

Parent & Student Handbook

St. Francis Xavier Parish School



Revised September, 2016

INTRODUCTION

This handbook is intended to give you -- parents, guardians, and students -- information about our school that will help us to work together most effectively for the benefit of our students and our parish school. We believe that cooperation between families and the school is key to the children's success as students and as persons who belong to a community of faith.

Statements in this handbook are subject to amendment with or without notice. The school principal will keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

MISSION STATEMENT

St. Francis Xavier Parish School provides students with academic excellence centered in the Catholic values of prayer, learning and service.

SAINT FRANCIS XAVIER PARISH SCHOOL PHILOSOPHY

We, the members of St. Francis Xavier School community, believe that our school exists so that our students may come to know and love God while pursuing academic excellence and may develop an active faith life in the Catholic tradition. We believe that the daily example of our teachers and the witness of parents, who are the first heralds of the gospel for their children, provide our students with powerful models for Christian and human growth.

We strive to create a Catholic educational community in which the spiritual, intellectual, physical and emotional needs of each student are met within the scope of our educational program. In our pursuit of academic excellence, we provide our children with diverse educational opportunities, utilizing a variety of learning experiences so that we can prepare each student for a life of intellectual inquiry, prayer, and service to the world through the Church. In union with parents, we strive to discover and develop the unique gifts and talents of our children, moving them with dignity towards their Christian destiny.

SAINT FRANCIS XAVIER PARISH SCHOOL VISION

Welcome to a school where the individual character of children is built by focusing not on themselves but on others. Welcome to a community where parents and educators alike are deeply committed to the goal of enabling all children to reach their full potential. Welcome to a family that guides children toward their future with positive energy, caring hearts and thoughtful minds.

Welcome to Saint Francis Xavier.

The core tenets of Saint Francis Xavier School are based in our Catholic faith. Our children are taught respect for themselves and for others. We put the highest value on relationships with God, families and school. It is our never-ending goal to identify and build upon the individual strengths of each student. We believe it is critical to inspire within our students a sincere dedication to serve their parish as well as their civic and global communities.

Our sole purpose is to provide a premier educational experience that develops faith-filled, lifelong learners. The entire school staff embraces this purpose and recognizes its responsibility for achieving this goal. This core purpose is why our educators strive toward an environment in which fascination is nurtured, curiosity is stirred and inspiration is captured.

Our educational environment is integrated with technologies that span the elementary school curriculum. The children of Saint Francis Xavier are taught to use technology positively through instruction and practice of Christian ethical responsibilities associated with current and future

technological developments. We encourage students to use technology in innovative ways to solve problems, make human and personal connections, expand their minds, and explore worlds outside their own.

The result is that the Saint Francis Xavier graduate leaps into the world as a well-rounded individual with the skills, self-confidence and Christian perspective to make a positive impact in society with abilities, talents and character enhanced at Saint Francis Xavier. Our graduates are held in the highest esteem by their parish and civic communities as well as their prospective high schools. There is pride in being an alumnus of St. Francis Xavier School and a sense of responsibility for assuming leadership in our church, our community and our world.

Welcome to our family. Welcome to Saint Francis Xavier.

ST. FRANCIS XAVIER PARISH SCHOOL PLEDGE I am a child of God, a citizen of the world, and a member of the St. Francis Catholic School Community. I will love God, speak truth, respect myself, treat all people as my brothers and sisters, learn as much as I can, seek peace and show fairness, care for my environment, and represent the mission of my school with dignity and grace: We pray, we learn, we serve.

ABSENCES

Daily attendance is important for children to maintain good grades, as well as to provide consistency in a child's study habits. Teacher instruction and group work are vital components of the educational process that cannot be replaced solely by written (make-up) work. It is, therefore, important for all children to attend school unless illness necessitates an absence. While we strongly encourage daily attendance, we also ask parents to please be sure that children are not sent to school when they are ill or when their health condition might jeopardize the health of other students. Children may not return to school until they are FEVER FREE for 24 hours.

○ **Procedures for Notification**

When a child is absent, parents are expected call the school (Main Campus at 352-2175, East Campus 588-1472) before 8:45 A.M. and leave the child's name, room/grade, and reason for the absence on voicemail.

○ **Make Up Work**

Teachers are not required to provide assignments prior to scheduled absences. Please consult an individual teacher for grade level procedures regarding make up work by using the homework calendar and the grade level teachers' pages online.

○ **Excessive Absences**

Students who are absent for 15% or more days in the school year may be considered for retention.

ADMISSIONS

St. Francis Xavier School welcomes children regardless of gender, race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded students at this school. St. Francis Xavier School does not discriminate on the basis of gender, race, color, national or ethnic origin in administration of educational policies, financial aid, athletic, or other school-administered programs. St. Francis Xavier School strives to educate all students within the limits of the school's educational program.

- **Admissions Criteria**

In order to provide an education for families of St. Francis Xavier Parish who value Catholic Education, we will adhere to the guidelines set by the Archdiocesan School Office, the St. Francis Xavier School Board, and the Admissions Committee. Students will be admitted in the following order:

1. Children who are currently enrolled at St. Francis Xavier School
2. Brothers or sisters of students currently enrolled whose parents have expressed intent to enroll for the following year.
3. Brothers or sisters of students who graduated from SFX whose parents have expressed an intent to enroll for the following school year.
4. Children transferring from other Catholic schools into grades PS-4 through grade six whose parents are members of the parish.
5. First-born children whose parents are members of the parish and who are enrolling in school for the first time.
6. Children in a family whose parents are members of the parish including children transferring into PS-4 through grade 6 from non-Catholic schools.
7. Catholic students whose parents are not members of the parish.
8. Non-Catholic students.

- **Age Requirements for Admission**

The State of Illinois has set September 1st as the deadline for reaching the required age in order to be admitted to school. St. Francis Xavier School abides by these requirements, which are:

First Grade: students must be six years old.

Kindergarten: students must be five years old

Preschool: students must be three or four years old, respectively.

- **Birth Certificate Requirement for Admission**

A certified copy of a child's birth certificate is required within 30 days of enrollment. The purpose of requiring a certified copy of the child's birth certificate is to ensure that the pupil has not been listed as a missing child. According to the Missing Children Records Act [325 ILCS 50/5], a pupil must provide a certified copy of his/her birth certificate to the school within thirty (30) days of enrollment. Upon failure to comply, the school shall immediately notify local law enforcement of such failure, and shall notify the person enrolling the child in writing that s/he has 10 additional days to comply [325 ILCS 50/5].

ARRIVAL TIMES

East campus arrival times are set to facilitate drop off and pick up of children between both buildings. Parents will receive specific information regarding that schedule either by mail or at the August Parent Information Meeting. Parents are not to park in the East Campus parking lot.

Unless they are scheduled for band practice, resource study hall or to meet with a teacher, children at the main campus are not to arrive on school premises before 8:00 A.M. The school does not provide supervision for students before the scheduled arrival times.

- **Tardiness**

Students are considered tardy if they are not in their seats and ready to begin class when the tardy bell rings. Parents will be notified when a student has been tardy 3 times in a calendar month. Students who are chronically tardy following such notification will be referred by teachers to administrators to work with parents to get students to school on time. Disciplinary consequences may apply.

ATHLETICS

○ **Sports Teams**

Students in grades 5-8 may participate in instructional and competitive football, basketball, volleyball and track & field. All SFX students are invited to participate, but continued eligibility may be threatened by failure to complete assigned work or inappropriate behavior in or at school.

○ **Athletic Committee**

The Athletic Committee meets at 7pm on the fourth Monday of each month except for December (no scheduled meeting). All meetings are held in the Rectory and are open to parents.

The Athletic Committee administers a comprehensive athletic program and is responsible for all aspects of the sports program. This committee works with the school in assuring that student participants maintain good academic standing. Students who do not maintain grades according to their individual abilities may be placed on probation. Students may also be placed on probation or removed from a team if behavior in school or during practice/games is not in accordance with school standards. If work or behavior does not improve, students will be barred from participation until such time as the principal notifies the coach that the student has regained good academic and behavioral standing.

The purpose of our athletic program is to promote good sportsmanship among our students; to develop the abilities of each participant, and to help the students develop a sense of pride in themselves, their team, and their school.

Tammy Bauer is the current Athletic Director.

BAND

Our school band program is open to children in the fourth through the eighth grades. Band is an optional school program for which parents pay an instructional fee. The band director and the principal schedule lessons cooperatively. Rehearsals occur before or after school on one day per week, and lessons are conducted during the school day. The band presents concerts for parents and participates in individual and group competitions. Children are responsible for classroom work missed while at band.

BIRTHDAY/ HOLIDAY CELEBRATION TREATS

Birthday Treats: Beginning with the start of the 2014-2015 school year, food cannot be brought into the classroom as part of a birthday celebration. As an alternative, parents of children in grades PS- 3 who wish to assist in the celebration of their child's birthday in the classroom are encouraged to consider other options, such as:

- Provide a small token gift for members of the classroom.
- Donate a book in the name of your child to either the classroom library collection or the school's library.
- Other reasonable age appropriate ways to include classroom students.

Holiday Celebration Treats: Parents of students with nut/food allergies will be asked to provide alternative treats OR provide explicit permission (email is acceptable) for their child to fully participate in special events, such as classroom/holiday parties (e.g. Halloween Parties,

Thanksgiving Events, Christmas Parties, Valentine's Day Party, Mother's Day Teas, etc.)

- All food brought into the classroom for Holiday or Classroom Parties must be prepackaged.

No homemade foods may be brought in for these parties.

Note: Classroom teachers will have a supply of "safe" snacks (provided by parents) for students with nut/food allergies that teachers can access if alternative treats are not provided/run out/are not available.

Parents/guests who bring food that is not prepackaged and on the Peanut/Tree Nut Free List for a holiday/classroom party will not be allowed to distribute it.

See FOOD ALLERGIES for more information.

BOOKS AND INSTRUCTIONAL MATERIALS

Students are responsible for the good care of textbooks and library books. In an effort to promote respect for learning and the materials used to learn, students are asked not to write or draw in textbooks or library books. Students and their families are responsible for replacing lost books. Books or book covers that are damaged (beyond what would be considered normal wear and tear) and/or contain writing or drawing will have to be cleaned or replaced by the student.

CODE OF CONDUCT

St. Francis Xavier School places strong emphasis on self-discipline and Christian values. Students, parents and school staff share the responsibility for promoting positive student behavior. The shared goal is to create a safe and orderly school in which teaching and learning are the highest priorities.

Implementation of the Responsive Classroom approach to discipline will begin during the 2015-2016 school year. The RC approach offers clear expectations for behavior and actively teaches children how to live up to those expectations. Teachers using this approach help children become aware of how their actions can bring positive and negative consequences to themselves and others. When children break the rules, teachers help children to recognize and fix the problems their actions may have caused. As a result, children grow in their ability to be self-disciplined.

Teachers using the RC approach to discipline strive to be firm, kind, and consistent in their approach to rules and rule breaking. Their aim is to create calm, safe, and orderly classrooms – ones in which teachers and children can learn effectively – while preserving the dignity of each child.

Grade Level Discipline Plans

Broad rules that affect the daily living of all members of the school community are:

1. Show respect for self, for others and for your school.
2. Contribute to the learning environment.
3. Follow classroom and school procedures.

Each grade level adopts a version of these rules for the students in the classrooms. The teachers work with students to make sure the rules and procedures are understood and that reasons for the rules have been discussed. A copy of the grade level rules and procedures as well as rules and procedures for lunchroom and playground will be sent to parents during the first week of school with a request for parent and student signatures.

Discipline Cycle

Every attempt will be made to teach skills and offer reminders when students do not follow the rules and procedures they've been taught. Minor incidents of inappropriate and/or disruptive behavior will be dealt with in the classroom. Academic notifications will be sent to inform parents of concerns about academic work. A behavior notification will be sent to inform parents of concerns with inappropriate or disruptive behavior. (Violations of uniform policies are included in behavior notifications.)

When a school staff member sends a notification about an incident or situation of concern, it is a request for parents to address the matter with their child. If a parent requires clarification, he or she may contact the teacher who issued the notice. An academic or behavior notification represents a problem-solving opportunity, and it is not placed in a student's permanent school record. Parents are asked to acknowledge the notice with a signature or email reply the next school day. Students who return without a signed notice or email acknowledgement will be referred to the school office to call parents via telephone, or parents will be notified via email.

I. LATE/ INCOMPLETE WORK (Gr. 2-8)

- Each late or incomplete homework or in-class assignment will merit an academic notification issued to the student and signed by a parent.
- Failure to return a signed academic notification on the next school day following issue will result in a student referral to the office to call parents or an email notice sent to parents.
- Content area teachers have the responsibility to share documentation re: late/incomplete work with the homeroom teacher.
- The teacher(s) may choose from the following classroom interventions to support student work completion
 - Assignment notebook sign-off/checkout system
 - Assignment and monitoring of preferential seating
 - Provide time for and monitor periodic desk, portfolio and locker checks
 - Allocation and monitoring of periodic movement breaks
 - Stand near student when giving directions
 - Periodic comprehension checks, i.e. ask students to repeat back directions, call on student to insure attention and comprehension
 - Verbal /non-verbal re-direction of attention and behavior
 - Develop and provide personal/visual schedule or checklist of daily activities/tasks for student to put on desk or in notebook
 - Develop and monitor simple behavior plan
 - Provide study guide for tests
 - Differentiate instruction
 - Re-teach/reinforce core instruction
 - Assign homework or study "buddy"
 - Develop an explicit plan for frequent communication with parents (i.e. through assignment notebook, checklist, notes, or phone or e-mail)
 - Communicate/supply materials and information as needed to school district staff serving special needs students
 - Communicate with private tutors within reason
 - Consult Resource teachers for additional assistance
- Students with incomplete or missing assignments may be required to come to school early or stay late to complete assigned work. Parents will be notified.

- The SFX Resource Staff will be consulted for assistance as needed and before suspending a Resource student from athletic participation or other extracurricular activities.
- A continued pattern late/incomplete assignments may merit a suspension or removal from athletics and/or other school activities (ie. Band, Student Council, Peer Mediation, etc.) and/or continued enrollment in required study. Administration will make these determinations in consultation with teachers on an individual basis.

II. BEHAVIOR (Gr. 2-8)

- Behavior notifications for minor incidents of misbehavior are sent by classroom teachers per classroom discipline plans.
- Minor incidents of misbehavior will be handled by teachers in classrooms.
- Repeated misbehavior or a serious infraction merits an office referral and an administrator-to-parent contact.
- Subsequent repeated misbehavior or a serious infraction will result in a second office referral and a possible suspension or after-school detention.
- The homeroom teacher has the responsibility for supervising the detention or arranging for another teacher or an administrator to supervise the detention and for notifying parents of a detention.
- Administrators will notify parents, the Athletic Director, and necessary coaches of suspensions from school or athletics.

III. MAJOR OCCURRENCES OF MISBEHAVIOR OR REPEATED MISBEHAVIOR

If a student is referred to the school office repeatedly or in extreme cases, the following actions will be warranted:

- An administrator notifies a parent or guardian that a suspension of up to three days has been earned. The exact length and type (in-school or out-of-school) will be determined by the administrator.
- A conference will be held with a parent or guardian, teacher(s), student and administrator to write a plan (including a measurement for progress) to assist the student in developing greater self-control.
- A recommendation may be made at this time for intervention via a case study evaluation, psychological counseling, etc. A student whose family rejects the recommendations made by the school without any mutually agreed upon alternatives may be asked to transfer to another school immediately or at the end of the current school year.
- All school work missed during suspension must be completed before a student rejoins his/her class.
- A probationary time period to monitor and review progress will be determined when the student is ready to return to class. A student may be suspended from athletics participation for the duration of the probationary period or the remainder of the season.

NOTE: The above actions may be repeated as long as a student is able to demonstrate that progress is being made, and a willingness to contribute to a positive learning environment is evident.

There will be occasions, however, in which disrespect, disruption and failure to follow procedures are of such a nature or repeated so frequently as to warrant removal from the classroom, such as when:

- A student is in physical or psychological danger or puts another in danger.
- A student is irrational or unreasonable.
- A student pushes beyond acceptable limits of respect in speech, actions or attitude.
- A student is not able or willing to regain self-control despite requests to do so.

Other serious infractions include:

- Willful or intended harm to others, including fights or threats
- Open defiance of any adult, including refusal to do required work in the classroom
- Stealing
- Cheating
- Bullying (physical, verbal, psychological)
- Destroying/vandalizing property
- Using or possessing drugs or alcohol
- Displaying gang affiliations
- Violation of the Acceptable Use Policy for technology
- Having weapons of any kind (real or toy that could be mistaken for real)
- Anything that, in the judgment of the principal, constitutes a serious and significant disruption of learning, endangers the safety of students or staff or undermines the school's philosophy and goals.

NOTE: The principal will report instances of drug violations to local law enforcement officials as required by the School Reporting of Drug Violations Act [105 ILCS 127]. The principal will immediately notify local law enforcement officials of firearm incidents at the school. The principal will also notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).

When it becomes necessary to remove a student from the classroom or group to protect a student and/or the learning environment of the school, he/she will be referred to an administrator in the school office, setting the following Discipline Cycle in motion

- The principal may recommend expulsion or transfer.
- The decision to expel a student rests with the principal and pastor.
- If expulsion is decided upon, the student's parents or guardians will be notified in writing. Reasons for the dismissal will be given and an opportunity for appeal will be explained.

Extracurricular Activities: It is understood that responsibility for practicing our skills and values does not end at the schoolhouse door. School rules and standards for behavior apply to involvement in extracurricular activities (ie. sports, academic contests, etc.) and while traveling to and from school.

An Important Note to Parents and Guardians: If parents receive an academic or behavior notification, a phone call or request for a conference, the school is asking for your assistance to solve a problem that has occurred. All of these means of communication are used before most problems result in a need for suspension or expulsion.

If parents or guardians have questions or concern about an incident that has occurred, they should contact their child's teacher first, then an administrator. Talking about the incident with the larger community rarely helps and can often exacerbate a problem. Parents or guardians and school staff should never approach one another in anger or frustration. Children learn from adults' example of respect. A mutually respectful relationship between parents and school staff members benefits a child's educational and emotional well-being.

COMMUNICATION WITH PARENTS

The school employs a number of ways to keep parents informed about both the progress of their child/children and about school functions.

- Each teacher enters daily homework into an online calendar found on the school's website.
- Parents may access information regarding work completion and grades on PowerSchool.

- During the course of the school year, bulletins and newsletters about upcoming events, as well as day-to-day school life, are e-mailed to parents regularly.
- Flyers, fundraising materials, etc., are sent home on Fridays (or the last day of the school week) with the oldest or only child in the family.
- Monthly calendar updates are sent in the Friday folders at the beginning of each month.
- The Family School Association publishes newsletters during the school year to share school news.
- Parents will be contacted by phone or with a Memo to Parents to inform them of a concern at school. Parents will also be contacted when a sudden change in a child's work or behavior becomes evident. Parent assistance in resolving a particular issue is appreciated.
- Parent-Teacher Conferences are scheduled in November (grades K-8) and January (Preschool). Parents will also be contacted when a sudden change in a child's work becomes evident.

All SFX teachers and administrators have e-mail addresses that can be found in the school directory.

Parents are reminded that it is necessary to contact a teacher for an appointment in advance. Teachers are not available during class time, and parents are not to enter a classroom to conference with a teacher when classes are in session.

CONFERENCES / APPOINTMENTS WITH TEACHERS

Parent-Teacher Conferences are scheduled in November (grades K-8) and January (Preschool). Parents of students in grades 1-8 are required to meet with teachers in November. Parents of students in Preschool and Kindergarten are required to meet with teachers in January. Parents are reminded that businesses have the obligation to provide parents time to meet with their children's teachers for scheduled conferences.

Conferences at other times may be requested by either the parent or the teacher. Parents may either send a written request directly to the teacher, or may make this request through the school office. Teachers may be available for conferences either before or after school.

If an area of concern arises between a parent and teacher or student and teacher, both parties will meet to discuss the situation with the good of the child as our first concern. It is preferred procedure for a parent or student to meet with a teacher to resolve a problem or clarify an issue. If a solution cannot be reached, the principal will meet with all parties concerned.

Parents are invited to contact the principal whenever they have concerns related to the general administration of the school.

CURRICULUM

The curriculum of St. Francis Xavier School meets the requirements set forth by both the State of Illinois and the Archdiocese of Chicago Office of Catholic Schools. Our curriculum, at grade appropriate levels, includes the teaching of: religion/family life, reading, mathematics, language arts, social studies, science, physical education, drug/alcohol education, art, music, computer, library science, and a Spanish language program for grades 2-8.

Morning Meeting for grades PS-6 and Circles of Power & Respect for grades 7-8 will be conducted each morning in all classrooms. The purpose for implementing Responsive Classroom is to put intentional focus on social and emotional learning in the classroom setting and the formation of Christian community.

○ **Preschool Program**

St. Francis Xavier School provides a developmental preschool program. Three-year-old children have three half-day classes each week; and four-year-old students have five half-day classes each week. Our program consists of purposeful play and socialization skills that prepare students for the academic work they will encounter at higher grade levels.

○ **Kindergarten**

Our kindergarten program is both developmental (allowing children to develop socially through interaction), and academic (introducing the children to formal reading and math skills). Our basic kindergarten program is augmented by the children's participation in prayer services, musical presentations, and Responsive Classroom. St. Francis Xavier School offers half-day and full-day Kindergarten sessions

DAILY SCHEDULE

Grades 2-8	8 a.m. to 3:15 p.m. (Mon/Tues/Thurs/Fri)	8 a.m. to 2 p.m. (Wed)
Grade 1 & Full-Day K	8:05 a.m. to 3:10 p.m. (Mon/Tues/Thurs/Fri)	8:05 a.m. to 2 p.m. (Wed)
Half-Day K	8:05 a.m. to 11:20 a.m. (Mon-Fri)	
Preschool AM	8:05 a.m. to 11:20 a.m.(Mon/Tues/Thurs/Fri)	8:05 a.m. to 10:40 a.m. (Wed)
Preschool PM	11:55 a.m. to 3:00 p.m. (Mon/Tues/Thurs/Fri)	11:30 a.m. to 1:50 p.m. (Wed)

DIRECTORY OF FAMILIES

The SFX School Directory is for the sole use of school families and school personnel. Any and all information contained therein is confidential and may not be distributed to others without the written consent of school parents. The directory information may not be used to sell merchandise, raise funds or promote a cause.

EARLY DISMISSALS/ RELEASE OF STUDENTS

When a child becomes ill during the school day and cannot remain in class, parents will be notified and are required to make arrangements for the child to be taken home. Either a parent or an adult appointed by the parent must come to the office to "sign out" the child. Children are never dismissed early from school unless they are in the presence of a parent or an adult designated by the parent.

Any request for an early dismissal must be in writing. This should be sent as an email or hardcopy to the child's teacher and to the school office. Attendance of 3 hours constitutes a half-day. Parents are asked to schedule doctor and dental appointments after school hours. Further, it is strongly suggested that family vacations not be planned during school time.

ELECTRONIC DEVICES

Students may not bring electronic devices to school that are unrelated to their schoolwork. Examples include video games, iPods or other MP3 players, iPads or other tablets, and eReaders.

Cellular phones are permitted with parent permission. Phones are to be turned off during school hours, and they are to be kept in lockers. Cell phones may not be used to take pictures, send or receive calls or text messages, or as recording devices. If a student needs to call a parent from the school building, he or she is expected to use the office telephone. In an emergency situation a parent is expected to contact a student via the school telephone as well. (Please note: Your consideration for our school office staff is appreciated. While the school recognizes the reality that after school plans my change during the day, scheduling play dates is not within the responsibilities of the staff.)

Cameras are permitted with teacher permission and to be used for educational purposes. A student is not permitted, however, to take a photo of anyone without that person's permission. Likewise, a student is not permitted to publish a photo on the web or in print or to show a photo to a third party without written permission of the individual(s) in the photo.

Electronic devices, including cell phones outside of lockers, will be confiscated, and parents will be asked to pick them up at school. Repeated violation of this policy on electronic devices will enter into the Discipline Cycle. (See "Code of Conduct.")

EMERGENCY FORMS

An individual emergency information form is distributed to each child at the beginning of the school year. This form must be completed, signed by the parent, and returned to school within the first week of the school year. Parents are reminded that an "emergency contact" is someone who can be reached when the school cannot reach a parent. Therefore, this person should be available during the school day. Submitting this person's name gives the school permission to release a child to this person in the event that we cannot reach a parent. Please be sure that the individual has accepted this responsibility and has a way to reach the school within a reasonable time.

Parents are requested to keep the school informed when there are changes to any emergency information, especially when there is a change of address or phone number.

EMERGENCY DRILLS

Fire drills are conducted on a regular basis throughout the school year, and tornado drills are conducted twice per year. Lockdown drills are conducted annually. Detailed escape plans are posted in each classroom. Students are expected to move to their designated areas in a safe, quiet and orderly manner during any emergency drill.

FIELD TRIPS

The faculty of St. Francis Xavier School believes in educating the whole child, continually seeking ways in which to involve outside resources in the educational process. Each grade will plan at least two field trips per year. Parents will be informed in advance about all field trips. Information will include the destination, purpose of the trip, travel arrangements, and cost of the trip. A written permission slip must be returned by the stipulated deadline. The school asks that parents support all field trips.

Chaperones (parents/adults) who wish to accompany students on field trips must meet the archdiocesan requirements outlined under **Volunteers**. Since chaperones must give their full attention to the children assigned to them by the teacher, they may not bring any other children on the field trip.

If a situation arises where a child cannot accompany the class on a particular field trip, the homeroom teacher will discuss attendance plans for the day. Normally, if the decision to exclude a child from a field trip is made by a parent, the child will stay at home for the day of the trip. Children will not be allowed to leave the building for a field trip without the necessary authorization forms completed by parents.

The school reserves the right to determine if a child should be excluded from participation in a field trip because of unacceptable behavior. Parents will be notified of this exclusion prior to the trip.

FOOD ALLERGIES

Standard Approach to Food/Nut Allergies

- A letter or note is required from the student's physician identifying the nut/food allergy. A Medical Authorization Form is to also be signed by the physician.
- A Food Allergy Emergency Plan will be signed by the parent and the physician.
- Epi-pens will be stored in the main office and are required to be supplied by parents. In addition to this, parents of children with a nut/food allergy may choose from the following, which are acceptable options in addition to epi-pens being housed in the office:
 - Students may carry additional epi-pen on their person.
 - An additional epi-pen can be kept in a transportable "fanny pack", which will travel with the student to "specials" classes, lunch, recess, extracurriculars, etc.
 - The responsibility of transporting the epi-pen via the fanny pack is the student's, at the directive of his/her parents.
 - A standard-issue fanny pack (distinguishing color, size, etc.) will be given to students whose parents request them.
 - **HAND WASHING:** All students will be expected to wash their hands prior to lunch, either in the classroom or on their way to the lunchroom from their classroom/recess. Students must utilize either soap and water or approved hand sanitizer for this hand washing.
 - A required protocol is to be established for all students to wash their hands (soap and water) upon arrival to school and following lunch/recess when students are re-entering a classroom that is the home classroom to a student with nut allergies.

Standard Procedures-Lunchroom

- **NUT-FREE TABLE:** A nut-free table will be provided for in the lunchroom. This table will be cleaned before each lunch period by lunchroom staff and will be used exclusively for this purpose (Wet Ones are used).
- **SUPERVISION:** Lunchroom staff will do a visual review of lunches for each student sitting at a "nut-free" table. This review is designed to give a quick review for obvious peanut/nut contents/products, rather than a thorough review of all ingredients.
- **ADDITIONAL:** Infrequently there will be days when the regular lunch time will be held outside of the regular lunchroom (Jr. Great Books, Peer Mediation, Student Council), likely in individual classrooms. Appropriate precautions and arrangements will be made in these instances for safe consumption of lunches brought by students, as well as for appropriate clean-up following these lunches. These arrangements will be coordinated by the principal.

Use of Food as Part of the Curriculum

- Whenever food is used as part of students' curriculum, teachers will assure that foods used will allow for full inclusion of all students in a classroom.

- Food is not to be utilized as a “reward” or “motivator” for students, unless the food is listed on the Peanut/Tree Nut Free List.

Holiday/Classroom Parties

- Parents of students with nut/food allergies will be asked to provide alternative treats OR provide explicit permission (email is acceptable) for their child to fully participate in special events, such as classroom/holiday parties (e.g. Halloween Parties, Thanksgiving Events, Winter/Christmas Parties, Valentine’s Day Party, Mother’s Day Teas, etc.)
- All food brought into the classroom for Holiday or Classroom Parties must be prepackaged.
 - **No homemade foods may be brought in for these parties.**
 - *Note: Classroom teachers will have a supply of “safe” snacks (provided by parents) for students with nut/food allergies that teachers can access if alternative treats are not provided/run out/are not available.*
 - **Parents/guests who bring food that is not prepackaged and on the Peanut/Tree Nut Free List for a holiday/classroom party will not be allowed to distribute it.**

Birthday Celebrations

- Beginning with the start of the 2014-2015 school year, food cannot be brought into the classroom as part of a birthday celebration. As an alternative, parents who wish to assist in the celebration of their child’s birthday in the classroom are encouraged to consider other options, such as:
 - Provide a small token gift for members of the classroom.
 - Donate a book in the name of your child to either the classroom library collection or the school’s library.
 - Other reasonable age appropriate ways to include classroom students.

Additional Situations

- **CLASSROOM SNACKS:** Parents will be asked to send snacks that are nut free from the Peanut Free List (or appropriate per student’s food allergy needs) for any regular/special classroom snack consumption.
- **FIELD TRIPS:** An epi-pen must stay with the teacher (or the student’s own parent if he/she is a field trip supervisor) who also stays with the child who has a nut/food allergy throughout the duration of a field trip.
 - Teachers need to assure that they inform the school office in advance of a field trip.
 - On field trips in which lunch will be eaten, students will be required to bring their own lunch. Bottled water should be the only purchased option available to students on a field trip.
- **SUBSTITUTE TEACHERS:** A health concerns list/response plan is to be included in each teacher’s “sub folder” which is provided to substitute teachers.
- **STAFF LOUNGE/OTHER:** Spaces within the building such as the Teachers’ Lounge which are designated as areas where nut products may be consumed should not be used as student instruction areas. Should circumstances require such use, teachers should take measures to have this space appropriately cleaned and communicate these plans to parents of students with nut allergies in advance of use of this space.
- **FUNDRAISERS:** Fundraisers in which food is sold or distributed to students must do so only with pre-packaged foods.
- **FUN LUNCHESES:** Parents will be asked to provide permission for the inclusion of their child(ren) in Fun Lunches where outside food is provided.

Food Allergy Procedures: Summary:

- **Whenever food is provided for curricular or extra curricular events, menu plans should be communicated in advance to parents and permission (email is acceptable) will be required for any students with food allergies to participate.**
- Beginning the 2014-2015 school year, food will no longer be used to celebrate student birthdays in the classroom.
- No homemade foods are to be used in curricular or extra curricular situations in which food is allowed. Food utilized for classroom parties, as part of group fundraisers, as part of other “Fun Lunches” will either be prepackaged or from restaurants from which designated menus are known.

FUNDRAISING

In order to meet the year's school budget, the School Board must raise funds. The School Board and the Family School Association meet this obligation through various fundraisers, including Building Our Future (the annual school fund), the Auction, the Golf Outing, Falcon 5K, the Shopping Program and various other fundraisers occurring throughout the year.

The SFX Annual School Fund is a parish-wide fund; monies contributed to this Fund go directly to maintaining our school and are generally tax deductible. Participation in the Shopping Program is another means to contribute to our fundraising obligations. All of these events allow us to be fiscally responsible and meet that portion of the annual budget not covered by tuition and fees. **All school families are expected to support these events** and are asked to be as generous as possible in their contributions to the Building Our Future.

These fundraising campaigns or events contribute to the general operation of the school. Their proceeds, or percentages of their proceeds, are included as income in the annual school budget.

- Auction (a bi-annual event)
- Building Our Future (annual fund)
- Book Fair
- Falcon 5K
- Gift Wrap
- Golf Outing
- Shopping Programs (Gift Card Gallery, Target, E-Scrip, Amazon Smile)

GRADING

○ Report Cards

Report cards are distributed at the end of each trimester of the school term. Parents are asked to review these and then return the "signed" envelope to the homeroom teacher. Attachments to report cards will inform parents of accommodations, or modifications made to the instructional program based on 504 Plans, Student Service Plans or special needs identified through consultations.

For students in grades 4 through 8, parents are encouraged to access their child's information regarding work completion and test/quiz/assignment grades on PowerSchool.

It is important that children do their best work. It is also important for parents to recognize their children's potential and limitations and encourage/support them with appropriate expectations.

○ Grading Scale

Grades 1–3 (all subjects):

Key for Performance Levels (The goal is for all students to reach Level 3, Proficient, by the end of the year.)		
4	Advanced	Student demonstrates an advanced understanding of concepts, skills and processes taught in this reporting period. Exceeds the grade level expectations.
3	Proficient	Student consistently demonstrates an understanding of concepts, skills and processes taught in this reporting period. Meets grade level expectations.
2	Progressing	Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period. Achievement reflects an emerging understanding of grade level expectations..
1	Beginning	Student needs development of foundational skills to demonstrate grade level expectations.

Grades 4 – 8:

A+	=	100-99%	A	=	98-96	A-	=	95-93
B+	=	92-90	B	=	89-87	B-	=	86-85
C+	=	84-83	C	=	82-79	C-	=	78-77
D+	=	76-75	D	=	74-71	D-	=	70-69
U	=	68% and below						

○ Promotion

The school will always consult with parents whenever a child's academic standing or social adjustment indicates that a promotion to the next grade level may not be in the child's best interests. Such consultation should take place no later than early March of the school year. The school will work closely with the parents and child during the remainder of the school term taking into consideration all of the factors governing the case: i.e. child's ability, age, maturity, and socialization skills.

HARASSMENT REGULATION

In accord with our philosophy and Catholic tenets, we hold that harassment or bullying in any form by an employee, student, or volunteer is unacceptable; all persons have a right to be treated with dignity. Therefore all demeaning behavior, including but not limited to verbal and non-verbal harassment and any form of cyber bullying is prohibited. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated. Employees, students, or volunteers who engage in any type of harassment will be subject to appropriate discipline. Disciplinary action may include suspension, expulsion, or termination.

Retaliation in any form against an employee or student who has exercised his/her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action. Any employee, student or volunteer who knowingly makes false charges against another in an attempt to demean, harass, abuse or embarrass that individual shall be subject to the sanctions for misconduct set forth above. The school will determine the facts regarding all allegations in as prompt and confidential a manner as possible and will take appropriate action.

HOMEWORK

Homework is a valuable aid to help students make the most of their experiences in school. Homework is given to reinforce what has been learned in class, to extend concepts, to teach responsibility, and to help students develop positive study habits. Completion or lack of completion of homework assignments will be indicated on student report cards. Failure to complete assigned homework may affect a student's academic achievement.

Homework will be assigned on a daily basis. Written assignments are not usually given over the weekends, during holidays, and on evenings of an all-school event in which the children are involved: i.e. the Back-to School Nights, Carol & Light Service, etc. Math is assigned on a daily basis, however, in Grades 4-8.

Suggested time range for homework, based on the average student:

Grades 6/7/8	60 - 90 minutes
Grades 4/5	45 - 60 minutes
Grade 3	35 - 45 minutes
Grades 1/2	Students are expected to be engaged in reading at least five days a week. Everyday Math Home Links and Intensive Phonics will be assigned most days.

The above minutes may not include studying for tests, long range projects, and written assignments. Parents are encouraged to assist students as needed and help them to do their best.

If a child consistently spends more time than the amount indicated above, please consult with the teacher.

Requests for homework on days when a child is ill need to be made prior to 11:00 A.M. Following an absence, students will be given a number of days to complete make-up work depending upon the length of time the child was absent and the amount of work to be completed.

Please note that teachers are not responsible for providing students with class work prior to vacations taken during the school year.

- ASSIGNMENT NOTEBOOKS are used by students in grades 2-8. An assignment board is posted in each classroom. Teachers provide instruction for using assignment notebooks at the beginning of each school year. Teachers will check assignment notebooks for completeness and accuracy throughout the school year.
- INTERVENTIONS to support students in the area of homework completion include the use of study guides and interactive notebooks, referral to after-school study, opportunities to redo work when content or directions were misunderstood, assignment notifications to parents, and consultation with the SFX Resource Team.
- GRADING -- Homework may be counted for 15% (or less) of the grade for an academic trimester. Extra credit in any form is not a substitute for missing or incomplete homework assignments. There may be a point deduction for late homework.

INVITATIONS TO OUT-OF- SCHOOL ACTIVITIES

In order to prevent exclusion of students at school, the school does not permit the distribution of invitations to birthday parties or other out-of-school activities at school, on school grounds or at

school-sponsored activities. The only exception to this policy is when every child in a classroom is invited.

LEADERSHIP OPPORTUNITIES FOR STUDENTS

The SFX faculty & staff recognize the need for all students to have leadership opportunities in the school and in their classrooms to enable them to develop confidence, poise, and general leadership skills. Toward that end, teachers and staff make a conscious effort to select students as leaders of classroom prayer, for participation in school masses and prayer services, and any number of classroom learning activities.

Additional leadership opportunities are provided within the context of formalized school programs. These programs require recommendations from faculty and staff, include some formal training, and may also include an application process. These may include: Peer Mediation, Youth Initiative, and Student Council.

LUNCH PERIODS

Since time is quite limited, most of our children remain at school during the lunch period. However, parents who prefer that their child/children go home for lunch must provide the office with a written notice. The school does not assume responsibility for students who leave campus for lunch.

Children will either eat in the designated lunch area or, on occasions that Joyce Hall is in use, in their respective homerooms. All students are required to observe lunch and playground regulations.

Children in first grade and full-day kindergarten will have an extended morning recess to allow them to walk to the Main Campus playground. Times for lunch and recess are as follows:

MONDAY/TUESDAY/THURSDAY/FRIDAY LUNCH & RECESS TIMES

Grade(s)	Time	Time
FD K & 1	Lunch 11:50 a.m. – 12:20 p.m.	Recess 12:40 – 1:00 p.m.
6 & 8	Lunch 11:02 – 11:24 a.m.	Recess 11:26 – 11:48 a.m.
5 & 7	Recess 11:02 – 11:24 a.m.	Lunch 11:26 – 11:48 a.m.
3 & 4	Recess 11:50 a.m.-12:12 p.m.	Lunch 12:14 -12:36 p.m.
2	Lunch 11:50 a.m. – 12:12 p.m.	Recess 12:14-12:36 p.m.

WEDNESDAY LUNCH & RECESS TIMES

Grade(s)	Time	Time
FD K & 1	Lunch 11:50 a.m. – 12:20 p.m.	Recess 12:40 – 1:00 p.m.
6	Lunch 10:30 – 10:50 a.m.	Recess 10:52 – 11:12 a.m.
5 & 7	Recess 10:30 – 10:50 a.m.	Lunch 10:52 – 11:12 a.m.
3 & 4	Recess 11:14 – 11:34 a.m.	Lunch 11:36 – 11:56 a.m.
2 & 8	Lunch 11:14 – 11:34 a.m.	Recess 11:36 – 11:56 a.m.

Children may not leave the school grounds to purchase lunch. Written requests to this effect will not be honored. In fairness to all students, fast food lunches may not be eaten in Joyce Hall. Bringing lunches from fast food restaurants for students is highly discouraged. (This includes fast food lunches for celebrating a student’s birthday.)

Pizza lunches are offered for students in Full Day Kindergarten and grades 1 through 8 during the course of the year by various classes and student groups to raise funds for their projects.

MEDICAL CONCERNS

o Medical Records

The State of Illinois requires that all students entering school for the first time, as well as all kindergarten and sixth grade students, have a physical examination before being admitted to class at the beginning of the school year. In addition, the school must be provided with an immunization record that is in compliance with current State requirements. Students entering kindergarten, second and sixth grade must provide the school with proof of having a dental examination. Vision exams are required for children entering kindergarten, and beyond upon first entry into an Illinois school.

All students will receive forms and detailed information pertaining to the above either at the time of registration (new students / students entering Kindergarten) or in spring of each year. If the school does not have both the physical and dental reports and the immunization record in hand by the first day of class, the child will not be admitted to school until the parent supplies the school with the required information.

o Contagious Diseases

Contagious diseases must be reported to the school office, including cases of head lice. Students diagnosed with strep throat must be on medication for 24 hours before returning to school. Please call to alert the school of a contagious illness. The school will alert parents of children in the grade level affected.

o Dispensing Medication at School

State law forbids school personnel to administer any type of medication to students. Medication procedures (based on state standards), and authorization forms will be mailed to all families in the summer mailing. When the child is on medication for a short term immediately following an illness, the parent must determine if it is in the child's and the school's best interest to keep the child at home during this period.

If the medication is necessary to maintain the child in school, parents are asked to consult their physician in order to determine if the administration of the medication can be scheduled outside of school hours. If this is not possible, the ideal situation would be to have the parent or a responsible adult appointed by the parent, come to school to administer the medication. In the event that this cannot be done, the parent must adhere to the following regulations:

- 1) A written order for medication must be obtained from the child's licensed prescriber. This order must include:
 - a. Child's name
 - b. Date of birth
 - c. Licensed prescriber and signature
 - d. Licensed prescriber phone/emergency phone
 - e. Name of medication, dosage, frequency and time of administration
 - f. Date of prescription and date of order
 - g. Discontinuation date
 - h. Diagnosis requiring medication
 - i. Intended effect of the medication
 - j. Other medication(s) child is receiving
 - k. Time interval for re-evaluation

- 2) All medication must be brought to school in the original packaging or an appropriately labelled container, which includes the following:
 - a. Child's name
 - b. Prescription number
 - c. Medication name/dosage
 - d. Administration routine and or other directions
 - e. Date and refill
 - f. Licensed prescriber's name
 - g. Pharmacy name, address, phone number
 - h. Name or initials of pharmacist

A written request shall be submitted to the office asking that the medication be allowed during school hours. This request must include the parent's assurance that the above information has been provided to the school and that a responsible adult will deliver the medication to the school office. The child must be able to measure the prescribed medication by himself/herself. The secretary or other school personnel will simply supervise and keep a record (required by law) indicating that medication was taken.

The parent/guardian will be responsible at the end of the treatment regime for removing any unused medication from the school.

The State of Illinois School Code now allows students to self-administer asthma medication prescribed by a physician. Forms are included in the summer mailing and available in the school office.

Other than an inhaler or an Epi-Pen, students may not carry medication on their person or in their belongings. All other medications must be kept in the school office.

NON-CUSTODIAL PARENTS' RIGHTS

This school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide (upon request) the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that information is not to be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

NON-DISCRIMINATION STATEMENT

St. Francis Xavier School does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship or grant programs, and athletic and other school administered programs or in the hiring and assigning of faculty and staff.

OFFICE HOURS

The school office is open on days that school is in session from 7:30 a.m. to 4:00 p.m. A schedule of summer office hours for June and August is published each year. The school office is closed in July.

OSHA REQUIREMENTS

This school is in compliance with all OSHA requirements and has established procedures in place as required.

PARENT ORGANIZATIONS

o School Board

The purpose of the St. Francis Xavier School Board is threefold:

- 1) Advise the principal regarding policy for our school in accordance with Archdiocesan policy,
- 2) Approve the school budget and raise funds for meeting this budget,
- 3) Promote and market St. Francis Xavier School. The Board sets yearly goals, participates in the Principal Evaluation Process and assists the pastor in the hiring of the principal.

Our School Board consists of ten members, representative of the school parents and the parish at large. Members serve a three-year term. Board meetings are held monthly and are open to all school and parish members, except for executive sessions, which are closed to visitors. The meetings are regularly scheduled for the second Tuesday of the month at 7:00 P.M. in the rectory courtyard room. Notice of board meetings and meeting agendas are published in the church bulletin. Each meeting agenda includes a session during which visitors can ask questions and/or make comments. All visitors present will be recorded in the minutes of the Board meeting.

School Board Procedures for Visitors:

- Visitors observe the School Board while it is in session. They do not engage in the discussions nor do they actively participate in the agenda either through comments or by offering their opinions on the topic(s) being discussed.
- Once a visitor is recognized during the “open session”, they should introduce themselves before addressing the board. Each individual may speak for no longer than 2-3 minutes on matters of concern within the board’s jurisdiction.
- All board members listen to visitors. If necessary, either the Chair or someone designated by the Chair clarifies comments made or questions raised.
- There is no discussion or debate among visitors and board members.
- The Chair thanks the visitors for comments made and informs the visitors that a board member will respond to them as appropriate at a later time.

o Family & School Association (FSA)

The Family-School Association is a parent organization whose goal is to help advance the Catholic education of our children and to promote the spirit of St. Francis Xavier School by providing a link between home and school. The FSA achieves this goal by sponsoring educational and recreational events for school families. Some examples are:

School Programs

Room Parents
Junior Great Books
Art Smart
FSA Newsletter
Author Events
Service Day

Fun Events

Ice Cream Social
Family Events
Spring Play
Talent Show
Adult Social

Service Programs

Welcome Coffees
Hosting New Families

Teacher Appreciation

Program

Uniform Exchange

Lunch

Fundraising for FSA

School Supplies

8th Grade Scholarships

The FSA is funded through an annual fee, which is collected at the beginning of each school year. In addition, fundraising programs are held to assist in accomplishing the variety of events as well as to provide funds to the school's working budget. All funds earned in excess of the FSA budget are given directly to the school to benefit our children.

The Family-School Association Board currently consists of five couples that co-share the officer positions of the association. Each serves a two-year term.

The FSA works best when all school parents support the organization. The gifts of your time and energy as well as your participation in the FSA sponsored events enable the FSA to function well for the benefit of the school and our students.

PRAYER IN THE CLASSROOM

Prayer begins and ends every day in every classroom at St. Francis Xavier School. Teachers teach and model a variety of prayer formats throughout the year that are appropriate to the grade level they teach. Grace before meals will be recited by students in classrooms prior to the lunch period.

The St. Francis Xavier School Pledge and the Pledge of Allegiance are recited daily by all students and teachers.

PUBLIC SCHOOLS SERVICES

The faculty of St. Francis Xavier School works with District #102 which provides our students with specific services in the area of special education. Students are usually referred by teachers for educational and/or psychological testing, speech and language services, or to address a specific learning disability. Referral is made after meeting with parents to discuss a child's academic or behavioral performance and after having exhausted all possible interventions available in the classrooms and at our school. All staffings with the district personnel include parents, teachers, and whenever possible, an administrator.

When it becomes evident that the school is unable to provide the educational services necessary to meet the academic or behavioural needs of a student, the school reserves the right to require that parents seek another educational setting that best meets their child's learning needs. The school will work with the parent and the child's public school attendance site to identify such placement.

RECORDS FOR STUDENTS

By law, all parents and "eligible students" (former students over the age of 18 years) have the right to inspect and review education records. This may be done by supplying the school office with a written request to inspect records: The office will set a date (within 10 school days) and time when the records will be made available.

A parent or eligible student may seek a correction of the education records, which he/she believes to be inaccurate, misleading, or in violation of student rights. The parent or eligible student may only challenge letter or numerical grades on grounds that the grades have been inaccurately recorded and must provide the school with proof to support this claim. The time

restriction on this is one year from the time the grade was recorded. They may not challenge grades because he/she disagrees with the teacher's marking procedure(s). Any such request must be in writing; the school shall respond to the request within ten (10) school days.

This school will not disclose anything from a student's education record except:

- 1) By the prior written consent of the parent or "eligible student"
- 2) As directory information (parents wishing to restrict disclosure must notify the principal in writing during the first week of school)
- 3) By court order or lawfully issued subpoena
- 4) Under certain limited circumstances, at the discretion of the principal: to the parent or student; to teachers providing educational services to the child; to other educational agencies providing support services to the child, to pastors, associate pastors, counselors and other school support personnel when it is necessary to serve the student and/or the student's family; to the Archdiocesan Office of Education; and other principals when the child is seeking other placement, etc.

RELIGIOUS EDUCATION

St. Francis Xavier School holds that the religious formation of our children is the primary reason for our existence. Our Catholic identity is, therefore, the common thread woven throughout our curriculum and activities. We believe that through the witness of parents and teachers, students learn to make Catholic beliefs and values their own. Formal instruction in both religion and family life are essential to our curriculum, but the religious formation of our children takes place in all aspects of school life from the time the children gather on the playground in the morning, until they leave the building after the last activity of the day.

○ Sacramental Preparation

The school recognizes that parents are the primary educators of their children in all respects, especially in areas of faith and sacramental preparation. The school will therefore work with and supplement the efforts of parents in preparing our children for the Sacraments of Reconciliation (Students receive in grade 4.) and Eucharist (Students receive in grade 2.). The Sacrament of Confirmation is celebrated during the freshman year of high school.

○ Prayer and Liturgy

Under the direction of the pastoral staff and the faculty, children are guided in the preparation of and participation in various prayer experiences including classroom prayer, mass, reconciliation and all-school prayer services.

SAFETY TO & FROM SCHOOL

○ Crossing Guards

All students and parents are required to obey the directives of the LaGrange adult crossing guards. Parents are also required to observe the "LEFT TURN ONLY" regulation at Waiola & Ogden Avenues during school dismissal.

○ Safety Patrol

Middle School students also provide service as school safety patrol/crossing guards. Students are required to obey their directives.

○ Riding Bicycles

Children in grades 2 - 8 may ride their bicycles to and from school. The principal has the final determination in all instances and may set restrictions and guidelines upon which the permission is contingent.

Bicycles must always be "walked" on school grounds including on the Waiola Avenue sidewalk in front of Ogden School and in front of St. Francis Xavier School. Riders must walk the bicycle to and from the bike rack where it is to be locked in place. Violations of safety rules may result in loss of riding privileges. Parents are strongly urged to provide safety helmets for students riding bikes. For safety reasons, parents are asked to discourage students from wearing earphones or headphones while riding bicycles to school. The school assumes no liability for bicycles.

- **Roller Blades, Scooters and Skateboards**

Students are not permitted to bring roller blades, scooters or skateboards, etc. to school in the interests of safety for all students.

SEARCH AND SEIZURE

All desks and storage areas (including student lockers) are the property of the school and may be inspected by school officials at any time. School officials have the right to request that a student empty the contents of book bags, purses, pockets, etc., if there is reason to suspect that the student is in possession of drugs, weapons or anything that is in violation of school rules.

SECURITY

All visitors and volunteers are required to enter the main building through the Waiola Avenue door at the Main Campus and through the parking lot door at the East Campus, and to report immediately to the school office. Visitors may not go directly to classrooms. Children and school staff are instructed never to admit anyone into the building, even if they know the individual.

SERVICE PROGRAM

St. Francis Xavier Parish School promotes its Catholic identity in all that we do. The school community has committed itself to providing an integrated service program that connects meaningful service opportunities with curriculum-based learning and prayerful reflection. The program is run by parent volunteers in consultation with classroom teachers. It receives sponsorship from the SFX Family & School Association.

Each grade has a service theme on which to focus its prayer, learning, and reflection. Guided by the seven principles of Catholic Social Teaching, the themes are:

- Preschool & Kindergarten: Care for God's Creation
- First grade: Care for our Older Friends
- Second Grade: Education
- Third grade: Poverty and Homelessness
- Fourth grade: Hunger
- Fifth grade: Veterans and Active Duty Members
- Sixth grade: Ability Awareness
- Seventh grade: Human Rights and Civil Rights
- Eighth Grade: Social Justice and the Environment

SNACK

Students in grades PS through 1st grade may bring: a piece of cheese; fresh fruit; vegetable. Students in grades 2-3 have a daily snack in their classrooms and parents will be asked to send snacks that are nut free from the Peanut Free/Tree Nut Free List (or appropriate per student's food allergy needs).

See **FOOD ALLERGIES** for more information.

STANDARDIZED TESTING PROGRAM

All schools in the Archdiocese of Chicago administer the **Aspire** Standardized Achievement Test. It is a nationally normed test and, as such, assures uniformity of testing information for all students within the Archdiocesan school system. **Tests will be administered in grades three through eight during the first week of April.** Test results are made available to parents. Tests missed due to vacation absence will not be rescheduled.

TECHNOLOGY – ACCEPTABLE USE POLICY

In order to protect children and to protect the school's investment in information technology, SFX School has established an Acceptable Use Policy (AUP). The AUP applies to the computers and equipment used by students as well as the information accessible via technology.

The AUP at SFX sets the expectation for students, parents, and teachers to use information technology resources in a responsible fashion in accordance with SFX values. The AUP includes guidelines and requirements for those who access the technology resources at SFX. Before any student may use the technology resources at school, an agreement to abide by the rules outlined in the AUP must be signed by a parent or guardian and their child. Parents are asked to read the agreement carefully and discuss it with students before signing. **A new agreement must be signed each year. It is printed on the reverse side of the Emergency Form sent to parents on the first day of the school year.**

With regard to the use of social networking sites (i.e. Instagram, Facebook, Twitter etc.): Conduct (whether inside or outside of school) which is detrimental to the reputation of the school, its staff or its students, may result in disciplinary action.

THROWING OBJECTS

It is against the rules to throw items that might hurt others inside or outside the building. This includes snow, rocks, spit balls, rubber bands, and any other item that could cause harm or damage. (Playground balls not made of foam must be approved for playground use by the playground supervisor.)

TUITION AND FEES (2015-2016)

Tuition rates are set by the School Board in conjunction with the budget for the current school year. Sacramental fees, F.S.A. dues, and the cost of milk are not included.

There are two options for tuition payment.

1. Pay tuition in full for the 2015-2016 school year by August 15th.
2. Pay a double installment (two months' tuition) by August 15th and eight monthly payments from September through April.

Tuition payments are DUE by the 15th of each month.

Registration Fee: A \$50 non-refundable registration fee for each student will be assessed. A tuition

deposit of \$150 is required at the time of registration for each family new to the school. This deposit is applied to tuition for the coming year. Additional fees (as listed below) are due in full by August 1st.

Returned check fee: There will be a \$25 returned check fee for all checks payable to SFX that are returned for “insufficient funds.”

Miscellaneous fees assessed at the beginning of the year include: milk, lunch supervision, technology, Service Program, Family Assistance, Family and School Association (FSA).

Athletic, band, graduation and sacramental fees are assessed during the school year and due upon receipt.

Late Fees - Tuition & Fees

If a monthly payment is past due more than ten days, a late fee of \$25.00 will be added. Automated payment by Electronic Funds Transfer is available and encouraged for the last 8 monthly payments. Forms requesting Electronic Funds Transfer will be provided in the summer mailing or can be requested at anytime.

A late fee of \$25 per month will be assessed for any family delinquent in the payment of activity fees. All activity fees are due and payable by August 1st or upon enrollment.

Refunds - Tuition

If students leave after the academic year has begun, refunds will be made for months in which there has been no attendance. In cases when it is professionally determined SFX is unable to provide the resources required to meet a student’s learning needs, refunds will be made on a pro-rata basis. No refunds will be made to families for students who are suspended or expelled from school for disciplinary reasons.

Tuition Assistance

Families seeking financial assistance from SFX must submit an application to the parish business manager for tuition assistance. Limited funds are allocated to those experiencing prolonged limited family income or extraordinary circumstances. Based on the need determined through the application process, reduced tuition and/or an alternative payment schedule will be considered. Applications are processed by Private School Aid Service (PSAS). Information shared is confidential, and support is based on the individual needs of each family. The application for tuition assistance must be submitted to the parish business manager in May of each school year for the next year’s tuition. (Tuition assistance does not apply to fees of any kind.) Failure to make timely co-payments accompanying a grant of tuition assistance may result in exclusion from classes and future ineligibility for financial assistance.

Financial Responsibilities - Parish Support / Stewardship

In order to make Catholic education available to as many students as possible, the school board endeavors to keep tuition at reasonable levels. St. Francis Xavier works diligently to provide additional funds for families who need assistance as determined by the tuition assistance application process. Families with students at SFX are expected to support the parish through the envelopes they receive from the parish monthly.

Our school receives valuable financial support from our parish. The 2015-2016 cost to educate each student is \$6,180. There is a significant discrepancy between the actual costs to educate a child and the tuition paid per student. To help offset this difference, 10% of the school’s operating budget includes income from multiple fundraising activities. It is expected and necessary for families to

participate in these fundraising activities to the fullest extent possible to help defray the costs of education our students.

UNIFORM CODE

Students in grades 1-8 wear school uniforms as described here. Preschool and Kindergarten students do not wear school uniforms.

Summer Uniform for Boys and Girls

Tops

Boys - Light blue or white knit polo shirt (no logo)

Girls - White or navy knit polo shirt (no logo)

Shorts

Navy or khaki (tan) walking shorts, no more than 3" above the knee

Socks

Socks (black, white, navy blue)

Shoes

Dress shoes or gym shoes

Please note: The summer uniform is optional. It may be worn from the 1st day of school to October 15th and from May 1st through the last day of school in June. If a student does not own the appropriate summer uniform, the regular school uniform should be worn. Students are asked not to wear parts of the summer uniform with the regular uniform.

Regular Uniform for Boys

Tops

Light blue knit polo shirt – long or short sleeve (no logo)

Light blue dress shirt – long or short sleeve (no logo)

Solid navy blue sweater, cardigan or pullover (no logo)

SFX logo sweatshirt (blue for grades 1-5; grey quarter zip, navy with SFX logo for grades 6-8)

Pants

Navy dress pants

Socks

Solid color – black, white, navy blue

Shoes

Dress shoes in solid colors – black, navy, tan, gray

Boat shoes are acceptable

Regular Uniform for Girls

Tops

White blouse
White or navy knit polo shirt - long or short sleeves (no logo)
Solid navy blue sweater, cardigan or pullover (no logo)
SFX logo sweatshirt (blue for gr. 1-5, gray pullover for gr. 6-8)
Solid white undershirt or camisole (optional) tucked into bottoms – may not hang out.

Bottoms

Skirts & jumpers must be no less than 3 inches above the knee
Navy, green & white plaid uniform jumper (grades 1-4)
Navy, green & white plaid uniform skirt (grades 5-8)
Navy dress slacks

Socks / tights

Socks, anklets, knee highs or tights in solid colors (black, white, navy blue)
No leggings to be worn under skirt

Shoes

Dress shoes in solid color – black, navy, tan, grey. No glitter/sparkles on shoes.
Boat shoes are acceptable.

SFX Gym Uniform

Boys and Girls

Tops

SFX logo gray t-shirt
SFX logo sweatshirt (October 1 – April 30):
Grades 1-5: long sleeve navy
Grades 6-8: gray pullover

Bottoms

SFX logo navy gym shorts
SFX logo gym pants (October 1 – April 30)

Socks

Solid color gym socks

Shoes

Gym shoes

Out-of-Uniform Days

On occasion, students will be given an opportunity to "dress down" or come to school wearing clothing other than their school uniforms. Considerations for neatness, pride in appearance, safety and the recognition that students are attending school continue in the absence of uniforms.

Tops

Shoulders must be covered

No t-shirts with inappropriate slogans

Bottoms

Shorts / skirts / dresses must not be form fitting or less than 3 inches from the knee
Leggings may be worn under long shirt / sweater covering bottom

Shoes

No flip-flops, heels, or backless shoes

Students may not wear ripped, torn clothing or anything with questionable wording / slogans. Level of 'acceptableness' is at that sole discretion of the administration. If a child is wearing something deemed unacceptable, the office will attempt to supply a gym uniform to change into, or the parent will be called and asked to bring in a change of clothing.

Consequences for Uniform Code Violations

Homeroom teachers will ensure that students are in compliance with the Uniform Code each day. Consequences will be given for breaking uniform code. Repeated instances of uniform non-compliance will be referred by the homeroom teacher to an administrator who will contact the parents in an effort to identify problems with uniform compliance and correct them. If a student is not in compliance with the summer uniform he/she may lose the privilege of wearing the summer uniform.

General Appearance for St. Francis Xavier School Students

What It Looks Like	What It Doesn't Look Like
<p>YES</p> <ul style="list-style-type: none">• Clean body and hair• Short, clean nails• Neatly groomed hair• Hair (for boys) shorter than collar length• Pants or slacks are worn at the waist• Shirts and blouses are tucked into pants and skirts (for winter uniform)• Jumpers and skirts that are the appropriate length, no more than 3" above the knee• Shoes must be properly laced & tied• Jewelry (optional):<ul style="list-style-type: none">○ Wristwatch with time function only○ Simple religious necklace○ Small post earrings (one per earlobe, girls only)	<p>NO</p> <ul style="list-style-type: none">• Torn, soiled or outgrown clothing• Nail polish• Make-up, glitter, lipstick, lip gloss• Hair that is extreme in style or color<ul style="list-style-type: none">○ spikes, bleached or dyed hair, shaved designs in hair, etc.○ Hair (for boys) that is longer than collar-length• Jewelry:<ul style="list-style-type: none">○ More than one necklace○ Chains or non-religious necklaces○ Multiple, dangling, hoop earrings○ Bracelets, rings, ankle bracelets○ Facial piercings○ Wristband(s)○ Smart watches / wearable technology• Pants / slacks hanging from the hips

- Any shoes with heels higher than one inch
- Shoes with sparkles, bright designs, etc
- Shoelaces hanging or tucked in / open straps
- T-shirts or camisoles showing below uniform shirts
- Any sweaters or sweatshirts not designated as part of the school uniform

○ **General Uniform Guidelines**

Students are expected to be in the appropriate school uniform at all times. If a valid exception to the uniform code is needed, a parent must consult with the homeroom teacher or an administrator at the beginning of the school day. Neatness, pride in appearance, and compliance with the school's uniform code are the responsibilities of students with guidance and encouragement from parents and teachers. The older the student, the more responsibility he/she bears for uniform compliance. Uniform clothing should be labeled with a student's name for easy identification. Parents and students are encouraged to make sure that all clothing is well-kept, clean, and replaced as needed.

○ **Consequences for Uniform Code Violations**

Homeroom teachers will ensure that students are in compliance with the Uniform Code each day. Students may be asked to change clothing or remove unauthorized items (such as jewelry). If possible, the school will supply alternate clothing. Parents may be called to bring uniform clothing to school for a student to wear. On most occasions, the homeroom teacher will notify parents of a uniform violation. It is expected that the parent will address the issue with the student so that the appropriate clothing will be worn consistently. Repeated instances of uniform non-compliance will be referred by the homeroom teacher to an administrator who will contact the parents in an effort to identify problems with uniform compliance and correct them. If a student is not in compliance with the summer uniform he/she may lose the privilege of wearing the summer uniform.

○ **Out-of-Uniform Days**

On occasion, students will be given an opportunity to "dress down" or come to school wearing clothing other than their school uniforms. Considerations for neatness, pride in appearance, safety and the recognition that students are attending school continue in the absence of uniforms. The following are not permitted: dirty or torn clothing, tight or form-fitting dress, flip flops, crocs or high heels, halter or strapless tops, t-shirts with inappropriate slogans (beer ads or suggestive wording), spaghetti straps, mini-skirts or short-shorts. On occasion, students will be asked to contribute to a designated charity for the privilege of dressing down. The contribution is voluntary, but students who choose not to contribute also elect to wear the regular school uniform.

○ **Uniform Orders**

All uniforms may be purchased through [Schoolbelles](#). Our school code is S1411.

VACATIONS

Parents are cautioned that scheduling vacations during the school year may cause undue stress for their children and affect academic achievement. Missing classroom instruction may affect a student's ability to complete required work. Teachers are not required to do one-on-one instruction upon the student's return, to provide work in advance of vacations or reschedule Aspire tests missed due to vacations. Please do not request assignments prior to a planned absence. (Parents and students may consult the online Homework Calendar to stay current on homework assignments.)

VOLUNTEERS

In September 2004 the Archdiocese of Chicago initiated the "Covenant to Protect Children" in the effort to protect children and young people from sexual abuse. The Covenant applies to all who serve the Archdiocese as paid staff or as volunteers who work with children. The four sections of this program are:

- 1) Application for Criminal Background Check – www.archchicago.org – access code: protection
- 2) DCFS/Cants form – print, complete and return to the school office
- 3) Volunteer Code of Conduct form – print, read, sign and return to the school office.
- 4) Pre-register for a Virtus Training Session at www.virtus.org, and then attend same session. You may attend a session at a location other than SFX, but please send the certificate you receive to the school office.

"Our concern for the safety of children and young people in our care is the motivation for the screening and not a lack of trust in the fine men and women whose service I rely on to carry out the mission of the Church in Chicago." (Francis Cardinal George)

WEATHER EMERGENCIES

Parents will be notified of school closings using [SchoolReach](#) by telephone, e-mail, and text.

RIGHT TO AMEND

The school retains the right to amend this handbook for just cause; notification will be forthcoming if this becomes necessary.

All parents and students are held responsible for reading and adhering to all procedures outlined in this Parent-Student Handbook. Parents are encouraged to read this Handbook with (to) their children and explain those areas that directly relate to their child/children.

Thank you for your cooperation and continued involvement in St. Francis Xavier School. We hope that you will have many happy and productive years as part of our Parish School Family.