We Have Faith to Move Mountains!

“For truly I say to you, if you have faith the size of a mustard seed, you will say to this mountain, “Move from here to there,” and it will move; and nothing will be impossible to you.”

-Matthew 17:20
MISSION
We believe that Jesus Christ entrusted the Church with the mission of continuing God’s presence in the world so that people of all nations would have the opportunity to experience God’s love. As an integral part of the Wilmette community, St. Francis Xavier School shares in Christ’s mission and is committed not only to teaching the Catholic message, but also to developing a community of faith and service in which students, faculty, parents, and friends experience the love and goodness of Jesus Christ.

St. Francis Xavier School provides a superior Catholic education to all young people of this parish, which meets and exceeds current educational demands. St. Francis develops the whole person, fosters self-discipline, encourages respect for self and for others, and exposes students to sound, healthy Christian values.

St. Francis Xavier School is committed to producing students who think critically and responsibly. Our graduates are eager to engage the world and to make their mark for the betterment of mankind. Our graduates believe in social justice and
personal accountability. Finally, St. Francis supports student inquiry and helps to create young men and women who value education and its benefits.

PHILOSOPHY
St. Francis Xavier School provides a Catholic environment in which students develop intellectually, emotionally, and spiritually. We believe that real understanding occurs through active learning, reflective thinking and problem solving.

Our faith is a vital part of our experience and school. This vitality is expressed through regular religious education, service projects and, most powerfully, through weekly liturgy. We strive to develop respect for all religions, cultures and genders. When students are made aware of God’s unique love for them, confidence and self-esteem follows. Where self-love is present, it is easier to love others.

Faculty members guide students toward an understanding and appreciation of ethics and morals. With careful consideration of each student’s prior knowledge, interest, and learning styles, the teacher creates an environment in which students are fully involved. St. Francis believes its responsibility is to create a community of love and a spirit of scholastic excellence in which all persons develop to their fullest potential.

St. Francis Xavier School believes parents are the primary educators who foster academic and spiritual growth in children. Parents, working with teachers, guide students toward moral judgments.

ACCREDITATION/EVALUATION
St. Francis Xavier is accredited by the Chicago Archdiocesan Office of Catholic Education, AdvancED, and the Illinois State Board of Education. St. Francis Xavier is also proud to be recognized nationally as a 2012 Blue Ribbon School.

ADMISSIONS
Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national or ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs. St. Francis Xavier School adheres to the policies stipulated by the Archdiocese of Chicago. Admission to St. Francis Xavier School is based on availability of space and resources as well as the developmental, scholastic, and behavioral qualifications of the applicant.

Students must be of age by September 1 to be accepted into the appropriate grade or program. For the admission of any student, parents must:

- Schedule a time to meet with the Principal and tour the school.
- Schedule a shadow day for his/her child.
- Provide an official copy of the child's birth certificate.
- Provide a Baptismal Certificate (if applicable).
• Provide a student’s recent report cards, standardized test scores, teacher recommendations, and any other appropriate information from the previously attended school.
• Provide a record of compliance with local and state health requirements.

Official student academic and health records must be sent with ten (10) days after a child begins school at SFX. All required health forms must be returned and all fees paid in a timely manner.

Parents are expected to disclose with appropriate school personnel any significant confidential information which may affect their child’s educational progress in the school or the educational environment of the school. Such disclosure includes, but is not limited to, any of the following: diagnostic evaluations, medications, or specific family situations. The Principal reserves the right to ask permission to contact administration and students at the child’s previous school to gain information and insight into whether SFX is the best fit for the child’s educational journey.

CONDITIONS FOR ADMISSION/RE-ADMISSION TO ST. FRANCIS XAVIER
Admission/Re-Admission to SFX School is subject to the following conditions:

- Families must support the rules and policies of SFX School
- All students must have up to date state-required immunizations
- All financial obligations must be fulfilled and up to date
- Students must be in good academic and behavioral standing (or have approved improvement plans in place with the School Principal)

ALCOHOL AT SCHOOL EVENTS WHEN CHILDREN ARE PRESENT
(ARCHDIOCESE OF CHICAGO POLICY FOR ALL SCHOOLS)
School administrators have a right and a responsibility to prohibit adult consumption of alcoholic beverages at all school-sponsored events or school activities on and off campus where and when children are present, which include sporting events, practice or games, and awards banquets. This rule is non-negotiable and includes indoor and outdoor activities sponsored by other school-sponsored organizations.

ALLERGY POLICY
The safety and well-being of our students is our top priority. Children with life-threatening allergies require our special attention and concern. Creating a safe environment for these children requires the coordination and efforts of parents, teachers, and the students themselves. If a student in your child’s class has a life-threatening allergy, you will receive a letter from the school. The letter will ask you to take certain precautions in the selection of snacks. Please be mindful of these precautions. Following these guidelines will help decrease the chance of accidental exposure for children while at St. Francis Xavier.

We are a “nut safe” school. We respectfully ask that all Preschool-8th grade students refrain from bringing any nut products or nut butters for snack or lunch. This includes birthday treats and snacks for other events.
Because an allergen free environment is impossible to achieve, we must be vigilant for allergic reactions and quick to respond. If your child has a life-threatening allergy, please call the Principal to set up a meeting between the parents, teachers, school nurse, and school administration to create an individual health care plan and an allergy action plan (in cooperation with physician).

**Guidelines for ALL Students**

1. Do not trade or share food, utensils, or containers.
2. Wash hands or use hand wipes before and after eating.
3. As much as possible, self-advocate in situations that you might perceive as compromising to your health.
5. Do not participate in food clean-up beyond your own food.

**Guidelines for Parents of Students with Allergies**

1. Indicate your child’s allergies on the school emergency form prior to the first day of school. Additionally, reach out to your child’s teacher/advisor to ensure they are aware.
2. Provide proper medications and paperwork for school use, and periodically check for expiration dates on EpiPens and other medications provided to school.
3. Make sure your child knows how to self-administer medication before expecting self-administration at school, if age appropriate.
4. Notify the school if there are any changes in diagnosis or any episodes of allergic reactions.
5. Notify supervisors of after-school events and activities of your child’s allergies and provide necessary medications.
6. While St. Francis will not exclude a child with allergies from a field trip, a parent may choose to attend as a chaperone.
7. Provide safe snacks for your child.
8. Empower your child to self-advocate and to recognize foods and situations which may compromise his or her health.

**Guidelines for School (Administration, Faculty, and Staff)**

1. Participate in annual in-service training on the importance and identification of food allergies, including administration of the EpiPen.
2. Participate in a meeting regarding the allergy/health care plan.
3. Immediately initiate intervention if a student reports signs of an allergic reaction and call 911 if necessary.
4. Provide information to substitute teachers regarding the allergies of all students. This information will be left in an organized and clearly marked and confidential folder.
5. Be vigilant for any signs of stigma or bullying towards students with allergies and promptly enforce school policies in that regard.
6. Do not ask students to participate in general food clean-up.
7. Do not provide any candy or foodstuffs as rewards for children unless academically appropriate and with direct prior approval of parents of children with allergies.

8. Plan and announce field trips far enough in advance to give parents time to assess any risk.

9. Give an age-appropriate explanation of allergy situation to the entire class.

10. Know what steps to take if/when an event occurs.

11. Help to plan for successful student transitions into next grade level at the end of the year.

A successful allergy policy requires frequent and open communication between home and school. This policy may be modified throughout the year to better protect and support our students. This policy is by no means exhaustive; faculty and staff must go beyond what is written and be vigilant in situations which could compromise a student’s well-being.

**AMENDMENTS TO THE HANDBOOK**

The Principal reserves the right to amend statements in the handbook with or without notice. The school will attempt to inform the parents/guardians of changes as soon as practical via the newsblast or an email blast. All handbook and school rules apply to all school-sponsored events, even those activities occurring off-campus.

**ANIMALS ON SCHOOL PROPERTY**

Out of respect for those students with allergies to dogs or other animals and for those students who may not be comfortable around animals, students and families are asked to refrain from bringing animals on school grounds/buildings before school, during the school day, or at dismissal.

**ASBESTOS AWARENESS**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected and identify any asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the inspection, which outlines our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970’s contains at least some asbestos in pipe insulation and structural fireproofing. We, too, have buildings that contain asbestos material. The primary concerns arise when these materials begin to deteriorate or become damaged.

Throughout the years, our school has been inspected regularly and some asbestos containing materials have been identified in the building. The materials are distributed in various locations and include pipe insulation and mechanical areas not readily accessible to building occupants or students.
Our school’s Inspection Report and Management Plan outlines in detail the methods used to maintain the materials in a safe manner. In addition, as required by law, appropriate school staff members have been trained to administer this program. A copy of the inspection report and the management plan is on file in the school office for review if you so desire.

**ATTACKS ON SCHOOL PERSONNEL**
Upon receipt of a written complaint from any school personnel, the appropriate school administrator for a private school, shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. The school administrator also must notify the Illinois State Police (ISP) within 3 days of each incident through the School Incident Reporting System (SIRS).

**ATTENDANCE AND THE IMPORTANCE OF DAILY ATTENDANCE**
St. Francis Xavier School establishes a calendar before the beginning of each school year. Parents and guardians are expected to honor the calendar. Daily attendance is key to academic success and is the only effective way to assure continued academic progress. Excessive absences may jeopardize academic success. In cases of excessive absence (considered 9 days of the school year or 5% of the year by the State of Illinois), a meeting will be held with the Principal/Teacher to discuss the academic standing of the student. Because students will be missing valuable instructional time, the school discourages vacations being taken during the school year. Parents must understand that a child's academic grade may suffer from missing school if assignments are not made up. Students are expected to make up assignments and projects within a reasonable amount of time as determined by the teacher.

In order for all students to benefit from the instructional program, prompt and daily attendance is expected. Daily attendance develops self-discipline and responsibility in a child's formative years. Children cannot learn the class material if they are not present during instructional time.

All extra-curricular activities require attendance at school the day of the activity. The child must attend a full day of school to participate in sports events, plays, programs, graduations, etc. When a student is absent from school, he/she may not participate in any school-sponsored after school activities or athletic events (athletic practices or games, after school clubs, etc.) that day or evening unless extenuating circumstances are present. The Principal will make the decision regarding such circumstances.

**REPORTING ABSENCE and ILLNESS**
Parents are required to contact the school office by **8:10 a.m.** on the day of an absence, or if known in advance, it may be reported earlier. Our preferred method of contact to report absences is via email: office@sfx-school.org or phone 847-256-0644.. This may also be done in a written note if the absence is planned in advance. Please do not notify only the child’s classroom teacher. If a student’s
absence is not confirmed by 8:10 a.m., the school office will attempt to contact the parent to verify the whereabouts of the student.

School absence is categorized in the following manner:

- **Absence Due to Illness:** If a student is unable to come to school due to illness (including all dental and doctor appointments), the parent/guardian is expected to notify the school office. Students are responsible for makeup work and tests, and should make arrangements with individual teachers.

- **Family Emergency:** Absences due to a death in the immediate family and serious or prolonged illness are always handled on an individual basis. Special care and consideration for the student and his/her family will dictate the procedure that the school will follow in school circumstances.

- **Absence for Other Reasons:** If it is absolutely necessary for parents/guardians to remove children from classes for reasons other than family emergencies, illness or other medical concerns, they may do so as long as arrangements are made with the office in advance. This should happen rarely.

- **Tardiness:** Students who are not in the classroom by 8:10 are tardy. Any student arriving to school after 8:10am must report to the main office for a tardy slip before going to his/her classroom.

- Excessive tardiness seriously affects school performance and disrupts the regular school day for others. **More than five (5) unexcused tardies in a quarter is considered excessive.** After five tardies, a meeting with the Principal and parents will be requested and students may be ineligible for extra-curricular activities (sports, after school clubs, etc.) for two weeks during which there can be no additional tardies. After two weeks “tardy-free,” the student will be permitted to resume extracurriculars.

- **Early Dismissal:** Early dismissal of students is discouraged in order to maximize instructional time. Please make every effort to schedule medical and dental appointments on days off and after school hours. In the case of an early departure, parents must send a written note to the child’s teacher stating the time they wish to pick up their child (the teacher may not see an email if sent on the day of). **The office will call students from the classroom when the parent arrives for pickup so as to prevent them wasting long periods of time waiting to be picked up in the office.** Children will only be released to adults listed on the family emergency card. A student returning to school between 8am-3pm is to report directly to the school office, with a note from the physician, before being readmitted.

**BEFORE AND AFTER SCHOOL SUPERVISION**

No student is allowed unsupervised in the school building or on school grounds at any time. Students dropped off prior to 8:00 a.m. each morning must attend Before School Care for their safety and supervision. Students participating in after school
activities must be supervised by a parent or attend After School Care while waiting for activities to begin if they do not start immediately at 3:10 p.m. Students may not wait in the school building unattended when practices, etc. begin at 3:30 or 4:00 unless supervised by a coach. **Any student left unsupervised after school will be sent to After School Care and parents will be billed accordingly.

**Before School Care** runs 7:30am-8:00am in the gym or on the Field/Sport Court. It is a free service for all families, with no sign up required. This program is supervised by SFX faculty and staff members.

**After School Care** runs 3:00-5:30pm Monday through Friday in the preschool building, which is north of the alley. It is a fee-based service with a cost of $14 per hour, per family. Families are billed monthly for this service. Our preference is to have families sign up in advance and plan to attend; however, parents may call the school office at any time and have their children plan to attend after school care. This is possible even for last minute emergency care. This program is supervised by SFX faculty and staff members.

**BICYCLE SAFETY**

Students who have parental permission may ride their bicycles and scooters to and from school. Students who ride bikes or scooters to school should be wearing helmets at all times for their safety. All bicycles are to be locked and parked at the bike racks during the academic day. The bicycle rack is located on Linden Avenue in front of the east school building. The school is not responsible for damage to or theft of bicycles. Bicycles should be registered with the local police department.

Students may not ride their bicycles on any school/parish parking areas before, during or after school hours. Bicycles are to be walked to and from the bicycle rack. Students may not carry passengers on their bicycles and are expected to observe courtesy and traffic regulations while riding their bicycles.

Skateboards and roller blades/skates may not be used or brought to school/parish property. The school/parish is not responsible for any damage to or thefts of skateboards, scooters, roller blades/skates, and other sports equipment on school/church grounds.

**BOOKS & WORKBOOKS**

Each student is charged a book fee for the rental of certain school-owned textbooks. Students are responsible for the care of the books issued to them. All school-owned texts are to be covered at all times to provide protection and to minimize wear and tear. If a student loses a book, he or she is responsible for notifying the teacher. If any school-owned textbook or workbook is lost, the student will pay the FULL PRICE for a replacement.

Consumable workbooks/materials also are issued to the students. At the end of the school year, the teacher will collect all consumable workbooks. Workbooks are instructional materials, and as such, are property of the school and not for distribution. They are not distributed to students and their families at the end of a school year.
ARCHDIOCESE OF CHICAGO POLICIES AND PROCEDURES ON BULLYING

As Catholic school educators, we respect the dignity of each person created in the image of God. From this reverence for the individual, we are committed to shaping Catholic school communities of faith and kindness, communities in which all students are welcomed and in which bullying or harassment is not tolerated.

Bullying acts may be:
- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, pinching, and excessive tickling, theft, destruction of property;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person, through any form of electronic communication or social media, the Internet or written communication;
- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- **Sexual** which includes, but is not limited to many of the emotional acts or conduct described above (in person or through electronic communication or social media) as well as exhibitionism, voyeurism, sexual propositioning, gestures, sexting, sexual harassment and abuse involving actual physical contact or sexual assault.

In cases in which the severity of the incident may imply a criminal act, the matter should be turned over to the local police department immediately and the parents/guardians of the students involved will be notified. This includes any threats or sexual images conveyed through electronic communication (e.g., Internet, phone, text or social media.)

No student shall be subjected to bullying during any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or sanctioned events and activities or through the transmission of information from school, home, or public computer network, or other similar electronic school, home, or public equipment.

All allegations and incidents of bullying are taken seriously; the complainant (student, parent, guardian, teacher, staff, bystander, relative or other) should report the bullying incident to a teacher, staff person, or principal. The complainant may
also request the **Bullying/Harassment School Incident Reporting Form A** from the school office which should be completed within one day of the incident and returned to the principal. A copy of the report should be kept by the complainant. School personnel who witness or receive a bullying complaint are required to complete **Form A** within a day and give the form directly to the principal, keeping a copy for her/his personal records.

**STEPS FOR SCHOOL RESPONSE AND CONSEQUENCES TO BULLYING/HARASSMENT**

1. INTERVENTION: The inappropriate/unacceptable conduct should be stopped immediately.

2. INVESTIGATION: The complaint will be investigated promptly, thoroughly, and impartially. In cases in which the severity of the incident may imply a criminal act, the matter will be turned over to the local police department and the parents/guardians will be notified.

3. DETERMINATION: Parents/Guardians will be informed of the findings (Allegation Substantiated OR Allegation Unsubstantiated) when the investigation is complete.

4. RESPONSE: Disciplinary or restorative action for bullying/harassment and/or violation of the School Code of Conduct may be taken which is not limited to an action plan, probation, suspension, and/or expulsion from the school.

**Bullying is:**

Any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in person, in writing, or electronically; occurring on campus or off campus during school or after school, directed toward another student or students, that has or can be reasonably predicted to:

- place the student or students in an unreasonable fear of harm to the student or student’s person or property;

- cause a substantially detrimental effect on the student or student’s physical or mental health;

- interfere substantially with the student or student’s academic performance;

- interfere substantially with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school

**Bullying** can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation, and retaliation for asserting or alleging an act of bullying.

**Cyber bullying** can include all of the above as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

All members of the Catholic school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs developed by the school.
that address bullying and teach respect for all. Bullying by a student or students may result in suspension and/or expulsion from the school.

ARCHDIOCESE OF CHICAGO POLICY REGARDING HARASSMENT

The Pastor, administration, and staff of St. Francis Xavier School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

School administrators recognize and respond to harassment which includes, but is not limited to:

- verbal or written taunting, teasing, gossip, threats, name-calling, whether in person, through any form of electronic communication or social media, the internet or written communication

- physical acts which include punching, poking, stalking, hair pulling, beating, biting, strangling, spitting, pinching, destruction of property, theft, or excessive tickling

- rejecting, intimidating, humiliating, defaming, terrorizing, extorting, blackmailing, isolating, ostracizing, peer pressure, hostile, rating or ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, or any other offensive, unwanted conduct

- jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group

Harassment of any type is unacceptable in Catholic schools. Parents/Guardians should be notified immediately when their child is the victim of another student’s harassment or if their child is the harasser of another student.

CELL PHONES

Students may not carry cell phones in school/ on school grounds during the school day. Cell phones must be turned off during school hours (8:00 a.m.-3:00 p.m.) and stored in lockers at all times. Any student violating the cell phone policy will have the phone confiscated and kept in the school office until it may be claimed by a parent. Violation of the cell phone policy may also forfeit a student’s privilege of bringing one to school in the future.

Student cell phones may not be used for picture taking, game playing, or Internet usage on school grounds.

We respectfully request that parents help support and enforce this policy by refraining from calling and text messaging students during the school day. If a
student is ill or has an emergency and needs to reach parents, he/she should report to the school office to call home. Under no circumstances should a child communicate with a parent or anyone else via cell phone during the day. We will always be happy to share urgent information via the school office.

**CHANGE OF ADDRESS/CONTACT INFORMATION**

All serious accidents or illnesses during the school day are reported to parents. Parents and/or guardians should keep the school informed during the school year of changes in telephone numbers, mailing addresses, and/or persons to contact in case of an emergency. It is absolutely necessary to have telephone numbers available to reach parents.

**CHAPERONES/SUPERVISION OF SCHOOL ACTIVITIES**

Field trips provide a valuable educational experience for students. Without the help of volunteer chaperones, many field trips would not be possible. Our school community is grateful for giving of your time and support to these important activities and learning experiences for our students.

To assure that school-sponsored field trips are safe and rewarding experiences for all participants, these guidelines have been prepared to provide information about volunteering as a field trip chaperone.

**Becoming a Volunteer Field trip Chaperone**

Chaperones must be at least 21 years of age and must complete the Archdiocese of Chicago Office of Catholic School Requirements for School Volunteers before the first event/activity is scheduled. Chaperones must be approved by the principal/administrator of the school for each school field trip.

**Archdiocese of Chicago Office of Catholic Schools Requirements for School Volunteers Over 18 Years of Age**

1. Complete the Archdiocese of Chicago application for Employment or Volunteer Service.
2. **Attend Virtus/Protecting God's Children for Adults™** All volunteers over 18 must pre-register online to attend this one time, 3 hours training before the first chaperone event or activity is scheduled.
3. **Code of Conduct:** All volunteers who work with children must read, sign and date the Code of Conduct Personnel Acknowledgement form.
4. **Child Abuse and Neglect Tracking System (CANTS):** All volunteers who work with children must complete the Illinois Child Abuse and Neglect Tracking System (CANTS) paper form annually.

Applicants for a chaperone volunteer position should be given the Checklist for School Volunteers Over 18, complete the requirements, attach the required documentation and return the complete checklist to the principal of the school.

**Guidelines for Volunteer Chaperones**

Prior to the field trip, the lead teacher will provide you with information regarding the trip, expectations for supervising students, and emergency procedures. The following general guidelines will help you perform your duties as a chaperone.

1. School rules apply on school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the school’s lead
teacher, work cooperatively with other staff and volunteers, and model appropriate behaviors for students. Chaperones are responsible for student behavior, but it is the responsibility of the teacher to discipline a student.

2. Chaperones will be assigned to a specific position and group of students on a school trip or activity. Due to the need for close supervision of participating students, no other children (infants, non-school siblings, visitors, relatives or friends) will be permitted on the field trips. The focus of the chaperone must be on active supervision of her/his group of students at all times. As a chaperone, you will focus on and be responsible for a small group of students, helping them learn and making sure they behave appropriately at all times. “If you can’t see the student, you are not supervising!”

3. Students must stay with you at all times. Go over the buddy system with students in your care. Account for your group regularly and before moving to new activities. *Count, count, count throughout the day!*

4. Be sure you know when and where to meet the rest of the school group at the end of the day. Be readily available, be mindful of safety concerns and respond to student needs. Follow the directions of the lead teacher. Do not use your cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.

5. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Do not permit students to get involved in any extra activities not pre-approved by administrators and parents, such as purchasing anything for students without the teacher’s permission.

6. Eating and drinking are not permitted outside of designated areas and predetermined times.

7. For the protection of both, the student and the chaperone should not place themselves in situations in which they are alone with a student.

8. In order to comply with school policy, chaperones may not
   . use, sell, provide, possess or be under the influence of drugs or alcohol.
   . use tobacco or tobacco products in the presence of, or within the sight of, students.
   . possess any weapon or firearm.
   . administer any medication, prescription or nonprescription, to students.

9. Questions regarding these guidelines should be directed to the principal or the teacher.
CHILD ABUSE

As mandated reporters, all school personnel including administrators and both certified and non-certified staff, must contact the Department of Children and Family Services (DCFS) when they have reasonable cause to believe that a child who is seventeen years of age or younger and known to them in their professional capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to protect the child from harm. The call must be made immediately and no one in the workplace is permitted to restrain the call. The mandated reporter is obligated to make the report to DCFS and may not relinquish this responsibility to the administrator or school nurse.

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative, or other caretaker who has some responsibility for the child’s welfare at the time of the abuse or neglect. Illinois law requires school personnel to notify DCFS even if there is a suspicion of child abuse or neglect. The school professional need not have proof or convincing evidence of the abuse, but mere suspicion of abuse makes the call to DCFS necessary. Illinois law protects school personnel from litigation if the DCFS call was made in good faith. All Archdiocesan school and parish personnel are mandated to follow all Archdiocesan procedures, which have been developed in accord with Illinois state law.

CHILD CUSTODY

St. Francis Xavier Catholic School abides by the provisions of the Family Educational Rights and Privacy Act with regard to parents’ rights of access to their child’s school records. The school also abides by the provisions of the Illinois law regarding the right of access of a non-custodial parent to his or her child’s school records.

Release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary. It is the responsibility of the custodial parent to provide the Principal with an official copy of the court order.

CLASSROOM SCHOOL SUPPLIES

Students are required to provide and maintain their own supplies. The supply list notes the requirements per grade level. Normal use may necessitate replacing some items during the course of the school year.

COMMUNICABLE DISEASES, ILLNESS, AND ABSENCE

When St. Francis Xavier School becomes aware of a student with a contagious, communicable disease, the school shall notify the appropriate parents/guardians in writing. Appropriate information on the disease may be attached to the school’s notification.

Health professionals determine the incubation period for contagious diseases/conditions. Students excluded from school due to a communicable disease must
present a written and signed statement from a physician indicating that the student is non-contagious and may return to school.

If your child has a communicable disease during the school year (lice, strep throat, Conjunctivitis, Fifth Disease), please contact the office immediately so that parents of your child’s classmates may be notified of exposure. Our preferred notification method is email: office@sfx-school.org

If your child has a fever, vomiting, or other symptoms of infection, please be sure to keep him/her home from school until symptom-free for at least 24 hours.

CONCEALED CARRY ACT
In July, 2013, Illinois passed the Firearm Concealed Carry Act. Under the law, even individuals with a permit to carry concealed weapons cannot carry such weapons into schools. Accordingly SFX School has posted a conspicuous sign featuring a handgun in black ink with a red circle around it and a diagonal slash across the handgun. These signs are approved by the Illinois State Police to designate that no concealed weapons will be permitted on the premises. The signs do not reflect official school policy, but instead signify that the law does not permit concealed weapons on any school facility. Just as we are deeply committed to your child's spiritual and educational development, we are also committed to your child's safety and security.

CONFERENCES
Communication between students, parents and teachers is essential to a strong educational program. Two formal parent/student/teacher conferences are scheduled during the year for all parents of students in Preschool-Grade 8, and will take place in November 2018 and March 2019.

These conferences are for brief conversations to check in and discuss successes and challenges. Extended meetings must be scheduled at a time of mutual convenience. It is not appropriate to expect a conference at a time when a teacher is responsible for supervision of students. This includes immediately before and after school. Parents are requested to call teachers during school hours and leave a voicemail. Every teacher also has an email address. Teachers will respond to such messages in a timely manner.

Please know that your questions and concerns must not wait until parent-teacher conferences in November and March. Please help us to be proactive in our work with your children and any other aspect of our school that may need attention. At any time during the school year, you may contact the administrators, teachers, or staff members and schedule a time to discuss your concerns.

CURRICULUM GOALS
At the heart of a school is the curriculum it offers to its students. St. Francis Xavier Catholic School offers an excellent and contemporary curriculum guided by the following goals:
1. RELIGIOUS EDUCATION
The Religious education curriculum aims to develop within each student an intellectual grasp of doctrine according to age level and maturity, and to create an atmosphere that fosters prayer and the development of a personal relationship with Jesus. Scripture, Doctrine, Liturgy and Catholic Tradition are integrated and presented in a manner appropriate to the child's interests and abilities. The curriculum encourages active participation in the sacramental life of the Church. It also supports a Catholic value system that provides opportunities for service to others, respect for self, others and things, and a lifestyle of honesty and responsibility.

2. LANGUAGE ARTS/SOCIAL STUDIES
Our language arts and social studies classes are taught in an integrated curriculum. Language Arts incorporates the areas of reading, writing, speaking and listening. It deals with:

- Content - what is spoken or written in our English language.
- Structure - thoughts that are communicated in a set of relations among the speaker, listener, and subject.
- Skills - the processes practiced within the communication structure.
- Behavior - a maturing process, which indicates developmental levels of thought, interest, participation, appreciation, and valuing.

Social Studies content is divided into concepts, skills and values. Concept formation deals with six disciplines: history, anthropology, geography, economics, political science and sociology. The disciplines are woven into a unified inquiry of the interactions among persons, cultures and varying societies. The skills and values are introduced within the context of the unit being studied.

By integrating our language arts, reading, and social studies courses, teachers will be able to encourage skill development (writing, research, critical thinking) in our students while enriching and complementing topics across the curriculum.

3. MATHEMATICS
The mathematics curriculum develops students who are able to compute with ease in the real number system and have the ability to use logical reasoning in solving daily problems. Computational skills are a necessary and vital part of any math program, and the math curriculum includes opportunities for this development according to the individual needs of the student.

4. SCIENCE
The main goals of the science program are to teach the skills of reasoning and discovery that are essential to developing creativity and evolving talents as well as to integrate the skills for scientific and technological survival. Students discover understanding and interpret the natural environment and use it wisely. They understand concepts which contribute to good physical and mental health. They develop the scientific attitudes of belief in cause and effect, understand the need for change with new evidence, develop a willingness to consider new facts, and withhold conclusions until all data has been secured.
5. **LIBRARY**
The St. Francis school library operates on the same schedule as the school. The library is a place for quiet study or research. Books may be checked out for one week.

**DISCIPLINARY POLICY**
The word “discipline” comes from DISCIPLE. Jesus told us how to recognize His disciples - “They shall have love for one another.” Our Catholic school should be a place where:

- Every person is accorded respect regardless of age.
- Students, staff and administrators bear one another’s burden.
- All exhibit the love and concern of Christ Himself, for Christ is alive in our school.

In short, our school should be a community of faith whose bond of unity is the shared presence of Jesus Christ, working in each and every member.

In guiding each child’s growth, the principal and faculty are concerned with the development of responsible behavior. The essence of Christian discipline is a personal value system, which acts as the motivational force of self-discipline. Guiding the child to form Christian values is the major role of both parent and educator. Children must learn to understand their obligations and to accept the results of their behavior.

A positive, respectful approach to discipline is the hallmark of a Catholic school. Discipline techniques that respect the dignity and self-esteem of the individual student are essential to the philosophy of a Catholic school. Some characteristics of positive discipline include:

- Students learn decision-making skills related to their own behavior and choices.
- Discipline techniques are based on teaching appropriate behavior and effective consequences rather than power and punishment. Corporal punishment is not considered an appropriate form of discipline and is not permitted in our school.
- Student self-esteem is maintained and enhanced.
- Students share in classroom responsibilities.
- The environment encourages self-discipline and self-control.

Teachers work in cooperation with the Principal to ensure that everyone in the school community respects the student’s right to learn and the teacher’s right to teach. Interference in the process will not be tolerated.

Students are expected to be courteous and respectful to one another and to all school personnel and to volunteers at all times.

The discipline program utilized at St. Francis Xavier School consists of well-defined regulations and consequences for student behavior. During the first week of school,
the students, with their teachers, will establish the general rules and consequences. Student involvement in school rules helps in the development of ownership and responsibility. Classroom/school rules and consequences are clearly communicated to parents and students. If a serious discipline problem arises, the teacher or the Principal will notify the parents.

If a parent wishes to seek redress for any matter relating to a student, the parent should first approach the teacher. If the matter cannot be satisfactorily settled with the teacher, the parent should then make an appointment with the Principal.

**PROBATION**
A student’s continuous misbehavior may result in being placed on disciplinary probation by the Principal. The Principal will determine the length of the probation and notify the student and parents of the reasons for the terms of the probation. During and at the end of the probation, the parents will be informed of the student’s progress. At the conclusion of the probation, the Principal, in consultation with the student’s teachers, will determine whether sufficient improvement in behavior has occurred. If insufficient progress is noted, the Principal may consider other actions.

**SUSPENSION**
Suspension is a severe punishment that will be used when a student is in serious violation of St. Francis Xavier School’s discipline policy or commits a major offense. The suspension may be an in-school or out-of-school suspension.

Out-of-school suspension means the student will not attend school and will remain away from school under parent supervision. Schoolwork will be assigned and completion required.

Major offenses include:

- Conduct unbecoming a Christian student (lying, cheating, intimidating, using profanity and harassing other students).
- Incorrigible or persistent behavior that interrupts the learning environment.
- Leaving school grounds without authorization.

**EXPULSION**
Immediate expulsion can take place when a student:

- Participates in disruptive activities by a group such as gangs.
- Possesses, uses, or delivers narcotics, dangerous drugs, inhalants, or alcohol on school campus or at school-sponsored activities.
- Smokes or uses any tobacco product on school property or at a school-related activity.
- Possesses, uses, or conceals a weapon (a weapon is any instrument that may produce bodily harm or death) on school property or at a school-related activity.
- Makes threats of bodily injury or harm to a student or school personnel.
- Assaults a student or any school personnel with resulting serious physical injury.
- Vandalizes school property or the property of others.
• Leaves school grounds without authorization.
• Engages in chronic or repeated behavior that disrupts the learning environment.

The disruptive, threatening or illegal behavior of a parent or guardian may also result in the expulsion of that student.

Behavior away from school and at school-sponsored events that might reflect negatively on the school or negatively impact the school day may also be considered grounds for disciplinary action. This is not limited to actions that are in violation of law.

**ELECTRONICS POLICY**
Electronic games, iPods, iPads, smartphones, Apple Watches or wearable messaging devices etc. must be turned off and locked in a locker for the duration of the school day. Furthermore, students may not use these devices in the school building before or after school unless authorized to do so by a teacher or administrator.

**EMERGENCY SCHOOL CLOSING**
If it becomes necessary to close the school because of inclement weather or any other emergency, St. Francis Xavier School will generally follow the decision of District 39. School closing information will be sent immediately via email blast, posted on our website, shared with local news/radio stations (WGN- Radio 720 and WBBM- Radio 780), and shared through our Facebook/Twitter feeds.

**EXTRA CURRICULAR ACTIVITIES**
Participating in extra curricular activities is a privilege, not a right. The school, in cooperation with our students and parents, will make a reasonable effort to hold participating students to personal, academic and disciplinary standards. Because they represent the school, students are expected to be worthy ambassadors. All 5th-8th graders abide by the Academic-Extra Curricular Participation Policy, which is impacted by their grades and behavior.

**FIELD TRIPS**
Field trips augment the instructional program by utilizing the educational resources of the community to supplement classroom work. In keeping with the class’s instructional objectives, teachers plan the number and location of field trips. Participation in field trips is a privilege and can be denied to students who fail to meet behavioral requirements.

Parents are required to sign a permission and liability release form in order for the student to participate in a field trip. An extra form is provided in back of this handbook. According to state law, children are not allowed to attend a field trip without this written permission from their parent/guardian. Permission slips may not be altered. All field trips will be via school bus or public transit; parents may not transport children to field trips by car.

Teachers verify and set the number of parents needed to chaperone during each field trip. Parent chaperones are to take an active role in supervising designated students, knowing that the students are ultimately under the jurisdiction of a
teacher. Parent chaperones are not to provide or purchase food or gifts for students on field trips.

All field trip chaperones must be approved through the Archdiocese of Chicago Office for the Protection of Children and Youth. Please visit section in the handbook on “chaperones and supervision of school activities” for details. Contact the school office with any questions you may have.

**FUNDRAISING**

All funds solicited for and collected on behalf of St. Francis Xavier School must be used for the sole purpose of supporting the school by defraying the costs and expenses associated with school functions and activities. Funds collected for school functions and activities may not be distributed to any individual(s) for any reason. As a parochial school, St. Francis Xavier School is recognized as a non-profit organization and distribution of any surplus or excess school funds to any person jeopardizes the school’s tax-exempt status. Any funds collected in excess of legitimate costs and expenses will be saved and made available to cover expenses associated with the next year’s function.

**GRADING AND GRADING POLICY**

Grades are based upon class performance and participation, tests and quizzes, projects, homework and classwork. It is the student’s responsibility to make up work missed when absent.

**GRADING SCALE**

The following grading designations are used for grades 4-8:

- A+  99
- A   95
- A-  93
- B+  91
- B   87
- B-  85
- C+  83
- C   79
- C-  77
- D+  75
- D   71
- D-  69
- F   50

-Any middle school student (Grades 5-8) who receives a final semester grade of a D or below, in any subject, will be required to attend an approved summer school course or enlist the help of an approved tutor in order to gain mastery of the concepts covered in the course.

-Our Developmental, Skills-Based Report Card used in Preschool-Grade 3 will be completed using a developmental grading scale. Students are not assessed with letter grades.
POWERSCHOOL FOR FAMILIES OF STUDENTS IN GRADES 5-8
Parents of students in Grades 5-8 will receive parent access codes for Powerschool, our online grading system. Teachers will update gradebooks on a weekly basis and all graded assignments will be shown. Parents are encouraged to visit the Powerschool gradebook on a regular basis to stay up to date with the progress of their children. Parents are also encouraged to share access with their children so that students may stay apprised of their progress and note any missing assignments. Students will not receive their own unique access; it must be shared by parents.

REPORT CARDS
The date of report card and progress report distribution will be marked on the school’s calendar for parent notification. Students in Preschool and Kindergarten are issued written summaries and/or a skills development report 2-3 times per year. Students in grades 1-8 receive a report of the student’s progress at the end of each quarter.

ACADEMIC DISHONESTY
Cheating is a serious offense. Students who are involved in a cheating incident will be given a zero on the assignment and receive a U conduct grade. Reoccurrence may result in disciplinary probation or dismissal. The following list contains examples of behavior that may be considered cheating.

- Copying another person's work, in whole or in part, and turning it in as one's own work. Both the person copying and the person whose work is being copied may be in violation.
- Copying text, graphics, mathematic solutions, presentations, or any idea from another source without proper citation. This is considered plagiarism.
- Receiving unfair assistance from another student, a parent, a computer program, or any other unauthorized source on a project that was meant to be done alone.
- Retrieving unauthorized information – whether written, in electronic form, or from another student – during a closed test.
- In laboratory situations, falsifying or fabricating data or observations, including computer output.
- Having prior access to an upcoming exam, whether obtained from a previous student, a current student, or stolen.
- Communicating during an exam.
- Altering grades or grade records.

GRIEVANCE PROCEDURE
Although St. Francis Xavier School endeavors to establish a harmonious Christian atmosphere within its school, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian meeting with the immediate authoritative person to discuss the matter.
When a parent wishes to seek redress for any matter relating to a student, the parent should first approach the teacher. If, however, the matter is not then settled to the parent or guardian’s satisfaction, the parent or guardian should make an appointment with the Principal. If a parent or guardian’s concerns are not satisfactorily addressed the parent may institute a formal grievance.

A formal grievance must be presented in writing and received by the Principal five working days following the occurrence of the event on which the grievance is based.

**GUM POLICY**

St. Francis Xavier School is a gum-free campus.

**HEALTH REQUIREMENTS**

Schools in the Archdiocese of Chicago follow the guidelines set forth by the City of Chicago, Cook County Health Department, and the State of Illinois.

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. **These records are to be presented to the school before the first day of school.**

If a child is not in compliance with the health and immunizations requirements, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations. **Exclusion from school will happen if requirements are not met by October 15, 2018.**

**Health Examinations and Proof of Immunization**

All children in Illinois shall present proof of 1) a health examination within the current year; 2) of being up to date on all required immunizations as follows:

- immediately prior to or upon entrance into any public, private or parochial pre-school or transferring from outside of the State of Illinois,

- prior to entering kindergarten or the first grade,

- upon entering sixth and ninth grades.

**Dental Examinations**

All children in kindergarten, Grade 2, and Grade 6 shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15 of each school year. Parents/Guardians seeking an exemption to this requirement must submit the **Dental Examination Waiver Form**, provided by the State of Illinois Department of Public Health, to the school administrator.

**Vision Examinations**

All children (except preschool students) enrolling in public, private or parochial
schools for the first time or entering kindergarten shall have an eye exam. **Parents/Guardians are to be notified of this requirement at registration.**

Proof by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Report cards may be held if the student is not in compliance with this regulation.

This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

**Medical Objections**

- The **Physician Statement of Immunity** must be attached to the **Certificate of Child Health Examination** form.

- Questions regarding **medical exemptions** should be directed to the Regional Immunization Representative or the Illinois Department of Public Health Immunization Section at 217-785-1455.

**Religious Objection to Immunization and Vision Examination**

- Under Illinois law, a religious objection to immunizations or vision examinations must be in writing and must set forth the specific religious belief which conflicts with each immunization or examination.

- It is the responsibility of the Archdiocese of Chicago, as the local authority, to determine whether the written statement constitutes a valid religious objection.

- The written objection to immunization or the vision examination must be sent to the appropriate assistant superintendent so a determination can be made as to whether the objection is valid under Illinois law. The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made as to the validity of the religious objection.

Under Illinois law, a religious objection to immunizations must be in writing and must set forth the specific religious belief which conflicts with each immunization. The written objection must be submitted to the school administrator by the parent or legal guardian. The parent’s statement of religious objection should be attached to the student’s **“Certificate of Child Health Examination”** form.

Questions regarding religious objections should be directed to Illinois State Board of Education (ISBE) Specialized Instruction, Nutrition and Wellness Division, School Health, at 312-814-5560.
The parent or legal guardian must be informed by the local school authority of a measles outbreak control exclusion procedure with the Department’s rules, Control of Communicable Diseases Code (77 Ill. Adm. Code 690) at the time such objection is presented.

Hearing Screenings
Hearing screening is required at age 3 in all preschool programs. Once a child begins school, hearing screening is required at grades K, 1, 2, 3 and with teacher/parent referrals.

REPORTING REQUIREMENTS FOR ILLINOIS SCHOOLS
Illinois law requires every school, whether public or nonpublic, to report immunization/health, eye, and dental examination data annually to the Illinois State Board of Education (ISBE).

The school will report immunization/health examination data by November 15 on the school’s Illinois Web application Security (IWAS) administrative account.

School administrators must report the eye and dental data collected on the school’s Illinois Web application Security (IWAS) administrative account by the required due date of June 30.

Every school shall report to the State Board of Education the number of children who:

• have received the required immunizations and proof of health, vision, and dental exam;
• are exempt on religious grounds;
• have received a waiver;
• are not in compliance with the requirement.

HOME SCHOOL ORGANIZATION
The Home School Organization of St. Francis Xavier School was created as a joint effort between parents and staff to give our students the best physical, mental, social, and spiritual education possible. As such, all families of the school are eligible to become members. The Pastor, parish priests, the Principal and all faculty are automatically members.

HOMEWORK
Homework will be assigned with great care. The assignments given will be an outgrowth of classwork to supplement learning, to review independently what was taught in class, to provide opportunity to use research skills, and to meet the educational needs of the student.
Time allotments for homework depend upon the type of assignment and the age and grade level of the student. All students work at different rates of speed. Some time each evening should be devoted to reading for enjoyment.

**ITEMS BROUGHT TO SCHOOL**
Personal toys, games, cards, electronic devices, or other items which have no specific educational purpose, will not be allowed in the educational setting. These items may be confiscated and returned to the parent or student after dismissal at 3:10pm.

**ITEMS FORGOTTEN AT HOME**
We respectfully ask that you do NOT deliver students forgotten items from home unless they are medically necessary or a forgotten lunch.

An important part of our work with students is building responsibility and independence. Opportunities without forgotten items allow children to experience logical and natural consequences, and realize that life goes on. Students will not be permitted to call home for forgotten items. Your support and cooperation in this matter is greatly appreciated.

Any iPads, school supplies, homework, etc. for students in grades 5-8 may not be dropped off during the school day. Please help us to build responsibility and independence in our middle school students.

**LOST AND FOUND**
Please label ALL articles of clothing, lunch boxes, backpacks with your child’s first and last name. Any items found around the school will be kept in the lost and found bin outside of the Xavier Room. Please check regularly for any lost items, but be sure to leave the bin as organized as it was when you found it. The school is not responsible for any lost or stolen property. Any unclaimed items will be donated on a monthly basis, resulting in empty bins at the start of each month.

**LUNCH**
Students eat lunch at school each day. They have the option to pack a nut-safe lunch from home, or purchase a lunch in advance from Quest Food Service.

We respectfully request that parents refrain from making lunch deliveries and in particular, fast food deliveries. These deliveries cause disruption to the learning that occurs during the school day and are not in the best interest of our students.

**MEDICATIONS AT SCHOOL**
Administration: State law forbids school personnel from administering any type of medication to students unless the school has the student’s current and complete Medication Authorization Form approved and signed by the parent and physician.

Self-Administration: A student may self-administer medication at school if so ordered by his/her licensed prescriber per student’s current and completed Medication Authorization Form.

Students who suffer from asthma, allergies or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school
personnel only if the school has on file a current and completed Medication Authorization Form.

All medication brought to school must be in the original package or an appropriately labeled container which includes the following:

• student's name
• prescription number
• medication name/dosage
• administration routine and/or other directions

Medication is not to be with the student during school hours, but rather, kept safe and secure in the school office. Inhalers and Epi-Pens are an exception to this requirement. Medication should be delivered to school by a parent or guardian, not by a student.

MILK PROGRAM
Families requesting skim, 2% white or 2% chocolate milk for children who stay for lunch place their orders on the first day of school. For the 2015-2016 school year, milk costs $25.00 per child and he/she will receive milk for the entire year. One family payment is acceptable. Please make your check payable to St. Francis Xavier School Milk Program or make a $25 payment via QuickPay@sfx-school.org

Children from families whose income is at or below the Illinois income guidelines for the FY04 are eligible for free milk. In addition, families that do not meet these criteria, but incur costs such as unusually high medical expenses, shelter costs in excess of 30% of income, special education expenses due to the mental or physical condition of a child, or disaster or casualty losses are urged to apply. Application forms are available in the principal's office. The information provided on the application form is considered confidential and will be used solely for the purpose of determining eligibility. Applications may be submitted at any time during the school year.
MISSING CHILDREN RECORDS ACT

MISSING CHILDREN RECORDS ACT
(325 ILCS 50/)  

Each nonpublic school must publish the procedures listed below in their school handbooks or in an Addendum to the local school’s Family Handbook as a requirement for Nonpublic School Recognition. New families registering their child/children should receive these procedures before completing the local Catholic school’s registration process.

OFFICE PROCEDURES

A. When and if a school receives notification by the Illinois Department of State Police (IDSP) of a person’s disappearance, the school in which the person is currently or was previously enrolled, shall FLAG the record of that person in such a manner that whenever a copy of, or information regarding the record is requested, the school shall be alerted to the fact that the record is that of a missing person.

B. The school will immediately report to the Illinois Department of State Police (IDSP) any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois Department of State Police (IDSP) that the missing person has been recovered, the school shall remove the flag from the person’s record.

NEW ENROLLMENT PROCEDURES (Effective Immediately)

C. Effectively immediately, for every child enrolled in a Catholic elementary school in the Archdiocese of Chicago, a written notice must be given to the person enrolling the child that within 30 days, he or she must provide either: (1) a certified copy of the child’s birth certificate or (2) other reliable proof, as determined by the Illinois Department of State Police of the child’s identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the child’s identity and age shall include a passport, visa or other governmental documentation of the child’s identity.

D. When the person enrolling the child provides the school with a certified copy of the child’s birth certificate, the school shall promptly make a copy of the certified copy for its records and return the original certified (government-issued) copy to the person enrolling the child.

E. Once the school has been provided with a certified copy of a child’s birth certificate as required, the school need not request another such certified copy with respect to that child for any other year in which the child is enrolled in the school.

FAILURE TO PRODUCE BIRTH CERTIFICATE OR OTHER RELIABLE PROOF

F. Upon failure of a person enrolling a child to comply with the required birth certificate or other reliable, acceptable proof, the school shall immediately notify the Illinois Department of State Police (IDSP) or the local law enforcement agency of such failure, and shall notify the person enrolling the child in writing that he or she has 10 additional days to comply.

G. The school shall immediately report to the Illinois Department of State Police (IDSP) any affidavit received pursuant to the inability to produce a copy of the birth certificate which appears inaccurate or suspicious in form or content.

ENROLLING TRANSFER STUDENTS

Within 14 days after enrolling a transfer student, the elementary or secondary school shall request directly from the student’s previous school a certified copy of his/her record. The requesting school shall exercise due diligence in obtaining the copy of the record requested. Any elementary or secondary school requested to forward a copy of a transferring student’s record to the new school shall comply within 10 days of receipt of the request unless the record has been flagged, in which case the copy shall not be forwarded and the requested school shall notify the Illinois Department of State Police or local law enforcement authority of the request.
PARENT CONDUCT
Parents, as well as students, are expected to adhere to behavior that is consistent with good moral principles. Parent conduct should not interfere with the operation of the school and should not reflect poorly on St. Francis Xavier. Our goal is an atmosphere and environment of mutual respect. It is important that the child is at the center of all conversations between parents, teachers, and administrators.

As partners in the education of children, the parent/guardian is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students and volunteers whether on or off school grounds or at school-related events.

If, in the opinion of the Principal, that partnership is no longer viable, the school reserves the right to require the parent/guardian to either remove his or her child(ren) from the school or not accept registration(s) for the coming school year.

Unacceptable behaviors include, but are not limited to: harassment, verbal abuse, assault of or threats to the faculty, administration, staff, students and volunteers of the school.

Parents/guardians who post defamatory or threatening statements about the school, its staff or students on social media may be required to remove the offensive material or withdraw their child(ren) from the school.

Ordinarily, a student is not to be deprived of a Catholic school education on grounds relating to the actions or attitudes of a parent/guardian. However, one of the following actions may be required to permit the continuation of the student in the school:

• schedule meetings between school staff and the parent/guardian outside of regular school hours in a monitored setting; the setting may be monitored by the pastor, principal, assistant principal, school counselor, or another credible person with good leadership/meeting skills.
• conduct school business with the other parent/guardian of the student.

When, in the judgement of the Principal, as confirmed by the Pastor or juridic person, the behavior of a parent/guardian seriously interferes with teaching, learning or a positive school environment, the administrator may:

• inform the parent/guardian that their right to be present on school grounds is temporarily or permanently suspended;
• dismiss the child(ren) of the parent/guardian temporarily or permanently from the school.
PARENT INVOLVEMENT IN SCHOOL ACTIVITIES
Parent involvement is integral to the mission of St. Francis Xavier School. Parents may get involved in the school through a number of volunteer opportunities. The primary objective of parent involvement is to develop between parents and staff such united efforts as will secure for every child the highest advantages in physical, mental, social and spiritual education.

PARENTAL RESPONSIBILITY
Your personal relationship with God and others will affect the way your child relates to God and others. Once you have entered a partnership with the school, we trust you to be loyal with this relationship. During these formative years, your child(ren) will need constant support from parents/guardians and staff in order to reach their full potential. Mutual respect between faculty members and parents will model good mature behavior and relationships. Other responsibilities are:

1. To encourage your child to meet behavior expectations
2. To support and cooperate with the school’s discipline policy
3. To treat faculty, staff, and other parents and students with respect and courtesy
4. To provide adequate places for study and encourage completion of assignments
5. To encourage the development of your child’s individual talents and interests
6. To build religious celebration and family prayer into your daily life
7. To keep the school informed of the special needs of your child
8. To read all communication from the school and return requested information promptly
9. To attend conferences and to request additional information as needed
10. To ensure that your child arrives and is picked up from school on time
11. To ensure that your child is dressed according to the dress code
12. To ensure that your child gets enough sleep
13. To actively participate in school fundraisers
14. To meet all financial obligations of the school

PARKING LOT SAFETY
Parents are expected to review the required parking lot design and process, which will be distributed to all families at the beginning of the academic year. To ensure the safety of all students, it is important that parents share arrival and dismissal procedures with anyone who may be picking up their children (caregiver, grandparents, etc.).

Students being dropped off using the carpool lines on should be able to exit vehicles safely and independently. Parents/caregivers may not exit cars while in carpool line. There will be Middle School “Safety Patrol” students on hand to help as well.

NO CELL PHONES should be used while driving a vehicle on or around our school campus. Using cell phones during arrival and dismissal times poses a huge safety risk for our students and entire community. Please help us to keep everyone safe.

Please visit the SFX Website Resources Page for detailed maps of drop off and pick up procedures.
SCHOOL HOURS
School hours are from 8:10 a.m. to 3:10 p.m. The school doors officially open for students to enter classrooms at 8:00 a.m. Kindergarten students and Jr. Kindergarten Enrichment students will be dismissed at 3:00 p.m., while Grades 1-8 are dismissed at 3:10 p.m.

ST. FRANCIS XAVIER SCHOOL BOARD
The school board serves as an advisory body to the Pastor and Principal. The school board is a leadership group within the ministry of Catholic education. As such, their responsibilities include:

• Modeling faith community in a spirit of cooperation and interdependence with the Pastor and Principal.
• Adhering to archdiocesan policy and developing policies that enable the school to fulfill its mission.
• Reviewing and advising on the school budget, tuition rates and other sources of financing.
• Participating in the school’s development, student recruitment efforts, and long range plans.
• Acting as the public relations and marketing arm of the school and its programs.
• Directing individuals and/or groups to appropriate resources for conflict resolution.
• Monitoring the implementation of the recommendations of the School Improvement Plan.
• Supporting the efforts of local legislative action.

SCHOOL INITIATED TRANSFER
Although St. Francis Xavier strives to educate all children, the limited resources of our school cannot always meet the academic needs of every student. Upon identifying a situation in which a student requires more resources than St. Francis can provide, the school will engage in a process to determine if St. Francis can continue to provide an appropriate learning environment for that student. This process will include:

• Meeting with parents.
• Meeting with current and former homeroom and specials teachers.
• Review of outside reports, if available.
• Consultation with specialists, if appropriate.

The school will keep the students’ parents apprised during the entirety of this process. However, if the school ultimately determines that it is in the student’s best interest to initiate a transfer, the parents of the student will receive written notification at the earliest possible time after final grades have been submitted.

PARENT INITIATED TRANSFERS
Parents seeking a transfer for his/her child should call the Principal to share their plans to transfer their child from St. Francis Xavier School.
SOCIAL MEDIA ENGAGEMENT
Engagement in online social media such as texting, Snapchat, Instagram, Facebook, Twitter, etc. may result in disciplinary actions if the content of a student’s post, message, or picture includes any defamatory comments regarding the school, the faculty, other students, or anything about the parish. Any issues regarding social media that violate this should be brought to the attention of the school administration.

STUDENT SUPPORT SERVICES
At St. Francis we have many ways to access differentiated academic and behavior services within the classroom that are delivered by the regular education staff as well as District 39 staff. SFX employs a School Social Worker, 2 Reading Specialists, a part-time Occupational Therapist, and teachers who support differentiation and interventions in math and literacy. Students are also supported by a Learning Behavior Specialist, a Speech/Language Therapist, and a School Psychologist provided through District 39. We have a tremendous support system in place for our students.

Currently we are operating on a progress monitoring and Response to Intervention (RtI) model for all students in order to determine eligibility for extra support. All students are assessed periodically through the year and may qualify for extra support. These services are part of the regular education curriculum for every student.

Additionally, those students needing more specific interventions may be referred to the District 39 Staff. State and federal monies are allocated by law for special services for all children who require more specific testing and special education services through an IEP (Individual Educational Plan). Parents and teachers may request these services through a process of identification. Please begin the discussion of this additional service with the principal and your child’s teacher.

There are times that parents decide to have an outside evaluation for their child through a private provider. Through this process, you may be asked to involve your child’s teacher. We ask that you notify the principal as well as your child’s teacher when this is required as part of your evaluation. All confidential information from the school will be directly mailed from the school office to your private provider. When confidential information will be shared via the school, we ask that you sign a form giving us permission to share information regarding your child with doctors or other student support professionals.

TUITION ASSISTANCE
No student will be denied an education because of an inability to pay tuition. SFX School is pleased to provide scholarships for families with both short and long-term financial needs. Parents who are in need should contact the principal or pastor in order to begin the application process provided by Smart Tuition Aid. This application process must be completed each year aid is desired. Participation in the program one year does not guarantee receipt of funds in subsequent years. All tuition assistance needs and qualification for aid are established by a third party – Smart Tuition Aid. The pastor and principal are then able to allocate available funds
appropriately. Availability of funds and family need varies from year to year. Therefore, all aid is determined on a year-to-year basis.

All families receiving assistance must pay a portion of the total tuition bill for their child(ren) as agreed upon with the pastor and principal. All families receiving assistance are expected to make monthly payments. A reminder will be sent if payment is not received by the monthly due date.

TUITION DELINQUENCY

If a family is delinquent in paying tuition for a quarter, they will be contacted by the Principal. A payment plan must be submitted and adhered to. Failure to adhere to the agreed upon payment plan may result in dismissal from school.

UNIFORM POLICY- GENERAL GUIDELINES

Proper grooming is required at all times. With the faculty’s advice, the Principal reserves the right to judge when normal acceptable standards are not met. This includes:

- Neat, clean appearance
- Shirts and blouses tucked into pants/skirts
- Undershirts, when worn, to be white with no visible logos or lettering
- Skirt and walking shorts length no shorter than 2” above the knee
- Freshly laundered clothing and the use of deodorant, once age appropriate
- Clean, combed hair (boys’ hair to be above the ears and collar; girls’ hair to be of moderate style.
- No mohawks or designs are permitted in student hair.
- No temporary or permanent hair dyes or highlights are permitted.
- No make-up should be worn; small earrings may be worn at the ear lobe but no dangling or multiple earrings to be accepted
- No more than one necklace or bracelet to be worn at one time
- Shoes must be clean and of a style not disruptive to learning
- Socks must be visible at all times

Appropriate outdoor wear is required during the winter months. Children in grades K-5 are required to wear snow pants during recess when snow is present. Middle School students must wear snow pants if they choose to play in the snow during recess. All students are required to wear snow boots when snow is on the ground.

*Please note that boots may not be worn during the school day and should only be worn during arrival, dismissal, and outdoor recess.

UNIFORM PURCHASING GUIDELINES

All girls’ jumpers, skirts and skorts must be purchased through Dennis Uniform. All school vests, sweaters, and gym uniforms must be purchased through Dennis Uniform. All polos with school logo must be purchased through Dennis Uniform.
Plain front polos with no logo may be purchased elsewhere and may be worn underneath an SFX sweater, vest, or jumper.

Khaki pants, white and navy polos, and socks may be purchased through Dennis Uniform or Lands’ End. Parents may also purchase these items through other retailers if the items closely resemble those offered by Dennis and Lands’ End. SFX fleece jackets and spirit wear are not part of the school uniform, but may be worn as outerwear during drop off, pick up and recess.

**TO PURCHASE FROM DENNIS UNIFORM**
Visit www.dennisuniform.com, or call 800-854-6951. You may also make purchases at the Dennis Uniform Store (call 708-669-7944 for directions and store hours) at 7055 W. Higgins Ave. in Chicago, IL 60656.

**TO PURCHASE FROM LANDS’ END**
Visit landsend.com/school and click on “school uniforms” at the bottom of the page, or call 800-469-2222. Please use our preferred school number (900059056) when placing an order and a percentage of your sale will go back to SFX.

*Please make sure that all uniform pieces are clearly labeled with student names.*

**GIRLS UNIFORMS: ALL GRADES**
Pants and shorts are optional, and must be khaki chino style or corduroy (in the case of pants). An SFX sweater vest must be worn from Nov. 15th through April 15th and on all Tuesday mass days.

White or navy polo shirt may be long or short sleeved. When worn alone (without a sweater or vest), shirt must display SFX logo. White Peter Pan collar shirts (available at Lands’ End) are acceptable when worn under a jumper or sweater vest. Long sleeved v-neck sweaters or cardigans are optional and may be worn in lieu of a sweater vest.

White or navy socks or tights are required. Shoes must be closed-toe and clean. No Crocs, flip flops, or sandals are allowed. Gym shoes must be worn on days when children have P. E. classes.

**GIRLS UNIFORMS: K-3 GRADE ONLY**

- Plaid jumper, pleated skirt, or skort, must fall no higher than 2 inches above the knee. Kindergarten and 1st grade students may also wear the navy jumper or cotton polo dress with SFX circle logo on it.
- Sweater vest or long sleeved sweater with logo is worn daily from Nov. 15th through April 15th and on all school mass days.
- Girls are permitted to wear shorts under their uniform skirts or jumpers; however, they must not be visible.
- Plain white, navy, black, or red socks or tights should be worn with the uniform each day. All socks must be visible.
**GIRLS UNIFORMS: 4TH-8TH GRADE ONLY**

- Jumper (if preferred), plaid box pleated skirt or skort, must fall no higher than 2 inches above the knee.
- Sweater vest, long sleeved v-neck sweater, or cardigan with logo is worn daily from Nov. 15th through April 15th and on all school mass days.
- Girls in Grades 5-8 are required to wear belts when wearing pants or shorts.
- Girls are permitted to wear shorts under their uniform skirts or jumpers; however, they must not be visible.
- Plain white, navy, black, or red socks or tights should be worn with the uniform each day. All socks must be visible.

**BOYS UNIFORMS: K-8TH GRADE**

- Boys wear uniform pants and shorts, which must be khaki chino style or corduroy (in the case of pants).
- SFX sweater vest, long-sleeved v-neck sweater, or cardigan must be worn daily from Nov. 15th through April 15th and on all Tuesday mass days.
- Boys in Grades 5-8 are required to wear belts when wearing pants or shorts.
- White or navy polo shirt may be long or short sleeved. When worn alone (without a sweater or vest), the uniform shirt must display the SFX logo.
- Plain white or navy socks are required and must be visible above the shoe line at all times. Shoes must be clean. No Crocs are allowed. Gym shoes are required on gym days.

**GYM UNIFORM FOR K-8**

There is no required gym uniform and the pieces are no longer sold at Dennis Uniform. Students may wear any shorts and a casual t-shirt underneath their uniform and/or change before gym class if appropriate. After gym class, they will change back into the normal school uniform.

Students are, however, required to wear appropriate and safe gym shoes on their assigned P.E. days. Safe gym shoes should tie or be secured by velcro. **Students should not wear slip-on shoes or boots for P. E. classes.** Gym shoes may be worn all day or students may change in and out of them for class.

Teachers will provide the Gym schedule for parents and students at the beginning of the year.

Consistent disregard for uniform regulations will warrant a conversation with parents to determine appropriate consequences. Periodic non-uniform days will be announced during the school year and students must dress appropriately on these days. Any changes to uniform policy will be announced via letter or email.

The administration, in consultation with the homeroom teacher, will make any final determination regarding students who are out of compliance with the Uniform Policy. Parents are required to assist in following these guidelines by supervising uniform and other clothing selections made by students. We ask that parents exert a positive influence in assisting children as they make appropriate choices, whether
on a regular school day or during select dress down days. Clothing is required to be age appropriate and modest at all times.

**DRESS DOWN DAYS & ATTIRE DURING SCHOOL-SPONSORED EVENTS**

From time to time, SFX allows students to “dress down” and come to school out of uniform. On these days, students are exempt from wearing uniform pieces, but are still asked to meet high expectations in terms of proper attire. We ask that students please refrain from the following: pajamas, ripped clothing, clothing with inappropriate messaging, skirts and shorts that are more than 2 inches above the knees, or any tank tops or revealing shirts or dresses.

The Principal reserves the right to ask any student to call home for a new set of clothes if he/she comes to school dressed inappropriately.

We have the same expectations for students attending any school-sponsored events including dances, graduation ceremonies, extra-curricular activities, sporting events, etc. Students represent St. Francis Xavier School in all that they do and everywhere they go, and we expect them to share our values through the ways they dress.

**VISITORS**

We are dedicated to providing maximum classroom instruction time to our students and staff. For this reason, visitors are not permitted to visit a classroom while class is in session unless arrangements have been made in advance with the teachers and Principal.

For the safety and protection of our students, all visitors including parents must always enter the building at the main door and are required to sign in at the School Office and receive a visitor’s badge before visiting other parts of the building. Please ring the doorbell at the east entrance of the west building to sign in at the office.

Visitors must return to the office and sign out before leaving the campus. All doors to the school will be locked. The east doors of the west building (the main entrance) are the only ones to be used by visitors throughout the school day. Additionally, students and teachers are asked not to let anyone in through an alternate door (even parents!). Please help us remain committed to safety of all students by following these important guidelines.

**WEAPONS**

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students, parents, and visitors shall under no circumstances possess, carry, or use weapons in school, or on school premises. This is in accordance with the recently created State of Illinois Concealed Carry Law.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, bats, pipes, sticks and any other object that causes bodily harm.
• School authorities have the right to inspect and search lockers, desks, parking lots and school property.

• Students are forbidden from any oral or written threat or intent to harm or intent to participate in violent behavior. If any of this happens in school or outside of school, students will be sent directly to the Principal and further action will be taken.

• Parents/Guardians of the students involved in any situations listed above shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion, as well as the possibility of mandated counseling prior to returning to St. Francis Xavier School.

• School officials are required to report any violations regarding weapons, violence, or threatening behavior to the local police. Weapons will be turned over to the local police jurisdiction.

• Students must not bring any fake weapons to school including toy guns, swords, etc. This is in the best interest of all members of the St. Francis Xavier School community.

ST. FRANCIS XAVIER SCHOOL
MIDDLE SCHOOL HANDBOOK

The journey through Middle School, from sixth through eighth grade, is an exciting time characterized by tremendous change and growth. Middle School transitions from the homeroom setting of the younger grades into a departmentalized structure that features academic specialists for each subject area. Our Middle School faculty is dedicated to fostering students’ curiosity, skill development, and desire to learn, while helping them cope with the challenges of being 11 to 14 years old.

MIDDLE SCHOOL ADVISORY
The middle school years require a foundation that is based upon strong relationships between students and their teachers. The advisory program has three main objectives:

- to ensure that each child is known as an individual
- to give every student an opportunity to develop a personal relationship with a caring adult who acts as his/her advocate and guide
- to provide a place where all students will be emotionally safe

In the Middle School, each student has a faculty advisor who is responsible for supporting and guiding advisees in his/her academic and social life at SFX. Advisory allows for an opportunity for a one-on-one relationship to form between the advisor and the advisee, providing each student with an adult advocate on campus. The advisor helps students establish realistic goals and develop the skills needed to attain success in school. The advisor listens to student concerns and is consulted when a student encounters academic or social problems. The small
advisory group (approximately ten to thirteen students, from the same grade, and of 
the same gender) provides students with support, encouragement, and fun. 
Advisory groups meet daily for ten minutes and once per week for an extended 
forty-minute period.

While not curriculum-driven, the Principal, Middle School Director, and Social 
Worker, along with the Advisors, suggest themes, topics, activities, and 
developmental materials for discussion throughout the year.

**MIDDLE SCHOOL ACADEMICS**

**GENERAL EXPECTATIONS**

All students are expected to:
- Complete assignments on time
- Be attentive in class
- Work on a level consistent with ability and curriculum expectations
- Cooperate with teachers and other students
- Hand in work that is neat in appearance and thorough in quality
- Care for laptops, textbooks, workbooks, and instructional materials
- Respect the educational environment

**TESTS AND ASSESSMENTS**

**Quizzes – What are they?**
- A very brief examination consisting of a few short questions meant to confirm 
  concept understanding and/or comprehension
- A quick review to check for retained knowledge from very recent instruction
- A preparation for a longer test
- A review of a smaller amount of information

**Tests – What are they?**
- Procedures for critical evaluation; a means of determining the presence, quality, 
  or truth of something
- A series of questions, problems, or physical responses designed to determine 
  knowledge, intelligence, or ability
- Usually encompass a unit-section-chapter
- Larger in scope and length than a quiz

**MIDDLE SCHOOL TEST AND QUIZ GUIDELINES**

To the best of their ability, teachers will:

- Place all tests and quizzes, as well as major projects and papers, on the test 
  calendar
- Pay particular attention to the size and scope of the assessment tool
- Preparation time required of the students
- Give tests with sufficient notice
- Give quizzes with advance notice whenever possible
**Additional Policies, Grade 6**

To the best of their ability, teachers will schedule no more than:

- Three tests or five academic “assessments” in one week
- One major academic deadline on one day during the first semester; moving to two per day as the second semester progresses
- Pop quizzes are unlikely.

**Additional Policies, Grades 7-8**

To the best of their ability, teachers will schedule no more than:

- Two tests per day
- Two quizzes per day
- Two major academic deadlines per day
- Teachers may introduce cumulative examinations before the end of the second semester.

**Grading Reports Criteria**

- Classroom participation
- Daily performance
- Quizzes and tests
- Quality of written work
- Homework
- Neatness and accuracy
- Meeting deadlines
- Special projects or long-range assignments
- Cumulative tests
- Improvement and effort

**Academic Integrity and Plagiarism**

Honesty in our dealings with one another is one of the most important rules of conduct. In addition to the more obvious forms of academic dishonesty such as cheating on a test and copying another student’s homework, there is plagiarism. Plagiarism, which is the submission of the work of another as your own without giving the author credit, is prohibited for both written and electronic works. The Schools assume that a student’s work, produced under any conditions, fully originates from the student unless he or she indicates otherwise. Students, therefore, must understand that everything they submit as their own must in fact be their own; or, if they submit something, either in whole or in part, other than their own, they must attribute any and all gathered material clearly and precisely to its original source. Consequences for plagiarism will be determined by the teacher and Middle School Director on an individual basis.

**Conduct Policies and Expectations**

**Middle School Community Expectations**

- Respect the rights and properties of others.
• Be attentive and respectful when addressed by an adult and when addressing an adult.
• Strive for quiet on the stairways.
• Be attentive at assemblies and liturgies.
• Stand aside in the halls and on the stairs when adults are passing.
• Keep locker areas clean and clear for traffic. Backpacks should be placed in lockers at the beginning of the school day and remain in lockers for the remainder of the day.
• Cellular phones must be turned off and kept in lockers from 8:15am-3pm.
• Offer assistance to anyone in need.
• Greet visitors and adults in a friendly manner.
• Be kind and thoughtful with peers.
• Act respectfully and with proper manners during lunch and recess periods.
• Respect property belonging to the St. Francis Xavier Community.
• Bring books, supplies, and homework to class.
• Show gratitude towards teachers.

STUDENT HARASSMENT
A healthy learning community is one in which all members feel included, respected and free of any form of harassment.

Harassment includes acts or threats of disrespect, discrimination, intimidation, bullying or exclusion toward another member of the St. Francis Xavier community that occur on school property, at any school-sponsored function or in electronic communications. This definition extends to any behavior that creates a hostile educational environment or interferes with the educational opportunities or performance of another member of the SFX community, including technology-based bullying. To be considered harassment, the behavior must exhibit both intent to harm and intensity and duration. All such behaviors run counter to the learning environment which SFX seeks to maintain and will be subject to disciplinary action.

Examples of harassment include:

• Verbal: teasing, ridiculing, name-calling, gossip and threats
• Written: written statements that are teasing, ridiculing, name-calling, gossiping or threatening
• Group/Social: excluding through verbal or body language, cliques or groups with rules one must follow in order to "get in" and remain "in"
• Behavioral: any unwanted physical contact that is done with intent to harm either physically or emotionally

DISCIPLINE
Students who violate expectations for Middle School conduct can expect a prompt, firm, and fair response. All disciplinary matters are handled on an individual basis. Students may be required to serve a lunch detention for failure to abide by the Conduct Expectations. If the detention is not served, or if a student misbehaves while serving detention, the student will be issued a second detention. The issuing teacher will inform the parents that a detention has been issued. Any student
earning three or more detentions in one quarter will be required to attend a conference with his or her parent(s), advisor, and the Middle School Director. Consequences may be adjusted at the discretion of an administrator.

Any member of the SFX community may issue a detention to students for violation of expected behaviors, including, but not limited to, the following behaviors:

- Lack of courtesy and respect toward adults or peers
- Defiance or willful disobedience
- Dress code violations (3)
- Inappropriate behavior
- Use of inappropriate or demeaning language
- Unexcused absence from class or repeated tardiness
- Careless use of school property or the property of others
- Chewing gum or eating/drinking at inappropriate times or without permission in class
- Use of prohibited items during school hours such as laser pointers, rubber band/paper clip slingshots, etc.
- Misuse of electronic devices (inappropriate gaming, emailing, etc.)

**MIDDLE SCHOOL HOMEWORK POLICY**

Homework is an essential part of the learning process. Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to assess student understanding of classroom instruction. Homework may take various forms such as projects, reading, note-taking review, practice worksheets, or other practice activities. Completion of routine homework can motivate students to develop good work habits, while increasing the opportunity for individual initiative and responsibility. Homework can also stimulate creativity, critical thinking and awareness that learning can take place outside of the classroom. The guidelines below indicate how students, parents, teachers all have a responsibility for the success of homework.

**Role of Students**

- Keep homework as a priority in your daily schedule.
- Work with your family to make decisions on participating in after school activities that allow you time to do your homework, eat dinner, and go to bed at a reasonable time.
- Keep homework time focused and uninterrupted by avoiding TV, telephone, games, instant messaging, or other distractions.
- Work with your teachers and/or advisor to clarify and organize your long term and daily assignments so that your workload is well paced and that you are able to get a good night’s rest.
- Use a planner to keep accurate records of assignments, quizzes, and tests and turn assignments in on time.

**Role of Teachers**

- Create homework assignments that are purposeful and meaningful.
• Communicate with other teachers about projects, tests, quizzes, and papers so that students do not have more than 2 major assignments due on a given day.
• Communicate with other teachers to pace homework assignments.
• Maintain a clearly established method of assigning homework.
• Establish a dialog with families who express concern about their individual child’s workload.
• Homework will not be assigned during school vacations except for the completion of previously assigned long-term projects and reading.

Role of Parents/Guardians
• Understand that homework plays a valuable role in your child’s learning.
• Help your child develop a reasonable after school schedule that includes making wise decisions regarding the balance between school responsibilities and additional activities.
• Provide time, place, environment, and resources for your child to complete homework assignments.
• Communicate with your child frequently to see if he/she is completing his/her homework.
• Check your child’s planner to make sure he/she is recording assignments and organizing long term assignments and academic obligations.
• Communicate with your child’s teachers and/or advisor if you see your child having difficulty completing assignments.

Time Frame of Homework Assignments
While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the general guidelines for each grade level. The amount of work brought home may be impacted by any opportunities to complete assignments in school. Teachers will be aware of grade specific or school-wide evening commitments for students and adjust homework accordingly. Studying for quizzes/tests and working on long-term projects will be figured into the time guidelines.

* 30 minutes per night of independent reading is strongly encouraged.

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<thead>
<tr>
<th>Homework Time Frame</th>
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<tr>
<td><strong>Grade 6</strong></td>
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<tr>
<td>On average, 60-70 minutes</td>
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</table>

| **Grade 7**         |
| On average, 70-90 minutes |

| **Grade 8**         |
| On average, 90-120 minutes |
**Policy due to absence**

- Students that are absent should pass in homework assignments the day they return to school if the homework was assigned prior to the student being absent and due while they were absent or due the day they return to school.

- Students are expected to make up any homework and class work that was assigned while absent. The due date for these assignments will be determined by each teacher. In most instances students are allotted the same amount of time to make up missed assignments that they would have had to complete the assignment had they been in school.

- It is the responsibility of the student to consult with each teacher about his/her missed assignments and due dates.

- Planned absences are challenging for students during their middle school years. If a planned absence is necessary, the student must get a Planned Absence Form from the Middle School Director. The form needs to be signed by every teacher of the student as well as by a parent. Students are also responsible for checking in with each of their teachers upon their return. Ultimately, any missed work is the responsibility of the student.

**School & Principal’s Right to Amend Handbook**

The school and its Principal retain the right to amend this handbook for just cause. The Principal will attempt to keep the school families informed of all changes as soon as is practical. Some changes may have to be implemented immediately due to unforeseen circumstances.