

***St. Francis Xavier School  
Parent-Student  
Handbook  
2018-2019***



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**Attendance Line: 763-489-9274**

# *PARENT-STUDENT HANDBOOK*

## St. Francis Xavier School

This Handbook is prepared for the parents/guardians of children attending St. Francis Xavier School. Our policies are established for the benefit of all children and the efficiency of the school. We sincerely desire to establish a bond of trust and cooperation between home and school. This will ensure consistency and understanding in regard to the children's school life.

We ask that you please call the school whenever a question or concern arises. We will do our utmost to help. By the same token, we depend on you to assist us in giving your children the best education possible.

### **ACCREDITATION**

St. Francis Xavier School is accredited by the Minnesota Non-public School Accrediting Association.

### **CERTIFICATION**

All classroom teachers at St. Francis Xavier School are licensed by the State of Minnesota Department of Education.

## *St. Francis Xavier School Mission Statement*

In partnership with families and our parish, we foster discipleship, academic excellence, and the development of each child in the light of faith.

### *Philosophy*

At St. Francis Xavier School, we are dedicated to:

- Fostering growth in the Catholic faith through prayer, service, and celebration of the sacraments.
- Providing a safe Christ-centered environment built on peace, respect, and reconciliation.
- Developing creative, critical thinking, communication and collaborative skills in the pursuit of true knowledge.
- Promoting self-knowledge, generosity, and compassion to support the greater good.
- Instilling a commitment to respond to the needs of others.

## **NONDISCRIMINATION POLICY**

St. Francis Xavier School complies with state and federal laws prohibiting discrimination, to the end that no person shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, religion, national or ethnic origin, gender, age, marital status, nor with regard to public assistance, or disability.

Every effort shall be made to provide each qualifying child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should speak with the principal if there is a financial need.

## **RELIGIOUS EDUCATION**

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition are integral parts of our total education. All students, including non-Catholics, will participate in religious instruction and attend Liturgies.

Students attend Mass weekly and on Holy Days. Prayer experiences and services are also scheduled throughout the year.

Participation in sacramental opportunities is expected of all Catholic students. All standards for qualification must be met as determined by the Parish.

## **CURRICULUM**

The course of study at St. Francis Xavier School includes the following:

Elementary:

Religion  
Language Arts  
Reading  
Spelling  
Mathematics  
Science  
Social Studies  
Technology  
Art  
Music  
Band, Grades 4&5  
Latin

Middle School:

Theology  
Language Arts  
Mathematics  
Science  
Health  
Social Studies  
Technology  
Art  
Music/Choir  
Band  
Family & Consumer  
Science  
Industrial Technology  
Latin

Project Based Learning (PBL) is used as an instructional style at all grade levels. This instructional method will be incorporated throughout the school year, along with a traditional classroom instructional model.

## **SPECIAL SERVICES**

Students at St. Francis Xavier School have the opportunity to receive Special Education Services as needed. District 877 will partner with us for the diagnostic evaluations and the administration of services. Most services are provided off-site. However, Title I services for Math and Reading assistance will be provided on-site for student that qualify.

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## **EXTRA CURRICULUR ACTIVITIES**

**Student Council  
Knowledge Bowl  
Yearbook Committee  
God Squad  
Saints on Stage  
Sports Teams and Clubs  
Before and After School Care**

## **SCHOOL DAY HOURS**

Elementary School: 7:45 AM - 2:15 PM  
Middle School: 8:45 AM - 3:15 PM  
Preschool: 9:00 - 11:30 AM and 12:30 - 3:00 PM  
or 9:00 AM – 3:00 PM

## **DAY CARE HOURS**

6:30 - 8:45 AM  
2:10 – 5:30 PM

## **CONTACTING THE SCHOOL**

School office hours are Monday through Friday, 7:30 AM - 4:00 PM during the school year. After these hours an answering machine is available for any messages. School staff will contact you as soon as possible. **If leaving a message for after school transportation, please email by 12 Noon or leave phone message at least 30 minutes prior to dismissal.**

## **SECURITY**

To ensure the safety of all children school doors are locked throughout the day. A door buzzer system has been installed on the main door of St. Francis Xavier School in the Education Center. **All visitors to the school must use this door and check in at the reception desk.**

## **ARRIVAL TIME**

Teachers arrive early to prepare their rooms and materials for the day. Students, however, only need to arrive at school 5 minutes prior to the beginning of classes. This allows the teachers proper preparation time and relieves them of undue concern regarding supervision. **Should there be a need for students to arrive more than 10 minutes prior to the first class start time, they will be supervised by our Day Care personnel and billed for attendance.**

### **Middle School Arrival and Dismissal**

Middle School classes at St. Francis Xavier School begin promptly at 8:50 AM. Students need to be in their respective homerooms at that time or they will be counted tardy (even if they are inside the school.) Students should arrive at school by 8:40 to allow for the opportunity to get their necessary items from their lockers and be in their homeroom class by 8:50 AM.

Upon dismissal, (3:15 PM) all Middle School students have three options:

1. Ride home in parent vehicle.
2. Take the shuttle bus to the Buffalo Community Middle School for extra curricular activities or to transfer to their assigned bus home.
3. Attend the after school daycare program. Parents will be billed for attendance.

## **ABSENCES AND APPOINTMENTS**

If your child will be absent or coming to school late, please call the **school attendance line, 763-489-9274 no later than 9:00 AM.** Be prepared to give the child's name, grade and reason for absence. If your child is ill, please also give the symptoms your child is experiencing.

If you are bringing your child to school late or leaving early for an appointment, you are **required** to sign your child in or out at the reception desk before your child will be allowed to leave the building. The reception desk attendant will contact the classroom teacher to have your students dismissed.

If your child is out of the building for appointments for a portion of the morning he/she will be marked tardy. If your child leaves at lunch time or arrives after lunch and misses half of the school day, they will be marked with a half day absence.

## **PARENT/GUARDIAN AUTHORIZATION FORMS**

Whenever students are taken from the school premises, in conjunction with school activities, a Parent/Guardian Authorization Form **must** be used. **A student who does not have a signed authorization form will not be allowed to leave the premises.** The school office provides forms for all school related outings.

### **RECESS: K-5**

We believe that students who are well enough to attend school need fresh air and exercise for good study and classroom performance. Therefore, weather permitting, all students will have outdoor play during the lunch hour. *We will follow the zero degree/zero wind chill rule, but on occasion may need to shorten outdoor recess due to gusty conditions.* **During outdoor recess, indoor supervision is generally not available. Please do not ask to have your child remain indoors.**

**Always listen to weather reports and have your child dress appropriately for the weather. Boots, snow pants, gloves and hats are required during the winter months which begins with the first snowfall and lasts until notice is given.**

## **EMERGENCY SCHOOL CLOSINGS/LATE STARTS/UNPLANNED EVENTS**

If school is closed or has a late start due to a weather related or other emergency, you will be contacted through **Educate**, a broadcast system that will enable school personnel to notify all households/parents by phone within minutes of the emergency (or unplanned event). An announcement will also be made over local television stations stating that District 877 is closed or starting late and that St. Francis Xavier is also closed or starting late. St. Francis Xavier School will follow District 877 for school closings.

**If a late start, Daycare is open. If a late start, there is no morning Preschool, however All Day Preschool will be open, following the late start schedule.**

**If St. Francis Xavier School (including Preschool) is closed, the Daycare is also closed.**

**Please be alert to the possibility of an early school closing due to an emergency.** You will be contacted through Educate for this type of event.

If school is closed early due to weather, Day Care will remain until the last child is released to a parent or authorized adult. Parents should make every effort to pick up their child immediately. **If school is closed prior to the start of the school day, DAY CARE WILL BE CLOSED.** Children already in attendance at Day Care will need to be picked up as soon as possible.

## **SEVERE WEATHER, FIRE, LOCK DOWN AND EVACUATION DRILLS**

Drills are conducted throughout the school year to ensure the safety of all who are in the building or on campus at the time of any emergency. Should such an emergency occur, protective measures are used and students will be kept in school or in a safe place until the 'all clear' is given. In the event of such an emergency, DO NOT come to school or call. Children will NOT be released until the 'all clear' is given.

## **NUCLEAR POWER PLANT ACCIDENT**

There is a nuclear power plant in Monticello, approximately 10 miles north of Buffalo. If the public needs to take shelter or evacuate, warning sirens will sound. The Emergency Broadcasting System will give up to the minute information on what to do and where to go. During an evacuation, school children will be bussed directly to the reception center at the ROCKFORD COMMUNITY CENTER ATTACHED TO THE ROCKFORD ELEMENTARY SCHOOL. The address is: 7650 County Rd. 50 in Rockford. PARENTS/GUARDIANS must pick up their child/ren from that location.

## **HOMEWORK**

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child and teacher. In order for homework to be effective, each participant - teacher, student, parent/guardian - must understand and be committed to carrying out his/her responsibility. If any of these three do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

## **ASSIGNMENTS/FAMILY VACATION/TRIPS**

**The school schedule allows for both Christmas and Spring Breaks. It is advisable to schedule family vacation/trips during these times.** Families must notify the school office and classroom teachers of any vacation that will be occurring during school time at least 1 week before the planned departure date. It is the responsibility of the family/student to obtain and complete missed school work within one week after such an absence. The classroom teacher will assign only the homework which will be beneficial to make up. Occasionally an alternative assignment will be given if the work that is missed would not be able to be made up independently. This is often the case if the student will be missing school during a Project Based Learning activity. It is very difficult to anticipate the work that will be missed during an extended absence. Although requests for assignments ahead of time can be made to the classroom teacher, parents must be aware that additional assignments may be given upon the student's return. Work that was obtained before the vacation, must be completed within one day of the students return to school.



## **HOT LUNCH PROGRAM**

St. Francis Xavier School utilizes the “Serve” Program, rather than the “Offer” Program. Minnesota Law, under the “Serve Program”, requires a minimum of 5 components, one of which must be milk. Juice may not be used as a substitute for milk.

Minnesota Law also requires that if a school receives a request from a parent/guardian of a lactose intolerant student, the school must provide lactose reduced milk; milk fortified with lactase in liquid, granular or tablet form; or milk to which lactobacillus acidophilus has been added for the student.

Therefore, the following must be adhered to:

- (1) Students who have a documented milk allergy may take Lactaid as a replacement for milk.
- OR**
- (2) Students who have a documented milk allergy may take juice. **However, MILK MUST BE TAKEN ALSO. Students are not required to drink the milk.**

**If your child has a food related allergy, please notify the classroom teacher and school nurse, in writing, as soon as possible so accommodations can be made. Please be aware that St. Francis Xavier School does provide a ‘peanut free’ table for those with peanut allergies.**

Breakfast and lunch are served each day. A menu is sent home monthly and can also be found on our website. Students may also bring cold lunches and purchase milk. Students **may not** bring beverages in glass containers. Students may not bring pop/soda. Lunch money is deposited into a single family account for all students in the family. Account balances are available on Educate. **LUNCHES MAY NOT BE CHARGED.** When account is \$20 or less, emails will automatically be sent via Educate weekly.

**Please send lunch money in a sealed envelope indicating that it is for lunches - marked with the student or family name.**

**Restaurant/fast food lunches are not allowed for students or guests in school during lunch hour. They are distracting to other students.**

**Free and reduced-price lunch applications** are sent home in the Communication Folder at our Open House prior to the start of the school year. Parents are strongly encouraged to apply. Information is strictly confidential. If eligible, you actually help the school by applying.

## **CELEBRATIONS AND TREATS**

**Private party invitations should be mailed and not given out at school. Mailing invitations eliminates hard feelings, etc. Use the Cornerstone/Educate Family Directory for class lists and addresses. Birthday treats should not interfere with the instructional program. Gum and pop should never be sent as a birthday treats. As in all schools, we have students with food related allergies. Please contact the teacher before sending treats. In accordance with the State of Minnesota health guidelines, all treats or food brought to school must be store/bakery purchased and in sealed packages.** There are many options for non-food treats as well. However, please contact the classroom teacher for approval.

## COMMUNICATION

### **FOLDER SYSTEM**

Weekly communication will come to you by way of a Communication Folder. This information is sent electronically or brought home by the youngest school child (K-8) in your family each Thursday. **Please read/review the contents and return the Communication Folder as well as required documents on the following school day.**

### **REPORT CARDS**

Report cards are indicators of your child's progress and achievement not only in basic skills, but also in maturation, social and civic development. Report cards are issued at the end of each quarter. Parents/guardians and teachers will meet for fall and winter conferences. Teachers and parent/guardians may request conferences at other times during the year as necessary.

### **PARENT-TEACHER COMMUNICATION**

Teachers are not available to answer phone calls when school is in session; however, Voice Mail numbers and E-Mail addresses are listed on our website at [www.stfxb.org](http://www.stfxb.org). Please note that all calls to classrooms from an outside of our building will go directly to voice mail. You will need to leave a message for the teacher.

### **PLANNERS**

Planners are used in Grades 3-8 for assignments, test tracking, and notes.  
*Parents/Guardians are asked to review the Planner on a daily basis.*

### **STUDENT INFORMATION SYSTEM**

*Educate* is a SECURE on-line Student Information System. This system allows you to view, at any time, your child's (and only your child's) academic records such as assignments, test scores, late work and grades as well as lunch account balances. It is a wonderful tool for parents to monitor the educational progress of their children.

## TESTING

Students in Grades K through 8 will be tested for achievement progress utilizing the MAP Assessment from the Northwest Evaluation Association. Students are tested in the fall and spring of the year, with some teachers opting to also test in the winter. Students in Grades 6-8 will also be given the MCA test each spring. Parents/Guardians are notified of the test results through a computerized "Home Report".

## NONCUSTODIAL PARENT COMMUNICATION

St. Francis Xavier School abides by the provisions of the Buckley Amendment. In the absence of a court order to the contrary, we will provide the noncustodial parent with access to academic records and to other school related information and copies of appropriate weekly communications distributed by the school. When there is a court order stating that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## HEALTH OFFICE

### STUDENT ILLNESS AND/OR ABSENCE

If a child will be tardy or absent for any reason, the parent/guardian must call the school attendance line 763-489-9274 before the start of the school day. Report the child's name, grade level, and reason for absence (including symptoms, if applicable).

If a child becomes ill during the school day, a parent/guardian will be notified. The Student Emergency Data contact list will be consulted, if a parent/guardian cannot be reached.

Children are excluded from school if they have an illness or condition that may be contagious or a health risk to others. Children must remain home, if ill with the following:

|                                 |                                                                                                           |
|---------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Fever</b>                    | If fever of 100 degrees or higher, until fever-free for 24 hours without use of fever-reducing medication |
| <b>Vomiting/Diarrhea</b>        | Until 24 hours after last episode of vomiting/diarrhea                                                    |
| <b>Conjunctivitis (Pinkeye)</b> | Until 24 hours of antibiotic treatment                                                                    |
| <b>Strep Throat</b>             | Until 24 hours of antibiotic treatment                                                                    |
| <b>Head Lice</b>                | When lice and nits are treated and removed                                                                |
| <b>Impetigo</b>                 | Until 24 hours of antibiotic treatment                                                                    |
| <b>Chickenpox</b>               | Until all blisters have dried into scabs, usually 6 days from onset of rash                               |

### MEDICATION

All medication is kept in the health office. Any exception to this (i.e. inhalers) must be authorized by the school nurse. A completed Medication Permission Form is required should your child require prescription or over-the-counter medication during school hours. The following procedures will be followed, in order to ensure these medications are given correctly and safely:

|                                    |                                                                                                                               |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Labeling</b>                    | All medication must be sent to school in a current labeled prescription bottle or in the original over-the-counter container. |
| <b>Prescription Medication</b>     | Both a physician order and a parent/guardian authorization are required for the administration of prescription medication.    |
| <b>Over-the-Counter Medication</b> | Parent/guardian authorization is required.                                                                                    |

## **IMMUNIZATIONS**

Minnesota State Law requires specific immunizations before a child can begin school. Failure to provide documentation of these immunizations will result in the exclusion of the student until appropriate documentation is received. Current required immunizations for kindergarten admission at this time are:

- 5 DPT (diphtheria/pertussis/tetanus)**
- 4 Polio**
- 2 MMR (measles/mumps/rubella)**
- Hepatitis B series**
- 2 Varicella (chickenpox) ---or physician documentation of disease history**

Per Minnesota State Law, children are exempt from these immunization requirements only if parent/guardian provides a notarized Pupil Immunization Record indicating a medical or conscientious objection to any/all immunization(s).

## **DIETARY ALLERGIES**

Food and milk allergies may need to be verified by a health care provider. If a child has a food or milk allergy, arrangements will be made to help meet his/her needs. It is the parents' responsibility to notify the health office of the child's allergy.

## CHILD ABUSE/NEGLECT

Each staff member of the school is legally required to follow Minnesota Law pertaining to reporting child abuse and/or neglect. The requirement may be summarized as follows:

- ~ A staff member is required to notify local law enforcement or social services if they suspect a case of child abuse or neglect. A written report will be filed within 72 hours of the verbal report.
- ~ Neglect is defined as a failure to provide food, clothing, shelter or medical care or prenatal exposure to controlled substances. Abuse can be defined as physical, sexual, verbal or emotional.

## TRANSPORTATION

Minnesota public school districts provide “equal transportation” within the district boundaries. The school district has sole discretion, control and management of scheduling, routes, bus stop locations, and discipline. Bus arrangements are handled by ISD 877. **BUS TRANSPORTATION IS A PRIVILEGE.** The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and is directed to maintain order to ensure the safety of passengers.

**BUS SAFETY:** Please do all you can to help your child observe the rules and have a safe bus trip to and from school. A state mandated bus safety curriculum is taught within the first three weeks of school. All students must participate in the safety program to ride on buses for school or field trip transportation. Remember, riding the bus is a privilege not a right.

- ~ Be on time.
- ~ Do not eat on the bus.
- ~ Wait until the bus comes to a complete stop before attempting to board.
- ~ Follow the bus driver’s instructions promptly.
- ~ Remain seated while the bus is in motion.
- ~ Keep all objects, hands and feet to yourself.
- ~ Do not use profanity, yell or tease other students.
- ~ Keep noise to an acceptable level.

**BUS CONSEQUENCES:** Will be administered by the principal upon being contacted by the driver, patrols, or transportation supervisor when necessary.

**FIRST OFFENSE:** The first report of a comparatively minor incident will be sent to the parents stating if the student’s behavior does not improve, bus riding privileges will be denied. In the event of a major incident, students will be suspended from the bus for 1 - 3 days.

**SECOND OFFENSE:** Privilege of riding the school bus shall be withdrawn for 5 - 10 days.

**THIRD OFFENSE:** Privilege of riding the bus shall be withdrawn for the remainder of the school year.

Principals in consultation with the transportation department are allowed to make other adjustments as they deem necessary including going directly to the second or third offense. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus misconduct. If a child is suspended from bus privileges, it is the parent’s responsibility to make alternate arrangements for the child to attend school.

**ALTERNATE DESTINATIONS:** Minnesota law requires a written agreement with parents to allow the district to pick up or deliver a student to other than the parents' legal residence. Insurance coverage may be in jeopardy if this form is not complete. **FORMS ARE AVAILABLE IN THE SCHOOL OFFICE.** Parents, please fill out and turn in your alternate destination forms before the start of school.

In addition, District 877 School Board adopted a policy in 2006, to ensure the safety of all students on the bus. The school principal must be given 48-hours notice to change a pick-up or drop-off location for your child(ren) during the school year. Permission slips (Temporary Transportation Change Forms) are available at each school for this type of request. Last minute changes can be only made in extreme emergencies. Permission slips will not be accepted by the bus driver unless the school principal has signed a Temporary Transportation Change Form. **Bus Transportation is NOT for study dates, birthday parties, sleep overs, etc. Transportation for such reasons shall be the responsibility of the family.**

**PLEASE NOTE: PARENTS/GUARDIANS OF STUDENTS RESIDING OUTSIDE DISTRICT 877 MAY BE REIMBURSED FOR TRANSPORTING YOUR CHILD TO ST. FRANCIS XAVIER SCHOOL. YOU MUST CONTACT YOUR DISTRICT OFFICE (DISTRICT IN WHICH YOU RESIDE) FOR THE PROPER FORMS AND FURTHER INFORMATION.**

### **FIELD TRIPS**

Field Trips are part of the educational program. These trips are designed to support the curriculum and introduce students to community resources. Students are expected to participate in field trips. Parent/guardian will be notified of all field trips. Only students, teachers and chaperones are invited to participate in the scheduled field trips and are asked to ride to and from the destination on the bus with the students. Younger siblings are NOT permitted to attend school-sponsored field trips or activities with adult chaperones.

Insurance regulations of the Archdiocese of St. Paul and Minneapolis require the use of the Parent/Guardian Authorization form EACH TIME the students participate in a field trip. Failure to return the form means that the student may NOT go on the field trip and must stay at school.

**PHONE CALLS TO OR FROM PARENT/GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.**

### **MONEY AND VALUABLES**

Sending money to school with your child places extra responsibility on him/her. We discourage parents/ guardians from allowing children to bring extra money or valuables to school not needed for a specific purpose. To help the child and the school, please be sure to:

- ~ Place the teacher's name and child's name on the outside of the envelope.
- ~ Include a note or mark the outside of the envelope stating the reason for the money.

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## **POLICY: E-MAIL/INTERNET/TECHNOLOGY USE**

St. Francis Xavier purchases and licenses computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, St. Francis Xavier does not have the right to reproduce any software license agreements or copy said programs to other computers, networks, or on multiple machines. Only software authorized and installed with proper licenses or site licenses may be used on St. Francis Xavier computers or network systems. St. Francis Xavier prohibits the illegal duplication of software and related documentation.

Internet access provides students with opportunities to enhance their educational development.

### **Acceptable uses of electronic and digital devices:**

- ~ Researching issues relevant to teacher directed assignments;

### **Unacceptable uses of internet, e-mail, fax, and voice mail include:**

- ~ The display or transmission of sexually explicit images, messages, jokes or cartoons;
- ~ Transmission or use of communications that are fraudulent, harassing, illegal, embarrassing, obscene, intimidating, or defamatory;
- ~ Commercial or personal advertisements, solicitations, promotions, wagering betting, political or religious positions or activities, political campaigns or any other unauthorized or personal use; and
- ~ Using these electronic and digital devices in a way that violates any applicable law.

St. Francis Xavier may monitor e-mail communications and the contents of computers for compliance with policies and investigate potential security breaches or unauthorized use of electronic information.

Accordingly, St. Francis Xavier has the right to monitor any and all aspects of its computer system and voicemail system. Parents and students waive any right to privacy in anything that students create, store, send or receive on St. Francis Xavier computers or communications systems, or the Internet.

In addition to the information set forth in this policy, students and parents must sign a yearly internet usage agreement form.



## **POLICY: DISCIPLINE**

In order to assure consistent discipline, Ron Clark's book, *The Essential 55* is being used as the basis of the St. Francis Xavier School discipline policy. Discipline forms will be prepared by the teacher/supervisor observing acts of inappropriate behavior and may be forwarded to parents as informational or needing further action.

It is hoped that there will be a genuine unity of purpose and practice between parents and teachers regarding behavioral expectations.

Consolidated school rules for hallways, lunchroom and playground supplement *The Essential 55*. They are as follows:

### **Hallway**

When moving from one place to the next...

Walk

Classes should walk in single file

Stay to the right side

Feet on the floor at all times; take steps one at a time; no jumping

Classes are to move silently through the halls

Hands to oneself

Leave things along the walls alone, don't touch

### **Lunchroom**

When in the lunchroom...

Sit down; pray the "Blessing Before a Meal" prayer

Be polite; thank the cooks and the volunteers

Use good table manners and quiet voices

Do not share food

Keep your feet under the table

Stay seated on your bottom

Clean up after yourself

Raise your hand to be dismissed by an adult; you will be dismissed in groups

Cold lunch people need to wait in line with hot lunch for milk carton disposal

Do not go to the restroom during lunchtime, unless an emergency

### **Playground**

On the playground...

Go feet first on your bottom down the slides

Do not fly off the swings

One person per swing

Do not wrap swings around poles

No balls are allowed on the equipment

Do not sit on top of equipment

Follow kickball rules

No hitting above shoulders with playground balls

Student behavior which constitutes serious misconduct, will result in the immediate removal from class and immediate parent and/or legal interaction. Serious misconduct includes but is not limited to the following:

~ theft

~ property destruction or vandalism

~ leaving school grounds without permission of the principal/designate

- ~ possession or use of alcohol, tobacco, drugs
- ~ possession or use of weapons or any item deemed a potential weapon
- ~ conduct which endangers or has the potential to endanger the student or other students, faculty, administration, or the property of the school including but not limited to physical violence and verbal threats
- ~ conduct which disrupts or threatens to disrupt the ability of others to obtain an education
- ~ words, gestures, actions or innuendoes of a sexual nature
- ~ words, gestures, actions or innuendoes suggesting a physical threat
- ~ sexual harassment or violence
- ~ buy, sell or trade collectable items or other items at school or on school property.

### **POLICY: SKATEBOARDS, etc.**

No skateboards, rollerblades or roller shoes are to be used in or around the St. Francis Xavier Faith and Education Center at any time.

### **POLICY: CELL PHONES/ELECTRONIC DEVICES**

Cell phones, iPods, MP3 players and other electronic devices are not permitted to be in use during the hours of 7:45am and 3:15pm. These items need to be turned off and kept in lockers. Should these items be heard or visible during the school day (including field trips) without special permission, they are subject to confiscation and a parent/guardian will need to pick up the item.

St. Francis Xavier School is not responsible for items that are lost, stolen or damaged.

### **POLICY: ATTENDANCE** (Archdiocesan Policy #5210)

Prompt and regular attendance helps your child develop good character habits and intellectual growth. It is St. Francis Xavier School's policy that it will adhere to all State of Minnesota and Wright County regulations concerning school attendance. All work missed by students who were absent must be made up as soon as possible after returning to school (also discussed in Section on Assignments/Family Vacations/Trips of this handbook).

Excessive absences often result in poor schoolwork. When an absence is necessary, these steps are to be followed:

1. Parent/guardian must call the school or leave a message on voice mail each morning of a student's absence by 9:00am. Be prepared to give the child's name, grade and reason for absence. If you are bringing your child to school late or he or she will be leaving early for an appointment, you are required to sign your child in or out at the reception desk before proceeding to the classroom. A "pass" will be given for the classroom teacher in situations where a child arrives late or leaves early.
2. Students are responsible for all make-up work due to absence upon return to school. Generally, two days per each day absent is given for the work to be completed.
3. If absence is due to work, travel, or some other reason, parent/guardian should notify the office prior to the absence. **Work will not necessarily be issued ahead of time for students who anticipate being out of school.** An alternative assignment may be given and work missed will need to be made up upon the student's return. **Please schedule family trips during days when school is not in session.**

## **POLICY: TARDINESS**

Tardiness is a disruption to the whole class. Students who are not in their appropriate classroom, following the first bell: Elementary School: 7:45; Middle School: 8:40am). Student not in their classrooms within 10 minutes of this bell are considered tardy and must report to the school office for a late slip.

**Three tardies within a month may warrant a letter or phone call from the teacher and/or Principal to the parent/guardian and may result in a detention or additional consequences.**

## **POLICY: TRUANCY**

St. Francis Xavier School abides by the Minnesota truancy law, which states that any elementary school child missing three full days without a *valid excuse* is considered “continually” truant. If a middle school [junior high] student misses three or more class periods on three days, he or she is considered “continually” truant.

A “habitual” truant, is a child under the age of 16 years who is absent from attendance at school *without lawful excuse* for seven school days and in elementary school or for one or more class periods on seven school days if the child is in middle school or junior high school. Students whose parents do not call in to report the absence will be considered “unexcused”. Under the mandated reporting law, the names of truant children must and will be reported for “Educational Neglect”.

Children arriving late must report to the school office. Tardiness affects academic progress. The tardy will either be marked as “excused” (see reasons below) or “unexcused” (all other reasons). If a child has multiple unexcused tardies, St. Francis Xavier School must and will report it to the authorities under “Educational Neglect”.

### **Acceptable Reasons for Absences or Tardiness:**

The following reasons for absence may be considered valid:

- Serious illness of student, causing student to remain at home or to be sent home by the school nurse
- Serious illness or death in the family
- Absence because of a religious holiday
- Pre-approved vacation
- Medical & dental appointments

### **Unacceptable Reasons for Absences or Tardiness:**

The following reasons are not acceptable for absence or tardiness:

- Missing the bus
- Oversleeping
- All others not acknowledged with a note or telephone call from a parent or guardian.

## **BULLYING PREVENTION POLICY**

### **Preamble.**

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. St. Francis Xavier School helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, otherwise named *virtues*. The highest virtue is charity, which God both requires and makes possible. "Here is my commandment," says Jesus, "that you love one another as I have loved you." As bearers of the divine image, members of the St. Francis Xavier School community deserve care and respect from all. Bullying and Retaliation will not be tolerated.

This policy serves as a guide for when expectations of respect are not met, and for when reconciliation and restitution are needed.

### **Definitions.**

For purposes of this Policy, the following definitions shall apply:

"Aggressor" means a student who engages in Bullying or Retaliation.

"Bullying" is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at a Target, and that:

- causes physical or emotional harm to the Target, or places the Target in reasonable fear of such harm;
- causes damage to the Target's property;
- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Target;
- infringes on the rights of the Target at school, including defamation and invasion of privacy;
- or
- materially and substantially disrupts the education process or the orderly operation of our school.

*For the purpose of this Policy, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying.*

"Cyber-Bullying" means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

"Hostile Environment" means a situation in which Bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student's education.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against any person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds” means property on which St. Francis Xavier School is located or property that is owned, leased or used by St. Francis Xavier School for a school-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Target” is a student against whom Bullying or Retaliation has been perpetrated.

### **Prohibition Against Bullying and Retaliation.**

The school expressly prohibits bullying in all forms, either by an individual or group of aggressors.

Bullying, including cyber-bullying is prohibited:

- On School Grounds owned, leased or used by St. Francis Xavier School;
- At any school-sponsored or school-related activity, function or program whether on or off School Grounds;
- At a school bus stop;
- On a school bus or any other vehicle owned, leased or used by the school; or,
- Through the use of technology or an electronic device owned, leased or used by a school;

Bullying is also not tolerated at a location, activity, function or program that is not school-related. Similarly, the use of technology or an electronic device that is not owned, leased or used by St. Francis Xavier School to commit an act or acts of bullying that materially and substantially disrupt the education process or the orderly operation of St. Francis Xavier School is also not tolerated.

### **Reporting.**

Any Staff or volunteer who has witnessed or become aware of any instance of Bullying or Retaliation must report that act to the Principal or the Dean of Students.

Any student or parent/guardian of a student are strongly encouraged to report all acts of bullying. Reports can be made to the student’s teacher, who must then report it to the Principal or Dean of Students, or directly to the Principal or Dean of Students.

Anyone with general questions or concerns about bullying or the school’s policy should address those questions or concerns to the Principal.

Reports may be made confidentially when requested.

Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against a student solely on the basis of an anonymous report.

False accusations of bullying are absolutely not tolerated and may result in discipline in accordance with our school's discipline policy.

### **Retaliation.**

Retaliation against a Target, witness of Bullying, a person who makes a good faith reporting of Bullying, or who provides information during an investigation of Bullying, is not tolerated.

### **Response and Investigation.**

St. Francis Xavier School takes seriously all reports of bullying.

Upon receipt of a report of bullying, the Principal or Dean of Students will conduct an investigation. The investigation will begin as soon as reasonably possible, but no later than within three (3) school days of the report of bullying.

St. Francis Xavier School reserves the sole discretion to determine the scope and adequacy of the investigation.

Anyone with questions about the investigation should direct those questions to the Principal

### **Violations.**

A student who violates this policy shall be subject to discipline in accordance with St. Francis Xavier School's disciplinary policy.

St. Francis Xavier School retains the sole discretion to determine whether Bullying has occurred and what the response should be.

Depending on the circumstances, the School's response could include:

- taking appropriate disciplinary and remedial action;
- notifying the parents or guardians of the Aggressor of the determination;
- notifying the parents or guardians of the Target, the Aggressor, and any other affected persons about available community resources.

### **Training.**

This Policy shall be reviewed with Staff at the beginning of each school year. At the discretion of the Principal, volunteers who have significant contact with students may also be trained on this Policy. Additional training will be provided to Staff as needed and under the discretion of the Principal.

**Publication and Notice.**

The Principal or the Dean of Students shall provide written or electronic notice of this Policy to the Staff.

Written or electronic notice of the Plan shall be provided to parents or guardians. Classroom teachers will review this Plan with their students on an annual basis.

This Policy shall be conspicuously posted in the administrative offices of the school.

## UNIFORM POLICY/STUDENT DRESS CODE

**St. Francis Xavier** requires all students in grades K-8 to wear uniforms. Wearing uniforms helps students maintain an appearance that is conducive to learning, builds community, and reflects self-discipline. Children are expected to be in uniform daily. The exceptions are an announced non-uniform day or when school given non-uniform passes are used on Fridays.

Classroom/homeroom teachers monitor uniform compliance on a regular basis, **but parents play an important role in helping students follow the policy.** Students who are out of uniform may be provided a uniform for the day and/or may be asked to call a parent/guardian. Frequent noncompliance may result in further consequences.

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### Elementary Uniform (K-5)

#### Boys:

##### Grades K-5

**Slacks:** Black twill, corduroy, or permanent press. No denim or exterior pockets.

**Shorts:** Black twill or permanent press dress shorts. No denim or exterior pockets.

**Belts:** Optional, but must be black.

**Shirts:** Short or long sleeve burgundy polo shirt (interlock or pique) with STFX logo **on left side.**

**Sweaters:** Burgundy pullover with STFX logo on front, no cable knit. **Must be worn with a uniform shirt underneath.**

**Sweatshirts:** Burgundy, microfleece, half-zip with STFX logo on front. **Must be worn with a uniform shirt underneath.**

**Socks:** **Matching socks must be worn daily. Black or white, solid-colored socks are encouraged when wearing shorts.**

**Shoes:** Neat, clean-soled shoes. No boots, sandals, wheeled/spin, or light up shoes. Shoes must have closed toes and heels. Black shoes are encouraged. **Students must wear tennis shoes to PE class. A second set of shoes may be left at school for this purpose.**



## Girls:

### Grades K-5

**Slacks:** Black twill, corduroy, or permanent press. No denim or exterior pockets.

**Shorts:** **Black twill or permanent press dress shorts. No denim or exterior pockets. Hemline can be no more than 2 inches above the knee.**

**Jumpers/skirts:** Burgundy plaid in approved styles. Hemline can be no more than 2 inches above the knee.

**Shirts:** Short or long sleeve burgundy polo shirt (interlock or pique) with STFX logo **on left side.** White blouse, with Peter Pan collar, may be worn under the jumper. Logo is not needed on blouse.

**Belts:** Optional, but must be black.

**Sweaters:** Burgundy pullover or button front with STFX logo on front, no cable knit. **Must be worn with a uniform shirt underneath.**

**Sweatshirts:** Burgundy, microfleece, half-zip with STFX logo on front. **Must be worn with a uniform shirt underneath.**

**Socks:** **Matching socks must be worn daily. Black or white, solid-colored socks or tights are encouraged when wearing shorts, skirts, or jumpers.** No leggings.

**Shoes:** Neat, clean-soled shoes. No boots, sandals, wheeled/spin, or light up shoes. Shoes must have closed toes and heels. Black shoes are encouraged. **Students must wear tennis shoes to PE class. A second set of shoes may be left at school for this purpose.**

### **General Uniform Guidelines:**

-Uniform shirts **MUST** be tucked into waistband at all times.

-Shirts should be sized to fit, not oversized.

-Uniform shirts worn under sweatshirt must be tucked in at all times.

-Socks are required.

-Hairstyles should be appropriate and not distracting. **Hair should be trimmed or pulled back so that eye contact can be made.**

-Uniforms must be clean and in good repair.

-Plain white t-shirts/cami may be worn under the uniform shirts. No lace or embellishments may be visible. Undershirt should not be visible at sleeve or hem of uniform shirt.

-Jewelry must be modest in nature and not distracting. Earrings must fit close to the ears (no dangling or large hoop earrings.)

-No make up.

## Middle School Uniform (6-8)

Must be worn Monday-Friday. Spirit wear may be worn on Fridays only. Students may be out of uniform on designated days or with a non-uniform pass only.

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### Boys:

#### **Grades 6-8**

**Slacks:** Black twill, corduroy, or permanent press. No denim or exterior pockets.

**Shorts:** Black twill or permanent press dress shorts. No denim or exterior pockets.

**Belts:** Optional, but must be black.

**Shirts:** Short or long sleeve polo shirt with STFX logo **on left side**. Burgundy or white, interlock or pique.

**Sweaters:** Burgundy pullover with STFX logo on front, no cable knit. **Must have uniform shirt underneath.**

**Sweatshirts:** Approved STFX styles with STFX logo on front. **Must have uniform shirt underneath. Currently there is a microfleece and a hooded sweatshirt available through Donald's Uniform Store. Eighth graders are also permitted to wear the class sweatshirt.**

**Socks:** **Matching socks must be worn daily. Black or white, solid-colored socks are encouraged when wearing shorts.**

**Shoes:** **Neat, clean-soled shoes. No boots, sandals, wheeled/spin, or light up shoes. Shoes must have closed toes and heels. Black shoes are encouraged.**

**MASS DAYS:** Burgundy shirts must be worn on Mass Days

**PE CLASS:** **Students are required to change clothes for class. Students should dress for activity, but modestly. Athletic shorts of an appropriate length and t-shirts are encouraged. No leggings or similar athletic wear (without shorts) and no tank tops. Tennis shoes are required.**

## Girls:

### Grades 6-8

**Slacks:** Black twill, corduroy, or permanent press. No denim or exterior pockets.

**Shorts:** **Black twill or permanent press dress shorts. No denim or exterior pockets. Hemline can be no more than 2 inches above the knee.**

**Skirts:** Black, in approved styles. Hemline can be no more than 2 inches above the knee.

**Shirts:** Short or long sleeve polo shirt with STFX logo **on the left**. Burgundy or white, interlock or pique. A white blouse may be worn under a sweater. Logo is not needed on the blouse.

**Belts:** Optional, but must be black.

**Sweaters:** Burgundy pullover or button up with STFX logo on front, no cable knit. **Must be worn with a uniform shirt underneath.**

**Sweatshirts:** Approved STFX styles with STFX logo on front **Must be worn with a uniform shirt underneath. Currently there is a microfleece and a hooded sweatshirt available through Donald's Uniform Store. Eighth graders are also permitted to wear the class sweatshirt.**

**Socks:** **Matching socks must be worn daily. Black or white, solid-colored socks or tights are encouraged when wearing shorts, skirts, or jumpers.** No leggings.

**Shoes:** **Neat, clean-soled shoes. No boots, sandals, wheeled/spin, or light up shoes. Shoes must have closed toes and heels. Black shoes are encouraged.**

**MASS DAYS:** Burgundy shirts must be worn on Mass Days.

**PE CLASS:** **Students are required to change clothes for class. Students should dress for activity, but modestly. Athletic shorts of an appropriate length and t-shirts are encouraged. No leggings or similar athletic wear (without shorts) and no tank tops. Tennis shoes are required.**

### **General Uniform Guidelines:**

-Uniform shirts **MUST** be tucked into waistband at all times.

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-Shirts should be sized to fit, not oversized.

-Uniform shirts worn under sweatshirt must be tucked in at all times.

-Socks are required.

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-Hairstyles should be appropriate and not distracting. **Hair should be trimmed or pulled back so that eye contact can be made.**

-Uniforms must be clean and in good repair.

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-Plain white t-shirts/cami may be worn under the uniform shirts. No lace or embellishments may be visible. Undershirt should not be visible at sleeve or hem of uniform shirt.

-Garments need to fit comfortably and not so tight as to restrict movement or be distracting.

**-Jewelry must be modest in nature and not distracting. Earrings must fit close to the ears (no dangling or large hoop earrings.)**

**-No make up.**

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## Non Uniform Days (K-8)

Throughout the school year there are a number of “Non Uniform Days.” A non-uniform day is a special privilege that the students have earned. It is expected that students come to school dressed in a neat, modest, and appropriate manner conducive to learning.

**As parents of children in a Catholic school, please use your best judgment in regards to any examples not listed. As with the regular uniform policy, students and parents are asked to comply with this policy, so it doesn't interfere with the education of our students. Students who do not adhere to the dress code may need to remain in the office until their parents can be reached to bring suitable clothing.**

Bottoms: The non-uniform policy includes slacks, jeans, cargo pants, athletic pants, or capris in good condition. Examples of some restrictions include: no jeans or pants with holes/tears/ripping, pants with writing across the back or low rider pants which display undergarments. No leggings, jeggings, or yoga pants.

Skirts and dresses: Are allowed on non-uniform days but, must follow the same hemline guidelines as uniforms.

Shorts: Shorts must follow the same guidelines for length as skirts and dresses.

Shirts: The non-uniform policy includes shirts with sleeves, blouses, sweaters, sweatshirts, turtlenecks, knit shirts, or T-shirts. Examples of some restrictions include tank or halter tops, tight fitting tops in which the stomach and lower back show, and T-shirts with indecent or inappropriate language, pictures, or ads.

*“Immodest clothes encourage others to look at a person as collection of body parts rather than as a whole person. Immodest clothing may attract lots of attention, but it isn't the kind of attention your heart truly desires.”*

*Theology of the Body for Teens. West Chester, PA. Ascension Press, 2011.*

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## Spirit Days (K-8)

**Spirit wear** is a fun addition. Spirit wear is **NOT** a requirement, only an option. Spirit wear would include any shirt that has an approved STFX logo or other design. This includes shirts issued at school sponsored activities.

**K-5: Spirit wear may only be worn on Spirit Day** (last Friday of each month), designated non-uniform days, or with a non-uniform pass. On Spirit Day spirit wear must be worn with uniform bottoms.

**Middle School: Spirit wear may be worn on any Friday**, designated non-uniform days, or with a non-uniform pass. **Spirit wear can be worn with non-uniform bottoms in compliance with policy (above).**

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### **POLICY: GRIEVANCE**

If a grievance should arise between a parent/guardian or student and teacher or school administrator, the following procedures shall apply:

1. The parent/guardian or student will meet with the teacher or administrator to discuss the resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with the pastor (if the grievance involves the school administrator).
3. If the grievance is still not resolved, a grievance committee will hear the grievance.
4. The grievance committee will be made up of three persons, one designated by the pastor, one by the respondent, and one by the grievant.
5. The committee will meet to receive evidence. It shall have the discretion to determine whether evidence shall be written, oral or both.
6. At the conclusion of the meeting the committee will make a recommendation to the pastor. The committee shall not have the power to alter or amend school policies.
7. The pastor will then act on the grievance within 30 days.
8. If the grievance determination is not resolved to the satisfaction of either party, a referral to the Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

## **POLICY: REGISTRATION**

St. Francis Xavier School is part of the education ministry of the parish. It is intended to provide members of the parish an opportunity to have their children educated in an environment where the Catholic faith is openly and enthusiastically professed and promoted. Because it is an integral part of the parish, the school's first and foremost concern is to assist the members of the parish in their child's education. This principle is an overall guideline for the admission of students. Since financial assistance is available, families are expected to be in good financial standing with the school at the time of enrollment.

The first priority is always for those who are active members of the parish. Priority will be given in the following order:

1. Currently enrolled students in preschool or day school.
2. Siblings of currently enrolled students.
3. Siblings of former students.
4. New students of families registered as members of St. Francis Xavier Parish or parish staff.
5. All other students will be admitted with space available.
6. There will be no guarantee of a place reserved in the school for students not registered before the published registration deadline or registrations received without the registration deposit.

Kindergarten entrance requires students to be five years old by September 1 of the year in which they enroll.

Transfer students will be accepted at any time of the school year if there has been a change of residence or other extenuating circumstances. Age and academic achievement will be considered for grade level placement. Admission to the school is contingent upon having met all financial obligations at a previous private school. If enrolling during the school year, the principal and the parent/guardian will agree on the tuition, other financial obligations, and additional expectations concerning completion of the school year. Formal acceptance will not be granted until all previous school records have been released and reviewed. Full disclosure at time of registration is required or admission may be denied.

### **CLASSROOM MINIMUM AND MAXIMUM REGISTRATION NUMBERS**

The maximum number of students in each classroom will be twenty (20) in Grades K-2; twenty-six (26) in Grades 3-8 **with the administrator's discretion to increase class size under special circumstances**. The minimum number of students in each classroom will be the current financial breakeven point for the **class with the administrator's discretion to decrease class size under special circumstances**.

## **POLICY: TUITION AND FEES**

When registration begins, a non-refundable registration fee is required at the time of registration.

Tuition may be paid in full or on an installment plan. All payments must be paid directly to the management company (FACTS). **Late payments will be assessed a late fee by FACTS and must be paid in addition to your tuition payment .**

**FINANCIAL AID** may be applied for at registration time. Financial assistance applies only to the Kindergarten through Grade 8 program and **not** to the Preschool program.

Children will not be denied a Catholic education due to financial need. When a financial need exists, families may request tuition assistance through the school registration process. Eligibility for assistance will be determined with the aid of a third party analysis service. **Since we are a parish school, if you are not a member of St. Francis Xavier Parish, we encourage you to request tuition assistance from your church prior to submitting the tuition assistance information.**

*All STFX families are encourage to be an ACTIVE member of St. Francis Xavier or another Parish. Active membership includes the following:*

- History of attending Mass regularly on Sunday and Holy Days of Obligation-  
This is an absolute requirement.
- Regular giving in the Sunday offering-  
The amount you give is not the issue, only that you give.
- Sharing of your time and talents-  
There are many opportunities to share your gifts with the parish and the school.  
We expect that you commit to at least one opportunity.

In cases where financial difficulty arises during the school year, families may seek tuition assistance by contacting the principal.

Parents/Students will be charged for any books, materials or property that they damage or lose that was purchased by the School or Church.

Library books that are lost or damaged will be billed the replacement cost and the computer processing cost for the book. Books that are found after the fees have been paid should be returned, but no refund will be issued as a replacement book may have already been ordered.

## **POLICY: STUDENT RECORDS**

St. Francis Xavier School shall collect and maintain records of students while they attend St. Francis Xavier School. Parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. Parents/guardians must sign a release authorizing the transfer of records to the student's new school. Records will be released only to another school through the U.S. mail or delivered to the new school by our school personnel. Records will not be transferred to a new school via the parent or any other party.

No one except appropriate school personnel and parents/guardians of minors shall have access to individual student records without either subpoena or written authorization from parent/guardian. In accordance with state law parents/guardians may ask to review the contents of any records or data collected by making an appointment with the principal.

Records may include identifying data, academic work, grades, attendance data, standardized test scores, health data, family background information, teacher or counselor ratings and observations, or verified reports of serious or recurrent behavior patterns and disciplinary actions.

## **POLICY: STUDENT PLACEMENT**

The St. Francis Xavier School Faculty regards the annual assignment of students to classrooms to be a very important process and task. Many hours are spent weighing and considering a number of factors to create a classroom where each student can learn and thrive. Factors considered in recommending a classroom roster include:

balance of boys and girls; wide range of academic abilities; special needs; social and emotional development; learning styles; and friendships.

All children offer a model for other students. Creating class groups with varying levels of achievement, ability and social development helps children learn with and from each other. We believe that heterogeneous classes are in the best interest of all children and provide teachers with the best possible opportunity to meet individual student needs within the group setting.

**Although requesting teachers is STRONGLY DISCOURAGED, data gathered from written parental input will be considered in final placement. All written parental input must be submitted to the principal prior to the end of the school year.**

*In order to give each child an opportunity to learn and grow as an individual, it is our policy that twins will be separated as long as two different classrooms are available unless prior discussion with principal.*

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**NOTE: Policies in this book can be changed or amended by the Administration at any time. These policies replace all previous versions and are effective immediately.**



## **FUND RAISING**

All fund-raising efforts require prior approval by the school principal. All school families are expected to participate in fundraising activities during the year.

Our annual Marathon is sponsored by our local Knights of Columbus Council. Participation is expected from each child in all families. Funds raised in the Marathon event are directly used in the school for student related needs.

Each fall, St. Francis Xavier School hosts a Golf Open Tournament to raise funds for our school, specifically to support technology needs. Participation in this event by golfing, donating, or joining for dinner is encouraged.

The Spring Fever X-travaganza is our largest fundraiser of the school year. This is an *adult* evening of food, fun and dancing. Parents are asked to donate items for the auction or donate services. This event is open to you - our school parents, family, friends, the parish and community. Tickets are required for this event.

## **HOME AND SCHOOL ASSOCIATION**

The role of the Home and School Association is to encourage maximum participation in school life by its families and to provide multiple opportunities to promote communication, socialization, support and encouragement among all St. Francis Xavier School Community members.

**All St. Francis Xavier School teachers and parents are members of the Home and School Association.** An executive board governs the Home and School Association. Board members are elected annually each spring. The board consists of President, Vice President, Secretary and Treasurer. The Pastor and Principal are ex-officio members of the Home and School Association Executive Board.

The Home and School Association coordinates: events, volunteers for school programs, the Book Fair, staff appreciation activities and speaker engagements for the membership and families.

## **VOLUNTEERS**

VOLUNTEERS are needed in many areas of the school. Volunteers are used for bus guides, receptionist, classroom help, student contact work, lunchroom and kitchen assistants, play ground duty, Art Adventure, field trips, special events and activities. Without volunteers we would not be able to offer certain programs or we would have to hire staff to cover these programs and tuition would be directly affected. All volunteers are required to attend Volunteer Orientation, Virtus, as well as submitting to the Archdiocesan Background Check.

## **SCHOOL ADVISORY COUNCIL (SAC)**

The School Advisory Council serves as an advisory and consultative body to the Pastor and Principal. The purpose of the committee is to assist them in creating policies and goals for St. Francis Xavier School. The SAC meets on the 3rd Tuesday of each month throughout the school year.