



# STUDENT HANDBOOK

Revised 8/13/18

## **Table of Contents**

Handbook Consent Form	4
St. Francis Xavier Catholic School Mission Statement	5
Admission Statement	5
School Crest	6
St. Francis Xavier Student Profile	6
Registration & Admission Requirements	6
Registration Documents	7
Finances	7
Default on Tuition and Fees	8
Tuition Refunds	9
NSF (Worthless) Checks	9
No-Cash Policy	10
School Office Hours	10
Communication – Parents & Teachers	10
Appointments/Walk-Ins	11
Cooperation	11
Attendance	11
The Academic School Day	11
Required Attendance Days	11
Tardiness	12
Absences	12
Missed Schoolwork and Tests	13
Arrival & Departure Time & Procedures for School	13
Afternoon Departure Times & Procedures-ASC	13
Dismissal	14
Dismissal after Field Trips	14
Parental/Dismissal Demeanor	14
Parking & the Neighborhood	15
Adult Supervision-School and Parish Activities	15
Leaving the School Campus	15
Cell Phones	15
Bicycles	16
After School Care (ASC)	16
Vehicles on the School Yard	17
Volunteers Guidelines & Agreement	17
Safe Environment Program	17
Field Trip Chaperones	18
Volunteer Safety	18
Confidentiality	18
Respect of Authority	18
Discipline	18
Appropriate Dress and Appearance	18
Volunteers for Fundraising	18
Annual Fund	19
Emergency Closure of School	19
Emergency Form	19
Notification of changed Numbers and Emails	19
Hygiene Policy for Grades Pre K 3 to Kindergarten	19
Student Health & Medication	20
CDC and DHH Guidelines for Flu Prevention	20
Prescription Medicine	20
Over-the-Counter Medicine	20
Medical—Special Provisions	20
General Policy on Medical Services	20
Policy on EPI-PEN	21

Student Accident Insurance	21
Asbestos	22
Crisis Management Plan	22
Campus Security	22
Custody Notice	22
Balloons, Edibles, Flowers and Gifts	23
Lost and Found Items	23
Cafeteria	23
Child Abuse Reporting Policy	24
School Counselor	24
Violence Prevention Anti-Bullying Policy & Program	25
Uniform & Dress Code	25 & 26
Uniform Policy and Dress Code	26 - 28
Internet Guidelines	28
Discipline Program	29
PK2-Kindergarten Discipline	30
The Discipline Log	30 - 33
Afternoon Retention	33
Saturday Detention	34
Homework Remediation	34
Voluntary Homework Remediation	35
Music Practice Remediation	35
Discipline in the Cafeteria	35
Suspension	35
Expulsion	36
Bullying	36
Policies & Procedures Adopted to Address Bullying Incidents	37- 39
The Curriculum	39
Accelerated Reader	39
Learning Resource Center	39
Minor Adjustments Committee	40
Standardized Testing Accommodations	40
1508 Special Education Referral	40
Response to Intervention & 1508 Eligibility	40
Grading Scale	41
Promotion Requirements	41
Class Work, Homework Etc	41
Quizzes, Tests & Exams	42
Communications	43
E-Mail	43
School Reach Messages	43
Reporting Student Progress to Parents	43 & 44
Awards	45
Home & School Association	46
Archdiocesan Policies & Laws Related to Schools	46
Transporting Students in Private Vehicles	46
Search & Seizure Guidelines	47
Acts 38 and 107 of the Third Extraordinary Session of Louisiana Legislature of 1994	47
Access to Students Records	47
Policy for the Ethical & Responsible Use of Technology	48 - 50
Authorization and Release	50
Archdiocese of NO Science Laboratory Student Safety Guidelines	51 - 53

Dear Parents and/or Guardians:

The St. Francis Xavier School Handbook sets out the basic rules and regulations for the operation of the many different aspects of our school program. It is not only important, but absolutely necessary that all members of our school community, administrators, teachers and parents/guardians not only understand, but agree to comply with all that is set out in this handbook. Please read it carefully and discuss it with your child or children. If there are any aspects of the handbook that you wish to discuss with the administration of the school, please feel free to call and ask for an appointment.

Please sign the bottom section of this page and return it to your child's homeroom teacher on Book Night or the school office. No child or children of a family will be admitted to St. Francis Xavier School until this form is signed and returned to the school office.

Deacon Jack Glover  
Assistant Principal

Barbara M. Martin  
Principal

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**PLEASE PRINT THIS PAGE COMPLETE AND RETURN TO THE HOMEROOM TEACHER.**

I have read, understand and agree to abide by the policies of the Handbook of Policies of St. Francis Xavier School. I further understand that if a parent or guardian refuses to sign at the bottom of this page indicating that he or she has read, understand and will abide by the policies of the Handbook, then his or her child or child(ren) will not be officially enrolled and will be unable to attend St. Francis Xavier School. Please note that the handbook will be updated periodically.

**Student's Signature**

**Print Student's Name**

**Teacher**

Student \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent's Signature**

Date \_\_\_\_\_

Father \_\_\_\_\_  
Print Name

Mother \_\_\_\_\_  
Print Name

Father \_\_\_\_\_  
Signature

Mother \_\_\_\_\_  
Signature

# St. Francis Xavier Catholic School Mission Statement

**St. Francis Xavier School unites Church and family through quality, Christ-centered education fostering the development of the whole child.**

**Charisms: Faith-Family-Future**

## Motto

**Leaders of tomorrow... shaped by faith today.**

## Belief Statements

As a Roman Catholic school, St. Francis Xavier is dedicated to creating an environment in which a Christian way of thought and life permeates all facets of the educational program by focusing on the spiritual, moral, intellectual, individual, social, physical, and cultural growth of its students.

**Spiritual Development:** Faith development, personal prayer and group worship are an integral part of the curriculum and student life. Students and faculty are afforded opportunities to develop and participate in individual and communal expressions of our faith.

**Moral Development:** St. Francis Xavier imparts the rich traditions of the Catholic Church, providing instruction in faith, morality, decision-making and ethics in conformity with Catholic doctrine.

**Intellectual Development:** The purpose of the curriculum is to provide each student with the academic skills necessary to gain entrance into an appropriate high school, and the basic skills necessary to function in a complex society. Taking into account the varied abilities of its students, this school also offers a state-approved Learning Resource program and accelerated courses in grades 5-7.

**Individual Development:** Students are encouraged to become aware of their individual gifts and limitations, realizing that there will always be greater and lesser persons than themselves. The school strives to imbue self-esteem, self-reliance, and self-responsibility.

**Social Development:** The school provides ample opportunities for students to experience and learn cooperation and concern for others according to Christian and acceptable societal norms. Rules and regulations are formulated to instill an awareness of self and others as part of a larger community and to develop a respect for legitimate authority.

**Physical Development:** The school provides a variety of experiences for the students to recreate, exercise, and compete within and outside the school community to develop a healthy attitude toward one's body. Physical education, health, nutrition, and exercise are available to its students.

**Cultural Development:** Through a variety of on- and off-campus activities, students are exposed to experiences relating to the arts, culture, proper decorum, and their heritage as members of this city, state, nation and world, with emphasis on the appreciation of the varied and diverse nature of the world in which they live.

## Admission Statement

The schools of the Archdiocese of New Orleans admit students of any race, color, national and ethnic origin to all the rights, privileges, programs generally accorded or made available to students of its schools. They do not discriminate on the basis of race, color, national or ethnic origin in the administration of their educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

In compliance with Title IX of the Civil Rights Act, 1964, no person in the schools of the Archdiocese shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except permitted under said Title IX. Students requiring exceptional accommodations, for example, but not limited to: elevators, wheelchair access to classroom and restroom facilities, occupational and/or physical therapy, adaptive physical education, etc., will be accepted for admission by the administration after consultation with the Archdiocese of New Orleans and the Local Educational Authority.

### School Crest

The crest of Saint Francis Xavier School symbolizes the charisms of our school: faith, family, and future.

**FAITH** is symbolized by the cross on the crest. The design of the cross is based on the Cross Pattee that originated in the twelfth century.

**FAMILY** is symbolized by the fleur-de-lis on the crest. The fleur-de-lis is often used to symbolize community. The circle surrounding the fleur-de-lis represents the connectivity with one another: administration, teachers, parents, students, and parishoners working together in solidarity.

**FUTURE** is symbolized by the tree of knowledge. The roots of the tree represents the foundation of education given to our students to grow and flourish in knowledge and wisdom.

The school colors of burgundy and silver are represented in the lower quadrant of the crest.

### St. Francis Xavier Student Profile

A tenured student from St. Francis Xavier should possess a Christ-centered education in Catholic doctrine which includes morality, decision-making, ethics, and faith in action.

In developing self-confidence, self-esteem, and self-responsibility, a student should be able to succeed in all academic endeavors commensurate with individual learning styles and abilities.

Our students should exemplify concern and care for themselves, family, and community by recognizing the need to incorporate Catholic teachings in all aspects of their lives. St. Francis Xavier students will be successful in all spiritual, academic and societal issues.

### Registration & Admission Requirements

Registration dates for St. Francis Xavier are determined by the Archdiocese of New Orleans and are published in the school calendar; school Newsletter, Parish Bulletin, Catholic and secular newspapers, and notices sent home with presently enrolled students.

The first week of registration is for students presently enrolled and their siblings. The second week of registration usually one month later is for all new students seeking admission. After the second week, students may be registered if space is available.

**Pre-Kindergarten 2:** Students must be two (2) years old on or before September 30 of the registering year.

**Pre-Kindergarten 3:** Students must be three (3) years old on or before September 30 of the registering year.

**Pre-Kindergarten 4:** Students must be four (4) years old on or before September 30 of the registering year.

**Kindergarten:** Students must be five (5) years old on or before September 30 of the registering year.

**First Grade:** Students must be six (6) years old on or before September 30 of the registering year.

### **Registration Documents**

The following documents are required at the time of registration: 1. Birth Certificate; 2. Baptismal and/or First Communion Certificates (if applicable); 3. Previous report cards; 4. Immunization records (conforming to the State DHHR minimum requirements) 5. the student's Social Security card. Copies will be made and the originals returned to the parent. Completed Registration, Emergency Forms and fees must be submitted at the time of registration.

Additionally, all students seeking admission to St. Francis Xavier School must go through a screening **prior** to acceptance into the school. All prospective students must submit the following documents prior to screening: 1. the most recent report card; 2. a copy of the "cumulative record" from the previous school(s); 3. all previous standardized test results (if not included on the cumulative record); 4. The most recent academic or psychosocial evaluation (if applicable); 5. Any additional information pertinent to the student's needs and the school's ability to meet them. Parent(s) will be notified shortly after the screening as to their student(s) admission status.

### **Finances**

#### **Tuition**

Parents who do not select the "Tuition Loan" program for tuition payments must pay their tuition in full by the first business day after May 1 preceding the start of that school year. The Tuition Loan program, through the school approved bank, offers parents the opportunity to pay their tuition over the course of 11 months. The first payment of your choice due on either July 3<sup>rd</sup> or July 15<sup>th</sup>, and subsequent payments are due on the date that was chosen the 3<sup>rd</sup> or 15<sup>th</sup> of each month. The final loan payment is due on the chosen date of May 3<sup>rd</sup> or 15<sup>th</sup>, and the loan program ends on that day. All loan accounts must be paid-in-full by the chosen date of May 3<sup>rd</sup> or 15<sup>th</sup>.

The Finance Committee has mandated that **no student will be allowed to begin the school year or attend classes if they have not paid-in-full or signed the bank loan** with First Bank. There are to be **NO** Promissory Notes made in lieu of the bank loan program.

#### **Fees**

#### **Returning Students and Siblings**

Registration Fees for Returning Students and Siblings are due the week of Registration (check calendar for dates of registration) Registration is **NOT** complete and students will **NOT** be added to the school roll until all applicable fees are paid in full. Registration, Clarion Herald, and Book Fees are Non-Refundable Fees. The Technology Fee is refundable only if the student officially withdraws prior to the first day of May. Non-Parish Fee (if applicable) and Special Ed. Fee (if applicable) are refundable only if the student officially withdraws prior to the first day of May. After May 1<sup>st</sup> no fees will be refunded.

### **New Students**

Registration Fees for new students and the Tuition Deposit for new families are due at the time of Registration. These fees will be processed immediately. If a student is not accepted **by the school**, the Registration Fees and Tuition Deposit will be refunded. The Clarion Herald Fee and the Non-Parish Fee are due within 10 days of acceptance by the School. All other fees associated with Registration should be paid at this time, or may be added to the loan program at First Bank. Registration is not complete and students will not be added to the school roll until all applicable fees are paid-in-full.

The Registration, Clarion Herald, and Book Fees are non-refundable fees. The Technology Fee, Non-Parish Fee (if applicable), Security Fee, and Special Education Fee (if applicable) are refundable only if the student withdraws prior to the first day of May. After May 1<sup>st</sup>, no fees will be refunded.

### **Default on Tuition and Fees**

All tuition and fee payments are expected to be made in a timely manner. St. Francis Xavier relies upon the prompt payment of tuition and fees in order to meet its own financial obligations. It is therefore necessary that there be penalties attached to nonpayment; consequently, the following policy shall be enforced:

*Archdiocesan Policy 3322 requires the following:*

*“All tuition payments should be up to date one month before the end of a semester... Schools are under no obligation to allow students with delinquent tuition to enroll for the following semester.”* Full policy is available through the Archdiocesan Office of Catholic Schools.

Parents are responsible for the payment of tuition and fees as scheduled and agreed upon. Past due balances interfere with the fiscal operation of the school and will not be tolerated.

Parents who have not arranged for the loan program through the school approved bank or have not paid their tuition in full **will have their registration canceled and their child (ren) will be dropped from the rolls of the school.**

The bank loan payments are due on the first of each month and become delinquent 15 days thereafter. Bank policy mandates that loan accounts which become 60 days delinquent will be automatically dropped by the bank. Students whose loans have been charged back by the bank will have five (5) days to make arrangements for full payment.

Families whose loans have been charged back by the bank, or who have become seriously delinquent in any financial obligation to the school, will be notified of their delinquency. After ten (10) days, if no reasonable arrangements have been made, the student(s) **will not be allowed to return to school until payment is made.**

**Students whose balances remain delinquent after 15 days will be dropped from the rolls of the school.**

**The School will not become involved in dividing tuition and fees between divorced parents. These arrangements must be worked out at home and payment-in-full made to the school.**

### **End of Year Accounts Receivable**

All financial accounts with the School, including but not limited to Tuition, After School Care, Cafeteria, Library, etc.; must be paid-in-full by **May 1<sup>st</sup>** of each academic year. Students with balances remaining in any of these accounts will not be allowed to take any tests or turn in any projects until balances are paid-in-full.

Students will be given an “incomplete” grade for all work missed and **will not be eligible for promotion to the next grade level** until that work is made up.

### **Tuition Refunds**

**Pre-Paid Tuition:** A parent withdrawing their child/children from the school prior to June 1<sup>st</sup>, will have 100% of their pre-paid tuition only (less the \$500.00 Tuition Deposit – new families only) refunded if the school is notified in writing before June 1<sup>st</sup>.

A parent withdrawing their child/children from school after **June 1<sup>st</sup> but before October 1<sup>st</sup>** of the current academic year will be refunded 75% of their pre-paid tuition.

A parent withdrawing their child/children from school **between October 1<sup>st</sup> and January 1<sup>st</sup>** of the current academic year will be refunded 50% of their pre-paid tuition.

A parent withdrawing their child/children **after January 1<sup>st</sup>** of the current academic year, regardless of the reason, will **not** be refunded any portion of the pre-paid tuition.

**Tuition Loan Program:** A parent withdrawing their child/children and have signed up for and agreed to the bank loan program, and who notifies the school in writing of withdrawal from the school prior to June 1<sup>st</sup>, the bank loan will be canceled and nothing will be due to the school.

A parent withdrawing their child/children from school after **June 1<sup>st</sup> but before October 1<sup>st</sup>** of the current academic year will be held responsible for 25% of the year’s tuition.

A parent withdrawing their child/children from school **between October 1<sup>st</sup> and January 1<sup>st</sup>** of the current academic year will be held responsible for 50% of the year’s tuition.

A parent withdrawing their child/children **after January 1<sup>st</sup>** of the current academic year, regardless of the reason, will be held responsible **for the full year’s tuition.**

Invoices or refunds will be sent to the parent shortly after the student(s) have been withdrawn from the school.

### **NSF (Worthless) Checks**

**Checks written to the school are deposited immediately.** There is NO grace period between the time the check is written and the time it is sent to your bank.

A check written to the school for any reason for which there are insufficient funds (NSF), a closed account, or any other reason which makes the check worthless is illegal under Revised Statute 14:71 of the Louisiana Criminal Code.

A parent who issues one of these “worthless” checks to the school will be obligated to pay the school, in money order, or cashier’s check for the total amount of the “worthless” check, plus both bank and school service charges within three working days of notification of the check’s being returned.

Failure to redeem the “worthless” check will result in the check being turned over to the Jefferson Parish District Attorney’s Office for collection. A parent who issues a second “worthless” check will be required to pay any and all future monetary obligations by money order, or cashier’s check for the remainder of their child’s enrollment.

### **No-Cash Policy**

In order to ensure the safety of students, faculty and visitors to the campus, St. Francis Xavier is transitioning to a “**No-Cash Policy.**” Parents are asked to begin making all payments to the school by check or money order. **Cash will no longer be accepted.** If a parent has an extreme financial circumstance and cash is the only form of payment available to them then the parent must get approval from the school office in advance for a cash payment to be made.

### **School Office Hours**

The school office hours are from 7:30AM to 3:30PM every school day from the first day of school to the day before the last day of school during the academic school year, unless otherwise notified.

The main entrance to the campus is located on Betz Place. Please enter the school by the Statue of St. Francis. There is a security system which monitors our campus. Visitors/Parents should enter the school by ringing the bell to the right of the door. The office will respond for entry. All visitors/parents must sign in and receive a pass. All exterior doors are locked for the security of our students. Parents wishing to make appointments with teachers or staff are to call during these times. The school telephone number is 833-1471.

During the months of June and July, the school office hours are from 9:00AM to 12 NOON. During the month of August the school office hours are from 9:00AM to 3:00PM until the opening week of school. At that time the office hours are 7:30AM to 3:30PM.

### **Communication – Parents & Teachers**

It is important to us at St. Francis Xavier that the door of communication be kept open. The first step in this process is to direct your concerns and questions to your child’s teacher. If your concerns are not resolved the administration would be happy to meet with you.

We encourage parents to use the St. Francis Xavier email accounts to contact teachers. All St. Francis Xavier teachers’ email addresses begin with the teacher’s first initial of their first name and then their full last name followed by @stfrancisxavier.com.

Example-Barbara Martin [bmartin@stfrancisxavier.com](mailto:bmartin@stfrancisxavier.com)

### **Appointments/Walk-Ins**

The administration, counselor and faculty are very happy to meet with parents, but ask that you make an appointment with the office so that we can give you the time and attention that you deserve. Walk-in appointments will not be accepted unless it is determined to be a true emergency that requires immediate assistance. To schedule an appointment you may call the school office at 833.1471. You may also contact teachers by email at their stfrancisxavier.com address.

### **Cooperation**

St. Francis Xavier School clearly recognizes the role of parents/guardians as the primary educators of their children and that the school exercises its authority in loco parentis. The relationship between parents/guardians and St. Francis Xavier School is in the nature of a partnership. Cooperation between parents/guardians and St. Francis Xavier School is therefore vital to ensure that each student receives an appropriate secular and Christian education.

Normally a student is not and should not be deprived of a Catholic Education because of the actions of a parent or guardian. However, from time to time the actions or lack of action of a parent or guardian is so persistently and overtly uncooperative with the school staff in violation of clear policies, regulations, programs or strong recommendations that it undermines the authority of the school administration to the detriment of the school's ability to serve the best interest of the child of that parent or guardian or the good of other students. In such cases, after reasonable efforts to elicit the minimum parental cooperation, and after appropriate consultation with the pastor and/or other authorities of the archdiocese, the school administration reserves the right to request or require the withdrawal of the student enrolled in St. Francis Xavier School.

Parents may not utilize school grounds to discipline their child or any other child for any reason. If a parent has concerns about their child's behavior or the behavior of any other child they are to bring their concern to the attention of the teacher and/or administration.

### **Attendance**

Prompt and regular attendance is essential for academic success. As such, attendance is recorded on the student's permanent record.

### **The Academic School Day**

**Pre-K and K:** the academic day begins at 8:00 a.m. and ends at 2:45 p.m. unless otherwise noted in the school calendar or on other notices sent home from school.

**Grades 1 – 7:** the academic day begins at 8:00 a.m. and ends at 3:00 p.m. unless otherwise noted in the school calendar or on other notices sent home from school.

### **Required Attendance Days**

Students are expected to be on time for the beginning of each school day at 8:00 a.m. State law requires that students attend school a minimum of 160 full instructional days. Students attending less than 160 days or absent 15 days or more are in jeopardy of having to repeat the grade regardless of the student's Grade Point Average (GPA). Exceptions to this can only be made by the Principal, and only for exceptional circumstances, usually medical. Parents are cautioned about and discouraged from removing the child (ren) from school for unnecessary vacations or any other time away from school.

**Note – For reasons of safety and security, all parents and visitors must sign in at the school office for authorization to enter the school building. Parents should not go to classrooms except in cases in which a previous appointment has been made with the teacher. Unannounced or unscheduled visits to the classroom are disruptive to the teaching/learning environment.**

### **Tardiness**

Tardiness is defined as: arriving late, after 8:00am, but before 11:30am. Students will be counted absent if they arrive after 11:30am. Students checked out of school before 11:30am will be counted as absent for the day. In order for a tardy or absence to be counted as excused, a doctor's note must be presented to the school office.

Due to the increasing emphasis placed on tardies by the Catholic High Schools and the State School districts, tardies **will not** be excused for anything other than the most extreme of circumstances. **Heavy traffic, catching a train, flat tire, rainy day, etc. are not reasons for excusing a tardy. Tardies will be excused at the sole discretion of the Disciplinarian.**

All tardies are recorded on the student's report card and cumulative record. Tardy students are to report to the school office for a "tardy slip" if they arrive after 8:00 a.m. A student receiving five unexcused tardies will be issued a Saturday Detention Slip stating the date and time of the Saturday Detention. The student is to arrive on time on the date of the detention, and is to pay \$10.00 by check to the teacher or administrator assigned to that detention. Failure to show for a Saturday Detention will result in a one-day suspension. A student, who accumulates 3 Saturday Detentions **for any reason**, will be suspended from school for one day.

### **Absences**

Each absence, excused or unexcused, is recorded on the student's report card and cumulative record. Upon returning to school the student must present to the **teacher** a written and dated excuse from a parent or doctor indicating the reason for the absence. **A doctor's certificate is required** for absences of three days or longer, or if the absence was due to any type of contagious disease, in which case the certificate must clearly state that the student is free from the disease. **Students who accumulate excessive absences may be required to attend summer school.**

### **Excused Absences**

Students with excused absences will have **five (5)** school days (not including the day they return) to complete missed assignments, tests, and homework. Excused absences (those verifiable as cited above) will still counted as an absence in reporting to the State Department of Education.

### **Unexcused Absences**

Students with an unexcused absence will be required to take tests the day they return to school. Missed assignments and homework will be due the following school day. **Students who are absent from school for any reason may not attend any school activities that afternoon or evening.**

### **Excessive Unexcused Absences**

When a student accumulates **ten** or more unexcused absences in any semester he or she may be referred to the FINS Program (Families in Need of Services) in his or her parish. A student may be referred to FINS by a teacher, counselor/administrator or parent.

### **Missed Schoolwork and Tests**

Schoolwork and/or tests missed during an **excused** absence are to be made-up as soon as possible after the student returns to school. It is the responsibility of the parent and student to arrange the make-up work with the teacher(s) involved. Failure to make-up the missed schoolwork **within five (5) school days**, unless otherwise approved by the administration, will result in no credit given for this work, which will result in lower or failing grades for the Quarter.

**Grades 1-4:** A parent wishing to obtain an absent student's assignments and/or books must call in that request to the school office **between 9:00 and 11:00 AM**. Only requests made during this time will be honored. Assignments and books may be picked up from the cart in hallway outside the school office between 3:00 and 6:00 PM.

**Grades 5-7:** Middle school students missing from one (1) to three (3) days of school for an **excused** absence may make-up the missed work when they return to school, but **within five (5) school days** after their return to class. For absences of more than three (3) days, parents are to contact the school office to make arrangements for the assignments and books so that some work may be completed at home, if the student is physically able to do so. If not able to work at home due to severe or unusual circumstances, the parent **must** contact the administration about this situation.

**Note:** Students who are checked out of school for any reason will be marked absent for the amount of time he or she is gone. This includes checking students out after a field trip.

## **Arrival and Departure Time and Procedures for School**

### **Morning Arrival Times and Procedures – Before School Care (BSC)**

Students are **NOT** to arrive at school **before 7:00 AM**. St. Francis Xavier School is not liable or responsible for any student on the school campus **before 7:00 AM**.

**Before School Care:** begins under teacher supervision at 7:00 AM. BSC is provided **at no charge** for students in PK4 – 7. These PK4 – 7 students are to report immediately to the school yard (unless it's a rainy day and they report to the cafeteria).

Parents are **NOT** allowed in the BSC areas.

### **Afternoon Departure Times and Procedures – After School Care (ASC)**

Please refrain from parking anywhere in the neighborhood, getting out of your car and walking to pick up your child. Your child is being monitored by teachers for the safety of each one. If everyone follows the rules listed below, there should be a safe, trouble-free, neighborhood-friendly, Christian way of picking up students at dismissal.

Parents must remember that when dropping off or picking up their child at school, they are representatives & public relations figures for the entire SFX community. Inconsiderate, inappropriate, or un-Christian behavior to our neighbors is not acceptable. Please refrain from blocking driveways or parking in inappropriate areas. Thank you for your total cooperation!

Parents with more than one child in the school should instruct their children of the new procedure for pick up. The older child (ren) must go to the location of the youngest sibling for pick up. This will eliminate the need for multiple stops or going around the corner to pick up older students. A parent with a child in PK or K should not be in the pick- up line until after 3:00PM, and will have to make only one stop.

### **Dismissal**

**PreK 2 Dismissal: 2:30-3:00 PM.** Students must be signed out for dismissal in the PreK 2 Classroom.

**PreK 3, PreK 4 & K Dismissal: 2:45-3:00 PM.** Cafeteria Driveway (between the cafeteria & the church) do not arrive earlier than 2:45, as the students will not be there for pick up. Parents with a child in grades 1-8, should not get in the pick up line until after 3:05 PM (see above), at which time the older sibling will come to this location to join the younger sibling and be ready for pick up.

**Grades 1 & 2 Dismissal: 3:00-3:15 PM.** Cafeteria Driveway (between the cafeteria & the church) do not arrive earlier than 3:00PM, as the students will not be there for pick up. Parents with a child in an upper grade who is joining up with a PK or K sibling should not arrive at school before 3:05, as it takes time for students to move to the designated pick up areas.

**Grades 3 & 4 Dismissal: 3:00-3:15 PM.** Main Entrance of School. Do not arrive earlier than 3:00 PM, as the students will not be in this location for pick up. See above for instructions if you have a child in any lower grades. Do not park & wait on Betz Place or any neighboring streets.

**Grades 5 – 7 Dismissal: 3:00-3:15 PM.** Gym Entrance. Do not arrive earlier than 3:00 PM. See above for instructions if you have a child in any lower grades.

### **Dismissal after Field Trips:**

Field Trips are part of the regular school day. Therefore, students are expected to return to school after the field trip with their class. Students may not be checked out from the field trip for dismissal. If it is necessary for a parent to check out a student after a field trip, this must be done in the school office. This affects the child's attendance in school.

### **Parental/Dismissal Demeanor**

Ensuring the safety of children attending its school is the primary duty and responsibility of the administration of St. Francis Xavier Parish School and its faculty. Therefore, the administration of St. Francis Xavier School reserves the right to delay or withhold release of any child if there is reasonable belief, in the sole discretion of the school administration, that a person designated to pick up a child at any time and for any reason whatever from St. Francis Xavier School is impaired, whether the impairment results from illness or any other cause whatever, until there is

adequate proof that the person is not impaired or, upon contact, another member of the family is designated to pick up the child.

### **Parking and the Neighborhood**

Drop off in the morning and pick-up in the afternoon is on Betz Place **ONLY**. Between the hours of 7:30-8:30am and 2:30-3:30pm, one way of traffic only is allowed on Betz Place. For safety reasons, parents **MUST NOT** drop their children off on Metairie Road, in the Parish Center and Church parking lots, and **especially**, in the parking lot of the apartment complex across Metairie Road.

Because Betz Place is so narrow, parents **must not** park across the street from school on Betz Place **at any** time during the school day. Parents are asked to be especially considerate of our neighbors. Be careful **NOT** to block driveways or park on the grass between the street and the sidewalk.

Jefferson Parish has made Betz Place a “one way street” from 7:00 to 8:00 in the morning and 2:30 to 3:30 in the afternoon. For the safety of the children please use Betz Place as **a one way street during the entire school day.**

Please remember that St. Francis Xavier is a vital part of this wonderful community. Manners, decorum, and Christian behavior with and to our neighbors and each other speak volumes of our contribution to the neighborhood, the larger community, and Catholic education in particular.

### **Adult Supervision-School and Parish Activities**

Students must have an adult supervisor/chaperone with them at all events sponsored by the school or the parish which occur after regular school hours. This includes both on campus and off campus events. No student may be dropped off without an adult chaperone. These activities include, but are not limited to: Old Metairie Fest, The school play, City Park Nights, Knights of Columbus fish fry, school restaurant nights, etc. Students found to not be properly supervised will be required to call a family member to pick them up from the event.

### **Leaving the School Campus**

After arriving on the school campus, students must not leave the campus before dismissal unless they become ill or injured and/or checked out from the office by a parent, or are on a school-sponsored field trip or outing. Students leaving the campus during the school day for reasons other than cited above are subject to a one (1) day suspension.

### **Use of the telephone**

A student will not be allowed to use the office telephone without permission from a teacher, faculty or staff member. Students are not allowed to use a cell phone during the entire school day.

### **Cell Phones**

At St. Francis Xavier School we understand that some of our students participate in non-school associated after school programs. St. Francis Xavier understands the safety concerns of parents and their desire for their child to have access to a phone in case of a non-school related emergency. While St. Francis Xavier School does not prohibit the possession of cell phones on

campus, we do have consequences set in place for those students who infringe upon that privilege.

Students are not to use cell phones at any time from the time they arrive at school in the morning until they leave campus at the end of the day. This includes before care, all times during the school day, dismissal and after school care. If a student brings a cell phone to school, **it must be turned off and kept in the student's book bag at all times**. If an emergency situation comes up during the school day, the student must receive permission from a teacher and will be allowed to use the phone in the office or the After School Care phone during After Care.

Students caught with cell phones out of their book bags, using cell phones on campus at any time, or receiving calls or messages on campus, will have their phones confiscated and held in the office until a parent comes to retrieve them. The student will also receive a **Saturday Detention**. On being caught a second time the phone will be confiscated, the student will be given a **1 day In School Suspension** and the parent will have to pick up the phone the day the suspension is served and the student will lose the privilege of having a cell phone at school.

Students who have been prohibited from bringing cell phones to school and are caught with a phone on campus will receive an out-of-school suspension and the phone will be held for the remainder of the year.

#### **Smart Devices other than Cell Phones**

Students caught with an unauthorized smart device on campus will have the device confiscated and held in the office until a parent comes to retrieve it. The student will also receive a **Saturday Detention**. Chronic offenders will be treated with more severity. Smart devices include but are not limited to; smart watches, tablets, computers, iPods, Mp3/Mp4 players, etc.

#### **Bicycles**

Students who ride bicycles to school are to dismount before entering the yard. Bikes may not be ridden on school grounds. At dismissal students are to walk their bikes off the school yard before mounting them and riding home. Students should use great care and caution while riding bikes in traffic. The school is not responsible for theft or damage to bicycles.

Out of concern for the safety of students, faculty, and visitors to St. Francis Xavier, Scooters, Roller Skates, Roller Blades and Skateboards are not allowed on any part of the campus. This includes the playground, parking lots, sidewalks, or in any of the campus or church buildings.

#### **After School Care (ASC)**

The school provides ASC for working parents who are not able to pick-up students at dismissal times. ASC is also a safe place for children of parents who may be late in picking them up. ASC is available on most school days from 3:00 to 6:00 PM. A snack is provided and students will have assisted homework time and play supervised by faculty or staff members. ASC will also be provided on early dismissal days beginning at 1:45 PM.

The Registration Fee is \$35.00 per student for the school year. The cost for ASC is \$3.00 per hour or portion of an hour. Parents are to sign students out upon picking them up. Parents will be billed for the ASC hours used. A late charge of \$1.00 **per minute** will be charged for pick-ups after 6:00 PM.

The ASC telephone number is 837-7806 and is operational only during ASC hours (3:30 pm to 6:00pm). This special phone line is for ASC only and is to be used for emergencies or notification of a late pick-up.

### **Vehicles on the School Yard**

Unless otherwise notified, vehicles are not allowed to drive or park on the school yard or either of the two church parking lots. Similarly, parents are not to pull into the Metairie Road driveways to drop-off or pick-up students. The Metairie Road gates being open does not mean that driving and/or parking in the yard is permissible.

### **Betz Place – One Way**

The Betz Place entrance is a “**one way**” street from Avenue B between the hours of 7:30 AM to 8:30 AM and 2:30 PM to 3:30 PM. After drop-off or pick-up, parents heading toward the city by way of Metairie Road should turn LEFT at Avenue A and proceed on Hector to Duplessis, turning left to Metairie Road. Parents heading toward the RR tracks should turn RIGHT on Avenue A to reach Metairie Road. Taking Avenue B to Betz Place is the required route to school.

### **Volunteers**

Volunteers are vital to the success of St. Francis’ many programs. As a school parent, your skills, talents and time provide vast resources to assist us in accomplishing our Mission. Volunteers are selected by the teachers and approved by the administration. They are **never** to assume the role of teacher or administrator. Modeling Catholic values, volunteers are expected to follow the same dress code as our faculty/staff and communicate in a Christian manner. Opportunities for volunteering within the school include: cafeteria, carpool, library, room parents, and many special school functions and events. We welcome your active participation. For the safety of the children, volunteers are required to sign-in at the school office upon arrival, and sign-out upon departure.

### **Volunteer Guidelines and Agreement**

As St. Francis Xavier School volunteers your goal is to participate in the life of the school, enabling it to function more efficiently and effectively because of your help. The school spirit you demonstrate through your volunteerism highlights the importance of active participation in our school community. Your gift of time and energy is appreciated and encourages the spiritual, moral, and intellectual growth of all children at St. Francis.

### **Safe Environment Program**

The Archdiocese of New Orleans has developed a comprehensive “Safe Environment” program for all adults who have “regular contact” with children. All volunteers, coaches, chaperones, scout leaders, classroom and cafeteria helpers, etc. who have regular contact with the children at school events are required to go through a 1 ½ hour Safe Environment Training, allow a computer background check, and enter their profile into the Austin Computing secure data base. Due to the large number of St. Francis parents and family members who volunteer, the Archdiocese has suggested that the \$15.00 for the background check be paid by the volunteer. These three steps must be taken prior to having contact with the children.

### **Field Trip Chaperones**

Field Trip chaperones must complete **all three components** of the Safe Environment Program (which includes the Safe Environment Training course, a Computer Background Check, and the Austin Computing Profile) **before** they may attend any field trip. A schedule of the training sessions is available on the Archdiocesan website, or through the school office.

The Computer Background Check is run through the school office. Prospective volunteers must fill out an authorization form and return it with a processing fee (currently \$15), and await the results of the check before being allowed to chaperone. Please allow ample time for processing of the background check.

It is not acceptable for parents who have not completed **all three components of the Safe Environment Program** to appear at a field trip. Such actions are considered a violation of the Parental Cooperation requirements section of this handbook.

**Volunteer Safety** For your safety and to maintain a safe environment please report to the front office to sign in and get a visitor pass. Please wear the visitor pass while participating in volunteer activities. Upon your departure, make a final stop in the front office to sign out. All volunteers must complete Safe Environment Training offered through the Archdiocese of New Orleans. A copy of the certificate of training must be turned into the school office. Additionally, volunteers are not to visit classrooms or be in any areas where they are not volunteering.

**Confidentiality** As a matter of professional ethics, volunteers are **not** to discuss information concerning individual students with any other people. When dealing with our youthful student population, you will undoubtedly overhear, witness, or participate in seemingly unusual, amusing or confusing incidents. You may be tempted to discuss these experiences with others--- Please don't. School and/or student-based activities can be easily taken out of context, be misinterpreted or misunderstood. By sharing your experiences with others you may inadvertently compromise the privacy of our students.

**Respect of Authority** Demonstrating and modeling respect for the authority of all school personnel is essential. If you have a problem, issue or disagreement, please bring it to the attention of the administration privately and at an appropriate time.

**Discipline** The school and each classroom have an established discipline policy. When issues arise concerning student behavior, your responsibility is to call such matters to the attention of the teacher or other administrative personnel.

**Appropriate Dress and Appearance** A volunteer should dress appropriately. School guidelines for modesty and cleanliness apply to all volunteers. The following items are **NOT appropriate**: strapless tops, camisoles, bare midriffs, or halter tops (tops with sleeves are preferred), short-shorts, tight and ill fitting clothing (spandex).

### **Volunteers for Fundraising**

The School Budget is designed to maximize the educational opportunities for our students. Fundraising activities are a vital component in allowing St. Francis to meet our goals while endeavoring to keep tuition costs reasonable. Old Metairie Fest is our main fundraising effort

each year. Parents are required to work a minimum of 2 hours in support of this event. These “service hours” may be worked on the day of the event in setup, booth supervision or take down following the festival. The committee welcomes your assistance in the many planning and preparation activities which lead up to Old Metairie Fest.

### **Annual Fund**

St. Francis Xavier’s Annual Fund is another opportunity to support current and future operations with the understanding and acceptance of the mission of our school. Each year we ask each family to consider a gift of \$125 or more. Every dollar of your donation goes directly to your child. Our Annual Fund will assist with: capital improvement projects to improve our growing campus; and curriculum development to provide an environment of instructional resources and materials.

### **Emergency Closure of School**

In the event of an emergency in the general area, such as hurricane, flooding, or other natural disaster, announcements concerning any school closure will be made on WWL Radio, AM 870, and through School Reach messages. Parents should listen for announcements pertaining for SFX, Jefferson Parish Catholic Elementary Schools and/or Archdiocese of New Orleans Catholic Schools.

After any emergency closing, parents should listen to WWL for information concerning the re-opening of the school. St. Francis Xavier has emergency days built into the school calendar. If for some reason the school must be closed for an extended period of time, the school year may be extended to meet the required number of school days.

### **Emergency Form**

It is required that each student have a completed Emergency Form on file in the school office. Any changes on this form must be reported immediately to the school office. The school must be able to reach parents not only in case of a general but also an individual emergency involving the students. (See above and below.)

### **Notification of changed Telephone Numbers and Email Addresses**

Parents **must notify** the school **immediately** of any changes in home and/or work telephone numbers, as well as changes in phone numbers for persons listed on the Emergency Form. In addition, Email addresses and any changes to Email addresses should be sent to the school office immediately as well.

### **Hygiene Policy for Grades Pre K 3 to Kindergarten**

All students in Pre K 3 – Kindergarten must have an extra set of clothes in case their uniform becomes soiled. Due to hygienic reasons, all Pre K 3-Kindergarten students must be potty trained. If a potty accident should occur, the student will be asked to change him or herself. If the student is unable to clean him or herself properly after a bathroom accident a parent or guardian will be called to come to school to help with this process.

### **Student Health & Medication**

Should a student become ill or injured during school hours, a parent will be called to come to school, sign out and pick up the student. A student experiencing nausea or fever at home in the morning **should not be sent to school.**

If a student needs to take a prescription or over-the-counter medicine, the parent must get a medical Log Sheet from the school office, have it filled out completely, and return it to the school office. School personnel will not administer any type of medication. Students must administer the medication themselves.

**CDC and DHH Guidelines for Flu Prevention:** “Students who appear to have symptoms of an influenza-like illness, such as fever with a cough or sore throat will be sent home as soon as possible. This includes stomach viruses, Diarrhea (two or more loose stool, or over and above what is normal for that child). Any child with a sudden onset of vomiting, irritability or excessive sleepiness. Parents should **PROMPTLY** pick up their child when called.

To help ensure they do not pass the virus on to others, students should not return to school—or anywhere else, such as group childcare, shopping centers, sporting events or other public and community events—until they have been symptom-free without fever-reducing medication for at least 24 hours. Students with infectious diseases such as: measles, mumps, chicken pox, hepatitis and other communicable diseases are to remain home until cleared by a doctor.

At this time, the U.S. Centers for Disease Control and Prevention is NOT recommending school closures or dismissals if there are confirmed or suspected cases of the flu, so flu identification and patient isolation are key steps in preventing spread of flu.”

**Prescription Medicine:** An original doctor’s note prescribing the medication must accompany the Log Sheet. The medicine must be in the prescription bottle with the child’s name and dosage instructions on the bottle.

**Over-the-Counter Medicine:** The medication must be in the original package with the child’s name and dosage instructions clearly written on the package. All medications will be kept in the school office and administered according to the instructions and dosage schedule written on the Log Sheet. All medical Log Sheets and doctor’s notes must be renewed at the beginning of each school year, or as changes in condition and/or dosage require.

**\*\*\*\*\*Please note that the school does not have a registered nurse on staff.\*\*\*\*\***

### **Medical ----Special Provisions**

#### **1. General Policy on Medical Services:**

St. Francis Xavier School endeavors to the full extent of its capability to provide a quality education for your child. At the time, St. Francis Xavier School does not have the capability to perform all medical services that your child may need. The parents and/or legal guardians of students presently enrolled in St. Francis Xavier School acknowledge that this school does not provide any or all medical services.

The school does not assume the role of health-care provider in diagnosing or treating its students; nor do the personnel (including the principal, faculty and staff) have experience, knowledge, or

expertise in providing emergency medical treatment that may be necessary for any student, including but not limited to—and by way of example only—any treatment for allergic or diabetic conditions. The school will take reasonable steps in a medical emergency to care for a student. In specific circumstances in which a student needs to self-medicate or requires assistance with medication, the school **may** be unable to accommodate the medical needs of the child/student. In the event such assistance is needed, this matter should be discussed directly with the school principal in order to determine what steps can be taken in regard to providing the student with medical assistance.

## **2. Policy on EPI-PENS**

For children enrolled at St. Francis Xavier School who have certain food allergies, parents are advised that neither St. Francis Xavier School nor any of its administration, teachers, or staff have any experience or expertise in providing injections with an EPI PEN associated with allergic individuals in need of treatment, but are willing, to the extent possible, to assist a child in any reasonable manner.

St. Francis Xavier School agrees to keep an EPI PEN when provided by parents of a specific student in the student's classroom and in the school office in secure places to medicate the child as necessary in the event of an allergic reaction to food products; in view of the foregoing, the parties hereto, the parents of the child and St. Francis Xavier Roman Catholic Church as owner and operator of St. Francis Xavier School, agree as follows:

- 1) The father and mother of the specified child hereby agree to release, defend, indemnify and hold harmless St. Francis Xavier Roman Catholic Church as owner and operator of St. Francis Xavier School and the Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, pastor(s), priests, principals, employees, teachers, staff, insurers and/or reinsurers, or agents (hereinafter, collectively, "Releasees") from any and all liability and/or damages (including but not limited to physical, mental, emotional and/or economic damages) that may be sustained by themselves and/or their child, or third parties arising from negligence or fault or strict liability of Releasees in administering or failure to administer the specified child with and/or using an EPI PEN on and/or failure to use an EPI PEN on the specified child (including but not limited to failure to administer or use the EPI PEN timely) and/or from the diagnosis and/or failure to diagnose and/or treat the specified child for any reactions that may arise from his/her allergic condition.
- 2) In consideration of the foregoing, the St. Francis Xavier Roman Catholic Church as owner and operator of St. Francis Xavier School agrees to allow the child to continue to be enrolled in and attend St. Francis Xavier School.

## **Student Accident Insurance**

Insurance Coverage is provided for covered injuries during the hours and days when school is in session and while: (a) attending and participating in activities sponsored and supervised by the Policyholder including CYO Participants; (b) traveling during such activities as a member of a group in transportation furnished or arranged by the Policyholder; (c) traveling directly to or from the insured's home premises and the site of such activities. Includes participation in Interscholastic Sports and Interscholastic Football-During the School Year-Includes Summer

Recreation Activities – Travel to and from School – Includes Religious Services and necessary Travel.

### **Asbestos**

In accordance with the **Asbestos Hazardous Emergency Relief Act (AHERA)**, A Management Plan has been prepared and approved by the state Department of Environmental Quality (DEQ). This management plan is available for you to review in the school office during regular school hours. IF you desire a copy of the plan, it will be made available to you at a cost of \$35.00, which covers the costs involved in reproduction.

### **Crisis Management Plan**

St. Francis Xavier School has developed a Crisis Management Plan in accordance with communications from the Office of Catholic School and the Department of Homeland Defense. As mandated by our Management Plan the main entrance to the school on Betz Place by the school office will be the **single entry point** for visitors. All other doors to the school will remain locked. All parents and other visitors to the school are required to report to the school office upon entering to sign in and receive a visitor's pass. Parents, the students have been instructed not to open any of the exterior doors for anyone, even if they know the person knocking. Please do not confuse them by trying to get them to admit you.

### **Campus Security**

A full-time JPSO Deputy is on campus each school day to ensure the safety of all students.

### **Custody Notice**

St. Francis Xavier School will comply with legal mandates **according to official court documents on file with the school office**. The custodial parent must supply the school with a copy of the most recent court custody papers. These papers must be signed by a judge and carry the court seal. The school will not be responsible for enforcing court-directed custody mandates if the papers are not on file at the school. **Note—The school administration and faculty are not available to testify in divorce or custody matters.**

**Telephone Numbers, Usage and Messages** The school office telephone number is **833-1471** between 7:30 AM and 3:30 PM every school day except when otherwise noted on the school calendar or on special notices. The school fax number is **833-1498**. The Library can be contacted at **833-9314**. ASC's telephone number is **837-7806**, operational **only** between 3:30 and 6:00 PM on days that ASC is held. This line is in-coming only. Camp Jaguar's telephone number is **837-7806**, operational only during the Summer Camp hours of Camp Jaguar.

The school office telephone is to be used by students **only in the case of an emergency**, such as sickness, same-day cancellation of curricular or extra-curricular activities, or other emergency situations which could not have been foreseen and arranged the day/night before. Missing books, signed papers, tests, packets, and lunch, etc., do not constitute an emergency and students, therefore, will not be allowed to call home for these items.

Except in cases of emergency, students will not be called from class to accept phone calls. Students need the permission of a teacher or faculty member to use the phone. Only messages of an emergency nature shall be given to a student during the day. Transportation issues should be decided and discussed with the child before his/her arrival at school.

### **Balloons, Edibles, Flowers and Gifts**

Parents are **asked not** to send special occasion presents such as balloons, edibles, flowers, gifts, etc. to school for students. Classes will not be disturbed for the delivery of such items to the classroom.

### **Party Invitations**

Invitations to birthday (and other) parties, if given out at school must include every child in the class.

### **Lost and Found Items**

Uniforms, other items of clothing and personal items, such as lunch boxes, book bags, etc., left around the building and yard will be placed in Lost & Found, located outside the cafeteria. Parents must teach children to be responsible for their possessions. Parents must also make sure that every item of clothing, etc. is clearly marked with the student's name.

### **Personal and Fad Items**

Personal and fad items, including but not limited to: radios, Ipods, Cds, tape recorders and players, walkman, play guns or knives, pocket knives, current fad items, balls, or anything that will cause disruption or distraction in the school, will be confiscated and returned to a parent. Students who continue to bring such items to school are subject to suspension.

### **Cafeteria**

The school participates in the School Lunch Program under the auspices of the Archdiocesan Food Service Department. Lunches are served every day of school unless notified otherwise. All students are to eat lunch daily, either the cafeteria lunch or a lunch brought from home.

St. Francis Xavier School Cafeteria offers a Breakfast Program for students in grades PreK 2 – 7<sup>th</sup>. The breakfast program begins after Labor Day. Breakfast is served between the hours of 7:15 and 7:45am in the cafeteria. Parents are welcome to eat breakfast with their children at the adult price. PreK 2 parents must supervise their children in the cafeteria when eating breakfast.

Parents of students who bring lunch to school must comply with State and Federal regulations governing the Food Service operation of the cafeteria as they apply to the consumption of food in the cafeteria during scheduled lunch times. These are: (1) lunches are to be nutritious and well-balanced; (2) unbreakable thermos bottles are to be used for fruit juice or milk; (3) Carbonated beverages (soft drinks) cannot be brought into the dining area; (4) students bringing lunches to school may purchase milk or fruit juice from the cafeteria if purchased in cash or with funds “on account”; (5) Students may not bring restaurant/fast food branded containers and wrappers into the cafeteria. Restaurant/Fast Food may be brought only in unmarked containers.

The lunch program is computerized enabling parents to place funds “on account” for their child (ren) by cash or check. The cost of each lunch and any “extras” will be deducted from the balance in the child's account. Notice will be given the child when the account balance is too low. Parents may wish to deposit money for a week, month, semester, etc.

It is the responsibility of the parent to insure that sufficient funds are on account to cover the cost of a meal. **Neither the office, teachers, nor the cafeteria manager will provide lunch**

**money.** The Archdiocesan Food Service Department operates inside the school building but is totally separate from the fiscal operation of the school. Therefore, checks for “money on account” for the cafeteria must be separate from checks sent for school expenses.

Parents are welcome to have lunch with their child (ren) for special occasions. However, because lunches are prepared daily based on the morning “lunch count” of students and teachers, parents must **order their lunch before 9:00 AM** on the day they plan to eat a lunch. To check on lunch account balances and order lunches, parents are to call **833-0126**.

**Please Note: Parents who volunteer in the cafeteria to help with serving, seating, cleaning, etc. are never to assume the duties of the teachers on duty. Similarly, when lunch is over, parents are not to go onto the school yard to be with their children.**

### **Free and Reduced Lunch Program**

The cafeteria can provide lunch at a reduced or free rate to anyone who meets certain income guidelines. Forms for applying for the free or reduced lunch program are available in the school office. Families eligible from previous **years must reapply each year**. All information is confidential.

### **Child Abuse Reporting Policy**

Faculty and staff members are mandated reporters and as such are required to report abuse, neglect, or sexual abuse of a child under age 18 to authorities when that person has cause to believe a child’s physical or mental health or welfare is endangered. Reporting procedures require mandatory reporters to immediately report to local child protection unit of the Department of Social Services in cases where the abuser is believed to be a parent or caretaker. Where the abuser is believed to be other than a parent or caretaker, the report will be immediately made to the appropriate local or state law enforcement agency.

Mandated reporters are under no legal obligation to inform parents that they have made a report to the Department of Social Services about their child. However, depending on the circumstances, it may be necessary and/or beneficial to do so. This determination will be made by the principal/administrator based on the reported circumstances.

NOTE: Abuse can be reported anonymously by any individual. Persons who report in good faith are granted immunity from court action.

### **School Counselor**

The services of a school counselor are available to all students, parents and staff at St. Francis Xavier School. A student, parent, teacher or administrator may request the services of the school counselor at any time. The purpose of the school counselor is to identify, assess and assist in resolving academic, emotional, or social difficulties which interfere with achievement or adjustment in school. The school counselor may provide classroom guidance to all students and may provide individual counseling to any student when it is deemed necessary. Group Counseling may be provided after a needs assessment is completed and determines that group counseling is the appropriate intervention for students. If it is determined that the nature of a child’s difficulty is beyond the scope of the school counselor an appropriate referral to an outside counseling source will be made. The school counselor may observe a student based on a parent request. Parents are not allowed to sit in a classroom and observe their child because it is a

disruption to the class and it may violate the privacy of the other children in the classroom.  
\*\*The school counselor is not available to testify in divorce or custody situations.

### **Appointments/Walk-Ins**

The administration, counselor and faculty are very happy to meet with parents, but asks that you make an appointment with the office so that we can give you the time and attention that you deserve. Walk-in appointments will not be accepted unless it is determined to be a true emergency that requires immediate assistance. To schedule an appointment you may call the school office at 833.1471.

### **Violence Prevention Anti-Bullying Policy and Program**

The first step to take if you believe that your child has been involved in a bullying situation at school is to contact your child's classroom or homeroom teacher. The school counselor may help the teacher, parent or student report, remediate or investigate a bullying situation but is not responsible or involved in disciplining students for bullying situations. Situations of relational aggression or bullying that happen outside of school activities will not be addressed by school officials. Bullying will only be addressed by school officials when it is determined that it occurred on or carried over and continued on school grounds. Cyberbullying may be addressed by school officials when credible evidence is provided.

### **Uniforms & Dress Code**

#### **Uniforms – Girls**

**Pre-K2** Red Gingham dress ordered through the office

**Pre-K 3** Navy Gingham dress ordered through the office

**Pre-K 4 to 7** Navy blue pants (Nov thru March only)—(Blue or Black belt is optional)

**Pre-K 4 to 3** Jumper or Shorts: Bib top jumper (length to mid knee) and/or uncuffed walk short (optional), from Schiro's School Time.

**Grades 4-7** Skirt, Skort or Shorts: Stitch down pleated skirt (length to mid knee) and/or uncuffed walk short and/or skort (shorts & skorts – optional), from School Time.

**Pre-K 4 to 4** Blouse: Short or long sleeve white broadcloth blouse Peter Pan collar and SFX logo, from Schiro's School Time

**Grades 5-7** Blouses: Short or long sleeve white Oxford blouse with button down collar and SFX logo, from Schiro's School Time

**Pre-K 4 to 7** Socks: The uniform socks are a white sock with "sfx" at the top. They are available from the school office.

**Pre-K 2 to 7** Tights: Navy Blue, Black or White footed tights may be worn under the uniform skirt during cold weather.

**Leggings:** Navy Blue or Black. Leggings must come to the ankle or cover the ankle. Styles that do not come to the ankle or cover the ankle are not permitted.

**Pre-K 2 to K** Shoes: Black Mary Janes at Schiro's School Time or Ponseti's Shoe Store

**Pre-K 2 to 7** Shoes: Saddle Oxford Tennis at Schiro's School Time or Ponseti's Shoe Store

**Pre-K 2 to 7** Sweater: Navy cardigan with Monogramming at Schiro's School Time

**Pre-K 2 to 4** Sweatshirts: Navy sweatshirts ordered through the school at the beginning of the year.

**Grades 5-7** Sweatshirts: Special Middle School Maroon colored hooded sweatshirt with SFX logo.

**Grades 1-7** P.E. Shorts: Required- Navy Blue with school logo from Schiro's School Time

**Monogramming-Sweatshirts, Polar Fleece Jackets & Sweaters— Must be monogrammed with student’s last name in white thread.**

**Uniforms – Boys**

**Pre-K 2 Shirts:** Red Short sleeve pullover with SFX logo, from Schiro’s School Time.

**Pre-K 3 Shirts:** Navy short sleeve pullover with SFX logo, from Schiro’s School Time.

**Pre-K 2- K Elastic Pants:** Khaki long or short pants, from School Time.

**Grades 1-2 Pants:** Khaki elastic pants/shorts or web belt with brass buckle, from School Time.

**Grades 3-7 Pants:** Brass buckle web belt only, from School Time.

**Pre-K 4 to 4 Shirts:** Maroon short sleeve knit pullover with SFX logo, from Schiro’s School Time.

**Grades 5 to 7 Shirts:** Short or long sleeve white Oxford shirt with button down collar and SFX logo, from Schiro’s School Time.

**Pre-K 4 to 7 Socks:** The uniform socks are a white sock with “*sfx*” at the top. They are available from the school office.

**Pre-K 2 to 7 Shoes:** Solid **black**, low cut, tied or velcro, canvas or washable leather tennis shoe with only minimal of manufacturer’s name and imprint visible

**Pre-K 2 to 7 Sweater:** Navy cardigan with Monogramming.

**Pre-K 2 to 4 Sweatshirts:** Navy sweatshirts ordered through the school at the beginning of the year.

**Grades 5-7 Sweatshirts:** Special Middle School Maroon colored hooded sweatshirt with SFX logo.

**Monogramming-Sweatshirts, Polar Fleece Jackets & Sweaters—Must be monogrammed with student’s last name in white thread.**

**Please Note:** Only the above-listed uniform items (required or optional) from School Time are allowed in the building during the school day. If there is a particular problem at this time, please write a note to the office concerning the uniform problem.

**Undergarments:** Only white, non-imprinted, same sleeve length and collar height garments may be worn under the uniform.

**Outer Garments:** On cold and rainy days, students may wear any overcoats, raincoats, etc. to school. These garments, however, are not to be worn in the school building. Baseball caps are considered a “fashion item” and are not allowed.

**ALL GARMENTS WORN TO SCHOOL MUST BE CLEARLY MARKED WITH THE CHILD’S NAME**

**Uniform Policy and Dress Code**

All students are required to be in their complete uniform every day. They are expected to wear their uniforms in the proper manner. The uniforms are to fit properly and are to be neat, clean, and in good condition at all times. Uniform items not meeting these conditions will have to be replaced, regardless of the time of year.

Blouses and shirts are to be tucked in fully throughout the day. Socks must be worn in the normal manner and not allowed to roll down. Uniform skirts must be worn in the normal manner

(at the waist) so that the hem extends to mid-knee. Boys will wear their pants with the beltline around their waists. The current fad of wearing trousers low around the hips is expressly forbidden. Students are not permitted to wear baseball caps or hats of any kind.

**Cold Weather Attire:** School sweatshirts with the school name or logo are available from the school at the beginning of the year. **No other sweatshirts are allowed on campus.** On especially cold days students may wear heavy jackets or coats to school. These must be removed while the student is in the building. Lower school students will keep their jackets in a location designated by their teachers; middle school students will store their coats in their lockers before entering the classroom.

**Tuesday T-Shirt Day:** Each Tuesday students are allowed to wear the **current year** theme t-shirt. The theme t-shirt may be worn in place of the uniform shirt. Full uniform must be worn except for the theme t-shirt. All handbook rules apply.

**Jean Day Attire:** Blue jeans (long only) or uniform pants or uniform shorts along with your favorite shirt or t-shirt are the allowed attire for Jean Day. At no time will a student be allowed to wear: jeans with holes or slits, jean leggings, (Jeggings), sleeveless, tank or halter tops, muscle shirts, or any clothing which promotes drugs, alcohol or rock groups. Capri pants, skorts, skirts, or shorts (other than uniform shorts) may not be worn. Students may wear any appropriate style of tennis shoes on jean day. A student coming to school inappropriately dressed will be required to call home for uniform clothes and will lose his/her jean day privilege.

**Picture Days—Out-of-Uniform (Santa):** Students are allowed to wear appropriate holiday clothing if they are purchasing holiday pictures. Only those students purchasing pictures are allowed to wear holiday clothing. Clothing should be appropriate in style and length. A student coming to school inappropriately dressed will be required to call home for uniform clothing.

**Saints Shirt Day-Guidelines:** Students may wear a Saints shirt or a black and gold shirt on this date to support the Saints. The Saints shirt may be worn in place of their uniform shirt. Full school uniform must be worn except for the Saints shirt or black and gold shirt. All handbook guidelines regarding appropriate t-shirts apply.

**Scout Uniforms:** Students may wear their scouting uniforms to school on days of meetings. An official scout uniform must be worn. This includes an official sash or vest, shirt, pants or skirts. They may wear the uniform that is required for participation in ceremonies and officially represent the scouting movement. Casual scouting clothing is not allowed.

### **Personal Appearance and Grooming**

Students are expected to be clean and well groomed at all times. They should arrive at school their hair combed and should remain presentable throughout the day. Tattoos and body piercing of any kind are not permitted.

### **Jewelry Guidelines**

Girls (only) are allowed to wear one pair of tasteful, “stud” earrings – one in each ear lobe. Students are allowed to wear a simple Religious medal or crucifix of reasonable size. All other jewelry, including rings and bracelets, should be left at home.

### **Make-up Guidelines**

Make-up, or any other form of “facial paint” including lipstick, is not allowed at school. Fingernail polish, fake nails, and other such “additions” should be removed prior to coming to school. Students will be required to remove the make-up before returning to class. Students should not write or draw on themselves for any reason.

### **Hair Grooming**

Boys’ hair must be neatly groomed, moderate in length in front, back, top, and sides. It must not extend below the eyebrows or the top of the ear, nor can it extend below the top of the collar of a school shirt. It must not be excessively bushy. Hair cuts must be conventional: short/long, Mohawks, tails, layered, shingled, wedged, highlighted/dyed, shaved or carved into the natural hairline or any other extraordinary styles will not be permitted. Girls’ hair must be neatly groomed. Hair should be maintained in conventional style and natural color and no out of the ordinary styles will be permitted. Highlighted or dyed hair is not acceptable. Hair wraps, mini-braids, hair extensions and other hair accessories are also not permitted. Girls may wear a tasteful hair ribbon which does not clash with the uniform.

When a student comes to school in violation of the uniform or grooming guidelines, a note will be made in the uniform column of the discipline log and the student will be required to call his parents **for the missing item to be brought to school.**

In case of doubt or dispute concerning the dress code or grooming regulations, students will be referred to the Administration for final decision.

## **Internet Guidelines**

### **School Website**

For pertinent information regarding St. Francis Xavier School, the official school website is [www.stfrancisxavier.com](http://www.stfrancisxavier.com).

### **Use of Internet**

Members of the school community are not permitted to transmit, receive, submit, or publish on the internet personal school information and/or pictures of students or staff. Defamatory, threatening and/or offensive material is prohibited as well.

**Discipline Program**  
**Be Safe, Be Respectful, Be Responsible**

The discipline plan at St. Francis Xavier is built around the belief that children thrive in an environment which stresses positive encounters with parents, teachers and other students.

For too long schools have focused on punishing inappropriate behaviors in order to teach students what they are NOT to do. Our goal at St. Francis is to reward the behaviors we want to see from our students and allow them to see these appropriate behaviors as something essential.

The theme of the discipline program can be described with three short phrases: **Be Safe, Be Respectful, Be Responsible.** These make the basic framework for the behavior we seek to inspire in our students.

**Code of Conduct & Standards of Behavior**

St. Francis Xavier is a Catholic school. Therefore, students are expected to model Christian values in their daily lives. Following the message and example of Jesus Christ insures one's own salvation and enhances the quality of life for all in our community, nation and world.

All students attending St. Francis Xavier and their parents are expected to:

1. view, treat and speak to every other person, student or adult, with courtesy and respect at all times while in school or in the school uniform;
2. maintain silence in the halls and stairways, speaking when spoken to with proper manners, and waiting for another's attention without interrupting;
3. help one another and adults, greeting them, moving aside, holding doors open, and helping to carry items;
4. be courteous to volunteers and visitors accompanied by school personnel and immediately report any stranger without an official "Pass" to the nearest teacher;
5. treat the property and possessions of others with great care and respect; never damage or destroy them;
6. take care of all school property – buildings, yard, classrooms, bathrooms, books, equipment, and supplies – because all of these things are expensive, must last a long time, and are for your use;
7. walk, not run, everywhere in the building-a rule made for your safety and the safety of others;
8. keep classrooms, hallways, stairways, bathrooms, lockers, desks, cafeteria, and the entire campus clean and neat and show everyone that you are proud of and care about your school, other students and yourself;

9. follow the directions of the faculty and principal quickly, quietly and totally, and do your class work and homework in the same way;
10. listen carefully when spoken to and learn the rules and the ways we do things...and then follow them.

These are the “Ten Commandments” of St. Francis Xavier. Students and parents must work cooperatively with the faculty and administration to achieve these goals. When reached we all will have a peaceful, orderly, clean, productive and successful school year.

If the entire school community were to know, follow and support these “Ten Commandments,” there would be no need for anything more in this Handbook beyond this paragraph. Unfortunately in today’s world there is a need for discipline for some students who either have not learned at home or choose not to conform to the standards of Christian behavior. Discipline is necessary not only in one’s life but also in a school that has its roots in Christian philosophy. Discipline is essential to the learning process and children must learn to be disciplined in order to ever achieve some semblance of happiness and success in life. Discipline in the school setting involves the parents, the students and the school. It is a collaborative effort on all our parts to achieve the educational mission of this school.

### **PK2 - Kindergarten Discipline Practices**

At St. Francis we appreciate that students in PK and Kindergarten are still learning about school rules and procedures. However, the following steps will be followed when/if a continued pattern of behavior emerges that prohibits your child from thriving in his or her classroom.

1. The classroom teacher’s behavior plan will be followed.
2. If during the school day the teacher’s behavior plan is exhausted or a continual behavioral issue presents itself, the student will be referred to the counselor.
3. The counselor will determine the degree of intervention required and contact the student’s parents. The student may be referred to the disciplinarian.

**Note: Spitting, Biting and Fighting.** Instances of spitting and biting are not tolerated. Students will be sent home for the remainder of the school day for biting. Instances of spitting at, or on, another student will receive a consequence on the first occasion, but will be sent home for any subsequent spitting incident. A student may also be sent home when/if a fighting instance occurs that injures another child.

### **1<sup>st</sup>-3<sup>rd</sup> Grade Behavior Management Program**

#### **The Discipline Log**

The Discipline Log is divided into three [3] categories. Conduct, Academic and Uniform.

**The “Conduct” area** is on the front of the card and includes: any violation of the “Basic School Rules,” the “Discipline in the Cafeteria” rules or any other behavior deemed by the Faculty and Administration to be detrimental to the **safe, peaceful and Christian** operation of the school. Every infraction will be entered in the Log. Three [3] “Conduct” entries will result in the issuance of an afternoon Retention. Nine [9] conduct entries [2 retentions plus 3 additional entries] will result in the issuance of a Saturday Detention. If a student receives three [3] Saturday Detentions, s [he] will be suspended for one day.

Log entries for students in grades Pre-Kindergarten 2 – 2<sup>nd</sup> grade are cumulative for one quarter only, and are reset at the beginning of the new quarter. Log entries for students in grades 3-7 are cumulative for a semester and are reset at the beginning of the new semester. Log entries, regardless of the category, affect a student’s conduct grade on the report card.

**The “Academic” area is on the back of the card and includes** no homework or classwork, or substantially incomplete homework and classwork. Homework that is turned in with nonsense answers or that is less than 50 percent complete may be considered a missed homework by the teacher.

Students in violation of the academic requirements will lose points on their homework/classroom grade and will be written up in the Academic area of the log. Academic Log entries will not count toward afternoon retentions or Saturday detentions. Parents will be notified regularly of the academic entries and the Administration will be notified if the problems persist. Students who accumulate five (5) missed or substantially incomplete homeworks in grades 3 -7 will be assigned to one week of Homework Remediation to complete the missing or incomplete homework and to ensure that subsequent assignments are being completed. \*\*\*See the section on Homework Remediation on Page 27.

**The “Uniform” area of the card includes:** wearing any garment, shoe, hair-do, or accessory not in compliance with the school’s uniform code as listed on the Uniform Requirement Sheet, and the requirements as listed in “Uniforms” and “Cleanliness, Grooming, etc.” All uniform violations will be entered in the Log and the student will be sent to the office to see an administrator for disciplinary action based on the violation and circumstances of each case.

Parents are the primary educators of their children. Please teach them and model for them the importance of being responsible for everything necessary for a great education. Be on time, in uniform, and prepared.

#### **4<sup>th</sup>-7<sup>th</sup> Grade Behavior and Discipline Program**

##### **Behavior Log**

The Behavior Log and Code of Conduct has been constructed for all stakeholders to work together to review and understand St. Francis Xavier School’s goals for responsibility and behavior. The administration, school counselor, teachers, staff, students, and parents share the responsibility for administering St. Francis Xavier’s Behavior Management and Discipline Plan.

One of the goals of education is self-discipline. Parents, teachers, and administrators work to establish guidelines for acceptable behavior. Students are required to know what is expected of them and they share the responsibility with their parents/guardians to maintain a positive educational focus. When inappropriate behavior disrupts the learning and school environment, the teachers and administrators at St. Francis Xavier will take appropriate action according to the discipline policies set forth in the handbook through practices henceforth known as the Behavior Management Log.

### **Behavior Log Rubric and Tracking Chart**

Each 4<sup>th</sup>-7<sup>th</sup> grade student will have a Behavior Log folder assigned to them that will travel from teacher to teacher in a class file. Inside each student's Behavior Log folder will house a Behavior Log Rubric and Behavior Log Tracking Chart, together this will be known as the Behavior Management Log. The purpose of the Behavior Management Log is to show the student the possible positive and negative outcomes of their behavior, as well as, to track the progress of an individual student's conduct at St. Francis Xavier School quarterly.

Students will begin each quarter with 100 total points toward their conduct grade. Points are subtracted according to the infractions, which occur throughout the quarter. The total number of points which **remain at the end of the quarter will be a major factor in determining the student's quarterly conduct grade.** Some students will make choices that require the use of the Behavior Log Rubric, which is located inside the Behavior Log folder. All infractions are assigned a point value from 1-10 points depending on the severity and type of infraction that has occurred. Similar offenses will warrant similar consequences. Chronic offenders will be treated with more severity. The points remaining on the Behavior Tracking Chart at the end of the Quarter will be used as a guide by the teachers and administrators when assigning a conduct grade for all quarterly reports.

Point values, for all other infractions not explicitly stated in the rubric, will be determined by the school administration based on the severity of the infraction.

### **Behavior Log Weekly Signatures**

Every Wednesday students are responsible for getting his or her Behavior Log folder from their homeroom teacher at the end of the school day. Students are to bring their Behavior Log home with them to be signed by their parent/guardian. It is St. Francis Xavier School's expectation that it is the parent's/guardian's duty and responsibility to review their child's Behavior Log weekly with them. The Behavior Log must be signed and returned to school the next school day.

If a student gets checked out early from school on any given day that the Behavior Log folder goes home, he or she is responsible for obtaining their Behavior Log folder before they leave the school grounds.

### **Failure to return signed Behavior Log**

The Behavior Log will be sent home on Wednesday evening, signed, and returned on Thursday morning in homeroom. The consequences for not returning the Behavior Log signed on time are as follows;

- Failure to return signed behavior folder Thursday morning will result in a 2 point deduction.
- Failure to return signed behavior folder Friday morning will result in a additional 1 point deduction and 5 days of Recess Detention starting on the following Monday.
- Additionally if the behavior folder is not returned by Monday morning it will be considered lost.

### **Lost Log Folder**

Additionally if the behavior folder is not returned by Monday morning it will be considered lost which will result in an **Automatic Detention** and behavior grade of a 75 or minus 10 points from last documented behavior grade if the grade was lower than a 75.

## **Behavior Remediation and Intervention**

Different types of remediation will be assigned to a student who meets certain behavior point thresholds. Once a student receives a behavior point total of 93 and/or 88 he or she will receive an Afternoon Retention. Once a student reaches the point thresholds of 80, 70, 50, 40, 20, and/or 10 he or she will receive a Saturday Morning Detention. Once a student reaches the grade of 60 and/or 30 thresholds he or she will receive a minimum 1 Day Suspension. Once a student's point total reaches 0 he or she will be up for Expulsion.

## **Basic School Rules**

- In addition to the "Ten Commandments" of St. Francis Xavier listed above, all students are required to
- raise their hands and wait for permission to speak;
- stay in their seats until permission is given by the teacher or substitute to get up;
- keep hands, feet, objects to themselves;
- wear the uniform properly throughout the day-shirts & blouses tucked in fully, etc;
- have all hardbound textbooks covered at all times [not with an adhesive cover or "contact paper"];
- not chew gum anywhere on campus;
- consume all food and drink, including candy, only in designated areas and never in a carpeted area;
- refrain from passing or throwing of notes or objects to others;
- refrain from any additional activity that might disrupt the class or other students in anyway;
- be prepared for class and have everything needed for all classes at all times;
- return to the teacher on the date due all "week-in-review" packets, quizzes, Progress Reports, or anything requiring a parent's signature.

## **Cheating**

Whether a student cheats by using someone else's work or allowing someone else to use his/her work, cheating indicates a very basic flaw in the honesty and integrity of the student and will not be tolerated at St. Francis Xavier Catholic School. A student cheating in any way risks suspension or expulsion.

## **Afternoon Retention**

An afternoon retention begins at 3:05 PM, lasts thirty (30) minutes, and is to be served on the date indicated on the retention slip. The student must report to the assigned area on time with pen/pencil and loose leaf paper. Punish work will be assigned and must be written legibly and neatly. The student is not allowed to talk, move about the room, create a disturbance, or leave the room without permission.

Parents are responsible for picking up their child (ren) promptly from an afternoon retention. If a student is not picked up at the dismissal time, the student will be sent to ASC and the parent will be billed accordingly, including the \$35.00 registration fee if the student is not already enrolled in ASC.

Any student who does not attend an afternoon retention when scheduled, will be assigned a Saturday Detention. Retentions will only be rescheduled in extreme circumstance and at the sole discretion of the disciplinarian.

When a student receives a second (2<sup>nd</sup>) retention plus three (3) additional Conduct/Behavior log entries for a total of nine (9) entries, a Saturday detention will be issued to the student for the next detention date.

### **Saturday Detention**

Saturday detentions are held most Saturdays beginning at 8am and lasting one (1) hour. It is to be served on the date and time indicated on the detention notice. A fee of \$10.00 is required. A check made payable to St. Francis Xavier School must be paid by the parent upon arrival to the teacher or administrator monitoring the detention. Late arrival does not excuse the student from time to be spent in detention. Similarly, a parent who does not pick up a student on time from a detention penalizes the teacher or administrator due to their irresponsibility. Therefore, if a student arrives after the starting time or a parent does not pick up the student promptly at the ending time of a student's detention, the parent will be assessed a fee of **\$1.00 per minute late charge**. Parents who refuse to pay the fee resulting from their child (ren)'s improper and unacceptable behavior which resulted in their receiving a detention, will be asked to remove their child (ren) from the school. (See Section on "Cooperation" on Page 8.).

**Saturday Detentions must be served on the date assigned.** Any student who does not attend a scheduled detention **will be suspended for one (1) day.** **Saturday Detentions will be rescheduled only in cases of extreme circumstances and then at the sole discretion of the disciplinarian.** *Ball games, extra-curricular activities, illness without a physician's note, and being at the non-custodial parent's house, etc. will NOT be accepted as reasons for rescheduling a detention.*

A Saturday detention will be given for the following (but not necessarily limited to), offenses:

\*having five (5) unexcused tardies;

\*failure to complete assigned punish work by the date and time due:

\*having received two (2) Retentions, plus three (3) additional Conduct/Behavior (total 9) log entries.

### **Homework Remediation**

Students who accumulate five (5) missed, or substantially incomplete, homework assignments in grades 3-7 will be assigned one week of Homework Remediation to complete the missing homework and to ensure the subsequent assignments are being completed. A fee of \$12.00 to cover all four days (\$3.00 per day) must be paid by check made payable to St. Francis Xavier School upon arrival on the **first day** of Homework Remediation. *If the fee is not paid on the first day, an additional charge of \$1.00 per day will be assessed.*

Homework that is turned in with nonsense answers may be considered a missed homework by the teacher. Homework that is turned in less than 50 percent completed may be considered a missed homework by the teacher.

Homework Remediations will be held Monday through Thursday from 3:05 p.m. until 4:05 p.m. All four days of the remediation must be served.

### **Voluntary Homework Remediation:**

Parents whose children are not assigned to Homework Remediation, but would like to take advantage of a quiet supervised study area for their child, are welcome to sign their children up for Homework Remediation on a voluntary basis. The cost is \$3.00 per day.

### **Music Practice Remediation:**

All students in grades 4 through 7 participate in the instrumental band program and are required to turn in a slip each week certifying that they have practiced for one (1) hour during the week.

Students who fail to turn in five (5) Band Practice Sheets will be assigned one week of Music Practice Remediation. Music Practice Remediation will be held **Monday, Wednesday, Thursday and Friday from 7:30am to 8am**. All four days of the remediation must be served. A fee of \$6.00 to cover all four days (\$1.50 per day) must be paid with a check made payable to St. Francis Xavier School upon arrival on the **first day** of Music Practice Remediation. *If the fee is not paid on the first day, an additional charge of \$1.00 per day will be assessed.*

### **Discipline in the Cafeteria**

Because of the large number of students eating and our limited space and staff, certain rules must be enforced in order to maintain a clean and quiet cafeteria. While some of these rules seem basic, some students seem to forget the need for these rules when they eat lunch in school. Please review these rules with your child (ren).

- students will refrain from running, pushing, or cutting in line in the cafeteria;
- students must stay in their assigned places and remain seated while eating;
- talking must be conversational in tone and spoken to the students near you, no shouting;
- students must be respectful to teachers, aides, cafeteria workers and volunteers;
- students may not take food from another's tray, lunch box or bag;
- students may not pass food around the table or to adjacent tables;
- students may not throw food, litter, or pop paper or plastic bags;
- students may not make improper remarks about another's lunch;
- students may not take any food or drink out of the cafeteria;
- students must properly dispose of any uneaten food, and remove all litter from their place at the table after they have been given permission to leave the cafeteria.

### **Suspension**

Flagrant disregard for acceptable Christian behavior and school rules may result in suspension. A student who is suspended may not loiter around or appear on campus or participate in any extra-curricular activities during the suspension. A student who is suspended is responsible for all work missed while on suspension. Any tests, homework, assignments, etc. must be completed.

- being disrespectful, impudent or sarcastic to a teacher or school employee;
- using vulgar or obscene language, written or spoken, according to the standards of St. Francis Xavier;
- bringing obscene or pornographic material (books, pictures, etc.) to school or off-campus school events;
- displaying vulgar, obscene deviant behavior while in uniform, bringing discredit to the school;

- “hanging around” off-limits areas or neighborhood business establishments before or after school;
- cheating during a quiz, test or exam or altering any grades on papers sent to parents;
- forging signatures of parents or guardians;
- willfully damaging school property (The students will be expected to pay for the damage);
- vandalizing school, church or any property belonging to employees;
- failing to attend a Saturday Detention on the day and time assigned without prior and valid excuse from a parent/guardian;
- stealing (The student will be expected to make restitution.);
- fighting;
- playing “hooky”;
- having received three (3) Detentions.

### **Expulsion**

The following offenses are considered grounds for the expulsion of a student:

- defying, confronting, threatening, or physically harming a faculty or staff member on or off school grounds;
- possessing or using any alcoholic, tobacco or illegal drug or substance at school or any school function;
- All incidences of dangerous items brought to school must be reported to the Jefferson Parish Sheriffs Office School Offense Sector;
- possessing any firearm or other dangerous instrumentality or substance at school or any school function as described ACTS 38 and 107 of the third extraordinary session of the Louisiana Legislature;
- receiving a total of three (3) days of suspension during the academic year;
- serious moral offenses;
- Continued fighting or aggressive behavior.

**St. Francis Xavier School reserves the right to expel any student whose behavior in or out of school is deemed detrimental to the Catholic values for which the school stands. Expulsion is at the sole discretion of the Principal.**

### **Discipline Program Confidentially**

Consequences assigned for individual student behaviors are confidential. They will be discussed with the offending student and his/her parents only. There will be **NO** exceptions to this policy.

### **Bullying**

Bullying behavior is defined as any **repeated** verbal, physical, or psychological action or implied action intended to cause harm, fear, or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out through physical, verbal or electronic means, or indirectly through social and emotional aggression.

When it is established that a student is exhibiting a pattern of bullying behavior, disciplinary action will be taken by the school administration. There will be no exceptions for bullying behavior at any time by members of the St. Francis Xavier School community.

Disciplinary action will depend on the pattern of the student's behavior and the severity of the infraction in question. Parents will be notified in writing as a pattern of behavior begins to emerge.

If, in the judgment of the School Administration, the pattern of bullying behavior becomes well established, a meeting with the student's parents will be scheduled to discuss possible interventions and the student's future at St. Francis Xavier School. **If the pattern of behavior continues the offending student faces expulsion.**

### **Policies and Procedures Adopted to Address Bullying Incidents**

1. All reports of bullying will be investigated promptly and conducted with sensitivity. This is a crucial step because it will increase the level of confidence of students to report bullying.
2. All people involved with the situation will be interviewed individually in order to get a sense of both sides of the story.
3. If the bullying incident is serious it will be immediately reported to the principal and assistant principal.
4. The principal, assistant principal, counselor, or the teacher will notify both sets of parents/guardians when it becomes clear that a bully/target situation exists. Parents are in a position to help and support their child before the situation escalates.
5. All St. Francis staff will be encouraged to report any incidents of bullying behavior observed by them to the child's teacher.

### ***What will happen after the bullying incident has been reported to the teacher, principal, parents?***

1. Incident will be documented in the log book and kept by the teacher in the classroom.
2. Depending on the seriousness of the situation an assessment will be made to decide if it would be safe to have a meeting with the students involved in order for an apology to take place.
3. A consequence will be given to the bully either by the teacher or the principal/assistant principal based on the school discipline code. An example of a consequence may be writing a self-reflection paper or sitting out from recess. The age of the student, the seriousness of the incident and the number of incidents the student has will be taken into consideration before a consequence is given.
4. If a student has a number of documented incidents or the incident is very serious this may call for suspension and possibly expulsion.
5. The counselor will be contacted at any stage in the process to meet with the bully and/or target to do an assessment. This assessment may lead to other recommendations or referrals.
6. Retaliation toward the target will be addressed with the bully, as will the consequences of such behavior.

7. The teacher, counselor and or the principal/assistant principal will check in with the target in order to monitor how he/she is feeling.

### **St. Francis Xavier School**

Grades 1-3

#### **Anti-Bullying Pledge-Students**

We the students of St. Francis Xavier School agree to join together to stamp out bullying at our school. We believe that everybody should enjoy our school equally, and feel safe, secure and accepted. Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and leaving people out. Bullying causes pain to students and is never excusable as “just teasing”.

#### **Student Pledge**

By signing this pledge, I agree to;

1. Be a good friend to everyone.
2. Treat all students nicely and with respect.
3. Not become involved in bullying or be a bully.
4. Be aware of the school’s bullying policies.
5. Report all bullying to a faculty member.
6. Help students who have been or are being bullied.
7. Talk to teachers, counselor, and parents about bullying.

I agree that it is my responsibility to report bullying behavior. If I am being bullied or witness someone being bullied I will tell an adult.

### **St. Francis Xavier School**

Grades 4-7

#### **Anti-Bullying Pledge-Students**

We the students of St. Francis Xavier School agree to join together to stamp out bullying at our school. We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality. Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “just teasing” or any other rationalization.

#### **Student Pledge**

By signing this pledge, I agree to;

1. Be a good friend to everyone.
2. Value student differences and treat others with respect.
3. Not become involved in bullying or be a bully.
4. Be aware of the school’s policies and support systems with regard to bullying.
5. Report honestly and immediately all incidents of bullying to a faculty member.
6. Be alert in places around the school including bathrooms and stairwells.
7. Support students who have been or are subjected to bullying.
8. Talk to teachers, counselor, and parents about concerns and issues regarding bullying.
9. Work with other students and faculty, to help the school deal with bullying effectively.
10. Discuss with teachers bullying issues in the classroom.
11. Provide a good role model for younger students and support them if bullying occurs.
12. Participate fully and contribute to guidance lessons.

I agree that it is my responsibility to report bullying behavior. If I am being bullied or witness someone being bullied I will tell an adult. I also understand that if I witness bullying behaviors and do nothing to eliminate the problems, I am encouraging a bullying environment to continue.

### **Cyberbullying**

Cyberbullying is the transmission of any electronic textual, visual, written, or oral communication to coerce, torment, intimidate, harass, embarrass or cause emotional distress to a person. Spreading hurtful material even if another person created the material shall be in violation of this policy (e.g., forwarding emails, text messages).

**St. Francis Xavier School will not tolerate bullying behavior!**

### **The Curriculum**

The curriculum of St. Francis Xavier is based on the Archdiocesan – approved curriculum guide which contains all of the necessary knowledge and skills for entrance into an appropriate high school. The core curriculum is constantly evaluated and altered to meet the changing needs of students in this complex society.

Additionally, the school has enlarged and enhanced the core curriculum with supplemental programs of Spanish, Computer, music, art, accelerated placement in certain grades and subjects. A State-approved Learning Resource Center is available for qualifying students.

**Promotional Subjects:** These subjects are included in a student’s daily schedule and include: Religion, Reading, English, Mathematics, Science, and Social Studies.

**Non-promotional Subjects:** These subjects include P.E. music, Spanish, computer, spelling, phonics, handwriting, art, and any other equally-important supplemental subjects not included in the daily schedule.

**Accelerated & Regular:** Students are placed in accelerated and regular tracks for reading, English, math and science in 6<sup>th</sup> and 7<sup>th</sup> grades. Determination is made on the previous year’s academic grades and standardized test scores. This determination is made by faculty and principal.

**Accelerated Reader:** Accelerated Reader (AR) is a web-based, computerized program that is designed to build reading comprehension and expose students to a wide variety of books. Students are first introduced to the AR program in PreK3. The students at St. Francis Xavier School may choose from over 145,000 titles that are sorted by interest level, reading level, and point value. All Students in 2<sup>nd</sup> -7<sup>th</sup> grade are encouraged to work towards becoming members in Point Clubs. Beginning in first grade, their success is also considered when calculating their effort grade. In second through seventh grades, Accelerated Reader is part of the Reading Curriculum and is considered when calculating the total Reading grade in middle school.

**Learning Resource Center:** A student who has been evaluated and identified by the LEA, Special Education Department, and has been classified according to State Bulletin 1508 in one or more subjects will be placed (space permitting) in the Learning Resource Center for remediation in the specified subject(s). This placement becomes effective after a **“Service Plan”** (hereinafter referred to as SP) conference has been held with all concerned parties. An SP must be updated

annually. An evaluation by the LEA must be done every three (3) years in order to retain placement.

### **Minor Adjustments Committee**

The school, its principal, faculty, and staff are only required to make minor adjustments in the education program to attempt to accommodate whatever special needs the student may have. The nature and extent of such minor adjustments are within the discretion of the principal and the minor adjustments committee of St. Francis Xavier School. Minor classroom adjustments will be made when a valid academic evaluation, has been completed by a Ph.D./M.D. A general checklist is not accepted as an academic evaluation and further documentation from a Ph.D./M.D. will be required before any minor adjustments will be made. The minor adjustment committee will consider the needs of the student and the recommendation of the evaluator and make the necessary minor adjustments.

### **Standardized Testing Accommodations**

In order to be eligible for standardized testing accommodations (additional time, large print books, use of calculator) a student must have an academic evaluation that specifies accommodations for standardized testing. This evaluation must be on file with the school by October of the current school year. Any evaluation received after October that requests standardized testing accommodation(s) will be administered the following school year.

### **1508 Special Education Referral**

**The referral process must be initiated by the parent.** The teacher, counselor/administrator cannot initiate the referral for Special Education. If the parent(s) of a student determines that the minor adjustments in the education program have not resulted in satisfactory accommodation of the program to the special needs of the student, then the parent has to contact Jefferson Parish to begin the referral process for Special Education Services.

### **Response to Intervention and 1508 Eligibility**

Referral for 1508 services **does not** guarantee that a child will receive special education services with our resource teacher. Shortly before or after a child is referred for 1508 services he or she will begin the Response to Intervention Process (RTI), which involves specific academic interventions over 3 four week time periods (12 week total). The RTI Process must be completed in order for Jefferson Parish to make a determination about 1508 eligibility. A child will only be placed with our resource teacher when a current Jefferson Parish IEP has been provided or completed. Please contact the following if you have further questions about minor adjustments or special education services.

Debbi Melancon-Resource Teacher  
[dmelancon@stfrancisxavier.com](mailto:dmelancon@stfrancisxavier.com)

Courtney Abadie-Minor Adjustments Chairperson  
[cabadie@stfrancisxavier.com](mailto:cabadie@stfrancisxavier.com)

## Grading Scale

The school's grading scale is as follows:

**Promotional Subjects: A- 94 – 100; B – 86 – 93; C- 78 – 85; D- 70 – 77; U – 69 or below.**

**Non-promotional Subjects: O-Outstanding, S-Satisfactory, N-Needs Improvement, U-Unsatisfactory**

### Promotion Requirements

**Grade Pre-K:** Students successfully completing the requirements at these levels will be promoted to the next grade level. If, after careful evaluation by the teacher(s) and principal, a student is considered to be “not ready” academically and /or developmentally for the next grade level, a recommendation will be made to the parent for retention in that grade level. Parents must not consider this a failure. Milestones in children's lives are reached at different times. This is particularly true of this age group. A child's academic success at higher levels is most often determined by his/her readiness in these earlier grades.

**Kindergarten Promotion:** Students in Kindergarten will be promoted to the next grade based on mastery and progress made toward reading readiness skills. In Kindergarten, a student's reading readiness will be determined by report card grades. If a student receives “unsatisfactory” in more than two reading skills on the final report card he/she will not be promoted.

**Grades 1 & 2:** Students successfully completing the requirements at these grade levels will be promoted to the next grade level. A student who fails either Language Arts (Reading and English) or Mathematics will be required to repeat the grade. Any student failing grades 1 or 2 will not be eligible to attend summer school to remove the deficiency and be promoted to the next grade level.

**Grades 3 through 7:** Students successfully completing the requirements at these grade levels will be promoted to the next grade level. A student who fails one (1) promotional subject (**See Promotional Subjects**) must attend the schools or a State-approved summer school to remove the deficiency. Only when the student has successfully completed that summer program will (s) he be promoted to the next grade level. **Failure of two (2) or more promotional subjects will result in the student's repeating the grade.**

### Classwork, Homework, Etc.

**Class Work:** During each school day students are given work to do in class. It may be written or oral and the students are expected to participate in class discussions and complete the assigned class work. Class work is evaluated and used to determine a student's ability to perform specific functions within a specific time. Class work is included as part of a student's weekly and quarterly grades. Unfinished class work will lower a student's grade average.

**Homework:** As in all areas of life, practice is essential to fine-tune, knowledge, skills and abilities. Similarly, homework is assigned as practice in academic knowledge and skills in order to remember, refresh, and reinforce what was taught in the classroom. With the possible exception of Pre-K & K, students at every grade level are assigned homework to improve the comprehension and retention of valuable material presented during the school day. Like class work, homework is calculated into a student's weekly and quarterly grades.

Parents are asked to help their children organize the time necessary to complete assignments, to encourage them to put forth personal effort, and to provide a quiet atmosphere free from television and other distractions. It is important to keep in mind that study work is equally as important as written work. It is the student's responsibility to write down homework assignments and to complete and submit them on time. If there are any questions or concerns regarding homework, the issuing teacher must be consulted before speaking with the administration.

### **Quizzes, Tests & Exams**

**Quizzes:** These evaluative tools are used by teachers to determine if students have mastered the material taught in a class or several classes. In many cases students are not told about a quiz to be given (hence the term, "pop quiz") and have not studied for it. The results of quizzes indicate to teacher and student alike that additional teaching and learning are necessary in order to master the (se) skill(s).

**Tests:** There are basically two kinds of tests: Chapter Tests and Nine Weeks Tests. Tests are important instruments of evaluating the students' grasp of larger blocks of information. If the material has indeed been learned and mastered by the student over the course of a chapter or a nine weeks period, then the student need only review the material prior to a test. Test taking can be upsetting to some because of the undue pressure put on students by themselves and others. Anxiety arises when a student has not consistently studied or paid attention and has not learned the material. Panic and frustration arise when a student attempts to "cram" before a test. This is the worst possible solution to test taking.

Learning how to study, daily and consistently, and taking tests are important in each student's academic life. Tests are scheduled during and at the end quarter and account for a percentage of the quarterly grade. No more than two (2) nine weeks tests will be scheduled on any given day.

**Final Examinations:** Final examinations are given at the end of the academic year to Middle School students (grades 6-7) and may cover the material presented in the final quarter or the entire year. These examinations will be given in every promotional subject.

**Exemption from Final Examinations:** Middle School students (**6<sup>th</sup>-7<sup>th</sup> grade**) who have through conscientious and consistent study earned an "A" in a promotional subject throughout the year, including the fourth quarter average, will be exempt from taking the final examination in the subject. Fifth grade students begin exams in the third quarter. They are required to take both the third and fourth quarter exams.

Middle school exams (two per day) are scheduled in the mornings of three consecutive days. Students need only attend school for the exam(s) they need to take. Students exempt from both exams on the same day do not need to attend school. Students exempt from one exam who wish to attend school anyway in order to study are to report to the office to be assigned to a class or the library. Students are not to gather outside or any place else in the building to wait for the next scheduled event.

## Communications

The value a child places on his education depends to a large extent on the value his parents place upon education. It is therefore, essential that parents and teachers form a united front in the educational process. Parents will be kept informed primarily through report cards and progress reports, and secondarily through phone calls, emails, notes, conferences, and the student's tests and/or work sheets. Parents who see problems developing should contact the teacher immediately to see about correcting the situation.

Four points that should be remembered:

1. A parent who criticizes a teacher, in front of their child, undermines the teacher's authority. Teachers do make mistakes, but these mistakes should be taken directly to the teacher or the administration when appropriate, not to the child.
2. In order to contact a teacher, call the school office (833-1471) and the secretary will have the teacher return your call. At no time may a parent go directly to classroom to see a teacher. PLEASE respect the personal life of the teacher and **DO NOT** call the teacher's home.
3. *"In keeping with the Church's principle of subsidiarity, problems should be solved at the lowest level whenever possible. If a parent has a complaint about a teacher, it seems only just that the parent discuss the difficulty first with the teacher....requiring people to attempt to work out their difficulties mutually is certainly consistent with the demands of the Gospel."* (Excerpt from the National Catholic Educational Association on School Handbooks.)
4. *Because of their obligation to all students, teachers may not be disturbed during class time to discuss an individual child's progress. A parent may be asked to leave if this incident occurs. Please make an appointment through the school office.*

## E-Mail

**Administrators, faculty and staff have been provided with Email addresses through the Archdiocese of New Orleans. The addresses consist of the first initial, last name, @stfrancisxavier.com. All Email contacts with school personnel must be done through this venue. Note- Texting is not an appropriate means of communication.**

## School Reach Messages

From time to time pre-recorded messages concerning upcoming events will be sent to the contact number we have on file. Please be sure to contact the school office on phone number changes.

## Social Networking Sites

**Policy mandates that administrators, faculty and staff refrain from using social networking sites, (Facebook, My Space, Twitter, LinkedIn, etc.) as a contact point for parents, students and underage former students. This policy is for the protection of the children.**

## Reporting Student Progress to Parents

The school distributes frequent, consistent and /or scheduled reports to parents about a student's progress throughout the year. Parents are to know the frequency, times and procedures for these reports. These reports are, but not necessarily limited to, the following:

**Weekly Packets:** These packets are prepared by the teachers in grades pre-K through 4. They are given out on specified days and are to be reviewed by parents, signed and returned to the teachers on a specified day. Consult your child's homeroom teacher or read the handout presented in the beginning of the school year as to the days and procedure for these packets.

**Progress Reports:** Progress Reports are issued to every student approximately in the middle of each quarter so that parent and student may be apprised of the grade average in each subject. This practice is predicated on the belief that each **student and parent** be informed of the student's schoolwork before the report card. The 2<sup>nd</sup> and 3<sup>rd</sup> Progress Reports are given directly to parents during the scheduled Parent/Teacher/Child Conference days. A parent and the student are to attend these conferences with the teacher. There is NO SCHOOL on P/T/C days. The 1<sup>st</sup> & 4<sup>th</sup> Progress reports are given to the students. Parents are to sign the Progress Reports and send back to school for the files. If the work is superior, then the parent can praise and reward the child. If the work is unsatisfactory, then the parent and child must immediately begin corrective measures to prevent possible failure.

Progress Reports are to be **signed** by a parent and **returned** to school within two (2) days. The dates for the issuance and return of Progress Reports are listed on the "Preliminary Calendar", the "Revised Calendar", and the calendar presented to members of the Home & School Association.

#### **Distribution of Progress Reports and Report Cards**

This occurs on the date scheduled on the calendar. There will be no early distribution of reports. Any reports not picked up will be given to students after the scheduled distribution date.

**Report Cards:** Report Cards are issued four (4) times per year. The report cards are given to the students to bring home. The school has computerized report cards and do not require a signed report to be sent back to the school. Therefore, it is essential for parents to know when and how report cards are issued. These dates can be found on the school calendar.

**Telephone Calls:** In some cases a teacher may telephone a parent to relate an extraordinary circumstance concerning the child which may result in serious academic problems. Though not required, these calls are made by caring and concerned teachers who have the student's best interest at heart. Communication between teacher and parent in a Christian manner is essential in achieving a student's success in this Catholic school.

**Conferences:** A parent desiring a telephone or personal conference with a teacher(s) is to call the school office to request a conference. The teacher(s) will contact the parent to confirm the date and time by return call or note. A parent should always confer with a teacher(s) first about an academic or behavioral matter.

After the teacher conference if a parent thinks that additional information or inquiry is warranted, the parent should call the school office to request a conference with a member of the administration.

Only in cases of emergency will a teacher(s) or administrator(s) hold a conference without an appointment. Parents are asked not to appear at school either before, during, or after school hours and expect an immediate conference. Teachers have preparations, assignment and duties

outside the normal school day and have been instructed to disregard requests for conferences without appointments.

### **Extra-Curricular Activities**

Students have the opportunity to participate in a variety of age- and grade-appropriate extra-curricular activities. However, a student must achieve and maintain a “C” average or higher in the promotional subjects and conduct in order to be eligible for these activities. Eligibility is determined at the end of each quarter and effects a student’s participation for the following quarter.

A student must have written parental consent to participate in and stay after school for extra-curricular activities. Students are notified annually of the extra-curricular offerings during the current school year. Parents must be aware that when a child joins an extra-curricular activity, (s) he has made a commitment that involves others. Parents must help the child understand not only what this commitment is and what it will involve, but also encourage the child to be responsible to this commitment. It is important that students do not over extend themselves. A proper balance between extra-curricular offerings and academic commitments should be encouraged by parents and maintained by students. Recurring scheduling conflicts cannot be accommodated throughout the school year.

### **Awards**

Awards for exceptional achievement in specific subjects, activities and accomplishments are determined by the faculty and administration and presented throughout the year. The time, place and method of presentation are determined by the principal.

### **Perfect Attendance**

**Note:** Students who are checked out of school for any reason will be marked absent for the amount of time he or she is gone. This includes checking students out after a field trip.

**Academic Honor Roll:** The names of students achieving one of the three categories of honor roll are posted in the school building, submitted to the newspaper and the for publishing at the end of each quarter and school year. The criteria for both quarterly and yearly honor rolls are as follows:

**Gold:** a GPA of 3.6 to 4.0 with above average conduct (“A” or “B” average); S or above in non-promotional subjects.

**Silver:** a GPA of 3.0 to 3.5 with above average conduct (“A” or “B” average); S or above in non- promotional subjects.

**Bronze:** awarded to any student who, in the opinion of the teacher, is truly doing his/her best in the promotional subjects with above average conduct and effort (“A” or “B” average); S or above in non-promotional subjects.

### **Awards Day**

**Pre-Kindergarten and Kindergarten:** Certificates of participation and awards merited for these programs will be presented with the final report cards in the homeroom on their last day of school.

**Grades 1-7:** Awards are presented on the last day of school to students in the first through seventh grades. Please check the calendar for exact date. Other certificates and awards merited by students in grades 1-7 will be presented with the final report cards in their homerooms on the last day of school.

### **Home & School Association**

The Home & School Association (hereinafter referred to as H&S) is the parent organization for the school. It is a vibrant, active, involved and supportive group of parents who generously and selflessly give of their time, talents and treasures to work with the administration and teachers to improve the total environment of the school. All parents are encouraged to join the H&S. You and your child (ren) can only benefit from your active involvement in the school, especially through this organization.

H&S Membership dues is \$100.00 for one child and \$125.00 for two or more children. This help's cover the cost for the student and parent activities, H&S calendar, Family Directory, field trips, and other school activities sponsored by the H&S Association. Our goal is 100% payment of this fee. H&S meetings are normally held at 7:00 PM with refreshments starting at 6:30 PM on the 2<sup>nd</sup> Wednesday of September, November, January, March and May. Consult the school calendar for the months and dates and very important additional information regarding the H&S Meetings. If under extreme circumstances a parent must bring the child (ren) to a meeting, the child (ren) must sit with the parent during the meeting or attend the free babysitting service that is offered by the H&S.

### **Archdiocesan Policies & Laws Related to Schools**

#### **Field Trip Written Consent Form**

The written consent of parents and/or legal guardians must be obtained for every student participating in a school field trip. Permission slips must inform parent and/or guardians of the following:

1. Name, location, and date(s) of the event;
2. Mode of transportation to be used;
3. Name of Diocesan/school employee in charge of the field trip;
4. Parent's responsibility.

**To ensure proper supervision of the students attending field trips, parent chaperones should not bring younger siblings.** It should also be noted that a student will not be allowed to participate unless a signed permission slip for the specific event is on file with the Diocese or school and this permission slip must be submitted prior to the field trip and it must be signed by the parent and/or legal guardian.

#### **Transporting Students in Private Vehicles**

If a private vehicle must be used to transport students to and from a school-sponsored event or trip, the following information must be supplied and this information must be certified by the driver in question:

1. The driver must be 21 years of age or older,
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely;
3. The vehicle must have a valid and current registration and valid and current license plates;
4. The vehicle must be insured for the following minimum limits: \$100,000 per person and \$300,000 per occurrence.

A signed "Driver Information Sheet" on each vehicle used must be obtained prior to the field trip/event. Each driver and/or chaperon should be given a copy of the approved itinerary including the route to be followed and a summary of his/her responsibilities.

### **Search & Seizure Guidelines**

A school official may search students or their lockers or their belongings (handbag, briefcase, book bag) if:

1. The students are warned in writing (student handbook) or orally (before an assembly) that lockers or belongings will be searched periodically for neatness and/or contraband for purposes of maintaining discipline and order.
2. The administrator has a reasonable belief that contraband, illegal substances, or objects or stolen property are being concealed or that a violation of school rule related to the maintenance of discipline in the school has been committed. The administrator must not act arbitrarily nor capriciously but must have a good reason for the search and seizure.
3. The search of students is conducted with a minimum of embarrassment to the student(s), preferably in the privacy of an administrator's office when possible, and with at least two officials present. Strip searches should be conducted if there is danger that the illegal object will be destroyed only and there is absolute necessity to safeguard and protect individual students or school personnel. The parent/guardian of the student should be called prior to the strip search when the above mentioned dangers are not present.

### **Acts 38 and 107 of the Third Extraordinary Session of Louisiana Legislature of 1994**

R. S. 14:95.1 as amended by the Louisiana Legislature through the Third Extraordinary Session of 1994 creates the crime of carrying a dangerous weapon by a student or non-student on school property, on a school bus, at school sponsored functions, or in other designated zones. The law provides that a dangerous instrumentality includes but is not limited to a firearm or other object, any gas, liquid, or other substance or other instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes gun, knife, club, or similar device. The law prohibits possession of such an instrumentality within 1,000 feet of the school's property, on a school bus, and at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extra-curricular activities. The law exempts from its provisions a federal, state or local law enforcement office (peace officer). The law mandates that a principal or school official notify parents of any student who is detained or arrested for carrying a dangerous instrumentality, that the principal or school official immediately reports any detention of a student or other person for this reason and the seizure of any dangerous instrumentality to the appropriate law enforcement authority.

### **Access to Student Records**

A student's records will not be released to anyone without written parental permission. In cases of separation or divorce both parents have a right to a student's records unless a parent's parental rights have been terminated or there is a current restraining order.

### **\*\* NOTE REGARDING SCHOOL POLICY\*\***

The purpose of any policy is to promote the efficient operation of an institution and the effective achievement of institutional goals. Nevertheless, even the most thoroughly considered policy statement cannot anticipate every possible circumstance. There are rare occasions when the

execution of policy will, in reality, contravene the intended spirit to which the policy was directed. In such cases where enforcement is not in the best interest of the school or larger community, the administration reserves the right to suspend enforcement of the policy in question

**Saint Francis Xavier School**  
**Policy for the Ethical and Responsible Use of Technology**  
**SFX Computer Lab, Library Research, and Classroom Computers**

The use of technology at Saint Francis Xavier School is guided by the philosophy and mission of the school as articulated in the handbook of Saint Francis Xavier School. The school promotes the use of technology, recognizing the need to prepare students to be responsible, ethical and contributing members of a global society and the work force.

In order to promote the ethical and responsible use of technology, regulations are established for the good of the individual and the school community. Specifically, these regulations are as follows:

1. The implementation and upgrading of technology is a costly endeavor. Students are to be instructed in the proper and careful use of computers and other forms of technology. Food and drinks are not to be taken areas in which computers are located. Students are not to tamper or be destructive with computers, software and other hardware.
2. Facilities where computers are located are meant to be areas of learning. Students are to be considerate of those using the computers for work and further education.
3. Students are required to care properly for videos, diskettes, CDs, DVDs and other software, and to store them in appropriate containers. Students will be held responsible for damaged or lost property which belongs to the school or another student or faculty member.
4. If inappropriate use of hardware or software programs leads to damage, the student(s) will be charged for the damages or replacement of the hardware or software. Taking diskettes or CDs that belong to the school or to a student or faculty member without permission of the owner is stealing. Stealing will be dealt with as outlined in other sections of the SFX Handbook.
5. Students shall comply with copyright laws in the use of software, including loading and using software without proper licensing. The use of the network or the Internet as a valid academic resource is governed by the same rules which apply to library resources. Improper use or distribution of information is prohibited. This includes using the network for financial gain or for illegal or commercial activities. The use of another person's work, without proper references or permission, is considered plagiarism and will be subject to disciplinary action as outlined in other sections of the SFX Handbook.

6. Tampering with the network or a computer to impair the functionality of either, or knowingly initiating a computer “virus” on a computer or a network which modifies or destroys the work of others shall be considered a serious offense of vandalism. Vandalism will be dealt with as outlined in other sections of the SFX Handbook.
7. Attempting to subvert security systems or to bypass restrictions set by the network administrator. (hacking) is considered a serious offense of vandalism and will be dealt with as outlined in other sections of the SFX Handbook.
8. The use of profanity or vulgarity is prohibited. This includes viewing, downloading, sending, storing or printing files or messages that are profane, obscene, or that use language that offends or degrades others.
9. Accessing the accounts and files of others is prohibited. Logging in as another person, using another person’s files, and altering a program that belongs to another are violations of another person’s right to privacy. Posting personal information (name, address, phone number, password, etc.) belonging to another person is strictly forbidden, this includes the use of websites such as MySpace.com. Such violations are no different from stealing and will be dealt with in the same manner as stealing as outlined in other sections of the SFX Handbook.
10. The e-mail systems are to be used only for the exchange of appropriate information. There are to be no emotionally charged, derogatory, or otherwise inappropriate exchanges (flames) on the e-mail system. Delicate or difficult communications should take place face to face. One should not send anything on e-mail that one would not be able to say face-to-face.
11. Communication between faculty and students should be limited to class topics. E-mail of a personal nature should not be exchanged between faculty and students.
12. The exchange of information between students using the technology available to them is to enhance the learning process. Instant messaging is not considered an appropriate or valid means of exchanging information for academic reasons. Students are not to use this form of communication while at school.
13. Only files that are to be used for academic purposes should be saved on the computers or server as directed by the teacher. Students are not permitted to use thumb drives, USB drives, floppy disks, CD ROMs, DVD’s etc. from outside sources without the permission and supervision of the teacher.
14. The Internet is to be used for scholarly research and as a means of obtaining information. Students are not to join chat rooms at school. Chat rooms offer opportunities to develop relationships with people through the Internet: however, everyone should realize that there are certain safety measures to consider when communicating: therefore, one should be very cautious about giving out personal information (name, address, phone numbers, etc.) The Internet offers access to information that is inappropriate (ex: pornography, vulgarity, gambling, militant/extremist materials, etc.) No one may access information of this sort.

15. Sound must be turned off, except when it is being used as part of a class.
16. Students are not permitted to play games of any kind on the network without permission.
17. Because the network is the property of the school, the school reserves the right to monitor all communications through the network without any notice.
18. Assisting others in violating these rules shall be considered unacceptable behavior and shall be subject to disciplinary action.

Violations of regulations regarding the proper and responsible use of technology shall be reported to the administration that will follow disciplinary action as outlined in the SFX Handbook.

## **ARCHDIOCESAN AUTHORIZATION AND RELEASE FORM**

I/we, parents of \_\_\_\_\_ (name of student/s), hereby authorize any school previously attended by our child, \_\_\_\_\_, including but not limited to any school denominated as a Catholic School by and/or under the vigilance of the Archbishop of the Archdiocese of New Orleans pursuant to Canon Law of the Roman Catholic Church and which my/our child has attended in the past, to send a copy of any and all school records, including but not limited to any and all transcripts, standardized test scores, attendance records, special-education records, disciplinary records, financial records in regard to payments of fees and/or tuition, and/or any and all other educational and/or social or informational records, of \_\_\_\_\_ (student/s) to \_\_\_\_\_ School. The foregoing authorization also applies in the event that \_\_\_\_\_ School, which is the school authorized to receive the foregoing records, receives an inquiry in the future from any other Catholic School as described above for records and/or information; and, in that event, \_\_\_\_\_ School is then authorized to send such records and/or information to the requesting Catholic School. Further, in consideration of the sending and receipt of such records any related consideration. I hereby agree to release, defend, indemnify and hold harmless the owners of and/or any such schools that send and /or receive the aforementioned records. The Roman Catholic Church of the Archdiocese of New Orleans, their members, directors, officers, administrators, principals, teachers, employees, agents and /or representatives and the Archbishop, bishops and all clergy of the Archdiocese of New Orleans, from any and all claims, demands and/or causes of action arising from the sending and/or receipt of the aforementioned records and/or from the content of such records.

***\*A COPY OF THIS RELEASE IS INCLUDED IN THE REGISTRATION PACKET***



### *Archdiocese of New Orleans Science Laboratory Student Safety Guidelines*

TEACHER SHALL REVIEW THIS DOCUMENT WITH STUDENTS PRIOR TO SIGNING AGREEMENT.

#### **Overview**

Safety in the science classroom is the #1 priority for students, teachers, and parents. In order to help ensure a safe science classroom, a list of guidelines has been developed and provided to the student. These rules must be followed at all times.

#### **General Rules**

1. Always follow written and verbal instructions and make sure you ask questions if you do not understand either the written or verbal instructions. Students should not touch equipment, chemicals, or other materials until instructed to do so.
2. Students must always be accompanied by a certified science laboratory instructor when conducting or preparing science experiments.
3. No food or beverages are allowed in the laboratory.
4. Unauthorized experiments are prohibited.
5. Always be sure to read instructions thoroughly before entering the laboratory.
6. Horseplay, practical jokes, and pranks are prohibited in the laboratory.
7. Always keep the laboratory area neat and clean and be sure to keep aisles clear. School supplies and materials other than laboratory materials (e.g., backpack, books, jackets, etc.) should be left in the classroom area.
8. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, fire extinguisher, and fire blanket. Also be familiar with the location of the fire alarm and emergency exits.
9. Always be aware of your immediate surroundings. Notify the instructor immediately if you observe any unsafe conditions in the laboratory.
10. Labels and equipment instructions should be read carefully.
11. Keep hands away from face, eyes, and mouth and do not rub your hands on any part of your body while using chemicals or preserved specimens. Always wash your hands with soap and water after all experiments.

12. Students are never allowed in the science storage rooms or preparation areas unless accompanied by the instructor.
13. Students should promptly exit in a fire emergency.
14. Handle all living organisms in the laboratory area in a humane manner.
  
15. When using knives and other sharp instruments, always carry with tips and points pointing down. Always cut away from your body. Never try to catch sharp instruments, and always grasp sharp instruments by the handles.
16. Always let your instructor know if you have a medical condition or if you are not well before entering the laboratory.
17. Certified science teachers shall be responsible to see that all science materials are locked in a secure location if lab classroom is to be used for instruction in any other subject matter.

### **Clothing**

18. Any time chemicals, heat, or glassware are used, students must wear laboratory goggles.
19. A student should inform the instructor if they wear contact lenses.
20. Long hair, dangling jewelry, and loose or baggy clothing are dangerous in a laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Lab aprons or jackets should be worn during laboratory activities.

### **Accidents and Injuries**

21. Report any accident or injury to the instructor immediately.
22. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for 20 minutes. Notify the instructor immediately.
23. Notify the instructor immediately if mercury thermometers are broken.

### **Handling Chemicals**

24. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so.
25. Check the label on chemical bottles twice before removing any of the contents.
26. Never return unused chemicals to their original containers.
27. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
28. When transferring reagents from one container to another, hold the containers away from your body.

29. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
30. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
31. Never remove chemicals or other materials from the laboratory areas.
32. Take great care when transporting acids and other chemicals from one part of the

### **Handling Glassware and Equipment**

33. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
34. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass and place broken or waste glassware in the designated glass disposal container.
35. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
36. Examine glassware before each use. Never use chipped or cracked glassware.
37. Report damaged electrical equipment immediately to the instructor; do not use damaged electrical equipment.
38. Ask the instructor for help if you do not understand how to use a piece of equipment.
39. Do not immerse hot glassware in cold water—it may shatter.

### **Heating Substances**

40. Be very cautious when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless instructed to do so. Never reach over an exposed flame. Never ignite gas or alcohol burners unless instructed by the teacher.
41. Never leave a lit burner unattended. Always turn the burner or hot plate off when not in use.
42. You will be instructed in the proper method of heating and boiling liquids in test tubes.
43. Heated metals and glass remain very hot for a long time. They should be set aside to cool and always use tongs or heat-protective gloves if necessary.
44. Never look into a container that is being heated.
45. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad.

**This safety contract was based on the Safety Contract published by Flinn Scientific, Inc.**

