

***St. Francis Xavier School
Parent-Student
Handbook
2023-2024***



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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 or have training in their specific field.

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, Grade 4
Latin

Middle School:

Theology
Language Arts
Mathematics
Science
Health
Social Studies
Technology
Art
Music/Choir
Band
Family & Consumer
Science
Technical Education
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 STFX 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. Other services may be provided on-site at the discretion of District 877.

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GENERAL INFORMATION

SCHOOL DAY HOURS

Grades K-8: 7:45 AM - 2:15 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 AM to start of school day
End of school day 5:30 PM

CONTACTING THE SCHOOL

School office hours are Monday through Friday, 7:30 AM - 3:00 PM during the school year. After these hours voice messaging and email are available. School staff will contact you as soon as possible. **If leaving a message for after school transportation, please email by 12:00 p.m. or leave phone message at least 30 minutes prior to dismissal.**

SECURITY

To ensure the safety of all children, school doors are locked during school hours. Access to the building may be granted by using the buzzer system at the main door of St. Francis Xavier School. **All visitors to the school must use this door and check in at the reception desk upon arrival.** Visitors may be asked to wear a badge when in the building.

ARRIVAL

Teachers arrive early to prepare their rooms and materials for the day. Students, however, only need to arrive at school 5-10 minutes prior to the beginning of classes. This allows the teachers proper preparation time and relieves them of undue concern regarding supervision. **Students may arrive at school beginning at 7:30 a.m. Students that arrive prior to this time, must check in with the Before School Care staff and will be billed accordingly.** All students have access to breakfast upon arrival at school, as long as that arrival is before 7:50 for grades K-8 and before 8:15 for preschool. Students choosing to have breakfast, should report to the cafeteria upon arrival. Students are expected to report to their homeroom promptly after breakfast, but before 8:00 a.m.

Middle School Arrival

Middle School classes at St. Francis Xavier School begin promptly at 7:50 a.m. Students need to be in their respective homerooms at that time or they will be counted tardy (even if they are inside the school, unless they are actively eating breakfast.) Students should arrive at school by 7:40 a.m. to allow for the opportunity to get their necessary items from their lockers and be in their homeroom class by 7:50 a.m.

Dropping Off Procedures

When dropping off a student before the start of the school day, vehicles should enter the drop off lane on the east side of the parking lot (near the preschool playground) so that the passenger side doors are

closest to the school. Vehicles should also pull all the way to west side of the school to allow room for the school bus to enter the driving lane safely. Students that require assistance getting out of the vehicle or parents that need to visit the school building should park in the lot and walk into the school. There is no parking in the drop off lane. Please drive with caution in our parking lot, this means being attentive to your surroundings and driving at a low speed.

DISMISSAL

At the end of the school day, students have three options:

1. Attend the after school care program. Parents will be billed for attendance.
2. Ride the school bus home/alternate destination as assigned by Vision Transportation. Students may not ride a school bus he or she is not assigned to ride.
3. Be picked up by a parent, sibling, or other adults designated by the parents.

Pick Up Procedures

When picking up a student after school, students will wait by the school entrance with staff until the parent or designated adult is present. Those picking up can either enter the pick up line that forms around the perimeter of the parking lot or can park their car and meet their child at the school entrance. Vehicles in the pick up lane should have their family number visible to school staff monitoring the parking lot. Students will not be dismissed without checking out with school staff and adults picking up are asked to be patient with the process. Safety of our students is very important, therefore, students in grades K-4 will not be allowed to enter the parking lot without an adult accompanying them. Older students may also be asked to wait until busses and other vehicles have left the driving lane before entering the parking lot.

ABSENCES AND APPOINTMENTS

If your child will be absent or coming to school late, please call the **school nurse, 763-489-9229 no later than 8:00 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 your child is arriving late and will be having hot lunch, please leave this information with the nurse as well. This allows a hot lunch to be ordered for your child.

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 student dismissed.

If your child is out of the building for an appointment 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. These forms may come in hard copy or electronic through Sycamore.

RECESS: K-8

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 time 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 weather conditions. **During outdoor recess, indoor supervision is generally not available. Please do not ask to have your child remain indoors unless accompanied by a note from the doctor.**

Always listen to weather reports and have your child dress appropriately for the weather. Boots, snow pants, coat, gloves/mittens and hats **are required** during the winter months which begins with the first snowfall and lasts until notice is given. Students wearing shorts or skirts must have pants to wear outside when the weather is cold.

All decisions about appropriate attire and weather conditions are made at the discretion of the staff in charge of recess based on the weather conditions at the school on the specific day.

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 a variety of methods including email, website, and a phone call/text message. 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 typically follow District 877 for school closings.

If a late start, Before School Care will be open. If a late start, there is no half day Preschool, however All Day Preschool will be open normal hours.

If St. Francis Xavier School (including Preschool) is closed, the Before and After Care Program is also closed.

Please be alert to the possibility of an early school closing due to an emergency. You will be contacted through similar methods if this should occur.

If school is closed early due to weather, After School Care will remain open 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, BEFORE SCHOOL CARE WILL BE CLOSED.** Children already in attendance 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. Communications will be sent from the school once the safety of the students is assured.

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. Do not come to the school to pick up your student(s).

HOMEWORK

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Most of the homework, especially in the elementary school, will be work that was not completed during work time at school, needed to practice skills, to study for a test, or to complete a project. Homework assignments serve as a means of providing a bond of common effort among 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 in writing of any vacation that will be occurring during school time at least 1 week before the planned departure date. This communication should indicate the dates of the absence and the anticipated plan for making up missed school work. It is the responsibility of the family/student to obtain the missed work. All missed work must be completed 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 absence must be completed within one day of the student's return to school. Work that is obtained after the return to school is due one week after the return, unless alternative arrangements have been made.

BREAKFAST & LUNCH PROGRAM

St. Francis Xavier School is proud to offer breakfast and lunch to students on school days. The school takes pride in their healthy, delicious meals. Breakfast is available to all students that are in attendance at the start of the school day. Students that are planning to eat breakfast at school should go to the cafeteria directly from the school bus or drop off. Please plan to drop off students early enough to eat breakfast before the start of the school day whenever possible.

For the elementary lunch, 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. Middle School lunch operates under the "Offer" program. Students may select which 3 components of the lunch they'd like with one being a vegetable. Students are encouraged to eat all five components to have a balanced and filling meal.

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 lactose-free milk as a replacement for milk.

OR

(2) Students who have a documented milk allergy will be offered water with their meal. However, MILK (lactose-free) MUST BE TAKEN ALSO. Students are not required to drink the milk.

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

A menu is sent home monthly and can also be found on our website and in Sycamore. Students may also bring cold lunches and purchase milk only. 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 Sycamore. LUNCHES MAY NOT BE CHARGED. When an account is at \$10 or less, notifications will be sent through Sycamore.

Please send lunch money in a sealed envelope indicating that it is for lunches - marked with the student or family name. Lunch money can also be paid online through Sycamore. A processing fee will be charged.

St. Francis Xavier School will participate in the Free Meals program offered by the state of Minnesota. Students, in grades K-8, will not be charged for breakfast or lunch served during the school day in accordance with the policies as defined by Minnesota state statute. Students will be charged for a milk if not eating the school prepared meal.

Restaurant/fast food lunches are not allowed for students or guests in school. They are distracting to other students and do not help in promoting healthy eating.

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.

CELEBRATIONS AND TREATS

Private party invitations should be mailed and not given out at school. Mailing invitations eliminates hard feelings, etc. Parents can access the Sycamore Family Directory for class lists and addresses.

Birthday treats should not interfere with the instructional program. Gum and pop should never be sent as 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 with a full list of ingredients. There are many options for non-food treats as well. However, please contact the classroom teacher for approval.

COMMUNICATION

E-BLAST

Weekly communications will be sent from the school office with information about upcoming events and activities. Please read these messages carefully and respond accordingly.

FOLDER SYSTEM

Hard copy communications will be sent home through a Communication Folder. This information is brought home by the youngest school child in your family on Thursdays, when necessary. **Please read/review the contents and return the Communication Folder as well as required documents on the following school day.** The majority of the communications will be sent electronically in the weekly e-blast. There will be many weeks in which the communication folder is not needed.

REPORT CARDS/CONFERENCES

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. Please note that all calls to classrooms from outside of our building will go directly to voice mail. You will need to leave a message for the teacher. Teachers will make all efforts to answer messages from parents within 1 school day.

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 and support the use of this tool.

STUDENT INFORMATION SYSTEM

Sycamore 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. There is a Sycamore app that can be used on mobile devices, but some functions only work on the desktop version.

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. Parents/Guardians are notified of the test results through reports sent home by teachers. Students in grade K-3 are also assessed through Aimsweb as part of the Believe and Read program to monitor reading skill development.

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 nurse 763-489-9229 before the start of the school day, but no later than 8:00a.m. 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:

Fever	If fever of 100 degrees or higher, until fever-free for 24 hours without use of fever-reducing medication
Vomiting/Diarrhea	Until 24 hours after last episode of vomiting/diarrhea
Strep Throat	Until 24 hours of antibiotic treatment
Head Lice	When lice and nits are treated and removed
Impetigo	Until 24 hours of antibiotic treatment
Chickenpox	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:

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

Over-the-Counter Medication 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 must 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 and complete the required paperwork.

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 St. Francis Xavier School Administration upon being contacted by the driver, patrols, or transportation supervisor when necessary. The consequences may be as follows, but are up to the discretion of school administration.

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.

School Administration, 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 an address other than the parents’ legal residence. Insurance coverage may be in jeopardy if this form is not complete. **FORMS ARE AVAILABLE ON THE DISTRICT WEBSITE.** 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. Digital submission of authorization may be accepted.

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 all money in a sealed envelope with the child's name, teacher's name/grade, and the purpose of the funds on the outside.

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 topics relevant to teacher directed assignments;
- Completing electronically assigned schoolwork;
- Communicating with teachers and peers for school-related work.

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 all devices and networks for compliance with policies and investigate potential security breaches or unauthorized or unacceptable use of electronic devices. This may include student owned devices that are utilized during the school day.

Accordingly, St. Francis Xavier has the right to monitor 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 school owned devices or internet access.

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

POLICY: CELL PHONES/ELECTRONIC DEVICES

Cell phones, electronic devices, and any-internet enabled device (including smart watches) are not permitted to be used during the school day or in the before and after school care program. These items

need to be turned off and kept in lockers or backpacks. Should these items be heard or visible during the school day (including field trips) without permission, they are subject to confiscation and a parent/guardian will need to pick up the item. Staff reserved the right to ask a student to stop use of any such device during school sponsored activities. St. Francis Xavier School is not responsible for items that are lost, stolen or damaged.

POLICY: DISCIPLINE

Philosophy of Discipline

In our school, as in our community, we work together. The code of conduct for our students is based on our philosophy of providing a quality education in the framework of our Catholic tradition. Each component of our school community, in conjunction with our families, is committed to the welfare of the children, their growth in our faith and their academic achievement.

The term “discipline” comes from the word “disciple,” which means “one who learns.” The purpose of discipline is to strengthen the school community through reconciliation and the creation of disciples who demonstrate strong virtues, especially self-discipline, love and mercy. Discipline in the school is to be considered as an aspect of moral guidance and not a form of punishment. It is a means of training the child to assume responsibility and be in more control of his/her conduct, helping the child to grow progressively in self-competency and maturity. Discipline promotes genuine character building.

St. Francis Xavier Catholic School students are expected to be responsible for their behavior at all times. They are to be a credit to themselves and their school. Each student must be familiar with all school rules and conform to them. Continued non-conformity to these rules may result in disciplinary action according to school guidelines.

It is the responsibility of students to demonstrate self-discipline, to be actively involved in the enforcement of the disciplinary steps, and to learn from his or her mistakes.

It is the responsibility of parents to support and encourage students in their development of virtues. It is also the responsibility of parents to support school staff in the enforcement of the discipline policy.

It is the responsibility of teachers, staff and administration to enforce the disciplinary policy in a developmentally appropriate manner, in order for all students to practice self-discipline, to protect the rights of all, and to encourage the development of virtues.

General Rules

The formal policy for proper conduct at St. Francis Xavier Catholic School is guided by Christian values. Each student understands that he/she shall:

- Be honest, courteous, attentive and respectful in all dealings with fellow students, teachers, school personnel and visitors.
- Always respect the rights and the value of each individual person on the school premises, on the way to and from school, or at school sponsored events.
- Respect and respond promptly to the directives of the teacher and school staff.
- Obtain permission from the proper authority for use of the school facilities, equipment or other materials.
- Be courteous, attentive and respectful when fellow students, teachers, administrators, visitors, or performers that address individual classes or the assembled student body.
- Be responsible for the care of books and all other materials loaned to the students for course of studies during the year.
- Keep the campus clean.

Inappropriate behavior for St. Francis Xavier Catholic School that may result in disciplinary consequences includes (but is not limited to):

- Fighting, provoking a fight between other individuals or participating in violent activities that include physical violence (such as hitting, kicking, pushing, biting, etc.).
- Possessing dangerous items such as: firearms, knives, or other dangerous weapons (as defined by MN State Law.
- Possession of illegal substances
- Verbal abuse, relational aggression, or causing of emotional harm of another student including threats of harm.
- Theft or damage to property of the school, another student, visitor or school staff.
- Using vulgar or unacceptable language verbally or in writing.
- Leaving the campus during the day without permission.
- Disturbing the classes in such a way that others are unjustly hindered from learning.

Discipline Procedures

Each teacher shall review the rules and regulations of the school and the classroom in order to clarify what is expected of students and staff. Non-conformity to the rules as set by the school may result in one or more of the following consequences to the discretion of the teacher and/or the Principal and Dean of Students.

Verbal Warning or Reprimand (for minor misbehavior)

The teacher or adult staff shall discuss the problem with the student in order to solicit his/her cooperation. A consequence may be given.

2nd / 3rd Verbal Warning or Reprimand (for ongoing minor misbehavior)

The teacher or adult staff shall discuss the ongoing problem with the student in order to solicit his/her cooperation. When a student is struggling with an inappropriate behavior and the student repeatedly disregards the rules, the teacher will make contact home to notify parents of the incident(s). There also may be consequences given or loss of privileges within classroom at the teacher's discretion.

Loss of Privileges/Behavior Contracts

When inappropriate behavior is more serious in nature or a student repeatedly disregards the rules, a loss of privileges (including recess, field trip attendance, lunch detention etc.) may be used as a consequence. Parents will be notified by the Dean of Students or Principal. Parents may be scheduled for a conference to discuss the behavior, reconciliation, and strategies for student growth and

development. Behavior contracts may also be used for repeated or seriously inappropriate or disruptive behavior. These contracts allow for documented communication between the teacher, student, and parents to allow for meaningful reflection and at-home consequences to support improved behavior.

Administration reserves the right to determine the appropriate consequence for each situation reviewed on a case by case basis.

Suspension means the temporary exclusion of a student from a class or school day. Failure of a student to follow school policy may result in suspension. This can mean removal from the school and the student is sent home for a set period. Suspension can also be in-school suspension where a student is removed from the regular class and spends the day in an alternative environment. This may require parents to transport the student to and from school as bus privileges may also be revoked during suspension. If additional staffing is needed to supervise an in-school suspension, this cost may be charged to the parents. Reasons from suspension may include, but are not limited to: vandalism, fighting, continued disrespectful behavior, controlled substance abuse, harassment, and inappropriate and disruptive behavior that interferes with a positive learning environment or contributes to a harmful environment.

Expulsion means the permanent exclusion of a student from the school. This may be recommended for serious or repeated acts, such as those listed under suspension. Expulsion is a serious matter and used when the health and safety of staff and students is at risk.

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: ATTENDANCE

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 8:00a.m. 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. Generally, two days per each day the student was absent is given for the work to be completed. It is the responsibility of the student/family to obtain and complete any missed work.
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.

POLICY: TARDINESS

Tardiness is a disruption to the whole class and makes it difficult for a student to get the day started properly. Elementary students not in their classrooms within 10 minutes of the first bell are considered tardy and must report to the school office for a late slip. Middle School students are expected to be present in their classroom by the first bell. Three tardies within a quarter may warrant a letter or phone call from the teacher and/or Principal to the parent/guardian and may result in 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 are examples of reasons that 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.

Elementary Uniform (K-4)

Boys:

Grades K-4

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-4

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(5-8)

Must be worn Monday-Thursday. Spirit wear may be worn on Fridays only. Students may be out of uniform on designated days or with a non-uniform pass only. For special events, students may be required to wear the uniform on a Friday.

Boys:

Grades 5-8

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 expected to change for PE class. The PE uniform consists of the school approved athletic shorts and t-shirt. Athletic shoes are required for PE class.

Girls:

Grades 5-8

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. The PE uniform consists of the school approved athletic shorts and t-shirt. Athletic shoes are required.

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.

-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.

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.

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-4: *Spirit wear* may only be worn on Spirit Day (typically the 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 (5-8): *Spirit wear* may be worn on any Friday (unless a special event will take place on that day), designated non-uniform days, or with a non-uniform pass. Spirit wear can be worn with non-uniform bottoms in compliance with non-uniform policy (above).

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.

The Catholic Church and St. Francis Xavier School recognize parents as the primary educators of their children. The education of students at this school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child(ren).

CLASSROOM MINIMUM AND MAXIMUM REGISTRATION NUMBERS

The maximum number of students in each classroom will be twenty (22) in Grades K-2; twenty-six (26) in Grades 3 & 4. The maximum number of students in each middle school (grades 5-8) will be 30. Administration reserves the right to adjust class size maximums 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. This fee is only charged when a student registers for the first time for grades K-8. Under continuous enrollment a registration fee is not charged for subsequent years unless the student withdraws and re-enrolls.

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.

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 (FAIR). 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 school families are encouraged 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. Records will be released only to another school by St. Francis Xavier 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; range of academic abilities; special needs; social and emotional development; and learning styles.

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.

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. St. Francis Xavier School depends on monies raised each year to help offset expenses not covered by tuition income.

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.

A community event in October, Haunted Hallways, is a fun fundraiser for our school. Many volunteers are needed to plan and conduct this event. Thousands of community members visit our school for this event.

The Catholic Schools Raffle is conducted in February of each year in coordination with Catholic United Financial. Families are asked to sell a designated number of raffle tickets each year to make the schools fundraising goal.

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.

Additional fundraising events and activities may be held throughout the year. This may include golf tournaments, bowling tournaments, and other gatherings.

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. A fee is charged to each family at the start of the school year to help support the work of the Home and School Association. A committee of parents runs the association. Volunteers for this committee are sought annually.

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 complete Virtus Training, as well as submitting to the Archdiocesan Background Check. Volunteers will need to renew their Virtus training and background checks every three years.

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. The Council consists of 6 members representing parish and school families, 2 staff, and school administration. The Home and

School Association is invited to send a representative to meetings to aid in communication between groups.

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.