

St. Francis Xavier Catholic School
1121 Union Street, Brunswick, GA 31520
www.sfxcs.org

St. Francis Xavier Catholic School, guided by Gospel values and Catholic tradition, is dedicated to educating and nurturing the mind, body, and spirit of all children. Each student is encouraged to develop a personal relationship with Jesus Christ through the study of God's holy word, personal prayer, communal celebration of the sacraments, and service to others.



STUDENT-PARENT HANDBOOK
2018-2019

RIGHT TO AMEND – THE ADMINISTRATION RESERVES THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE. NOTIFICATION OF ANY AMENDMENTS WILL BE WRITTEN AND DISTRIBUTED TO THE SCHOOL COMMUNITY AS WELL AS VERBALLY AT HOME & SCHOOL MEETING

STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY THE SCHOOL'S POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND THE SCHOOL

ADMINISTRATION

Michelle Kroll, Superintendent of Catholic Schools
Fr. Tim McKeown, SFX Pastor
Monsignor John Kenneally, SWP Pastor
Dr. Terry Mermann, Principal
Lori Carden, Administrative Assistant
Maggie Shafer, Bookkeeper



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MISSION STATEMENT

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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.

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 Saint 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 Congregation was restored by the saintly Mother Saint John Fontbonne 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. Her work was signally blessed by God, 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 Saint 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.

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), your child needs constant support from both parents and faculty in order 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

5010 POLICY: 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.

In admitting students, Catholic schools give preference to Catholic students living within parish boundaries; secondly, to Catholic students living outside parish boundaries; finally, to non-Catholic students.

St. Francis Xavier Catholic School is open to children of all races and religions. Priority is given to families who are registered, contributing members of St. Francis Xavier and St. William's Church. The parish has an active role in the school and assists with subsidies for improvements in the scope of education for the children.

ADMISSION REQUIREMENTS

5010 POLICY: Schools in the Catholic Diocese of Savannah must comply with admissions requirements of the Office of Catholic Schools.

For admission of any new student an evaluation is held with the principal or level teacher. The following information is required before admittance:

1. The child's birth certificate
2. A baptism record (if Catholic)
3. Immunization records (Georgia Form #3231) and Ear, Eye, and Dental form (Georgia Form #3300)
4. Academic records from the previous school attended
5. Registration fees paid

ADMISSION REGULATIONS

Each school in the Diocese will have its own particular regulations regarding placement, parish involvement, and payment of tuition and fees. These regulations shall be on file in the Catholic Schools Office, and adhered to for all applicants.

FINANCIAL RESPONSIBILITY & VOLUNTEER HOURS POLICY

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, achievement testing, classroom equipment, and Diocesan fees. 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 volunteer hours are completed through the volunteer handbook and are approved through administration. Families are assessed \$23.50 per hour for any unfulfilled volunteer hours.

Policy Statement

It is the policy of St. Francis Xavier Catholic School to assess and collect all monies owed to it. These include, but are not limited to, tuition, registration fees, extended day, etc. The policy applies to families of prospective, current, and former students with a due balance.

Procedure

Each family is required to sign a Tuition Agreement for each new school year. Such agreement will define the current year's tuition, other fees, as well as the terms of payment.

St. Francis Xavier Catholic School 2018-2019 School Year Tuition and Agreement

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 – May) are required to participate in the F.A.C.T.S. service that utilizes electronic banking.

F.A.C.T.S.

To enroll in F.A.C.T.S. and set up monthly payments visit the school website, www.sfxcs.org, click *Parents*, then the *F.A.C.T.S. Payment* link. A yearly service fee will be assessed by F.A.C.T.S. each year a family enrolls.

Refund Policy

The registration fee is non-refundable upon acceptance to SFXCS, except in the case of families who relocate out of the County before school begins. In these cases, registration fees will be refunded once the school receives a request for student records from the school in which the student is enrolling. Students withdrawing from the school after they have enrolled are charged for days enrolled plus one month.

Prepaid Tuition

In the event of a withdrawal, prepaid tuition will be refunded on a prorated basis plus one month.

AGE REQUIREMENT

5040 POLICY: A student must be five years of age prior to the first of September to apply for admission to Kindergarten, and a student must be six years of age prior to the first of September and have had a successful Kindergarten experience to apply for admission to Grade One.

PLACEMENT

5050 POLICY: The principal, after consultation with the parents and teacher(s), will be responsible for making the final decision on the placement of a student.

ATTENDANCE

5060 POLICY: Schools in the Diocese of Savannah must comply with attendance requirements established by the State of Georgia in accordance with Diocesan regulations.

Medical or dental appointments, etc., are to be scheduled outside school time. If a child is absent, parents must email the first period teacher before 9:00 AM. to inform him or her of the nature of the absence. A physician's excuse is required when the child has been absent three days or more. Students are expected to complete work that has been missed. It is up to the student to contact the teacher for make-up assignments. Students who are in attendance less than 95% (170 days) of the school year may jeopardize his/her promotion to the next grade level. All cases are reviewed, and the principal determines the final decision.

Students should not be taken out of school for family vacations, trips, non-educational events, etc. If a parent believes that a student should miss school for any reason other than illness or family emergency, the family must contact the principal. These absences will be unexcused.

Parents who choose to take students out of class for any reason other than illness must realize that students are ultimately responsible for the work missed, and forfeit any teacher explanations, quizzes, test, etc., which are given during their absence. Teachers are not responsible for bringing a student up to date on content covered during the student's absence.

Students who are absent on the day of a game (athletes) or a competition (clubs, etc.) may not take part in the game or competition held that day.

Tardiness/Leaving School Early

Students are required to attend school regularly and be on time. Absence, early release, and tardiness interfere greatly with student progress and easily create negative patterns of behavior. Prayer begins at 7:45AM, and all students are expected to be in the parish hall where attendance is recorded. Unexcused tardy and early release students do not receive additional instruction or current assignments presented within the time missed. Grades during the time missed are reported on a student progress report as an (X). The (X) implies a teacher was unable to teach the lesson to the student and therefore, the teacher was unable to access a daily grade. Tests and quizzes are made-up on the same day at recess or lunch. Students leaving school early make-up tests and quizzes on the following day at recess or lunch.

MEDICATION AT SCHOOL

5070 POLICY: Medications, including over the counter, may be dispensed at school with written permission from the parent or guardian.

In order that every child in school is protected from communicable disease and physically able to participate in the school programs, minimum requirements have been established. A health examination is required on all new students in the school. No child shall be admitted to school unless he has been immunized against diphtheria, pertussis, rubeola, rubella, tetanus, poliomyelitis, HIB, chicken pox, and mumps. Evidence of meeting the state requirement for these immunizations must be presented at the time of registration of your child.

Insurance on each student is provided through the Catholic Diocese of Savannah.

If a student becomes ill and has a temperature over 100 degrees, he/she will be sent home. A parent or designated person will be notified to take the child home. The child may not return to class and is signed out in the school office.

In order to prevent the spread of disease, we ask that you do not send your child to school if he/she is exhibiting any symptoms of illness or running any fever. If he/she has been ill, we ask that he/she be free of fever for 24 hours prior to returning to school. Also, if he/she has missed more than three consecutive days due to illness, a note from your physician is required.

ONLY medication written on a health care form may be given to a student at school. There is a form and a procedure for this that may be obtained from the school office. If it is necessary to send medication for the above reasons to school with a child, families must

complete the entire health authorization form. The school is not liable for medications taken by students without consent. In emergency cases, parents will be called for consent.

Students are not permitted to take any type of medication unless labeled on the original bottle/package. Parents are to bring all medication to the office. Inhalers and/or Epi-pens, in their prescribed containers, are permitted to be carried by students on their person. The school must have a letter on file from the parent and doctor stating that it is necessary for the medicine to remain with the student. Authorization must include that the student has been trained and is proficient in self-administration of the prescribed medication. School personnel shall not be responsible for any adverse reaction suffered by the student as a result of self-medication.

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 PE 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

DRUGS

5080 POLICY: A student may not carry, consume or have in his/her possession on the school grounds, before, during, or after school hours, any drugs or alcohol, including, but not limited to, over the counter medication, prescription medicines, illegal substances, tobacco, or federally controlled contraband. Refusing to abide by this regulation makes a student liable for suspension or expulsion.

Trafficking of drugs on school premises requires the school authorities to inform the police.

WEAPONS

5090 POLICY: A student may not bring to school or have in his/her possession on the school grounds, before, during, or after school hours, any weapon or instrument that might be used as a weapon to inflict serious harm on oneself or another person.

SCHOOL SPONSORED ACTIVITIES

5100 POLICY: School sponsored social, athletic, and other extracurricular activities may be provided for various age groups.

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 events they choose to participate in and to keep in mind that procedures from the handbook apply to all extra-curricular events.

Students participating in such activities are covered under Diocesan Student Insurance during the activities.

The purpose of the extracurricular programs at St. Francis Xavier is to support and enhance the character growth of each student through developing a sense of discipline, hard work, teamwork, and the individual pursuit of excellence.

Clubs and organizations are set up through faculty advisors and regulations are adhered to through the advisor. Our sports program is directed by the administration and follows the Coastal Georgia Middle School Conference By-laws. Information is available at <http://flashmedia.glynn.k12.ga.us/departments.cfm?subpage=513>

Participation fee is \$50.00 for each sport played during the academic year.

DISCIPLINE

5110 POLICY: Students shall comply with all rules of the school and submit to all reasonable authority of the teachers and others in authority over them.

Positive behavior should be promoted at all times, and infractions must be handled with care. The Christian well-being of children is of utmost importance, and fair consequences should be administered.

St. Francis Xavier Catholic School Discipline Policy (Pre K-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 Christian 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.”*

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and action.

Students will follow all policies and regulations set down by the principal, school board, and the faculty.

- Respecting the rights, ideas and property of students, the staff, and school in speech and behavior.
- Maintaining regular attendance. **No more than 10 days absent without a doctor’s note.**
- Notifying the playground supervisor immediately of any injury or unsafe behavior, equipment, or materials.
- Practicing proper safety habits.
- Practicing acceptable courtesy habits.
- Dressing in accordance with the uniform policy and observing proper hygiene for school.
- Bringing nuisance items, toys, play weapons, water pistols, electronic entertainment devices is not permitted, and such items will be confiscated.
- Cell phones may only be used after school, or when given permission by the teacher. Phones must remain in the student’s cubby, book bag, and/or locker during the school day and must remain in the off position. When given permission for use, cell phones may be used for texts and calls **or research only**; communication must be appropriate in nature. **Photographs** absolutely may not be taken on school property or during school sponsored off-campus activities without the permission of the supervising staff member. Minor phone abuses will be considered a level 2 infraction. Serious cell phone abuse can result in the forfeiture of the phone. The school reserves the right to define cell phone abuse.
- Possessing or chewing gum on school premises is not allowed.
- Using disrespectful speech (insulting or profane language), defiance, rudeness, or interfering with the education process will not be tolerated.
- 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.
- All fees (i.e.: library fines, **EDP**, etc.) must be taken care of before the final report card is given.
- Report cards will be held if all items/uniforms associated with extra-curricular activities are not turned in to the appropriate sponsors.

Student Rights and Responsibilities

My Rights

- I have the right to be happy and to be treated with compassion in this school. This means no one will laugh at me or purposefully hurt my feelings.
- I have the right to be myself in this school. This means no one will treat me unfairly because of weight, gender, appearance, height, religion, race, ancestry, disability, etc.
- I have the right to be safe in this school. This means no one will hit me, kick me, push me, pinch me, threaten me, hurt me, etc.
- I have the right to expect my property to be safe in this school.
- I have the right to hear and be heard in 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 in 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, threatening or hurting 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.

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

- 1) Weapons/Firearms
- 2) Tobacco/Alcohol/Vapors/Cigarettes/Substance Abuse
- 3) Truancy
- 4) Physical aggression towards faculty/staff
- 5) Repeated failure/refusal to follow any of the school rules

St. Francis Xavier Catholic School - Gr. PreK-2 Policy

Consequences will be more severe for not telling the truth or if caught being dishonest. Dishonesty will be addressed with additional consequences.

Dress Code Infractions

All dress code infractions will 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-2 Consequences for failure to adhere to responsibilities under student section:

1. 1st infraction: Verbal warning/miss recess
2. 2nd infraction: No recess and silent lunch
3. 3rd infraction: Conference with parents

Inappropriate physical contact will result in an immediate parent/teacher conference.

St. Francis Xavier Catholic School - Gr. 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.

Dress Code Infractions

- Call to parents to bring appropriate clothing to school and silent lunch.
- Used Uniform Store items will be used if clothes from home cannot be provided.

LEVEL ONE

The following acts are considered unacceptable and will normally warrant a silent lunch:

- a) In any unauthorized area either during school or after school
- b) Chewing gum.
- c) Failure to deliver and/or return communication with parents
- d) Assignment notebook not with student
- e) Minor classroom disruptions (talking to classmates, out of seat, etc.)

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.

Parental acknowledgment forms must be signed and turned in to the homeroom teacher.
Written notification will be provided to all parents for infractions.

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

- | | |
|--|------------|
| a) Using cell phone during school hours (7:30-5:30) without permission | 45 minutes |
| b) Vulgarity/profanity: to include but not limited to—Crap, Freakin, Gay, Suck, and all variations /slang of profanity/curse words | 45 minutes |
| c.) Disruptive behavior on school grounds (classroom/hallways/bathroom/playground/lunchroom, etc.) | 45 minutes |
| d) Failure to attend detention session-original plus additional detention | 45 minutes |
| e) Inappropriate physical contact | 45 minutes |
| f) Teasing, name-calling, and insults (for example calling others babies, Dumb, bragging about winning, etc.) | 45 minutes |
| g) Inappropriate Mass behavior | 45 minutes |
| h) Disrespect toward faculty/staff | 45 minutes |

****Detention** is held after school on Thursday for 45 minutes (may be 1 or 2 days depending on infraction). Detention is to be served on the Thursday following the infraction. 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 extended day.

The school reserves the right to move to higher level consequences for repeated offenses or when actions warrant.

LEVEL THREE

Behavior listed in the level three category will warrant the following disciplinary actions:

- | | |
|--------------------|---|
| First Offense: | Immediate conference with parents; 2 days detention** for student |
| Second Offense: | In-school suspension (Completion of school work is required and will be graded.) |
| Repeated Offenses: | Out of School Suspension (Completion of school work is required and will be graded.), OR Expulsion. |

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

- | | |
|---|---------------------|
| a) Cheating | 90 minutes (2 days) |
| b) Insubordination towards school personnel | 90 minutes (2 days) |
| c) Stealing | 90 minutes (2 days) |
| d) Fighting/Unsafe behavior | 90 minutes (2 days) |
| e) Damaging/Defacing property | 90 minutes (2 days) |
| f) Vandalism | 90 minutes (2 days) |
| g) Forgery of parent signature(s) | 90 minutes (2 days) |
| h) Harassment/Threatening verbal behavior toward other students or school personnel | 90 minutes (2 days) |
| i) Violation of personal property | 90 minutes (2 days) |

****Detention** is held after school on Thursday for 45 minutes (may be 1 or 2 days depending on infraction). Detention is to be served on the Thursday following the infraction (or if a 2 day infraction, consecutive Thursdays). 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 extended day.

The school reserves the right to move to higher level consequences for repeated offenses or when actions warrant.

Athletics and Co-Curricular Activities

Athletics and co-curricular activities are a privilege. Students who do not adhere to school policies may lose the privilege to participate or compete in outside school activities.

- 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 school (not team) uniform** with the team, but are ineligible to play. They are expected to attend practices prior to missing the game. .

See Appendix II **Rationale and Principles for a Code of Discipline**

DUE PROCESS AND RIGHT OF APPEAL

5120 POLICY: Students and/or their parents have the right of appeal in those cases where disciplinary action may result in suspension or expulsion. See Appendix IV.

UNIFORMS

5130 POLICY: Students are expected to follow the school's uniform policy and dress code.

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 designed to attract attention to the individual, or to disrupt the orderly conduct of the classroom will not be permitted.

Our uniform brand is Education Outfitters.

Uniform Dress Code

All garments required to be purchased from Educational Outfitters unless noted below. All new purchases must be made from Educational Outfitters.

www.atlanta.educationoutfitters.com.

Special Notes:

1. Gold polo can only be paired with black or plaid bottoms.
2. Black polo can only be paired khaki or plaid bottoms.

Girls PK-3:

- Plaid (2V) Jumper (style 194)
- Skort (UD) in plaid or khaki
- Mass Day: White Peter Pan long or short-sleeve with black "SFX" with plaid jumper
- Black and Gold Moisture Wicking polos with St. Francis Logo
- Black Crew Neck Cardigan Sweater with Gold Crest
- Khaki or Black pants and shorts (pull-on available for PK and K)
- Black Socks
- Shoes must be any all black (including soles and laces) closed toe shoe, including tennis shoe. No heels allowed.

Girls 4-8:

- Plaid (2V) and Khaki Skirt (style 134)
- Skort (UD) in plaid or khaki
- Khaki or Black pants and shorts
- Black and Gold Moisture Wicking polos with St. Francis Logo
- Black Fine Gauge Crew Neck Cardigan Sweater with Gold Crest
- Mass Day: White short-sleeve/long sleeve oxford with St. Francis Logo with required plaid bottoms
- Black Socks
- Shoes must be any all black (including soles and laces) closed toe shoe, including tennis shoe. No heels allowed.

Boys PreK-8:

- Khaki or Black pants and shorts (pull-on available for PK and K)
- Black and Gold Moisture Wicking polos with St. Francis Logo
- Mass Day: White Oxford long or short sleeve with black St. Francis logo and black or plaid tie, black pants
- Black Fine Gauge V-neck sweater vest/pullover with gold Crest Logo
- Black Solid or Velcro belt required
- Black Socks
- Shoes must be any all black (including soles and laces) shoe, including tennis shoe. No heels allowed. (not required from Educational Outfitters)

Cardigan, vests or Xavier hooded sweatshirts sold by the Booster Club may be worn in the classroom as approved outer wear. Hoodies are not permitted at Mass.

All hair bows, hair bands, Scrunchies, socks, and shoes must abide by the Dress Code (White, Black or Gold only.)

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. Boys must have a tapered hair cut not extending below the collar or below the top of the ear. It may not extend below the eyebrows. Sideburns are prohibited.

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.

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 3rd grade. Girls may wear clear nail polish in grades 4 through 8. No colors, tints, or fake nails are permitted.

PE DAYS

There is no changing for PE classes due to the lack of facilities. Skirts and Jumpers may be taken off at the Parish Hall before P.E. Uniform black athletic shoes/tennis shoes are to be worn for P.E. classes.

FIRST MONDAY CASUAL DAYS

Any St. Francis Xavier School or school related (Model UN, Coastfest, etc.) T-Shirt

Uniform trousers, shorts, or skirts (girls)

Any athletic shoes and socks

School shirts are tucked in at all times.

FREE DRESS DAYS

T-Shirts with full shoulder bone coverage

Blue jeans, pants or capris

Shorts must be no more than two inches from the top of the knee

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

DISCRIMINATION (Based on Sex)

5140 POLICY: Schools in the Catholic Diocese of Savannah shall adhere to provisions outlined in Title IX of the federal code.

Parents, as well as those who take their place, are obliged and enjoy the right to educate children. The duty and the right of educating belong in a unique way to the Church which has been divinely entrusted with the mission to assist young men and women so that they can arrive at the fullness of the Christian life. Among educational means, the Christian faithful should greatly value schools, which are of principal assistance to parents in fulfilling their educational task. Parents should cooperate with teachers to whom they entrust their children to be educated, while teachers have the duty to collaborate closely with parents through associations and meetings.

Code of Canon Law: 793, 794, & 796

Admission to St. Francis Xavier School or participation in school programs is not denied to students on the basis of race, color, ethnic, or national origin.

CONFIDENTIAL RECORDS

5150 POLICY: Student records are confidential and will be open only to members of the professional staff, custodial parent or guardian, or to the student upon request.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Consult administration or ed.gov for details.

SEXUAL HARASSMENT

5160 POLICY: Sexual harassment is defined as “unwanted and unwelcome behavior of a sexual nature which interferes with a student’s right to learn, study, work, and to achieve or participate in school activities in a comfortable and supportive atmosphere.” This behavior as defined above is forbidden in schools sponsored by the Catholic Diocese of Savannah. All allegations of sexual harassment must be reported to the principal and pastor who will review the matter in accordance with diocesan guidelines.

SEARCH AND SEIZURE

5170 POLICY: School officials may at any time conduct such searches as are essential to the safety, health, and well-being of the students, and to secure discipline and sound administration of the school.

Catholic Schools in the Diocese of Savannah will comply with the Family Educational Rights and Privacy Act, Final Rule on Educational Records, Public Law 93-308 as modified by SB 105, Article 5, Privacy of Pupil Records, which reads:

Police Officers, upon the authority of a search warrant, may make a search of that part of the school premises described in the search warrant, and school officials should cooperate in performing such a service.

Every effort shall be made to conduct searches in a manner that will minimize a disruption of the normal school routine, and minimize embarrassment to the pupil(s) affected.

SAFETY

The school’s educational staff is responsible for providing adequate supervision of students during the entire time they are on school premises or engaged in a school sponsored activity.

The children use our playgrounds and gated areas in the back of the building throughout the day. Please be watchful of the children as you enter and exit the school. School personnel are on duty during recess times, and they are unable to leave the area.

School safety/harassment or bullying is not condoned. Parents as partners are encouraged to discuss any matter with their child and present any concerns to the principal.

Our parish office is located at 405 Howe Street. On occasion students may have access to it by crossing the road between the church and the office area.

School is open at 7:30AM and prayer begins promptly at 7:45AM. School supervision begins at 7:30AM and ends at dismissal at the end of the school day. Please deliver and pick your child up on time. All students who are leaving campus during the school day must bring a note to the teacher in the morning, and be picked up and signed-out in the school office. Please allow ample time for students to be picked up.

Students are picked up in carpool lane or EDP room. Other circumstances must be arranged in advance with the administration.

Parents are asked to enter the school through the office doors and check in with the office.

Please feel free to contact the teacher if you would like to come and visit the classroom or bring a visitor to the school. No one is allowed into the classrooms unless arrangements have been made with the teacher and the office is notified. Our children's safety depends on our knowing who is on campus at all times.

EMERGENCY PROCEDURES - POSTED

5190 POLICY: The principal is responsible to see that all school personnel know exactly what to do in an emergency as outlined in each Catholic school's emergency plan. Emergency procedures should be briefly and clearly written and posted in a conspicuous place. Instructions and numbers for police and fire departments should also be posted.

In the absence of the school principal, the following staff members have authority over specific components of school operations:
Curriculum – Ms. Jarocki, Discipline – Mrs. Tennent, Crisis Intervention – Mrs. Carden and Mrs. Hunt

Emergency Drills are required. During the fire or tornado drills, students should follow these regulations:
 Rise in silence when the alarm sounds or address on the intercom;

Close windows and doors;

Walk to the assigned place briskly, in single file at all times, and in silence;

Return to building or classroom instruction when the all-clear signal is given.

PHYSICAL EXAMINATION AND IMMUNIZATION

5200 POLICY: All students are to submit to physical examination and other health requirements prescribed by the State of Georgia and the Catholic Diocese of Savannah.

Immunization records must be kept up to date by the local, state, and federal guidelines. Records must be submitted after every updated immunization administered by a physician or health care worker.

Ear, Eye, and Dental forms from the department of health are required upon entrance to school.

All students participating in physical extra-curricular activities must complete a physical examination before beginning the season.

PE classes are held in the parish hall. On occasion the classes are held outside and at Hanover Park. Please be advised that your permission is requested to attend class at the park. When signing the handbook page, your permission is granted to attend classes and functions at the park. Please notify the office if you have any concerns.

COMMUNICABLE DISEASES

5210 POLICY: In the instance of communicable disease, advice of the local Health Department must be followed.

- Any accident or illness is to be brought to the attention of the principal as quickly as possible.
- If the situation warrants, the parent or guardian is notified. If no one can be reached, the principal is responsible for taking the necessary action in the situation.
- A student who is ill will be released from school in the custody of their parent/guardian. Students will be released only if there is assurance that someone will be in the home to care for them.

PREGNANT STUDENTS

5220 POLICY: Schools in the Catholic Diocese of Savannah will draw up written, local policy and guidelines regarding pregnant students that reflect the pastoral concerns of the Church and promote and support life.

St. Francis Xavier Catholic School keeps paramount the basic belief in the value of life. In every case, the pastor, counselor and parents seek to educate both the boy and girl and preserve life. Arrangements are made through the administration.

REPORTING CHILD ABUSE AND NEGLECT/VIRTUS

5230 POLICY: All teaching and support staff are required by state law to report any suspected child abuse or neglect. The educator's role is not to investigate or verify the situation but to report the suspected abuse, setting in motion the process of getting help for the child.

Child Abuse Laws

Saint Francis Xavier abides by the Child Abuse laws of the state of Georgia and the law mandates that all cases of suspected abuse and/or neglect be reported to the Child Protective Services.

Education and Training

Church personnel are required to review and agree to comply with the Code of Conduct for Those Working with Minors.

Members of the clergy, religious, employees and all volunteers who work with minors will be required to receive instruction in the VIRTUS Program, "Protecting God's Children".

Minors who work as employees or volunteers will be informed that they have a right to a safe working environment and a right to disclose behavior not in accord with these standards.

HEALTH AND SANITATION

5240 POLICY: Compliance with the local Health Department guidelines for sanitary conditions of the school is required. This includes cleanliness of lavatories, drinking fountains, lunchrooms, classrooms, corridors, and grounds. Each school will have sufficient maintenance personnel to provide the clean, safe environment conducive to learning and healthy living.

GRADUATION

5250 POLICY: Students graduating from Diocesan elementary and secondary schools will receive the official diploma issued by the Office of Catholic Schools. Special recognition for outstanding students is also accorded at the graduation ceremony.

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

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

RELIGIOUS AND PATRIOTIC OBSERVANCE

5260 POLICY: School personnel in the Diocesan schools are urged to recognize in their programs those religious and patriotic/civic observances regarded as significant by the Church and the local community.

The flag of the United States of America is displayed within and outside the school building, and all holidays are recognized through school activities and classroom instruction. Presidential announcements designed for school students are broadcast through the school to age-appropriate levels.

CELL PHONE POSSESSION/USE BY STUDENTS

5270 POLICY: Any electronic devices not approved by administration, including but not limited to, iPods, cell phones, and game systems, are prohibited during the school day and/or school functions & meetings. Devices are collected and returned to parents from the principal's office.

Students are not permitted to receive calls at school unless it is an emergency. If an emergency arises the office will get the message to the student. No cell phones are turned on during school hours: (7:30-5:30).

SCHOOL CALENDAR

6010 POLICY: Each school administrator shall submit to the Superintendent for approval a calendar that adheres to the State attendance regulations.

The calendar has been approved by the Catholic Diocese of Savannah and is posted on the school webpage and RenWeb.

SCHOOL DAY

6020 POLICY: The length of the school day should be set in such a manner that is not less than state and/or accrediting agency requirements and shall be set to meet all curriculum needs. The school day is from 7:45 A.M. – 3:10 P.M. Extended day program is available from 7:00-7:30 AM, and from 3:10 PM– 5:30 PM unless otherwise notified by the school.

Extra Help, Tutoring: Teachers schedule one afternoon per week, beginning after Labor Day, to assist struggling (77% or below) students with their lessons until 4:00 PM. In addition, Title I program tutoring is also available to students who qualify.

TIME ALLOTMENT

6030 POLICY: Sufficient time shall be allotted in the school day for all academic areas. The Catholic Schools Office shall publish recommended time allotments. Times are given in minutes per week.

SUBJECT	K	1	2	3	4	5	6	7	8
Religion	150	150	150	150	150	265	265	265	265
Math	225	250	250	250	250	275	275	275	275
Language Arts (includes: Reading, English, Spelling, and Handwriting)	840	900	900	900	750	500	500	500	500
Social Studies	150	175	175	175	250	275	275	275	275
Science	150	175	175	175	250	275	275	275	275
Fine Arts	60	60	60	60	60	60	60	60	60
Physical Education	30	30	30	30	30	60	60	60	60
Library Computer	60	60	60	60	60	90	90	90	90
Recess	Determined at the local level								

INSTRUCTIONAL MATERIALS

6040 POLICY: The Office of Catholic Schools will determine the primary instructional materials for religious education and sacramental programs. Supplemental material may be selected at the local level, but shall align with the curriculum of the Diocese of Savannah. The section shall be consistent with the philosophy of instruction and in accordance with the regulations from the Office of Catholic Schools.

Formal Program

The *Sadlier "We Believe" series* is used for grades PK - 8. We are excited about this program that presents the teaching of the Catholic Faith and mirrors the St. Francis Xavier Parish curriculum. The lesson themes develop the doctrine of the Church, Catholic Identity, and Faith at Home in ways that help students see for themselves how the Catholic faith applies in their lives.

Sacramental Program

The second grade program covers the doctrine necessary for the preparation of the student for the reception of the Sacraments of Eucharist and Reconciliation. The eighth grade program covers areas necessary for the formation of confirmation candidates. The actual preparation for these Sacraments is handled in collaboration with the Parish Sacramental Program.

Prayer/Liturgical Programs

The students experience many kinds of prayer. Throughout the year we have classroom prayers and scripture readings. As a school, we attend weekly Mass and prayer services. 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 K - 8 have the opportunity to plan and lead a liturgical service throughout the year.

INSTRUCTIONAL GOALS

6050 POLICY: School programs shall be aligned to our beliefs and mission as outlined in the *Profile of the St. Francis Xavier Graduate*.

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, problem solve, study, and 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.

LEAVING SCHOOL PREMISES

6060 POLICY: Students shall be permitted to leave school prior to dismissal time with written permission from parent or guardian.

Pre-School students are dismissed at 3:00 PM: Parents may 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 carpool lanes. These areas are not supervised by any school personnel between 2:30 PM - 3:10 PM.

Pre-Kindergarten through eighth grade remain until 3:10 PM: All students go to back of school for carpool. For out of school appointments, etc., please pick up your child before 2:30 PM, and if plans change to include extended day services, please call as soon as possible or before 2:30 PM. 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.

Dismissal at 3:10 PM 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 carpool process is completed.

CONFERENCES WITH SCHOOL PERSONNEL

6070 POLICY: Parents, guardians, agents, and others having legitimate business with the school shall be informed to make appointments at a mutually convenient time so classes will not be interrupted.

Parent/family conferences are scheduled during each semester.

Parents or teachers may request a conference whenever it is deemed necessary.

Report cards are issued at the end of each nine-week term.

Please respect everyone's privacy and do not call faculty at home.

EMERGENCY PREPAREDNESS

6080 POLICY: Each school shall develop and implement an emergency management plan

Inclement weather closing notification: In case of severe weather conditions, local television and radio stations report school closings for Glynn County. Check your email or RenWeb for official notice from the school. Diocesan policy requires Catholic Schools to follow the decision of the local school system.

SFX has implemented a “plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of three secure designated locations: Church, Parish Hall or Off Campus – across the street at Hanover Park

RELIGIOUS AND PATRIOTIC OBSERVANCES

6090 POLICY: The flag of the United States of America shall be displayed outside of the school during school hours.

PRESCHOOL EDUCATION PROGRAM

6100 POLICY: Organization of preschool educational programs is permitted in the Diocese of Savannah with permission of the Superintendent of Catholic Schools.

CURRICULUM GUIDELINES

6110 POLICY: Schools of the Diocese of Savannah will comply with the minimum curriculum standards as established by the Office of Catholic Schools.

The curriculum of St. Francis Xavier Catholic School includes Religion and all subjects required by the Diocese of Savannah.

Instruction is in accord with the Curriculum Guides provided by the Diocese of Savannah. The Pre-K - 8th grade curriculum covers a set of core subjects in Religion, math, science, social studies, and language arts. Additional instruction is given for students to develop a wide range of knowledge in Spanish, physical education, art, music, computer technology, research skills and study skills. Honors classes are taught in 7th and 8th grades in coordination with the core curriculum in language arts, math, and social studies for eligible students.

CURRICULUM GUIDELINES – RELIGIOUS EDUCATION AND FORMATION

6120 POLICY: Each elementary school shall offer a full year of religious education for every grade level in the school. All students shall attend religion classes, including those who are not of the Catholic faith.

PROMOTION / RETENTION

6130 POLICY:

Fundamental skills, socialization, emotional well-being, and attendance are important to the mastery of each grade level. It is the responsibility of the teacher to assess, discuss with parents, and recommend to the administration any changes in the progression of a student.

PROMOTION

A student may be considered for promotion if the student has met the following standards:

3K – promotion to 4K

Teacher recommendation, based on assessment

4K – promotion to Kindergarten

Teacher recommendation, based on assessment

Kindergarten – promotion to the First Grade

1. Mastery of reading readiness skills
2. Mastery of Kindergarten level math skills
3. Regular attendance – No more than 10 absences per semester

Elementary grades – promotion to Second, Third, Fourth, and Fifth Grades

1. Mastery of the appropriate level in the math series
2. Mastery of the appropriate level in the reading series
3. A passing grade in reading and math
4. Regular attendance – No more than 10 absences per semester

Middle School grades – promotion to Sixth, Seventh, and Eighth Grades

1. A passing grade in math and reading
2. A passing grade in all but one other major subject (English, science, social studies)
3. Regular attendance – No more than 10 absences per semester

At the teacher's and principal's discretion, students who do not receive passing grades the last 2 quarters may not be promoted to the next grade level. For medical reasons, an attendance waiver beyond the ten (10) days per semester will be reviewed by the school Principal. Doctor's excuses or other medical documentation must be provided for consideration of an attendance waiver.

RETENTION

A student may be retained once in grades K – 3 and once in grades 4 – 6. The principal, teacher(s), and parent may agree to retain a student for development and/or maturation needs.

Students in grades 3 – 6 who are retained due to a lack of effort on their own part may not be allowed to return to St. Francis Xavier Catholic School. A student who is failing, yet administratively placed in the next grade due to age or other issues, may also be asked to attend another school.

Academic Probation

Athletes must maintain 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.

Retention may only occur when it is in the best interest of the student and documentation supports retention as the only option. If a parent disagrees with a recommendation to retain, a signed waiver must be on file. No child should be retained more than once in the same Catholic school.

PUPIL/TEACHER RATIO

6140 POLICY: The teacher-to-student ratios are maintained in relation to the age of the child. Provisions shall be made for flexibility in grouping (large, small, and individual) based upon the school's objectives and identified needs of students.

FIELD TRIPS

6150 POLICY: A field trip is an educational opportunity whereby students leave school property under the direction, guidance, and/or authority of the school or authorized school representative. Field trips are recognized as useful in contributing to and enhancing students' practical understanding of academic subjects. The purpose, organization, and implementation of field trips must follow regulations established by the Office of Catholic Schools.

Field trips assist in instruction during the academic year. Parents will be requested to sign a written permission slip allowing the students to leave school premises which releases the school, accompanying teachers, and volunteers from responsibility in case of accident.

Parents may be called to assist with transportation. Before any parent may drive on a field trip, the parent must have participated in VIRTUS training and must provide the school with proof of license and insurance. The vehicle must have proper safety belts for the amount of children riding in the car. Each driver receives a list of passengers, itinerary, and directions from the supervising teacher of the field trip. If an accident occurs, please call the police and the school at once. Parents are responsible to abide by local and school policies on field trips.

CAFETERIA/ LUNCH

Students must bring lunch from home except on Fridays when a pizza lunch will be available. Order menus will be sent home in the Tuesday envelope and must be returned with a check or cash payment. 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 8th grade privilege.

Mustard and red food/drink items are prohibited in the parish hall, due to "Mondo Floors" restrictions on the installed flooring.

HOMEWORK

6160 POLICY: Homework is an essential part of a complete educational program. It provides a meaningful opportunity to supplement and reinforce the school curriculum.

Homework is an essential element for meeting the academic achievement expectations at each grade level. Homework serves as a continuation of a lesson taught; students are accountable and responsible to enrich their learning by the activity of homework.

Homework develops good work habits and provides the student with additional resources found outside of school.

Teachers and parents work together to help students achieve these purposes. Parents are encouraged to provide an environment conducive to study and to assist their child when needed.

All homework is expected on time. Any exceptions will be approved by the administration.

Although the amount of home study will vary within grades and on different days, a reasonable guideline is listed below. Teachers should consider the ability of the group and the assignments of other teachers when requiring home study.

Prek – K	10 minutes	
Grades 1-2	20 minutes	
Grades 3-4	40 minutes	
Grades 5-6	90 minutes	
Grades 7-8	100 minutes	total for all departments.

Grades Pre K-8 may be assigned homework Monday through Friday in relation to long term projects. In other words, during a long term project, class and evening assignments must reflect time allotted for long term projects. A long term assignment is any activity taking more than three classes or evenings to complete.

EVALUATION

6170 POLICY: Each teacher shall provide ongoing evaluation of the student’s educational progress and communicate progress to parents. Elementary and secondary schools shall use report cards approved by the Catholic Schools Office.

All grades are posted on Edline weekly. Parents are notified through RenWeb email system. Parents are responsible for maintaining a correct email address and allow email notifications to be sent to their address. RenWeb is the communication tool used by the teacher to notify parents or guardians of any increases or decreases in student performance. Failing grades and zeros are posted on RenWeb. Students must attain an average of 70 over four quarters in every subject for promotion.

Grading Scale

Pre-K	Kindergarten, Grade 1 & 2	Content Area (ELA, SS, Sci., Math, Rel.) Grades for 3 to 8
M=Meets or exceeds expectations	4 = Exceeds Standards	94-100 A
S=Skill is developing satisfactorily	3 = Meets Standards	86-93 B
N=Skill needs strengthening	2 = Progressing toward Standards	77-85 C
	1 = Does Not Meet Standards	70-76 D
		69-below F

Specials, Content, Effort, and Conduct Reporting Scale for Grades 3-8

E – 100-86 S – 85-70 U – 69 and below

Honor Roll = A and AB

Teachers expect students to fulfill the academic expectations of St. Francis Xavier Catholic School.

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 4th through 8th grade on all hand-written assignments and tests.

TESTING

6180 POLICY: Schools shall participate in the approved standardized testing programs.

A standardized achievement test will be administered to all students in grades K-8, three times per year. A kindergarten readiness test is administered to Pre-K in the spring semester. A copy of the test results will be sent to the family. Achievement tests are used to provide a basis for educational guidance, to measure effectiveness of the curriculum, and to estimate student achievement. Testing results aid the school in providing each child with all the advantages of an exceptional education.

ACCREDITATION

6190 POLICY: All schools in the Diocese of Savannah shall be accredited by AdvancEd.

Under the direction of the Catholic Diocese of Savannah, St. Francis Xavier Catholic School is fully accredited by the AdvancED (SACS).

CO-CURRICULAR ACTIVITIES

6200 POLICY: Co-curricular activities afford students the opportunity to develop interests, to enhance socialization, and to provide activities for enrichment. Where feasible, a variety of co-curricular activities suitable to the age and needs of the students will be offered.

Current Offerings, including but not limited to:

National Junior Honor Society*	Chess Club	Robotics
Student Council	Piano Lessons	Strings
Art Club	Choir	

*The National Junior Honor Society recognizes outstanding academic achievement of students. Students will be considered for induction into NJHS at the end of the first semester of the 6th grade year. Students must have an 94 overall average in academic subjects and religion. Eligibility will be considered again at the end of the first semester of the 7th grade year. At this time students will be given five extra points for each Honors Class in the 7th grade.

To become a member, a student must also submit an application and must be recommended by his/her teachers. Students are required to participate in NJHS activities throughout the school year.

NJHS members will wear NJHS Recognition Cords during the Graduation Ceremony.

MEDIA CENTER

6210 POLICY: Media centers in elementary and secondary schools shall conform to accreditation standards for media centers.

Fines and fees owed to the computer lab, library and/or school may result in student records and transcripts being held.

GUIDANCE AND COUNSELING

6220 POLICY: Each school shall employ a credentialed counselor.

A counselor is on campus 1 day per week to provide classroom and individual guidance. Parents are welcome to contact the counselor through the school office. Faculty and administration may refer students to the counselor for consultation, and parents are notified if individual sessions are requested so that they may make the final decision regarding help for their student. **Parents who prefer that their child not meet with the school counselor without advanced notice must make that request in writing.**

TEXTBOOK SELECTION

6230 POLICY: Textbooks are to be chosen from an approved list and/or approved by the Superintendent.

Textbooks are the property of the school and are for the students' use on a yearly basis. All students will obtain and return textbooks in good condition. If the textbook is lost or damaged, a fee will be assessed. Workbooks are non-refundable.

RESOURCE MATERIAL

6240 POLICY: Each school administrator shall ensure that a variety of supplemental materials, equipment, and supplies are available to support the academic program based upon the school's needs and available funding.

**Catholic Diocese of Savannah
Acceptable Use Policy
(AUP)**

Internet use agreement for Pre-K-8 Students, Diocese of Savannah School System.

****Please read this document carefully before signing Parent/Student Handbook.****

I. Introduction

The use of computers, indeed the use of any form of technology, is a means, not an end to education. Teachers and students have a responsibility to use the tools at hand to enhance education. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. The Diocese of Savannah has taken precautions to restrict access to controversial materials, and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on the worldwide network far outweigh the possibility that users may obtain material that is not consistent with the educational and moral goals of the Diocese.

II. Educational Goals

- To provide a variety of information to enhance the curricula areas.
- To help students work effectively with various forms of telecommunication tools.
- To prepare students to become critical thinkers and problem solvers.
- To teach skills that are needed in the electronic and global society.

III. Terms and Conditions

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal use of the network resources. If a Diocese of Savannah user violates any of these provisions, his or her privileges will be terminated and future access could be denied. Violations of this agreement will be referred to appropriate school officials for disciplinary action. Violations of state or federal law will be referred to the appropriate law enforcement agency. The signatures at the end of this document are legally binding and indicate parties who signed have read the terms and conditions carefully and understand their significance.

Parents: It is important that you and your child read this agreement and discuss it together. When your child is allowed to use the computers it is extremely important that the rules are followed. As a parent, you are legally responsible for your child's actions. You are responsible for supervision of you child's Internet use when not in a school setting.

A. Acceptable Use:

The use of the Internet must be in support of education and research and consistent with the educational objectives of the Diocese of Savannah. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but not limited to: copyrighted material, or material protected by trade secret.

B. Privileges:

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. (Each student who accesses the Internet will be a part of a discussion with a Diocese of Savannah

faculty member about the proper use of the network.) Diocese of Savannah officials will deem what is inappropriate use, and their decision is final. Also, Diocese of Savannah officials may request that the school deny, revoke, or suspend specific user privileges. Diocese of Savannah expects the co-signing teacher to monitor the student's access for which he or she is responsible. This may include random checks of Internet history and monitoring of student access to determine whether the accounts are being used in a manner that is consistent with this agreement. Students accepting the Diocese of Savannah access to the Internet consent to such monitoring.

C. Responsibilities:

All persons accessing the Internet from the school/parish locations must accept the responsibility of using the Internet wisely and correctly. Access to the Internet by students will be monitored by faculty member at all times. You are expected to abide by the generally accepted rules of network use. These include (but are not limited to) the following:

- There must be a clear academic purpose for accessing the Internet at the school location.
- Do not use the network for any illegal activity (e.g. violating copyright or other contracts, gaining illegal access or entry into other computers).
- Do not use the network for financial or commercial gain.
- Do not interfere with the proper operation of school systems and networks accessible through the Internet.
- Do not use the network in such a way that you would disrupt the use of the facilities by other users.
- Do not use school computing and network resources in a wasteful or frivolous manner (e.g. tying up resources with computer-based game playing such as MUD, sending trivial or excessive messages, downloading excessively large files).
- Do not reveal your personal address/phone number or the personal address/phone number of another.
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- If you feel you can identify a security problem on the Internet, you must notify a system administrator or your Diocesan official. Do not demonstrate the problem to other users.
- Respect the privacy of other individuals.
- Files/data belonging to others are to be considered private property unless explicit authorization is given by the owner of the files.
- Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

The Diocese of Savannah makes no warranties of any kind, whether expressed or implied, for the service that is provided. The Diocese of Savannah will not be responsible for any damages you suffer. This includes loss of data resulting from delays or service interruptions caused by its own negligence or your errors of omissions. Use of any information obtained via the Internet is at your own risk. No guarantee of complete privacy is made. The Diocese of Savannah specifically denies any responsibility for the accuracy or quality of information obtained through the access of their network facilities.

IV. Consequences of Violations of the AUP and Agreement to Comply

User: *I understand and will abide by the Diocese of Savannah Internet Use Agreement. Any violation of the school's posted rules will result in any or all of the following consequences. I further understand that any violations of the regulations above are unethical and may constitute a criminal offense. Should I commit any violation, (1) my access privileges may be revoked and (2) school disciplinary action and/or appropriate legal action may be taken.*

I have reviewed my Internet-Use responsibilities, specifically, the co-signing teacher has discussed each of the following points with me.

- Only students having permission and who have reviewed the Internet-Use responsibilities with the system administrator or his/her designee may use the school's computers to access the Internet.
- Access to the Internet by students is viewed as a privilege, not a right.
- Access is to be used for educational and research purposes only, consistent with educational objectives of the Diocese of Savannah. Misuse will result in loss of access. Diocese of Savannah asks that the co-signing teacher monitor access, including e-mail, to see that the access is being used for the stated purpose. For this and other reasons, e-mail is not private. Violations that may lead to revocation of Internet access include:
 - Transferring copyrighted material to or from the Internet without express permission of the owner is a Violation of Federal Law.
 - Plagiarism.
 - Playing MUDs or other network intensive games, or using IRC.
 - Downloading excessively large or unauthorized files.
 - Subscribing to inappropriate newsgroups.
 - E-mail correspondence inappropriate to educational purposes and access to personal e-mail accounts is prohibited.
 - Any activity posing potential risks to others or myself.
 - Harassing other users (e.g., with unwanted e-mail messages).
 - Illegal activity.
 - Revealing my or other's home address/phone number or other personal information.
 - Vandalism of accounts or systems.
 - Using abusive, vulgar, or other inappropriate language or sending or displaying offending messages or images.
 - Activities that would violate the schools handbook policy.
 - Failure to report known security problems.
 - Any other inappropriate use or misuse of the Internet.
- Diocese of Savannah officials will deem what is inappropriate use, and their decision is final. Access is monitored, and use of the Internet implies Agreement to such monitoring. The Diocese of Savannah may restrict access any time for violations.

I understand the conditions for accessing the Internet.

NON-DISCRIMINATION – CURRICULUM

6250 POLICY: A school's regular education program shall include all students able to participate.

Permitting your child to be responsible allows them to grow and function at school. Please observe a "no rescue policy" and do not bring any forgotten homework or items to your child during the day. We all forget things, and, like you and me, our children can live with natural results.

Children may bring toys to school only when a teacher has made a special request for them to do so. Anything that will detract from the learning environment is not allowed at school at anytime. Items taken from a student are given to the principal, and a responsible adult may seek the item from the office of the principal. Items not picked-up by the end of each school year are discarded.

Any communications to parents from the office will be sent home on Tuesdays and found on RenWeb/ParentsWeb. Included in communications will be the bi-monthly Mermann's Memo. Any notices or announcements from St. Francis Xavier Community are welcome additions; please submit all information to the office.

Students should not bring extra money to school. We will not be responsible for missing money or personal items.

The teachers and parents plan class parties. Students pre-school through grade 5 have four parties within the year: Halloween, Advent, Valentine's, and end of the year celebrations. Middle School students will have two parties, Advent and end of the year, and four dances to, Halloween, Advent, Valentine's, and end of the year. Students do not exchange personal gifts at school. This gesture creates hurt feelings among other students.

No invitations to home parties are handed out to students at school. Invitations should be sent to the homes of students via the U.S. Postal Service.

Students may bring birthday cupcakes or cookies for everyone in the class on their special day. If their birthday falls in the summer or during a holiday, arrangements can be made with the teacher to celebrate the occasion.

Mustard and red food/drink items are prohibited in the parish hall, due to "Mondo Floors" restrictions on the installed flooring.

Volunteers are always welcome and volunteering is a shared pledge among the community. An enrollment pledge of 15 hours is required each year. All hours are calculated using the next higher quarter. There are several areas of involvement, including but not limited to, annual appeal, field trip chaperones (8 hours maximum), scholastic book fairs, lunchroom workers, library helpers, club and sports assistants, scouting, professional services, and fund raising activities. All volunteer hours are subject to the review of the administration to determine the validity of the project.

Volunteer Procedures

We appreciate your priceless gift of gratuitous service to support the annual budget with your time and talent. Each family contributes 15 or more hours a year to support the various projects and events listed on the previous page. To this end, we are all one with Christ in our effort to make the Catholic education experience a family affair.

In our mission to follow the teaching of the Gospels, "For the Son of Man came not to be served but to serve..." (Mark 10:45), we enhance student achievement, esteem, and behavior through our shared commitment to the daily needs of all of God's children. We bear witness and role model through action the envisioned future we have for the next generation. As Jesus has taught us, "Love one another just as I have loved you. It is by your love for one another that everyone will recognize you as my disciples." (John 13:34-35)

Sign-Up Procedures: A sign-up sheet is available for each task or event. Parents are welcome to sign up for as many activities as possible. Each activity hosts a chairperson and several opportunities for helpers. Volunteer Opportunity Notebook is in front office after August 13th.

Hours: Hours for each activity or event varies from time to time. Families will be charged \$23.50 for each unfulfilled hour.

Sign-in Procedures: Parents are required to sign-in and out in the visitor's notebook when volunteering on campus. After completion, any volunteer hours are written and the task performed is noted on the family pages provided in the volunteer notebook in the front office. The honor system is our method of calculating hours, and we trust in each family's integrity.

Dependability: The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and give notice of absence when a commitment cannot be met.

Confidentiality: A volunteer operates in a position of trust. Personal information pertaining to students and faculty must be kept confidential. Children's actions, responses, progress, or problems at school are not for sharing in the community. Conversations between parents, faculty, and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the principal.

Volunteer Dress: St. Francis Xavier Catholic School has a very detailed expectation for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of SFX and wear modest clothing while working in the school or during school activities. This includes, but is not limited to, moderate length for skirts and shorts, appropriate shirts and footwear.

Responsibility: The administration of St. Francis Xavier Catholic School is accountable for facilitating, monitoring, evaluating, and providing continuity for the success of the volunteer program. The home and school association and the faculty are committed to welcoming volunteers, informing them about their tasks, encouraging their initiatives and celebrating their efforts. Volunteers are expected to adhere to school guidelines and procedures, perform assigned tasks to the best of their ability, and work cooperatively with others. As in the Gospel of John 13:15, "I have given you a model to follow, so that as I have done for you, you should also do."

Right to Amend: The administration reserves the right to amend any volunteer procedures for the safety and well-being of the school program.

If a parent has a concern or grievance, please make an appointment with the teacher involved first. After the parent/family conference, an appointment may be made with the principal if the matter is not resolved.

Allow yourself time to consider all options. Please respect a "24-hour grievance policy" and do not confront teachers or the administration while emotions are high. Parents who wish a conference with a teacher or the administration should call the school to make an appointment. This is a common courtesy and assures that the teacher or principal will be available to talk with you when you arrive. Under no circumstance is a parent to disrupt a teacher during class time.

If any matter is not resolved to a parent's satisfaction, the grievance may be taken to either parish pastor.

Directory information: Parent contact information (phone and email) will be posted on RenWeb. If you do not want your information to be included, please indicate that on the signatory page.

Guidelines for the Supervision of Minors

The following sections (Child Safety & Legal Issues) derived from the United States Conference of Catholic Bishops guidelines regarding the Protection Of All God's Children encompasses both school and church.

Guidelines include, but are not limited to, the following:

1. Church personnel are responsible for releasing minors in their care at the close of activities only to parents, legal guardians or other persons designated by parents or legal guardians in writing.
2. Programs for minors should not be administered by only one adult without additional adult supervision.
3. Church personnel should report uncontrollable or unusual behavior of minors to parents as soon as possible.
4. Facilities should be monitored during church services, and all school and other activities.
5. Parents should be encouraged to be part of all services and programs in which their children and young people are involved.
6. Parental permission should be obtained, including a signed medical treatment authorization form before taking minors on trips. Have minors use a "buddy system" whenever they go on trips away from church property.
7. Always obtain parental approval before permitting any minor to participate in athletic or other activities that involve potential risk.

The following section is from the Diocese of Savannah Code of Conduct for Those Working With Minors. Volunteerism that includes working with minors is subject to the procedures from the diocese.

Screening: Without exception, all applicants for Church positions working with minors will be required to complete the following:

1. A release of information to conduct a criminal background check.
2. Applicants will also be required to read and sign the Code of Conduct for Those Working with Minors.
3. Church personnel who transfer within the Diocese are to request in writing that their personnel files be transferred to the new parish or school.

Education and Training

1. Church personnel are required to review and agree to comply with the Code of Conduct for Those Working with Minors.
2. Members of the clergy, religious, employees and all volunteers who work with minors will be required to receive instruction in the VIRTUS Program, "Protecting God's Children".
3. Minors who work as employees or volunteers will be informed that they have a right to a safe working environment and a right to disclose behavior not in accord with these standards.

Program Supervision

1. Parents are encouraged to be a part of any and all services and programs in which their children are involved in the Diocese of Savannah. Parents are always welcome to observe programs and activities in which their children are involved. However, parents who desire to participate in or have ongoing contact with their child's programs in the Church will be required to complete the volunteer application process.
2. Programs for minors are not to be sponsored or administered by only one adult.
3. Church personnel under the age of 21 must work under the direction of an adult supervisor.
4. Church personnel responsible for supervision of parish and school activities must be aware of all programs for minors that are sponsored by a parish or school. A list of these programs is to be maintained and include purpose, activities, sponsors or coordinators, meeting times and locations. Leaders are to examine these programs and decide whether there is adequate supervision.
5. Individual Church personnel are not permitted to develop new programs for minors without proper consent and review by the pastor or proper designee. Requests to develop new programs are to be submitted in writing to the pastor. The pastor is to decide whether such requests include adequate adult supervision and are in compliance with the Code of Conduct for Those Working with Minors.

Reporting Violations

All Church personnel are required to report violations of the Code of Conduct for Those Working with Minors by an adult employee or volunteer to the appropriate principal or pastor.

Dissemination

The Code of Conduct for Those Working with Minors will be given to all diocesan and parish employees as well as to volunteers. The handbook is for the private use of each registered family of St. Francis Xavier Catholic School.

APPENDIX I

Form to be used in notifying the Catholic Schools Office of action taken in cases of expulsion.

**TO THE SUPERINTENDENT OF SCHOOLS
DIOCESE OF SAVANNAH
601 E. LIBERTY STREET
SAVANNAH, GEORGIA 31401**

_____ has been expelled from
Name

_____ School.

All diocesan and school regulations and procedures have been followed in determining the need for this action as indicated by the following table.

<u>ACTION</u>	<u>DATE</u>
1. Student and parents given written notice of charges and grounds which, if proven, could justify expulsion.	_____
2. (a) Student/parent had hearing Please attach a list of persons in attendance.	_____ _____
OR	
(b) Student/parent waived right to a hearing.	_____
3. Student and parents are given written notice of expulsion and reasons thereof.	_____

Respectfully submitted.

Principal

Date

APPENDIX II
(See Policy 5110)

RATIONALE FOR DISCIPLINE IN A CATHOLIC SCHOOL

The purpose of discipline in a Catholic school is to bring about the self-discipline of each student and of the school community as a whole in order to promote the Christian development of each member and thereby enhance the community as the People of God.

The terms of punishment and discipline are often used interchangeably and therefore incorrectly. Punishment is an attempt to control by reprisal, whereas discipline aims to help students determine appropriate standards of behavior. In a Catholic educational community discipline is part of the teaching/learning process. Therefore, it is the responsibility of Catholic schools to attempt to provide each individual student with moral guidelines and leadership.

Actions by an individual that deter Christian development are injurious to the well being of both the individual and the community. Both our faith and our knowledge compel us to view such individuals as needing assistance. Thus, our immediate reaction should be to view an opportunity to deal with such an individual as an educational opportunity, a counseling opportunity, and a chance to help.

In addition, the school must minimize the threat such actions present to the community and, when feasible, attempt to educate the school community at large. Having begun to take the proper individual remedial action, it may be appropriate to take public action that may be necessary for the good of the community and should be mutually reinforcing. Disciplinary actions should reflect the welfare of the individual and that of the community. One's individual behavior should not infringe on the rights of another in a Catholic school community.

In administering a program of discipline, the school should reflect the Christian ideals it desires to instill in the students. It should demonstrate its acceptance of the dignity of each person by according each student fair treatment, consideration and respect. In this way, the school will attempt to foster the student's self-respect and that of other members of the school community.

Discipline should be primarily diagnostic and remedial rather than punitive. It should be a constructive process to guide and develop the attitudes of students so that they may achieve the highest possible standards of Christian behavior. Disciplinary rule and their enforcement must be reasonable and consistent with Christian values. Applications of rules must assure fairness through clear definition of rule violation, a specific statement of charges, a fair hearing for the accused, and remedial action that promotes the physical, spiritual, mental and emotional good of the student and community.

In the event of serious behavioral problems, cooperative efforts between the home and the school are essential in order to achieve a resolution of the conflict. If parents are not supportive of the basic value system of the school or even antagonistic, it should be apparent that the school will usually have little effect, however talented or well intended the personnel involved. In the presence of supportive parents, however, the chances of successful resolution of the student's behavioral problems are good.

Whatever the situation, parents have the moral and legal responsibility for their children and should be involved in cases of serious behavioral problems.

We recognize that discipline is not an easy area to deal with and that no clear-cut formula for success exists. As Catholic schools, however, we do have a source of guidance. In our handling of student behavioral problems, our goal is that one will be able to discern the reflection of our Christian ideals and principles and our concern for carrying out the Gospel message and the mission of the Catholic Church.

Each school is encouraged to work with parents, teachers and administrators to develop its own policies and procedures concerning disciplinary action. These policies should be consonant with the over-all philosophy and goals of the school serving the Christian community and should stem from a loving, accepting attitude toward the student as a person of dignity.

The following principles should be considered in developing guidelines for such policies:

- (1) A primary consideration in all disciplinary decisions is the obligation of the school to maintain a safe place for students and an acceptable learning atmosphere.
- (2) The welfare of the students and the community must be a fundamental consideration in all disciplinary procedures.

- (3) Disciplinary action which affects a student's academic status should be avoided as a general rule.
- (4) Reasonable disciplinary rules and regulations should be discussed openly and in depth with the entire school community periodically.
- (5) Disciplinary action should be preventative and corrective, rather than punitive, with emphasis on developing within the student responsibility for his/her conduct.
- (6) In cases where a student is continually disruptive of others in the classroom, the teacher must consider the following factors in determining a course of action:
 - (a) student's physical and emotional well-being;
 - (b) student's learning style and needs;
 - (c) environmental influences relating to home, family, neighborhood;
 - (d) classroom environment including the relationship between the teacher and the student, between the student and other class members, and the teacher presentation and teaching 'style'; and
 - (e) Advantages of psychological evaluation of the student after consultation with parents.
- (7) Students shall comply with all reasonable rules of the school and submit to all reasonable authority of the teachers and others in authority over them.
- (8) Records should be maintained of all significant disciplinary action taken with a student for the duration of his enrollment in that school.
- (9) Parental involvement should occur early in disciplinary action and parents must be notified in cases of significant disciplinary situations which involve their children, especially those involving suspension or expulsion. A distinction is made; however, both between minor and major discipline and between counseling and discipline and thus an administrator need not report every instance of student misbehavior to parents. It is expected that each administrator will take such action as perceived to be in the best interest of both the student and school community.

DETENTION

Detention after regular school hours as a disciplinary measure should be utilized only after careful consideration of these factors: age of the student, transportation arrangements, provision for adequate supervision of students kept after school and prior consultation with parents.

Whatever disciplinary action is taken must be deserved and fit the offense. Disciplinary measures must not inflict bodily harm, subject the student to ridicule (e.g., sarcasm) or use punishment for punishment's sake. The following actions are **forbidden:**

- A. **Corporal Punishment:** Even in the event parents give permission for such action, it shall not be permitted under any circumstance. Corporal punishment shall be defined as any punishment that intentionally physically or mentally abuses a child.

Within, however, the scope of a person's employment, one may use or apply such amount of force as is reasonable and necessary:

- to quell a disturbance, threatening physical injury to others;
- to obtain possession of a weapon or other dangerous objects upon the person or within the control of a student;
- for the purpose of self-defense;
- for the protection of persons or property.

- B. Sending a student outside of the classroom where the student will not be supervised.

- C. Sending the student home without the knowledge of the parents or sending the student home unaccompanied by a parent/guardian or parental representative.

Suspension

In serious cases of violation of school rules and regulations, when all other normal disciplinary procedures have been followed, it may be necessary to consider temporary **in-school or out-of-school** suspension.

Expulsion

Expulsion is viewed as a radical action at which point the school is saying that the student's interests would be better served in another environment, or that the student's behavior is a serious threat to the school community or both. In the extreme case of irrevocable expulsion, the primary goal is neither punitive nor deterrent in the criminal sense

(although it may be), but rather the determination is counterproductive for the student to continue as a member of that community.

Situations will arise in which expulsion may be merited. While it is not possible to enumerate all cases that could arise, several categories are listed for guidance. Other problems of equal seriousness may arise and should be treated similarly. The following examples may be used as a guide:

- Arson
- Continued and willful, defiance/disobedience of authority
- Criminal activity
- Extortion
- Grave defacement or destruction of school property
- Gross disorder (inciting mob action)
- Physical assault
- Possess and/or use of a weapon
- Serious theft
- Trafficking in pornographic materials
- Trafficking of alcohol and other drugs as stipulated

Procedures and Regulations Governing Expulsion

If a principal, (after conferring with the pastor), determines that expulsion in a particular instance may be warranted, the following procedure must be followed:

1. The administrator of the school must contact the Catholic Schools Office before any action regarding expulsion takes place.

2. Under ordinary circumstances, the student will have been suspended at least once during that school year. (This presumes that the above-stated procedures for suspension have been followed.)

APPENDIX III

Appeal Process

In a case in which a student or parent wishes to appeal the decision of the local school regarding expulsion, they will have access to this process by putting their concerns in writing. In case of an appeal, the Catholic Schools Office will notify the school officials as soon as possible. The reviewing process shall not substitute its judgment for that of the local school but shall review the proceedings as a whole to ascertain if there is sufficient evidence to support the action and diocesan procedures have been followed.

If there is sufficient evidence and adherence to diocesan regulations, the Catholic Schools Office shall sustain the action of the principal. If the Catholic Schools Office, in reviewing the proceedings as a whole, finds insufficient evidence that would support the action of the local school or a serious violation of diocesan procedures, then in that event, the Catholic Schools Office shall reverse the action of the local school.

Appeals should be made within fourteen (14) school days of the official notice of expulsion. They should be made in writing and addressed to Superintendent—Catholic Schools Office. The status of the student during the appeal procedure will be expelled. Review and decision by the Catholic Schools Office will be made within thirty (30) days.

In all cases of disciplinary problems, parents/guardians will be kept informed.

APPENDIX IV
See Policy 5230

REPORTING CHILD ABUSE AND NEGLECT

Georgia law requires school professionals to notify DCFS even if there is a suspicion of child abuse or neglect. Thus, the school professional need not have proof or convincing evidence of the abuse. Mere suspicion of abuse makes a call to DCFS necessary. Furthermore, Georgia law protects school professionals from litigation if the DCFS call was made in good faith.

Types of child abuse include physical abuse (such as corporal punishment), sexual abuse (such as inappropriate touching), or psychological abuse (such as name calling or intimidation) or other emotional inappropriateness.

School personnel shall follow Diocesan procedures, which have been developed in accord with Georgia law. The school personnel shall maintain confidentiality for the benefit of all involved.

If the alleged abuser is a parent, guardian or caretaker at the time of abuse:

- Call the DCFS office listed on the “Reporting Suspected Child Abuse Form”.
- Report within 48 hours of the time abuse is noted.
- Telephone reports to DCFS as early in the day as possible.
- Make the report prior to contacting the child’s family. It is the responsibility of the school employee to consult with the DCFS worker to decide how to notify the family of the referral.
- Document the phone call on the “Reporting Suspected child Abuse Form”.
- Inform the pastor immediately with a copy of the written report.

If the alleged abuser is a school employee or volunteer:

- Call the DCFS office as described above, following the first two steps.
- Call the Superintendent in the Catholic Schools Office. Continue to collaborate with the office toward an appropriate resolution to the situation.
- Suspend with pay the school employee from school duties where any interactions with students would be required. Document the suspension in writing, specifying “until investigation has been completed”.
- Inform the employee that a report has been made to DCFS and that DCFS is obligated to inform the employee of his/her rights during and after the investigation. The employee may be informed concerning his/her legal rights to consult an attorney.
- Inform the Pastor immediately and provide a copy of the written report.

Regular communication with the family of the alleged victim is important. A supportive, objective manner regarding the welfare of the child is appropriate. Care must be taken not to make unwarranted judgments about the guilt or innocence of the alleged abuser and not to defame or disseminate confidential personal information.

Communicate with school parents as appropriate and as advised by the Superintendent of Catholic Schools.

Cooperate with the DFCS caseworker and/or police.

NOTE: Ordinarily caseworkers and police officers are not given access to the child until the parents/guardians have been notified and given the opportunity to be present during the interview.

Appendix IV (Continued)

See Policy 5230

In the absence of a parent, the interview might not take place if the parent has not consented. The interview could take place in the presence of the principal if the parent consented but cannot be present.

Rely on Diocesan advisors regarding public statements to the media. All inquiries should be referred to the Diocesan spokesperson. Care must be taken at all times to protect the student's anonymity. School personnel should not release the name of the alleged victim or the alleged abuser to the public or press.