

ST. FRANCIS XAVIER SCHOOL

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Parent/Student Handbook 2009-2010

Mission Statement

St. Francis Xavier School is a Catholic faith and academic community serving the students and families of St. Francis Xavier parish and surrounding communities. We strive to develop God's gifts in our students, faculty, and others, working in cooperation and mutual respect with humility and compassion.

We live the teaching of Our Lord, Jesus Christ, in the Catholic Christian tradition, demonstrating our faith in action through our care and service for one another.

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STATEMENT OF PHILOSOPHY

It is essential that education be a high priority in our lives. The school in cooperation with the parents assumes the responsibility of preparing their children for the future.

Our school focuses on the educational growth and development of each and every student, through the implementation of programs that promote the spiritual, intellectual, emotional, and physical development of the student.

We believe that every student can learn, and our faculty and staff work diligently toward that end. We believe in the dignity and individuality of our students and we encourage them to develop their God given potential. A cooperative relationship among the administration, faculty, staff, parents, students and the community provides a true Christian community needed to support our children's development.

THE FAITH EXPERIENCE

This section of the Student Handbook describes the faith that is an integral part of a student's experience at St. Francis Xavier School. Since St. Francis Xavier is a catholic school, the faith is not only taught but also practiced in the student's daily life.

Daily Prayer

The school day begins with prayer over the intercom system in which the entire student body prays for a successful day and for intentions that either students or faculty would like remembered throughout the day. All classes are to pray together during the day especially before religion class and before meals.

Class/School Liturgies

Children will attend liturgy every Monday weather permitting. Children participate actively in the planning of school liturgies and para-liturgical celebrations throughout the year. Holy Days of Obligation and celebrations dealing with the liturgical calendar including Advent, Lent and Holy Week are celebrated during the school year. A day of celebration will also mark the feast of St. Francis Xavier, patron saint of the parish and school in December.

Living the Faith

We live the Christian way at St. Francis. We offer our words and deeds to God in the name of His Son, Our Lord, Jesus Christ. We will live by the Gospel. Love the Lord your God with all your heart and with all your soul and with all your mind and Love your neighbor as yourself. (Matt: 22:37-39).

ADMISSION POLICY

St. Francis Xavier School is a Catholic Elementary School of the Diocese of Fall River. Being a Catholic school we are guided by the theological doctrines of the Catholic faith. Parents of students entering school for the first time shall provide birth, baptismal certificate and medical records which indicate the completion of a physical and all necessary immunizations required for school entrance.

Parents shall complete an application form and state any medical, physical, emotional, or academic needs which may require special attention. An emergency card must be completed. Truth in reporting is important to enrollment and continued acceptance.

Please realize that all acceptances are conditional and rooted in the student's ability to adhere to rules and regulations as outlined in the student's handbook. Further conditions are dependent on the school's ability to provide the proper academic program suited for the needs of each child. The principal shall make the final decision in all matters regarding admission. Admission policy for Pre-1 2.9 years old by August 30th, Pre-2 4.0 years old by August 30th and Kindergarten 5.0 years old by August 30th.

THE SCHOOL DAY

This section of the Student Handbook describes the sequence and procedures for the student's day while at school. The following guidelines have been put forth to ensure that all students enjoy a well-structured environment in which they can truly learn and grow.

Arrival/Drop Off

Students should arrive at school between 8:00 A.M. and 8:15 A.M. All traffic will use the entrance marked **ENTER ONLY**. All students are to be dropped off at the **MAIN ENTRANCE** of the school and report directly to their classrooms. All cars will exit around the Grotto to the **EXIT DRIVEWAY** leading to **MAIN STREET**. **NO ONE IS TO PARK IN THE DRIVEWAY AT ANYTIME.**

If parents have business in the office, they must park their cars in the side parking lot. **NO ONE IS TO PARK IN THE DRIVEWAY AT ANYTIME.** At all times when a parent enters the building he/she must report to the main office and sign in. Upon leaving the building parents must return to the office and sign out.

The school buses will enter and drop the students off at the sidewalk near the school building. **NO CARS ARE TO PARK IN THE AREA WHICH STATES BUS ONLY.** The bus students will enter the same way as the drop off students by the main entrance to the lobby where they will then report to their classrooms. The buses will also exit by going around the Grotto to Main Street.

No students or parents will be allowed to congregate in front of the school, since cars will be coming in and dropping off students.

The school day begins with Morning Prayer, The Pledge of Allegiance to the Flag, followed by Music in the Morning and attendance. If a student arrives **LATE**, he/she is to report to the main office to receive an **admittance slip** to enter class. **ALL STUDENTS ARE LATE AFTER THE 8:20 BELL RINGS.** Parents are not to walk their child to class.

Classes

Students' class periods vary depending upon grade levels. All major subjects are taught for 200 minutes per week. Pre-1 and Pre-2 are self contained and run on their own schedules. Grades K-5 are also self-contained classes. Grades 6-8 are departmentalized and they move from classroom to classroom as their schedule necessitates.

Students are expected to be prepared for all classes, have all correct books and assignments and complete all homework. Their conduct in and out of class should be respectful to all teachers and staff as well as to their classmates.

Transition Periods

Grades 6-8 have a ten-minute morning break in class. This break is solely designed to permit students time to put their materials away from their previous classes and ready themselves for their next class. They may have a snack (**GUM** is not permitted.), if the homeroom teacher allows. There is no sharing of food. During this time, **no electronic devices (ipods, MP3 players, etc.) are allowed.** At the conclusion of break, students proceed to their next class as quickly and quietly as possible being aware that other classes are in progress. **If this privilege is abused by excessive noise and is not being used for the reason that it was designed for, this privilege could be removed.**

Recess

Grades K-5 have a fifteen –minute morning recess including morning snack and outside play, weather permitting. Students in grades K-5 may bring a light snack to eat during recess. These snacks are eaten in the classroom and are not to be brought outside or to any other part of the building. There is no sharing of food. **GUM and candy** is not permitted. Students are not permitted to bring electronic devices such as ipods, MP3 players, etc. to school. No toys should be brought from home unless approved by the classroom teacher.

Students must stay in the schoolyard during recess. No students will be permitted to remain in their classroom or other parts of the building during recess, unsupervised for any reason, since all doors must be secured at all times. Students are not permitted to leave the school grounds during the school day or during extended day. No electronic devices or toys.

Lunch

Students in grades K-4 eat lunch/recess during the first lunch shift, 11:45 A.M. to 12:10 P.M. Students in grades 5-8 eat lunch during the second lunch/recess shift 12:20 P.M. to 12:55 P.M. Full day preschool students eat lunch at 11:30 A.M.

Students may bring their own lunch and eating utensils (**plastic**) to school or purchase a hot lunch through our hot lunch program. Care should be taken not to send students to school with items that would spoil or require preparation. A hot lunch is available daily at a nominal fee and is ordered in advance. **PLEASE NOTE THE MICROWAVE will NOT** be used to warm up individual lunches.

Each lunch shift is supervised by a teacher. Students are dismissed to the schoolyard by the volunteer lunch supervisor or teacher once they have completed their lunch and cleaned up after themselves. All students are to clean up their personal area and put all trash into the trash barrels. No student will be allowed to go to recess until they clean up after themselves. Lunches are to be quiet which means a reasonable level of talking. Students are not to run around or be disruptive during lunchtime. If students do not follow this rule the lunches may become silent lunches.

Students With Food Allergies (Peanut Allergies, etc)

Release of Information

Information regarding the specific antigen will be released to appropriate staff with the consent of the parent/guardian. Appropriate staff will include classroom teachers, special area staff (P.E., Music, Art, Computer, etc.), Cafeteria Workers, monitors, administrators, and bus drivers.

At the start of the school year, all parents/guardians of St. Francis Xavier School are to inform the school about allergies, so that an accurate list can be recorded. Students with known life threatening allergies are to bring alternative snacks for snack time and class parties. A letter will be made available to inform parents that a student(s) has a serious allergy (peanut) in a particular class.

Training

Epipen on site with M.D. order and parent/guardian permission. - The school will provide instruction in the signs or symptoms of anaphylaxis, how the epinephrine works, and the procedure to administer epinephrine auto injectors. This process will be reviewed yearly and before each field trip. Epipen training will be given to all staff members that come in contact with students with **life threatening allergies**, LTA'S. All epipens will be labeled by name and grade. If a parent/guardian wishes to have the child's Epipen in more than one location (office, classroom, gym, cafeteria) in the building they are to provide the school with the additional epipens properly labeled.

Classroom

All teachers will receive the school's Life LTA'S guidelines at the beginning of the school year for themselves and for substitute teachers. Classroom teachers will be made aware of students with known LTA'S. Classroom teachers will have a means to communicate with the main office. Appropriate staff will be trained in the appropriate use of the Epipen in the case of anaphylaxis in school or on a field trip. Classroom teachers will review special lesson plans to make sure the supplies do not contain the allergen. Classroom teachers reinforce that there is to be no sharing of food between students. Classrooms having food allergy students will be peanut/nut or specified allergen free. **Parent/Guardian of a student with food allergies is responsible for providing classroom snacks for his/her own child, which will be kept in a separate box.** If the allergen free classroom is used for an after school program, the desks will be washed with soap and water in the morning before school. Teachers and administrators should provide LTA information to substitute teachers. They should be informed upon arrival and the LTA information should be provided in the lesson plans.

Cafeteria

St. Francis Xavier School does not have the facilities to provide "safe allergy free meals" to students. The Parent/Guardian is responsible daily for providing an allergy free lunch for their child. Personnel and monitors will be made aware of students with LTA'S. A peanut/nut or specified allergen free lunch table will be provided. Peanut/nut or specified allergen free lunch table will be washed thoroughly with soap and water between each lunch shift. Students may bring peanut butter snacks from home with the exception of the classroom with the student with peanut allergies. With parental consent, pictures will be posted of the students with LTA'S. Cafeteria personnel are aware of students with LTA'S and will not serve them any food.

Field Trips

The teacher of a student with an LTA will ensure that the previously diagnosed student's Epipen is brought on the field trip. The teacher will be made known where the closest medical facilities are located.

Teacher will take along a means of communication. The teacher will invite the parent/guardian of a student with an LTA to chaperone the field trip their child is on. If the parent or parent designee is unavailable, a specific Epipen trained teacher or staff member who is aware of the said student's medical concerns will be assigned to that student and supplied with the prescribed medication.

Bus

Bus drivers will be made aware of students with LTA on their buses. Our buses follow the bus guidelines for students with LTA'S from the Town of Acushnet School Department.

Gym and Recess

Teachers have the means to communicate with the office during gym class and playground recess.

After school activities and summer programs

The parent/guardian of a child with an LTA should contact the program director and be responsible for the emergency plan when a reaction should occur during the time of the program. Office personnel are not available after school hours or during the summer.

Administration of Medication in an Emergency

There is an emergency medical plan in place if a child has an allergic reaction. At the onset of the allergic reaction or suspected ingestion, the student will notify the adult in charge, who will notify the administration and the Epipen or Benadryl will be administered immediately by trained staff as ordered. Children when developmentally ready should be taught to self administer the Epipen when needed.

Dismissal

The regular school day ends at 2:30 P.M. for grades 2-8.

All students who take the buses are dismissed at 2:20 P.M. Students who use the buses will be dismissed at the end of the school building by the Pre-K school yard where they will meet the buses and leave the property. Acushnet residents have the opportunity to utilize bus transportation. Students from other surrounding towns must be transported by parents.

At 2:20 P.M. grades 1, K & Pre.1-2 will be dismissed. All non-bus students will be dismissed at the back door to meet parents and be escorted to their cars **which are parked in the parking lot. NO ONE IS TO PARK IN THE DRIVEWAY AT ANYTIME.** Cars enter school property by using the driveway on Main St. marked ENTER ONLY. **AGAIN, ALL CARS ARE TO PARK IN THE PARKING LOT AND NOT IN FRONT OF THE SCHOOL, THE BUS LANE, THE FIRE LANE, THE LEFT SIDE OF THE ENTRANCE DRIVEWAY, OR ALONG SIDE OF THE**

BUILDING!! All cars exit by using the road by the Grotto and exit onto Main Street. Please do not drive over the grass as you leave the parking lot. Again all cars must park in the side parking lot.

If a student needs to change his/her means of transportation on any given day or for any period of time, the parent is asked to send a note to school on the morning of the change explaining the details of the change. I.D's are required of unfamiliar family members who are sent to pick up your child.

If a parent needs to enter the building at the close of the school day, he/she must report to the main office and sign in. Upon leaving the building parents must return to the office and sign out.

After School Programs:

Students who need to remain after school for extra-curricular programs are asked to remain in their classroom until after dismissal. The remaining students should then proceed when called to the designated area of their activity to be greeted by the responsible teacher or coach.

Study:

Subject to the availability of tutors, students who are in need of additional help in any subject area may stay after school for tutoring in any area needed. Arrangements for tutoring should be made at least one day in advance for planning and transportation purposes.

ACADEMICS

This section of the Student Handbook describes St. Francis Xavier School's academic standards and the method of measuring and recognizing students' achievement of those standards. These policies and goals are designed to promote St. Francis' primary objective of academic excellence and reward those who achieve it.

Courses

Grade K through 8 are offering all major and minor courses recommended by the Diocese of Fall River.

These include the following:

Art	Computer Technology	Geography *
Handwriting	Language Arts *	Mathematics *
Music 1-5	Phonics *	Physical Education
Reading *	Religion *	Science *
Social Studies *	Spelling *	

- * The above classes are considered "academic subjects": for the purpose of determining make up requirements and honors and awards. Students will receive academic letter grades, and /or number grades for each class. Effort and conduct grades are also included.

Homework

It is the philosophy of our school and the Diocese of Fall River that children need to develop study skills as well as the discipline to make their learning experiences an integral part of their everyday life. It is also invaluable for students to continuously review mastered concepts and to apply them in varied ways.

To these ends, our teachers provide homework assignments. Homework will be assigned daily in grades 1-8. Homework on weekends or during vacation periods will be given at the discretion of the teacher, especially when projects or other long-term assignments have been given. Parents should make sure that homework as well as study assignments are completed. Homework will not be given during vacation periods unless it is an ongoing project.

The middle school policy expands further to state that homework is a very important part of the learning process. The rules are simple. Complete the assignments properly and on time to receive full credit. Homework assignments are due on the assigned due date. Homework will be checked prior to class discussion. If homework assignments are not passed in when due, the student receives a zero homework grade. Parents/guardians will be notified when a student accumulates three zero homework grades.

Tests

Students may expect frequent quizzes and tests in all subjects. Proper studying and test preparations are essential to the successful completion of all course work. Appropriate study skills are stressed. There will also be standardized testing of Grades 2 to 7 in the fall of each year in order to ascertain the student's overall progress and standings.

Progress Reports

Midway through each term, progress reports will be sent home detailing the student's performance. Progress reports are an important indication of the areas in which the student should focus his/her energies in order to improve before the end of the term. Progress reports may also comment upon the student's conduct and effort for the term to date. Parents are asked to sign the progress report and have the students return the following day.

The teacher may issue progress reports at anytime, when the teacher believes it is necessary to keep parents informed of the progress or lack of progress of the students. Parents may also ask the teacher for a progress report to keep them up-to-date with the progress of their child.

Report Cards

Report cards for Grades 1-8 will be sent home electronically via email three times during the school year. Parents that do not have email will receive report cards in hard copy form.

Parents will be able to discuss their child's progress with the classroom teacher and the principal by calling the school office to arrange an appointment. Parent/teacher conferences will be held during the year after the first and second trimesters. Parents or guardians who cannot come on these dates can schedule an appointment for a later date. Preschool report cards and conferences are offered in January and late May or early June.

Letter grades and their numerical equivalent

Grade	Numerical Equivalent	Grade	Numerical Equivalent
A	93-and above	B-	80-82
A-	90-92	C+	77-79
B+	87-89	C	73-76
B	83-86	C-	70-72
		D+	68-69
		D	65-67
		F	0-64

Promotion to the Next Grade

Continuing enrollment at St. Francis Xavier School is dependent upon the student's overall academic and behavioral performance and the completion of their financial obligation. St. Francis Xavier School reserves the right to terminate a student's enrollment based on the school's standards of excellence in academic effort and conduct if the student is not being best served by this school's programs. Promotion to the next grade is granted by a successful completion of the previous grade. **If a student is in danger of being retained, a conference with parents, teacher and the principal is to be held to discuss the possibility of retention. This conference should be held no later than the beginning of the 3rd trimester.**

SCHOOL REGULATIONS

This section of the Student Handbook describes the policies and regulations governing nonacademic aspects of St. Francis Xavier School. These regulations are designed to ensure that St. Francis maintains an orderly environment which promotes each student's spiritual, intellectual and personal growth.

Attendance

In order that a student receives full credit for a year's work, regular attendance is necessary. Attendance will be reported as excused only for medical reasons or in the event of the death of an immediate family member. A doctor's note will be required. It is the parents' and the students' responsibility to assure that the student attends class every day. **IT IS MANDATORY TO CALL YOUR CHILD AS ABSENT BY 8:30 A.M.** A note from the student's parent or guardian explaining an absence is required for the student to be readmitted to school. This note should be given to the classroom teacher. **No phone calls, please!** If a student is absent from class for five (5) or more consecutive days (**excluding the weekend,**), a doctor's note (permit) is required for the student to be readmitted to school.

Students will not be excused from participation in any class including physical education or dismissed early without a parent's note indicating the reason for the absence.

If a student is to be absent for reasons other than illness, parents or guardians are asked to send a note in advance (if possible) explaining the reason for the absence. **Students taking vacation time during school time are responsible for making up all class work, homework, and tests upon their return. Teachers are NOT required to re-teach lessons for this reason. Due to the additional pressure this places on children, these vacations are highly discouraged.**

Tardiness – Amended August 27, 2009 Refer to Page 25

Tardiness is considered a serious matter as it disrupts the school day of both the student who is tardy and his/her classmates. Therefore, it is the responsibility of the student and his/her parents or guardians to ensure that the student arrives on time to school. The principal will address excessive tardiness or tardiness patterns. School begins at 8:20 A.M. Students who report to school after 8:20 AM. will be considered tardy and **must report to the main office to receive an admittance slip to enter class. After a student receives 5 unexcused tardy slips, he/she will receive a detention. Students are allowed 5 unexcused tardy slips before being issued a detention.**

Excessive Absences

Students are allowed 7 absent days within a trimester period. If a child is absent 5 days, a letter will be sent home inquiring about the absence. At 9 days another letter would be sent to inquire why the child is absent and that legal action can be taken. If sickness is the reason for the extended absence a doctor's note must be presented to the school.

Birthday

A simple snack may be sent to school to be shared with classmates. The sharing of the snack is to remain in the classroom of the person celebrating the birthday. Please refrain from providing balloons, favors or trinkets. Large displays and costumed characters are not appropriate. Invitations to parties outside of school should not be distributed in school. The reason for this is that some students do not get invited which leads to disappointment.

Calendar

School calendars will be prepared monthly identifying school vacations, holidays, parents' meetings, field trips, and all other school events and functions. **The calendar will be posted on the school website.**

No School Days

St. Francis School follows the Acushnet Public School system in determining whether to cancel school in the event of snow or inclement weather. St. Francis subscribes to School Reach, an automated phone messaging system which will contact all families in the event of a cancellation of school due to weather. Students and parents can also listen to the following radio stations; **WCTK 98.1 FM, WNBH 1240 AM, WBSM 1420 AM and WFUN 107 FM and Television channels 6, 10 & 7**, in the morning to determine whether the Acushnet Schools have cancelled classes for the day. In addition, school cancellations will be on our website. **www.sfx@acushnet.org, click on the school picture.**

If a serious weather situation or emergency arises during the school day, parents may come to the school to dismiss their children at their discretion. Parents will be notified of any dismissal via phone (School Reach) and email in the event of an emergency. Our school website will also be updated with any critical information.

Early dismissal

An early dismissal requires a note from the parent or guardian to be brought to the classroom and then sent to the office in the morning on or before the day of dismissal. The note must contain the reason for the dismissal, signature of parent or guardian and a phone number for verification.

Any changes in the child's usual dismissal procedure should be explained in a note the morning of the school day. A phone call may be made in the event of an emergency.

Electronic Devices

All electronic devices are prohibited on school grounds. **NO CELL PHONES ARE TO BE BROUGHT TO SCHOOL.** iPods, Mp3 and any other electronic games are also not allowed on school grounds. Students have access to school phones. If caught with these devices, a one day in-house suspension may be given.

Email and Related Electronic Correspondence

The Diocesan Office of Education has stated that students may be held responsible for e-mail and other electronic communication, even if it is sent from a home or personal computer. This is especially true if the content matter of said electronic communication interferes with proper behavior at Saint Francis Xavier School.

Non-Disclosure Policy

All addresses and phone numbers of students, parent, faculty, staff and alumni are to be considered confidential and shall not be given to a third party without proper authorization.

Books and Supplies

Students are responsible for the safe return of school textbooks and must carry all books back and forth to school in a schoolbag. All books must be covered. No "stick-on" book covers are allowed. If a book is lost or destroyed, the student will be responsible for the replacement cost of the book. This includes library books.

Teachers will send a list home during the first week of school listing any supplies, which are not provided for by the school and for which students are responsible. The school supply list is also posted on the school website.

Other lost articles

Learning to be responsible for ones personal and school belongings is part of growing up. Should personal or school belongings be lost, reasonable efforts will be made to locate the lost articles. LOST

& FOUND IS LOCATED JUST OUTSIDE THE MAIN OFFICE. ALL ARTICLES WILL BE SENT TO EITHER GOODWILL OR SAINT VINCENT DE PAUL IF NOT CLAIMED AFTER 30 DAYS.

Attire and Uniforms

Students should always be clean and neatly dressed. Parents and students are asked to refer to the uniform code. Sneakers are the shoes of choice because of safety especially on playground equipment. Any color sneaker is acceptable as long as they are neat and in good taste. (No blinking lights sneakers, no high-top sneakers, no ballerina sneakers, no dress shoes and no heelies).

The standard for acceptable skirt length will be to the knee. No rolling of the skirts is allowed. Middle school students are not allowed to wear gym sweatpants under the school uniform.

Proper school uniform does not allow for make-up, or nail polish or excess jewelry. One watch and one ring is reasonable for girls and boys; one necklace and small stud earrings for girls (No dangling earrings are allowed). No bracelets and no colored bracelets which promote charities or different products or sports team are allowed. No earrings for boys are allowed.

Only conventional, professional haircuts for boys are allowed. “Mushroom” designs, long length in the back or bang area are not allowed. Only short, neat, collar length cuts are allowed. No dying of hair allowed, for boys or girls.

Questions regarding the dress code can be clarified with the classroom teacher or principal. The dress code is in effect from the first day of school until the last day of school unless otherwise directed by the principal.

At the principal’s discretion, he may deem an academic day a NO UNIFORM DAY. A no uniform day always demands appropriate free dress. The following is deemed not appropriate; ripped jeans, violent or vulgar T-shirts, “shorty” shorts, spaghetti straps or low cut blouses, and flip-flop type shoes. Appropriate free dress never includes excessive make-up, jewelry, or colored/dyed hair. **HATS ARE NOT ALLOWED TO BE WORN IN THE BUILDING.** As always, the principal shall be the arbitrator of what is appropriate free dress. Non-uniform days will be granted by the **PRINCIPAL ONLY.**

The principal will determine the acceptability of any clothing. Students who are not properly attired will be asked to change, and their parents will be notified.

There is no uniform requirement for the pre-school program. Comfortable neat attire is expected as well as sneakers for physical education class. Identifying students’ clothing with name labels or markers would be very helpful especially if an article of clothing gets misplaced or lost.

Gym attire

All students are required to have a school gym uniform provided by Donnelly’s, this applies to all grade levels. Our SWAP SHOP is available at the school year round for uniform exchanges and/or to order uniforms, call Donnelly’s Uniform Apparel 800-498-0045.

The gym uniform is maroon sweat pants or shorts and school T-shirt or sweat shirt with school logo. This is to be worn by all grades K-8. No exceptions allowed.

On gym day, students may wear their gym uniform to school. Gym uniforms are provided by Donnelly's and should be worn with white sports socks and sneakers.

Fire Alarms, Drills, and Emergencies

Continuous single ringing of the fire alarm will signal the fire alarm. Whenever the signal is given, the presumption is that an emergency exists. Therefore, all students and faculty members should file out immediately and in an orderly fashion. Absolute silence is to be observed and insisted upon so that directions given may be heard. During a fire drill, no one is to remain in the building. Students should not attempt to collect books and belongings, but simply file quietly out of the building following the exit procedures posted in each classroom or the most logical alternative exit procedures in the case of blocked exits, etc. Students should line up in rows by classes in the designated area and wait for instructions from the principal. Fire alarm directions are posted in all classrooms. Students and teachers should be thoroughly familiar with these instructions.

Health Services

The school office upon request will provide medical permission slips for the dispensation of medication. Forms must be signed by a parent or guardian in order for a student to take medication during the school day. A parent or guardian needs to sign the form for non-prescription medications (including aspirin, cough syrup, etc.) A physician and parent or guardian needs to sign the form for prescription medication.

ALL medications to be administered during school hours should be brought to the school office at the beginning of the school day with the permission forms.

No medical treatment beyond taking temperatures, applying bandages or ice, will be given by the school staff without permission from a parent or guardian. In the event of an emergency, your child will be taken to the hospital. However, we will attempt to contact you first. All inhalers are to be brought to the main office for safe storage.

Student Illness Policy

Any student who shows signs of illness should not be brought to school. If your child is running a fever, please DO NOT send the child to school. While at school, if a child complains of illness or if a teacher suspects that the student may be ill, he or she will report to the main office. Office personnel will take the child's temperature. If the child is running a fever, the parents will be contacted to take the child home. **NO CHILD WILL REMAIN AT SCHOOL IF THEY ARE RUNNING A FEVER.** We have neither the staff, nor the facilities to care for a sick child. If it is determined that your child is running a fever or is seriously ill, parents will be called and must make arrangements to pick up the child, as soon as possible. All students' emergency cards must be updated with the name of an alternate person who may pick-up the child if the parents cannot.

Divorced/Separated-Legal Guardians

These must provide a court certified portion of the divorce decree indicating custody of the child/children enrolled at Saint Francis Xavier School.

EXTRACURRICULAR ACTIVITIES

St. Francis' mission is to encourage the overall development of its students' intellectual, personal, cultural and spiritual growth. Therefore, the school promotes programs that increase the students' awareness of sports, performing arts and reading. We offer boys & girls basketball, musical performances, majorettes, and other activities.

Field Trips

St. Francis' field trips are designed to add unique cultural and educational elements to the student's education. Trips expose students to the history of their local world. They are intended to be both a learning experience and a chance to build spirit as well as unity among the students. Field trips are planned on school days during the school hours. A permission slip giving all necessary information about the field trip will be sent home to parents in advance of the trip. Students must return signed permission slips (not notes) and any required fee to participate. When possible, class fund-raising and grants will be used to help defray the cost of trips including bus transportation. All volunteers for field trips must have a CORI check.

Students who have been issued repeated detentions or who are not meeting the overall expectations as determined by the principal and teacher may be excluded from the field trip. Parents are most welcome to help chaperone when space is available. **ALL WILL BE REQUIRED TO COMPLETE A CHAPERONE RELEASE FORM.**

Participation in School Related Activities or CYO

To participate in boys' & girls' basketball, majorettes and all other sponsored activities students must be in good standing. Accordingly, any student receiving two D's and/ or a failing grade will be placed on probation or excused from the program at the discretion of the principal. Disciplinary issues may also be cause for termination or suspension of participation in a CYO sport. This rule is in keeping with all schools in the Diocese.

Extended Care Program

The extended care program is available to students in Pre-1, Pre-2 through grade eight. The program is available on school days including half days except for Holy Thursday and Wednesday before Thanksgiving. Sessions are from 7:00am to 8:00 am and 2:30pm to 5:30 pm. Children may bring a change of clothes and a snack with them. The fee is \$3.00 per hour. Penalties may apply for late pick up. All students must sign-in for extended day. If a student is staying for tutoring they must also sign-in if they are staying beyond 3pm. All extended day bills are sent out on a weekly basis. Please pay all bills in a timely manner. If there are some outstanding bills that are not paid, your child may not be able to participate in extended day.

Volunteers

Volunteers make our programs successful by acting as lunch supervisors, librarians, tutors, classroom helpers and much more. Interested parents are asked to consider all the options for service available to our school. All volunteers must have a CORI check.

POLICY OF NON-DISCRIMINATION

St. Francis Xavier School admits students of any age race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the school. St. Francis School does not discriminate on the basis of race, religion, color, nationality, or ethnic origin in the administration of its educational policies and scholarship, athletic and other school administered programs.

The principal is the final recourse. Any situation not included will be handled by the principal. The principal reserves the right to amend this handbook. Parents will give prompt notice.

DISCIPLINE POLICY

Here at Saint Francis Xavier School, our aim is to insure a safe environment in which the students can learn. Therefore, it is also our role as educators to expect correct behavior from the students while they are in our care.

If students DO NOT behave in an appropriate manner or break the rules that are established at SFX, consequences are to be expected. If a student, over the course of time, refuses to comply with school policies, further disciplinary action may result. The Pastor and Principal reserve the final authority in all matters of discipline.

Responsibilities of Students

It is the responsibility of the student to be a respectful and caring member of Saint Francis Xavier School. Students are expected to follow and comply with the rules and policies established by SFX school and by classroom teachers. Failure to comply will result in disciplinary action.

Student's Rights

Teachers are human and can make mistakes. That is why teachers will try to allow the student to tell "their side of the story". **Students must do this in a respectful and courteous manner**, during a time at the teacher's discretion. The teacher will listen and do his/her best to judge the situation fairly.

Corporal Punishment

Corporal punishment is not an acceptable means of discipline and is never allowed at Saint Francis Xavier School. In rare confrontational situations, school personnel may need to use force to promote safety or prevent harm to themselves and other students (i.e. fire drill)

Cafeteria Rules

Cafeteria behavior is to reflect proper etiquette and Christian behavior. Students may talk quietly during lunch and must display good eating habits, and clean up after themselves. Unacceptable behavior will result in disciplinary action. **NO FOOD** is to be taken outside and no running is allowed in the cafeteria during lunch time.

Care of Books and School Property

Students are expected to use textbooks and school materials with care and respect. Textbooks must be covered and labeled with the student's name at all times. All textbooks must be transported to and from home in a book bag. Students are expected to pay in full for textbooks, library books, etc, that they damage or lose. The school administration will determine the cost of lost or damaged books.

School furniture and other property/equipment must also be treated with care and used with respect. Vandalism to school property will result in disciplinary action.

Cheating

Cheating or copying of another's work is a serious offense and strongly disapproved of at St. Francis Xavier. A student's submission of work that is not truly his or her own is not acceptable. A zero may be given for any work which a student has cheated on, copied, or given to others to be copied; a detention or other disciplinary action may also be issued. In the middle school, plagiarism will be considered as cheating and may result in the student receiving a zero for the assignment and detention.

Dress Code

The students show pride in their appearance and in being a member of the student body at St. Francis Xavier School by following the uniform regulations outlined in the student handbook for each grade. Proper dress reflects and affects the quality of the school, student conduct, and school work. Students must be in full uniform every day unless otherwise specified. Failure to follow the SFX uniform code and policies may result in detention.

Electronic Equipment

Students are not allowed to bring electronic equipment to school unless authorized by a teacher for classroom use. This includes such items as audio equipment, video equipment, computers, PDA, cell phones, cameras, beepers/pagers, iPods, MP3 Players and electronic games.

Search

It is the right and responsibility of the school at any time to conduct a search. This may include desks, lockers and other necessary items as determined by the principal.

Substance Abuse

Saint Francis Xavier School is a smoke-free, drug-free workplace. The Smoking Restrictions in the School Act prohibits the use of any substance or items, which contain tobacco on school grounds.

Drugs consist of anything considered illegal by the Commonwealth of Massachusetts (alcohol and tobacco are included) and, therefore, are not permitted at St. Francis Xavier. Any child in possession of, or under the influence of any drug will have the drug confiscated and their parents and police may be notified immediately. Disciplinary action will be at the discretion of the Principal and proper legal authorities.

Threats to School Safety

In accordance with Diocesan policy, any student proven to have made a threat to school safety shall be expelled without recourse or the possibility of re-admittance to any Catholic school in the diocese. Any instruction time lost in the school evacuation resulting from a threat to school safety shall be made up.

Weapons

No weapons may be brought on school property at any time (toy weapons are also not allowed). Any child in possession of a weapon will have the weapon confiscated and the police and their parents may be notified immediately. The student may be expelled at the discretion of the administration. Items that could be used as a weapon, in the possession of a child, will also be confiscated.

The following is the substance and/or sexual abuse and weapons policy for students:

Incident	First offense	Repeat
• Possession of tobacco product	Parent contact, detention	Suspension
• Smoking, use of or sale of tobacco	Parent contact, detention	Suspension
• Possession of alcohol	Parent contact, suspension	Expulsion
• Sale of alcohol	Parent contact, suspension	Expulsion
• “Under the influence”	Parent contact, suspension, Referral	Expulsion
• Use of inhalants	Parent contact, police contact Possible suspension or expulsion	Expulsion
• Sale, possession, use of drugs	Parent contact, police contact Suspension or expulsion	Expulsion
• Possession of a weapon	Parent contact, police contact Expulsion	
• Assault on staff	Parent contact, possible police contact, suspension or expulsion	Expulsion
• Bomb threat	Parent contact, police contact Suspension or expulsion	Expulsion
• Sexual abuse	Parent contact, police contact Expulsion	
• Possession of pornographic material	Parent contact, detention	Suspension

Behavior and Consequences

The consequence for inappropriate behavior depends upon how serious the misbehavior is and how often it has occurred. Repeated offenses may involve notifying the parents as well as increasing the severity of the consequence. The following are some consequences for poor choices:

1. Taking away of a privilege
2. Detention
3. Excluding the student from field trips or special events
4. Removal from class or school (suspension)
5. Expulsion

Warnings and corrections will be given to students by the classroom teacher for inappropriate behavior or lack of preparation for class. If the behavior is not corrected the classroom teacher may issue a consequence. Suspension and Expulsion are determined by the principal and are issued for severe infractions or repeated offenses.

- Parents and students must realize that *recess is a privilege* given to those students who have met their responsibilities. In being a privilege, recess can be taken away by the teacher for misconduct or rule/policy infractions.

Conduct

The following are meant to serve as general guidelines for disciplinary actions. Classroom discipline is maintained by the respective classroom teacher. However, the Principal and/or classroom teacher reserves the right to issue detentions for misconduct of students in grades kindergarten through eight. Suspension and expulsion is the sole responsibility of the Principal and/or Director of Discipline.

Actions which may merit a detention (may include but are not limited to)

- Cheating or lying
- Plagiarism
- Disrespectful and/or inappropriate behavior
- Use of inappropriate language
- Intimidation of others
- Unnecessary noise
- Stealing or using other's belongings without permission
- Refusal to follow directions
- Repeated tardiness
- Refusal to work
- Refusal to follow classroom rules
- Repeated incomplete or missing assignments
- Failure to return signed papers/report cards
- Failure to have necessary supplies
- Failure to submit absentee note/doctor note
- Uniform infractions
- Gum chewing
- Disorderly conduct
- Misbehavior in bathrooms
- Failure to observe playground rules
- Engaging in physical or verbal abuse
- Leaving classroom without permission
- Leaving grounds without permission
- Use of cell phone or electronic equipment
- Vandalism of school property or the property of others
- Failure to comply with school rules and/or policies

Behaviors that may cause detention, suspension or expulsion (may include but are not limited to)

- Continuous attitude of disrespect
- Arguing with authority
- Insolence, disrespect or insubordination
- Profanity, crude or vulgar language
- Stealing or borrowing without permission
- Vandalism of personal or school property
- Changing a grade or grades on papers or report cards
- Forgery of parent or guardian's signature
- Dangerous behavior to self or others
- Harassment of any type
- Threatening, fighting, intimidating or causing bodily harm to others
- Assault on or threat to a staff member
- Threats to the school, staff or student body (including bomb threats)
- Possession of dangerous or controlled substances, materials, weapons
- Possession of tobacco products
- Sale of tobacco products
- Possession or use of alcohol

- Sale of alcohol
- “Under the influence”
- Use of inhalants
- Sale, possession or use of drugs
- Possession of a weapon
- Failure to comply with school rules and/or policies

Written Warning Policy

Written warnings are issued by the teacher of minor infractions either behavior or academic. Three Written Warnings equal a detention. All Written Warnings are to be signed by parents and returned to the teacher who will send it to the principal.

Detention Policy

Detentions are issued as needed and must be served after school in various assigned, supervised locations. Detentions are held on Thursday from 2:30-3:30p.m after parental notification and the return of a signed detention slip. Failure to return a detention slip by the following day will result in an added detention.

- *Any student serving a detention must be picked up by a parent/guardian immediately following the detention. The student will not be allowed to attend Extended Day on the day of a detention.*

If a student’s behavior still does not improve and the student receives more than three detention notices, a parent conference will be conducted with the Principal.

Types of detentions include:

Personal Detention: Any classroom teacher may issue a “personal detention” to a student for misbehavior or misdemeanor. The teacher determines the need of correction (after sufficient warnings have been given). The personal detention will be sent home for a parent’s signature and is to be returned to school signed the following day.

The student must remain after school on the day and time determined by the teacher. Personal detentions are served after notification is given so that parents will be able to set up transportation for the students. If a student receives a maximum of five personal detentions, parents may be asked to have a conference with the teacher and possibly the Principal.

Detention Notice: Detentions issued by the Principal’s office for chronic or serious infractions are considered Detention Notices. This detention will also be sent home to be signed by the parents and returned to school the following day.

Penalty for Detention Notices:

This detention will be served on the date indicated by the Principal

1st detention – ½ hour

2nd detention – 45 minutes

3rd detention – 1 hour

4th detention – Saturday 2 hour detention

Failure to attend Saturday detention will result in immediate in-house suspension.

Suspension

Suspension is invoked for serious and/or repeated infractions of school policies and rules and shall be with the jurisdiction of the Principal. Parents are notified and may be requested to meet with the principal. Suspension may be issued either as in-house or out-of-school. In-house suspensions will be held at school in a supervised area with a dismissal time to be arranged with the parent(s). During suspended time, the student will receive a grade of zero for all quizzes, tests, assignments, etc. he or she has missed. **Please note that these grades can not be made-up.**

Expulsion

St. Francis Xavier School follows the expulsion policies set forth by the Diocese of Fall River Department of Education. Expulsion is the permanent termination of a student's enrollment, and is a serious matter, invoked only as a last resort. Expulsion is determined by the Principal, after consultation with the Superintendent and the Pastor.

Prior to expulsion, the student and his/her parent(s) or guardian(s) may be granted a hearing by the Principal. If expulsion is determined, the Principal shall notify the parent(s) or guardian of the reasons in writing, and shall file a copy of this notification with the Superintendent.

- St. Francis Xavier School reserves the right to amend, add or change the policies listed within this document as they deem necessary. Parents will be notified of any new policies or changes.
- Any area of discipline that may not be covered will be handled by the principal.

COMPUTER POLICY

Basic student procedures

- Enter the computer room in an orderly fashion keeping talking to a minimum.
- Make sure your hands are clean before entering the lab.
- Come to class prepared
- Do not touch the computer, keyboard, and/ or mouse until you are instructed to do so. Do not rearrange any computer equipment and/or furniture. The keyboard must remain on the computer table and earphones on the appropriate hook. (Failure to do this can cause wires to become loose and/or disconnected and/or break)
- Do not at any time alter or change any of the preset functions and/or make changes to the desktop unless otherwise instructed
- Students must use software on the network and/or school computer and may not bring software from home.
- Students may not access personal email or chatrooms.
- Students should turn off the monitor and raise a hand immediately if they access an inappropriate website by accident.
- No food, drinks, gum, combs, brushes, or toys etc. are allowed in the computer lab. Use only a pencil in the computer lab, (*markers and pens etc. can break and leak and the ink can cause damage to the computer.*)

- All computer use must have an educational basis. No game playing. (Shockwave, Solitaire, etc.)
- Be respectful of all your teachers and classmates.
- If you are in need of assistance or have a question please raise your hand and I will help you as soon as possible. Be patient! (At no time should you ask the student next to you for help unless otherwise instructed to do so.)
- Stay out of other people's files.
- Spell-check and proofread before printing.
- Only print one copy unless otherwise instructed to do so and/or have permission to do so.
- If you finish assignments or have extra computer time, work on your keyboarding skills or other school projects (ex. Research projects for other teachers). It does not at anytime mean that you are in recess and can begin a conversation with another classmate.

Proper handling of flash drives and CD'S

- Hold CD properly with label side face up/scan flash drive before open doc.
- Do not touch the under surface on the CD
- Report any damaged CD immediately
- Use only the CD given to you
- Insert CD into the drive label side up.
- Do not insert a CD into or remove it from a drive while the drive is running (light is on)
- CD should be removed by you and returned to the appropriate case as instructed. (Failure to do so will result in a detention)
- Students will at all times be in possession of their own CD
- Use only Flash drive given to you.
- Scan flash drive before you begin working with it.
- Report any damaged flash drive immediately
- Insert flash drive into a USB port assigned for flash drive use by the instructor.
- Do not remove flash drive if you are working with documents saved on the flash drive. Save your work, exit the drive and then remove it.
- Student should only use their assigned flash drive.
- There is to be no sharing of flash drives.
- Flash drive should be removed by you and returned to the appropriate case as instructed. (Failure to do so will result in a detention)

Please leave your workspace the way you'd like to find it. This means exit all applications, close the server connection, and put your CD and/or flash drive where they belong.



St. Francis Xavier School
Parent/Student Handbook
2009-2010

Accredited by the New England Association of Schools and Colleges Inc.

Saint Francis Xavier School
Handbook Agreement Form

I have read and reviewed the contents of the Saint Francis Xavier School Parent Handbook containing our Discipline and Computer Policy with my child/children. We understand the policies and expectations set forth in this document by SFX School and will abide by them.

Student's Name: _____ Grade: _____

Student's Signature: _____

Parent/Guardian Name: _____ (please print)

Parent/Guardian Signature: _____ Date: _____

Your acknowledgement and signature will be kept on file for the duration of the student's enrollment or until an updated handbook is published. This document should be retained for ongoing review with your child.

For office use only:

Date returned: _____

Amendment to St. Francis Xavier Parent/Student Handbook 2009-10

Date: August 27, 2009

Tardiness

Tardiness is considered a serious matter as it disrupts the school day of both the student who is tardy and his/her classmates. Therefore, it is the responsibility of the student and his/her parents or guardians to ensure that the student arrives on time to school. The principal will address excessive tardiness or tardiness patterns. **Excessive tardiness will be dealt with on an individual basis by the principal and may result in the loss of extracurricular privileges, including field trips.**

It is recommended that students arrive by 8:15 AM. School begins at 8:20 AM. At 8:20 AM, the traffic monitor will lock the school door. Students who report to school after 8:20 AM, will be considered tardy and **must report to the main office accompanied by a parent or guardian to receive a tardy slip in order to enter class. After a student receives 5 unexcused tardy slips, he/she will receive a detention.**