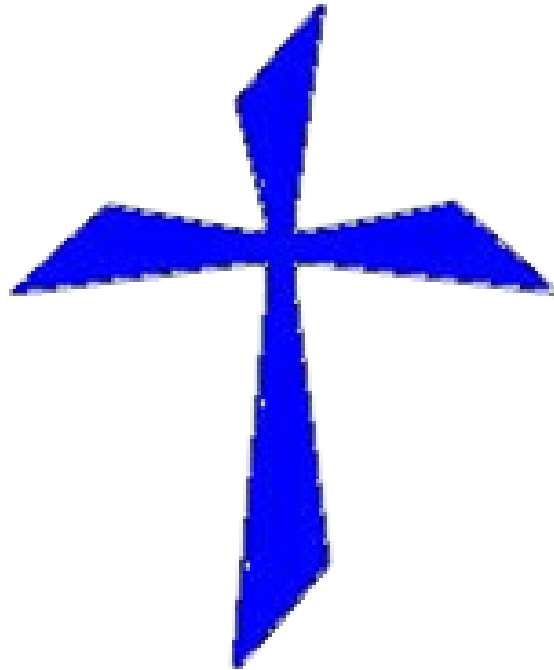


***St. Francis Xavier School
Parent-Student
Handbook
2011-2012***



**Address: 219-19th St. NW
Buffalo, MN 55313**

Tel: 763-684-0075

Fax: 763-684-4771

Attendance Line: 763-684-0075, x123

PARENT-STUDENT HANDBOOK

St. Francis Xavier School

This Handbook is prepared for the parents/guardians of children attending St. Francis Xavier School. Our policies are established for the benefit of all children and the efficiency of the school. We sincerely desire to establish a bond of trust and cooperation between home and school. This will ensure consistency and understanding in regard to the children's school life.

We ask that you please call the school whenever a question or concern arises. We will do our utmost to help. By the same token, we depend on you to assist us in giving your children the best education possible.

ACCREDITATION

St. Francis Xavier School is accredited by the Minnesota Non-public School Accrediting Association.

CERTIFICATION

All classroom teachers at St. Francis Xavier School are licensed by the State of Minnesota Department of Education.

St. Francis Xavier School Mission Statement

As a faith-filled community, we foster spiritual growth, academic excellence and a commitment to Christ-centered values in the education of our students.

Philosophy

We are dedicated to:

- Enabling students to grow in and live their Catholic faith in an atmosphere where the Gospel message is taught daily;
- Providing a safe and peaceful environment where respect, social justice and reconciliation are fundamental;
- Encouraging students to be thoughtful, creative and motivated in pursuing knowledge;
- Following a curriculum which promotes higher level learning and motivates students to reach their fullest potential;
- Instilling a desire in our students to respond to the needs of others through meaningful service opportunities;
- Ensuring quality education through a partnership between students, parents and staff.

NONDISCRIMINATION POLICY

St. Francis Xavier School complies with state and federal laws prohibiting discrimination, to the end that no person shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, religion, national or ethnic origin, gender, age, marital status, nor with regard to public assistance, or disability.

Every effort shall be made to provide each qualifying child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should speak with the principal if there is a financial need.

RELIGIOUS EDUCATION

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and tradition are integral parts of our total education. All students, including non-Catholics, will participate in religious instruction and attend Liturgies.

Students attend weekly Mass and on Holy Days. Prayer experiences and services are also scheduled throughout the year.

Participation in sacramental opportunities is expected of all Catholic students. All standards for qualification must be met as determined by the Parish.

CURRICULUM

The course of study at St. Francis Xavier School includes the following:

Religion
Reading
Language Arts
Spelling
Mathematics
Science
Health
Social Studies
Computer
Spanish
Art
Music
Phy Ed
Handwriting (K-6)
Band (4-8)
Music Appreciation (Middle School)
Speech (Middle School)
Family and Consumer Science (Middle School)
Industrial Technology (Middle School)

SPECIAL SERVICES

Special Education Services

Diagnostic Evaluation
Learning Disabilities Program
Speech Therapy
ESL
Title 1

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**Student Council**  
**Knowledge Bowl**  
**Hot Lunch Program**  
**Day Care Program**

**Private Lessons: Guitar, Piano, Band Instruments**

## **SCHOOL DAY HOURS**

Middle School: 7:45 AM (First bell, 7:37 AM) - 2:15 PM

K-5: 8:45 AM - 3:15 PM

Preschool: 9:00 - 11:30 AM and 12:30 - 3:00 PM

## **DAY CARE HOURS**

6:30 - 8:45 AM

3:10 - 6:00 PM

## **CONTACTING THE SCHOOL**

School office hours are Monday through Friday, 8:00 AM - 4:00 PM during the school year. After these hours an answering machine is available for any messages. School staff will contact you as soon as possible. **If leaving a message for afterschool transportation, please email by 12 Noon or leave phone message at least 30 minutes prior to dismissal.**

## **SECURITY**

To ensure the safety of all children school doors are locked throughout the day. A door buzzer system has been installed on the main door of St. Francis Xavier School in the Education Center. All visitors to the school must use this door and check in at the reception desk.

## **ARRIVAL TIME**

Teachers arrive early to prepare their rooms and materials for the day. Students, however, only need to arrive at school 5 minutes prior to the beginning of classes. This allows the teachers proper preparation time and relieves them of undue concern regarding supervision. **Should there be a need for students to arrive more than 5 minutes prior to the first class start time, they will be supervised by our Day Care personnel and billed for same.**

### **Middle School Arrival and Dismissal**

Middle School classes at St. Francis Xavier School begin promptly at 7:45 AM. Students need to be in their respective homerooms at that time or they will be counted tardy (even if they are inside the school.) The first bell rings at 7:37 AM, allowing students the opportunity to get their necessary items from their lockers and be in their homeroom class by 7:45 AM. Students should NOT arrive before 7:30 AM, as there is no supervision.

Upon dismissal, (2:15 PM) all Middle School students have three options, only:

1. Ride home in parent vehicle.
2. Take the shuttle bus to the Buffalo Community Middle School for extra curricular activities or to go home on assigned bus.
3. Be involved in a volunteer mentoring or assistant position. Arrangements are to be made through Mrs. Zumbusch with teachers.

## **ABSENCES AND APPOINTMENTS**

If your child will be absent or coming to school late, please call the **school attendance line, 763-684-0075, x123 no later than 9:00 AM.** Be prepared to give the child's name, grade and reason for absence. If your child is ill, please also give the symptoms your child is experiencing.

If you are bringing your child to school late or leaving early for an appointment, you are required to sign your child in or out at the reception desk before proceeding to the classroom. You will be given a "pass" for the classroom teacher.

If your child is out of the building for appointments for a portion of the morning he/she will be marked tardy. If your child leaves at lunch time or arrives after lunch and misses half of the school day, they will be marked with a half day absence.

## **PARENT/GUARDIAN AUTHORIZATION FORMS**

Whenever students are taken from the school premises, in conjunction with school activities, a Parent/Guardian Authorization Form **must** be used. **A student who does not have a signed authorization form will not be allowed to leave the premises.**

The school office provides forms for all school related outings.

## **RECESS: K-5**

We believe that students who are well enough to attend school need fresh air and exercise for good study and classroom performance. Therefore, weather permitting, all students will have outdoor play during the noon hour. ***We will follow the zero degree/zero wind chill rule, but on occasion may need to shorten outdoor recess due to gusty conditions. During outdoor recess, indoor supervision is generally not available. Please do not ask to have your child remain indoors.***

**Always listen to weather reports and have your child dress appropriately for the weather. Boots, snow pants, gloves and hats are required during the winter months which begins with the first snowfall and lasts until notice is given.**

## **EMERGENCY SCHOOL CLOSINGS/LATE STARTS/UNPLANNED EVENTS**

If school is closed or has a late start due to a weather related or other emergency, you will be contacted through **School Reach**, a broadcast system that will enable school personnel to notify all households/parents by phone within minutes of the emergency (or unplanned event). An announcement will also be made over local television stations, KRWC radio and WCCO radio stating that District 877 is closed or starting late and that St. Francis Xavier is also closed or starting late.

**If a late start, Daycare is open. If a late start, there is no morning Preschool. If St. Francis Xavier School (including Preschool) is closed, the Daycare is also closed. Please be alert to the possibility of an early school closing due to an emergency. It is important to keep your child's emergency card current since it provides the information we need in such an emergency.**

**NOTE 1:** If school is closed early due to weather, Day Care will remain until the last child is released to a parent or authorized adult. Parents should make every effort to pick up their child immediately. **If school is closed prior to the start of the school day, DAY CARE WILL BE CLOSED.**

**NOTE 2: SCHOOL REACH** may also be used from time-to-time to communicate general announcements or reminders.

## **SEVERE WEATHER, FIRE, LOCK DOWN AND EVACUATION DRILLS**

Drills are conducted throughout the school year to ensure the safety of all who are in the building or on campus at the time of any emergency. Should such an emergency occur, protective measures are used and students will be kept in school or in a safe place until the 'all clear' is given. In the event of such an emergency, DO NOT come to school or call. Children will NOT be released until the 'all clear' is given.

## **NUCLEAR POWER PLANT ACCIDENT**

There is a nuclear power plant in Monticello, approximately 10 miles north of Buffalo. If the public needs to take shelter or evacuate, warning sirens will sound. The Emergency Broadcasting System will give up to the minute information on what to do and where to go. During an evacuation, school children will be bussed directly to the reception center at the ROCKFORD COMMUNITY CENTER ATTACHED TO THE ROCKFORD ELEMENTARY SCHOOL. The address is: 7650 County Rd. 50 in Rockford. PARENTS/GUARDIANS must pick up their child/ren from that location.

## **HOMEWORK**

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child and teacher. In order for homework to be effective, each participant - teacher, student, parent/guardian - must understand and be committed to carrying out his/her responsibility. If any of these three do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

## **ASSIGNMENTS/FAMILY VACATION/TRIPS**

**The school schedule allows for both Christmas and Spring Breaks. It is advisable to schedule family vacation/trips during these times. It is the policy of St. Francis Xavier School that regular assignments will NOT be issued prior to a family vacation/trip. It is the responsibility of the family/student to obtain and complete missed school work within one week after such an absence. The classroom teacher will assign only the homework, upon return from vacation, that will be beneficial to make up.**

## **HOT LUNCH PROGRAM**

St. Francis Xavier School utilizes the “Serve” Program, rather than the “Offer” Program. Minnesota Law, under the “Serve Program”, requires a minimum of 5 components, one of which must be milk. Juice may not be used as a substitute for milk.

Minnesota Law also requires that if a school receives a request from a parent/guardian of a lactose intolerant student, the school must provide lactose reduced milk; milk fortified with lactase in liquid, granular or tablet form; or milk to which lactobacillus acidophilus has been added for the student.

Therefore, the following must be adhered to:

- (1) Students who have a documented milk allergy may take Lactaid as a replacement for milk.  
**OR**
- (2) Students who have a documented milk allergy may take juice. **However, MILK MUST BE TAKEN ALSO. Students are not required to drink the milk.**

**If your child has a food related allergy, please notify the classroom teacher and school nurse, in writing, as soon as possible so accommodations can be made. Please be aware that St. Francis Xavier School does provide a ‘peanut free’ table for those with peanut allergies.**

Hot lunches are served each day. A menu is sent home monthly and can also be found on our website. Students may also bring cold lunches and purchase milk. Students **may not** bring pop or beverages in glass containers. Lunch money is deposited into a *student* account. *Account balances are available on PowerSchool.* **LUNCHES MAY NOT BE CHARGD. Please send lunch money in a sealed envelope marked with the student’s name, Lunch ID# and \$ amount enclosed.**

**Restaurant/fast food lunches are not allowed for students or guests in school during lunch hour. They are distracting to other students.**

**Free and reduced-price lunch applications** are sent home in the Communication Folder at our Open House prior to the start of the school year. Parents are strongly encouraged to apply. Information is strictly confidential. If eligible, you actually help the school by applying.

## **CELEBRATIONS AND TREATS**

**Private party invitations should be mailed and not given out at school. Mailing invitations eliminates hard feelings, etc. Use the Family Directory for class lists and addresses. Birthday treats should not interfere with the instructional program. Gum and pop should never be sent as a birthday treat. As in all schools, we have students with food related allergies. Please contact the teacher before sending treats. In accordance with the State of Minnesota health guidelines, all treats or food brought to school must be store/bakery purchased and in sealed packages.**

## **COMMUNICATION**

### **FOLDER SYSTEM**

Weekly communication will come to you by way of a Family Folder. This information is sent electronically or brought home by the youngest school child (K-8) in your family. **Please read/review the contents and return the Family Folder as well as required documents on the following school day.**

### **REPORT CARDS**

Report cards are indicators of your child's progress and achievement not only in basic skills, but also in maturation, social and civic development. Report cards are issued every nine weeks. Parents/guardians and teachers will meet for conferences twice during the year. Teachers and parent/guardians may request conferences at other times during the year as necessary.

### **PARENT-TEACHER COMMUNICATION**

Teachers are not available to answer phone calls when school is in session; however, Voice Mail numbers and E-Mail addresses are listed in your St. Francis Xavier School Family Directory. Direct contact with the teachers may be made by calling the teacher extensions from 2:30 - 3:00 PM for Middle School and 3:30-4:00 PM for Preschool - Grade 5.

### **PLANNERS**

Planners are used in Grades 3-8 for assignments, test tracking, and notes.  
***Parents/Guardians are asked to review the Planner on a daily basis.***

### **STUDENT INFORMATION SYSTEM**

**PowerSchool** is a SECURE on-line Student Information System. This system allows you to view, at any time, your child's (and only your child's) academic records such as assignments, test scores, late work and grades as well as lunch account balances. It is a wonderful tool for parents to monitor the educational progress of their children.

## **TESTING**

Students in Grades K through 8 will be tested for achievement progress utilizing the MAP Assessment from the Northwest Evaluation Association. Students in Grades 6-8 will also be given the MCA test. Students are tested in the fall and spring of the year. As mandated by the Archdiocese of St. Paul and Minneapolis, students in Grade 8 are also given the Pearson Education SAT test. Parents/Guardians are notified of the test results through a computerized "Home Report".

The Scholastic School Readiness Test is given to Kindergarten students at the end of the Kindergarten school year.

## **NONCUSTODIAL PARENT COMMUNICATION**

St. Francis Xavier School abides by the provisions of the Buckley Amendment. In the absence of a court order to the contrary, we will provide the noncustodial parent with access to academic records and to other school related information and copies of appropriate weekly communications distributed by the school. When there is a court order stating that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **HEALTH OFFICE AND STUDENT ILLNESS**

Food and beverage allergies must be verified by a health care provider. If your child is allergic to milk or any other food, arrangements will be made to help meet the child's needs. It is the parents' responsibility to notify the office before the first day of school.

When a child becomes ill (elevated temperature, vomiting, diarrhea) in school, a parent/guardian will be notified to take the child home. If a parent cannot be reached, the Emergency Medical Form will be consulted for further information.

Children will be sent home and should remain home if oral temperature is 100 degrees Fahrenheit or higher, there is vomiting, or there is diarrhea. Students may not return to school until 24 hours after the last vomiting/diarrhea episode or normal temperature has occurred.

If your child will be absent due to illness, call the school office before 9:00 AM and report the child's name, grade and illness as our health office follows up on specific illnesses.

### **EXCLUSION OF ILL CHILDREN**

The Department of Human Services requires that we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others.

St. Francis Xavier School will follow the exclusion guidelines listed below which are taken from INFECTIOUS DISEASES IN CHILD CARE SETTINGS: INFORMATION FOR DIRECTORS, CARE GIVERS, AND PARENTS OR GUARDIANS prepared by the Hennepin County Community Health Department, Epidemiology Program. We must exclude a child with any of the following conditions:

|                          |                                                                                                                                                                                                                                             |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chicken Pox              | Until all blisters have dried into scabs; usually 6 days from onset.                                                                                                                                                                        |
| Conjunctivitis (Pinkeye) | With pus and/or fever or eye pain: until the child has been evaluated by the healthcare provider and until 24 hours after antibiotic treatment begins.                                                                                      |
| Diarrhea                 | Until diarrhea has stopped for a full 24 hours. For some infections, the person must also be treated with antibiotics before returning to childcare.                                                                                        |
| Fever                    | Oral temperatures of 100 degrees Fahrenheit or higher (before fever reducing medicine is given) or if fever is accompanied by behavior changes or other signs of illness. Child must be free of fever for a full 24 hours before returning. |
| Impetigo                 | Until child has been treated with antibiotics for at least a full 24 hours and sores are drying or improving.                                                                                                                               |
| Head Lice                | Until after the first treatment is done and no live lice are seen. Nits, after treatment, are not a restriction to school attendance.                                                                                                       |

|                       |                                                                                                                                                                                                                  |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rash                  | Until a medical exam indicates these symptoms are not that of a communicable disease (i.e. chicken pox, measles, roseola, rubella, shingles, strep throat, etc.).                                                |
| Respiratory Infection | Until child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably. |
| Ringworm              | Until 24 hours after medical treatment has begun.                                                                                                                                                                |
| Scabies               | Until 24 hours after prescription medical treatment has begun.                                                                                                                                                   |
| Strep Throat          | Until 24 hours after antibiotic medical treatment begins and child is free of fever for 24 hours.                                                                                                                |
| Vomiting              | Until vomiting stops for a full 24 hours from last episode.                                                                                                                                                      |

### **IMMUNIZATIONS**

According to Minnesota Law all children must be appropriately immunized before entering school or parent/guardian must provide a notary witnessed statement of conscientious objection to immunizations. Failure to comply with this regulation will result in the exclusion of a child from school. Immunization forms signed by a medical provider must be submitted to school before the first day of classes.

### **MEDICATIONS**

ALL MEDICATION brought to school must be secured in the school offices. This includes both over the counter and prescription medication. Students may not keep medication on their person or with their school materials. Medication will be administered to the students during school hours by office staff or the school nurse, and only if appropriate written authorization is on file. Teachers are not allowed to distribute medications unless they are on a field trip with the child and not at school during the regular dosage time. Please follow these procedures for:

**PRESCRIPTION MEDICATION:** A school medication permission form signed by a physician and parent is needed for each medication. This form includes the name of medication, dosage, time to be given, and potential side effects, among other data. All medications must be in the original container with the child's name, the name of the prescription, current date, instructions for administering, and the physician's name. Medications will not be administered without the permission form on file or if it is not in a properly labeled container. **FORMS MUST BE COMPLETED THE FIRST WEEK OF SCHOOL** and as new medications are prescribed.

**CHANGES IN PRESCRIPTION:** A new medication permission form must accompany changes to a prescription. Physician orders and changes may be brought or faxed to school.

**NONPRESCRIPTION MEDICATION:** Parent/guardian must fill out completely a Medication Permission form. All nonprescription medications, including cough drops, must be in the original container with the child's name on the container.

## **CHILD ABUSE/NEGLECT**

Each staff member of the school is legally required to follow Minnesota Law pertaining to reporting child abuse and/or neglect. The requirement may be summarized as follows:

~ A staff member is required to notify local law enforcement or social services if they suspect a case of child abuse or neglect. A written report will be filed within 72 hours of the verbal report.

~ Neglect is defined as a failure to provide food, clothing, shelter or medical care or prenatal exposure to controlled substances. Abuse can be defined as physical, sexual, verbal or emotional.

## **TRANSPORTATION**

Minnesota public school districts provide “equal transportation” within the district boundaries. The school district has sole discretion, control and management of scheduling, routes, bus stop locations, and discipline. Bus arrangements are handled by ISD 877. **BUS TRANSPORTATION IS A PRIVILEGE.** The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and is directed to maintain order to ensure the safety of passengers.

**BUS SAFETY:** Please do all you can to help your child observe the rules and have a safe bus trip to and from school. A state mandated bus safety curriculum is taught within the first three weeks of school. All students must participate in the safety program to ride on buses for school or field trip transportation. Remember, riding the bus is a privilege not a right.

- ~ Be on time.
- ~ Do not eat on the bus.
- ~ Wait until the bus comes to a complete stop before attempting to board.
- ~ Follow the bus driver’s instructions promptly.
- ~ Remain seated while the bus is in motion.
- ~ Keep all objects, hands and feet to yourself.
- ~ Do not use profanity, yell or tease other students.
- ~ Keep noise to an acceptable level.

**BUS CONSEQUENCES:** Will be administered by the principal upon being contacted by the driver, patrols, or transportation supervisor when necessary.

**FIRST OFFENSE:** The first report of a comparatively minor incident will be sent to the parents stating if the student’s behavior does not improve, bus riding privileges will be denied. In the event of a major incident, students will be suspended from the bus for 1 - 3 days.

**SECOND OFFENSE:** Privilege of riding the school bus shall be withdrawn for 5 - 10 days.

**THIRD OFFENSE:** Privilege of riding the bus shall be withdrawn for the remainder of the school year.

Principals in consultation with the transportation department are allowed to make other adjustments as they deem necessary including going directly to the second or third offense. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus misconduct. If a child is suspended from bus privileges, it is the parents responsibility to make alternate arrangements for the child to attend school.

**ALTERNATE DESTINATIONS:** Minnesota law requires a written agreement with parents to allow the district to pick up or deliver a student to other than the parents' legal residence. Insurance coverage may be in jeopardy if this form is not complete. FORMS ARE AVAILABLE IN THE SCHOOL OFFICE. Parents, please fill out and turn in your alternate destination forms before the start of school.

In addition, District 877 School Board adopted a policy in 2006, to ensure the safety of all students on the bus. The school principal must be given 48-hours notice to change a pick-up or drop-off location for your child(ren) during the school year. Permission slips (Temporary Transportation Change Forms) are available at each school for this type of request. Last minute changes can be only made in extreme emergencies. Permission slips will not be accepted by the bus driver unless the school principal has signed a Temporary Transportation Change Form. **Bus Transportation is NOT for study dates, birthday parties, sleep overs, etc. Transportation for such reasons shall be the responsibility of the family.**

**PLEASE NOTE: PARENTS/GUARDIANS OF STUDENTS RESIDING OUTSIDE DISTRICT 877 MAY BE REIMBURSED FOR TRANSPORTING YOUR CHILD TO ST. FRANCIS XAVIER SCHOOL. YOU MUST CONTACT YOUR DISTRICT OFFICE (DISTRICT IN WHICH YOU RESIDE) FOR THE PROPER FORMS AND FURTHER INFORMATION.**

### **FIELD TRIPS**

Field Trips are part of the educational program. These trips are designed to support the curriculum and introduce students to community resources. Students are expected to participate in field trips. Parent/guardian will be notified of all field trips. Only students, teachers and chaperones are invited to participate in the scheduled field trips and are asked to ride to and from the destination on the bus with the students. Younger siblings are NOT permitted to attend school-sponsored field trips or activities with adult chaperones.

Insurance regulations of the Archdiocese of St. Paul and Minneapolis require the use of the Parent/Guardian Authorization form EACH TIME the students participate in a field trip. Failure to return the form means that the student may NOT go on the field trip and must stay at school.

**PHONE CALLS TO OR FROM PARENT/GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.**

### **MONEY AND VALUABLES**

Sending money to school with your child places extra responsibility on him/her. We discourage parents/ guardians from allowing children to bring extra money or valuables to school not needed for a specific purpose. To help the child and the school, please be sure to:

- ~ Place the teacher's name and child's name on the outside of the envelope.
- ~ Include a note or mark the outside of the envelope stating the reason for the money.

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## **POLICY: E-MAIL/INTERNET/TECHNOLOGY USE**

St. Francis Xavier purchases and licenses computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, St. Francis Xavier does not have the right to reproduce any software license agreements or copy said programs to other computers, networks, or on multiple machines. Only software authorized and installed with proper licenses or site licenses may be used on St. Francis Xavier computers or network systems. St. Francis Xavier prohibits the illegal duplication of software and related documentation.

Internet access provides students with opportunities to enhance their educational development.

### **Acceptable uses of electronic and digital devices:**

- ~ Researching issues relevant to teacher directed assignments;

### **Unacceptable uses of internet, e-mail, fax, and voice mail include:**

- ~ The display or transmission of sexually explicit images, messages, jokes or cartoons;
- ~ Transmission or use of communications that are fraudulent, harassing, illegal, embarrassing, obscene, intimidating, or defamatory;
- ~ Commercial or personal advertisements, solicitations, promotions, wagering betting, political or religious positions or activities, political campaigns or any other unauthorized or personal use; and
- ~ Using these electronic and digital devices in a way that violates any applicable law.

St. Francis Xavier may monitor e-mail communications and the contents of computers for compliance with policies and investigate potential security breaches or unauthorized use of electronic information.

Accordingly, St. Francis Xavier has the right to monitor any and all aspects of its computer system and voicemail system. Parents and students waive any right to privacy in anything that students create, store, send or receive on St. Francis Xavier computers or communications systems, or the Internet.

In addition to the information set forth in this policy, students and parents must sign a yearly internet usage agreement form.

## **POLICY: DISCIPLINE**

In order to assure consistent discipline, Ron Clark's book, *The Essential 55* is being used as the basis of the St. Francis Xavier School discipline policy. Discipline forms will be prepared by the teacher/supervisor observing acts of inappropriate behavior and may be forwarded to parents as informational or needing further action.

It is hoped that there will be a genuine unity of purpose and practice between parents and teachers regarding behavioral expectations.

Consolidated school rules for hallways, lunchroom and playground supplement *The Essential 55*. They are as follows:

### **Hallway**

When moving from one place to the next...

Walk

Classes should walk in single file

Stay to the right side

Feet on the floor at all times; take steps one at a time; no jumping

Classes are to move silently through the halls

Hands to oneself

Leave things along the walls alone, don't touch

### **Lunchroom**

When in the lunchroom...

Sit down; pray the "Blessing Before a Meal" prayer

Be polite; thank the cooks and the volunteers

Use good table manners and quiet voices

Do not share food

Keep your feet under the table

Stay seated on your bottom

Clean up after yourself

Raise your hand to be dismissed by an adult; you will be dismissed in groups

Cold lunch people need to wait in line with hot lunch for milk carton disposal

Do not go to the restroom during lunchtime, unless an emergency

### **Playground**

On the playground...

Go feet first on your bottom down the slides

Do not fly off the swings

One person per swing

Do not wrap swings around poles

No balls are allowed on the equipment

Do not sit on top of equipment

Follow kickball rules

No hitting above shoulders with playground balls

Student behavior which constitutes serious misconduct, will result in the immediate removal from class and immediate parent and/or legal interaction. Serious misconduct includes but is not limited to the following:

- ~ theft
- ~ property destruction or vandalism
- ~ leaving school grounds without permission of the principal/designate

- ~ possession or use of alcohol, tobacco, drugs
- ~ possession or use of weapons or any item deemed a potential weapon
- ~ conduct which endangers or has the potential to endanger the student or other students, faculty, administration, or the property of the school including but not limited to physical violence and verbal threats
- ~ conduct which disrupts or threatens to disrupt the ability of others to obtain an education
- ~ words, gestures, actions or innuendoes of a sexual nature
- ~ words, gestures, actions or innuendoes suggesting a physical threat
- ~ sexual harassment or violence
- ~ buy, sell or trade collectable items or other items at school or on school property.

### **POLICY: SKATEBOARDS, etc.**

No skateboards, rollerblades or roller shoes are to be used in or around the St. Francis Xavier Faith and Education Center at any time.

### **POLICY: CELL PHONES/ELECTRONIC DEVICES**

Cell phones, iPods, MP3 players and other electronic devices are not permitted to be in use during the hours of 7:45am and 3:15pm. These items need to be turned off and kept in lockers. Should these items be heard or visible during the school day (including field trips) without special permission, they are subject to confiscation and a parent/guardian will need to pick up the item.

St. Francis Xavier School is not responsible for items that are lost, stolen or damaged.

### **POLICY: ATTENDANCE** (Archdiocesan Policy #5210)

Prompt and regular attendance helps your child develop good character habits and intellectual growth. It is St. Francis Xavier School's policy that it will adhere to all State of Minnesota and Wright County regulations concerning school attendance. All work missed by students who were absent must be made up as soon as possible after returning to school (also discussed in Section on Assignments/Family Vacations/Trips of this handbook). Excessive absences often result in poor schoolwork. When an absence is necessary, these steps are to be followed:

1. Parent/guardian must call the school or leave a message on voice mail each morning of a student's absence by 9:00am. Be prepared to give the child's name, grade and reason for absence. If you are bringing your child to school late or he or she will be leaving early for an appointment, you are required to sign your child in or out at the reception desk before proceeding to the classroom. A "pass" will be given for the classroom teacher in situations where a child arrives late or leaves early.
2. Students are responsible for all make-up work due to absence upon return to school. Generally, two days per each day absent is given for the work to be completed.
3. If absence is due to work, travel, or some other reason, parent/guardian should notify the office prior to the absence. **Work will not be issued ahead of time for students who anticipate being out of school.** An alternative assignment may be given and work missed will need to be made up upon the student's return. **Please schedule family trips during days when school is not in session.**

## **POLICY: TARDINESS**

Tardiness is a disruption to the whole class. A warning bell will ring 5 minutes before the beginning of school each morning. Students who are not in their appropriate classroom when the second bell rings (Middle School: 7:45am; Grades K–5: 8:50am) are considered tardy and must report to the school office for a late slip.

**Three tardies within a month may warrant a letter or phone call from the teacher and/or Principal to the parent/guardian and may result in a detention or additional consequences.**

## **POLICY: TRUANCY**

St. Francis Xavier School abides by the Minnesota truancy law, which states that any elementary school child missing three full days without a **valid excuse** is considered “continually” truant. If a middle school [junior high] student misses three or more class periods on three days, he or she is considered “continually” truant.

A “habitual” truant, is a child under the age of 16 years who is absent from attendance at school **without lawful excuse** for seven school days and in elementary school or for one or more class periods on seven school days if the child is in middle school or junior high school. Students whose parents do not call in to report the absence will be considered “unexcused”. Under the mandated reporting law, the names of truant children must and will be reported for “Educational Neglect”.

Children arriving late must report to the school office. Tardiness affects academic progress. The tardy will either be marked as “excused” (see reasons below) or “unexcused” (all other reasons). If a child has multiple unexcused tardies, St. Francis Xavier School must and will report it to the authorities under “Educational Neglect”.

### **Acceptable Reasons for Absences or Tardiness:**

The following reasons for absence may be considered valid:

- Serious illness of student, causing student to remain at home or to be sent home by the school nurse
- Serious illness or death in the family
- Absence because of a religious holiday
- Pre-approved vacation
- Medical & dental appointments

### **Unacceptable Reasons for Absences or Tardiness:**

The following reasons are not acceptable for absence or tardiness:

- Missing the bus
- Oversleeping
- All others not acknowledged with a note or telephone call from a parent or guardian.

## **POLICY: BULLYING**

**Policy:** St. Francis Xavier School strives to maintain a safe and welcoming environment for every student in our community. Bullying behavior negatively affects our community and each member in it and is therefore unacceptable.

**Definition:** Bully is defined as repeated and systematic harassment of a victim or victims by individuals or groups of individuals. It can take the form of physically hurting someone, verbally using words to hurt or humiliate someone (such as teasing), or rejecting someone socially and encouraging others to reject them as well.

**Procedure:** Any member of the school community who experiences or witnesses harassment or bullying is encouraged to deal with the situation immediately by politely, but firmly, advising those involved that the behavior is inappropriate and should stop. Our expectation is that the bullying ceases.

If the individual does not feel comfortable dealing with the situation, or if a request to stop is not respected, it should be reported to either a teacher, and administrator, or another adult in charge. Once a form of bullying is reported, the individual to it is reported will assume responsibility for investigating the complaint.

Based on the information gathered, appropriate action will be taken. The appropriate action may include, but is not limited to:

- Talking to the student(s) named in the incident and providing skill instruction.**
- Contacting the parent/guardian to inform them of the situation.**
- Detention**
- In School Suspension**

Severe violations, and/or failure to change the bullying behavior, may result in more serious action including expulsion.

St. Francis Xavier School shall retain the sole discretion to determine the nature, extent, or duration of any appropriate consequence, which may include loss of privileges, removal from class, suspension. or expulsion of a student.

A record of the report, investigation and outcome will be kept on file at the school.

# UNIFORM POLICY / STUDENT DRESS CODE

St. Francis Xavier School requires all students to wear uniforms. Wearing uniforms helps students maintain an appearance that is conducive to learning, builds community and reflects self-discipline. Children are expected to be in uniform daily. The exceptions are an announced Non-Uniform day or when school given Non-Uniform passes are used on Fridays. **All uniform pieces should have names on them to ensure their return if lost.**

Classroom/homeroom teachers monitor uniform compliance on a regular basis. Students who are out of uniform may be provided a uniform for the day and/or may be asked to call a parent/guardian. Frequent noncompliance may result in further consequences.

## GRADES K-5

The established uniform items are listed below:

### **BOYS AND GIRLS:**

- Navy blue cotton twill pants, dress walking shorts or navy corduroy pants
- Light blue interlock knit polo shirts with collar and button front (long/short sleeve) with traditional logo
- Navy blue sweatshirts with traditional St. Francis Xavier logo
- Light blue turtleneck with traditional St. Francis Xavier logo
- Navy blue cardigan (no cable knit)
- White or navy socks
- Tennis shoes **for Phy Ed, only (must be kept in school)**

### **GIRLS:**

- Navy blue skirt, skort, split skirt or jumper
- Plaid (#76) jumper, skort, skirt or split skirt
- White or navy blue anklets, knee-highs, tights (NO LEGGINGS)
- Earrings must be worn close to the ear, no dangling earrings (safety issue)

### **BOYS :**

- No earrings and/or excessive jewelry

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- **Uniform Polo shirts MUST be tucked into waistband at all times.**
- Uniform shirts worn **under sweatshirt** must be tucked in at all times and have collar showing.
- **Socks** are required.
- **Hairstyles** should be appropriate and not distracting.
- **Uniforms must be clean and in good repair.**
- **No** cargo pants, leggings/stretch pants, capri pants, t-shirts, collarless shirts, jogging or sweat pants, wind pants, elastic legs pants, zip apart pants, leg pocket pants nor jeans **are allowed on uniform days.**
- **Footwear** must be sturdy, clean and have enclosed toes and heels due to insurance requirements.
- **No flip flops, clogs or slides.** Students may **not wear their winter boots** in classrooms as a replacement for shoes. **Soles of shoes must be non-marking.**
- Skirt length/walking shorts length must be **no more than 1-2 inches above the knee.**

MIDDLE SCHOOL DRESS CODE

BOYS: Khaki or Navy blue cotton twill shorts/pants or corduroy pants

GIRLS: Khaki or Navy blue cotton twill walking shorts/skorts/skirts/capris/pants

BOYS AND GIRLS:

- Polo Shirts...white, navy or light yellow interlock knit with collar and button front with traditional St. Francis Xavier logo. (Light yellow shirt must be purchased from French Toast.)
- Navy blue sweatshirts with traditional St. Francis Xavier logo
- Navy blue cardigan sweaters (plain - zip front is an option - no cable stitch).
- Tennis shoes **for Phy Ed, only (must be kept in school)**

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- **Uniform Polo shirts MUST be tucked into waistband at all times.**
- Uniform shirts worn under sweatshirt must be tucked in at all times and have collar showing.
- On **Mass** days - **khaki pants** and a **white uniform shirt** must be worn (either by itself or under a sweatshirt or cardigan).
- **Footwear** must be sturdy, clean and have enclosed toes and heels due to insurance requirements.
- **No flip flops, clogs or slides.**
- Students **may not wear their winter boots** in classrooms as a replacement for shoes.
- **Soles** of shoes must be **non-marking**.
- Skirt length/walking shorts length must be **no more than 1-2 inches above the knee.**
- **8th Grade** may wear class sweatshirts any day except on Mass days.

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Non-Uniform Days, K-8

When there is an announced Non-Uniform day or a Non-Uniform Pass is used on a Friday, students are expected to dress respectably for school. Certain clothing items and accessories are deemed inappropriate including: short shorts, short skirts, tank tops, halter tops and excessive make up or jewelry. Shirts and pants should not display inappropriate words or pictures. Footwear must be sturdy, clean and have toes and a back in them. **Fridays are always Non-Uniform days for Middle School.**

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### **Spiritwear, K-8**

**Spiritwear** is a fun addition. Spiritwear is **NOT** a requirement, only an option. Spiritwear is available in a variety of T-shirts and sweatshirts with a non-traditional St. Francis Xavier logo from J & J Athletics in Buffalo.

**K-5:** May only be worn on Spirit Day, designated Non-Uniform Days or with a Non-Uniform pass.

**Middle School:** Spiritwear may be worn any day except Mass days.

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Uniform Purchase Options

School office: light blue interlock knit shirts (long & short sleeve, size 8 and up) \$10

J & J Athletics: 1303 First St. NE, Buffalo (will order both uniform wear and Spiritwear)

Donald's Uniform: 972 Payne Avenue, St. Paul (651-776-2723) www.donaldsuniform.com

Donald's West: 6407 City West Pkwy, Suite 104, Eden Prairie. Located in Shady Oak Center. (This is a new and temporary location for customer convenience. Open 7/15 through 9/26).

French Toast: school@frenchtoast.com (our site: QS45BMG)

POLICY: GRIEVANCE

If a grievance should arise between a parent/guardian or student and teacher or school administrator, the following procedures shall apply:

1. The parent/guardian or student will meet with the teacher or administrator to discuss the resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with the pastor (if the grievance involves the school administrator).
3. If the grievance is still not resolved, a grievance committee will hear the grievance.
4. The grievance committee will be made up of three persons, one designated by the pastor, one by the respondent, and one by the grievant.
5. The committee will meet to receive evidence. It shall have the discretion to determine whether evidence shall be written, oral or both.
6. At the conclusion of the meeting the committee will make a recommendation to the pastor. The committee shall not have the power to alter or amend school policies.
7. The pastor will then act on the grievance within 30 days.
8. If the grievance determination is not resolved to the satisfaction of either party, a referral to the Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

POLICY: REGISTRATION

St. Francis Xavier School is part of the education ministry of the parish. It is intended to provide members of the parish an opportunity to have their children educated in an environment where the Catholic faith is openly and enthusiastically professed and promoted. Because it is an integral part of the parish, the school's first and foremost concern is to assist the members of the parish in their child's education. This principle is an overall guideline for the admission of students. Since financial assistance is available, families are expected to be in good financial standing with the school at the time of enrollment.

The first priority is always for those who are active members of the parish. Priority will be given in the following order:

1. Currently enrolled students in preschool or day school.
2. Siblings of currently enrolled students.
3. Siblings of former students.
4. New students of families registered as members of St. Francis Xavier Parish or parish staff.
5. All other students will be admitted with space available.
6. There will be no guarantee of a place reserved in the school for students not registered before the publicized registration deadline or registrations received without the registration deposit.

Kindergarten entrance requires students to be five years old by September 1 of the year in which they enroll.

Transfer students will be accepted at any time of the school year if there has been a change of residence or other extenuating circumstances. Age and academic achievement will be considered for grade level placement. Admission to the school is contingent upon having met all financial obligations at a previous private school. If enrolling during the school year, the principal and the parent/guardian will agree on the tuition, other financial obligations, and additional expectations concerning completion of the school year. Formal acceptance will not be granted until all previous school records have been released and reviewed. Full disclosure at time of registration is required or admission may be denied.

CLASSROOM MINIMUM AND MAXIMUM REGISTRATION NUMBERS

The maximum number of students in each classroom will be twenty (20) in Grades K-2; twenty (26) in Grades 3-8 with the administrator's discretion to increase with special circumstances. The minimum number of students in each classroom will be the current financial break even point for the class with the administrator's discretion to decrease class size with special circumstances.

POLICY: TUITION AND FEES

When registration begins, a non-refundable registration fee is required at the time of registration.

Tuition may be paid prior to the start of the school year directly to the office or a payment plan may be used through Tuition Management Services. Tuition payment plans must be paid directly to the management company (TMS). **Late payments will be assessed a late fee by TMS and must be paid in addition to your tuition payment .**

FINANCIAL AID may be applied for at registration time. Financial assistance applies only to the Kindergarten through Grade 8 program and **not** to the Preschool program.

Children will not be denied a Catholic education due to financial need. When a financial need exists, families may request tuition assistance through the school registration process. Eligibility for assistance will be determined with the aid of a third party analysis service. **Since we are a parish school, if you are not a member of St. Francis Xavier Parish, we encourage you to request tuition assistance from your church prior to submitting the tuition assistance information.**

To receive assistance in addition to the parishioner rate, you must be an ACTIVE member of St. Francis Xavier Parish. Active membership includes the following:

- History of attending Mass regularly on Sunday and Holy Days of Obligation-
This is an absolute requirement.
- Regular giving in the Sunday offering-
The amount you give is not the issue, only that you give.
- Sharing of your time and talents-
There are many opportunities to share your gifts with the parish and the school.
We expect that you commit to at least one opportunity.

In cases where financial difficulty arises during the school year, families may seek tuition assistance by contacting the principal.

Parents/Students will be charged for any books, materials or property that they damage or lose that was purchased by the School or Church.

Library books that are lost or damaged will be billed the replacement cost and the computer processing cost for the book. Books that are found after the fees have been paid should be returned, but no refund will be issued as a replacement book may have already been ordered.

POLICY: STUDENT RECORDS

St. Francis Xavier School shall collect and maintain records of students while they attend St. Francis Xavier School. Parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. Parents/guardians must sign a release authorizing the transfer of records to the student's new school. Records will be released only to another school through the U.S. mail or delivered to the new school by our school personnel. Records will not be transferred to a new school via the parent or any other party.

No one except appropriate school personnel and parents/guardians of minors shall have access to individual student records without either subpoena or written authorization from parent/guardian. In accordance with state law parents/guardians may ask to review the contents of any records or data collected by making an appointment with the principal.

Records may include identifying data, academic work, grades, attendance data, standardized test scores, health data, family background information, teacher or counselor ratings and observations, or verified reports of serious or recurrent behavior patterns and disciplinary actions.

POLICY: STUDENT PLACEMENT

Students will be placed in classrooms according to a variety of factors, including but not limited to strengths, limitations, personality, gender, behavior, the teacher who is teaching the next grade and several other factors. **Requesting teachers is STRONGLY DISCOURAGED. If requests are made, they must be done in writing stating specific reasons for the request and must be made with the principal. Please remember it is a request, not a guarantee of placement. All requests are subject to the principal's final decision and must be made prior to July 1, for the upcoming school year.**

In order to give each child an opportunity to learn and grow as an individual, it is our policy that twins will be separated as long as two different classrooms are available unless prior discussion with Principal.

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**NOTE: Policies in this book can be changed or amended by the Administration at any time. These policies replace all previous versions and policies and are effective immediately.**

## **FUND RAISING**

All fund-raising efforts require prior approval by the school principal. All school families are expected to participate in fund-raising activities during the year. Our annual Marathon is sponsored by our local Knights of Columbus Council. Participation is expected from each child in all families. Funds raised in the Marathon event are directly used in the school for student related needs.

The Spring Fever X-travaganza is sponsored by the Home and School Association. This is an *adult* evening of food, fun and dancing. Parents are asked to donate items for the auction or donate services. This event is open to you - our school parents, family, friends, the parish and community. Tickets are required for this event.

## **HOME AND SCHOOL ASSOCIATION**

The role of the Home and School Association is to encourage maximum participation in school life by its families and to provide multiple opportunities to promote communication, socialization, support and encouragement among all St. Francis Xavier School Community members.

**All St. Francis Xavier School teachers and parents are members of the Home and School Association.** An executive board governs the Home and School Association. Board members are elected annually each spring. The board consists of President, Vice President, Secretary and Treasurer. The Pastor and Principal are ex-officio members of the Home and School Association Executive Board.

The Home and School Association coordinates: events, volunteers for school programs, the Book Fair, staff appreciation activities and speaker engagements for the membership and families.

## **VOLUNTEERS**

VOLUNTEERS are needed in many areas of the school. Volunteers are used for bus guides, receptionist, classroom help, student contact work, lunchroom and kitchen assistants, play ground duty, Art Adventure, field trips, special events and activities. Without volunteers we would not be able to offer certain programs or we would have to hire staff to cover these programs and tuition would be directly affected. All volunteers are required to attend Volunteer Orientation, Virtus, as well as submitting to the Archdiocesan Background Check.

## **EDUCATION ADVISORY COMMITTEE (EAC)**

The Education Advisory Committee serves as an advisory and consultative body to the Pastor, Principal and Faith Formation Director. The purpose of the committee is to assist the directors in creating policies and goals for the School, Faith Formation students and Adult Education.