



**St. Francis Xavier School**  
Student/Family Handbook

2025 - 2026



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## **INTRODUCTION**

### **Philosophy**

St. Francis Xavier School fosters a learning environment whose community members appreciate God's presence in the world and respond generously in action to God's love. In the Ignatian tradition, St. Francis Xavier School sees spiritual formation as integrally connected to the academic, social, emotional, and physical development of the whole child. The excellent educational traditions of St. Francis Xavier School are strongly supported by the families in the community, many of whose roots at the school go back three generations. St. Francis Xavier School challenges students to embark on a lifelong journey of discovery of their God Given gifts and to share these gifts in service to God.

### **Mission Statement**

Saint Francis Xavier Catholic Jesuit School is a welcoming community dedicated to pursuing educational excellence, living our faith through action, and nurturing compassionate difference-makers while forming kids for others.

### **The Fundamental Principles of Jesuit Education**

God is present in our lives, "laboring for us" in all things. Jesuit education affirms the radical goodness of the world, tries to create a sense of wonder and mystery in learning about God's creation, probes the meaning of human life, and is concerned with the total formation of each student as an individual personally loved by God.

Growth in the responsible use of freedom is facilitated by the personal relationship between student and teacher. In a Jesuit school, the adult members of the educational community guide students in their development of a set of values leading to life decisions that go beyond "self" and include a concern for the needs of others.

Freedom requires genuine knowledge, love and acceptance of self, joined to a determination to be freed from any excessive attachment. Jesuit education emphasizes the happiness in life that is the result of responsible use of freedom, but it also recognizes the reality of sin and its effects on the life



of each person. Education tries to encourage each student to confront this obstacle to freedom honestly, in growing awareness and a growing realization that forgiveness and conversion are possible through the redemptive love and the help of God.

Christ is the model for human life. Jesuit education promotes a faith that is centered on the historical person of Christ, which leads to a commitment to imitate him as the “Man for Others.”

Service of the faith through the promotion of justice is action in imitation of Christ; it is the justice of God, which is informed by evangelical charity. In a Jesuit school, the focus is on education for justice. The active commitment asked of students – and practiced by former students and by the adult members of the educational community – is a free commitment to the struggle for a more human world and community of love.

The Church is the instrument through which Christ is sacramentally present in the world. Loyalty to the service of the church, the people of God, is characteristic of all Jesuit works. Jesuit education – while respecting the conscience and the convictions of each student – is faithful to the teachings of the church, especially in moral and religious formation.

More (Magis), the source for the Ignatian criterion of excellence applied to all areas of a Jesuit school, does not imply a comparison with others or measurement of progress against an absolute standard; rather it is the fullest possible development of each person’s individual capacities at each stage of life, joined to the willingness to continue this development throughout life and the motivation to use those developed gifts for others.

Collaboration requires a willingness on the part of both laypersons and Jesuits to assume appropriate responsibilities: to work together in leadership and service. All members of the school community work together to create and maintain the conditions most favorable for each one to grow in the responsible use of freedom. The school structure reflects the new society that the school, through its education, is trying to construct.

Discernment as the basis of prayerful and reflective decision-making involves a constant search for the greater service to God. In order to remain effective as educators and “discern” the more concrete response to God’s call, all adult members of the educational community need to take advantage of



opportunities for continuing education and continued personal development – especially in professional competence, pedagogical techniques, and spiritual formation.

Ignatian Pedagogy has its roots in the Spiritual Exercises of St. Ignatius where the quality of the relationship between the guide of the Spiritual Exercises and the person making them is the model for the relationship between the teacher and the student. A distinctive feature of the Ignatian Pedagogical Paradigm is that, understood in the light of the Spiritual Exercises of St. Ignatius, it becomes not only a fitting description of the continual interplay of experience, reflection, and action in the teaching and learning process but also an ideal portrayal of the dynamic interrelationship of teacher and learner in the latter's journey of growth in knowledge and freedom.

## **STUDENT LEARNING EXPECTATIONS**

### **Religious**

- Actively participates in private or liturgical prayer.
- Uses Christ as a model for living.
- Applies Christian conscience in making moral choices.
- Demonstrates faith in Jesus.
- Knows and practices Catholic doctrine and traditions.

### **Open to Growth**

- Takes responsibility for growth as a person.
- Is learning how to accept self, both talents, and limitations.
- Understands and practices self discipline skills.
- Applies prior experience and knowledge to new situations.
- Initiates own learning.

### **Intellectually Competent**

- Uses problem-solving skills.
- Uses communication skills.
- Gathers, recalls and applies information to new situations.
- Is organized in learning.
- Performs grade-level skills.



## **Loving**

- Respects and celebrates human diversity.
- Has made specific contributions to building up the school community.
- Responds appropriately to complex interrelationships.
- Is capable of putting self in another person's place and understanding what that person is feeling.
- Is more sensitive to the beauty of the created universe and is more caring about life and the natural environment.

## **Committed to Doing Justice**

- Displays an understanding of the call to treat others justly.
- Demonstrates an understanding of putting faith into action.
- Participates in community service projects.
- Affirms the dignity and rights of others.
- Participates in cooperative learning.

## **PARTNERSHIP**

St. Francis Xavier School believes strongly in promoting a relationship between parents, students, and the school. Below are responsibilities for each stakeholder that help facilitate a positive learning environment.

### **Student Responsibilities**

- To do all they can to help themselves learn.
- To respect the God-given dignity of every person.
- To respect their teacher's right to teach.
- To follow school and classroom rules.
- To communicate their academic progress to their parents.
- To be honest, self disciplined, and dependable.
- To behave in a safe and orderly way.

### **Parent Responsibilities**

- To nourish their child's faith life.



- To help their child succeed in school.
- To make sure their child is at school by 8:05 a.m. and stays until dismissal.
- To promote personal responsibility in their child.
- To support and respect administration, faculty, staff, and the guidelines in this handbook.
- To become involved in their child's education. For example, check agenda and homework, monitor progress, attend conferences, and volunteer at school.
- To be supportive of decisions made by the administration, intervention team, and teachers concerning student's behavior and academic performance.

### **Administration, Teacher, and Staff Responsibilities**

- To uphold the Catholic, Jesuit mission of the school in all things.
- To lead by example in Christian principles and Gospel action.
- To be an advocate for students, parents, and the ministry of Catholic education.
- To create and maintain a safe, orderly, and respectful campus-wide learning environment.

### **Parents as Partners**

As the primary educator of the student, parents/guardians agree to act in ways that promote the best interests of the school and will comply with all policies of St. Francis Xavier School.

Parental cooperation and support are keys to the success of St. Francis Xavier. We therefore ask our parents to do the following:

- Complete and update all health, immunization, and emergency forms as needed.
- Provide your child with lunch or subscribe to the Hungry Wolf Café hot lunch program.
- Ensure your child wears the correct uniform.
- Ensure your child arrives at school on time (before 8:05).
- Ensure your child is picked up on time (2:50 for preschool & 3:00 K-8)
- Ensure your child has homework completed to the best of his or her ability.
- Alert teachers/administration of any problem your child is experiencing, whether academic, social, physical or emotional.
- Attend school gatherings, including Parent Association (PA) meetings, back to school nights, and parent - teacher conferences.
- Volunteer for some of the many activities sponsored by the school.
- Join us, if possible, for our weekly school Masses.
- Work cooperatively with your child's teachers to jointly address any concerns.



- Support and cooperate with school policies and procedures.
- Help your student learn responsibility by not dropping off forgotten homework, projects, or PE uniforms

## **Parent Association (PA)**

St. Francis Xavier School has an active Parent Association with a multitude of opportunities for parental involvement. All parents are automatically members of the Parent Association. The Parent Association also has teacher representation. Parent Association Board meetings are held monthly. There are two general PA meetings a year; one in the fall and one in the spring. The Parent Association Executive Board is an advisory group to the principal. Officers apply yearly in the spring for the following school year and their selection is approved by the principal.

## **Parent Participation Program**

The parent participation program at St. Francis Xavier School is rooted in the Ignatian spirit of generosity and is intended to promote family stewardship and strong parent involvement in the education of our children. The guidelines of this program are provided to help families be involved in the education of their child(ren) and in school and parish life overall. Each family is asked to participate in a minimum of 30 hours of service to the St. Francis Xavier community. Many opportunities are available throughout the school year to be involved. Please read The Weekly Howl regularly for information on upcoming events and ways to be involved.

The programs at St. Francis thrive through the involvement of our community. However, prior to contributing time to any event or project on campus, every adult is required to participate in a Safe Environment “Called to Protect” Training Seminar. This seminar is offered online. See our website for information on Safe Environment Training.

## **Fundraising Events and Activities**

Fundraising engages students and the school community in positive, creative, and active events that promote socialization and a sense of community. Fundraising activities are initiated from within the school community. Funds raised go to support the school through the Parents’ Association, towards a capital improvement project, or to our school endowment. Student involvement in fundraising is voluntary. All fundraising activities that take place on campus and or benefit St. Francis Xavier School



must receive pre-approval from the administration. The Parents' Association assists in the implementation of our fundraisers; the annual Auction, Family Fun Fest, and the Golf Tournament.

### **School Advisory Board**

The School Advisory Board is an advisory board that assists the pastor and principal in promoting the mission of the school. Board members exhibit a clear understanding of and communicate the mutual educational responsibility of parents, teachers, and administration recognizing parents as the primary educators of their children. The board assists the school in achieving its goals to provide quality Catholic education by transmitting and integrating Gospel teaching in an educational environment, within an excellent program of academics, and directs students toward a conscious choice of living a responsible Catholic life.

### **Adult Volunteers**

Parents and other adults wishing to serve as volunteers must do the following:

- Participate in the Diocesan mandated Safe Environment Training and pass a background check. Failure to attend will preclude parents from volunteering.
- Report to the school office upon entering the campus to sign in.
- Those who volunteer on campus or serve as substitute teachers should never discuss student academic performance or behavior with anyone besides the school staff.
- As school volunteers, parents are acting as agents of the school. Behavior while performing volunteer duties should comply with school rules and policies and should uphold the dignity of the person. This applies for out of town field trips.

### **Cura Personalis**

Cura Personalis is the Latin term for "care for the entire person." In the Jesuit tradition of educating the body, mind, and spirit, the Cura Personalis program seeks to support students and families with academic, social, spiritual, physical, and/or emotional needs. All SFX staff members are considered part of the Cura Personalis team and may be called upon (when deemed appropriate) to support students and families and assist them in meeting their individual needs.



## COMMUNICATION

St. Francis Xavier School promotes an environment where effective, timely, and respectful communication occurs between students, parents and all school employees. As members of a faith-filled Ignatian community we are called to assume the best when communicating with one another. Teachers will provide parents with guidelines and procedures for communication for their grade level. These guidelines are age-appropriate and become more student centered as the child progresses from grade to grade.

### School Website

<https://school.sfxphx.org/>

Our website includes important information for prospective families and current families. The homepage is updated frequently with news and events.

### The Weekly Howl

Current families, faculty, and staff receive a school-wide email newsletter on Fridays. It has all the latest news and information on upcoming events and everything that's happening around campus.

### Social Media

Follow St. Francis Xavier's official Facebook and Instagram accounts. We post pictures of school events, classroom activities, field trips and much more. We also send out reminders about school activities and events.

- Like us on Facebook! St. Francis Xavier Jesuit Elementary School or <https://www.facebook.com/sfxphx>
- Follow us on Instagram: @sfxphx

## FACTS SIS

FACTS is our student information system (SIS) and communication tool. Students and parents can access information about classes, lesson plans, homework, faculty directory, attendance, grade reports, etc. It is used as a method to send out school wide emails and text messages with important announcements and information. You can stay connected with the FACTS Family App. You can easily access grades, attendance, important school announcements, and more. There is an annual subscription fee of just \$4.99 for the whole family to use. It's available in the Apple App Store or



through Google Play. You can also access this information from your web browser. Our District Code is SFX-AZ.

## FACTS School Directory

The school directory is now included in the FACTS Family Portal. It can be used by parents to access contact information for their student's classmates. The directory should never be shared or used for any kind of distribution. You can go to your preferences to opt-out of the directory if you do not want to share your email address, phone or home address.

## SCHOOL SAFETY & SECURITY

### Policy on Threats Against the School or Community

At St. Francis Xavier, any threat made against the school or the community is treated with the utmost seriousness. In the event that a student makes a threat, the following procedures will be implemented:

1. **Immediate Removal:** The student involved will be immediately removed from the classroom and may be removed from the campus to ensure the safety and well-being of all students and staff while an initial investigation is conducted.
2. **Involvement of Authorities:** Should the nature of the threat necessitate the involvement of law enforcement, specifically the Phoenix Police Department, the student will be removed from the school campus. The student will not be permitted to return to campus until a thorough assessment by the police department has determined the credibility of the threat.

### Policy on Credible vs. Non-Credible Threats

#### Purpose

To ensure the safety and security of all students, staff, and school property by establishing clear protocols for identifying and responding to credible and non-credible threats.

#### Definitions

1. **Credible Threat:** A threat made with the intent and apparent ability to carry it out.
2. **Non-Credible Threat:** A situation where, after investigation, law enforcement determines that a threat lacks legitimacy.



## **Credible Threat Protocol**

In the event of a credible threat made by a student:

1. The student will be removed from the classroom immediately.
2. The incident will be reported to the School Resource Officer (SRO), who will communicate with the Phoenix Police Department (PD).
3. School administration, along with Phoenix PD, will initiate an internal investigation.
4. Phoenix PD will provide guidance on whether the threat is credible or non-credible.
5. If deemed credible, immediate action will be taken, which will include required withdrawal from school.
6. Parents/families will be notified via email in the event of a credible threat to the school, a student, or school personnel.

## **Non-Credible Threat Protocol**

If a threat is determined to be non-credible but exhibits concerning behavior:

1. The student will be suspended indefinitely, pending a psychological evaluation by a licensed mental health provider.
2. Upon receipt of the psychological evaluation, the crisis team will assess the student's enrollment status at St. Francis Xavier.
3. If the student is allowed to return to campus, they must attend regular counseling sessions with an outside counselor.
4. Parents will be required to sign a release of information to permit communication between the outside counselor and SFX counselors.
5. Before returning, the student will be placed on a behavior contract.
6. Notifications will be sent to involved parties regarding the nature of the non-credible threat.

## **Confidential Reporting Policy**

At St. Francis Xavier School, the safety and well-being of our students is our top priority. We encourage open communication regarding any concerns about students potentially harming themselves or others.

## **Reporting Procedures:**



1. **Immediate Action:** If you or your child have information or concerns about a student's safety, please inform a school representative promptly. This can be done by reaching out to any of the following individuals:
  - School Administrator
  - School Counselor
  - Classroom Teacher
2. **Anonymous Reporting:** To ensure confidentiality, you may also fill out the Anonymous Reporting Form (ARF). This form will be available under the **Quick Links** tab on the SFX website.
3. **Evaluation and Intervention:** Upon receiving any concerning information, our crisis team will promptly evaluate the situation. If necessary, appropriate interventions will be implemented to ensure the safety of all students.

## ATTENDANCE POLICY & PROCEDURES

### Attendance

Excessive absences affect student performance. In an academic setting like St. Francis Xavier School, students must remain current in their studies. This can only be accomplished by attending all class sessions; therefore, removing students from school for ski trips, vacations, etc., is contrary to school policy.

Arizona state law mandates that schools take and monitor attendance. Excessive absences are defined by Arizona State Law (15-802.A, 15-803). This law requires every person who has custody of a child between the ages of six and sixteen years make sure the child attends school for the full time school is in session unless unable to attend due to illness or legitimate reason. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1. Habitually truant" means a truant child who is truant for at least five school days within a school year. "Truant" means an unexcused absence for at least one class period during the day. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.



- In compliance with Arizona law, students who are absent 18 or more days (10% of the school year), may not be promoted to the next grade (ARS 15901) . Every fifth unexcused tardy will be considered one day of absence and will be counted as such. Excused tardiness would be a doctor or dentist appointment verified by a note from the medical office to the front office. *Students with excessive absences may be placed on a Behavior Modification Plan by the school principal or designated administrator.*

Please note the following points of communication from the school to the family if/when the following instances occur:

- The school will send a first attendance warning letter to families when a student reaches six absences.
- A second warning letter and an attendance agreement will be sent at twelve absences, and a meeting with school administration will be scheduled.
- If a student reaches eighteen absences (which is 10% of the school year), a final warning will be issued. At that point, the student's re-enrollment and attendance agreement will be reviewed.

**In case of an absence please be aware of the following policies/procedures:**

- To report a student absence, parents/guardians must complete the [online absence notification form](#) located on the school website. The form should be submitted no later than 9:15 a.m. on the day of the absence. For pre-planned absences, the form must be completed at least 24 hours in advance.
- If your child is out sick for more than a week, please either provide a doctor's note or fill out the SFX Student Doctor Visit Form, which can be found on our school website.
- If your family will be away for an extended time, please let the school know by either sending a written notice or filling out the absence notification form on our school website at least 24 hours before the planned absence.
- After returning from an absence, students must promptly submit all missing work. It is the responsibility of the student to obtain missing assignments from their teacher.
- A student who misses a test must make arrangements for making up the exam the day of his/her return. The student may be required to take the test the day of his/her return.
- Teachers are not required to provide work in anticipation of a planned absence.
- Parents who are leaving and placing their children in the care of another adult must inform the office in writing of this temporary assignment of guardianship. For example, a business trip or vacation days away from their children.



- A student shall be in class for at least two hours to be considered in attendance for one half day. A student shall be in class for at least four hours (PK-8) for a full day.
- Students should not text or email parents to pick them up when they are ill. **Violations of this policy may result in disciplinary consequences.**

## Tardiness

Tardiness is a serious matter since it affects not only the tardy student but also other students. Tardiness reflects an attitude that is inconsistent with St. Francis Xavier School's pursuit of excellence and emphasis on the whole child. Tardiness also represents a lack of regard for education and a lack of cooperation with the school.

It is imperative that all students be present for Pledge and Prayer as this is the time where common patriotism and our Catholic identity are reinforced. It is also the time when important announcements are made including sports and extracurricular activities. It is a time for prayer and special intentions making it an inherent, key part of a Catholic student's day.

- The school day starts at 8:05 A.M
- The gates close at 8:05, and a student is tardy if arriving after this time.
- A student is marked absent for a half-day if arriving after 11:00 am.
- Parents must sign in their student and provide an explanation for any arrival after 8:05 am. Diocesan Attendance Policy 4.03A.12 requires that a written explanation of tardiness be retained on file for one year.
- Students are to sign in at the office and obtain a pass from the front desk if arriving after 8:05 am. Students who arrive during pledge and prayer are retained in the office until it is complete.
- Five (5) tardies are equal to one unexcused absence and will be recorded as such.

## School Hours

The school day starts at 8:05 am Monday through Friday for students in all grades.

- Preschool students release 2:50 pm Monday through Thursday and 12:50 pm Friday.
- K 8th-grade students release at 3:00 pm Monday through Thursday and 1:00 pm Friday.

Students arriving before 7:50 am will be required to attend Early Care. Students must not be on the school grounds outside of regular school hours unless they are involved in a school-sponsored activity



or are participating in Early Care. For the safety of all students, students cannot be dropped off before 7:30 am. Early Care runs from 7:30 am - 7:50, is free, and the entrance is through the front office.

## Mass

Mass for the entire school is held on most Wednesdays in the Church beginning at 9:30. Therefore, the school office will be closed so that all can attend. Students should not be dropped off to school or picked up during this time. Only in cases of emergency may a child be dropped off late at church. Parents should park their cars and walk the child into Church. The nurse will be sitting in the last row and will be there to receive late students. There are a few exceptions to the Wednesday Mass schedule, and those changes will be noted in The Weekly Howl.

## Morning Protocol

### Drop Off

Option 1: Walk your child in to school

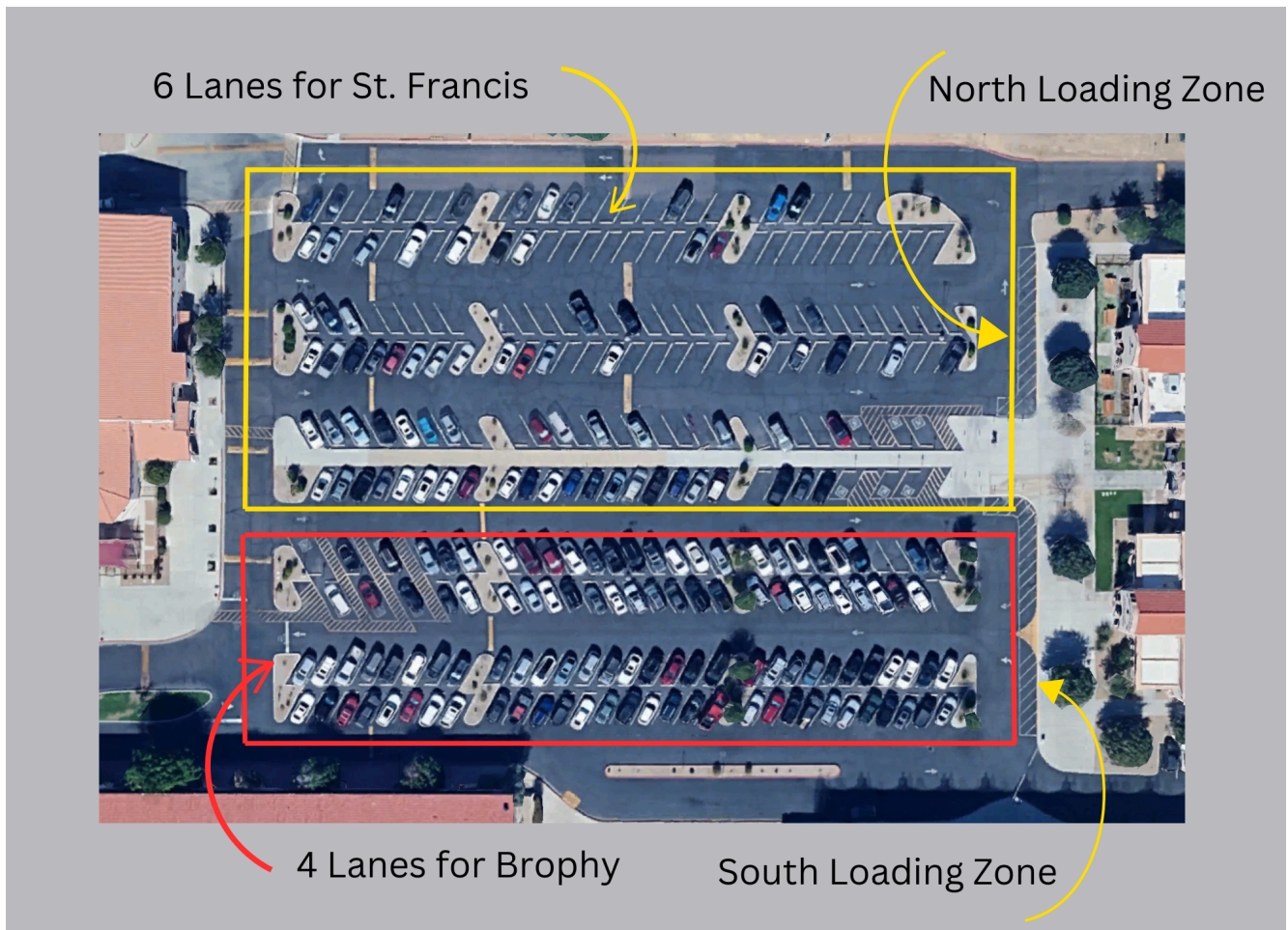
- All preschool students need to be walked to their classrooms and signed in.
- Preschool parents' parking spots are clearly labeled.
  - Non preschool parents should not park in preschool parking spots.
- St. Francis has access to 6 lanes of parking in the main lot. See the marked map below.
  - Brophy students and parents have access to 4 lanes and SFX parents should not utilize those spaces.
- Do not park in reserved spots.
- K-2 parents may walk their children to the classroom doors.
- To encourage independence, third graders and above use the stairwells on their own.
- Please stay for Pledge and Prayer!

Option 2: Use the Loading Zone

- There are two Loading Zones identified by cross hatched painted areas located in the Main Lot on the North and South side of the middle sidewalk adjacent to the school office and the library. See the marked map below.
- Parents, please have your students ready to exit the car.
- Students must exit the vehicle on the curb; not on the drivers' side.



- While in the Loading Zone, parents should not park their car, exit their vehicles, remove items from the trunk, or do anything else to stop the flow of the drop-off lane.
- Students should not be dropped off in other parts of the parking lot.
- Cars may not sit idle while waiting for space in the Loading Zone as this blocks open parking spots. Please circle the lot until a space is available.



## Dismissal Protocol

- Preschool
  - Dismissal Times ~ 2:50 P.M. (Monday - Thursday), 12:50 P.M. (Friday).
  - Preschool parents must park their car and walk to the preschool gate.
  - Parents will sign in and out on the daily roster.
  - Students will be walked to the preschool gate for parent pick up.
  - Students not picked up by 3:00 will be walked to After Care.



- K-8
  - Dismissal Times ~ 3:00 P.M. (Monday - Thursday), 1:00 P.M. (Friday)
  - K-3 parents should come through the gates and gather by St. Ignatius at 2:55 to retrieve their students at 3:00. Parents may not enter the classrooms and should not attempt to “conference” with teachers. Teachers will bring their students outside at 3:00. Parents should bring a sign with their last name to wave to their child’s teacher.
  - 4-8 grade students will be dismissed directly from their classrooms at 3:00.
  - 4-8 grade parents should wait outside the gates.
- Parents picking up while using the Loading Zone must pull forward into the crosshatched section. If the cross hatched spaces are filled, drivers must keep their cars moving and circling the parking lot until room is available in the crosshatched section. **Access to parking spots needs to be available for parents who want to park.** In the event of an emergency, emergency vehicles need to have access to the front of the school. Cars may not sit idle in the parking lot aisles. This is the key to keeping the flow of traffic moving.
- Under no circumstances can parents park in the Loading Zone and leave their vehicle.
- Handicap Parking Spaces are reserved for anyone with an official placard. These spaces should never be blocked.
- Students not picked up by 3:07 will be walked to After Care. Students who are not picked up on time, may not gather on campus which includes the front of the school and parking lot.
- Students who are participating in enrichment activities will be walked to their location.
- The main gates will close at 3:08.
- Unsupervised children must not wait on the campus for siblings or parents who are involved in extracurricular activities. They should utilize After Care.
- Parents are asked to supervise their children.
- When picking up a student, identification is required from any adult who is not known to school personnel. We reserve the right not to release the child to anyone other than the custodial parent.
- Whenever a student in grades three and below is deviating from their normal pick up procedure, ie: going home with a friend, a note must be sent to the teacher.
- Parents picking up a student for early dismissal are asked to send a note in advance to the teacher. Students will not be allowed to dismiss 15 minutes before the final bell rings.
- Students will not be released to parents/guardians who are perceived to be impaired.



## Rainy Day Policy

In the event of heavy rain, dismissal changes will be communicated through email or text. On days with light drizzle at dismissal, students will be dismissed normally. If heavy rain is occurring during the morning, Pledge and Prayer will be held indoors.

## After Care

St. Francis Xavier School partners with Licensed Innovation Learning to meet the after care needs of our students ages three through fourteen. **As a precaution, every SFX family in grades Preschool through Fourth grade will be required to register with this organization.** SFX families will be charged a \$14 registration fee through your FACTS account as of August 1st. Online registration is available via a link on the school website. After care services are available during the following times:

- Regular School Days 2:50 pm to 6:00 pm
- Early Dismissal Days 12:50 pm to 6:00 pm - no lunch service available, send sack lunch with your student.

Students in grades PS through 3rd who are not picked up by 3:07 will be sent to the front office to call home and then placed in the after care program. Parents will be charged a “drop-in” fee. Please refer to the [After Care](#) webpage for further details or contact Innovation Learning Director: Traci Manoguerra 520-252-9125 for specific information about the program.

## STUDENT HEALTH

St. Francis Elementary School follows Arizona law AAC Title 9, Chapter 6, Article 7 (R9-6-701) - Vaccine Preventable Diseases. State law requires that all students are fully immunized according to age requirements by the first day of school or have a valid exemption. All needed immunization records must be on file before the first day of school.

In case of injury or illness during the school day, the student will be sent to the nurse. The nurse will then determine if the child should be sent home or return to class. Parents will be notified by the nurse to pick up their student. **If a student is sent home by the nurse for any reason listed within the Illness Policy, students must stay home the following school day, (if sent home Monday-Thursday).** Students should not text parents. It is important for the school to be able to reach the parents. Please keep all emergency information up to date. Sick children should be picked up promptly. [See the Addendum](#) for the Illness Policy.



Prescription medication or over-the-counter medication will be administered when instructed by a parent. Medication must be in the original prescription bottle. Before any medication may be administered, the parent will need to complete our medication permit. Medication permits are available at the front office. Students may not dispense medication to themselves or each other. This action will result in a disciplinary action by the administration.

Parents must log into the [FACTS Family Portal](#) to make sure their student's Medical Information is up to date before the first day of school. To access the medical form, click on School > Web Forms > Family Demographic Form > SFX Student Medical Form. **New families** are also asked to complete this extended [Health History Form](#) before the first day of school.

Parents are asked to call the office immediately if contact information has changed throughout the school year.

## Nut Free

Due to the prevalence of nut allergies on campus, snacks or lunches with nuts or nut butter are not allowed. Labels that say "Processed at a facility that also processes nuts" are allowed.

## School Counseling Services

St. Francis Xavier is committed to providing quality education to its students. The student's health and well-being are always the main priority. School counseling services assist students in meeting their full potential through academic, personal, and social development. As part of our structured and coherent counseling program, students may be referred to, or request, counseling services. Counselors will contact the parent/guardian when a child is serviced. However, these services are not intended as a substitute for the diagnosis or treatment of any mental health disorder.

## Consent

School counseling is considered part of a school's general education program and is accessible to all students. As part of this general program, a school counselor may engage St. Francis Xavier students through a variety of strategies to promote and support:

- Classroom presentations
- A school's safe and inclusive school environment
- All students' personal, social, and academic development



Additionally, a school counselor may engage in the following activities available to all St. Francis Xavier students without written parent consent:

- School assemblies in support of academic, social, and emotional skills
- Individual, short-term support
- Collaboration with teachers
- Collaboration with school administration and staff to deliver school-wide support
- Intervention and assistance in emergency situations and when a student is considered at imminent risk for harm

## **Referrals**

Referrals for school counseling services can be made by all stakeholders, including parents/guardians, teachers, and administrators. Students can also self-refer by requesting through their teacher or emailing the counselor. SFX partners with Care Solace to offer comprehensive support for students, staff, and family members in need. Information about Care Solace can be found on our school website.

## **Confidentiality**

- Trust is the cornerstone of counseling. School counselors have the responsibility to respect and safeguard the right to privacy and confidentiality of a student except for certain limited conditions such as if a student demonstrates harm to self or others if there is known or suspected child abuse or neglect, or if there is a court-ordered disclosure.
- School counselors may share student information with parents/guardians, the student's teacher, and/or administrators or school personnel who work with the student on a need-to-know basis

If you have any further questions about this information or specific questions regarding counseling services, please contact our counseling office: 602-266-5364, ext 4564.

## **CAMPUS MINISTRY/FAITH LIFE**

St. Francis Xavier School's Catholic identity permeates all aspects of the school. Catholic identity is lived out through the mission and actions of the students, teachers, administration, and parents of the school community. As a ministry of a Catholic Jesuit parish, the school draws from and integrates



Jesuit tradition, spirituality, educational philosophy, and prayer into its practices. Our Student Learning Expectation of Religious calls all SFX students to grow in their faith.

## **Prayer and Sacraments**

Students have various opportunities to deepen their faith through participation in prayer and the sacraments. Each school day begins with our community gathering for morning pledge and prayer and students lead the community in St. Ignatius' Awareness Examen during Advent, Catholic Schools' Week, and Lent. Other prayer opportunities occur throughout the day in classrooms and the lunchroom. Students attend weekly mass and prayer traditions of the church such as the Rosary, Stations of the Cross, and Adoration of the Blessed Sacrament are held. The sacrament of Reconciliation is offered in Advent and Lent. Students in second and third grade (who are baptized Catholic prior to turning 7) prepare for and receive the sacraments of Reconciliation (2nd) and Confirmation and First Eucharist (3rd).

## **Retreats**

In the Jesuit tradition, St. Francis Xavier School offers retreat opportunities for students and parents to deepen their relationship with God and others and enrich the educational and spiritual development of our students. New families are welcomed with a retreat to introduce them to the mission and philosophy of St. Francis Xavier School, Jesuit heritage and Ignatian spirituality and how they affect the education and culture at SFX. Students and parents from all faith traditions participate in family and student retreats.

## **Service**

In forming Kids for Others, St. Francis Xavier students are taught the importance of serving others in age appropriate ways from preschool through eighth grade. Per Ignatian tradition, students are taught to live out the prayer of generosity by freely performing service to others out of a place of gratitude without seeking reward or recognition. Students participate in service in a variety of ways: from classroom service learning units, Lenten almsgiving, food drives, Christmas giving and drives for needs of the community. St. Francis Xavier students are kids for others.

All St. Francis Xavier students participate in Christian service opportunities either at the voluntary or mandatory level. Participation in service to others is required for eighth-grade students. As part of their graduation requirement, eighth-grade students perform at least 20 hours of Christian community



service. As partners with parents in their child's education, parents are encouraged to help their child select service opportunities and/or to participate in service as a family.

Students and parents sign a service agreement that details the mission and requirements of the program. Students who are not in compliance with the agreement will not participate in any end-of-the-year field trips or activities (including graduation) until their hours are complete, verified, and turned in.

## STUDENT UNIFORMS

Student clothing and personal grooming should reflect respect for the dignity of self, other individuals and groups, and promote effective learning and social environments. The intent of the St. Francis Xavier School dress code is to instill an understanding of the expectations of appropriate attire in different contexts. Students must be in proper uniform from the time they arrive on campus until they leave. **Please label ALL uniform pieces.**

Uniform Requirements:

<p>Shirts</p> <ul style="list-style-type: none"><li>• Purchased from The Wolf Den</li><li>• Tucked in at all times</li><li>• Long sleeve undershirts are not permitted</li></ul>
<p>Shorts/Pants (Boys or Girls)</p> <ul style="list-style-type: none"><li>• May be purchased from any vendor</li><li>• Khaki</li><li>• No Cargo style shorts or pants</li><li>• May not be rolled</li><li>• Belts (plain black, gray, navy, or brown) must be worn for grades 6-8</li><li>• No exposed undergarments</li><li>• Shorts may not be shorter than three (3) inches above the knee.</li></ul>
<p>Skorts or Jumpers (PS-5 Girls)</p> <ul style="list-style-type: none"><li>• Khaki or plaid</li><li>• Khaki may be purchased from any vendor</li><li>• Plaid can be purchased from Tommy Hilfiger</li></ul>
<p>(6-8 Girls)</p> <ul style="list-style-type: none"><li>• May wear plaid skirt or plaid skort</li><li>• Purchased from Dennis or Tommy Hilfiger</li><li>• May not be rolled</li><li>• May not be shorter than three (3) inches above the knee.</li><li>• Girls should wear shorts under their skirts</li></ul>



<ul style="list-style-type: none"><li>• No exposed undergarments</li></ul>
<p>PE Uniforms (5-8 Girls and Boys)</p> <ul style="list-style-type: none"><li>• Purchased from The Wolf Den</li><li>• If PE is first thing in the morning, students can wear PE clothes to school</li><li>• If PE is at the end of the day, students can wear PE clothes home</li><li>• Use a labeled PE bag for change of clothes</li><li>• Required as part of the PE grade</li></ul>
<p>Spirit Shirts</p> <ul style="list-style-type: none"><li>• May be worn on Fridays (or at the discretion of the principal)</li><li>• Tucked in at all times</li></ul>
<p>Socks</p> <ul style="list-style-type: none"><li>• White, Gray, Navy, or Black Socks only</li><li>• Discreet logos are permissible</li></ul>
<p>Shoes</p> <ul style="list-style-type: none"><li>• Tennis shoes only</li><li>• Laced or velcro is acceptable</li><li>• Athletic slip on shoes (like vans) are acceptable</li><li>• Light up or roller shoes are not allowed</li></ul>
<p>Jewelry</p> <ul style="list-style-type: none"><li>• Stud earrings only (one pair only)</li><li>• One bracelet is allowed</li><li>• One religious necklace is allowed</li><li>• Smartwatches are not allowed</li></ul>
<p>Make-up</p> <ul style="list-style-type: none"><li>• Not allowed</li></ul>
<p>Hair</p> <ul style="list-style-type: none"><li>• Natural hair colors only</li><li>• Must not impede the face (so the student can see and be seen)</li><li>• Clean</li></ul>
<p>Nails</p> <ul style="list-style-type: none"><li>• Fake nails, including gel or dip, are not permitted</li><li>• Nail polish is not permitted</li></ul>
<p>Free Dress Days</p> <ul style="list-style-type: none"><li>• Shirts with messaging should be in line with our mission</li><li>• Shirts must cover the shoulders and midriffs</li><li>• Clothes should not have holes</li><li>• Athletic shoes are still required</li><li>• Shorts should not be more than three (3) inches above the knee</li></ul>
<p>Sweatshirts</p> <ul style="list-style-type: none"><li>• Purchased from The Wolf Den</li><li>• Hoods may not be on while indoors</li></ul>



#### Hats

- May be worn outside
- Encouraged during the hot months

#### Tights

- Girls are encouraged to wear tights/leggings under their skirts or skorts during cold months.
- Tights/Leggings must be white, blue, black, or gray

## PHYSICAL EDUCATION PROGRAM

P.E. classes are a part of the regular curriculum. Students are expected to participate in activities and continue to progress throughout the year. If students are not adhering to expectations laid out by teachers then it will result in a deduction of points. Students in proper attire are expected to attend and participate.

A student may be excused from PE as follows:

- Due to a temporary injury if a note is sent by a parent. This note should explain the nature of the injury. If more than three classes are to be missed, a doctor's written excuse is required. Students restricted from P.E. because of PAR (Physical Activity Restriction) may not participate in after-school sports or recess on that day.
- Due to a physical impairment. A note from a doctor must be on file in the nurse's office before a child can be excused, and the duration of nonparticipation must be clearly stated.

\*Students are required to dress for P.E. regardless of participation.

## SPORTS

Participating in middle school sports is an exciting opportunity for students to develop their physical, social, and emotional well-being. At SFX we offer a variety of sports programs for students. Before signing up for a sport, research and understand the requirements, schedule, and expectations. Students should choose a sport that interests them and aligns with their physical abilities and goals. The fee to participate in after school sports is \$150. Boys and girls in grades 5th - 8th can participate in the following:

- Fall: Boys' Football / Girls' Volleyball
- Winter: Boys' Basketball / Girls' Softball / Cross Country
- Spring: Boys' Baseball / Girls' Basketball / Soccer (only for 7th & 8th graders)



## **Physical Preparation & Safety**

Participating in sports requires physical preparation. Before starting a sports program, ensure that the student is physically healthy and able to participate. Schedule a sports physical with your healthcare provider, follow a healthy diet, and get enough sleep to improve your performance and prevent injuries. Safety is a top priority in middle school sports. Coaches and staff will provide safety guidelines and precautions that students must follow. Learn and understand the rules of the sport, wear the proper safety gear, and report any injuries or concerns immediately.

## **Time Management & Sportsmanship**

Participating in sports requires time management skills. Students and families should work to balance time spent between school, sports, and other extracurricular activities to ensure academic success. Sportsmanship is a vital aspect of middle school sports. Students are expected to show respect for their opponents, coaches, and officials, and exhibit positive behavior.

## **Academic/Behavior Eligibility for Sports**

Participation on a school sports team and other school activities is a privilege. As such, academic eligibility is required to participate. Students must have at least a "C" average in all subject areas for participation in extracurricular activities. Students may not have any D's or F's at the time of the grade check in order to be eligible for extracurricular activities and athletics. Students who have not met the above-stated requirement will be suspended from attending or participating in all clubs or team activities for a two week period to focus on academics. Students who become ineligible twice in a season will be ruled ineligible for the remainder of the season.

Additionally, students are expected to abide by the Student Code of Conduct to participate in the school's sports program and extracurricular activities. Students who receive a documented violation of the code of conduct will be suspended from participation in the next scheduled activity (club activity and sporting event.) If a student receives a detention on the same day as a playoff game, the detention may be served on the next non-playoff day. Three or more documented behavior infractions in the same sporting season will result in the student being removed from the team or activity for the remainder of the season.

Due to health and safety concerns, students must attend a full day of school the day of a sporting event to participate in the event or any other extracurricular activity. Students who are absent more



than half a day due to illness may neither participate in nor attend a sports activity or extracurricular activity the day of the illness. Departure from school prior to 11:00 am or arrival at school after 11:00 a.m. constitutes a half-day absence.

## **ENRICHMENT OPPORTUNITIES FOR GRADES PS-4th**

St. Francis Xavier partners with outside organizations to offer several after-school enrichment opportunities. Enrichment classes have separate fees and are paid directly to the vendors. Examples include: Art and Crafts, Crazy, Cool Science, Cheer and Dance, Sports, Legos, and Golf. Offerings may vary from year to year depending on interest and availability. Read The Weekly Howl for up to date information.

## **TECHNOLOGY POLICY**

### **Acceptable Use**

The use of SFX devices and accounts shall only be for purposes directly related to the student's education and within the educational goals and objectives of SFX. The student's use shall further conform to the Student Handbook, where applicable. Compliance with these rules and restrictions is each user's sole responsibility. All school devices, domains, accounts, and networks are the property of SFX and may be monitored, searched, or removed from student use at any time.

### **Acceptable Devices**

Students may only use school provided devices while on campus. E-readers are allowed at the teacher's discretion. No Smart Watches (fitbit, apple watch, step tracker, etc) are allowed to be worn on campus.

### **Cell Phones**

Cell phones for grades six through eight must be contained in a locked Yondr pouch. Upon entering campus, junior high students will be required to slip their phones into the pouch and lock them in the presence of an administrator; either at the gate or in the front office. Failure to do so will result in disciplinary action. Upon leaving campus, students can unlock their pouch at the main gate. Phones for students in grades five and below are not allowed on campus. If a student needs to communicate with a parent, accommodations can be made in the classroom or front office.



If students in grades five and below are found with a phone or if students in grades six through eighth violate the pouch rule, the following consequences will be enforced.

- First Offense - In School Suspension
- Second Offense - Behavior Agreement
- Third Offense - Potential Probation/Required Withdrawal

Intentional damage done to a pouch will result in disciplinary action.

If a phone is confiscated due to violation of the cell phone policy, the Administration reserves the right to check for any inappropriate information that may be stored, received, or sent on any student's confiscated communication or electronic device during the school day or any school sponsored event. When deemed necessary, this information will be downloaded and/or printed.

### **Chromebook 1:1 Program**

The use of the term "Chromebook" includes the actual device along with the charger issued by St. Francis Xavier School. All students receiving a Chromebook are responsible for the Chromebook and charger issued to them. For students in grades 3-5, the Chromebooks remain in the classroom. Students in grades 6-8 are responsible for taking the device home each and returning it charged every school day. All Chromebooks are to be returned at the end of each school year and will remain on campus over the summer. Upon returning to school in August, the same Chromebook will be assigned to each student. Eighth grade student Chromebooks will be collected prior to the 8th grade trip. Families are responsible for any damage done to the device. Following graduation, 8th grade students may pick up their device if they wish.

Internet access is filtered and monitored with GoGuardian. However, as the Internet is vast, some sites can still be accessed that are not appropriate for school. Students are responsible for accessing appropriate sites and reporting accidental site access. Students who access inappropriate sites, non-school related sites, gaming sites, youtube videos that are not assigned, or other similar content will lose privileges including Chromebook restrictions and/or loss of device.

St. Francis Xavier School will issue a school-owned Chromebook to students upon compliance with the following:

- Completion of Student Orientation Training Session



- Submission of signed Student Handbook Form

For more information about the care and usage expectations of the chromebook, please read the [Acceptable Use Policy](#).

### **Terms of Use of St. Francis Xavier School Technology**

- Students may be subject to loss of privileges, disciplinary action, legal action, and parents/guardians may be financially responsible for the full cost of replacement or the cost of repair of the school-issued Chromebook in the event of intentional damage and/or violation of policies and guidelines as outlined in the Technology Responsible Use Agreement. The Teacher and School Administrator will assist in contacting the parents/guardians to discuss device damage/loss information to identify the specific response necessary on a case by case basis.
- Students are required to turn in school-issued Chromebooks upon request from any school staff member.
- Students should notify his/her teacher within 24 hours of accidental damage, loss, or theft of a school-issued Chromebook.
- If a school-issued Chromebook is stolen from an off campus location, parents/guardians are required to file a police report within 48 hours and bring a copy of the report to the Principal's Office. Parents should also notify their student's Homeroom teacher in the event of theft.

### **Parent/Guardian Expectations**

- Monitor their child's appropriate Internet use and adherence to Internet guidelines when using their school-issued Chromebook.
- Ensure stolen or damaged Chromebooks are reported within the designated timeframes.
- Encourage and model appropriate digital citizenship.

### **Email**

The school provides students with a Gmail account. A student's email account carries with it many benefits. The account allows students to correspond with teachers, communicate and share files with group members, attach documents to work on at home, and more. These benefits are paired with the responsibility of using email accounts appropriately.



The following policies are in place to ensure that this form of communication is used properly. Students who violate these policies, at the very least, will lose email privileges.

The school expects that students are to log in and check their SFX issued email account on a frequent and consistent basis.

- Student password information shall not be shared.
- Students are responsible for all electronic mail originating from their Google account.
- Forgery or attempted forgery of email messages is illegal and prohibited.
- Any unauthorized attempt to read, delete, copy, or modify email of other users is prohibited.
- Users are prohibited from sending unsolicited mass emails.
- Students are not to use email to contact parents during the school day. If a student is ill, the office/nurse will contact parents.
- All users must adhere to the same standards of conduct for communicating online that is expected in the classroom.

It is the student's responsibility to report any potential misuse of student email to the IT department. Given the nature of electronic mail as a public medium, it is critical for students to use appropriate language. Students should be mindful they represent St. Francis Xavier School. There should be no expectation of privacy when using email. The school reserves the right to check all email communication when deemed necessary or appropriate.

## Cyberbullying

All members of the SFX community are to show respect, acceptance, and concern for others. Cyberbullying, in any form, will NOT be tolerated. This applies to cell phones, group texts, the school's network AND the broader internet (including social media), whether accessed on-campus or off-campus, either during or after school hours. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by digital means (Email messages, instant messages, text messages, social media posts, etc).

A community member who believes they are the victim of cyberbullying should not erase the offending material from their device or account. They should print a copy of the offending material and immediately report the incident to a school official. All reports of cyberbullying will be investigated fully.



## **Social Media**

All social media websites MAY NOT be accessed on school property at any time. When a user is online, the user is also representing the SFX community, and the site content may negatively reflect or affect the reputation and well being of SFX and others. Accordingly, the school retains the right to monitor student use of these sites. Should inappropriate material be discovered, the school will contact the parents and ask for their assistance in addressing the concern to the extent possible. SFX reserves the right to pursue disciplinary action.

At no time should a student “friend” a member of SFX’s faculty/staff nor should a member of SFX’s faculty/staff “friend” a student on a social networking website. Texting with current SFX employees is appropriate ONLY for school business, ie: campus emergencies or coordination of events. All other communications must be kept to the SFX Email system.

Postings on the Internet must not include derogatory images or defamatory remarks about anyone in the SFX community or the school itself.

## **Consequences for Misuse of Resources**

Violations of these standards of technology usage at SFX may result in disciplinary action. If there is clear evidence of abuse or a threat to system response, integrity, or security, a user’s files may be inspected by the School. For violations, a user’s access to technology may be suspended in addition to detention, probation, suspension, or expulsion from SFXS.

SFX is not responsible for any damage or loss of any personal device or accessory used, no matter what the cause. This includes use both during and after-school hours. There is no insurance coverage available through SFX (nor the Diocese of Phoenix) for the loss of or damage to the student’s personal device, and no claim for damage to or loss of the student’s device can be made.

## **ACADEMICS**

### **Academic Integrity**

The administration and faculty of St. Francis Xavier strongly believe that honesty and integrity, academic or otherwise, are essential elements to building community and promoting social justice.



Therefore, submitting work that is not one's own, is a serious offense. Academic dishonesty means, but is not limited to cheating (the giving, receiving, or taking of any information or written work that is not one's own, including the use of AI), plagiarism (intentionally or knowingly representing the words, ideas, or sequence of ideas of another as one's own), and facilitation (intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.)

The consequences for Academic Dishonesty – for all parties involved are:

- 1st offense – Behavior report, zero credit, detention.
- 2nd offense – 1-day suspension
- 3rd offense – Will result in re-evaluation of the student's continuance at St. Francis Xavier.

These consequences are subject to change based on the severity of the infraction.

## Grading Scale

The St. Francis Xavier grading scale is in compliance with the Diocese of Phoenix. The following academic conversion scale is in place for grades 3-8:

### **Core classes:**

- A Excellent 90-100
- B Above Average 80-89
- C Average 70-79
- D Below Average 60-69
- F Failing 0-60

### **Elective Classes:**

- O Outstanding 90-100
- S Satisfactory 80-89
- NI Needs Improvement 70-79
- U Unsatisfactory 60-69

Teachers in grades PS-2nd utilize a more standards based approach and the following scale to assess student achievement:

3: The student consistently demonstrates an understanding of concepts, skills, and processes taught in the reporting period.



2: The student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in the reporting period.

1: The student is not yet demonstrating an understanding of grade-level concepts, skills, and processes. The student needs considerable support and is performing below grade-level expectations.

## **Report Cards**

Report cards are published in preschool, kindergarten, 1st and 2nd grades at the end of the second and fourth quarters, and at the end of each quarter in grades 3 through 8. Report cards are a means of informing parents of academic progress as well as of cooperation, effort, and attendance. Report cards are made available electronically, through FACTS, for both students and parents. Progress reports are provided to parents in between each quarter.

## **Final Grade Calculation**

For grade levels 4-8, the final letter grade for the year is calculated from the percentage earned each quarter. Each quarter is weighted the same at 25%. All final grades at the end of each quarter and end of year will be rounded up to the nearest percentage point if at .5 or higher.

## **Academic Probation**

Student achievement is reviewed at the end of each quarter. Students earning a grade of “D” in two courses or a grade of “F” in one course, may be placed on an academic contract, signifying their probationary status. Upon initiation of the contract, the designated administrator will meet with the student, the parent and the teacher to discuss and develop a plan to promote academic success. Students who do not fulfill the academic requirements set forth in their contract may be placed on probation and may have their status as a St. Francis Xavier student reevaluated. Graduating students may not be eligible to participate in graduation activities if they do not have a “C” average in all subject areas. Graduating students may not participate in graduation activities if a core course (ELA, Math, Religion, Social Studies, Science) is not successfully completed for the academic year (59.5% and above). Additionally, a failing student may be required to complete SFX summer school in order to successfully complete the academic school year.



## Homework

At St. Francis Xavier we believe:

- The purpose of homework is to practice, reinforce, or extend classroom learning.
- Homework is differentiated based on age and academic needs. Homework should increase gradually in the amount of time required as a student progresses through the grades. Research suggests no more than a 10-minute increase per grade level starting in Kindergarten (i.e Kinder/1st grade = 10 minutes, 2nd grade = 20 minutes, etc.)
- Daily independent reading is encouraged for each student. Independent reading would not be included in the above suggested homework minutes.
- Homework should also be work that a child can successfully complete on their own.
- If a student needs extra support in completing their homework, SFX will work with the student to support them.
- Homework is one of many ways to develop and support time management skills and responsibility.
- Homework should have reasonable deadlines to support a family's busy schedule. No homework is more important than the well-being of our students and families.

## Classroom Placement

The decision for classroom placement is made by the teachers and the administration. The process takes into consideration the child's learning style, relationships between and among students, girl to boy ratios, and learning aptitude. In the best interests of all students in the learning environment, the final decision for classroom placement is made by the school administration. As such, St. Francis Xavier does not allow for parents and/or students to request classes or teacher placement.

## Agendas

Students in grades 1–7 will be provided with an agenda. Eighth-grade students may use an agenda of their choice. The purpose of the agenda book is to support the development of organizational and time management skills. Students are expected to keep their agendas in good condition and refrain from defacing them in any way. If an agenda is damaged or defaced, a replacement will need to be purchased.



## **Parent-Teacher Conferences**

Open and ongoing communication between home and school is essential to student success. Formal Parent-Teacher Conferences are held annually during the month of October. Specific details about the format and scheduling of conferences will be communicated by your child's grade-level teacher.

In addition to these scheduled conferences, parents or teachers may request additional meetings at any time throughout the year to discuss academic progress, behavior, or other concerns. Teachers are available for meetings before or after school by appointment, with the exception of Fridays and early release days.

We value our partnership with families and encourage ongoing dialogue to support each child's growth and development.

## **Standardized Testing**

### **IOWA Assessment**

The IOWA assessment is administered to students in grades 1-8. This norm-referenced assessment is designed to gauge year-to-year progress, identify student strengths and areas of improvement, and measure how St. Francis Xavier students perform compared to national averages. The results of this test are used to guide instruction. Per Diocesan mandate, the test is given in the spring. Test results are shared with parents in May.

### **CogAT**

The Cognitive Abilities Test (CogAT) is given to students in the 3rd and 6th grades. The CogAT measures students' learned reasoning abilities in three areas commonly linked to academic success: Verbal, Quantitative, and Nonverbal. The CogAT is administered with the IOWA in the spring and test results are shared with parents in May.

### **STAR**

The STAR is a computerized assessment used to monitor student progress and provide teachers with student-level, diagnostic information to guide instructional planning. The Early Literacy, Reading, and Math tests are given 3 times during the school year. Results are shared with parents in the fall and spring.



## **Graduation**

Graduation is a school sponsored event for the purpose of recognizing the academic and enrichment achievements of qualifying students. Participation is a privilege. Students may be prohibited from participating in any or all graduation activities until their educational, service, financial, and disciplinary obligations are met. A student may be excluded from participation for reasonable cause or if deemed appropriate as a consequence by school administration. Repeated and/or serious violations of the Student Code of Conduct, frequent absences and/or tardies, uncompleted course work are cause for exclusion from the graduation ceremony or activities. All financial obligations and outstanding balances must be paid in full by May 1st of their graduation year.

## **Summer Academic Requirements**

Summer Reading and Math requirements are a tradition at St. Francis Xavier School and reflect our commitment to academic excellence.

### **Summer Math**

The summer math requirement at St. Francis Xavier is individualized to meet student needs. Using year end STAR math data, students are prescribed specific skills to complete and master utilizing the web-based programs IXL (4-8) and Happy Numbers (K-3).

### **Summer Reading**

Summer reading assignments vary by grade level. All lessons are thoughtfully designed to meet grade level standards and encourage a love of reading. Assignments differ per teacher, but accountability for completion of the requirement is a component at all grade levels.

## **STUDENT DISCIPLINE**

### **Discipline with Purpose**

In the primary grades, St. Francis Xavier utilizes a developmental approach to teaching self-discipline called Discipline with Purpose. Teachers formally teach, model, and reinforce 15 self-directing skills that promote an objective standard of personal behavior. The DWP program emphasizes the following fifteen skills:

1. Listening



2. Following Instructions
3. Asking Questions
4. Sharing
5. Social Skills
6. Cooperation
7. Reasons for Rules
8. Completing a Task
9. Leadership
10. Communication
11. Setting Time Limits
12. Resolving Problems
13. Initiating Solutions
14. Fact vs. Feelings
15. Service to Others

## **Student Code of Conduct**

The philosophy of St. Francis Xavier School emphasizes a deep respect for human dignity and the uniqueness of every child. Students are expected to be considerate of the rights of others in all interactions and to cooperate with the spirit and policies of the school which are designated to foster mature development and personal responsibility.

Students will:

- Follow *all* school and classroom rules and guidelines.
- Show respect to others with their words and actions.
- Provide truthful answers, take responsibility for their actions, and follow directions as given.
- Arrive at school on time and in the proper dress code.
- Behave in a safe and orderly manner.
- Respect school and church property and the property of others.
- Participate respectfully in Mass and other religious functions.
- Be good stewards of school resources
- Refrain from bringing the following items onto school property: knives, firearms, fireworks, matches, lighters, smoking materials, drugs, alcohol, and obscene or offensive material.



## Disciplinary Action

Per the Ignatian principle of Cura Personalis, St. Francis Xavier School understands discipline as a “teachable moment.” As such, infractions of the school rules and/or policy are used to teach students about the appropriate DWP skills. However, when students fail to self correct or behavioral infractions become repetitive and/or threaten the learning environment, disciplinary action will be taken. The Discipline Cycle represents the school’s due process afforded to all students.

At St. Francis Xavier we employ a restorative justice model with the ultimate goal of forming students who are self-disciplined as they learn and grow into being kids for others. The main principles of restorative justice practices are valuing and restoring relationships, reflection, and repairing the harm done.

Consequences and disciplinary action, when necessary, will be firm, fair, and consistent. In determining the appropriate disciplinary consequence, school personnel will take into consideration the student’s age, the nature of the offense, circumstances that led to the offense, and the student’s prior disciplinary record.

## Student Conduct and Accountability Steps (Grades 3–4)

*At St. Francis Xavier School, we are growing together in faith, character, and responsibility. As students move out of the primary grades, we help them become more responsible while also offering support. These steps help us learn from our choices and stay respectful in our school community.*

### Step 1: Gentle Redirection

If a student makes a choice that isn’t respectful or responsible, a teacher or staff member will give a gentle verbal reminder. This gives the student a chance to fix the behavior and make a better choice.

### Step 2: Reflection Time (After-School Detention)

If the behavior continues, the student may be asked to stay after school for Reflection Time, where they can take a short break to think about their choices and how to improve.

- Reflection Time is Monday through Thursday, from 3:00–3:30 p.m.
- Students may quietly reflect, write about their choices, or help with simple school tasks.
- Students will call home to let their parents or guardians know they are staying for Reflection Time.



- Students may not participate in school clubs, sports, or activities that day (unless it's a major event, such as a playoff or performance).

### **Step 3: Behavior Modification Plan**

If a student continues to have trouble following rules (usually after 3 reflection times), we will create a Behavior Modification Plan together with the student, family, and teacher(s).

This plan includes:

- Simple goals to help the student improve
- Support and encouragement from the school team
- A team approach to help the student succeed

In some cases, a short in-school break (called in-school suspension) may be used to give the student time to reset and refocus.

### **Step 4: Behavior Agreement**

If the student is still struggling to meet expectations, the school administration may create a Behavior Agreement. This is a more serious plan that clearly explains what the student must do to stay in good standing at school.

If the agreement is not followed, further consequences, like in-school or out-of-school suspension, may happen.

### **Step 5: Probation or Required Withdrawal**

If a student breaks their Behavior Agreement or makes a serious choice that goes against school rules, they may receive an out-of-school suspension and be reviewed by the Discipline Team.

The Discipline Team may decide:

- The student will be placed on Probation with clear expectations for continuing at school.
- The student may be asked to withdraw from St. Francis Xavier School.

If a student on Probation does not follow the rules or terms of their agreement, they may be suspended again while the Discipline Team decides if they can remain at school.



## **Student Conduct and Accountability Steps (Grades 5–8)**

*St. Francis Xavier School is committed to forming students in faith, character, and responsibility. As students mature, we expect them to take increasing ownership of their choices. These conduct and accountability steps are designed to support student growth, provide student support, reinforce accountability, and maintain a respectful and productive learning environment.*

### **Step 1: Verbal Reminder / Warning**

When a student demonstrates behavior that does not align with school expectations, a teacher or staff member will give a verbal reminder or warning. This allows the student the opportunity to self-correct and make a better choice.

### **Step 2: After-School Detention**

If the student does not respond to a verbal warning, or an infraction warrants more than a verbal warning, an after-school detention will be assigned.

- Detention takes place Monday–Thursday from 3:00–3:30 p.m.
- Detentions are typically served the same day they are assigned.
  - If issued after 2:00 p.m. or on a Friday, the detention is served the next available school day.
- During detention, students will:
  - Complete a reflection activity (e.g., written response or DWP reflection)
  - Sit quietly
  - Or assist with light service tasks on campus (e.g., campus beautification)

### **Additional Guidelines:**

- Students may not participate in any extracurricular, academic, or social events on the day of detention (exceptions may apply for playoff games or scheduled performances).
- Students must notify their parent(s)/guardian(s) by calling from the school front desk at the time the detention is assigned.



### **Failure to Serve Detention:**

- Students who do not report to detention or arrive more than five minutes late will be assigned two detentions.
- Continued failure to serve detention may result in placement on a Behavior Modification Plan.

### **Step 3: Behavior Modification Plan**

If a student accrues multiple detentions (typically three or more) or demonstrates ongoing behavioral concerns, a Behavior Modification Plan will be implemented.

- Developed by a member of the Discipline Team in partnership with the student, parent(s)/guardian(s), and teachers.
- Includes:
  - Clear goals and expectations for behavior
  - Targeted support to help the student improve
  - Regular check-ins and accountability

Depending on the frequency or severity of behavior, an **in-school suspension** may be assigned to allow the student time to reset and refocus in a structured setting.

### **Step 4: Behavior Agreement**

If a student does not meet the goals outlined in their Behavior Modification Plan—or continues to demonstrate concerning behavior even after the time period of implementation has elapsed on the Behavior Modification Plan—a more formal Behavior Agreement will be created.

- This plan is developed by school leadership (principal, assistant principal, or Discipline Team member).
- It outlines non-negotiable expectations and required actions for the student moving forward.
- Violations of the Behavior Agreement may result in:
  - In-school suspension
  - Out-of-school suspension, depending on the nature of the behavior



## **Step 5: Probation or Required Withdrawal**

If a student breaches their Behavior Agreement or commits a serious violation of school rules, they will receive an out-of-school suspension and be referred to the Discipline Team for review.

The Discipline Team may determine one of the following outcomes:

- The student is placed on Probation, with specific terms and conditions for continued enrollment.
- The student is required to withdraw from St. Francis Xavier School.

Students placed on probation who continue to violate school rules or fail to meet the terms of their contract may be suspended again, pending a final review by the Discipline Team to determine whether withdrawal is necessary.

## **Discipline Documentation**

A student may occasionally overlook behavior guidelines or forget minor rules. Minor infractions will be handled within the classroom, however, repeated infractions or infractions of a more serious nature will be communicated to parents and recorded in Facts. Discipline records are confidential and are not shared.

## **Detention**

After-school detention is held Monday through Thursday from 3:00-3:30 and an assigned detention *must* be served the day the detention is issued, with the exception of Friday. Friday detentions are served the following Monday. Students will be asked to notify their parent(s) upon receiving detention to make arrangements for pick-up. While in detention, students will complete a DWP reflection, sit quietly and away from other students, and/or participate in campus beautification or other types of service to the school during their assigned detention period. Students serving after-school detention are prohibited from participating in school-sponsored extracurricular, social or academic events the day of the detention. If a student fails to serve a detention or reports to detention more than 5 minutes late, they will receive a second detention.

## **Suspension**

A suspension is invoked when a student demonstrates a serious disregard for St. Francis Xavier policies. The student's parents will be informed that their child has been suspended. Suspensions



may not be appealed (Diocese of Phoenix School Policies 1.15 D). Suspension is generally served for one to five weekdays. The suspension will be served in or out of school. A suspended student will not be allowed to attend or participate in any school-sponsored, extracurricular, social or athletic activities during the period of suspension. Students will be provided with class assignments and homework while on suspension from school. Students are expected to complete this work in a timely manner and will have the opportunity to contact their teacher regarding any questions about the assigned work. Upon return to school, students will be permitted to make up tests.

### **Immediate Suspension from School**

The principal has the authority to place any student on immediate suspension for any reasonable suspicion of the following:

- Endangerment of other students, faculty, staff, or self. This includes physically harming, or potentially harming, another student.
- Possession of drugs alcohol, weapons, or tobacco, illegal paraphernalia, or obscene/offensive material.
- Through attitude or action, demonstrating serious disrespect for a teacher, administrator, fellow student, and/or disrupting the orderly process of learning.
- Harassment/Bullying
- Failure of past disciplinary actions to affect improved conduct.
- Falsification or misinterpretation of notes sent to/from parents or guardians.
- Serious violation of the school's technology user's agreement.
- Second offense of academic dishonesty.
- Violation of St. Francis Xavier 24/7 Policy
- Any other serious infractions of the school rules or behavior code at the discretion of the school administration or pastor.

### **Required Withdrawal/Reasons for Dismissal**

Conduct of any kind that is in conflict with the values for which our Catholic community stands for is grounds for dismissal from St. Francis Xavier School. The reason for immediate dismissal includes the following but is not limited to:

- Possessing, using, or being under the influence of tobacco, alcohol, or illicit drugs, on school premises or at school sponsored activities.
- Flagrant insubordination.



- Further misconduct after being placed on probation.
- Seriously violating the rights and dignity of others.
- Carrying a weapon or anything that may be reasonably considered to be a weapon. Threat, possession, or use of a weapon on school premises or at school-sponsored activities.
- Theft of or malicious damage to school/parish property or the personal property of teachers or students.
- Repeated or serious/systemic academic dishonesty.
- Fighting, Harassment, or Bullying (including cyber-bullying).
- Violation of St. Francis Xavier 24/7 policy (see below)
- Any action that represents the school in an unfavorable manner and/or conflicts with the values that our Catholic community stands for.

## Disciplinary Review

In the case of a student's required withdrawal from a school, a parent of the student may appeal the decision of the administrator to the pastor. The appeal must be made in writing within 5 calendar days. (Diocese of Phoenix School Policies 1.15 B)

## St. Francis Xavier 24/7 Policy

The students of St. Francis Xavier School represent the school both during and outside of the school day. Any conduct that negatively reflects upon the reputation of the school may be subject to disciplinary action. Behavior unbecoming to a young Christian boy or girl (whether or not listed in this SERIOUS OFFENSE section) will not be tolerated. Disciplinary action will be at the discretion of the administration. Students, whether in uniform or not, represent St. Francis Xavier School when they are off-campus, on-campus, or online. Any conduct, on or off-campus, or via social media, through cell phones, groups texts etc. that is inappropriate or mars the name of the St. Francis Xavier Community, may result in required withdrawal from St. Francis Xavier.

## COMMUNICATION PROCESS

### When there is a concern in Grades 4-8

- **Step 1:** The student should contact the teacher. The teacher and student attempt to resolve the issue and if necessary the teacher will reach out to the parent.



- **Step 2:** A parent is welcome to contact their student's teacher after the student has attempted resolution.
- **Step 3:** If a resolution has not been reached, the parent should contact the appropriate administrator (Discipline Team Member, and/or Assistant Principal).
- **Step 4:** Only after the above steps have been completed should a parent reach out to the School Principal.

*Please note that this is a skill introduced in 4th grade. 4th Grade teachers will work with students and their families to master this communication skill so as students transition to 5th grade this skill is in place.*

### **When there is a concern in Grades PS-3**

- **Step 1:** A parent is welcome to contact their student's teacher.
- **Step 2:** If a resolution has not been reached, the parent should contact the appropriate administrator (Assigned Discipline Administrator, and/or Assistant Principal).
- **Step 3:** Only after the above steps have been completed should a parent reach out to the School Principal.

*We believe students of all ages have the ability to communicate concerns with their teachers and we encourage them to do so at an age-appropriate level. We ask for partnership in this by encouraging your child to resolve some issues independently.*

## **APPEAL/GRIEVANCE PROCEDURES**

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective review by a third party in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication, and the strengthening of the community of faith, the following general guidelines shall be followed:

- In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
- If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the school administrator.
- If the administrator is believed to be acting contrary to diocesan or school policy, then a parent may have recourse to the pastor.
- The pastor determines if the decision is a proper subject for appeal. Student suspensions may not be appealed.



## Process of Appeal

- When a parent or a student wishes to appeal the decision of the principal, the person will submit the appeal in writing to the pastor:
  - The subject of the appeal.
  - Any factual data, other than hearsay, the person considers appropriate.
  - The efforts that have been made to resolve the issue.
- An appeal is to be made within ten working days of the communication of the decision.
- The pastor may designate another person to hear the appeal.
- The pastor's decision is final and binding and concludes the appeal process.

## Principal's and Pastor's Discretion

The Pastor and Principal of St. Francis Xavier may waive any and all regulations for just cause at their own discretion.

## ADMISSIONS & FINANCIAL OBLIGATIONS

St. Francis Xavier School gives first preference in admission to current families with another child applying to St. Francis or faculty family members; second, to Catholic students of families registered in St. Francis Xavier Parish; third, to Catholic students in other parishes; and fourth, to inactive Catholics or students of other faiths.

### New Students

St. Francis Xavier School seeks to admit new students in Kindergarten who are developmentally ready for school. For a child to find success in Kindergarten and the following years of school, he or she should ideally be developmentally 5 at the time of entry. Developmental age may or may not be consistent with chronological age. It is not unusual for a child developmentally to be six months or younger than his or her chronological age. Acting in the best interest of the child, St. Francis Xavier School utilizes the Gesell Developmental Assessment to help identify the best placement for the child. This evaluation, performed by a trained professional, offers information related to a child's general level of maturity separate from academic and intellectual ability. Entering Kindergarten students must be five by August 31 and developmentally 5-5 ½ at the time of entry. Entering Grade one students must be six by August 31 and must be developmental 6-6 ½ at the time of entry.



An admission decision for students in grades 1 through 8 is based on the student's academic record, standardized testing results, and additional materials that may be requested by St. Francis Xavier School. These include a test, a writing sample, a diagnostic evaluation, and an interview. Tests may be given to an applicant to determine whether the school can provide an appropriate program for the student, to diagnose needs, or to place in the appropriate grade level or class. New students entering grades 2 through 8 must provide copies of the previous two years' progress reports and any standardized testing results. A student may be denied acceptance if he/she does not meet school criteria.

New families sign a release form authorizing the release of achievement scores and report cards to St. Francis Xavier School in addition to authorizing the school to contact former teachers and administrators for references.

Parents wishing to place their children on a waiting list should complete an application and pay the non-refundable application fee of \$100 per applicant.

## **Tuition Categories**

There are three different tuition categories.

- Active parishioner: One who regularly attends Sunday liturgy at St. Francis Xavier, participates in other ministries of the parish, and is actively enrolled in the offertory program. Upon acceptance, parishioners of St. Francis Xavier Parish must complete a parish verification form signed by our Pastor.
- Parishioner at a different Catholic Parish: One who regularly attends Sunday liturgy at a different Catholic Parish, participates in other ministries of the parish, and is actively enrolled in their offertory program. Upon acceptance, the parish verification form needs to be reviewed and signed by the Pastor of the family's Parish.
- Non-Catholic/Inactive Catholic

Note: Catholic families who move from out of town and who are active in their parish can apply for the Active SFX Parish tuition rate if they:

- Register with the St. Francis Xavier Parish.
- Provide a letter of support from their previous parish.
- Enroll in the St. Francis Xavier Parish offertory program.



St. Francis Xavier School does not discriminate on the basis of race, sex, or national origin. Successful candidates must be proficient in English. Accommodation for students with special academic or physical needs can be made only within the limits of our resources. If a student develops an academic or physical need while enrolled at St. Francis Xavier School, and the need cannot be addressed within the limited resources, school personnel will assist the family in finding an appropriate learning environment that can address the need. All applications are evaluated on a case by case basis for academic and behavioral readiness.

### **Tuition Funding Programs**

The State of Arizona provides several options to assist families in paying for their child's Catholic education, including the Empower Scholarship Account (ESA) Program and through School Tuition Organization (STO) tax credit funds. These programs are offered through the State and/or through the individual STO, and are not managed by the school. Therefore, parents are responsible for compliance with all terms, conditions to eligibility, and legal requirements related to any programs in which they participate. Please note in particular that pursuant to state law, if parents choose to utilize an Empower Scholarship Account, they may not utilize STO funds (or vice versa). The school is not responsible for ensuring compliance with this or any other term, condition, law or requirement relating to tuition assistance programs.

Please be aware that payment of the student's tuition is each family's responsibility whether or not they choose to participate in ESA, STO, or any other programs or options. These programs may not cover 100% of the cost of tuition and fees, and therefore any outstanding portion will remain the family's responsibility. Financial obligation to the school consists of the yearly tuition fee based on the number of students attending SFX and parishioner verification status. Additional fees that can be charged include, but are not limited to, field trip fees, sports fees per season, sacrament fees, graduation fees, lost book fees, late fees, returned check fees, and returned ACH fees. Tuition and other incidental fees, i.e. After Care, Sports, Graduation, Summer School, etc. are paid through FACTS Tuition Management. Tuition payments are scheduled from July through May. Tuition is for the academic year. Lunch fees are paid through FACTS. Should a circumstance occur which causes a student to withdraw from SFX, tuition will be prorated by month of attendance and a partial refund will be issued only if the opening can be filled. Families that have a new student enrolled mid month are responsible for the full month of tuition. Tuition for new students accepted after the August start of school is proportional to the number of months that the student will be attending SFX. Prompt payment of financial obligations is expected from all families. Should life events adversely affect a



family's ability to meet its financial obligations, the responsibility to communicate the situation rests with the family.

### **Late Charges/Returned Check and ACH Charges**

- Statements or notices will be sent to families whose payments have not been received or have been denied by their financial institution. The school business office may call families with past due tuition accounts as well.
- A \$25 NSF fee will be assessed to any family who writes a returned check to the school.  
NOTE: FACTS also charges a fee for returned payments.
- A \$35 late tuition fee is assessed to the family for late tuition payments.
- The past year's tuition must be current prior to registration. Failure to pay tuition on time may result in automatic withdrawal from school.

### **Financial Assistance**

- Financial Aid- Catholic Education Arizona (CEA)
- St. Francis Xavier participates with CEA in assisting in the education of individual students. The CEA payment is contingent upon student registration in the school and it is prorated through the year.
- Applications for CEA aid grants are available online. Families must indicate that they are applying for aid based on financial need, provide a complete copy of their current federal tax return, including all appropriate schedules and include payment (please see application for amount).

### **CEA (Catholic Education Arizona)**

Families and friends are encouraged to participate in the CEA tuition tax credit program, which enables participants to direct their tax dollars to St. Francis Xavier school families. In most cases any Arizona taxpayer can designate any amount up to a maximum of \$3062 if married or \$1535 if single to St. Francis Xavier school and receive a dollar for dollar tax credit on their Arizona taxes.

### **Student Records**

Divorced or separated parents must file a court certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor



arrangements that have not been made known. Visiting rights must be noted in the court certified decree. Changes in the custody decree must be submitted to the office. Both parents, custodial and noncustodial, have access to information about the student's progress as mandated by law. As stated in Arizona Revised Statutes, Title 15141: The right to inspect and review educational records and the release of or access to such records, other information or instructional materials is governed by federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, Sections 1232g and 1232h, and federal regulations issued pursuant to such act.

The principal of St. Francis Xavier will permit the release of student information relating to students to parents and/or legal guardians in accordance with the following procedure:

- A. The presentation of a written statement of your request to review student records.
- B. Legal proof of your relationship with the child.
- C. An appointment to meet with appropriate school personnel at a time mutually convenient for the purpose of the record review.

## **GENERAL INFORMATION**

### **Field Trips**

Throughout the school year, teachers schedule field trips. The purpose of a field trip is to provide experiences for children that directly relate to academic development or experiences that enrich their knowledge. Teachers may contact parents to help supervise children on field trips. The preferred modes of transportation are bus, walking, or public transportation. In all cases, written permission is required before a child can participate. The school will provide forms for this purpose. A St. Francis Xavier School permission slip signed by the parent must be returned to the teacher before the child can go. The school cannot accept a note or phone call. Field trips are a privilege. A student may be denied a field trip for failure to do work assigned or lack of proper behavior.

### **Chaperone Policy for Field Trips**

It is MANDATORY that chaperones:

- Are not taking medication that would affect their supervision of students. This includes drugs or alcohol.
- Supervise students that are under their care and report misconduct, etc., to the teacher as soon as possible.



- Assist the teacher as much as possible during the field trip so that it can be a learning experience for the students.
- Not leave the site of the field trip without the approval of the teacher.
- Not bring other children (siblings, friends, etc.) on a field trip.
- Enforce school rules.
- Consult the teacher prior to giving students use of a cell phone.
- Have participated in the Diocesan “Safe Environment” Workshop.
- Parent volunteers should not smoke or drink alcohol while chaperoning a field trip.

## **Transportation Policy**

St. Francis Xavier School does not provide transportation for its extracurricular sports programs. Parents are responsible for transporting their own children. School volunteer coaches may not transport students to games or practices.

## **Visitor Regulation**

Parents and other adults should never go directly to the classroom when coming to the school. Pursuant to State Law ARS 131502A1, all parents or other visitors to the school must sign in at the school office. All visitors to a classroom must have permission from that teacher. All parents that interact with children on campus must be Safe Environment Trained and have a background check. There are no exceptions.

## **Telephone Use**

Each classroom is equipped with a telephone that is to be used by the teacher to contact parents, the office, and fellow teachers. Students may utilize the phone only for emergency situations and only with the expressed permission of their teacher. Teachers may allow students to answer the phone if they are not in close proximity to the phone. When answering the phone, students should identify themselves as students and identify their classroom. Students should always be polite and respectful while using the phone.

## **Birthday Policy**

Students may celebrate their birthday at school by having free dress for the day. Free dress guidelines must be followed. Students are not allowed to bring class treats to pass out at school. Party invitations are not to be distributed at school unless the whole class is invited (or all the girls or all the boys).



## **Library**

St. Francis Xavier is committed to building a community of readers. In addition to designated hours throughout the school day, the library is open after school from 3:00-3:15 Monday - Thursday for students to return or check out a book. Additionally, preschool through fifth grade students have an assigned library time built into their weekly schedules.

The following library rules are observed:

- Borrowed books are to be returned on time and in good condition.
- Books damaged or lost must be paid for or replaced by the student/family.

## **Lunch**

The Hungry Wolf Café makes healthy, fresh, and delicious lunches. A salad bar option is available in addition to the hot lunch of the day. Pre-ordered school lunch is available via FACTS for \$6 daily. If a student forgets their lunch, they are welcome to purchase a school lunch for \$7.00. Students who do this will sign a form and be charged a day or so later. In the event of a student absence, FACTS accounts cannot be credited for a missed lunch due to the fact ingredients are purchased ahead of time. Students may also bring their own lunches. Soda and energy drinks are prohibited. Parents are not allowed to have lunch with their students. Parents are encouraged to volunteer in the Hungry Wolf Café. Lunch delivery services are prohibited.

## **Snack**

Students are given snack time each morning. Please send a healthy snack with your child to get them through the morning. Soda and energy drinks are prohibited. Snacks are for individual students only. Healthy food is best. Nuts of any kind are not permitted.

## **DRUG TESTING**

The school reserves the right to require drug testing of any student suspected of use of illicit drugs.

## **RIGHT TO SEARCH**

St. Francis Xavier School reserves the right to search and inspect backpacks, bags, etc. when those in authority deem it necessary to do so.



## ABOUT THIS HANDBOOK

This handbook contains the bulk of St. Francis Xavier School's policies and procedures. Students and parent(s)/ guardian(s) are encouraged to read and understand all that is contained here. By enrolling students at St. Francis, families agree to follow the policies, procedures, and practices in this handbook. Following the letter and spirit of what is presented in this handbook is an integral part of the school's smooth and successful operation. The school understands that parents/guardians and students may question certain specifics of the handbook. Therefore, parents/guardians and students are encouraged to contact the Principal if they have any questions about school policies or procedures. However, continued major complaints, continued failure to abide by school policies or rules by parents/guardians or students, or continued lack of cooperation with the administration and staff may indicate serious philosophical disagreement between the school and the parent/guardian or student. In such a case, withdrawal of the student from the school may be necessary.

## THE RIGHT TO AMEND

St. Francis Xavier School retains the right to amend this handbook at any time.

## ADDENDUM

The purpose of this section is to define and provide additional clarification on school policies.

### Harassment Policy

St. Francis Xavier School believes that all persons have a Godgiven right to be treated with dignity and respect. Any form of harassment by students, employees, parents, or school volunteers will not be tolerated. We distinguish between a single incident of conflict and repeated behavior. The aim of the school's harassment policy is as follows:

- To promote a Catholic educational environment in which harassment is not tolerated.
- To take positive action to prevent harassment from occurring through a well communicated and clear policy.
- To inform students, parents, faculty, staff, of the school's expectations and to foster a productive partnership among the school's stakeholders which helps maintain a positive school environment.



## Harassment Defined

Harassment is unwanted, repeated, harmful behavior that is directed at an individual or group on the basis of race, sex, or national origin. It is about intimidation, control, misuse of power, and the attempt to deny the victim equality. Demeaning behavior, if reoccurring, is a form of harassment. Harassment can occur any time during school or during school related activities. Harassment can occur whether the intended victim is present or not. It includes, but is not limited to, any of the following:

- Verbal Harassment: Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments;
- Visual Harassment: Visual contact such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical Harassment: Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, study, or play.
- Sexual Harassment: Threats and demands to submit to sexual requests for certain benefits, unwelcome sexual advances.

Harassment can be blatant or subtle. General guidelines for determining whether actions constitute harassment include the severity, pervasiveness, or persistence of the behavior.

The student is responsible for conducting himself/herself in a manner that fosters a positive school environment. She or he should refrain from behavior that may be considered discriminatory, intimidating, or harassing. If a student has been warned of harassing behavior, he or she should cease the discriminatory, intimidating, harassing, or unwelcome behavior.

All allegations of harassment should be reported to the teacher, coach, staff member, or administrator directly involved with the activity. Allegations will be taken seriously and will be promptly investigated in a confidential manner. A charge of harassment does not in itself presuppose wrongdoing. Students found to have filed false and frivolous charges will also be subject to disciplinary action. SFX School strongly opposes and prohibits all forms of harassment (e.g. harassment based on an individual's race, color, age, religion, sex, ancestry, and disability), whether verbal, physical, or environmental. Any person who violates this policy will be subject to disciplinary action, up to and including required withdrawal for students.

## AntiBullying Policy

Bullying behavior is repeated and systematic harassment of a victim or victims by individuals or groups of individuals. Bullying can be demonstrated through physical or verbal behaviors such as



pushing, shoving, kicking, hitting, name calling, teasing, or insults. Relational and reactive bullying includes behaviors such as exclusion and retaliation. In a classroom, bullying can disrupt the learning environment. St. Francis Xavier strives to establish and maintain a school culture that fosters student safety and wellbeing by:

- Creating a social climate in the school that is warm and accepting of all students.
- Setting high standards for behavior between students and teachers.
- Providing adequate adult supervision.
- Providing consistent and immediate consequences for aggressive behaviors.
- Giving recognition to students who act as “kids for others.”

Students are encouraged to report bullying behaviors immediately. Parents are encouraged to monitor their student’s online and cell phone habits. Cyberbullying will not be tolerated at St. Francis Xavier.

### **Damage or Theft of Property**

Damage or theft of property by a student, whether malicious or accidental, will be paid by the parents or guardian. This includes damage to or theft of textbooks and educational materials, computers, and athletic equipment.

### **Tobacco, Alcohol, and other drugs**

According to diocesan policy, any incident involving a person intentionally present to sell or transfer marijuana, peyote, prescription only, dangerous or narcotic drugs or in the possession or use of all of the above except prescription-only drugs or involved in the manufacture of dangerous drugs on a school campus, must be reported to an administrator who must report to a peace officer (Reference A.R.S. 133411). Possession, use, or being under the influence of tobacco, alcohol, or illicit drugs, is prohibited on school premises and at all school-sponsored activities. The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs will result in required withdrawal from the school.

### **Weapons**

According to diocesan policy, any incident involving an unemancipated minor, unaccompanied by a parent, grandparent or guardian or a certified firearms safety instructor knowingly carrying or possessing a firearm on his person within his immediate control or on a means of transportation on school grounds must be reported to an administrator who must report to a peace officer. Threat, possession, or use of a weapon on school premises or at school-sponsored activities will result in disciplinary action and/or required withdrawal from school.



## **Vandalism**

Vandalism is defined as any malicious attempt to harm or destroy the property of SFX, another user, or any other agencies or networks that are connected to the Internet. In addition to physical damage inflicted to equipment, vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses or other programs designed to damage computers, attempts to crash computers or networks, and attempts to bypass security arrangements and programs.

## **Crimes, Threats, & Violence**

Any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students, or anyone on the school property must be reported to Law Enforcement. (Reference A.R.S. 15341 (A) (33))

The suspected student will be placed on suspension until the investigation is completed.

The suspected student must be evaluated by a mental health professional to determine if able to return to school without being a threat to themselves or others. St. Francis Xavier School has zero tolerance for threatening or actual violence. Disciplinary action will result in either case.

## **Diocese of Phoenix Code of Ethics**

Employees and volunteers while working in their scope of ministry shall:

- Abide by the [Diocese of Phoenix Policy and Procedures for the Protection of Minors](#)
- Exhibit the highest Christian ethical standards and personal integrity
- Conduct themselves in a manner that is consistent with the discipline, norms, and teachings of the Catholic Church.
- Provide a professional environment that is free from all forms of abuse including intimidation and harassment.
- Accept personal responsibility to protect all minors and adults from all forms of abuse. Report concerns about boundary violations or other questionable behaviors and circumstances with the program supervisor, pastor or principal.
- Report promptly, in accordance with the law of the State of Arizona and policies of the Diocese of Phoenix, any suspected abuse or neglect of a minor.
- Call the Office of Youth and Child Protection for clarification when in doubt of policy or procedure.



Employees and volunteers while working in their scope of ministry shall not:

- Abuse a minor
- Take advantage of supervisory and/or authoritative relationships, or any relationship of trust for their own benefit. Because it is impossible to compile a comprehensive list of specific acts constituting misconduct, employees and volunteers must use common sense, guided by the principles set forth above, to direct their behavior and to abide by the current Diocese of Phoenix Policy and Procedures for the Protection of Minors.

By enrolling my child at St. Francis, I am stating that I have received a copy of this Code of Ethics, I have read it, and understand it, and I agree to abide by it. I have also read and understand the current [Diocese of Phoenix Policy and Procedures for the Protection of Minors](#) and will abide by it as it helps me observe this Code of Ethics. A violation of this Code of Ethics can result in disciplinary action up to and including removal from serving in programs and/or termination of employment or enrollment status at St. Francis Xavier.

### **Diocesan Policy Prohibits**

- Any kind of sexual contact or inappropriate touching of a minor.
- Any breach of professional trust, which has as its intent sexual contact or activity with minors or adults.
- Any inappropriate behavior, which could be misunderstood or be construed as an indicator of potential sexual misconduct.
- Having minors (who are not family members) with whom there is a ministerial/work relationship, as a visitor in one's home, residence, dormitory, apartment, rectory or the private living quarters of priests without another adult present.
- Vacations with minors (who are not family members) unless parents or other adults are present.
- Field trips or other outings involving minors in places and situations where no other adults are present.
- Travel with minors (who are not family members) without another adult present in the car, van, church bus, carpool, or other means of transportation.
- Behavior including but not limited to activities that involve excessive physical contact with minors.
- Wrestling, tickling, other physical "horseplay."
- Giving out to minors one's personal phone number or personal email address.



- Taking a minor or group of minors to a restaurant for a meal without another adult present.
- Giving alcohol and/or drugs to minors.

## Abuse of Teacher

Under Arizona law, “Any person who knowingly abuses a teacher, or other school employees on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.” (AZ SS 15507)

## Arizona's Child Abuse Reporting Statute

Arizona's Child Abuse Reporting Statute requires the mandatory reporting of child abuse by any school employee who reasonably believes that a minor is or has been the victim of physical injury (even "incidents in which children injure each other while on school grounds"), abuse as defined in SS8201, child abuse as defined in SS 133623, and a reportable offense as defined and listed in SS133620(P)(4), neglect as defined in ss820.

## Illness Policy

The purpose of our illness policy is to reduce the spread of illness among children and to encourage full recuperation of sick children before they return to school. We depend on parents to assist us in maintaining a safe and healthy environment for all our children.

We reserve the right to send home any student who shows signs of illness at school. A parent or designated person must pick up the ill child within one hour of notification. Once a child has been dismissed due to illness, the child may not return to school the same day.

A sick child must stay home where he/she is most relaxed and comfortable. Children may be sent home if they have any specific symptoms as listed below, if a student is sent home by the nurse **students must stay home the following school day, (if sent home Monday - Thursday)**

In addition, a child must be free of all of these symptoms for at least 24 hours before he/she can return to school. These symptoms are as follows:

- A fever of 100 degrees or more
- Vomiting within the previous 24 hours
- Diarrhea within the previous 24 hour period (including recurring episodes of diarrhea at school)
- A constant cough or sore throat
- A heavy nasal discharge indicative of infection
- Head lice
- Symptoms of a communicable disease