Class of 2018 on it and only when administration allows it during designated times of the year. Only a white plain short-sleeved T-shirt is permitted as an undershirt. Blouses are to be pressed, fastened to the first button at the neck and worn with the shirttails inside skirts and slacks. Students are not allowed to roll up sleeves.

**Sweaters/Blazers:** Only the Flynn & O'Hara navy blue school pull over sweater with school emblem or blue blazer with the school emblem are permitted. No cardigans are allowed. No other outer wear is permitted to be worn.

#### For Boys:

**Shoes:** All students, regardless of shoe size, will be required to wear black, low heeled dress shoes. Boots, sneakers or any other casual footwear are unacceptable. You may purchase these shoes at any store but they must be approved by the administration.

**Socks:** White, black, or navy blue socks are permitted. Socks are required to be worn at all times.

**Pants:** The Flynn & O'Hara navy blue or khaki pants are the only acceptable pants. They should fit appropriately, be hemmed properly and worn at the waist with a black dress belt with small buckle. Pants that are snug fitting or tight around the legs are not acceptable.

**Ties:** Ties must be worn with the long or short sleeved Flynn O'Hara button up shirts. Ties are to be conventional length and width, appropriate for professional wear, with conservative patterns. Ties with cartoons or printed

messages that are obnoxious or in poor taste are prohibited. Ties are to be appropriately affixed at the neck with the shirt buttoned. Bow ties are acceptable as well.

**Shirts:** Only the Flynn & O'Hara short or long sleeved light blue or white button up shirt with the school emblem are allowed to be worn. Shirts must be worn with a tie at all times. Polo shirts are NOT allowed to be worn by any students in any grade except seniors who may wear the Flynn O'Hara ash gray senior class polo with the school emblem and Class of 2018 on them and only when administration allows it during designated times of the year. Only a white plain short-sleeved T-shirt is permitted as an undershirt. Shirts are to be pressed, fastened to the first button at the neck and worn with the shirttails inside slacks. Students are not allowed to roll up sleeves.

**Sweaters/Blazers:** Only the Flynn & O'Hara navy blue school pull over sweater with school emblem or blue blazer with the school emblem are permitted. No cardigans are allowed. No other outer wear is permitted to be worn.

Administration makes the decision on what is appropriate and inappropriate attire at all times. Students may be sent home or not allowed to participate in classes or school activities if the administration deems their attire inappropriate.