

**St. Francis Xavier Catholic School**



**STUDENT-PARENT HANDBOOK**

**2022-2023**

**ADMINISTRATION**

**Carrie Jane Williamson, Superintendent of Catholic Schools**

**Fr. Tim McKeown, SFX Pastor**

**Monsignor Christopher Schreck, SWC Pastor**

**Deacon Terry Mermann, Ed.D., Principal**

**Dahiana Bressler Administrative Assistant**

**Lori Carden, Admissions Coordinator**

**Kelley Spaeder, Communications, Fundraising, and**

**Enrollment Coordinator**

**Kathy Wood, Finance Director**



**912-265-9470 School Office**

**912-261-9950 School Fax Number**

**912-264-6805 ext. 10 School Finance Office**

**912-265-3249 SFX Parish Office**

**912-638-2647 SW Parish Office**

**912-201-4100 Catholic Diocese of Savannah Pastoral Center**

**St. Francis Xavier School Motto:**

**“Where Faith and Knowledge Flourish”**

Dear Parents,

It is with great joy and excitement that we welcome you to the 2022-2023 school year, our 123<sup>rd</sup> year of providing a quality Catholic education to the children of the Golden Isles! Our goal is to collaborate with you in the religious, moral, and academic development of your child.

The registration of your child at St. Francis Xavier Catholic School is considered an agreement on the part of the student and parents to cooperate with the philosophy and policies of this school. In this handbook, you will find information regarding our school's mission, beliefs, and philosophy, as well as our school's policies and procedures. We hope that this information will assist you in understanding the role that both you and St. Francis Xavier Catholic School will play in the education of your child. Please be sure to discuss this material with your child and support its implementation.

St. Francis Xavier Catholic School retains the right to amend this handbook as needed. Written notification of changes will be communicated in a timely manner.

Together, we can achieve great things!

Sincerely,

Deacon Terry Mermann, Ed.D., Principal

*St. Francis Xavier Catholic School shall admit students of any race, sex, color, national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. St. Francis Xavier Catholic School shall not discriminate on the basis of race, sex, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. St. Francis Xavier Catholic School is an equal opportunity employer.*

## **FACULTY AND STAFF**

Aldridge, Amy	Middle School Science and Social Studies Teacher
Bagley, Nicole	Art Teacher
Baker, Dawn	Preschool Paraprofessional
Bennett, Christine	Piano Teacher
Boyd, Susan	Preschool Teacher
Bressler, Dahiana	Administrative Assistant
Candler, Becky	1 <sup>st</sup> Grade Paraprofessional
Carden, Lori	Admissions Coordinator
Carlin, Morgan	Kindergarten Teacher
Chitty, Pam	Middle School ELA and Social Studies Teacher
Collins, Sherrie	School Counselor
Crawford, Whitney	1 <sup>st</sup> Grade Teacher
Dobbins, Kiah	2 <sup>nd</sup> Grade Paraprofessional
Griffin, Gina	5 <sup>th</sup> Grade Teacher
Hunt, Brenda	8 <sup>th</sup> Grade Honors ELA Teacher
Kavanaugh, Kevin	P.E. Teacher
Krider, Sheila	Middle School Honors Math Teacher
Larkins, Gary	Middle School Math Teacher
Martelli, Joanne	Pre-K Teacher
Mermann, Deacon Terry	Principal
Merryman, Lady Love	6 <sup>th</sup> Grade Teacher/Tutor
Montague-Long, Jill	3 <sup>rd</sup> Grade Teacher
O'Connor, Katie	Academic Support/Testing Coordinator
Owens, Hank	Middle School ELA and Social Studies Teacher
Pfaff, Lori	2 <sup>nd</sup> Grade Paraprofessional
Putney, Linda “Sissy”	Pre-K Paraprofessional
Rojas, Rodrigo	Middle School Religion and Spanish Teacher
Roper, Amanda	Music Teacher
Sandifer, Brenne	2 <sup>nd</sup> Grade Teacher
Seichepin, Diane	Kindergarten Paraprofessional
Spaeder, Kelley	Communications, Fundraising, and Enrollment Coordinator
Turpin, Robyn	4 <sup>th</sup> Grade Teacher
Urcuhuranga, Nancy	2 <sup>nd</sup> and 3 <sup>rd</sup> Grade Religion Teacher
Wood, Kathy	Finance Director

## **MISSION STATEMENT**

*Inspired by the Sisters of St. Joseph, St. Francis Xavier Catholic School provides an excellent academic foundation, promotes spiritual formation, and instills within each student a desire to serve others.*

## **PHILOSOPHY - Educational Beliefs**

*Inspired by the Gospel of Matthew - 24:32 “Let the fig tree teach you a lesson.”*

Academically, the Xavier student enriches his/her mental abilities, articulates views orally and visually, becomes technologically sound and evaluates objectives and solutions.

***Inspired by the Gospel of Mark - 1:17 “Follow me.”***

Globally, the Xavier student develops self-guided discipline and dignity, discovers cultural respect, participates in serving others, and raises consciousness of social justice.

***Inspired by the Gospel of Luke - 24:29 “Stay with us.”***

Physically, the Xavier student gains insight to cooperative participation, experiences self-improvement, and develops a keen sense of sportsmanship in competition.

***Inspired by the Gospel of John - 20:19 “Peace be with you.”***

Spiritually, the Xavier student models love of God, appreciates the value of prayer in his/her life, and lives out his/her faith in Church, family, and society.

**Profile of the St. Francis Xavier Graduate**

Graduates from St. Francis Xavier Catholic school stand at the threshold of young adulthood. They have developed spiritually, mentally, emotionally, socially, and physically in our nurturing environment. During their years here, they have cultivated strengths, abilities, and characteristics that will serve them well throughout life.

They know how to reason and write well, to problem solve, to study, and to value education. While here, they have experienced the important lessons learned from success and failure, joy, and disappointment, winning and losing. Our students leave here knowing that Christ is the reason for this school. He is the unseen but ever-present teacher in our classrooms. He is the model for our faculty and the inspiration for our students.

***Spiritually***, the Xavier graduate models love of God, appreciates the value of prayer in his/her life, and lives out his/her faith in Church, family, and society.

***Academically***, the Xavier graduate enriches his/her mental abilities, articulates views orally and visually, becomes technologically sound, and evaluates objectives and solutions.

***Globally***, the Xavier graduate develops self-guided discipline and dignity, discovers cultural respect, participates in serving others and raises consciousness of social justice.

***Physically***, the Xavier graduate gains insight to cooperative participation, experiences self-improvement, and develops a keen sense of sportsmanship in competition.

***Lovingly***, the Xavier graduate understands human relationships, practices humility, and puts trust in the fidelity of family, friends, and members of the community.

***Faithfully***, the Xavier graduate allows the Holy Spirit to lead and follows encouragement from the Gospel.

Together, we motivate Xavier graduates to fulfill their highest human vocation as members of society while visioning a horizon that stretches into eternity.

**MISSION STATEMENT OF THE DIOCESAN DEPARTMENT OF CATHOLIC EDUCATION**

In fulfilling the Bishop’s vision for the catechesis of children, the Department of Catholic Education - the Office of Catechesis for Children, and the Office of Youth Ministry, commits expertise, time, and energy to provide systemic standards for leadership, support, and service to those who live the mission to prepare hearts, educate minds, reveal Christ and cultivate the Roman Catholic tradition.

## **SCHOOL HISTORY**

### **The History of the Sisters of St. Joseph and St. Francis Xavier School**

*Written by Sister Anna Kearns, csj*

The history of the Congregation of Saint Joseph, whose sisters began St. Francis Xavier School, is a long and vivid one – a history of over three hundred years of unswerving devotion to the cause of education of youth in accordance with the highest Christian principles.

Actually, the Congregation of the Sisters of St. Joseph had two beginnings. It was founded at LePuy, France, in 1650 and experienced rapid flowering, only to be dispersed during the storm of the French Revolution, when its convents were pillaged, its records lost, and its members imprisoned or executed for their devotion to Christ.

Soon after the storm of the Revolution had passed, the saintly Mother Saint John Fontbonne restored the Congregation, and not only quickly, regained its former achievements but continued and extended its work in the instruction of the young, the care of orphans and of the sick in hospitals, and the teaching of the deaf. God signally blessed her work, and today there are flourishing communities of the Sisters of St. Joseph in all parts of the world.

In 1836, the Sisters became missionaries to the New World at a time when Native Americans were a familiar sight throughout this country. To their first log cabin convent in St. Louis, Missouri, the Congregation can now conduct its numerous foundations throughout the United States, and in Canada, Japan, Peru, and Chile. The Sisters of St. Joseph are now engaged not only in education, but in a multitude of ministries.

St. Joseph's School was established in Brunswick in 1900. Reverend P.J. Luckie, S.M., requested that Rt. Reverend Benjamin J. Keiley, D.D., Bishop of Savannah, start a Catholic school in St. Francis Xavier parish. The Sisters of St. Joseph started and staffed the school in September of that same year.

A former boarding house on the corner of Richmond and Howe Streets became the first school. Three rooms downstairs were converted to classrooms and accommodations were made for the Sisters on the second floor. The school opened with from 60 to 70 pupils. Even in the beginning, this number of pupils proved to be too many for the building to accommodate, so in the spring of 1902 property was purchased and work begun on the colonial type building which served as convent and school for so many years.

In 1953 a new convent, designed by C.M. McGarvey, was built for the sisters. In 1955 plans were begun by Reverend James Cummings, S.M. for the erection of a new school. The new name, St. Francis Xavier School, replaced St. Joseph School as a tribute to the people of the parish who generously supported a parochial school.

The new building was located at 1121 Union Street, directly east of the Church property, and was also designed by C.M. McGarvey. The building originally consisted of eight classrooms and a Kindergarten, a cafetorium and kitchen, a library and book supply room, lavatories, Principal's office, health room and teacher's lounge. The main building is rectangular in shape surrounding a lovely courtyard. Foreseeing that an addition would be necessary, Father Burkort bought the house and land south of the school in 1961. Two new classrooms were built in 1964. Since then, another extension includes a building for Kindergarten, and one for the Pre-School. Our newest addition, a Parish Center, shared by the parish and school, was dedicated in 1996.

In 1993, because of the decline in the number of sisters, the convent was converted into office space for several ministries of the parish, including the Christian Formation Center with offices and meeting rooms.

The school principal and staff work to carry out the charisma of the Sisters of St. Joseph as they educate and graduate capable, confident, and caring students who will share their gifts of faith and knowledge in the community and the world.

### **ACCREDITATION**

St. Francis Xavier Catholic School is fully accredited by Cognia Global Commission, the parent company of the Southern Association of Colleges and Schools (SACS). The school is also a member of the National Catholic Educational Association (NCEA).

In accordance with Georgia Department of Early Care and Learning (Bright from the Start) regulations, all parents are hereby notified that St. Francis Xavier Catholic School is in compliance with all Bright from the Start licensing requirements.

### **DIOCESE OF SAVANNAH POLICY COMPLIANCE**

St. Francis Xavier Catholic School is compliant with all policies and guidelines of the Office of Catholic Schools and the Diocese of Savannah as published in the current policy manual.

### **DRUG AND TOBACCO FREE ENVIRONMENT**

In keeping with Diocesan policy, St. Francis Xavier Catholic School maintains a drug-free and tobacco-free environment.

### **CIPA COMPLIANCE**

St. Francis Xavier Catholic School is in compliance with the Children's Internet Protection Act (CIPA). Our school provides technologies that meet all content filtering requirements to ensure that our children are protected.

### **RESPONSIBILITY: PARENT AND STUDENT**

We are in partnership with each family, and together we motivate children to lead self-responsible lives in any community setting. Through the light of Christ, we share the joy and pain of enriching future generations of successful Catholic school graduates. "They will listen to My voice and become one flock with one shepherd." (John 10:16)

We, at St. Francis Xavier Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Francis Xavier Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well-rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

During these formative years (Pre-K to 8<sup>th</sup> grade), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that

allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming. Throughout the year, reflect on the profile of a Xavier Graduate to enable our open relationship to be one of fairness and compassion, while we envision together God's children becoming loving, considerate, and self-giving members of society.

## **ADMISSION**

Schools in the Diocese of Savannah admit students and administer policies regardless of sex (unless traditionally a single sex school), national origin, or disability (if, with reasonable accommodation on the part of the school, the disabled person could be accommodated) in the admission of students and in the administration of policies regarding education, athletics, or any school-sponsored programs. A student with a disability will be admitted to the school only after the administration has reviewed all school records and has determined that the school can provide the accommodations the student needs to be successful.

### **New Student Application Process**

Applications for new students for the upcoming school year are accepted starting in January. All applications are completed online through the link on the school website, [www.sfxcs.org](http://www.sfxcs.org), and require payment of a \$25.00 non-refundable application fee. Once an application has been submitted, the school's admissions coordinator will contact the applicant to answer any questions, set up a tour, and set up a date for admissions testing. All required documentation (birth certificate, social security card, immunization records, report cards, standardized testing, teacher recommendations, etc....) must be submitted before a student can complete enrollment.

The principal reviews all applications. Acceptance decisions are based on the school's ability to meet the applicant's needs. Acceptance is generally based on a review of the following: age, report cards, standardized testing results, student evaluations, teacher observation, and space availability. Falsification of records (birth certificate, report card, etc.) or the withholding of pertinent information regarding the student may result in denial or revocation of admission to St. Francis Xavier Catholic School. Additionally, families who are not in good standing with their current school (i.e., past due tuition) will not be considered for admissions until such time as all past due accounts are brought current. St. Francis Xavier is unable to accept international students.

### **New Student Referral Program**

Any current SFX family who refers a family that attends an Open House or takes a school tour will receive a \$25 tuition credit. Any current SFX family who refers a family that registers a child at the school and completes one full semester (18 weeks) will receive a \$200 tuition credit. Notification of your referral must be made to the admissions coordinator in advance of the referred family's visit to the school.

### Age Requirements

PS3 applicants must be 3 years old, Pre-K applicants must be 4 years old, kindergarten applicants must be 5 years old, and all first-grade applicants must be 6 years old **on or before September 1**. It is also standard practice to expect incoming second, third, and fourth grade students to be 7, 8, and 9 years of age, respectively. All applicants, *regardless of grade level*, must be fully potty trained. In general, only students who are currently enrolled in a Catholic school and relocating to the Golden Isles area will be considered for eighth grade.

### Placement Exams

All applicants are required to complete a placement exam. While the screening is required for all applicants, it does not guarantee acceptance. Factors to be considered in the decision to accept any student are academic performance, effort, behavior, work-study habits, and the school's ability to meet the student's needs. Placement tests are only one means of determining placement and whether SFX can meet the applicant's needs. All students are accepted on a probationary basis for the first year. In some circumstances, additional probationary terms may be implemented.

### Admissions Priority

After meeting the admissions qualifications, priority consideration will be given respectively to siblings of current students, students who are children of school employees, Catholic parishioners from St. Francis Xavier Parish, Catholic parishioners from any of the local parishes, students transferring from another Catholic school, and students of other religious affiliations.

### Admissions Checklist

For each child applying to St. Francis Xavier Catholic School, the following items must be received before the student's application file is complete and considered for admission. Although the school may request some or all these records from a previous school, ultimately it is the responsibility of the parent/guardian to furnish these records. While there is no deadline to apply, incomplete application packages are managed on an individual basis and are reviewed only when they are complete.

- **Application Form:** Complete one form for each child applying for admission.
- **Application Fee:** A non-refundable \$25.00 fee must be submitted for *each* application in grades PS3 through six.
- **Baptismal and Birth Certificates:** *Catholic applicants* – the child's Baptismal Certificate and Birth Certificate must be on file. Please upload certificates through FACTS application. *Non-Catholic applicants* – Please upload the child's birth certificate through FACTS.
- **Parish Verification:** Catholic families must be registered and practicing their faith at a Diocesan Catholic church to qualify for the Catholic parish subsidized tuition rate. It is the parents' responsibility to ensure that they are registered and actively supporting their local parish. Parish participation will be verified every year for determining tuition status for the following school year.
- **Student Evaluation/Teacher Recommendation Form:** It is the parents' responsibility to ensure that the appropriate form is submitted to the student's current school. Upon completion, the school forwards this form directly to St. Francis Xavier Catholic School.
- **Authorization to Release Student Records Form:** For students applying to grades 1-6, please submit copies of: 1) your child's latest report card indicating promotion or retention status and all past report cards, 2) the results of any standardized tests your child has taken, and 3) a complete attendance record. This form requests records from the current school. Official transcripts are required upon acceptance.
- **Immunization Requirements: Upon acceptance,** all students must submit the Georgia Certificate of Immunization, Form 3231 **prior** to the first day of school. In addition, Form 3300, Certificate of Ear, Eye, and Dental Examinations, must be completed for all students. A complete record is required by law in the



State of Georgia and by the Diocese of Savannah. The Diocese of Savannah requires that all students be completely immunized. Requests for medical exemptions must be submitted to the Superintendent of Catholic Schools and will only be considered if the student's pediatrician completes a statement indicating the contraindication of immunizations and provides a schedule of when immunizations would resume. Only the Superintendent of Schools has the authority to grant an exemption.

### **CHILD CUSTODY**

St. Francis Xavier Catholic School abides by the provisions of the Buckley Amendment with respects to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If duplicate records (report cards, etc.) and/or communications (newsletters, etc.) are needed, it is the parents' responsibility to inform the school of the preferred method of delivery (mail, e-mail, etc.). If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a certified copy of the court order. Likewise, if there is a court order prohibiting or restricting access to a child by a non-custodial parent, it is the custodial parent's responsibility to provide the school with a certified copy of the court order.

### **CONTINUING ENROLLMENT**

Continued enrollment of the student is subject to the student and parent(s) abiding by all school rules as set out in the school handbook including, but not limited to, general behavior, academic performance, and attendance. Continued enrollment in any given school year, and re-enrollment in any subsequent years, is subject to the parent's/guardian's continued support of the mission of the school as documented in the school handbook, the maintenance of a demonstrably effective and supportive relationship between the school and the parents/guardians, and the timely payment of all debts owed to the school. Re-enrollment in any subsequent year is subject to mutual agreement. The student, the parents, or the school administration, with or without cause, may withhold that agreement.

### **Re-enrollment Procedure**

Current students in good standing will be automatically re-enrolled for the upcoming school year. The registration fee will be collected through FACTS on or about March 1. It is the parent's responsibility to inform the principal if their child will not be returning to St. Francis Xavier the following school year.

### **Student Withdrawal Procedure**

When a student is withdrawing from St. Francis Xavier Catholic School during the school year, the parent is required to notify the school in writing prior to withdrawal. The most current report card will be made available on the student's last day of school. The student's transcripts will be sent to the new school upon written request from the new school. Tuition and all other financial obligations must be paid in full before transcripts are sent. Unless a student is being withdrawn due to a move away from the area, tuition is due as follows:

- Withdrawal prior to the start of the academic year – 20%
- Withdrawal from the start of school through November 1 – 40%
- Withdrawal from November 2 – February 1 – 70%
- Withdrawal after February 1 through the end of the year – 100%

### **Transcripts**

Transcripts (report cards and standardized test results), health records, and attendance records will be sent directly to the student's new school. Transcripts are normally not provided to parents. Parents wishing to send transcripts to various schools to which they have applied may do so at no extra cost by submitting a written request. St. Francis Xavier Catholic School follows the guidelines of the Buckley Amendment (FERPA).

Parents have the right to review their child's/ren's records, and those records are kept private within the guidelines of the law. Parents wishing to review their child's records should submit a request in writing at least 24 hours in advance. Records remain the property of the school and may not be removed from the school, however copies of the file will be provided upon request.

### **Eighth Grade Transcripts**

Copies of the St. Francis Xavier Catholic School transcript will be sent to any high school of the parents' choice. If eighth grade parents wish to have transcripts sent to more than one high school, they may do so at no extra cost.

### **Tuition Agreement**

St. Francis Xavier offers an outstanding education at a lower cost than most schools in the area. Tuition can be kept at a moderate level due to church subsidy. Tuition rates have been set in two categories: "Catholic" and "Non-Catholic" members. Catholic parishioners who decide to enroll their children are expected to contribute to their parish and take an active role in the community in order to receive the Catholic rate for tuition. The registration fee provides for textbooks, workbooks, achievement testing, and classroom materials. **Each family provides stewardship to the school through their time, talent, or treasure. It is accessed yearly through volunteer hours and contributions to our annual appeal. Fifteen (15) volunteer hours are completed through a variety of activities and logged through the volunteer logbook in the school office. Families are assessed \$50.00 per hour for any unfulfilled volunteer hours.**

### **Tuition**

Each family will be asked to sign a Tuition Contract for each new school year. The contract will state the current year's tuition and fees, as well as the terms of payment. Those families paying on a 10-, 11-, or 12-month basis (July – June) are required to participate in the FACTS service that utilizes electronic banking.

Tuition is the financial obligation that a parent accepts when their child is admitted to St. Francis Xavier Catholic School. SFX depends upon this revenue to meet the operating expenses it incurs to educate and nurture its students. If a problem paying tuition exists, please call the principal or the finance manager for help in finding a solution.

We offer three tuition payment options, all of which require establishing a FACTS tuition payment account:

- **Option 1: Annual Payment** - there will be a one-time payment in full to be made on or before July 20. *Diocesan policy does not permit cash/check payments to be accepted at the school. FACTS enrollment is required.*
- **Option 2: Semi-annual payment** – there will be two payments made to achieve payment in full. The first payment should be made on or before July 20. The second payment should be made on or before January 20. *Diocesan policy does not permit cash/check payments to be accepted at the school. FACTS enrollment is required.*
- **Option 3: Monthly payments** – These payments will be broken down into 10, 11, or 12 equal monthly payments through FACTS Tuition Management Program starting either on July 5 or 20 and ending on May 5 or 20, depending on the date selected at enrollment time. This option requires each family to set up an account with FACTS Management Company, Inc. *Diocesan policy does not permit cash/check payments to be accepted at the school. FACTS enrollment is required.*

### Delinquent Tuition

If payment is not received by the above dates corresponding with the payment option chosen, the account will be considered delinquent. Once an account is delinquent, delinquent fees will be applied and collected by FACTS as per the policy stated in the FACTS contract. In addition to FACTS delinquent fees, delinquent accounts will be handled as follows:

- **15 days late:** Responsible Party will receive an email reminder from FACTS to resolve any oversight.
- **30 days late:** Responsible Party will receive formal notification in the form of a letter from St. Francis Xavier Catholic School's finance manager to arrange payment to make the account current.
- **60 days late:** St. Francis Xavier Catholic School reserves the right to deny the student(s) admittance into all classes, all school activities and re-enrollment for the following school year until the account is brought current, and the principal agrees to reinstate the student.

Any financial delinquencies that cannot be resolved may constitute cause for withdrawal of the student(s) at the school's discretion. St. Francis Xavier Catholic School will exercise its legal right to pursue collection of delinquent accounts and will hold the parent responsible for all collection costs including, but not limited to, court expenses and legal fees.

Transcripts, report cards, awards, and diplomas are the property of the school and may not be issued to the student (or the parents of the student) if the student's account is delinquent.

A graduating 8<sup>th</sup> grade student's account must be current one (1) month prior to the student's last day of school for the student to participate in the graduation ceremonies.

A returning student's account must be current prior to the student's last day of school of the current school year. If the account is not current, the student may not be permitted to re-enroll for the upcoming school year.

Families with a pattern of Non-Sufficient Funds (NSF) through FACTS will be placed on a cash/money order only status.

### Tuition Assistance

Families who have a demonstrated financial need may qualify for tuition assistance. Tuition assistance funds are limited and vary from year to year. One does not need to be Catholic to qualify for tuition assistance; however, some funding sources do have special qualification requirements (i.e., GRACE Scholarships, Diocesan aid, etc.).

The following policies and procedures were developed by the St. Francis Xavier Catholic School Finance Committee and the school's administration to establish objective guidelines for awarding tuition assistance:

- The school will announce the availability of tuition assistance applications through its usual methods of communication – school newsletter, website announcements, and e-mail. It is the applicant's responsibility to complete the FACTS application online.
- A completed FACTS application **must be on file and completely processed by FACTS** before an applicant's request for tuition assistance will be considered. It is the applicant's responsibility to ensure that FACTS receives all required documents in a timely manner.
- Applications must be submitted to FACTS **on or before** March 1 to receive consideration for tuition assistance. Applications submitted to FACTS after the published deadline will be considered only after all on-time applications have been processed. **Due to limited availability of tuition assistance funds, there is no guarantee that funds will be available after the deadline date.**

- FACTS will process each application and calculate an estimated need based upon data supplied by the applicant and supported by tax returns and other applicable financial documentation.

Tuition assistance awards are determined as follows:

- Only applicants with a demonstrated financial need (as calculated by FACTS) will be considered for tuition assistance.
- Applicants with a recent bankruptcy **will not be considered** for tuition assistance.
- Applicants with a past due balance on their school account **will not be considered** for tuition assistance unless arrangements are made to pay down the balance before the start of the upcoming school year.
- If the overall need for all applicants exceeds the amount of available tuition assistance funds, the principal, in consultation with the Finance Committee, will adjust the amounts awarded to achieve an equitable distribution among all applicants with a demonstrated need.

All applicants will be notified by email of the amount of tuition assistance awarded, if any. Applicants will be required to sign and return a form indicating that they accept or decline the award. If a tuition award is declined, that money is returned to the tuition assistance fund from which it was disbursed for future use.

Qualification for financial assistance **does not imply acceptance** into the school program; admission to the school is a separate process.

### Other Fees/Payments

The Diocese of Savannah requires the use of FACTS for all payments made to the school.

### Fees

Registration fee for new families per child is \$560.00. (Application and testing required)

Registration fee for returning families per child is \$360.00.

Registration fee for siblings entering the school is \$360.00. (Application and testing required)

Registration fee for 3/4-year-olds entering Preschool Program is \$360.00.

### EDP Charges

The Extended Day Program is available from 7:00-7:30 A.M for a fee of \$4.00 per day, and from 3:15-5:30 P.M. for \$13.00 per day. EDP charges are paid through FACTS from September through June for the previous month's charges except June will be for May and June charges. This rate is a flat daily rate and it is applied for any amount of time used at the end of a normal school day. **This includes students who are not picked up from tutoring, those waiting for sports practices, and those who were participating in a club and use EDP after the club is dismissed.** A late fee is assessed when children are picked up after 5:30 P.M. at the rate of \$1.00 per minute for the first 15 minutes. Under no circumstances should a child be picked up after 5:45 P.M.

Teachers provide students with an opportunity for tutoring once a week from 3:15-4:15 P.M. Please contact your child's teacher regarding the day tutoring is provided.

### STUDENT INSURANCE

Insurance is purchased annually for every child by the school. The cost is determined by the Diocesan Finance Office and is included in the Registration Fee. The insurance policy covers the student during school hours and during school-sponsored events. School accident insurance is a secondary coverage to the parents' own health care coverage. School claims are processed and filed after the parents' primary insurance has paid its part of the claim.

## **GENERAL ACADEMIC POLICY**

### **Grade Reporting**

The professional staff, under the supervision of the principal, is responsible for reporting a student's academic progress to parents. This reporting typically includes:

- Online grade reports (grades 3 to 8) – updated weekly
- Frequent performance updates (grades Pre-K to 2<sup>nd</sup>)
- Report Cards – issued at the conclusion of each grading period
- End-of-quarter dates are listed on the school activities calendar

### **Report Cards**

Report cards are usually distributed to all students no later than two weeks after the close of the nine-week quarter. Report cards are issued four times each school year, and they reflect what the student has mastered over the course of the nine-week marking period. Report cards are sent home in the Tuesday envelope.

Report cards include: a comprehensive listing of courses/subjects; a letter or numeric equivalent indicating achievement levels (based on the Diocesan grading scale); a record of attendance and conduct and specific comments (when applicable).

### **Grading Scales**

Each grade level has various components of evaluation that are appropriate for the grade level of the students. In Pre-K– second grade, progress is determined by class work, classroom performance, formal, and informal evaluation. Student mastery of curriculum standards is reported using a standards-based report card.

#### **Pre-K – 2<sup>nd</sup> Grade:**

##### **Academic and Specials Classes (Art, Music, P.E., Spanish, Technology, Effort, and Conduct)**

<b>4</b>	Performance exceeds grade level standards at this time
<b>3</b>	Performance meets grade level standards at this time
<b>2</b>	Performance is progressing toward grade level standards at this time
<b>1</b>	Performance does not meet grade level standards at this time
<b>N/A</b>	Not assessed this marking period

Student grades in third through eighth grades are determined by class work, classroom performance, projects, long-and short-term assignments, as well as formative and summative assessments.

#### **3<sup>rd</sup> - 8<sup>th</sup> Grades:**

##### **Academic**

<b>A</b>	94-100
<b>B</b>	86-93
<b>C</b>	77-85
<b>D</b>	70-76
<b>F</b>	Below 70

##### **Specials and Elective Classes**

Art, Music, Technology, P.E., Spanish, Effort, and Conduct are graded as follows:

<b>E</b>	Excellent
<b>S</b>	Satisfactory
<b>N</b>	Needs Improvement
<b>U</b>	Unsatisfactory

### **Honor Roll – Quarterly**

Students in grades 3 – 8 are eligible for recognition on one of the school's two Honor Rolls:

*All A Honors* recognizes students who have earned a 94% or above in all academic classes for the quarter.

*A/B Honors* recognizes students who have earned an 86% or above in all academic classes for the quarter.

*Honor Graduates:* Students who have maintained a cumulative grade average of 94% during 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades in their academic core subjects and religion, and who have been enrolled in at least two honors classes in 8<sup>th</sup> grade will wear Honors Cords during the Graduation Ceremony. Honor candidates' grades will be assessed at the end of the third quarter of 8<sup>th</sup> grade.

*NJHS Students:* Students who are members of NJHS will wear NJHS Recognition Cords during the Graduation Ceremony.

### **Communication Regarding Student Progress**

All teachers will communicate daily with students regarding poorly done or missing assignments. Parents will be contacted immediately if improvement does not occur. Parents may receive other forms of communication from their child's teacher or administration as needed.

Parent/Teacher conferences are scheduled once each semester. Parents will receive information as to the day and times available for the conferences. Parents are strongly urged to take advantage of the opportunity to discuss their child's progress with his or her teachers. All other conferences will be held as requested by the parent or the teacher. A member of the administration may be present at any conference.

During the school year if a teacher sees that a student is not working to potential, if the student's average has dropped significantly, or if the student is in danger of failing, prompt notification will be given to the parents.

### **Academic Probation**

Athletes must maintain at least a 70/N in all subjects, including conduct and effort. Eligibility will be based on the previous quarter. Students will not be eligible to play sports if previous quarter grades are below 70. The Athletic Director will ensure compliance for athletics; sponsors will ensure compliance for non-athletic activities.

### **Faculty/Staff Availability**

Faculty and staff members may be contacted at school by one of the following methods:

- A written message left at the front office
- E-mail
- Phone message left with the school office

Please check with the teacher(s) regarding the preferred method of communication. Teachers check e-mail regularly, but please allow up to 24 hours for a response. Faculty and staff home telephone numbers are not available to parents, and faculty and staff members should not be contacted at home for school-related matters unless the teacher has agreed otherwise.

If a parent wishes to schedule a meeting or conference with a teacher, the parent is to contact the child's teacher as noted above. Parents with a scheduled appointment are to sign in at the main office and receive a visitor's badge. *No one is permitted to go to a classroom or other part of the building to speak with a teacher during the*

*school day without a scheduled appointment. If a question or problem arises concerning a child, the parent is to contact the teacher first.*

The administration should be contacted only after all efforts at resolving concerns or issues directly with the teacher or staff member prove unsuccessful. If an issue cannot be resolved with school administration, the proper chain of command would be the pastor, the Diocesan Superintendent of Catholic schools, and the office of the Bishop, in that order. The SFX school advisory board is not a grievance committee and is not authorized to resolve any school issues.

### **Retention Policy**

Most students will be successful in the school's regular program of sequential learning. However, testing, diagnosis, and actual performance may indicate that some students cannot complete a year's work in that time.

Therefore, it may become necessary to retain a student for an additional year in a particular grade.

Retention may be considered based on any of the following criteria:

- The student is functioning below grade level in reading and/or mathematics;
- The student is failing any of the core subjects\*;
- The student's maturity level is significantly below what is expected for the grade in question and is seriously impacting academic progress;
- The student has accumulated 15 or more absences.

The final determination regarding retention is the decision of the principal.

Students in grades 3-6 who have failed no more than two core subjects during an academic year will be required to receive remediation over the summer equal to no less than 60 contact hours per subject area through an approved summer school program. Failure to successfully remediate according to school guidelines indicates the parents' choice to withdraw their child and seek alternative educational placement. Students who have received appropriate remediation may return to the school in the following year with the status of academic probation. Withdrawal may be required if a student fails one or more core subjects (final year average) while on academic probation.

In consideration of social, developmental, and emotional factors, the Administration may place a student who is otherwise eligible for retention at the next grade level, but the Administration reserves the right to not offer re-enrollment to the student if it is determined that the student's needs cannot be met at St. Francis Xavier Catholic School.

*(\*Core courses are defined as: religion, language arts, reading/literature, mathematics, social studies, and science.)*

### **CURRICULUM**

St. Francis Xavier Catholic School's commitment to the learning process is reflected in a curriculum that adjusts to the unique needs of individual students while respecting the rights, interests, and personal dignity of each child. The school's sound academic curriculum prepares students to become productive members of society in a world that is becoming increasingly competitive. The curriculum at SFX encompasses the following subject areas: religion, language arts, reading (grades Pre-K-5), literature (grades 6-8), mathematics, science, social studies, art, music, technology, Spanish, physical education. Each student is required to participate in every subject area taught at his or her grade level. All curriculum is developed by the Diocese of Savannah and is based upon both national and state standards. The curriculum can be viewed on the School's website.

## **Religion**

Religion is the heartbeat of St. Francis Xavier. The goal of the religion curriculum is to instill in students an enthusiasm for living the Catholic faith and to provide an in-depth religious education that includes experiences in prayer, the sacraments, and service, while stressing the integration of Christian principles into the total curriculum. All classes participate in weekly liturgies, celebrating a variety of themes that relate to everyday living. Catholic students in grades 2 – 8 are offered the opportunity to participate in the Sacrament of Reconciliation during Advent and Lent. Catholic students in 2<sup>nd</sup> grade are prepared for the sacraments of Reconciliation and First Holy Communion and Catholic students in grade 8 are prepared for the sacrament of Confirmation. In addition, students celebrate special occasions such as feast days of patron saints, Thanksgiving, and Christmas with special programs and activities. As part of our Diocesan approved religious instruction program, the principles of Christian family life are integrated into the curriculum across all grade levels and include a focus on the sanctity of human life from conception to death. Students in 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grade also receive instruction on human reproduction as part of this program.

Students put their faith into action through participation in various service projects. During the school year, SFX sponsors several drives for local organizations. At Thanksgiving food items are collected and distributed through St. Vincent de Paul Food Pantry and at Christmas we conduct collections for the needy in our local community. During Lent students donate their loose change using the Rice Bowls provided by the Catholic Relief Services. Religion is the thread that weaves faculty, staff, students, and parents together.

Catholic families are expected to participate in weekly Sunday Mass. Students of other faiths are encouraged to attend the religious service of their choice each weekend.

## **Language Arts**

The language arts curriculum incorporates reading, writing, speaking, listening, spelling, grammar, and vocabulary in assisting students with the acquisition of effective language skills. Besides focusing on reading and comprehension, the reading series in grades K-5 takes a linguistic approach to reading that emphasizes word attack skills (phonics and decoding strategies), language skills, and vocabulary. An emphasis on vocabulary development begins in the primary grades. In middle school novels are used to introduce students to different literary genres and to integrate reading skills. Language arts in middle school also focuses on grammar skills and assorted styles of oral and written communication.

Proper school heading is required on all papers in grade one to eight. Points may be taken from the assignment, if the procedure is not followed.

**Subject  
Assignment**

**Full Name  
Date**

Cursive writing in dark blue or black ink is used from 4<sup>th</sup> through 8<sup>th</sup> grade on all hand-written assignments and tests, except in Math class.

## **Mathematics**

The study of mathematics as a means of exploring the world plays an integral role in the education of each student at St. Francis Xavier Catholic School. While contributing to the development of the whole person, mathematics enriches life and provides students with practical tools for daily living. The school's mathematics program exposes students to a wide variety of mathematical experiences. A hands-on approach to the basic mathematical ideas and concepts encourages children to experience mathematical relationships and inter-



connections. Special attention is given not only to the acquisition of the needed basic mathematical skills, but also to critical thinking and problem solving.

### **Science**

The science curriculum provides students with a basic knowledge of science as it relates to them and to their own experiences. The science program exposes students to a full range of activities through which science may be explored. Science integrates and develops basic knowledge, investigative experience, and curiosity through student involvement. We are now equipped with a state-of-the-art Lab Learner program for students in grades Pre-K through 8<sup>th</sup> grade. All students have the opportunity to participate in Lab Learner.

### **Social Studies/History**

Students begin with a study of their world, communities and regions, and their interactions. In 2<sup>nd</sup> grade, students are introduced to Georgia history and learn more about the government of the United States. Third grade includes the study of the United States as well as economics. Fourth grade delves into the study of Native Americans and early U.S. history along with a deeper study of economics. Fifth grade focuses on U.S. history from the Civil War period to the present day and includes a study of the U.S. constitution. Sixth grade introduces students to Australia, Europe, Latin America, and Canada. Seventh Grade introduces students to Africa, The Middle East, and Southern/Eastern Asia. Eighth grade focuses on Georgia history.

### **Fine Arts**

The fine arts curriculum develops and stimulates the artistic abilities inherent in all children. Art and music classes develop many valuable skills, including physical and mental coordination, self-expression, group participation, and cooperation. In collaboration with the Golden Isles Youth Orchestra (GIYO), students in grades 5-8 have the opportunity to gain experience to play the violin and receive private lessons. Opportunities are provided for students to highlight their talents.

### **Technology**

All students gain a working knowledge of computers through classes in the computer lab. A variety of software programs complement classroom instruction. Students learn proper keyboarding technique, as well as word processing skills. State-of-the-art multimedia computers enable students to conduct online research activities and utilize technology skills to creatively enhance learning and communicate effectively. Interactive white boards and LCD projectors are used by teachers in the classrooms to enhance their lessons. Sets of tablet computers are available for classroom use.

### **Spanish**

Spanish is offered at SFX for Pre-K through 8<sup>th</sup> grade. Major emphasis is placed on oral communication as students learn to tell basic information about themselves. They acquire vocabulary and learn sentence structure by listening to Spanish spoken to them and then making connections through the use of media, visuals, and nonverbal communication.

### **Physical Education**

Physical education classes assist in the development of physical, motor, and developmental skills, while teaching the importance of teamwork and providing lifetime fitness skills. Health topics are integrated into the physical education curriculum at all grade levels.

### **Library**

The school's library provides a wide range of materials that play an integral role in enhancing the school's instructional program. Use of these valuable resources helps to develop each student's ability to effectively

conduct research and retrieve information. Students in grades 1-5 have library as one of their Specials classes on a weekly basis. All students are encouraged to visit the library and check out books on a regular basis. Students are charged a replacement cost for lost books.

### **Counseling**

All students at St. Francis Xavier have access to a school counselor. The counselor functions as a resource for students on a short-term basis. Our school counselor is not able to provide long-term counseling services. Parents of students in need of long-term counseling should seek the assistance of an outside professional. The school counselor does NOT function as a disciplinarian – that role is reserved for the classroom teacher and the principal. The school counselor instead provides a listening ear and shares strategies and exercises that may assist students in working through whatever issues they may be facing. The school counselor will keep confidential any information entrusted to them so long as no one's life, health or safety is at risk. The counseling program is part of the regular school program. As such, parental consent is not necessary for students to visit with the counselor; however, parents will be promptly notified of any concerns.

Students who express any thoughts or plans to self-harm or harm others will be brought to the school counselor, or in his/her absence, to the school principal immediately and the student's parents will be called to the school. A clearance from a licensed physician or mental health provider may be required before the student returns to the school.

### **Academic Support**

Extra Help/Tutoring: Teachers schedule one afternoon per week, beginning after Labor Day, to assist struggling (77% or below) students with their lessons until 4:15 P.M. In addition, Title I program tutoring is also available to students who qualify.

### **Standardized Testing Program**

Students in Kindergarten through 8<sup>th</sup> grade will take the NWEA MAP (Measure of Academic Progress) at several points during the school year. The MAP will assess language arts, math and science skills and will allow teachers to track progress throughout the year and adjust instruction to best meet the individual needs of each child. The MAP is a computer adaptive assessment that takes less than 45 minutes per subject to complete. Computer adaptive assessments adjust the difficulty of the questions according to the students' abilities. The result is that the MAP produces more reliable results and causes less stress and frustration on the part of the student. Since the test is completed online, results are also available within 24-48 hours. The ARK (Assessment of Religious Knowledge) is administered to all students in grades 2-8. This assessment enables the administration to evaluate the effectiveness of the school's religious instruction program. It also provides an understanding of the students' faith development. Parents will be notified as to the dates and results of the assessments.

### **School Liturgies**

Students attend Mass on a weekly basis, usually each Friday, and other days as listed on the school calendar. Parents are welcome to attend these Masses. **Please, do not stand up or move your seat to take pictures or videos during our liturgies.** This is *NOT* a performance; therefore, a prayerful atmosphere is to be maintained at all times until the celebration is over.

During Advent and Lent, planned activities help students understand the liturgical meaning of the season and enable them to grow spiritually by becoming a part of the life of the Church. Grades 1 - 8 have the opportunity to plan and lead a liturgical service throughout the year.

### **Clubs, Competitions, Organizations and Other After School Activities**

Clubs, athletics, and organizations are an important part of growing up, and it is a privilege to have extra-curricular activities. All students are expected to take an active role in any event in which they choose to participate. Students participating in such activities are covered under Diocesan Student Insurance during the activities.

St. Francis Xavier Catholic School has several clubs, teams and organizations in which students are encouraged to participate. Most clubs meet after school and separate arrangements must be made for transportation. Some clubs and activities are fee-based. Opportunities include, but are not limited to: Art Club, Math Club/Team, National Junior Honor Society, Chess Club, Robotics Club, Student Council, Quiz Bowl, and a variety of athletic teams.

Students participating in SFX-sponsored clubs, teams and organizations are expected to conduct themselves in a manner consistent with the expectations set forth in the school's code of conduct. Persistent, repeated inappropriate behavior may result in suspension or removal from the club, team, or organization.

Due to lack of available supervision and for the protection of your child, **students who are not supervised must go to EDP if a sibling is participating in after school activities.** Fees will be charged accordingly.

### **HOMEWORK:**

Students at SFX are assigned homework most nights. Students are encouraged to review the day's lessons if a written assignment is not given. Although the amount of home study will vary within grades and on different days, a reasonable guideline is listed below.

Pre-K– K	10 minutes
Grades 1-2	20 minutes
Grades 3-4	40 minutes
Grades 5-6	90 minutes
Grades 7-8	120 minutes (total for all departments)

Assignments may be given over the weekend. If your child routinely has trouble completing his/her assignments within the suggested time frames, please notify the classroom teacher.

Students who miss a class for any reason are responsible for all missed class work and/or homework assignments. If a student is absent, one day is given to complete missed assignments, including homework, for each day the student has been absent. It is the student's responsibility to see that this make-up work is completed on schedule.

### **Classwork and Homework Make-up Policy**

Parents may request make up work missed due to an absence. The request should be made when notifying the school of your child's absence. Requests should be made no later than 9:00 A.M. on the day of the absence. All efforts will be made to send homework home electronically. If that is not possible, assignments may be picked up at the school after 3:15 P.M.

### **Homework Assignment/Agenda Books**

Homework assignment/agenda books are required for students in grades 1-6, and encourage for students in grades 7 and 8. The cost of the assignment book is included in the Registration Fee. The books are useful tools for students and parents in planning schedules for completion of assignments and projects. Homework is to be

recorded by the student in his/her assignment book. If the assignment book is lost or destroyed, a replacement must be purchased by the student at a cost of \$10.00/book.

Parents are encouraged to look at their child's assignment book and online grade system for details regarding assignments, projects, and assessments. It is the responsibility of the student to make sure homework is completed.

### **COMPUTER AND TECHNOLOGY POLICIES**

The St. Francis Xavier computer network, including all school-owned computers and related equipment and access to the Internet, is used to support the curriculum and to augment instruction in the classroom. It is a school-wide policy that the school network and related equipment at SFX are to be used in a responsible, productive, moral, and lawful manner. Failure to comply with the Acceptable Use Policy and the rules for school network use, as described below, will result in a loss of computer privileges and possible disciplinary action. This policy applies to both **students and volunteers** and to computer usage anywhere, **using any device**, while on the SFX campus, including dismissal, EDP, and after school activities.

We ask your assistance in developing responsible attitudes, reinforcing appropriate behaviors, and observing security practices on the school network. Please read these policies and the Network Use Agreement thoroughly and discuss them with your child(ren). **A signed copy of the Acceptable Use Policy for each student must be on file before the student is allowed to use computers at school.**

### **ACCEPTABLE USE, NETWORK AND TECHNOLOGY POLICIES**

#### **The Internet**

The Internet links thousands of computer networks around the world allowing SFX students to explore thousands of libraries, databases, museums, and other repositories of information. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints. Although SFX does have a filtered system, it does not have total control of the information on the Internet; thus, families should be aware that some sites accessible via the Internet contain material that is inappropriate for educational use. SFX does not condone the use of such materials. However, we believe that the benefits to students from access to the Internet exceed the disadvantages.

#### **Social Media**

Social Media encompasses the various forms of online social communication and interaction sites such as Facebook®, Snapchat®, Twitter®, Instagram®, TikTok, etc. Students and parents posting defamatory or threatening statements relating to the school, its students, or its employees on social media sites, regardless of where those posts originate, may be subject to legal action and disciplinary action up to and including expulsion. Parents are reminded that the minimum age requirement to set up accounts on many, if not most of these sites, is 13 or older.

#### **E-mail/Web Pages**

Students may not create or access personal e-mail accounts (i.e., Hotmail, Yahoo, etc.) or web pages for use at school, except under the direct supervision of a staff member. Personal and/or school created e-mail accounts and/or web pages may not be used to send offensive and/or slanderous messages or pictures.

#### **Instant Messaging and Chat Rooms**

Students are not allowed to participate in online chat rooms or use instant messaging programs at school, except under the direct supervision of a staff member.

**Acceptable Use Rules:**

- Be polite when using the Internet
- Ask for permission to use any school computer or Internet
- Share school computers with others
- Print only what is needed to complete assignments, and do not make any unnecessary copies
- In the event of a problem with a school computer, immediately notify an adult
- Treat all school computer equipment with care and respect
- Only use the Internet when an adult is present
- Only use school computers for educational purposes such as homework, research, classroom projects, and school activities

**Unacceptable use includes but is not limited to:**

- Attempting to access a teacher or administrator account
- Attempting to access any personal email account
- Altering the desktop or any other computer settings without teacher or staff permission
- Using a computer to harm another student or their work
- Accessing, altering, moving, deleting, or otherwise tampering with another student's work
- Damaging the school's computers, hardware, the network, or video equipment in any way
- Wasting limited resources such as disk space or printer paper
- Violating copyright laws or plagiarizing material
- Making changes to the hardware or software configuration of any machine, including installing or deleting software of any type including freeware or shareware
- Using the Internet or any school devices for any illegal purpose
- Accessing, uploading, downloading, viewing, displaying and/or distributing slanderous, pornographic, hate-oriented, profane, obscene, or sexually explicit material
- Posting or providing personal information, photographs, or schoolwork of yourself or another student
- Inserting or connecting any personal disks, flash drives or any other device into school computers without the permission of the teacher
- Using a school computer without permission or adult supervision
- Unauthorized attempts to bypass the security mechanisms of the school network (a.k.a. hacking)
- Introducing or attempting to introduce viruses into the network
- Using online chat or IM sites at school without permission
- Accessing or attempting to access peer to peer, file sharing or proxy servers
- Playing games or any non-educational use without teacher or staff permission
- Uploading pictures taken at school to the Internet, including Social Networking sites
- Using a 3G/4G device, including smartphones, to access the Internet while at school without teacher or staff permission
- Placing a password on any file used or stored on the school's network

**Violating the Computer Policy may result in:**

- Restricted network and/or computer access
- Loss of network and/or computer access
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws
- Restitution for any damage to computer, hardware, or video equipment

## **ATTENDANCE**

In accordance with the requirements of the Georgia State Board of Education and the Diocese of Savannah, St. Francis Xavier Catholic School will be in session from 7:45 A.M. until 3:10 P.M. Students may be dropped off beginning at 7:30 A.M. Students dropped off between 7:00-7:30 A.M will be supervised in the school's Extended Day Program for which there is an extra charge. In the afternoon, students should be picked up by 3:15 P.M. (12:15 P.M. on designated early dismissal days). Students not picked up by these times will be sent to the Extended Day Program for which there is an extra charge. Early dismissal days will be posted on the school website, the monthly newsletter, and the school calendar.

As a security measure, parents or guardians must call or email the school office before 8:30 A.M. to report any student who will be absent or tardy. If the school has not heard from parents whose child(ren) is/are on the absentee list by 9:00 A.M., school personnel will contact them. These calls/emails will be documented.

Please do not send notes or verbal messages with another child regarding absences or tardiness. These procedures are in place to ensure the safety and well-being of all students.

## **Tardiness**

Parents are to have their children at school on time. A student's tardiness interferes with the successful beginning of their school day, adversely affects academic success, and is disruptive to the classroom. **Students are tardy after 7:45 A.M.** If students arrive at school after 8:00 A.M., parents must come into the school office with their child to sign him/her in. Unexcused tardiness may result in classroom consequences. Habitual tardiness may jeopardize re-enrollment status.

## **Absences**

Irregular attendance in school is one of the most common causes of underachievement; therefore, children should not be absent needlessly. However, children who are contagious to others, have a fever above 100.4°, or are experiencing vomiting or diarrhea should not come to school. Additionally, a child must be *symptom-free* for 24 hours prior to returning to school.

Absences from school are recorded. If a student is absent for any reason, the parent is required to write a note to the homeroom teacher explaining the reason for the absence. The note is to be signed, dated, and given to the teacher on the day the student returns to school. The telephone call to the office on the day of the absence does not take the place of the written note. Both the call and the note are required. Parents of students who are absent three (3) or more consecutive days will be required to present a doctor's excuse.

## **Excessive Absences**

Any child who is absent for more than ten (10) days will receive a notice confirming the absences. An incomplete may be given on the report card until all required work is satisfactorily completed. In specific instances of excessive absenteeism, the principal may request a written note from a doctor explaining the severity of the child's illness. After fifteen (15) days of absence, readiness for promotion to the next grade level will be determined through a meeting with parents and Administration. The principal will make the final determination regarding promotion.

The following policy will be enforced during the school year:

1. Administration will notify teachers concerning students with ten (10) or more absences or tardiness in one quarter.
2. Administration will notify parents when students are absent or late ten (10) or more days.
3. After fifteen (15) absences or tardies, the parents will be required to meet with the teachers and Administration. Excessive tardiness and/or absences may jeopardize promotion and re-enrollment status.

### **Early Check-Out**

Because of the disruption of class time for all students, parents are urged to keep requests for check-out during the school day to a minimum and to arrange appointments after school hours when possible. However, should a student need to be dismissed early, parents must send a written request or an email to the homeroom teacher and main office that morning indicating the time the student will be leaving. The parent must sign out the student in the front office. Parents are **not** permitted to retrieve their child by going directly to the classroom.

### **Change in Pick Up**

If there will be a change in the person picking up your child, please notify the teacher and main office on the morning of the change. In the case of an unexpected emergency, please notify the school office by phone or email.

### **Vacations**

It is strongly recommended that parents give thoughtful consideration before planning vacations during the school term. In spite of the fact that students may have the ability to make up their work, it does not replace the formal instruction given by the teachers. If parents do take their children out of school for extended vacations, they are expected to notify the homeroom teacher and the main office with a note to explain how long their children will be out of school. Please note that these absences are recorded as unexcused, which may result in the student not receiving credit for any work missed. Generally, students will receive their make-up work when they return to school. Students will be given one school day for each day absent to make up missed work and/or exams.

In the event of absences due to family vacations or other personal reasons during the school year, the following policy is observed:

- Parents are requested to send a letter to the homeroom teacher and the principal one week in advance of the planned absence of the student;
- Parents or student will contact the teacher AFTER the absence to collect the work missed during that time. **Teachers should not be expected to provide assignments in advance ;**
- Students will be given one day for each day absent to complete any missed assignments unless other arrangements are made with the teacher. It is the student's and parents' responsibility to make arrangements for any missed tests or assignments.

### **Inclement Weather**

In the event of inclement weather or other emergency, St. Francis Xavier Catholic School will follow the directives of the **Glynn County School System**. If a situation arises that creates the need to cancel school or adjust the schedule in any way, notification will be made in a timely fashion through as many means of communication as possible including, but not limited to, local TV stations, the school website, e-mail, and automated phone calls. If an emergency arises during the school day, school personnel will make every attempt to contact each family to relay the information regarding the conditions at school. Parents are asked not to call the school during an emergency situation.

### **SAFETY/SECURITY**

*To keep our children safe, all visitors to the school must enter through the main doors and check-in at the front office.*

### **VIRTUS/Safe Environment**

St. Francis Xavier Catholic School and the Diocese of Savannah are committed to providing a safe environment to children and youth. It is important that volunteers who work with students are aware of potentially harmful situations and are empowered to act on behalf of children before abuse occurs. The Bishop has directed that **all**

volunteers who work in unsupervised situations with children attend a VIRTUS training workshop. For the purposes of the school, this will include volunteers who assist with school functions such as class parties, sports events, and Field Day, as well as parents who participate as chaperones on field trips. In addition to VIRTUS training, volunteers must also undergo a background screening and sign off on the Diocesan Code of Conduct. **Please note that no one may volunteer at the school unless these requirements have been met.** It is highly recommended that all parents attend a VIRTUS training workshop as soon as possible. Visit the website for the Diocesan Office of Child and Youth Protection at <https://diosav.org/childyouthprotection> for more information about the VIRTUS program and to register for a workshop.

### **School Security/Visitors**

**All** visitors must report to the front office to obtain a school visitor's pass. The pass must be worn at all times while in the building. This includes all persons volunteering in the classrooms or other areas of the school on a regular basis. **All** volunteers must comply with safe environment requirements, including a background check, Code of Conduct, and VIRTUS training, as set forth by the Diocese of Savannah.

### **Delivery of Items to Students**

In the interest of instilling a sense of responsibility in our students as well as maintaining the integrity of the academic environment, students will not be allowed to call home for missing items, nor will students be called to the front office to pick up items such as forgotten homework or other related items. For the same reason, students will not be allowed back into their classrooms once school has dismissed to retrieve forgotten items. *As an exception, forgotten lunches may be dropped off in the front office.* Balloons, flowers, and other celebratory items should not be delivered to students at the school.

### **Use of School Motto/Logo/Slogan**

The use of the St. Francis Xavier name, logo, or motto on any type of social media or in any other way, e.g., putting the name on t-shirts, is prohibited without the express written permission of the principal.

### **Cell Phones**

Please carefully consider whether your child needs a cell phone at school. A phone is available to students in the front office for urgent situations. Should your child bring a cell phone to school, there is some risk that it may be lost or misplaced. The school is not responsible for loss or theft of cell phones.

Following are the guidelines regarding cell phones:

- Cell phones must be turned off during the school day. Turning a phone to silent does not comply with this guideline;
- Cell phones should not be visible and must be kept in the student's bookbag;
- Cell phone usage during the school day and while in EDP is prohibited without teacher or staff permission.

Use of or disturbances caused by cell phones, or any violation of the above guidelines will result in confiscation of the phone. Additional consequences may also be implemented in accordance with school disciplinary policies. **Please note that Smart Watches are also covered by the above policy.**

### **Distribution of Printed Material**

Posting or distributing flyers, pamphlets, or other written communication on school/church grounds without the authorization of Administration is prohibited. All school-related flyers must be pre-approved by Administration.



### **Emergency Drills**

Emergency drills for fire, tornados, and lockdowns are held in accordance with state and local laws. In instances of severe weather, when the National Weather Service have issued watches and warnings, it is imperative that telephone lines to the school be left open in case conditions warrant emergency response. Parents are asked not to call the school in these situations. Should an evacuation of the school become necessary, students will be moved to one of three secure designated locations: Church, Xavier Hall or Off Campus – across the street at Hanover Park.

### **Audio/Visual Recording Policy**

No audio/visual recording devices may be used for recording of conversations either in person or by telephone by or among students, parents, teachers, or school administrators on school property, with the exception of online learning when required. To ensure compliance with parental permissions regarding the posting of student photos, the official school social media sites will be updated under the supervision of school staff. Parents are requested not to post pictures from school events onto personal social media sites unless the photos are of your child only.

### **Child Abuse/Neglect**

The State of Georgia requires by law that any principal, teacher, counselor, or other school employee report all cases of suspected child abuse or neglect of children under eighteen years of age. In addition, volunteers working at the school or at school-sponsored events are also considered mandatory reporters under this law. Georgia Law, Code Section 19-7-5, requires the reporting of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides for a penalty for violation of the law. An allegation of child abuse must be immediately reported by telephone, within 24 hours of the time of the suspected abuse, to the Department of Family Child Services (DFCS) by the person who witnessed or first became aware of the suspected abuse or neglect. Law enforcement and DFCS requests to interview students at the school who are suspected victims of abuse or neglect must be honored. The school will make every effort possible to have a staff member present during the interview. It is NOT school policy to contact the child's family prior to filing a report.

### **Change of Contact Information**

It is particularly important to notify the school if there is a change in home address, e-mail address, or in home, work, cell, or pager numbers. Change of contact information should be completed through FACTS Family Portal. Updated information is critical to ensure the school's ability to contact you in the event of an emergency and to ensure that you receive all electronic communication from the school.

### **ARRIVAL AND DISMISSAL**

St. Francis Xavier Catholic School does not provide transportation. However, there is bus transportation available from St. William Church parking lot. The majority of students are transported to and from school by their parents or in carpools. Students arriving before 7:30 A.M. must be brought to the school computer lab using the Union Street (front) entrance. All students arriving between 7:30-7:45 must be dropped off in carline at the back entrance doors on Reynolds Street.

*Students arriving late must be accompanied by their parent to the front office to sign-in.*

Students are dismissed at 3:10 P.M.

Pre-School students are dismissed at 3:00 P.M.: Parents, who are not using the carline, must pick-up students at the doors of the classroom to allow the teacher and/or aide to check each student out. Please refrain from

using the playground areas and the carline lanes. These areas are not supervised by any school personnel between 2:30 P.M. - 3:10 P.M.

Pre-K through 8<sup>th</sup> grade remain until 3:10 P.M. Faculty members will be assigned to the afternoon carline and will call students to the line once their ride arrives at the back door. Students will remain in their classroom until their name is displayed on the dismissal board. For out of school appointments, etc., please pick up your child before 2:30 P.M, and if plans change to include extended day services, please call as soon as possible or before 2:30 P.M. Please *do not* call the school after 2:30 P.M. Be assured that if you are running late or if your plans change, your child will be placed in EDP until you arrive.

The carline is behind the school on Reynolds Street and is a double line of traffic. Cars picking up a single student are to be on the west side (left lane closest to Xavier Hall) and cars picking up multiple students are to be on the east side (right lane closest to the school). **To ensure a safe and efficient dismissal, please do not walk up to the back of the school to pick up your child while the carline is in process.**

Dismissal at 3:10 P.M. is the responsibility of the entire community. Parents, teachers, and students work in harmony to ensure the safety of all the students. Conferences or questions are welcomed after the carline process is completed.

**Students who are not picked up on time will be supervised as part of the Extended Day Program (EDP), and fees will be charged accordingly.**

### **Field Trips**

A field trip is a firsthand experience that supplements classroom learning. It is an observational experience having definite educational objectives. Field trips may be taken only with the approval of the principal who determines whether the trip is a contributing activity to the students' learning experience. A permission slip, signed by the parents, is required before any child is permitted to participate in a field trip. Permission will not be granted by a telephone message. Field trips normally require an additional fee. Parents are encouraged to volunteer as chaperones; however, due to insurance regulations, chaperones are **not** permitted to bring siblings, or any other children not enrolled at SFX on any field trip. **Chaperones must have completed the required background check and VIRTUS training.** VIRTUS training classes have limited availability, so it is highly recommended that anyone who intends to be a field trip chaperone complete the VIRTUS training as early in the school year as possible. VIRTUS training and background checks only need to be completed once every five years.

Participation in field trips is a privilege. As such, students can be denied participation in field trips if they fail to meet academic or behavioral requirements. Parents have the right to refuse to allow their child to participate in a field trip. Students not participating in the field trip must come to school that day and will be given self-directed work for the entire day. Since most field trips require payment in advance from the school to the field trip site, we are unable to offer refunds if your child does not attend the field trip.

In general, school uniforms must be worn on field trips unless the type of field trip warrants different attire (touring a barn, visiting wetlands, etc.). Attire for field trips, other than school uniforms, requires approval by the principal. Overnight field trips and field trips that are not educational in nature are not allowed. Electronic devices are not allowed on school field trips unless previously approved by the principal.

### **Health Regulations**

In the case of a communicable disease (i.e.: measles, chicken pox, TB, etc.) a release card from the local health department or a letter from a physician indicating that the health department regulation has been satisfied, must

be presented to the main office before the child can return to school. Notes from parents/guardians are not accepted as assurance that the health department regulation has been satisfied. In the case of head lice or other parasitic infestation (i.e.: ringworm, etc.), students will be sent home until there are no longer any visible signs of infestation.

### **Medications**

All medicines, prescription and non-prescription, will be stored in the main office with the **required Medication Consent Form signed by a parent or guardian and prescribing physician**. In accordance with Diocesan policy, no medication (including over-the-counter medication) shall be given to a student by any employee of the school unless the requirements listed below are met.

*All prescription medication must be in its original container, clearly marked with the student's full name and dosage, and brought to the school by the parent or guardian. The child will take medication at the designated time, administered by authorized school personnel.* Alternatively, a parent may come to the school to administer the medication. It is the responsibility of the student, not the school personnel, to get his/her medication at the designated time. School personnel will make a reasonable effort to assist the student when he/she is taking the medication. Parents must write a note to the school requesting and authorizing any alteration of the student's scheduled medication.

Students must supply their own over-the-counter medications. *Each over-the-counter medication must be in its original, sealed container with a label stating the child's full name and dosage. Parents may make the label; however, the over-the-counter medication must be accompanied by the Medication Consent Form signed by a parent or guardian. If the non-prescription medication is to be given daily or for a time period longer than the manufacturer's recommendation, the child's physician must also sign the form. Parents may come to the school office to dispense medication if they are unable to secure the physician's authorization.*

Other than epi-pens and inhalers, **NO student is permitted to have in his/her possession any prescription/non-prescription medication at any time.** Epi-pens and inhalers may be in the students' possession if parental permission is granted and under the following conditions:

1. Appropriate documentation from the doctor is on file indicating that the child is capable of self-administration
2. School health personnel verify that the student is capable of self-administration
3. Student reports to office after self-administration

The school must be notified of any medication taken daily at school **or at home**. This is necessary in case of an emergency.

Irresponsible use of an inhaler or epi-pen by a student can put the student and others at serious risk. Students who use an inhaler or epi-pen in a manner other than its intended use will lose the privilege of carrying the medication and may also face other disciplinary action.

### **Dismissal Due to Illness**

Under no circumstances is a child to go home or leave the school grounds without authorization. If a child becomes ill during the school day, the following procedures will be in effect:

1. The child will be sent to the office escorted by another student.
2. Office personnel will contact the parent or other authorized person as indicated on the medical tab in FACTS SIS. **Emergency Contact Information is updated at the time of registration/re-enrollment. It must be completed by the parent and include at least one emergency contact name and number.**

3. The contacted person will indicate the measures to be taken or the expected arrival time to pick up the sick child. If a student becomes ill and has a temperature over 100.4 degrees, he/she will be sent home. A parent or designated person will be notified to take the child home. Students should be picked up from the school within 30 minutes of parent notification. The child will be signed-out from the office by the authorized person. **Children must be fever and/or vomit free for a 24-hour period before returning to school.**
4. When a child is seriously injured, the school office will contact a parent or designated person. If no one can be reached and the office determines the injury to be serious, the child will be transported to the local hospital for treatment. In the event this does occur an injury form will be filled out.

A physician's note is required to excuse a child from P.E. or outside recess.

Parents/guardians are required to inform the school as soon as any allergies or special medical needs are diagnosed. This will allow the teachers and staff to assist your child in case of an emergency. Inform the school in writing if any allergies or special needs change within the school year. Any life threatening allergy should be presented to the school with documentation from a physician.

Teachers are provided bi-annual training in First Aid and CPR.

The presence of Head Lice is not unusual in schools. The Georgia Department of Public Health provides resources for the understanding, treatment, and prevention of Head Lice - [https://dph.georgia.gov/sites/dph.georgia.gov/files/related\\_files/document/ADES\\_HEAD\\_LICE\\_2012.pdf](https://dph.georgia.gov/sites/dph.georgia.gov/files/related_files/document/ADES_HEAD_LICE_2012.pdf)

### **Pregnant Students**

St. Francis Xavier Catholic School believes in the sanctity of human life beginning at conception. As a Catholic faith community, we offer our support and prayers for any of our students who may become pregnant. A pregnant student may continue to attend classes so long as the student's presence does not disrupt the school's learning environment. If the pregnant student's presence becomes a disruption, the school may ask the student to withdraw.

### **COMMUNICATION**

#### **Parental Involvement/Volunteers**

Parental participation in activities enhancing the mission of St. Francis Xavier is welcomed and highly encouraged. For the safety of our students, volunteers are required to complete the volunteer application process, which includes background screening and safe environment training (VIRTUS).

#### **School Advisory Board**

The School Advisory Board of St. Francis Xavier Catholic School is dedicated to assuring that the teachings and values of the Catholic Church are reflected in all aspects of school life. The goal is to help shape the school community, providing the necessary resources to ensure a nurturing, safe, Christ-centered environment, and supporting and furthering the mission of the school.

The purpose of the Advisory Board is to:

- Support effective administration, operation, and maintenance of the school;
- Provide a means of communication with the school community;
- Review and discuss programs considering the administrative vision for the school;
- Develop and strengthen the financial functioning and viability of the school;
- Assist the administration in the implementation of the policies of the Diocese of Savannah;
- Assist in the development of school policies and help assess their effectiveness;

- Develop and assess the effectiveness of a long-term strategic plan.

The board is an advisory, not policymaking, body; therefore, this council does not determine the school's approach to discipline, educational curriculum, or personnel. The Advisory Board and its subcommittees are charged with providing input to the administration in the following areas: Policy, Finance, Planning & Development, Marketing, Facilities, and Technology.

### **Home and School Association**

The St. Francis Xavier Home and School Association (HSA) advances the mission of the school through active participation of its members and provides opportunities for volunteerism, communication, the sharing of knowledge, social interaction, and fundraising. HSA is a volunteer service organization designed to help connect life at home with life at school by providing support to the students, parents, administration, faculty, and staff of SFX. Along with administration, faculty, and staff, it is committed to expanding the educational programs offered to students through a variety of student activities, family activities, and fundraisers. All our families are members of the Home and School Association, and the many committed parent volunteers are the heart and soul of the organization.

Various fundraising activities conducted throughout the school year are vital to the success and enhancement of the school. All families are encouraged to support these activities. Incentives may be offered to the students to encourage participation. Some fundraisers are designed as family projects; others are designed for parent participation only.

### **Student/Family Directory**

Each family will have access to the *SFX Student-Parent Handbook, Directory, and Yearly Calendar*. The Directory is to be used only for school related needs and **must never be used for solicitation of any kind**. Parents should update their FACTS Family Portal account if there are any changes in address, home, work, or cell numbers, or medical information. Conversely, parents can send a written notice to the office so that school records can be updated during the course of the year.

### **Tuesday Envelope**

Graded papers and other important communications are distributed weekly in the Tuesday envelope. Parents are expected to review the documents contained in the folder then sign and date the line to indicate completion of this task. Envelopes are to be returned to school by the following day.

### **FACTS Family Portal**

FACTS Family Portal is the online portal for parents. Documents such as this policy handbook, the parent directory, and school-related forms can be found here. Student grades can also be viewed in the Family Portal. Information regarding setting up a FACTS account will be provided at the beginning of the school year or upon enrollment for parents new to the school. FACTS also provides a mobile app for families to use at a nominal fee. Download FACTS Family app on your mobile device.

### **Media Release**

As part of its promotional and marketing efforts, SFX frequently shares original student work, news regarding student achievements/activities and pictures about school events with local, regional, and national media outlets such as newspapers, magazines, and TV and radio stations. This information is also included in internal publications such as the annual report and newsletter, and online outlets including, but not limited to, the school-sponsored website and social media sites. Parents are asked to complete a *Media Release Authorization* form annually. This form allows you to opt out of having your student's work and/or image published.

### **Extended Day Program (EDP)**

The Extended Day Program (EDP) is an after-school enrichment program for SFX students currently enrolled in PS3 through 8<sup>th</sup> grade. The afternoon program provides adult supervision, homework assistance, outdoor play, board games, organized activities, free play, and a light snack daily. No transportation is provided, and the program does not take field trips. The program is in full compliance with all local, state, and diocesan policies and regulations.

Unless otherwise noted, the EDP is available in the morning from 7:00 A.M. until 7:30 A.M. and in the afternoon from dismissal until 5:30 P.M. on all days that SFX is in session except for the last day of school.

### **Lunch**

Students must bring lunch from home every day except on Fridays when a pizza lunch will be available to order at a small fee. Charges will be applied to your FACTS account. If school is cancelled or a child is absent on a pizza Friday, no refunds will be given. The money will be put into the general operating fund. If a student forgets his/her lunch, a cheese and cracker snack will be provided to the student. No napkins, cups, drinks, or chips will be provided or sold at lunch except on Fridays. Soda is not allowed at school. *Use of the microwave is an 8<sup>th</sup> grade privilege.*

**Sodas and/or drinks in glass bottles may not be brought to school.**

### **Food Allergies**

St. Francis Xavier Catholic School is committed to providing a safe environment for all our students. Recognizing that some of our students have food allergies, parents are asked to label items that are sent to school to be shared with a group of children (at a class party, for example) with a label clearly identifying the allergens contained in the food item (i.e., tree nuts, peanuts, etc.). Parents are asked to make sure that their child's medical information is up to date, especially if there are known allergies. Teachers are notified at the beginning of the year of any students in their class who have food allergies.

### **Birthdays**

Students may celebrate their birthdays by sharing a treat during *recess, lunch, or just before dismissal*. Treats should be simple – cupcakes, cookies, donuts – and should be for the child's class only. Students should not bring goody bags or other party favors. Invitations to a party outside of school time may be distributed in class **only if the entire class is invited**. Students should not bring gifts to school for other students. *Flowers, balloons, and other related items should not be delivered to the student at school.*

### **Other Parties**

PS3 through fifth grade classes at SFX celebrate Halloween, Christmas, Valentine's Day and end-of-year parties. Approved party dates will be noted on the school calendar and will begin at 2:15 P.M. with the exception of end-of-year which begins at 11:15 A.M. Middle School students celebrate with parties for Christmas and the end-of-the year.

### **Lost and Found**

The permanent location for lost and found articles is in the middle school locker room. Unclaimed clothing or usable objects are given periodically to the St. Vincent de Paul Society or placed in the uniform closet. Money or valuable objects that are found should be turned in to the school office. The school cannot be responsible for lost articles or money. All labeled items can be returned to the student; therefore, **we strongly recommend labeling all students' clothing and possessions.**

## DISCIPLINE

Positive behavior should be always promoted, and infractions must be handled with care. The Christian well-being of children is of utmost importance, and fair consequences will be administered. *The school reserves the right to move to higher level consequences for repeated offenses or when actions warrant. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.*

### Discipline Policy (Pre-K to 8)

Discipline is achieved by a program of character building. Through the clarification of values and the practice of self-reliance, self-control, initiative and honesty, the student will be acquiring Catholic social virtues. The school shares with the home and the Church the responsibility of preparing our young people for productive roles in society. Therefore, the school establishes and enforces appropriate standards of student behavior. Every action of the student that concerns his relationship to God and the Church, to his fellow man and to nature, involves his relationship to himself. The activities of the student must promote self-development in the home, school, and community. In meeting these situations, the student must learn to develop that proper regard for self which was indicated by Christ in His command *“Love your neighbor as yourself.”*

Faculty, Staff and Families are expected to honor and support the privacy and confidentiality of all individuals regarding matters relating to student disciplinary issues and action.

- Students will follow all policies and regulations established by the school.
- Respect the rights, ideas and property of students, staff, and school in speech and behavior.
- Maintain regular attendance.
- Notify the playground supervisor immediately of any injury or unsafe behavior, equipment, or materials.
- Practice proper safety habits.
- Practice acceptable courtesy habits.
- Using disrespectful speech (insulting or profane language), defiance, rudeness, or interfering with the education process will not be tolerated.
- Dress in accordance with the uniform policy and observe proper hygiene for school.
- Avoid bringing nuisance items, toys, play weapons, water pistols, and electronic entertainment devices.
- Cell phones may only be used when given permission by the teacher. Phones must remain in the student's book bag or locker while on school grounds and must remain off.
- **Photographs** may not be taken on school property or during school sponsored off-campus activities without the permission of the supervising staff member.

Restitution will be expected in the case of vandalism, damage, or loss of textbooks and/or library books.

Individual damages will be assessed at the end of the school year and appropriate charges made.

Academic honesty is expected of all students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying, or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty.

## Student Rights and Responsibilities

### My Rights

I have the right to be treated with compassion at this school. This means no one will laugh at me or to purposefully hurt my feelings.

I have the right to be myself at this school. This means no one will treat me unfairly because of weight, gender, appearance, height, religion, race, ancestry, or disability.

I have the right to be safe at this school. This means no one will hit me, kick me, push me, pinch me, threaten me, or hurt me in any way.

I have the right to expect my property to be safe at this school.

I have the right to hear and be heard at this school. This means no one will yell, scream, shout, make loud noises or otherwise disturb me.

I have the right to have my own personal space at this school. This means no one will hug, kiss, or touch me in an unwanted way.

I have the right to show pride in my appearance.

### My Responsibilities

I have the responsibility to treat others with compassion. This means I will not laugh at others, tease others, or purposefully hurt others' feelings.

I have the responsibility to respect others as individuals and not treat others unfairly because of weight, gender, appearance, height, religion, race, ancestry, disability, etc.

I have the responsibility to make the school safe by not hitting, kicking, pushing, pinching, hurting, or threatening anyone.

I have the responsibility not to steal or destroy the property of others.

I have the responsibility to help maintain a calm and quiet school. This means I will not yell, scream, shout, make loud noises, or otherwise disturb others.

I have the responsibility to keep out of my classmates' personal space and not touch them in an unwanted way.

I have the responsibility to wear the appropriate uniform.



## **BEHAVIORAL CONSEQUENCES**

**The following areas are considered unacceptable and will warrant the issuing of immediate suspension and/or expulsion at all grade levels:**

- Weapons/Firearms
- Tobacco/Alcohol/Vapors/Cigarettes/Substance Abuse
- Truancy
- Physical aggression towards faculty/staff
- Harassment/Threatening other students/school personnel with violence, stalking
- Repeated failure/refusal to follow any of the school rules

### **Grades Pre-K to 2nd Policy**

*Consequences will be more severe for not telling the truth or if caught being dishonest. Dishonesty will be addressed with additional consequences. Inappropriate physical contact will result in an immediate parent/teacher conference.*

### **Dress Code Infractions**

Dress code infractions include:

- Call to parents to bring appropriate clothing to school
- Used uniform store items will be used if clothes from home cannot be provided
- Written warning issued
- Repeated infractions will result in a parent conference

### **Pre-K to 2<sup>nd</sup> Consequences for failure to adhere to responsibilities under student section:**

- Verbal warning, missed recess, silent lunch, or parent conference

### **Grades 3 - 8 Policy**

*Consequences will be more severe for not telling the truth or if caught being dishonest. Dishonesty will be addressed with additional consequences. Inappropriate physical contact will result in an immediate parent/teacher conference.*

### **Dress Code Infractions**

- Call to parents to bring appropriate clothing to school and **silent lunch**.
- Used uniform items will be used if clothes from home cannot be provided.
- Written warning issued
- Repeated infractions will result in a parent conference

## **LEVEL ONE**

***Behavior listed in the LEVEL ONE category will normally warrant a silent lunch:***

- In any unauthorized area either during school or after school
- Chewing gum.
- Failure to deliver and/or return communication with parents
- Assignment/agenda notebook not with student (grades 1 - 6)
- Minor classroom disruptions (talking to classmates, out of seat, etc.)
- Dress Code infractions

*For repeated offenses, the school may assign a higher-level consequence such as detention, or In School Suspension.*

## **LEVEL TWO**

***Behavior listed in the LEVEL TWO category will normally warrant detention\*\*.***

The following acts are considered unacceptable and will warrant level two disciplinary action:

- Using cell phone during school hours (7:30-5:30) without permission
- Vulgarity/profanity
- Disruptive behavior on school grounds
- Failure to attend detention session-original plus additional detention
- Inappropriate physical contact/horse playing
- Teasing, name-calling, and insults
- Inappropriate Mass behavior
- Disrespect toward faculty/staff
- Continuous dress code infraction

*For repeated offenses or when actions warrant, the school reserves the right to move to a higher-level consequence.*

## **LEVEL THREE**

***Behavior listed in the LEVEL THREE category will warrant an immediate conference with parents and two days detention\*\****

***OR***

- In-school suspension (Completion of classwork is required and will be graded);***
- Out of School Suspension (Completion of classwork is required and will be graded);***
- Expulsion.***

- Cheating
- Insubordination toward school personnel
- Stealing
- Unsafe behavior or fighting
- Damaging or Defacing School Property
- Vandalism
- Forgery of parent/guardian signature
- Violation of personal property

### **\*\*Detention**

- Detention is held after school in room 11 on Thursdays for 45 minutes (depending upon infraction, detention may be assigned more than one day).
- Detention is to be served on the Thursday following the infraction.
- Written notification will be provided to all parents for infractions.
- Parental acknowledgment forms must be signed and turned in to the homeroom teacher.
- Student must report to detention room by 3:15.
- Parent or adult authorized by parent on form must pick up student from detention at 4:00 or indicate that they are to report to EDP.

### **Athletics and Co-Curricular Activities**

Athletics and co-curricular activities are a privilege and athletes represent the school and are expected to model school behavior. Students who fail to adhere to school policies may lose the privilege to participate or compete

in outside school activities. Students who receive a detention will serve the following consequences:

**First Detention:** Students receive warning regarding loss of playing time or participation.

**Second Detention:** Athletes will miss the next scheduled game. Athletes must sit on the bench **in uniform** with the team but are ineligible to play. They are expected to attend practices prior to missing the game.

Attendance is expected for all athletes on game day. Student athletes who are absent on the day of a game or a competition (clubs, etc.) may not take part in the game or competition held that day.

### **Disruption of the Learning Environment**

Any actions on the part of students or parents, whether in or out of school, which result in a significant disruption of the learning environment at the school, may result in withdrawal of the student(s).

### **Search and Seizure**

All property of the school, including students' desks and lockers and their contents, as well as any item(s) brought on to campus, may be searched or inspected at any time without notice. A teacher must have another adult present when conducting a search. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property.

The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall be defined as any weapon, illegal drug, drug paraphernalia, alcohol, or other item, the possession of which is prohibited by law or by the school policy. Every effort will be made to conduct searches in a manner that will minimize disruption of the normal school routine and minimize embarrassment to the student(s) involved.

### **Harassment**

Maintaining an educational environment that encourages optimum human growth and development is imperative. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain a learning and working environment free of any form of harassment or intimidation toward students.

The Diocese of Savannah is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious, or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantial acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment that is hostile or intimidating because of the individual's perceived differences including but not limited to race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all the following:

- **Verbal Harassment:** Derogatory comments and jokes, threatening words spoken to another person.
- **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

- **Visual Harassment:** Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures.
- **Sexual Harassment:** Unwanted and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:
  - Submission to such conduct is made either explicitly or implicitly a term of condition of a persons' educational development;
  - Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual;
  - Such conduct had the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment as defined above may include but is not limited to:

- Sex-oriented verbal "kidding," abuse, or harassment;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching such as patting, pinching, or constant brushing against another's body;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

### **Complaint Filing and Investigation Procedures**

Students may file a formal grievance of harassment through use of the following grievance procedure: the grievance is submitted to the principal; if the alleged harasser is the principal, the student may file with the Pastor or Superintendent.

All matters involving harassment complaints shall remain confidential to the extent possible. Filing of a grievance or otherwise reporting harassment shall not reflect upon the individual's status or affect the individual's grades.

### **Grievance Procedure**

The student must immediately report the harassment to Administration or a teacher who will report it to the principal, or to the Pastor or Superintendent if Administration is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another same sex administrator if he/she prefers to do so. The following procedure will be utilized:

- The parents of the student alleging harassment will be notified immediately, and the student will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible;
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegation, as well as the name of the person bringing the allegation. The alleged harasser may be removed from the school setting during the course of the investigation. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation;
- Once the facts of the investigation have been gathered, the principal, in consultation with the Pastor and Superintendent, will decide the nature, context, and seriousness of the harassment and appropriate disciplinary action.

### **Bullying**

St. Francis Xavier Catholic School takes a strong stance against bullying behaviors and expressly prohibits the bullying of any person by any means or method. Bullying can take many forms including verbal, written, physical and relational.

- Verbal bullying occurs when oral communication is repeatedly used to intimidate, harass, or threaten another person with the intent of causing harm to that person or that person's reputation.
- Written bullying is when written communication of any kind (paper and pen, e-mail, text, etc.) is repeatedly used to intimidate, harass, or threaten another person with the intent of causing harm to that person or that person's reputation.
- Physical bullying occurs when physical contact or the threat of physical contact of any kind is repeatedly used to intimidate, harass, or threaten another person with the intent of causing harm to that person or creating an environment whereby the person feels threatened and intimidated.
- Relational bullying is when exclusion from, or conditional inclusion in, social groups is repeatedly used to intimidate, harass, or threaten another person with the intent of causing harm to that person or that person's reputation.

*All incidents of bullying will be reported to a teacher, counselor, or administrator. Once reported, the incident will be investigated, and disciplinary procedures as stated in the school's disciplinary policy will be implemented if deemed appropriate.*

### **Safe Environment Guidelines**

All students at St. Francis Xavier Catholic School will receive instruction through the Safe Environment program. This program provides guidelines to the students on how to recognize and report problems or people that worry them to a trusted adult. The program is presented with a Christian perspective and is approved by the Diocese of Savannah.

### **UNIFORMS**

Students are to be dressed in a manner consistent with accepted Catholic moral standards of good taste and decency. Students are to come to school neat and well-groomed. Anything immodest or designed to attract attention to the individual, or to disrupt the orderly conduct of the classroom will not be permitted.

### **Special Notes:**

- Gold polo can only be paired with black or plaid bottoms.
- Black polo can only be paired with khaki or plaid bottoms.
- **Shoes and socks must be all black (including soles and laces) closed toe shoes, including tennis shoes. No heels or boots allowed.** (not required from Educational Outfitters)
- **School shirts are to be always tucked in.**

### **Girls Pre-K to 3rd:**

- Plaid (2V) Jumper (style 194) **\*No more than 1 inch above the knee**
- Skort (UD) in plaid or khaki **\*No more than 1 inch above the knee**
- Black and Gold Moisture Wicking polos with St. Francis Xavier Logo
- Black Crew Neck Cardigan Sweater with Gold Crest
- Khaki or Black pants
- Khaki or Black shorts (pull-on available for Pre-K and K) **\*No more than 1 inch above the knee**
- Mass Day: White Peter Pan long or short sleeve with black "SFX" and plaid jumper
- Black Socks

### **Girls: 4th – 8th:**

- Plaid (2V) and Khaki Skirt (style 134) **\*No more than 1 inch above the knee**
- Skort (UD) in plaid or khaki **\*No more than 1 inch above the knee**
- Khaki or Black pants

- Khaki or Black shorts \*No more than *1 inch* above the knee
- Black and Gold Moisture Wicking polos with St. Francis Xavier Logo
- Black Fine Gauge Crew Neck Cardigan Sweater with Gold Crest
- Mass Day: White short sleeve/long sleeve oxford with St. Francis Xavier Logo with required plaid bottoms
- Black Socks or Tights

**Boys: Pre-K to 8th:**

- Khaki or Black pants and shorts (pull-on available for Pre-K and K)
- Black and Gold Moisture Wicking polos with St. Francis Xavier Logo
- Mass Day: White Oxford long or short sleeve with black St. Francis Xavier logo and black or plaid tie, black or khaki pants or shorts
- Black Fine Gauge V-neck sweater vest/pullover with gold Crest Logo
- Solid Black belt required- (grades 3-8)
- Black Socks

**Outerwear:**

School cardigans and vests purchased from Educational Outfitters or Xavier hooded sweatshirts sold by the Booster Club may be worn in the classroom as approved outer wear. Non-uniform outer wear is not permitted to be worn in the classroom. **Hoodies are not permitted at Mass.**

**Hair (Boys and Girls):**

Hair is to be kept clean, combed, and above the eyes. Unusual haircuts and/or distracting haircuts are prohibited. *Hair color must look natural and complement the individual.* Girl's hair bows, hair bands, Scrunchies must abide by the Dress Code (White, Black, or Gold only.)

**Jewelry (Boys and Girls):**

Boys are not permitted to wear earrings or studs anywhere on the body. Girls are permitted to wear 2 *small stud earrings* in each ear. Boys and girls are permitted to wear one necklace with a cross or religious medal, or a plain gold or silver chain. One watch is allowed. No other jewelry is permitted (no rings or bracelets). St. Francis Xavier Catholic School is not responsible for lost jewelry.

**Make-Up and Nail Polish:**

Students may not wear make-up. No nail polish in grades preschool through 3<sup>rd</sup> grade. Girls may wear clear nail polish in grades 4 through 8. No colors, tints, or fake nails are permitted.

**P.E. days:**

There is no changing for P.E. classes due to the lack of facilities. Uniform black athletic shoes/tennis shoes are to be worn for P.E. classes. Any SFX t-shirts may be worn on P.E. days. If P.E. day is also a Mass day, P.E. shirts may be worn under the Mass uniform shirt.

**Free Dress Days:**

Shirts with sleeves and that reach below the waistband (NO crop tops)

Blue jeans, pants, or capris

Shorts and skirts \*No more than *1 inch* above the top of the knees

Any socks, sneakers, or shoes - no open toe or strapless back shoes

Leggings must be covered with an appropriate length shirt that extend to the mid-thigh

## **HANDBOOK POLICY**

It is impossible to foresee all situations or problem areas that may arise. Such occurrences are covered in the spirit of this handbook even though they are not specifically stated. This handbook and the policies that are contained in it are in effect until a new handbook is published. The principal is the final recourse and retains the right to amend the handbook. Parents will be given notification if changes are made.

We hope this handbook will provide our community with the information, guidelines, and expectations needed to assist the school in accomplishing its mission. Only in working together can we truly achieve our goals. We are delighted to have you as a part of the St. Francis Xavier Catholic School Community!