

2007-2008 ST. FRANCIS XAVIER SCHOOL PERSONNEL

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I. Introduction

A. Philosophy

St. Francis Xavier School fosters a learning environment whose community members appreciate God's presence in the world and respond generously in action to His love. In the Ignatian tradition, St. Francis Xavier School sees spiritual formation as integrally connected to the academic, social, emotional, and physical development of the whole child. The excellent educational traditions of St. Francis Xavier School are strongly supported by the families in the community, many of whose roots at the school go back three generations. A stable, dedicated faculty and staff work closely together to develop a cross-curricular and interactive curriculum that meets the needs of students. In collaboration with parents who are the primary educators of their children, St. Francis Xavier School challenges students to embark on a life-long journey of discovery of their God-given gifts and to share these gifts in service of God.

B. Mission Statement

The faith community of St. Francis Xavier School develops well-rounded discerning individuals. Through Catholic formation and academic achievement, each student's intellectual and spiritual growth is grounded in a deepening relationship with Jesus Christ.

The Fundamental Principles of Jesuit Education

1. **God** is present in our lives, "laboring for us" in all things. Jesuit education affirms the radical goodness of the world, tries to create a sense of wonder and mystery in learning about God's creation, probes the meaning of human life and is concerned with the total formation of each student as an individual personally loved by God.
2. **Growth** in the responsible use of freedom is facilitated by the personal relationship between student and teacher. In a Jesuit school the adult members of the educational community guide students in their development of a set of values leading to life decisions that go beyond "self" that include a concern for the needs of others.
3. **Freedom** requires genuine knowledge, love and acceptance of self, joined to a determination to be freed from any excessive attachment. Jesuit education emphasizes the happiness in life that is the result of a responsible use of freedom, but it also recognizes the reality of sin and its effects in the life of each person. It therefore tries to encourage each student to confront this obstacle to freedom honestly, in a growing awareness and a growing realization that forgiveness and conversion are possible through the redemptive love and the help of God.
4. **Christ** is the model for human life. Jesuit education promotes a faith that is centered on the historical person of Christ, which therefore leads to a commitment to imitate him as the "Man for others."
5. **Service** of the faith through the promotion of justice is action in imitation of Christ; it is the justice of God, which is informed by evangelical charity. In a Jesuit school, the focus is on the education for justice. The active commitment asked of students – and practiced by former students and by the adult members of the educational community – is a free commitment to the struggle for a more human world and community of love.
6. **The Church** is the instrument through which Christ is sacramentally present in the world. Loyalty to the service of the church, the people of God, is characteristic of all Jesuit works. Jesuit education – while respecting the conscience and the convictions of each student – is faithful to the teachings of the church, especially in moral and religious formation.

7. **More (magis)**, source for the Ignatian criterion of excellence applied to all areas of a Jesuit school, does not imply comparison with others or measurement of progress against an absolute standard; rather it is the fullest possible development of each person's individual capacities at each stage of life, joined to the willingness to continue this development throughout life and the motivation to use those developed gifts for others.
8. **Collaboration** requires a willingness on the part of both lay people and Jesuits to assume appropriate responsibilities: to work together in leadership and service. All members of the school community work together to create and maintain the conditions most favorable for each one to grow in the responsible use of freedom. The school structure reflects the new society that the school, through its education, is trying to construct.
9. **Discernment** as the basis of prayerful and reflective decision making involves a constant search for the greater service to God. In order to remain effective as educators and in order to "discern" the more concrete response to God's call, all adult members of the educational community need to take advantage of opportunities for continuing education and continued personal development – especially in professional competence, pedagogical techniques, and spiritual formation.
10. **Ignatian Pedagogy** has its roots in the *Spiritual Exercises* of St. Ignatius where the quality of the relationship between the guide of the *Spiritual Exercises* and the person making them is the model for the relationship between the teacher and the student. A distinctive feature of the Ignatian Pedagogical Paradigm is that, understood in the light of the *Spiritual Exercises* of St. Ignatius, it becomes not only a fitting description of the continual interplay of experience, reflection and action in the teaching learning process, but also an ideal portrayal of the dynamic interrelationship of teacher and learner in the latter's journey of growth in knowledge and freedom.

C. Student Learning Expectations

I. Religious

- A. Actively participates in private or liturgical prayer.
- B. Uses Christ as a model for living.
- C. Applies Christian conscience in making moral choices.
- D. Demonstrates faith in Jesus.
- E. Knows and practices Catholic doctrine and traditions.

II. Open to Growth

- A. Takes responsibility for growth as a person.
- B. Is learning how to accept self, both talents and limitations.
- C. Understands and practices self discipline skills.
- D. Applies prior experience and knowledge to new situations.
- E. Initiates own learning.

III. Loving

- A. Respects and celebrates human diversity.
- B. Has made specific contributions to building up the school community.

- C. Responds appropriately to complex interrelationships.
- D. Is capable of putting self in another person's place and understanding what that person is feeling.
- E. Is more sensitive to the beauty of the created universe and is more caring about life and the natural environment.

IV. Committed to Doing Justice

- A. Displays an understanding of the call to treat others justly.
- B. Demonstrates an understanding of putting faith into action.
- C. Participates in community service projects.
- D. Affirms the dignity and rights of others.
- E. Participates in cooperative learning activities.

V. Intellectually Competent

- A. Uses problem solving skills.
- B. Uses communication skills.
- C. Gathers, recalls, and applies information to new situations.
- D. Is organized in learning.
- E. Performs grade level skills.

D. Responsibilities

St. Francis Xavier School believes strongly in promoting a relationship between parents, students, and the school. Below are responsibilities for each stakeholder that help facilitate a positive learning environment.

Student Responsibilities

1. To do all they can to help themselves learn.
2. To respect the God-given dignity of their fellow man.
3. To respect their teacher's right to teach.
4. To follow school and classroom rules.
5. To communicate their academic progress to their parents.
6. To be honest, self-disciplined, and dependable.
7. To behave in a safe and orderly way.

Parent Responsibilities

1. To nourish their child's faith life.
2. To help their child succeed in school.
3. To make sure their child is at school by 7:40 a.m. and stays until dismissal.
4. To promote personal responsibility in their child.
5. To support and respect administration, faculty, staff, and the guidelines set forth in the Handbook.
6. To become involved in their child's education. For example, check agenda book and homework, monitor progress, attend conferences, and volunteer at school.
7. To be supportive of decisions made by the administration, intervention team, and teachers concerning student's behavior and academic performance.

Administration, Teacher, and Staff Responsibilities

1. To treat parents and students with respect.
2. To support school wide learning expectations.
3. To serve as role models for students.
4. To help students learn.
5. To comply with school policies and procedures.
6. To create and maintain a safe, orderly, and respectful classroom learning environment.

II. ADMISSIONS & FINANCIAL OBLIGATIONS

St. Francis Xavier School gives first preference in admission to Catholic students of families registered in St. Francis Xavier Parish; second, to Catholic students in other parishes; third, to inactive Catholics or students of other faiths.

Students are admitted to St. Francis Xavier School in the following order according to the date of the application.

1. In-school/faculty.
2. Active St. Francis Xavier parishioners.
3. Practicing and contributing members of other Catholic parishes.
4. Inactive Catholics or students of other faiths.

Active parishioner is one who attends regularly Sunday liturgy at St. Francis Xavier, participates in other ministries of the parish, is actively enrolled in the offeratory program.

Upon acceptance, active members of SFX and other Catholic parishes need to complete a parish verification form verifying parish status. The parish verification form needs to be reviewed and signed by the Pastor of the family's Parish. This form is submitted to the SFX School Office. The parish verification is

used to determine school tuition rate for the school year. A new parish verification status is completed every school year.

Note: Catholic families who move from out of town and who are enrolled in a Catholic school can apply for the Active SFX Parish tuition rate if they (1) register with the St. Francis Xavier Parish; (2) provide a letter of support from their previous parish.

St. Francis Xavier School does not discriminate on the basis of race, sex, or national origin. Successful candidates must be proficient in English. Accommodation for students with special academic or physical needs can be made only within the limits of our resources. If a student develops an academic or physical need while enrolled at St. Francis Xavier School, and the need cannot be addressed within the limited resources, school personnel will assist the family in finding an appropriate learning environment that can address the need.

All applications are evaluated for academic readiness. (See A. New Student.)

A. New Students

St. Francis Xavier School seeks to admit new students in grades K and 1 who are developmentally ready for school. For a child to find success in kindergarten and the following years of school, he or she should ideally be developmentally 5 at the time of entry. Developmental age may or may not be consistent with chronological age. It is not unusual and it is not abnormal for a child developmentally to be six months or younger than his or her chronological age. Acting in the best interest of the child, St. Francis Xavier School utilizes the Gesell Development Assessment to help identify the best placement for the child. This evaluation, performed by a trained professional, offers information related to a child's general level of maturity - separate from academic and intellectual ability. Entering kindergarten students must be five by September 1 and developmentally 5-5 ½ at the time of entry. Entering Grade 1 students must be six by September 1 and must be developmentally 6- 6 ½ at the time of entry.

An admission decision for students in grades 1 through 8 is based on the student's academic record, standardized testing results, and additional materials that may be requested by St. Francis Xavier School. These include a test, a writing sample, a diagnostic evaluation, and an interview. Tests may be given to an applicant to determine whether the school can provide an appropriate program for the student, to diagnose needs, or to place in the appropriate grade level or class. New students entering grades 2 through 8 must provide copies of the previous two years progress reports and any standardized testing results.

New families sign a release form authorizing the release of achievement scores and report cards to St. Francis Xavier School in addition to authorizing the school to contact former teachers and administrators for references.

Parents wishing to place their children on a waiting list should complete a waiting list application and pay the non-refundable waiting list fee of \$50.00 for grades K-1 and \$10.00 for grades 2-8.

B. Financial Obligations

- 1. Tuition Rates** – are dependent on number of students attending and parish verification status approved by the pastor.
- 2. Family Registration Fee, Book Fee and Activity Fee** – These fees are collected at the time of registration or re-enrollment. Family registration, book and activity fees are not refundable.
- 3. Payment Procedures**

Your financial obligation to the school consists of a family registration fee, book fee per student, activity fee per student and the yearly tuition fee based on the number of students attending SFX and parishioner verification status. Additional fees that can be charged include, but are not limited to, field trip fees, sports fees per season, child care fees, sacrament fees, graduation fees, locker

fees, lost book fees, unfulfilled Scrip charges, and unfulfilled parent participation commitment.

Tuition is paid in ten installments via automated checking or savings account withdrawals. ACH forms are completed at the time of registration or re-enrollment. The ACH can be updated at any time. ACH forms are available in the School Office. The first tuition payment is due on the 5th or 20th of June as predetermined by the family on their school financial agreement and ACH form. The remaining payments are due promptly on the **5th or the 20th** of each month (July through March). Payments will be considered **late** if payment is rejected by the family's financial institution. Families choosing to pay in full the annual tuition rate prior to June 5th may receive a 2% discount on their tuition rate if they pay by check or cash. Families may pay the full annual tuition amount by Credit Card (Visa and MasterCard, only) from May 15th to June 5th but no discount is available for this type of payment.

If a student/family withdraws from school prior to August 1, tuition payments for the 2007-2008 school year are refundable. Tuition payments for students/family that withdraw after August 1 are only refundable if the class vacancy can be filled.

Tuition payments are charged for the full month. Families that have a new student enrolled mid-month are responsible for the full month of tuition. Tuition for new students accepted after the August start of school is prorated by the number of months that the student will be attending SFX. At the time of registration, a new family/student is required to pay registration, book and activity fess plus the past due months of tuition payments (June-March payment schedule).

If all payments for financial obligations including but not limited to tuition, child care, Scrip and parent participation commitment have not been received by March of the school year, registration monies for the following school year will automatically be applied to bring the account up-to-date. This action will make registration for the following year incomplete and could result in the loss of class placement for current and future year.

Prompt payment of financial obligations is expected from all families.

Should life events adversely affect a family's ability to meet its financial obligations, the responsibility to communicate the situation rests with the family.

4. Late Charges

- a. Past due notices will be sent to families whose payments have not been received or have been denied by their financial institution.
- b. ACH withdrawals rejected by a family's financial institution will be charged a \$25 NSF fee. A second attempt to collect the payment will be made 5 days after the initial rejection. If the ACH is returned a subsequent time, the family will be required to pay an additional \$25 NSF fee and to pay the outstanding account balance by cash or cashier's check. Further NSF charges to a family's account may result in the student's ineligibility for continued services of classroom instruction and/or participation in the after school care program.
- c. The past year's tuition must be paid in full for the next year. Failure to pay tuition on time may result in automatic withdrawal from school.

C. St. Francis Xavier Parish Registration

Parish contributions are by definition, free will, and voluntary offerings given for the support of the church on a regular basis in conjunction with regular Mass attendance.

1. Active St. Francis Parish Tuition Rate

The Active St. Francis Parish tuition rate is available to active participating parishioners who are involved in a parish ministry, regularly attend liturgy and participate in the parish's offeratory program. In addition to qualify for active parishioner tuition the family must have been a resident of

the Parish for one full year, If a parent has changed Parishes without changing his address, or if he has moved from within the city in order to become a member of St. Francis Xavier Parish, he will qualify for the active parishioner tuition rate after one calendar year of registration in the parish. To receive the active St. Francis Parish tuition rate without the one-year waiting period, when moving to St. Francis Xavier Parish from an out of town Parish, parents must show documentation of full Parish participation from their previous/prior Parish.

2. Who is a “contributing member” of the parish offeratory program?

A “Contributing Member” of the Parish is a family that participates in the parish offeratory program, is involved in a parish ministry and regularly attends liturgy. In St. Luke’s gospel we read: “From everyone to whom much has been given, much will be required; and from the one to whom much as been entrusted, even more will be demanded.” We hope that out of loyalty, gratitude, and affection for St. Francis Xavier Parish and School, families will be as generous as they possibly can.

3. To receive the Active St. Francis Parish or Active-Out of Parish tuition rate, parents must have a parish verification form signed by the pastor. A new parish verification must be completed every school year.

D. Financial Assistance

There is some tuition assistance available to families who have children enrolled at St. Francis Xavier School. Students must be registered and enrolled in order to be eligible for a scholarship.

Applications for both CTODP and parish need based scholarship are available at the School Office.

Financial Aid CTODP - Catholic Tuition Organization Diocese of Phoenix

1. St. Francis Xavier participates with the CTODP in assisting in the education of individual students.
2. The CTODP payment is contingent upon student registration in the school and it is prorated through the year.
3. Applications for CTODP aid grants are available in the school office. Applications are sent directly to CTODP.
4. Needs based assistance: Financial assistance of up to 75% of tuition is available to qualifying students. The **entire** CTODP application needs to be completed. Families must indicate on the form that they are applying for **aid based on financial need**. As part of the CTODP application, the family must provide a complete copy of their current federal tax return, including all appropriate schedules. A check or money order payable to FAIR should be paper clipped to the front page of the application form (please see application for amount of fee).
5. Funds availability: Financial assistance is provided through funds that are available after CTODP need based awards are granted to qualifying families. Scholarship awards are dependent upon the number of families who apply and the amount of funds that are available. Families are to complete only Parts I, II and III of the CTODP Scholarship Application. A check or money order payable to FAIR should be paper clipped to the front page of the application form (please see application for the amount of the fee).

St. Francis Xavier Parish Assistance

Parish need based financial assistance is available to qualified St. Francis Xavier parishioners who have students enrolled in the school. Students must be enrolled and registered for the 2007-2008 school year to be eligible.

1. Families must apply for CTODP (aid based on financial need) to be eligible for any need-based assistance after CTODP funds have been awarded. Forms can be downloaded at www.sfxphx.org

2. St. Francis Xavier Parish Need Based Scholarship

A completed *Parish Need Based Scholarship form* needs to be submitted the Parish by due date on application.

E. Parent Participation Program

The Parent Participation Program at St. Francis Xavier School promotes strong parent involvement in the life of the school. The guidelines of this program are written to provide flexibility to families in being involved in the education of their child(ren). Each family is required to participate in 30 hours of sanctioned activities. There are a variety of programs in which families may participate, the primary methods being the following:

Five hours dedicated to either of the two primary fund-raisers held annually, the Annual Auction and Family Fun Fest. These events are designed to involve the entire parish community.

Optional five hours dedicated to parish ministries. This category can be contributed in a variety of ways such as: lector, Eucharist Minister or other ministry; SFXAA coach or scout leader.

Five hours performed at a Faith Formation seminar. (Participation at a Faith Formation seminar may be contributed in lieu of parish ministry hours. These seminars may consume more than five hours. If this occurs, all hours, up to a maximum of ten (10), will be counted.)

Parent participation opportunities also include but are not limited to volunteering in the classroom, serving as a sports coach, assisting in the school office, attending Back to School Nights, School Board or Parents Association Meetings or Breakfast with the Principal.

The programs at St. Francis thrive through the involvement of our families. However, prior to contributing time to any event or project on campus, parents are required to participate in a Safe Environment "Called to Protect" Training Seminar. This seminar is offered at the beginning of the school year, by the church and school staff. Participation at this seminar will count toward service hours. All parents or other adult member of your family are required to participate in the Safe Environment "Called to Protect" Training to be eligible to volunteer in St. Francis Xavier School activities..

Parents are required to log their own parent hours on Renweb. Participation hours may only be contributed by adult members of a household. Parents whose service to the school exceeds 30 hours are requested to continue logging their hours via RenWeb, throughout the school year. This stewardship reflects the commitment to academic excellence we seek, and is a positive reflection of our community-building efforts.

Families unable to serve the required hours are expected to pay \$10.00 per hour for those hours not served, as a component of their financial obligation to the school.. This fee is applicable to general hours, mandatory fundraising hours, and additional parent participation hours accrued due to tardies. Cash payments for not meeting parent participation commitments is not considered a charitable contribution and therefore is non deductible by the family per Internal Revenue Code Sec. 170 and Rev. Rule 83-104, 1983-2.C.B.46.

The requirements of the Parent Participation Program must be posted by the parent to Renweb by March 1 for students to participate in end of year class activities and graduation activities.

Since the purpose of the program is to promote parent involvement in the school, parents may not individually donate their excess hours to other families. Where a deficit in parent participation hours is a concern, the school principal will address any unusual circumstance and ensure goodwill prevails.

To be eligible for re-registration in March, families must have completed, paid for, or committed and posted to Renweb the 30 hours of participation by March 1. Additionally, if families fail to pay the monies owed for un-served hours, by the end of the school year, registration monies will be automatically applied to bring the account up-to-date. If registration monies are insufficient to cover the delinquent payments, tuition monies for the upcoming school year will then be applied. These actions may make registration incomplete and may result in late fees being posted to your Renweb account.

F. Scrip Program

The SCRIP program is one of the major fundraisers at St. Francis Xavier School. Each family is obligated to provide \$200 to the school through the profits generated from scrip purchases. Once the \$200 profit obligation is met, families may start generating tuition rebates. Please be aware that buying \$200 in Scrip is not the same as earning your \$200 profit obligation.

The Scrip program begins May 1, 2007 and runs through April 30, 2008. Scrip can be purchased on predetermined days and times from the school Scrip Office when school is in session. Scrip orders can also be left in the School Office or placed on-line at www.sfxphx.org.

If a parent does not participate in the SCRIP program, then he/she will be required to pay \$200. Cash payments for not meeting any of the family commitments are not considered charitable contributions and therefore are non deductible by the family per Revenue Code Sec. 170 and Rev. Rule 83-104, 1983-2.C.B.46.

Once a family achieves the \$200 profit to the school, additional rebates that the family generates from participation in the Scrip Program will be split 50-50 with the school up to the amount payable for tuition. Rebates can be used to pay financial obligations to the family's Renweb account. Scrip rebates are not refundable and/or transferable if a family withdraws or graduates from St. Francis Xavier. The school cannot give SCRIP monies to families for earnings above their school financial obligations.

Scrip rebate is posted on family Renweb accounts once in January and again in May. Scrip rebate in January will be applied to the balance on the family account in the current school year. Scrip rebate posted in May will be applied to the family account for the following school year (unless there is a residual balance on the family account). Tuition rebates are not refundable to a family but will only be issued as a credit against future costs associated with school financial obligations.

G. CTODP

Families and friends are encouraged to participate in the CTODP tuition tax credit program, which enables participants to direct their tax dollars to St. Francis Xavier school families. In most cases any Arizona tax payer can designate any amount up to a maximum of \$1000 if married or \$500 if single to St. Francis Xavier school and receive a dollar for dollar tax credit on their Arizona taxes.

H. Student Records

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. Visiting rights must be noted in the court-certified decree. Changes in the custody decree must be submitted to the office.

Both parents, custodial and non-custodial, have access to information about the student's progress as mandated by the Buckley Amendment.

As stated in Arizona Revised Statutes, Title 15-141: The right to inspect and review educational records and the release of or access to such records, other information or instructional materials is governed by federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, Sections 1232g and 1232h, and federal regulations issued pursuant to such act.

The principal of St. Francis Xavier will permit the release of student information relating to students to parents and/or legal guardians in accordance with the following procedure:

- A. The presentation of a written statement of your request to review student records.
- B. Legal proof of your relationship to the child.
- C. An appointment to meet with appropriate school personnel at a time mutually convenient for the purpose of the record review.

III. STUDENT LIFE

A. Attendance

Excessive absences affect student performance. In an academic setting like St. Francis Xavier School, it is necessary that students remain current in their studies. This can only be accomplished by their attending all class sessions; therefore, removing students from school for ski trips, vacations, etc., is contrary to school policy.

If a student is absent more than ten days in a school year, parents may need to meet with a school administrator to discuss ways in which attendance may be improved. Students who are absent 30 or more days, may not be promoted to the next grade. Every fourth unexcused tardy will be considered one day of absence and will be counted as such. Excused tardiness would be a doctor or dentist appointment verified by a note from the medical office.

In case of illness these procedures should be followed:

1. A call to the school nurse to inform her of the child's illness (266-5364 ext. 1) should be made before 7:45 A.M. A message may be left on the Telephone Voice Mail System.
2. A student shall be in class at least two hours to be considered in attendance for one-half day. A student shall be in class at least four hours (PK-8) or four class periods (9-12) to be considered in attendance for one full day.
3. When a child returns to school after being absent, a written excuse must be brought to the teacher the day the student returns. It is not enough to have called in an absence to the nurse, though this should be done also. A written note is state mandated.
4. A visit to the doctor or dentist constitutes an "**excused**" absence or tardy. If possible, the child's teacher should be informed the day before the appointment. To be dismissed from school for an appointment, a student must present a written excuse to the teacher. Parents must sign out the child at the office. When a child is absent more than a week from school because of an illness, she or he will need to provide a note from a doctor for the absence to be excused.
5. Families leaving for an extended period must notify the office in writing in advance of the dates of an absence.
6. A student returning after an absence will have the same number of days he/she missed to hand in the missed assignments. [Exception: Accelerated Reader points and long term projects are due on the due date.] It is the responsibility of the student to obtain the assignments from the teacher.
7. A student who misses a test must make arrangements for make-up the day of his/her return. The student may be required to take the test the day of his/her return.

Parents who are leaving and placing their children in the care of another adult must inform the office in writing of this temporary assignment of guardianship.

B. Tardiness

Punctuality is an essential part of the educational philosophy at St. Francis Xavier School. Tardiness is a serious matter, since it affects not only the tardy student, but also other students. Tardiness reflects an attitude that is inconsistent with St. Francis Xavier School's pursuit of excellence and emphasis on the whole child. Tardiness also represents a lack of regard for education and a lack of cooperation with the school.

1. The school day starts at 7:45 A.M. with flag salute and prayer.
 - Roll is taken promptly at the 7:45 A.M. bell. A pupil is tardy if he/she is not present at flag salute with his/her class at 7:45 A.M.
 - A pupil is marked absent for a half day if he/she arrives after 11:00 A.M.
2. Parents must send a note explaining any arrival after 7:45 A.M. (*Diocesan Attendance Policy 4.03A.1-2 requires that a written explanation of tardiness be retained on file for one year.*)
3. Students arriving after pledge and prayer **must** stop at the nurse's office to check in and obtain a pass.
4. After the receipt of the 5th unexcused tardy, (one not accompanied by a note from the doctor, dentist or other appointment) within a quarter, parents will be fined \$25.00 for each additional unexcused tardy.

C. School Hours

School hours are from **7:45 A.M. - 2:30 P.M. (K-5) and 7:45 A.M. – 2:40 P.M. (6-8)**. School will be dismissed at 1:05 P.M. (K-5) and 1:15 P.M. (6-8) for early release Wednesdays. Children are permitted to be on school grounds at 7:30 a.m. in the supervised area.

Child(ren) must not be on the school grounds before or after school unless they are involved in some extracurricular activity and are being supervised by an adult.

D. Early Bird Study Hall

St. Francis Xavier School offers before school childcare starting at 7:00 A.M. for a fee. Fee for the program will be posted to the parent's Renweb account on a weekly basis.

Children are not permitted to be on school property prior to 7:25 A.M. unless they attend the **Early Bird Program**, the before school study hall that begins at 7:00 A.M. For their safety, any unsupervised child on the St. Francis Xavier property prior to 7:25 A.M. will be sent to the Early Bird Study Hall and the parent will be charged the fee.

E. Morning Drop-Off Protocol

For the safety of all students and parents, drivers are asked to observe safe driving practices.

1. Parents are to use the drop off lane, the north or south side of sidewalk, when dropping off their student. Children should exit only from the passenger side. **Parents should not exit their car.** Backpacks should be with the child, not in the trunk. Pull all the way to the sidewalk before unloading.
2. Children should enter the school through the cafeteria.

F. Dismissal Procedures

The north side of the school is the designated parent pick-up area. Students are not to be picked up in the school parking lot and will not be permitted to wait in front of the school or any other non-supervised area.

Grade K - 4 Dismissal

1. 2:30 P.M. Grades K, 1 and 2 Child Care students will be walked to Child Care under the supervision of their teacher. Grade 1 and 2 students who are enrolled in an after school activity and not enrolled in childcare will walk directly to the activity.
2. 2:30 P.M. Grade K - 4 will be walked to the north side of the school for parent pick-up

Grades 5 – 8 Dismissal

3. 2:40 P.M. Students in grades 5 through 8 will be walked to the north side of the school for parent pick-up. They are to go immediately to their after school activity or to the dismissal area for pick-up.
4. Students in grades K through 8 who have not been picked up within 10 minutes of dismissal will be taken into Child Care.

G. Dismissal Protocol

1. Unsupervised children must not wait on the campus for siblings or parents who are involved in extracurricular activities or they will be escorted to Child Care.
2. Parents are asked to supervise their own children and to take them promptly to their cars.
3. Identification is required from any adult who is not known to school personnel and who comes to pick up a child. We reserve the right not to release the child to anyone other than the custodial parent.
4. All parents must complete a form detailing how your child will be getting home and give it to the homeroom teacher the first week of school. Whenever your child is deviating from their normal pick-up procedure, for example going home with a friend, a note must be sent to the teacher.
5. Parents picking up a student for an early dismissal must come to the school office. The student will be dismissed from the class only when called from the school office.
6. Students are not allowed to use the basketball courts or playground after school unless supervised by an adult.
7. Students are not to walk through the Child Care area in the cafeteria after school.
8. Students who will be walking home or taking public transportation must provide a letter signed by a custodial parent that authorizes the child to do so.
9. Students are not allowed to go to Brophy or Xavier after school unless they are children of employees at these institutions.

H. Child Care

St. Francis Xavier provides a Child Care Program for children ages 5 through 14. Child Care will be available according to the following schedule:

Regular School Days 2:30/2:40 P.M. - 6:00 P.M.

Early Dismissal Days 1:05 P.M. - 6:00 P.M.

Teacher In-service Days 7:45 A.M. - 6:00 P.M.

1. All parents whether they plan to use the service or not must register their children in Child Care. State law mandates that all children who use the program be properly registered.
2. Any student left waiting for pick-up on the school grounds 10 minutes after dismissal time will be required to go to the supervised Child Care areas until s/he is picked up.
3. The charge for childcare is \$4.15 per hour per child. Time is rounded up to the nearest hour each billing cycle.
4. Childcare charges will be posted and must be paid on a monthly basis.
5. Parents who face an unplanned schedule conflict preventing the timely pickup of children are asked to call the school office before noon to report that the child(ren) should be taken to Child Care.
6. Students in Child Care must be with the supervisory adult in the area of the activity.
7. If Child Care students are enrolled in other after school activities (such as Chess Club), they must first report to Child Care to sign in and report their destination to the care provider.
8. Students in Child Care are subject to the same rules and regulations that govern the student's behavior during the school day. Failure to observe the rules could result in a student being asked to leave the Child Care Program.
9. Prompt pick-up at Child Care is required. Children left in Child Care beyond 6:00 P.M. are subject to a charge of \$1.00 per minute and may be turned over to the Phoenix Police Department if no one on the emergency card will come for them, or no contacts can be made.

I. Student Health

All schools shall comply with Arizona law AAC Title 9, Chapter 6, Article 7 (R9-6-701) Vaccine Preventable Diseases regarding immunizations. These laws state that no child may attend school unless such child can present to the school a verifiable immunization record against listed communicable diseases or a plan for immunization as specified by the Arizona Department of Health Services. Requests for exemption will be granted only in accordance with Arizona law.

St. Francis Xavier is committed to providing a school environment that promotes and protects children's health, well-being and the ability to learn by supporting healthy eating and physical activities. The connection between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their body.

The school retains a licensed registered nurse. She renders emergency first aid to students who are injured or become ill at school. She works with students, parents, and teachers regarding health problems, and serves as the contact between home and school on health matters.

In case of injury or illness during the school day the student will be sent to the nurse. The nurse will then determine if the child should be sent home or return to class. Parents will be notified by phone to pick up sick or injured children. Parents are to keep all emergency information current by calling the office and by letting us know about changes in telephone numbers.

Prescription medication will be administered when necessary. Medication must be in the original prescription bottle. If a student needs to take a medication at school, ask the pharmacist for a second, labeled bottle and send only the tablets/liquid needed to be taken at school.

Medication: It is possible for a student to be given non-prescription medications when they are sent in with a parental note.

1. Any medication including Tylenol, cough drops, tums, etc., must be supplied in the original container with the student's name on the label if you want it available for your child.
 - Please make sure the bottles you send are not over 2 1/2" tall. Space is at a premium in the medicine cabinet. It is okay to send in one family bottle with all the student's names on it. You will be able to send in refills as needed throughout the school year.
 - We recommend the use of the medication form. These forms are available both in the school office and the nurse's office.
 - Students are to turn in all medications to the front office or the nurse's office first thing in the morning.
 - Time-release tablets should not be divided to provide a lesser dose.
 - Students may not dispense medication to each other.
 - **Parents must pick up unused medications by the last day of school.**
2. **Immunizations:** All needed immunization records must be on file prior to the child attending school classes.
3. **Emergency Card:** A child will not be admitted unless an emergency card is on file. Parents are asked to call the office immediately if an address or telephone number on the emergency card changes.
4. **Diagnosis:** It is not the role of the school nurse to diagnose a chronic condition. A sick child should not be sent to school for diagnosis and treatment by the nurse.
5. **Picking up a sick child:** Upon receiving a call from school to pickup a sick child, parents should report to the office to sign out their child. Sick children should be picked up promptly since the school does not have the facilities to care for students who cannot attend class.

WELLNESS POLICY

St. Francis Xavier School is committed to providing a school environment that promotes and protects children's health, well-being and the ability to learn by supporting healthy eating and physical activity.

The link between nutrition and learning is well-documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and life-long learning and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their body.

Arizona Revised Statute 15-242 restricts the distribution of all food of minimal nutritional value (FMNV) at school for the entire day. All foods and beverages served/sold in the vending machines, snack bars, a la cart, fundraisers and school events is subject to the Arizona Nutritional Standards regardless if they are exempt for the FMNV food list by USDA.

This statute covers the distribution of food on birthdays and at school parties. FMNV should not be brought to school by parents and served at school parties nor should it be served to students on birthdays. Two exemptions to this policy will occur each year as determined by the school faculty. Suggested healthful food items will be distributed to parents at the beginning of the year.

J. Student Accident Insurance (See Appendix)

K. Faith Life

Religious instruction at St. Francis Xavier School is considered a sacred trust. Each teacher seeks to present the Catholic faith in such a way that children are led to a deeper understanding of their own faith. Students are provided with opportunities to experience this faith in prayer, liturgy, community life, and service to others.

Daily Prayer

Each school day begins with prayer. Teachers provide opportunities throughout the school day for students to pray.

Eucharistic Celebrations

As an essential aspect of the regular program of religion, all students have the opportunity of preparing and attending liturgies. Various classes help with the readings, petitions, and gifts.

Reconciliation

Children in grades 3-8 have the opportunity to receive the Sacrament of Reconciliation twice a year.

Sacrament Preparation

St. Francis Xavier School prepares students for the Sacrament of Reconciliation in 2nd grade and the Sacrament of Holy Eucharist and Confirmation in 3rd grade. Grades 5, 6, and 7 will also be prepared for the sacrament of Confirmation for the 2007/8 school year.

The school follows the following guidelines for sacrament participation.

1. Students are to attend and show proper respect at religious services.
2. Students must attend and fully participate in religious instruction classes.
3. Since parents are the first teachers of their faith, they are expected to take an active role in sacramental preparation of their children and attend scheduled school sacrament retreats and parent meetings.
4. Students not baptized in the Catholic Church may not participate in the sacraments of Reconciliation and Eucharist.
5. It is not our policy to convert young boys and girls of elementary school age. If and when the parents go through the RCIA Program, then and only then, do we enter the child into our faith.
6. Catholic students who enroll in the school without sacramental preparation will be expected to participate in a preparation process.

Service to Others

As a school dedicated to creating loving, respectful, compassionate, and empathetic students who are dedicated to justice and peace, St. Francis Xavier School upholds the Ignatian principle of service to others in utmost regard. All St. Francis Xavier students participate in Christian service projects. School-wide activities involve food, clothing, and baby supply drives. In addition mandatory participation in service projects is required for eighth grade students in order to graduate.

As part of their religion requirement, eighth grade students are required to commit themselves to 20 hours of Christian community service. As partners with parents in their child's education, we seek to teach students about the importance of service in one's faith life. Parents are encouraged to help their child select a service projects and/or to participate in one as a family. Service opportunities that are directed to the poor and needy are highly encouraged.

L. Uniform Regulations

Only uniforms obtained from official school vendors may be worn at school. Any child not in proper uniform will be sent to the office and the parent will be called. Uniforms are to be laundered, maintained and worn as they are designed to be worn: **skirts and shorts not rolled, shirts tucked in**

not folded under, shirt sleeves not rolled up or under. The uniform should reflect a positive attitude of pride in self and school.

School spirit shirts and club shirts may be worn on Wednesday's or at the discretion of the principal. Spirit and club shirts must be tucked in. Scout uniforms may be worn on the troop's designated meeting day.

Students must be in proper uniform from the time they arrive on campus until they leave. Any hairstyle, hair color, mode of dress or ornamentation that is deemed inappropriate in the judgment of the school administration will be prohibited.

Girls:

- Girls may wear white, or navy uniform shirts with an embroidered St. Francis Xavier emblem only. Plain white undershirts with no emblems may be worn with uniform shirts. Dark under-garments should not be worn under white shirts.
- Girls may wear regulation jumpers for grades K through 5 and regulation skirts for grades 6, 7, and 8. Jumpers, skorts, and skirts must be no more than 3" above the floor when kneeling.
- Khaki uniform walking shorts, skorts, or long pants, obtained from authorized school vendors, may be worn. Shorts are not to be rolled.
- Plain white socks, anklets, or white tights with no ornamentation must be worn with the uniform.
- No makeup is allowed. Hair must be neat and clean and conservatively styled. No nail polish. **Hair coloring, bleaching, highlighting, tinting, or excessive ornamentation are not allowed.** No colored lip-gloss may be worn.
- No **excessive** jewelry is allowed. Only necklaces with a cross or religious medal on a fine linked chain may be worn. Watches may be worn. Only one pair of post earrings covering the lobe of the ear are allowed. Since dangling earrings can be a hazard, they are not allowed.
- Hats are encouraged on the playground.
- Warm-up or pajama pants may not be worn underneath a uniform skirt.
- Sneakers are to be worn by all. Please refer to the description of footwear below.

Boys:

- Boys may wear white or navy uniform shirts with an embroidered St. Francis Xavier emblem only. Plain white undershirts or P.E. uniform shirts may be worn under the school uniform shirt.
- Boys may wear khaki uniform walking shorts or slacks obtained from authorized school vendors. Shorts must not fall below the knee. They must be of the appropriate size worn at the waist, not around the hips. Boys may wear a plain, brown belt with a small, plain buckle.
- Plain white socks must be worn.
- Hair must be conservative in style short above the eyes and the collar of the shirt. Excessive hairstyles will not be allowed. Hair must be neat and clean and conservatively styled as determined by school personnel. **Hair coloring, bleaching, highlighting, and tinting are not allowed.**
- Boys may not wear earrings or bracelets. Necklaces with a cross or religious medal on a fine linked chain may be worn. Watches are permitted.

- Hats are encouraged to be worn on the playground.

Girls and boys may wear uniform shorts instead of the uniform pants/skirts at any time during the year.

Uniforms, and shoes, should be in good shape, free from tatters, holes, as well as fading.

Non-Uniform (Free Dress) Days

Non-uniform days are a privilege for St. Francis Xavier School students. On non-uniform days, students must remember that they must still follow a dress code. As always, modesty is mandatory. The administration and faculty reserve the right to judge what is appropriate and safe. If non-uniform dress is considered inappropriate, infractions will result in loss of the non-uniform privilege for a specified period of time and parent(s)/guardian(s) will be called to bring in a uniform. The student will not be allowed in class until in compliance with the code. The following are non-uniform day regulations:

- Jeans, slacks, shorts, Capri pants, and dresses must be clean and with no holes. Pants may not be oversized or baggy. All shorts and dresses must conform to uniform length. Students are not to wear biker shorts, cut-offs/frayed edge clothing, clothing with inappropriate slogans, etc., tank tops, midriff shirts, spaghetti strap tops, tube tops, clothing which exposes under-garments, hip hugging pants and strapless sandals.
- On campus after school hours, the non-uniform dress code still applies. A shirt with logos that portrays material that is considered unacceptable by the staff is not allowed.
- Students who are found to be repeated offenders of the uniform policy will not be allowed to participate in free dress days.
- Hats are not to be worn indoors.

Boy/Girl Scout Uniforms

Scouts are allowed to wear their uniform to school on meeting days. Scouts must wear uniform shoes.

Mass Days

Students must be in their regular uniform on all Mass days.

Uniform - Outerwear

The following cold weather clothing is allowed in the classroom.

1. Only St. Francis Xavier sweatshirts, fleece jacket, or navy blue school sweater with St. Francis Xavier logo are allowed. No non-SFX outerwear or sweatshirts may be worn. No scarves or bandanas are allowed.
2. Students must arrive at school in appropriate dress. (No pajamas or slippers.)

Footwear

For safety and health purposes, athletic shoes with socks need to be worn daily. Athletic shoes must not be neon in color. Shoelaces must match shoes and be tied. No hee-lies or vans are allowed on campus. Shoes need to be in good condition.

P.E. Uniforms

Grades 5, 6, 7 and 8 are required to wear St. Francis Xavier P.E. uniforms. P.E. uniforms are not required in other grades. Lack of uniform will be reflected in the P.E. grade. Junior High students must wear their own uniforms with names written on them to be eligible to participate in class.

Uniform Purchase

Uniforms Vendors:

Artcraft

2805 E. Indian School Road
Phoenix, Arizona
602-955-7301

Dennis Uniform Co.

4902 E. McDowell Rd. #103
Phoenix, Arizona 85008
602-220-0302

Educational Outfitters

7919 E Thomas Rd
Scottsdale, AZ 85251 - 6540

M. Physical Education Program

P.E. classes are a part of the regular curriculum. Students in proper attire are expected to attend P.E. classes as other classes in the curriculum.

A student may be excused as follows:

1. From classes because of a temporary illness if a note is sent by a parent. This note should explain the nature of the illness. If more than three classes are to be missed, a doctor's written excuse is required. Students restricted from P.E. because of PAR (Physical Activity Restriction) may not participate in after school sports or recess on that day.
2. From classes because of illness or physical impairment. A note from a doctor must be on file in the nurse's office before a child can be excused, and the duration of nonparticipation must be clearly stated.
3. From a particular exercise or activity because of illness or physical impairment. A parent's note is required for a temporary impairment stating the nature and duration of the impairment. A doctor's note is required for a long-term absence from P.E. (Long term is more than three classes.)
4. Students are required to dress for P.E. regardless of participation.

Physical Activity Restriction

Students who must be restricted from activity in P.E. or recess must bring a written excuse from parent or doctor. This excuse must be presented to the school nurse who will issue a physical activity restriction form, (PAR), to be given to the classroom teacher and/or the P.E. teacher.

Please Note: If duration of P.A.R. is not stated, students will be excused from only one P.E. class.

N. Library

The library is open from 7:30 A.M. – 3:30 P.M. Monday, Tuesday, Thursday, and Friday for student use. Each class in grades K-8 is scheduled to come to the library once a week for checkout and library skills instruction. Students may come to the library at other times that are not scheduled for classes,

with an agenda that is signed by their teacher, however they are not permitted to come during recess because of the Wellness Policy.

Students may return their books to the library any day before or after school, or on their library day as a class.

After an absence, students should return their library books on the first day they return to school to avoid being charged an overdue fine for days absent.

When a class group borrows a set of books, the class group is responsible for replacement and/or repair of any damage or loss if individual accountability cannot be ascertained.

The rules that govern computer use in the Computer Lab also apply in the Library. Students will not be permitted to access the Internet without a signed permission form being on file.

Overdue books carry a **ten-cent per day**, per book fine for days that school is in session.

Damage to books should be immediately reported to the librarian. **Please do not attempt to repair books at home.**

Lost library books must be paid for and all overdue fines paid before the end of the year. Refunds will be made on library books lost and paid for when books are returned to the library. This refund is minus the overdue fine calculated from the due date to the date the book was paid for.

Parents should encourage proper use of library materials, including having a special, safe place to keep library books at home, away from pets and smaller siblings reach.

O. Lunch

Hot lunch is available from an outside vendor. Monthly menus are provided to students at the end of the previous month. Lunches need to be ordered for the following month by the deadline indicated on the order form.

Students have a thirty minute lunch period, with fifteen minutes to eat and fifteen minutes to play.

Students may also bring their own lunches. Lunches are stored in the classroom so items that do not require refrigeration should be packed.

Students are responsible for bringing their own lunches to school. The school realizes that on rare occasions a student may forget his/her lunch at home. In these cases, a parent may bring the homemade lunch to school. However, this exception should be rare and not the norm.

In case a child forgets his/her lunch or lunch money, the parent is to leave the lunch, which is clearly labeled with the student's name and grade, or money in the school office. **Special lunches (for example, from a fast food restaurant) for a child or a group of students are not permitted.** In addition, no snacks are to be dropped off for students. Because phone calls to the classroom disrupt the learning environment, students will not be notified by the office that their lunch has been dropped off. The school office is not responsible for getting late lunches to students. It is the students' responsibility to check the late lunch area for their lunch.

The school will not be responsible for lost or stolen lunches.

P. Extracurricular Activity

Sports Philosophy

The athletic program at St. Francis Xavier School follows the C.Y.A.A. philosophy of providing a program of developing leadership and sportsmanship. The program promotes a Christian atmosphere in which athletes grow in respect and concern for others in their own environment as well as in society

as a whole. Emphasis is placed on the development of game fundamentals and encouraging athletes to give their best while competing. The ultimate objective of the program is for the athletes to improve their skills while learning sportsmanship and having fun. Due to limited facilities, we must consider the safety and well being of our athletes and coaches. St. Francis Xavier School will expose the maximum number of athletes to sports that we can accommodate, while maintaining a competitive program with a manageable number of athletes for our coaches.

Sports Participation Policy

All qualified students may try out for membership on sports teams and in extra-curricular activities. Unfortunately, not everyone who tries out can be accepted. The decision of the physical education teachers, in consultation with the principal, is final. Ordinarily, the principal will not intervene in non-selection decisions unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

Sports Physical

Students need a current sports medical authorization to play. Documentation of a physical examination taken after June 1st must be on file in the office.

Q. Standards for Extracurricular Participation

Scholastic

Students must have a "C" average in all subject areas for participation in Student Council representation and all extracurricular activities. Eligibility will be based on reports by the teachers issued at mid-term and report cards.

Students who have not met the above stated requirement will be suspended from attending or participating in all club or team activities for a two-week period so that they may better prepare their academic work.

Conduct

Participation in a school sports team is a privilege. School athletes are expected to follow the behavior code in order to participate in the school's sports program.

Students are subject to the guidelines of behavior set up by the school.

Upon receipt of each Behavior Report documenting a behavior infraction with a consequence, the student will be suspended from participation in the next scheduled activity (club activity and sporting event.)

Upon receipt of the 3rd Behavior Report documenting a behavior infraction with a consequence, in the same sporting season, the student will be off the team or activity for the remainder of the season.

Athletes must attend a full day of school the day of a sporting event to participate in the event or any other extracurricular activity. Students who are absent due to illness one-half day or more may neither participate in nor attend a sports activity the day of the illness. Arrival at school after 11:00 AM. Constitutes a half-day absence.

Eligibility Dates

Reports to determine eligibility of participation on in extracurricular activities will be posted on the following dates:

September 24	Mid-Term Report
October 20	Report Card Posted
November 19	Mid-Term Report
January 11	Report Cards Posted
February 14	Mid-Term Report
April 4	Report Cards Posted
April 24	Mid-Term Report

Once an athlete has been deemed ineligible, his/her playing status will be reevaluated after 2 weeks of the last eligibility report. If a student is still ineligible at that time, he/she will be off the team or activity. If a student becomes ineligible 2 times in a season, then the athlete will be ruled ineligible.

R. Extracurricular Opportunities

Science Olympiad

Science Olympiad is an after school program that is designed for students who desire to participate in problem solving and hands-on, minds-on constructivist learning activities. This program is open to grades 6 through 8.

Choir

Students who are interested in music are invited to participate in the parish choir. The choir sings at the school liturgies and twice a month at the Sunday liturgies. This program is opened to grades 3 through 8.

SPORTS

Boys & Girls Grades K through 8 – Track

Boys & Girls Grades 1 through 5 – Sports Stacking

Boys – Grades 5,6,7,8	Girls- 5, 6, 7, 8
Football	Volleyball
Basketball	Softball
Baseball	Basketball

National Junior Honor Society (NJHS)

NJHS is a national recognition program. Membership in NJHS is an honor bestowed on a student for his/her excellence in scholarship, leadership, service, citizenship, and character. It is an opportunity to involve chapter members in significant learning experiences, especially in the area of service. It is open to all students in grades 7 and 8 who apply themselves and meet the five established criteria of scholarship, leadership, service, citizenship, and character.

Student Council

- 1. Representatives:** Each classroom in grades 4 through 8 will elect one student council representative. To be eligible and to retain positions, students must maintain a “C” average in all subjects for all quarters and practice DWP skills.
- 2. Executive Board:** Students in the last quarter of grade 7 may run for the following positions on the executive board: President, Vice President, Secretary, Treasurer/Parliamentarian. Activities Coordinator is appointed by the faculty moderator.

Eligibility to run for office is determined by the Jr. High faculty and the Assistant Principal based upon the following standards:

1. Written application. An acceptable written application as approved by junior high faculty.
2. Modeling of all DWP skills, but especially:
 - Leadership
 - Cooperation
 - Completing A Task
 - Following Instructions
 - Communication
 - Service To Others
3. No more than 2 behavior infractions for the year as documented on Renweb or a behavior report.

4. "C" or better in all subjects for all 3 previous quarters and at time of application.
5. Approval of qualification for candidacy by junior high teachers at time of application.

Failure to follow established campaign procedures will lead to immediate disqualification. All elected officers and representatives are expected to maintain these high standards throughout their tenure.

IV. Academics

A. Parent/School Communication

St. Francis Xavier School staff and faculty seek to work collaboratively with students and parents to promote student responsibility. By empowering students to be accountable for their own learning, the school seeks to develop within students the traits of independence and responsibility. These traits are nurtured early on with students walking themselves to their classroom, bringing homework to school, submitting assignments on-time, making up assignments when they are absent, accepting consequences for their behavior, and asking teachers for help when needed. Students are encouraged to discuss their progress directly with their teachers. Parents are encouraged to intervene only when their child is finding difficulty practicing skills. When the student experiences academic or social difficulty, the first intervention taken by the parent should be to redirect the student back to the teacher. Follow-up action taken by the parent should be one that supports the role of the teacher in the classroom and the student as responsible for his/her own learning.

The school has a strong parent communication system that enables parents to keep abreast of their child's learning. This involves weekly folders in grades K-5, quarterly progress reports in grades 4-8, parent-teacher conferences twice a year for grades K-8, agenda books for grades 3-8, and web access for lessons and homework assignments for grades K-8. Communication beyond these formal means is done via phone, e-mail, and conferences upon request. Parents should keep in mind that the teacher's time is limited given the extensive breadth of their responsibilities and the number of students they teach. Communication to the teacher should be limited to important questions of concern. If a parent finds that s/he needs to contact a teacher more than 3 times within a year, then parents should direct their concerns to the school administration.

The teacher workday is from 7:30 a.m. to 3:30 p.m. Teachers are available for meetings with parents by appointment only. Wednesdays are collaboration days in which teachers are required to be at meetings. Because teachers utilize morning time to arrange the daily learning experiences for students, they should not be approached before school without an appointment. Such contact is undesirable to teachers and can negatively affect the student learning experience of the day.

St. Francis Xavier School promotes an environment where effective and respectful communication occurs between students, parents, teachers and the school administration, and one in which each member pre-supposes the good will of the other. Each teacher will provide parents with guidelines and procedures for communication for their grade level. These guidelines are age appropriate and become more student-centered as the child progresses from grade to grade. Because of the sheer volume of inquiries made to teachers, most teachers prefer short written communication via e-mail or agenda book. However, e-mail should not be used to communicate to teachers concerns that are serious or upsetting in nature. In these incidences, a face-to-face meeting or phone conversation is preferred in order to facilitate productive and respectful communication. Because of the limited time in the school day, parents should expect a response from a teacher within a week's time or sooner depending on the nature of the inquiry.

1. Agenda Book

Students in grades 3-8 utilize an agenda book. The purpose of the Agenda Book is to teach students organizational and time management skills. At the beginning of the year, teachers instruct students in the use of the agenda book. In keeping with the school's philosophy of student responsibility, students are responsible for logging announcements, homework assignments, tests, long-term projects, and communiqués from school in their agenda book. Parents are responsible

for reviewing the agenda book each day with their child and checking to see that work is complete. If students are not fulfilling their responsibility to fill in the agenda book, parents are encouraged to have a consequence at home. It is not the teacher's responsibility to make sure items are recorded accurately and thoroughly in the agenda book. This is the student's responsibility. Teachers are willing to check and sign a student's agenda, if the student brings the agenda to the teacher. Students can check RenWeb to confirm assignments, but that should not be the primary organizational tool. Students are to keep agenda books in good condition. Students are not to deface the agenda book in any manner, or they will be required to purchase another one. This includes doodling or scratching out any pages or the front cover. Calendar pages and behavior logs should not be torn out of the agenda.

2. Friday Folders

Each week, folders with student work and school communiqués are sent home in grades K-5. Students are responsible for making sure all work and communiqués are in the folder.

3. RenWeb

RenWeb is a computerized school management program and communication tool that parents may access for information about their child. RenWeb provides information about enrolled classes, lesson plans, homework, school announcements, family and faculty directory, financial data, attendance, parent hours, and re-enrollment opportunities. Each family can view data that pertains to them only. Grades 6-8 have their grade books open various times throughout the year, while grades 4 and 5 have their grade books open at progress report time only.

4. Parent Teacher Conferences

Regular parent teacher conferences are held in November. An additional optional conference is held during the third quarter. If a student is not performing well, conferences may be held at any time during the school year at either the teachers' or parents' request. Notices will be sent home with students prior to the scheduled conferences. Teachers are available from 3:00 P.M. - 3:30 P.M. by appointment, with the exception of Wednesdays and other early release days.

5. Standardized Testing

All students in grades 1-8 are given the Iowa Test of Basic Skills in mid-September. In addition, students in grades 4 and 7 take the Cognitive Abilities Test. Results are distributed to the parents.

6. Grades

A report card will be sent home every quarter (approximately every nine to eleven weeks).

The following is the grade system for grades 4-8:

The school does also use + and – to indicate performance within a letter grade.

A - Excellent	94-100
B - Above Average	85-93
C - Average	75-84
D - Below Average	65-74
F - Failing	0-64

The following is the grade system for grades K-3:

O - Exceeds expectations	94-100
S - Fully meets expectations	85 - 93
I - Meets expectations	75 - 84
N - Does not meet expectations	0 - 75

Final Letter Grade Calculation

The final letter grade for the year is calculated from the letter grade earned each quarter. Each quarter is weighted the same. The letter grades are assigned a point value as follows:

A+	4.3
A	4.0
A-	3.6
B+	3.3
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	.7
F	0

The grade book assigns the final grade by taking the letter grade for each quarter and assigning it a numerical value from the above list. The four numerical values are then averaged.

The resulting numerical value is then rounded to the nearest value on the above list and converted back to a letter grade.

Example:

Student 1 has social studies grades of A-, B, B+, and B+ for the four quarters. The grade book assigns these letter grades the following values: 3.6, 3.0, 3.3, and 3.3. The average of these values is 3.3. The grade book assigns an average of 3.3 to the student for the final average and assigns a final letter grade of B+.

One informal mid-term report is issued on RenWeb between report cards in grades 4 through 8. Since individual student grades may fluctuate on a day-to-day basis, parents should not expect teachers to contact them concerning individual assessment grades. The primary responsibility resides with students to record graded assignments in their agenda book and to communicate their performance to their parents. If parents would like further communication regarding their child(ren)'s progress beyond the mid-term report and report card, it is their responsibility to inquire into student performance or to initiate conferences.

Grades 6 through 8 maintain a gradebook on RenWeb as an additional tool for parents and students to monitor progress. All teachers update their gradebooks as quickly as is possible, however that time frame will vary according to subject and type of assignment.

Graded work is sent home in weekly folders in grades 1 through 5.

B. Honor Roll and Awards

An Honor Roll for grades 6-8 is published at the end of each quarter. Qualifications are as follows:

1. First Honors are awarded to students in grades 6-8 who have earned a grade of "A" in all subject areas.
2. Second Honors are awarded to students in grades 6-8 who have earned a "B" or better in all subjects.

C. Academic Probation

Student achievement will be reviewed at the end of the 1st quarter. Upon receiving a grade of “D” in two courses or a grade of “F” in one course, the student will be placed on academic probation. In these cases, the parent, teacher, and assistant principal will meet to discuss strategies that will promote the academic success of the student.

Students placed on **ACADEMIC PROBATION** for two or more quarters may be asked to find alternative placement for the remainder of the year and may not be eligible to attend school the next school year.

Graduating students may not be eligible to participate in graduation activities if they do not have a “C” average in all subject areas.

New students are automatically placed on academic probation for 90 days at which time their status will be reviewed.

D. Promotion

A student is promoted each year on the recommendation of the teacher and the principal. When making an evaluation of the student’s progress, the teacher will consider the social, emotional, physical and moral, as well as academic development of the student.

E. Acceleration

The principal is empowered to grant or deny permission to accelerate a student.

F. Recommended Transfer

When a student is clearly unable to profit from the school by reason of academic problems, emotional difficulties, or the uncooperative or disruptive behavior of the student or the parent, the student may be helped to find alternate placement at another school.

G. Elementary School Graduation

Participation in graduation exercises is a privilege, not a right. Diplomas/Records may be withheld until students or their parents satisfy their educational, financial and disciplinary obligations to the school. As per diocesan policy,

Graduation Exercises: Graduation exercises should be kept appropriately simple.

Students Not Graduating: Parents of a student who is in danger of not graduating are to be notified in writing as soon as reasonably possible, but at least prior to final tests.

Exclusion From Graduation Exercises: A student may be excluded from participation in the graduation exercises for reasonable cause even if he/she is not denied a diploma. This decision is determined by the administrator in consultation with the pastor.

H. Cura Personalis Program

The Cura Personalis is a program that identifies the eligibility for accommodations of a child that has been diagnosed with special needs. Special needs are those with formally diagnosed learning disabilities and/or behavioral disorder. A current psycho-educational evaluation is required to be on file with the Cura Personalis Director. The parents must sign a release of information in order for the information to be shared with teachers. **Modifications to the curriculum, assessment, learning environment and other support services will only be provided with a current diagnosis on file with the Cura Personalis Director initiated by and obtained at the expense of the parent. If the school is unable to meet the needs recommended by the provided evaluation, an alternative school placement will be recommended.**

I. Grade Placement

Students who carry an "F" average in one or more core subjects for the year will not be promoted to the next grade. Students that successfully complete summer school may be considered for promotion. (See *Academic Probation Section*.)

J. Homework

Homework assignments will be given regularly during the week. The suggested time guide for daily homework is as follows:

Grades 1 and 2	20 minutes
Grades 3 and 4	30-45 minutes
Grades 5	45-60 minutes
Grades 6, 7, and 8	60-90 minutes

These time allotments are geared to the average student. If your child spends much more or less time on homework than this, please discuss this with the teacher.

There will generally be no regular written homework on weekends or holidays. This time is to be used for long range projects and reading. Also, students who have been ill and those behind in their work will have assignments on the weekends.

Parents are encouraged to check Agenda Books on a daily basis for homework assignments. Students are responsible for bringing books, supplies, and homework with them to school. Homework brought to the front office will be placed in the teacher's box and is subject to the individual teacher's policy on late work. Because phone calls to the classroom disrupt the learning environment, students will not be notified by the office that something has been dropped off for them. The purpose of this policy is to teach students organizational skills and to teach them the importance of taking responsibility for their learning.

(See Attendance Policy for information on late work policy due to absence.)

K. Classroom Placement

The decision for classroom placement is made by the teachers and the administration taking into consideration the child's learning style, relationships between and among students, number of girls and boys, and learning aptitude.

In the best interest of the entire class and school, St. Francis Xavier School does not take parental requests for placement. If parents have serious and pertinent information that relates to class placement, they should present it in writing to the principal by April 15.

Friendships, teacher personality, and previous experience with a teacher are not legitimate reasons for requesting class placement. Consideration of classroom placement will only be given for exceptional and serious concerns that affect the well being of the child, as deemed so by the principal.

Teachers are unable to take parental classroom requests.

In extraordinary cases, changes in classroom assignments will only be made by the principal for serious reasons affecting the well being of the child.

The final decision for classroom placement is made by the school administration in the best interests of the child.

V. Student Discipline

A. Discipline with Purpose

Since it is the educational purpose of a school to provide an orderly learning environment, discipline is an integral part of our program. Discipline is an integration of character, education, and Christian social living. It is an honor and privilege to attend St. Francis Xavier School. Students are expected to conduct themselves in a manner reflecting a sense of responsibility, good citizenship, and consideration of the rights of others. St. Francis Xavier faculty and staff partner with parents in their child's education. Parents will be notified of concerns about student life and behavior, even when off campus. All students are expected to abide by the schoolwide rules and are 100% responsible for their own behavior. **The rules of St. Francis Xavier School apply to all students when on the school grounds and on the Brophy College Preparatory campus, Xavier College Preparatory campus, or on the St. Francis Xavier Church property.** Students should refrain from all forms of inappropriate behavior. If a student has been warned of any such behavior, he or she should cease the behavior. Consequences result when the rules are not followed. The classroom teacher generally handles discipline problems and consequences are based on grade level standards.

St. Francis Xavier utilizes a developmental approach to teaching self-discipline called *Discipline with Purpose*. Teachers formally teach, model, and reinforce 15 self-directing skills that promote an objective standard of personal behavior. The DWP program emphasizes the following fifteen skills.

1. **Listening**
2. **Following Instructions**
3. **Asking Questions**
4. **Sharing**
5. **Social Skills**
6. **Cooperation**
7. **Reasons for Rules**
8. **Completing a Task**
9. **Leadership**
10. **Communication**
11. **Setting Time Limits**
12. **Resolving Problems**
13. **Initiating Solutions**
14. **Fact vs. Feelings**
15. **Service to Others**

The school rules adopted by St. Francis Xavier reflect the self-discipline skills and protect the rights of individuals while limiting destructive behavior.

St. Francis Xavier School Behavior School Rules:

1. **Respect yourself and others.**
2. **Contribute to the learning environment.**
3. **Follow the school and classroom procedures.**

Teachers in grade level K through 3 may employ a variety of techniques, i.e., stamps, sticker cards, green lights, grade level discipline forms, charts, etc. All teachers develop discipline cycles that reflect the consequences of student behavior that detracts from the learning environments and that may be harmful to the student or others.

Teachers post the school rules, the 15 self-discipline skills, and their classroom cycle in their classrooms.

Attendance at St. Francis Xavier School is contingent upon parent(s)/guardian(s) support of teachers and administrators, and recognizing that disciplinary action entails the exercise of judgment, often under pressing circumstances. If this support is not evident, the parent(s)/guardian(s) will be asked to find an alternative education source for their child.

B. Code of Conduct

Students will:

1. Be courteous, and show respect to one another and to all school personnel.
2. Use in writing and speech only language that is appropriate.
3. Behave in a safe and orderly manner in the church, classroom, cafeteria, playground, and on field trips.
4. Respect church and school property and property of others.
5. Be honest at all times.
6. Come prepared for class.
7. Follow directions as they are given.
8. Remain on supervised areas of school grounds during school hour.
9. Be responsible for having parents sign all teacher/parent communications, including behavior and midterm reports, and return them to school the following school day.
10. Participate respectfully in Mass and Paraliturgies.
11. Clean up after themselves at all times.
12. NOT TAKE any item from a classroom without the teacher's expressed permission.
13. Not engage in inappropriate physical contact of any kind.
14. Not engage in harassment or bullying of any kind against students or teachers.
15. Not make threats in speech or writing.
16. Follow the guidelines set forth in the pre-teaching checklists.

C. Procedures of St. Francis Xavier School

1. Bikes will be walked on the school grounds and parked at the bike rack.
2. Roller skates/blades, skateboards and motorized scooters are not permitted on school grounds.
3. The library is used for quiet study, activities and/or reading.
4. It is necessary to be on time for class.
5. Gum is not permitted on school grounds.
6. All textbooks should be covered.
7. Food and beverages (other than water) are to be consumed in the lunchroom or other assigned

- areas at assigned times.
8. Only designated areas may be used during recess, noon recess, and before school in the morning.
 9. Playground equipment may be used only during recess in designated areas.
 10. Rough play and throwing objects at each other are not permitted.
 11. Running in the classroom, courtyard, breezeways, or cafeteria is not permitted.
 12. Proper dress code is to be followed on all school days.
 13. Areas for transportation drop-off and pickup are places of quiet waiting.
 14. Students must get permission before leaving supervised areas.
 15. Academic dishonesty will not be tolerated including: cheating, forgery, copying homework, and plagiarism.
 16. Physical, sexual, emotional bullying or harassment will not be tolerated.
 17. The following items are not permitted on school property: knives, firearms, fireworks, matches, lighters, smoking materials, drugs, alcohol, and obscene or offensive material.
 18. Students are not permitted to have cellular phones, CD players, headsets, pagers, gameboys, Ipods or other electronic devices on school property. If one of the above is needed for after-school use, it must be checked in at the office. If teachers see any of the above items on campus, they will confiscate the item. For the safety of children, electronic devices are not to be used in the dismissal lane.
 19. Water bottles are not permitted in the computer lab.
 20. Students arriving after 7:25 A.M. must not bring drinks or food to be consumed before school. Breakfast should be consumed before coming on campus.
 21. There is no instant messaging by or between students during the school day.
 22. School e-mail is to be used for school related work only.
 23. Students are not to enter an unoccupied classroom without a teacher's permission. Further, classrooms are not to be entered after school by students or parents to retrieve forgotten textbooks.

D. Locker Regulations

Lockers and desks are the property of the school. Authorized personnel may make periodic checks of lockers, desks, and their contents.

If evidence warrants, backpacks or other personal possessions may be searched to ensure safety and protect the learning environment that each student deserves.

1. Student lockers are the property of St. Francis Xavier School. No permanent alterations or decorations may be added to the lockers inside or out.
2. Students are asked to report all locker damage immediately.
3. Students are responsible for damage to their assigned lockers. Students are also to keep the front of their locker clean, no decorations are permitted (birthdays etc.).
4. No food is to be left in a locker.

5. No student should enter another student's locker.
6. It is the responsibility of students to keep their lockers closed, clean and well organized.
7. Books, notebooks, PE uniforms, and school supplies should be kept in the student's locker. They should not be left on the ground, on top of the lockers, or on classroom shelves.

E. Playground Rules

Morning recess snacks are to be eaten at the designated areas on the picnic tables and are not allowed on the playground.

After lunch, students are to walk quietly and directly from the cafeteria to the playground. They are to stay on the playground area unless they have permission from the playground supervisor. When entering or exiting the playground, they must go through the breezeway by the student restrooms.

Students are not to loiter in the P.E. office. During morning and lunch recesses, students are to follow the rules given by the playground supervisor. They are not to interfere with other student games. They should not kick or touch a ball being used by someone else. If a ball goes over a fence, students are not allowed to walk through the wrought iron fence or jump over the wrought iron fence. No dodge ball is to be played during recess.

Students must stay in a supervised area at morning and lunch recesses. The Diocesan Wellness Policy guidelines uphold recess as a time for students to be engaged in physical activity. Because of this, students are not permitted to visit the library, stay in their classroom to work, or hold regular meetings. Students are not allowed in a classroom (including the computer lab) during recess unless they have the signed permission of a supervising teacher. Electronic games are never permitted on the black-top. No student should ever be in a classroom unsupervised.

At the end of recess, all activities should stop when the whistle is blown. Students should quietly line up and tuck in shirts. Those who checked out equipment should return it. The teacher or playground supervisor will dismiss the class.

Students are may not go behind the Spanish or art room at any time. No students are allowed in the P.E. room without permission. Students are not to touch any P.E. equipment left out.

F. School Grounds Regulations

1. No students are to be in the courtyard before or after school hours.. Supervision is available before 7:25 A.M. only in Early Bird.
2. No student may go to Brophy or Xavier High School after arriving at St. Francis Xavier. This includes during and after school activities.
3. Students waiting at school from 7:25 – 7:40 A.M. must wait in the cafeteria.
4. Students may not wait in the breezeway in front of their classrooms before school. Parents who wish to wait with their children may do so in the cafeteria.
5. Students will not use the courtyard grass as a walkway.
6. Students will not throw balls against the outside walls of St. Francis Xavier or Brophy.
7. Students are not to be in courtyard during the activity period or lunch period.
8. Within ten minutes of dismissal, all students left on campus will be placed in Child Care.

G. Harassment Policy

St. Francis Xavier School believes that all persons have a God-given right to be treated with dignity and respect. In light of this belief, any form of harassment by students, employees, parents, and school volunteers will not be tolerated.

The aim and goal of the school's harassment policy is as follows:

1. To promote a Catholic educational environment in which harassment is not tolerated.
2. To take positive action to prevent harassment from occurring through a well communicated and clear policy.
3. To inform students, parents, faculty, staff, of the school's expectations and to foster a productive partnership among the school's stakeholders which helps maintain a positive school environment.

Harassment Defined

Harassment is unwanted, repeated, harmful behavior that is directed at an individual or group on the basis of race, sex, or national origin. It is about intimidation, control, misuse of power, and the attempt to deny the victim equality.

Harassment can occur any time during school or during school-related activities. Harassment can occur whether the intended victim is present or not. It includes, but is not limited to, any of the following:

Verbal Harassment: Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments;

Visual Harassment: Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

Physical Harassment: Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play.

Sexual Harassment: Threats and demands to submit to sexual requests for certain benefits, unwelcome sexual advances.

Harassment can be blatant or subtle. General guidelines for determining whether actions constitute harassment include the severity, pervasiveness, or persistence of the behavior. Certain egregious behaviors need only to occur one time to be considered harassment.

The student is responsible for conducting himself/herself in a manner that fosters a positive school environment. She or he should refrain from behavior that may be considered discriminatory, intimidating, or harassing. If a student has been warned of harassing behavior, he or she should cease the discriminatory, intimidating, harassing, or unwelcome behavior.

All allegations of harassment should be reported in writing directly to the school administration. Allegations will be taken seriously and will be promptly investigated in a confidential manner. A charge of harassment does not in itself presuppose wrongdoing. Students found to have filed false and frivolous charges will also be subject to disciplinary action, up to and including dismissal.

SFX School strongly opposes and prohibits all forms of harassment (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), whether verbal, physical, or environmental. Any person who violates this policy will be subject to disciplinary action, up to and including required withdrawal for students.

H. Academic Dishonesty.

Submitting work that is not one's own, is a serious offense. Academic dishonesty with homework includes, but is not limited to, giving one's work to another student, copying homework, submitting assignments of substantially the same nature under different student names or submitting material which is not the student's personal work. Academic dishonesty with regards to tests includes, but is not limited to, communicating with another student during a test, having other students take an AR test or taking an AR test far below one's reading level, copying from another student, and lending or receiving materials. According to the 1994 edition of Writing Research Papers, "Plagiarism is the act of intentionally or unintentionally treating work done by someone else as though it were [the student's] own... If the information, idea, or statement [used] is not common knowledge, and if it came from an outside source, then [the student] must credit [the correct] source. Failure to do so constitutes plagiarism" (39-40).

The consequences for Academic Dishonesty – for all parties involved are:

1st offense – Behavior report, zero credit, detention.

2nd offense – 1 day suspension

3rd offense – will result in re-evaluation of the student's continuance at St. Francis Xavier.

I. Violence

St. Francis Xavier School has zero tolerance for threatening or actual violence. Disciplinary action will result in either case.

J. Damage or Theft of Property

Damage or theft of property, either real or personal, by a student, whether malicious or accidental at St. Francis Xavier, will be paid by the parents or guardian. This includes damage to or theft of textbooks and educational materials, computers, and athletic equipment. Punitive consequences will also be administered.

K. Tobacco, Alcohol and other drugs

According to diocesan policy any incident involving a person intentionally present to sell or transfer marijuana, peyote, prescription only, dangerous or narcotic drugs or in the possession or use of all of the above except prescription only drugs or involved in manufacture of dangerous drugs on a school campus must be reported to an administrator who must report to a peace officer (Reference A.R.S. 13-3411).

L. Weapons

According to diocesan policy, any incident involving an unemancipated minor, unaccompanied by a parent, grandparent or guardian or a certified firearms safety instructor knowingly carrying or possessing a firearm on his person within his immediate control or on a means of transportation on school grounds must be reported to an administrator who must report to a peace officer. (Reference A.R.S. 15-515)

Threat, possession, or use of a weapon on school premises or at school sponsored activities will result in disciplinary action and/or required withdrawal from school.

M. Crimes And Threats

Any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the school property must be reported to Law Enforcement. (Reference A.R.S. 15-341 (A) (33))

The suspected student will be placed on suspension until the investigation is completed by policy.

The suspected student must be evaluated by a mental health professional to determine if able to return to school without being a threat to self or others.

N. Disciplinary Action

Teachers use infractions of school rules and policy as an opportunity to teach student(s) about the necessary DWP skills. However, when behavioral infractions become repetitive and/or threaten the learning environment, disciplinary action is taken.

Discipline Cycle:

- 1. Verbal Reminder, Action Plan, Recompense and/or Consequence**
- 2. Communication with Parents (action plan, behavior log, Renweb log, telephone call, behavior report, e-mail, etc.)**
- 3. Involvement with Assistant Principal to make a Behavior Modification Plan after 3 documented incidents (step2) or after serious incident of bullying or other serious behavior infraction as defined by the school administration.**
- 4. Suspension**
- 5. Probation**
- 6. Expulsion**

Serious infractions as defined by the school administration could result in immediate probation, suspension or expulsion.

DWP Action Plan

A DWP Action Plan is a form that the student may complete with his/her teacher after a school rule has been violated. The purpose of the action plan is to use the policy infraction as an opportunity to teach a self-discipline skill. In the action plan, the student identifies the inappropriate behavior, the skills she/he did not practice, ways he/she can show sorrow, and a plan of better behavior in the future. An action plan may be given separately or may accompany a Behavior Report. A teacher may or may not require a parent signature on an action plan.

Behavior Log

Behavior Log - A student may occasionally overlook behavior guidelines or forget minor rules. In order to communicate with parents, to not lose class time, or create undue paperwork, a teacher may issue an infraction. This will be recorded and signed by the teacher in the Agenda Book and recorded on the Renweb discipline log.

The homeroom teacher will give a student who receives three infractions in a semester a behavior report. Parents are asked to sign their student's Agenda Book. The refusal of a student to follow simple rules of conduct is unproductive and wastes valuable learning time.

Students should not write in their behavior logs unless directed by a teacher. Students should never scratch out infractions or remove the behavior log from the agenda.

Behavior Report

The Behavior Report is used to communicate with the parents about the area in which the student has not been demonstrating the DWP skills and to record what may become a pattern of inappropriate behavior.

Students who violate the school rules or behavior code may receive an action plan and/or Behavior Report. In the case of a Behavior Report one copy is sent home for parent signature and is expected to be returned the following day to the homeroom teacher.

UPON RECEIPT OF A BEHAVIOR REPORT, the student may be asked to serve a detention after school or perform another consequence.

Parents will be informed as to the day and time that the detention will be served. A student who is given a consequence of a detention will serve a detention after school. This detention begins five minutes after school has been dismissed. Any student who is tardy for detention or who misses detention will receive additional detentions and is liable for suspension.

Behavior reports will be issued and the consequence of detention may be assigned for conduct violations including, but not limited to the following:

- 3 recorded infractions recorded on the Infraction Log
- Repeated violations of class or school rule that has continued despite verbal warning or action plan.
- Tardiness to class (not school)
- Dress code violations
- Class disturbances
- Failure to return signed documents or have behavior logs signed on time
- Profanity
- Behaviors deemed inappropriate by the school administrators

Behavior reports will be issued and the consequence of detention may be assigned for other violation of school's code of conduct or procedures. (*Please see School's Code of Conduct and School Procedures.*)

After a student is involved in 3 documented behavior violations (i.e. phone call, e-mail, or behavior report) the student meets with the school administration and the Discipline Review Team and additional consequences are imposed. Should there be a receipt of more referrals after the meeting with the school administration, another meeting will be held with the student, parents, teacher and principal, at which time suspension, probation or dismissal may be considered.

More serious violations will also be noted on a Behavior Report to students but will incur added consequences. Serious conduct violations include but are not limited to

- Harassment / Bullying
- Repeated and/or disruptive behavior in class
- Physical aggressiveness (fighting, horseplay, roughhousing)
- Academic Dishonesty

Suspension

A suspension is invoked when a student demonstrates a serious disregard for St. Francis Xavier guidelines. The student's parents will be informed that their child has been suspended. Suspensions may not be appealed (Diocese of Phoenix School Policies 1.15 D). Suspension is generally served for one to five weekdays. The suspension is served at home; the school does not have in-school

suspension. In the case where a parent refused to pick up a suspended student, the police may be called. A suspended student will not be allowed to attend or participate in any school sponsored social or athletic activities during the period of suspension.

In as much as the student will not participate in class, s/he will be considered absent and will be responsible for completing the class work provided by the teacher and all homework assignments.

It is the student and parent's responsibility to pick up all assignments each morning for the days of suspension. All assignments are due immediately upon the students return to school. All assignments and/or tests missed because of suspension will receive at most 75% credit of the earned grade.

Immediate Suspension From School

The principal and/or the assistant principal, at their discretion, have the authority to place any student on immediate suspension for any reasonable suspicion of the following:

1. Endangerment of other students, faculty, staff, or self. This includes physically harming, or potentially harming, another student.
2. Possession of drugs alcohol, weapons, or tobacco, illegal paraphernalia, obscene or offensive material.
3. Through attitude or action, demonstrating serious disrespect for a teacher, administrator, fellow student and/or disrupting the orderly process of learning.
4. Obscenity.
5. Harassment / Bullying
6. Failure of past disciplinary actions to effect improved conduct.
7. Falsification or misinterpretation of notes sent to/from parents or guardians.
8. Serious violation of the school's technology user's agreement.
9. Failure to report to detention.
10. Second offense of academic dishonesty.
11. Any other serious infractions of the school rules or behavior code at the discretion of the school administration or pastor.

Probation

After suspension or other serious misconduct, including excessive behavior reports, or at the recommendation of the administration, a student may be placed on disciplinary probation (See school cycle p.20). The student and his/her parent(s) will receive a probationary letter explaining the conditions of this probation. A student who violates the conditions of his/her probation is liable for dismissal.

Dismissal

There are three general guidelines for consideration for dismissal:

1. When the moral or physical well-being of individual students, staff or the student body is endangered.
2. When there is prolonged and/or open disregard for school authority and/or the student violates probation.

3. When a student is on academic probation for more than two quarters.

Reasons for Dismissal

Conduct of any kind that is in conflict with the values for which our Catholic community stands for is grounds for dismissal from St. Francis Xavier School. The reason for immediate dismissal includes the following but are not limited to...

1. Possessing, using or being under the influence of tobacco, alcohol or illicit drugs, on school premises and at all school- sponsored activities.
2. Flagrant insubordination.
3. Further misconduct after being placed on probation.
4. Violating civil law of the reasonable rights and dignity of others.
5. Carrying a weapon or anything that may be reasonably considered to be a weapon. Threat, possession, or use of a weapon on school premises or at school sponsored activities.
6. Theft of or malicious damage to parish property or the personal property of teachers or students.
7. Third incident of academic dishonesty.
8. Harassment

The Pastor of St. Francis Xavier Parish has the final decision on the expulsion of any student from the school.

Disciplinary Review

In the case of a student's required withdrawal from a school, a parent of the student may appeal the decision of the administrator to the pastor. The appeal must be made in writing within 5 calendar days. (Diocese of Phoenix School Policies 1.15 B)

Required Drug Testing

The school reserves the right to require drug testing of any student suspected of use of illicit drugs.

O. Grievance Procedures

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective review by third parties in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication and the strengthening of the community of faith, the following general guidelines shall be followed: In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.

If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the school administrator.

If the administrator is believed to be acting contrary to diocesan or local school policy, then a parent, may have recourse to the pastor.

The pastor determines if the decision is a proper subject for appeal. Student suspensions may not be appealed.

Appeal of Required Withdrawal of a Student

Process of Appeal

1. When a parent or a student (18 years of age) wishes to appeal the decision of the principal, the person will submit the appeal in writing to the pastor:
 - a. The subject of the appeal.
 - b. Any factual data, other than hearsay, the person considers appropriate.
 - c. The efforts that have been made to resolve the issue.
2. An appeal is to be made within 10 working days of the communication of the decision.
3. The pastor may designate another person to hear the appeal.
4. The pastor's decision is final and binding and concludes the appeal process.

P. Principal's and Pastor's Discretion

The Pastor and Principal of St. Francis Xavier may waive any and all regulations for just cause at their own discretion.

Q. Right to Search

St. Francis Xavier School reserves the right to search and inspect lockers, bags, etc. when those in authority deem it necessary to do so.

VI. General Information

A. Field Trips

Throughout the school year, teachers will be scheduling field trips. The purpose of a field trip is to provide experiences for children that directly relate to academic development or experiences that enrich their knowledge. Field trips are for class group activities not parent child bonding. Teachers may contact parents to help supervise children on some field trips. Transportation varies from buses to private autos to walking. The school is responsible for having two chaperones per car. In all cases, written permission is required before a child can participate. The school will provide forms for this purpose. A St. Francis Xavier School permission slip signed by the parent must be returned to the teacher before the child can go. Please do not send a note or call by phone. The school cannot accept a note or phone call.

Field trips are a privilege. A student may be denied a field trip for failure to do work assigned or lack of proper behavior.

Transportation Policy For Field Trips and Sports Events

It is MANDATORY that drivers:

1. Have a good driving record.
2. Have a signed statement verifying insurance on file in the school office.
3. Are not taking medication that would affect their driving.
4. Supervise students that are riding in their cars and report misconduct, etc., to the teacher as soon

as possible.

5. Assist the teacher as much as possible during the field trip so that it can be a learning experience for the students.
6. Not leave the site of the field trip without the approval of the teacher.
7. Not bring other children when driving for a field trip.
8. Have seatbelts provided for all riders.
9. Not make any unauthorized stops.
10. Enforce school rules.
11. Carry insurance coverage in the amount of \$100,000 to \$300,000 as mandated by the Diocese of Phoenix.
12. Be 25 years or older.
13. Consult teacher prior to giving student use of a cell phone.
14. Have participated in the Diocesan "Called to Protect" Workshop.
15. Parent volunteers should not smoke while chaperoning a field trip.

B. Visitor Regulation

Parents and other adults should never go directly to the classroom when coming to the school. Pursuant to State Law ARS 13-1502-A1 **All parents or other visitors to the school must sign in at the school office and receive a visitor's badge before entering the school grounds.** All visitors to a classroom must have permission from that teacher.

If parents are helping a teacher or accompanying a class on a field trip, they must sign in at the school office.

C. Party Invitations

Party invitations are not to be distributed at school unless the whole class is invited (or all the girls or all the boys).

D. Audix Phone System

St. Francis Xavier utilizes an integrated voice, video, and data telecommunication system. To reach school personnel or school programs, callers access an automated attendant. Teachers have voice mail with which to better facilitate communication with parents. Teachers are responsible for leaving a voice greeting on their voice mail line. The teacher will check voice mail lines regularly for messages.

Internal Phone Directory

To report that your child will be absent	Press 1
To report to the School Nurse	Press 2
To reach the School Library	Press 3
To reach the Child Care Program	Press 4
To reach the Physical Education Office	Press 5
To leave a message for your child's teacher	Press 6 and dial your child's teacher's extension number
To reach the Technology Coordinator.	Press 8
To reach the Advancement Office	Press 9
To reach the School Administration Office	Press 0
Lisa Elliott, Principal	4102

Alexis Christensen, Assistant Principal	4557
School Business Manager	4562
Tami Bohannon, Advancement Director	4563
Lyn McLaren, Technology Coordinator	4559
Marie Heggested, R.N, School Nurse	4105
Brendan Beggs, School Counselor	4564
Deborah Westerfield, Campus Minister	4118
Administration Assistant	4103
Connie McCabe, Receptionist	4101
KA Bridget Martin	4131
KB Kate Wysh	4132
KC Kim Wilmer	4133
1A Megan Connell	4111
1B Joyce Raglow	4121
2A Donna Sundberg	4112
2B Patty Hassett	4122
3A Kelly Perry	4113
3B	4123
4A Rita Patton	4114
4B Nancy Grucky	4124
5A Shelly Cooper	4115
5B Betty Caldwell	4125
6A Michael Schrader	4116
6B	4118
6B Deborah Westerfield	4195
7A Lisa Ballard	4117
7B Carrie Shanahan	4127
8A Lynne O'Keeffe	4126
8B Janice Junker	4128
Patty Thoeny, Cura Personalis Director/Reading	4536
Child Care Program (After 1:30p.m.)	4129
Computer Lab Jean Palumbo	4559
Library Mary Ellen Olivieri	4106
Music Nancy Nemeth	4119
P.E. Debra Fox	4109
P.E. Karl Behring	4109
Spanish grades 5-8 Andrea Gonzalez-Cantwell	4120
Spanish grades K-4 Lorena Barker	
Art Michele Meyer	4119

E. Telephone Use

Each classroom is equipped with a telephone that is to be used by the teacher to contact parents, the office, and fellow teachers. Students may utilize the phone only for emergency situations and only with expressed permission of the homeroom teacher.

Teachers may allow students to answer the phone if they are not in close proximity to the phone. When answering the phone, students should identify themselves as students and identify their classroom number. Students should always be polite and respectful while using the phone. **Students are not allowed to use the school phone to call home for forgotten items.**

Students may not receive outside calls in the classrooms.

Parents who need to get an urgent message to students during the school day must go through the main office, and a message will be delivered appropriately. **Since phone calls to the classroom disrupt the learning environment, students will not be notified of late lunches or school assignments/projects that have been dropped off in the office.**

Parents should call the teacher's voice mail or the office to leave a message for the teacher to call back.

It is our policy not to give out teachers' home telephone numbers. If a teacher's number is listed in the school roster, please do not call it unless you have been given specific permission from that teacher.

F. Parent Association

St. Francis Xavier School has an excellent Parent Association with a multitude of opportunities for parental involvement. All parents are automatically members of the Parent Association. Parent Association meetings are held quarterly.

The Parent Association Executive Board is an advisory group to the principal on matters of fundraising. Officers are nominated yearly in the spring for the following school year and their selection is approved by the principal.

G. School Advisory Board

The School Advisory Board is an advisory board that assists the pastor and principal in promoting the mission of the school. Board members exhibit a clear understanding of and communicate the mutual educational responsibility of parents, teachers and administration recognizing parents as the primary educators of their children. The board assists the school in achieving its goals to provide quality Catholic education by transmitting and integrating Gospel teaching in an educational process which, within an excellent program of academics, directs students toward a conscious choice of living a responsible Catholic life. St. Francis Xavier School Advisory Board has a written constitution defining membership, function, and authority, that is published on the school web.

H. Fundraising Events and Activities

Fundraising engages students/school community in positive, creative and active events that promote socialization and a sense of community.

Fundraising activities are initiated from within the school community. Funds raised will primarily go to support the school. Student involvement in fundraising is voluntary.

All fundraising activities that take place on campus and or benefit St. Francis Xavier School must receive pre approval from the administration.

The Parent Association assists in the implementation of major school fundraisers, ie, Dinner Auction, Family Fun Fest and Magazine drive. A variety of clubs and organizations hold additional fundraisers throughout the year to help supplement their budgets. Campus Ministry and NJHS also sponsors some fundraising events as community service during the school year. In an effort to avoid overlap of events and requests for donations, any school class, organization or club must obtain prior approval to holding a fundraiser, on or off campus that benefits St. Francis Xavier school in any way. A fundraiser, held on the St. Francis Xavier campus, to benefit and outside cause must also receive pre-approval. A form must be filled out and submitted to the Development Director for the activity or event before it is calendared or any publicity created. Forms are available in the front office.

I. Parent Volunteers

Parents wishing to serve as volunteers must do the following:

1. Participate in the Diocesan mandated Safe Environment Training Called to Protect to be eligible to serve parent hours. Failure to attend will preclude parents from volunteering parent hours.
2. Attend the school aide orientation meeting if volunteering on the playground.
3. Report to the school office upon entering the campus to sign in and pick up an identification badge.

4. Parents who volunteer on campus should never discuss student academic performance or behavior with anyone besides the school staff.
5. As school volunteers, parents are acting as agents of the school. Behavior while performing volunteer duties should comply with school rules and policies and should uphold the dignity of the person.

J. Abuse of Teacher

Under Arizona law, "Any person who knowingly abuses a teacher, or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor." (AZ SS 15-507)

K. Arizona's Child Abuse Reporting Statute

Arizona's Child Abuse Reporting Statute requires the mandatory reporting of child abuse by any school employee who reasonably believes that a minor is or has been the victim of physical injury (even "incidents in which children injure each other while on school grounds), abuse as defined in SS8-201, child abuse as defined in SS 13-3623, and a reportable offense as defined and listed in SS13-3620(P)(4), neglect as defined in ss8-20.

L. Diocese of Phoenix Code of Ethics

Diocesan Policy requires that all paid staff and parent volunteers:

Employees and volunteers while working in their scope of ministry shall:

- Abide by the *Diocese of Phoenix Policy and Procedures for the Protection of Minors*
- Exhibit the highest Christian ethical standards and personal integrity
- Conduct themselves in a manner that is consistent with the discipline, norms, and teachings of the Catholic Church
- Provide a professional environment that is free from all forms of abuse including intimidation and harassment
- Accept personal responsibility to protect all minors and adults from all forms of abuse
- Report concerns about boundary violations or other questionable behaviors and circumstances with the program supervisor, pastor or principal
- Report promptly, in accordance with the law of the State of Arizona and policies of the Diocese of Phoenix, any suspected abuse or neglect of a minor
- Call the Office of Youth and Child Protection for clarification when in doubt of policy or procedure

Employees and volunteers while working in their scope of ministry shall not:

- Abuse a minor
- Take advantage of supervisory and/or authoritative relationship, or any relationship of trust for their own benefit

Because it is impossible to compile a comprehensive list of specific acts constituting misconduct, employees and volunteers must use common sense, guided by the principles set forth above, to direct their behavior and to abide by the current *Diocese of Phoenix Policy and Procedures for the Protection of Minors*.

By signing this I am stating that I have received a copy of this Code of Ethics, I have read it, and understand it, and I agree to abide by it. I have also read and understand the current *Diocese of Phoenix Policy and Procedures for the Protection of Minors* and will abide by it as it helps me observe this Code of Ethics.

A violation of this Code of Ethics can result in disciplinary action up to and including removal from

serving in programs and/or termination of employment.

Diocesan Policy prohibits:

1. Any kind of sexual contact or inappropriate touching of a minor.
2. Any breach of professional trust, which has as its intent sexual contact or activity with minors or adults.
3. Any inappropriate behavior, which could be misunderstood or be construed as an indicator of potential sexual misconduct.
4. Having minors (who are not family members) with whom there is a ministerial/work relationship, as a visitor in one's home, residence, dormitory, apartment, rectory or the private living quarters of priests without another adult present.
5. Vacations with minors (who are not family members) unless parents or other adults are present.
6. Field trips or other outings involving minors in places and situations where no other adults are present.
7. Travel with minors (who are not family members) without another adult present in the car, van, church bus, car pool or other means of transportation.
8. Behavior including but not limited to activities that involve excessive physical contact with minors.
9. Wrestling, tickling, other physical "horseplay."
10. Giving out to minors one's personal phone number, pager and personal e-mail address.
11. Taking a minor or group of minors to a restaurant for a meal without another adult present.
12. Giving alcohol and/or drugs to minors.

M. Asbestos

In 1987 the Federal Government mandated by law that all elementary and secondary schools provide provisions that protect students, staff, and other occupants of school facilities against health hazards that might arise from the presence of building materials that contain asbestos, should their condition of age, wear and tear, or use, or abuse cause release of air-borne fibers. St. Francis Xavier school has an Asbestos Management Plan that is on file in the principal's office that is accessible to parents and staff. St. Francis Xavier school has asbestos building materials on campus that is being maintained and inspected regularly. **There are no health hazards present.** The Asbestos Management Plan requires trained personnel to be on staff who ensure that conditions do not affect the occupants.

N. About this Handbook

This handbook contains the bulk of St. Francis Xavier School's policies and procedures. Students and parent(s)/ guardian(s) need to read and understand all that is contained here. Following the letter and spirit of what is presented in this handbook is an integral part of the school's smooth and successful operation.

The school understands that parents/guardians and students may question certain specifics of the handbook. Therefore, parents/guardians and students are encouraged to contact the Principal or Assistant Principal if they have any questions about school policies or procedures. The Principal or Assistant Principal will attempt either to explain the school policy or right the wrong the parent/guardian or student has challenged. However, continued major complaints, continued failure to abide by school policies or rules by either parents/guardians or students, or continued lack of cooperation with the

administration and staff may indicate serious philosophical disagreement between the school and the parent/guardian or student. In such a case, withdrawal of the student from the school may be necessary.

In addition, the school will not tolerate abusive, coarse, rude, or foul language by parents/guardians toward the school, its faculty, or staff.

Such verbal abuse may result in the student being asked to withdraw from St. Francis Xavier School.

O. Right to Amend

St. Francis Xavier School retains the right to amend this handbook at any time. Parents will be given notification in the weekly newsletter if changes are made.

St. Francis Xavier School Statement of Understanding

Our handbook may not include all directives. The administration reserves the right to impose restrictions and consequences it may deem necessary for good order and for the welfare of the individual student and the entire St. Francis Xavier Community.

While the Handbook may appear restrictive, the directives are such that they will insure a positive, healthy environment where educational growth can occur with freedom and order. For this reason each student, along with parent or guardian, are required to read and verify in writing “that they have read and agree to adhere to the policies and regulations herein” (Diocesan Handbook 4.01C).

Signature of Student

Signature of Parent/Guardian

Date

Date

