St. Francis Xavier School
Student / Family Handbook
2022 - 2023

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 life long journey of discovery of their God Given gifts and to share these gifts in service to God.

Mission Statement

St. Francis Xavier School, a faith community grounded on Jesuit principles of superior education, cultivates excellence in mind, body, and spirit, sending forth 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 the 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.

Responsibilities

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 Godgiven 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 8:15 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 book 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.

STUDENT LIFE

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.

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

- Attendance warning letter is issued from the school to the family upon the sixth absence from school.
- Second attendance warning letter and attendance contract from the school to family issued upon the twelfth absence from school. Additionally, a conference between the family and the principal will be scheduled.
- Final attendance warning from the school to the family is issued upon the 18th absence (10% of school days). Review of re enrollment and review of attendance contract will occur at this time.

Students, who are absent 18 or more days (10% of the school year), may not be promoted to the next grade. Every fourth 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.

In case of illness these procedures should be followed:

A call to the school nurse to inform her of the child's illness (602-266-4556) should be made before 8:15 am. A message may be left on the Telephone Voice Mail System.

- 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 (PK8) for a full day.
- When a child returns to school after being absent, a written excuse must be brought to the school nurse the day the student returns. It is not enough to have called in an absence to the nurse, though this should also be done. A written note is state-mandated.
- A visit to the doctor or dentist constitutes an "excused" absence or tardy. If possible, the child's teacher should be informed the day before the appointment. To be dismissed from school for an appointment, a student must present a written excuse to the teacher. Parents must sign out the child at the office. When a child is absent more than a week from school because of an illness, she or he will need to provide a note from a doctor for the absence to be excused.
- Families leaving for an extended period must notify the office in writing in advance of the dates of an absence.
- A student returning after an absence will have the same number of days he/she missed to hand in the missed assignments. Long-term projects are due on the assigned date. It is the responsibility of the student to obtain the assignments from the teacher.
- A student who misses a test must make arrangements for makeup the day of his/her return. The student may be required to take the test the day of his/her return.
- 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.
- In compliance with Arizona law, a child is considered habitually truant after 5 absences within the same school year, and excessively absent if they miss more than 10 percent of total class time. (ARS 15901)

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
- Roll is taken promptly at the 8:05 am bell. A student is tardy if arriving to the classroom after the bell rings at 8:05 am, before Pledge & Prayer. (Teachers may require students to be in their seats at the bell.)
- A student is marked absent for a half-day if arriving after 11:00 am.
- Parents must send a note explaining 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 2:40 pm Monday through Thursday and 12:40 pm Friday.
K - 3rd-grade students release 2:50 pm Monday through Thursday and 12:50 pm Friday.
4 - 8th-grade students release 3:00 pm Monday through Thursday and 1:00 pm Friday.
Students arriving before 7:50 am will be required to attend the Early Bird Program. 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 the Early Bird Program. For the safety of all students, students cannot be dropped off before 7:30 am. The Early Bird Program runs from

7:30 am - 7:50 and is a fee-free service. Students dropped off for Early Bird will enter through the school office.

Morning Protocol

For the safety of all students and parents, drivers are asked to observe safe driving practices.

- Parents are to use the drop-off lane, the north or south side of the sidewalk when dropping off. As a “kiss and go” lane, parents should not exit their vehicles and or remove items from the trunk or do anything else to stop the flow of the drop-off lane. See below for information about parking and joining on campus.
- Students are to enter the school through the front gate (or PS gate for preschool students). For the safety of all students, students cannot be dropped off before 7:30 a.m. unless placed in the Early Bird Program. Any student unattended before 7:30 am will be automatically placed in the Early Bird Program.
- The school gate will open at 7:50 am. Parents are welcome to enter campus and gather by the St. Ignatius statue before Pledge and Prayer. Parents of students in K-2 may drop off their students at the classroom door. Preschool parents are required to sign in their students at the classroom door, and they may gather at the St. Ignatius statue before Pledge and Prayer.

Dismissal Procedures

Parents will pick up their students from the front of the school building or designated area. Students with parents at Xavier or Brophy may walk immediately over at dismissal time to their designated locations.

Preschool Dismissal

- 2:40 P.M. (Monday - Thursday), 12:40 P.M. (Friday). After Care students will be walked to After Care under the supervision of their teacher. Students who are enrolled in an after-school activity and not enrolled in aftercare will walk directly to the activity.
- Students may not loiter after school if they are not participating in clubs or sports on campus.
- Students going directly home will be walked to the front of the school building. Students who have not been picked up within 10 minutes of dismissal will be checked into After Care by their teacher.

Grades K - 3 Dismissal

- 2:50 P.M (Monday - Thursday), 12:50 P.M (Friday). Students with siblings in grades 4-8 will remain in the classroom (supervised by school staff) until their sibling comes to get them at 3:00. Then they will exit campus through the main gates.
- After Care students will be walked to After Care under the supervision of their teacher. Students who are enrolled in an after-school activity and not enrolled in aftercare will walk directly to the activity.
- Students may not loiter after school if they are not participating in clubs or sports on campus.
- Students not being picked up by an older sibling and who has not been picked up by 3:00 will be checked into After Care.

Grades 4 – 8 Dismissal

- 3:00 P.M. (Monday - Thursday), 1:00 P.M. (Friday) Students will exit campus to the front of the school building.
- Students who have not been picked up within 10 minutes of dismissal will be assigned to After Care.
- Students may not loiter on campus after dismissal.
- Students who are involved in after-school sports should wait on the blacktop until their coaches arrive.

Dismissal Protocol

- Unsupervised children must not wait on the campus for siblings or parents who are involved in extracurricular activities, they will be placed in After Care. Families will be billed for this service.
- Parents are asked to supervise their children and to take them promptly to their cars.
- Identification is required from any adult who is not known to school personnel and who comes to pick up a child. We reserve the right not to release the child to anyone other than the custodial parent.
- Whenever your child is deviating from their normal pickup procedure, for example going home with a friend, a note must be sent to the teacher.

- Parents picking up a student for early dismissal must send a note in advance to the teacher who will dismiss the student to the front office. Only in an emergency will a student be called from the classroom.
- Students are not allowed to use the basketball courts, playground, or fields after school.
- Students in grades K-3 who will be walking home or taking public transportation must provide a letter signed by a custodial parent.
- Students are not allowed to go to Brophy or Xavier after school unless they are children of employees at these institutions.
- Students will not be released to parents/guardians who are perceived to be impaired.

Rainy Day Policy

Parents are to park and pick up their children from their classrooms on rainy days. On days with light drizzle at dismissal, students will be dismissed at the front of the school.

After Care

The school provides an After Care Program for all St. Francis Xavier students ages 3 through 14. Aftercare is available to students at the times referenced below. Please contact Kim Cowan for specific information about the SFX After care program.

- Regular School Days 3:00 pm 6:00 pm
- Early Dismissal Days 1:00 pm 5:30 pm - no lunch service available, send sack lunch with your student.

Any student left waiting for pickup on the school grounds 10 minutes after dismissal time will be required to go to the supervised After Care areas until picked up and will be billed accordingly.

Student Health

All schools shall comply with Arizona law AAC Title 9, Chapter 6, Article 7 (R96701) Vaccine Preventable Diseases regarding immunizations. These laws state that no child may attend school unless such child can present to the school a verifiable immunization record against listed communicable diseases or a plan for immunization as specified by the Arizona Department of Health Services. Requests for exemption will be granted only in accordance with Arizona law.

St. Francis Xavier is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical

activities. The connection between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.

The school retains a licensed registered nurse. She renders emergency first aid to students who are injured or become ill at school. She works with students, parents, and teachers regarding health problems, and serves as the contact between home and school on health matters.

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 by phone to pick up sick or injured children. Students should not text parents to pick them up when they are ill. Parents are to keep all emergency information current by calling the office and by letting us know about changes in telephone numbers.

Prescription medication will be administered when necessary. Medication must be in the original prescription bottle. If a student needs to take medication at school, ask the pharmacist for a second, labeled bottle and send only the tablets/liquid needed to be taken at school.

COVID-19

Please refer to the Maricopa County Public Health website for the latest guidance.
https://www.maricopa.gov/5302/Public-Health

Medication

A student can be given non-prescription medications when sent in with a parental note. Any medication including Tylenol, cough drops, Tums, etc., must be supplied in the original container with the student's name on the label if you want it available for your child.

- Please make sure the bottles you send are not over 2 1/2" tall. Space is at a premium in the medicine cabinet. It is okay to send in one family bottle with all the student's names on it. You will be able to send in refills as needed throughout the school year.
- We recommend the use of the medication form. These forms are available in the nurse's office

- Students are to turn in all medications to the front office or the nurse's office first thing in the morning.
- Time Release tablets should not be divided to provide a lesser dose.
- Students may not dispense medication to each other.
- **Parents must pick up unused medications by the last day of school.**

Immunizations

All needed immunization records must be on file before the child attending school classes.

Health History Update

A child will not be admitted unless the yearly health history update is completed. Parents are asked to call the office immediately if contact information has changed throughout the school year.

Diagnosis

It is not the role of the school nurse to diagnose a chronic condition. A sick child should not be sent to school for diagnosis and treatment by the nurse.

Picking up a sick child

Upon receiving a call from school to pick up a sick child, parents should report to the office to sign out their child. Sick children should be picked up promptly.

Long Distance Field Trip Requirements

For all long-distance field trips, parents are required to provide medication for their child one week in advance of the trip. All medical forms should be filled out and returned to the school nurse along with the medication in a zip lock bag labeled with the child's name. All medication to be distributed to students MUST be provided to the school by the parent.

Wellness Policy

St. Francis Xavier School is committed to providing a school environment that promotes and protects children's health, wellbeing, and the ability to learn by supporting healthy eating and physical activity.

The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong learning and wellbeing. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies. Arizona Revised Statute 15242 restricts the distribution of all food of minimal nutritional value (FMNV) during the school day. This statute covers the distribution of food at school parties. FMNV should not be brought to school by parents and served at school parties. Two exemptions to this policy will occur each year as determined by the school faculty. Suggested healthful food items will be distributed to parents at the beginning of the year.

Due to the prevalence of nut allergies on campus, absolutely no snacks with nuts are allowed.

Hydration: Staying hydrated is essential to physical and mental health.

- Drinking fountains are open for student use.
- Six Water Bottle Filling Stations with filtered and chilled water are accessible throughout campus.
- Students should bring a reusable water bottle daily, clearly labeled with their first and last name.
- Single-use plastic water bottles are strongly discouraged.

Faith Life

Daily Prayer

Each school day begins with prayer. Teachers provide opportunities throughout the school day for students to pray.

Eucharistic Celebrations

As an essential aspect of the regular program of religion, all students have the opportunity of preparing and attending liturgies. Various classes help with the readings, petitions, and gifts.

Reconciliation

The Sacrament of Reconciliation is available to classes during both Advent and Lent. Students in grades 3-8 have the opportunity to participate during school or on weekends with their families at the parish.

Sacrament Preparation

St. Francis Xavier School prepares students for the Sacraments of Reconciliation in 2nd grade and the Sacrament of Holy Eucharist and Confirmation in 3rd grade. New Catholic students who enroll in the school in grades 4-8 and who have not received their sacraments will be expected to participate in a preparation process through the parish.

The following guidelines for sacrament participation are as follows:

- Students are to attend and show proper respect at religious services.
- Students must attend and fully participate in religious instruction classes.
- Since parents are the first teachers of their faith, they are expected to take an active role in the sacramental preparation of their children and attend scheduled school sacrament retreats and parent meetings.
- Students not baptized in the Catholic Church may not participate in the sacraments of Reconciliation, Confirmation, and Eucharist.
- It is not our policy to convert young boys and girls of elementary school age. If and when the parents go through the RCIA Program, then and only then, do we enter the child into our faith.

Service to Others

As a school committed to creative, loving, respectful, compassionate, and empathetic students who are dedicated to justice and peace, St. Francis Xavier School holds the Ignatian principle of service to others in the utmost regard. 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 must perform at least 20 hours of Christian community service. **However, at least ten hours must be performed at an approved agency that serves the poor and needy.** Hours worked on the Arrupe Project do NOT count towards the 20-hour requirement as the Arrupe Project challenges our students to do the magis. 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.

Birthday Policy

Students may celebrate their birthday at school by having free dress for the day. Free dress guidelines must be followed. Because of the Wellness Policy, students are not allowed to bring class treats to pass out at school. Students and parents may not bring in food as a way to celebrate.

Uniform Regulations

The uniform should reflect a positive attitude of pride in self and school. Only uniforms obtained from official school vendors may be worn at school. Uniforms are to be laundered, maintained, and worn as they are designed to be worn: skirts and shorts not rolled, shirts tucked in not folded under, shirt sleeves not rolled up or under.

School spirit shirts and club shirts may be worn on Friday or at the discretion of the principal. Spirit and club shirts must be tucked in. Scout uniforms may be worn on the troop's designated meeting day.

Students must be in proper uniform from the time they arrive on campus until they leave. Any hairstyle, hair color, mode of dress, or ornamentation that is deemed inappropriate in the judgment of the school administration/faculty will be prohibited, and students will receive a consequence for violation of the dress code policy.

Girls and boys may wear uniform shorts instead of uniform pants/skirts at any time during the year. Uniforms and shoes should be in good shape, free from tatters, holes, ink stains as well as fading.

Girls

Girls may wear white or navy uniform shirts with an embroidered St. Francis Xavier emblem only. Plain white undershirts with no emblems may be worn with uniform shirts. Dark undergarments may not be worn under white shirts.

- No other color of undershirt will be permitted. Undershirts with visible logos, either on the sleeve or visible through the shirt, are not permitted.
- All shirts, including uniform, P.E., and spirit shirts, must be tucked in while students are on campus.
- Girls may wear regulation jumpers for grades K through 5 and regulation skirts for grades 6, 7, and 8. Jumpers, skorts, and **skirts must be modest in length**.
- Khaki uniform walking shorts, skorts, or long pants, obtained from authorized school vendors, may be worn. Shorts are not to be rolled.
- Plain white, gray, navy, black socks, anklets with no ornamentation must be worn with the uniform. Small, discreet logos are permissible.
- No makeup is allowed, including mascara, lip gloss, eyeshadow, blush, etc...
- Colored nail polish, french manicures, and fake nails are prohibited during the school year, including at school dances. Clear nail polish is acceptable.
- Hair coloring, bleaching, highlighting, tinting, or excessive ornamentation is not allowed. Hair must be neat and clean and conservatively styled. Headbands/hair accessories are functional only and should not be a distraction to the learning environment. There should be no excessive ornamentation.
- Only one necklace with a cross or religious medal on a fine-linked chain may be worn. Watches may be worn. However, all smartwatches are prohibited. Medical bracelets only may be worn. One band/bracelet signifying a cause may be worn and must be school-appropriate. Only one pair of post-earrings covering the lobe of the ear is allowed. Since dangling earrings can be a hazard, they are not allowed.
- Hats are encouraged on the playground but are not to be worn inside the buildings.
- Hoods are not to be worn inside.
- A solid-colored, dark “sophie style” short may be worn under one’s skirt for modesty.
- Warmup or pajama pants may not be worn underneath a uniform skirt. However, plain white, gray, navy, black tights or leggings may be worn under the uniform skirt. Small, discreet logos are permissible.
- Athletic shoes are to be worn by all and on all days regardless of being a designated free dress day. Please refer to the description of footwear below.

Boys

- Boys may wear white or navy uniform shirts with an embroidered St. Francis Xavier emblem only. Plain white undershirts or P.E. uniform shirts may be worn under the school uniform shirt. No other color of undershirt will be permitted. Undershirts with visible logos, either on the sleeve or visible through the shirt, are not permitted. All shirts, including uniform, P.E., and spirit shirts, must be tucked in while students are on campus.
- Boys must be clean-shaven each day. No sideburns, mustaches, or beards are permitted.
- Boys may wear khaki uniform walking shorts or slacks obtained from authorized school vendors. Shorts must not fall below the knee. They must be of the appropriate size worn at the waist, not around the hips.
- Junior High boys (6th-8th grade) must wear a solid brown, black, or navy blue belt with their uniform shorts. Belts are not required on Free Dress Days. Belt buckles must be small, simple, and free of ornamentation.
- Plain white, navy, black, or gray socks must be worn. Socks may not extend upon the knee. Small, discreet logos are permissible
- Hairstyles that create a distraction to the learning environment will not be allowed. Hair must be neat, and clean, and above the eyes. Hair coloring, bleaching, highlighting, and tinting are not allowed.
- Boys may not wear earrings. Necklaces with a cross or religious medal on a fine linked chain may be worn. Watches are permitted. However, all smartwatches are prohibited. One band/bracelet signifying a cause may be worn and must be school-appropriate.
- Hats are encouraged on the playground, but not to be worn inside the buildings.
- Hoods are not to be worn inside.

Non-Uniform (Free Dress) Days

Non-uniform days are a privilege for St. Francis Xavier School students. On non-uniform days, students must remember that they must still follow a dress code. As always, modesty is mandatory. The administration and faculty reserve the right to judge what is appropriate and safe. If the non-uniform dress is considered inappropriate, infractions will result in loss of the non-uniform privilege for a specified time period, and parent(s)/guardian(s) will be called to bring in a uniform. The student will not be allowed in class until in compliance with the code. The following are non-uniform day regulations: All students must be

- Jeans, slacks, shorts, Capri pants, and dresses must be clean and with no holes. Pants may not be oversized or baggy. All shorts and dresses must conform to a uniform length. Students are not to wear biker shorts, cutoffs/frayed edge clothing, clothing with inappropriate slogans, etc., tank tops, midriff shirts, spaghetti strap tops, tube tops, clothing which exposes undergarments, hip-hugging pants, and sandals—strapless or otherwise. Athletic shoes are to be worn always.
- On-campus after-school hours, the non-uniform dress code still applies. A shirt with logos that portrays material that is considered unacceptable by the staff is not allowed.
- Hats are not to be worn indoors.

Uniform Outerwear

The following cold weather clothing is allowed in the classroom.

- Only St. Francis Xavier sweatshirts, fleece jackets, or navy blue school sweaters with the St. Francis Xavier logo are allowed. No non-SFX outerwear or sweatshirts may be worn. No scarves or bandanas are allowed.
- Students must arrive at school in appropriate dress. (No pajamas or slippers.)

Footwear

We ask our parents to demonstrate good judgment when buying school shoes for their children. For safety and health purposes, athletic shoes with laces that allow for the shoe to be tightened around the foot and socks must be worn daily.

● Shoes can have Velcro straps instead of laces in Preschool through 1st grade.
● Sneakers that slip on or with wheels are not allowed.
● No shoes that light up are allowed.
● Shoes need to be in good condition.
● These regulations will be enforced for both uniform and non-uniform days.

P.E. Uniforms

Grades 5, 6, 7, and 8 are required to wear school-issued P.E. uniforms. P.E. uniforms are not required in other grades. Lack of uniform will be reflected in the P.E. grade. Junior High students must wear their own uniforms with names written on them to be eligible to participate in class. P.E. uniforms may only be purchased in the SCRIP office. In addition, all uniform shirts and sweatshirts are available through the Scrip office only.

● Students may wear their P.E. uniforms to school on days when their class attends P.E.

Physical Education Program

P.E. classes are a part of the regular curriculum. Students in proper attire are expected to attend.

A student may be excused as follows:

- From classes because of a temporary illness if a note is sent by a parent. This note should explain the nature of the illness. 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.
- From classes because of illness or 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.
- From a particular exercise or activity because of illness or physical impairment. A parent's note is required for a temporary impairment stating the nature and duration of the impairment. A doctor's note is required for a long term absence from P.E. (Long term is more than three classes.)
- Students are required to dress for P.E. regardless of participation.

Physical Activity Restriction

Students who must be restricted from activity in P.E. or recess must bring a written excuse from parent or doctor. This excuse must be presented to the school nurse who will issue a physical activity restriction form, (PAR), to be given to the classroom teacher and/or the P.E. teacher. Please Note: If the duration of PAR is not stated, students will be excused from only one P.E. class.

Library

Each class in grades K-5 is scheduled to come to the library once a week for checkout and library skills instruction. Students may come to the library at other times that are not scheduled for classes, with an agenda that is signed by their teacher; however they are not permitted to come during recess because of the Wellness Policy.

Students may return their books to the library on their library day as a class. The rules that govern computer use in the Computer Lab also apply in the Library.

Overdue books carry a $.05 per day, per book fine for days that school is in session. Damage to books should be immediately reported to the librarian. Please do not attempt to repair books at home. Lost library books must be paid for and all overdue fines paid before the end of the year. Parents should encourage proper use of library materials, including having a special, safe place to keep library books at home, away from pets and smaller siblings reach.

Lunch

Students have a fifty-minute lunch period, with twenty-five minutes to eat and twenty-five minutes to play. Pre-ordered school lunch is available via the new lunch program. Students may also bring their own lunches. If a child forgets his/her lunch, parents should not bring lunch to school, interruptions to the classroom disrupt the learning environment. The teacher and student will collaboratively develop a plan for the student's lunch. At no time should a parent bring lunch to school or plan to eat lunch with his/her student as this privileges or sets an advantage for one student apart from others.

Standards for Sports and Extracurricular Participation

Scholastic

Students must have a "C" average in all subject areas for participation in Student Council representation and all extracurricular activities. Eligibility will be based on reports by the teachers issued via progress reports and report cards.

Students who have not met the above-stated requirement will be suspended from attending or participating in all club or team activities for a two week period so that they may better prepare for their academic work.

Conduct

Participation in a school sports team and other school activities is a privilege. Students are expected to follow the behavior code in order to participate in the school's sports program and extracurricular activities.

Students are subject to the guidelines of behavior set up by the school.

Upon receipt of each Behavior Report documenting a behavior infraction with a consequence, the student will be suspended from participation in the next scheduled activity (club activity and sporting event.) Upon receipt of the 3rd Behavior Report documenting a behavior infraction with

a consequence, in the same sporting season, the student will be off 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.

Eligibility Dates

Reports to determine the eligibility of students participating in extracurricular activities will be posted on the dates outlined in the school calendar for progress reports and report cards. If a student has been deemed ineligible, his/her participation will be re-evaluated 2 weeks after the last eligibility report. If a student is still ineligible at that time, he/she will be off the team or activity. If a student becomes ineligible 2 times in a season, then the student will be ruled ineligible for the remainder of the season.

Extracurricular Opportunities

Several after-school activities will be offered throughout the year such as Enrichment classes, Chess Club, Math Club, Lego Engineering, Scouts, Music Lessons, etc... In addition, the following opportunities are offered.

Magis Committee - The St. Francis Xavier Magis Committee is a student led campus ministry team comprised of students, parents, and teachers. Ignatius of Loyola, founder of the Jesuits, wrote that “love ought to manifest itself more by deeds than by words.” The mission of the Magis Committee is to seek the magis in our deeds as we care for the soul of the school. Ministries of the committee include: worship, retreats, formation, social justice and Christian service.

Sports

Boys – Grades 5,6,7,8 / Girls 5, 6, 7, 8
Football / Volleyball
Basketball / Softball
Baseball / Basketball

National Junior Honor Society (NJHS)

NJHS is a national recognition program. Membership in NJHS is an honor bestowed on a student for his/her excellence in scholarship, leadership, service, citizenship, and character. It is an opportunity to involve chapter members in significant learning experiences, especially in the area of service. It is open to all students in grades 7 and 8 who apply themselves and meet the five established criteria of scholarship, leadership, service, citizenship, and character. Students who are eligible are invited to apply, and applications will be reviewed by the Faculty Council as part of the selection process to determine membership.

Student Council

Representatives: Each classroom in grades 4 through 8 will elect one student council representative. To be eligible and to retain positions, students must maintain a “C” average in all subjects for all grading periods and practice DWP skills.

Executive Board: Students in the last trimester of grade 7 may run for the following positions on the executive board: President, Vice President, Secretary, Treasurer/Parliamentarian. Members at Large and Commissioners are appointed by the faculty moderator.
Eligibility to run for office is determined by the Jr. High faculty based upon the following standards:
Written application.
One written teacher recommendation
Modeling of all DWP skills
No more than 2 behavior infractions(JUG) for the year.
“C” or better in all subjects for the previous two grading periods at time of application.
Approval of qualification for candidacy at the time of application.
Failure to follow established campaign procedures will lead to immediate disqualification. All elected officers and representatives are expected to maintain these high standards throughout their tenure.

Removal of Officers

Officers who fail to maintain the academic qualifications for office at posted school-wide grade check dates will be ineligible for two weeks. If grades have not improved at the end of the

two-week period, the officer will be permanently removed from office. If an officer becomes ineligible for a second time in the semester, the officer will be permanently removed from office. An officer who receives a behavior report will be ineligible to conduct the duties of office for a period of two weeks. An officer who receives a second behavior report will be permanently removed from office. An officer will be permanently removed from office in cases of serious behavior infractions.

Yearbook

All seventh and eighth-grade students who enjoy writing and page design and work well under deadlines are invited to apply to join the yearbook staff. Yearbook meets once a week after school. The Yearbook staff consists of 10 to 15 students.

TECHNOLOGY RESPONSIBLE USE AGREEMENT

Acceptable Use

The use of an assigned account shall only be for purposes directly related to the student's education and within the educational goals and objectives of SFXS. 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.

Some activities are illegal and are expressly forbidden:

- Transmission of any material in violation of federal or state laws is expressly prohibited. This includes, but is not limited to the transmission of copyrighted material, threatening or obscene material, or material protected by trade secrets. This restriction applies to the downloading of various files, which, though copyrighted, may be readily available, such as songs, videos, movies, and other media content.
- Unauthorized duplication of programs. The student shall adhere to all state and federal laws pertaining to copyright, meaning that no program may be duplicated with the express permission of the original creator of said program.
- Hacking (the unauthorized retrieval of data) within or into any network or computer system, even when no harm is intended.

Some activities, which may be legal, are not appropriate:

- Use of the School's technological resources is for school-related business only.
- Use of product advertisement or political lobbying, including lobbying for student body office, is not permitted.

Only educational games deemed appropriate by an instructor or teacher are allowed.
No streaming is allowed without the permission of the IT Coordinator. Streaming takes up limited bandwidth and may prevent others from using the network.

Acceptable Devices

Ereaders are allowed at the teacher's discretion. No Smart Watches are allowed to been worn on campus. Cell phones must remain off and in a student's backpack at all times.

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 issued to them. For students in grades 3-5, the Chromebooks are left in the classroom, students in grades 6-8 may take theirs home each 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. Upon graduating, 8th-grade students may keep their assigned Chromebooks. If for any reason, a student leaves St. Francis that has been issued a device, the device remains the property of SFX and must be returned.

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

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 up to $200 for the replacement or 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 of the Family Handbook. 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.

Care of the Chromebook

Transporting

● All Chromebooks are required to be transported in a protective sleeve, case, or backpack provided by the student.

● Do not overfill the bag where your Chromebook is stored. (Pressure on the Chromebook can cause permanent damage to the screen and other components)

● Never leave your Chromebook in a car or in an exposed area where it can be stolen. ● Never leave your Chromebook in unsupervised areas during the school day. They are to be securely locked in a classroom. Chromebooks left unsecured may be confiscated to avoid exposure to theft. ● Chromebook is for students' use only. The sole purpose of the Chromebook is for school work only. ● Do not throw your bag with the Chromebook inside.

LCD Screen

● LCD screens are delicate – they don't like being poked, prodded, pushed, or slammed. ● Never pick up your Chromebook by its screen

● Don't slam the screen closed

● Be gentle when putting your device down

Cleaning the Screen

● Switch off your Chromebook

● Lightly dampen a nonabrasive cloth with water and gently wipe the screen in a circular motion
● Do not directly apply water or cleaner to the screen
● Avoid applying pressure to the screen
Case (Outer Shell) Care
● Use a nonabrasive cloth
● Spray cleaner onto cloth to moisten, but do not spray the Chromebook directly.
● Rub gently
● Students are not to personalize their Chromebooks with stickers, carving, writing, or other means.

Power and AC Adaptor

● Connect your adaptor only to your Chromebook
● Do not trade AC adapter with anyone else
● Do not step on your power cord or place heavy objects on top of it
● Keep your cord away from heavy traffic areas
● When unplugging the power cord, pull on the plug itself rather than the cord
● Do not wrap your cord tightly around the adaptor box
● Be aware of the power savings that come from running your device effectively from the battery after being fully charged.
● Netbooks should be charged nightly so students arrive prepared to use them on battery power as needed throughout the school day.

Keyboard

● Gently brush your keyboard with a clean soft-bristled paintbrush or similar to remove dirt. ● If any key tops are missing or keys are in a damaged state, take your Chromebook to the Technology Department to be repaired immediately.

Student Data & Security

● Students are responsible for all data stored on their Chromebooks. Students are provided unlimited storage in Google Drive.
● Students are responsible for verifying their data has been backed up to Google Drive. This is done via an automated process on the Chromebook while connected to the internet.
The Internet

● The use of devices by students is governed by the Technology Responsible Use Agreement that students and parents agree to for use of technology within the school and district. Parents are also to familiarize themselves with the Technology Responsible Use Agreement to further support their adherence outside of the school environment.
● Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.
● Appropriate use of the internet service within the school network is closely monitored by a filtering system that blocks inappropriate content. This also applies to the use of devices outside of the school network.

Peripherals

The school will not provide or specifically recommend any additional peripherals as part of the 1 to 1 program. However, parents or students may purchase this outside of the program. Program support and warranty will not apply to peripherals. Peripherals may include devices such as:
● USB backup devices
● Additional batteries
● External hard drives
● Mice or External Keyboards
● Headphones

Temporary Loan for Repair

● Repair Loan devices may be available to students if their device has been submitted for repair under warranty conditions.

Use of Other Electronic Devices

With the permission of the teacher, students may record classes for the purpose of better understanding the material presented. Any such recordings may be used for no other purpose. Students shall not bring devices such as a cellular phone, iPod, iTouch, camera, MP3 player, or other electronic communication or entertainment equipment unless they are needed for an academic class.

Network Account: Data Storage

Each user of the SFXS network shall abide by these policies and procedures and generally accepted rules of user etiquette. Only school related data files shall be allowed on the SFX

Google Drive file server. Since all students use the same server, space is limited. Please delete old files and pictures at the beginning and end of each school year.

Email

The school provides students with a Gmail account. A student's email account carries with it many benefits. The account allows you 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 your email account 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 SFXS 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.

● 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 SFX IT department.

Excessive emailing is not only disruptive and inefficient but also uses up limited space in our system. A policy is in place to prevent the overloading of file space. If retention of specific Email information is desired, a hard copy should be printed.

Given the nature of electronic mail as a public medium, it is critical for students to use appropriate language and monitor message content being mindful that we 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.

There will be no support for personal email. This includes personal email to/from your SFX account. This also includes external email systems (Gmail, Yahoo, Cox, etc.).

Mobile Device Management (MDM)

Any devices intended to be used in the classroom are required to be enrolled in the Meraki Systems Manager. Access to the internet and shared network resources will not be permitted unless the device is enrolled.
The purpose of the MDM is to allow remote delegation of school WiFi credentials, authorization of applications and documents owned by the school, and delegation of school Network Resources (e.g. Apple TV AirPlay access or school printers).

In exceptional circumstances, such as suspected violation of school policy or criminal activity, Meraki Systems Manager may be used to monitor certain aspects of data usage, remotely lock the device, and/or wipe all SFXS data from the device. This can only occur at the express authorization of the Principal.

● Any device may be locked out of the school network or remotely wiped of SFXS data if:
● The Student terminates his or her connection with the school
● IT detects a data or policy breach, a virus, or a similar threat to the security of the school's data and technology infrastructure.
● IT detects suspicious data usage, including but not limited to excessive volumes of data download/upload.

Lost or Stolen Device
● In the case that a device is lost or stolen the MDM may be used to locate a student's device and/or remotely lock the device. This service can only be provided at the express authorization of the owner of the device.

Safety and Security
Electronic connection to the Internet and other online systems provides many educational opportunities, it also involves risk.
● Students should never give out names, addresses, or telephone numbers (or anyone else's information) to strangers online or anywhere else.
● Students should never arrange face to face meetings with individuals met solely online. It is very difficult to confirm the real identity of individuals met online and is, therefore, a dangerous practice to undertake.
● Security on any computer system is a high priority because there are multiple users whose work is often the product of many hours of time and effort. Students should never use another

individual's account (even if it has been left accessible) or log on to the system as someone other than themselves. If a security problem is identified, students should notify the SFX administration at once. Do not demonstrate the problem to other users.

● Students should never give out their passwords to anyone. Students are solely responsible for their accounts, and improper or illegal activities that occur while someone is logged on to the network under a student's account are their responsibility.

● Electronic equipment, regardless of ownership, (student or School) must never be left unattended outdoors or in public school areas (i.e., the library, commons, gym etc.).

Cyberbullying

All members of the SFXS community are to show respect, acceptance, and concern for others. Cyberbullying, in any form, will NOT be tolerated. This applies to the school's network AND the broader Internet, 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, 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 Networking

Social networking websites (Facebook, Twitter, Instagram, etc.) MAY NOT be accessed on school property at any time. The names of users who use these and similar social networking sites off campus may be linked to SFXS, so that any site content reflects on the school community. When a user is online, the user is also representing the SFXS community, and the site content may negatively reflect or affect the reputation and wellbeing of SFXS 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. SFXS 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 and tweeting with current SFX employees are appropriate ONLY for school business (campus emergencies, coordination of offsite 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 SFXS community, or the school itself.

Cell Phones

A student’s cell phone must be turned off and not used while on campus, including the restrooms, unless granted permission by a teacher. Students may utilize cell phones once they have exited campus through the front gate of the school. If a cell phone is used or heard during the school day, the device will be confiscated, parents will be notified, and the student will proceed through the discipline cycle.

In all cases of confiscation, 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.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy the property of SFXS, 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.

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 SFXS, 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

Parent/School Communication

St. Francis Xavier School staff and faculty seek to work collaboratively with students and parents to promote student responsibility. By empowering students to be accountable for their own learning, the school seeks to develop within students the traits of independence and responsibility. These traits are nurtured early on with students walking themselves to their classroom, bringing homework to school, submitting assignments ontime, making up assignments when they are absent, accepting consequences for their behavior, and asking teachers for help when needed. Students are encouraged to discuss their progress directly with their teachers. Parents are encouraged to intervene only when their child is finding difficulty practicing skills. When the student experiences academic or social difficulty, the first intervention taken by the parent should be to redirect the student back to the teacher. Followup action taken by the parent should be one that supports the role of the teacher in the classroom and the student as responsible for his/her own learning.

The school has a strong parent communication system that enables parents to keep abreast of their child's learning. This involves weekly electronic newsletters or folders in grades K-5, trimester progress reports in grades 4-8, parent teacher conferences for grades K-8, agenda books for grades 1-8, and web access for lessons and homework assignments for grades K-8. Communication beyond these formal means is done via email and conferences upon request. Teachers are available for meetings with parents by appointment. Fridays are collaboration days in which teachers are generally required to be at meetings after students leave campus.

St. Francis Xavier School promotes an environment where effective and respectful communication occurs between students, parents, teachers, and the school administration, and one in which each member presupposes the goodwill of the other. Each teacher 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.

Agenda Book

Students in grades 1-8 utilize an Agenda Book. The purpose of the Agenda Book is to teach students organizational and time management skills. At the beginning of the year, teachers instruct students in the use of the agenda book. In keeping with the school's philosophy of student responsibility, students are responsible for logging announcements, homework assignments, tests, long term projects, and communiqués from school in their agenda book. Parents are responsible for reviewing the agenda book each day with their child and checking to see that work is complete. If students are not fulfilling their responsibility to fill in the agenda book, parents are encouraged to have a consequence at home. Students can check Gradelink to confirm assignments, but that should not be the primary organizational tool. Students are to keep agenda books in good condition. Students are not to deface the agenda book in any manner, or they will be required to purchase another one. This includes doodling or scratching out any pages or the front cover. Calendar pages and behavior logs should not be torn out of the agenda.

Weekly News

Each week student work and school communiqués may be sent home in grades K-8. Parents and students are responsible for communiqués sent home.

Gradelink

Gradelink is our student information system and communication tool that students and parents should access for information about classes, lesson plans, homework, school announcements, faculty directory, attendance, grade reports, and re enrollment opportunities. Each family can view data that pertains to them only.

Parent-Teacher Conferences

Conferences may be held at any time during the school year at either the teachers' or parents' request. Regular parent-teacher conferences are held in October. Teachers are available before and after school by appointment, with the exception of Fridays and other early release days.

Standardized Testing / Iowa Test of Basic Skills

The Iowa Test of Basic Skills (ITBS) is administered to all students in grades 2-8. The ITBS is an assessment tool designed to gauge year-to-year progress and identify student strengths and areas of improvement. The results of this test are used to guide instructional planning. Per Diocesan mandate, the test is given in the spring. The ITBS is a norm-referenced assessment that measures how well St. Francis students perform compared to national averages. In 2010, the test was renormed to align with the Common Core State Standards. Test results are shared with parents in late spring.

CogAT

The Cognitive Abilities Test (CogAT) is given to students in the 4th and 7th grades. The CogAT measures students' learned reasoning abilities in three areas commonly linked to academic success: Verbal, Quantitative, and Nonverbal. Reasoning abilities have substantial correlations with learning and problem solving, both in and out of school. The CogAT's measurement of three different content domains helps ensure that our teachers receive a balanced view of the child. The CogAT is given with the ITBS assessment as it is an indicator of achievement scores. Test results are shared with parents in the spring.

STAR

The STAR is a computerized screening tool used to monitor student growth. The Early Literacy (grades K3), Reading (grades 18), and Math (grades 18) tests are given 3 times during the school year. The purpose of these tests is to monitor student progress and provide teachers with student-level, diagnostic information to guide instructional planning. Initial results are shared in the fall and then again at the end of the school year.

Grades

A grading period of a quarter is approximately every twelve to thirteen weeks.
The following is the grading system for grades 3-8:

A Excellent 94-100
B Above Average 85-93
C Average 75-84
D Below Average 65-74
F Failing 0-64

The following is the grading system for grades Preschool-2nd grade:
4 Student demonstrates an advanced understanding of concepts, skills, and processes taught in this reporting period. The student exceeds the required performance.
3 Student consistently demonstrates an understanding of concepts, skills, and processes taught in this reporting period.
2 Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period.
1 Student is not yet demonstrating an understanding of grade-level concepts, skills, and processes. The student needs considerable support. The student is performing below grade-level expectations.

Final Letter Grade Calculation

For grades 4-8, the final letter grade for the year is calculated from the percentage earned each quarter. Each quarter is weighted the same (25%). One informal midterm report is issued on Gradelink between report cards in grades 4 through 8. Since individual student grades may fluctuate on a day-to-day basis, parents should not expect teachers to contact them concerning individual assessment grades. The primary responsibility resides with students to record graded assignments in their agenda book and to communicate their performance to their parents. Grades 4 through 8 maintain a grade book on Gradelink as an additional tool for parents and students to monitor progress. All teachers update their grade books as quickly as is possible, however that time frame will vary according to subject and type of assignment.
Graded work is sent home weekly in grades 1 through 8. If parents would like further communication regarding their child(ren)'s progress beyond the grade reports, they are encouraged to contact the teacher by email to inquire into student performance, or to initiate a conference.

Academic Probation

Student achievement will be reviewed at the end of each quarter. Upon receiving a grade of "D" in two courses or a grade of "F" in one course, the student will be placed on an academic contract, signifying their probationary status. In these cases, the parent, teacher, and the student will meet with the Academic Dean to discuss strategies that will promote the academic success of the student. Students who do not fulfill the academic requirements set forth in their contract are placed on probation and may have their status as a St. Francis Xavier student

reevaluated by the administration. Graduating students may not be eligible to participate in graduation activities if they do not have a “C” average in all subject areas.

Promotion

A student is promoted each year on the recommendation of the teacher and the principal. When making an evaluation of the student’s progress, the teacher will consider the social, emotional, physical, and moral, as well as academic development of the student.

Acceleration

The principal is empowered to grant or deny permission to accelerate a student.

Retention of a Student/Transition out Policy

Due to emotional, social, and academic development, a child may be retained a year. The spirit of this act is to allow the child the gift of time for future success at St. Francis Xavier School. After collecting clear data on the student’s development, the teacher will make his or her recommendation to the Cura Personalis Team. The teacher and the Cura Personalis Team will process the decision with the student’s parents. Due to emotional, social, and academic development, a child may be asked to find an alternate school. The spirit of this decision is to act in the best interests of the child and his/her needs. The parents will be notified of this decision from the Review Team, in person. The parents have a right to appeal the decision as per appeal policies outlined in the family handbook.

Elementary School Graduation

Graduation is a school sponsored ceremony. The function of the graduation ceremony is to recognize the scholarly endeavors of the students. Participation in graduation exercises is a privilege, not a right. Students may not participate in graduation activities until their educational, financial, and disciplinary obligations to the school are met.

The graduation ceremony will be one of dignity and good taste.

All participants in the graduation ceremony will wear a royal blue gown. No decorations, pins, corsages, stoles, etc. may be worn on the gown.

A student may be excluded from participation in the graduation exercises for reasonable cause or consequence as deemed by the school administrator. Repeated and/or serious violations of the rules and spirit of the St. Francis Xavier handbook, frequent absences and tardies, uncompleted course work are causes for exclusion from the graduation ceremony or activities.

Cura Personalis Program

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 with academic, social, or emotional needs. Recommendations for the program may be made by a parent, a teacher, or a member of the Cura Personalis Team. Every teacher is an adjunct member of the Cura Personalis Team. In addition, the Principal, Counselor, Nurse, Campus Minister, and Director of Cura Personalis meet weekly to review the needs of students and families.

Grade Placement

Students who carry an "F" average in one or more core subjects for the year will not be promoted to the next grade. Students that successfully complete summer school may be considered for promotion. (See the Academic Probation Section.)

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 1st grade. (ie: 1st grade = 10 minutes, 2nd grade = 20 minutes, etc…)
- 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 taking into consideration the child's learning style, relationships between and among students, number of girls and boys, and learning aptitude.

The final decision for classroom placement is made by the school administration in the best interests of all children in the learning environment. As such, St. Francis Xavier does not allow for parents and/or students to request classes or teacher placement.

Summer Reading and Math Requirements

Summer Reading and Math requirements are a tradition at St. Francis Xavier School and reflect our commitment to academic excellence. Research suggests that students lose 12 months of academic growth if they are not actively engaged in educational opportunities during the summer months. The same studies confirm that when parents and educators provide learning experiences and academic structure, students maintain basic skills and are more likely to return to school ready to learn.

Summer Math

The summer math requirement at St. Francis Xavier is individualized to meet student needs. Using year end STAR MATH results, students are prescribed specific skills to complete and master utilizing the DreamBox math program. DreamBox is a research-supported, web-based program that approaches math in a variety of methods allowing students to work and master concepts at their own pace.

Summer Reading

Summer reading assignments vary by grade level. All lessons are thoughtfully designed to meet the Common Core State Standard and encourage a love of reading. In alignment with the new standards, students are required to read both a piece of fiction and a selection of nonfiction. Assignments differ per teacher, but accountability for completion of the requirement is a component at all grade levels.

STUDENT DISCIPLINE

Discipline with Purpose

Since it is the educational purpose of a school to provide an orderly learning environment, discipline is an integral part of our program. Discipline is an integration of character, education, and Christian social living. It is an honor and privilege to attend St. Francis Xavier School. St.

Francis Xavier faculty and staff partner with parents in their child's education. Parents will be notified of concerns about student life and behavior, even when off-campus. All students are expected to abide by the school-wide rules and are 100% responsible for their own behavior. **The rules of St. Francis Xavier School apply to all students when on the school grounds and on the Brophy College Preparatory campus, Xavier College Preparatory campus, on the St. Francis Xavier Church property, and in the community.** Consequences result when the rules are not followed. The classroom teacher generally handles discipline problems and consequences are based on grade-level standards.

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

Teachers in grade levels Preschool - 3rd may employ a variety of techniques, i.e., stamps, sticker cards, green lights, grade level discipline forms, charts, etc. All teachers develop discipline cycles that reflect the consequences of student behavior that detracts from the

learning environments and that may be harmful to the student or others. Teachers post the school rules, the 15 self-discipline skills, and their classroom cycle in their classrooms.

Code of Conduct

Students will:

- Be courteous, and show respect to one another and to all school personnel.
- Use appropriate language in speech and writing.
- Behave in a safe and orderly manner in the church, classroom, cafeteria, playground, and on field trips. 4. Respect church and school property and property of others.
- Be honest at all times.
- Come prepared for class.
- Follow directions as they are given.
- Remain on supervised areas of school grounds during school hours.
- Be responsible for having parents sign all teacher/parent communications, including behavior and midterm reports, and return them to school the following school day.
- Participate respectfully in Mass and Paraliturgies.
- Clean up after themselves at all times.
- Not take any item from a classroom without the teacher's expressed permission.
- Not engage in inappropriate physical contact of any kind.
- Not engage in harassment or bullying of any kind against students or teachers.
- Not make threats in speech or writing.
- Follow all school rules and guidelines including the uniform policy

Procedures of St. Francis Xavier School

- Bikes will be walked on the school grounds and parked at the bike rack.
- Roller skates/blades, skateboards, and motorized scooters are not permitted on school grounds.
- The library is used for quiet study, activities, and/or reading.
- It is necessary to be on time for class.
- Gum is not permitted on school grounds.
- Food and beverages (other than water) are to be consumed in the lunchroom or other assigned areas at assigned times.

- Only designated areas may be used during recess, noon recess, and before school in the morning.
- Playground equipment may be used only during recess in designated areas.
- Rough play and throwing objects at each other are not permitted.
- Running in the classroom, courtyard, breezeways, or cafeteria is not permitted.
- A proper dress code is to be followed on all school days.
- Students must get permission before leaving supervised areas.
- Academic dishonesty will not be tolerated including cheating, forgery, copying homework, and plagiarism.
- Physical, sexual, emotional bullying, or harassment will not be tolerated.
- The following items are not permitted on school property: knives, firearms, fireworks, matches, lighters, smoking materials, drugs, alcohol, and obscene or offensive material.
- **Cell phones are to remain in the student's backpack and be turned off at all times during the school day and during extracurricular activities unless given specific permission by a teacher.** At no time should students use cell phones for texting or photographing classmates.
- Students must not bring drinks (specialty drinks, coffees, juices, smoothies, etc) or food to be consumed before school. Breakfast should be consumed before coming on campus.
- There is no text messaging or email by students during the school day, including contact with family members.
- School email is to be used for school-related work only. Students shall not utilize their emails to contact parents and/or parties outside of campus during the course of the school day.
- Students are not to enter an unoccupied classroom. Further, classrooms are not to be entered after school by students or parents to retrieve forgotten textbooks.
- In the instance when a teacher leaves a room for an emergency, students are required to follow the posted directions in the classroom. Students are to stay seated, remain quiet, and work on the assignment.

Disciplinary Action

Discipline Cycle:

Teachers use infractions of school rules and policy as an opportunity to teach students about the necessary DWP skills. However, when behavioral infractions become repetitive and/or

threaten the learning environment, disciplinary action is taken. The Discipline Cycle represents the school's due process afforded to all students.

Using the Ignatian principle of Cura Personalis or "care of the person", St. Francis Xavier School understands discipline as a "teachable moment". The school employs a restorative justice model to discipline 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. Discipline matters are confidential as to respect the dignity of all those involved, including the student being disciplined.

Under the restorative justice model, we ask:

- What happened? How did it happen?
- What part did you play in it?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right? How can you repair the harm done?

Essential to the implementation of restorative justice practices is helping students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it causes;
- Understand what could have been done differently in the same situation;
- Take responsibility for their actions;
- Make reparations and or restitution to repair the harm done;
- Be given the opportunity to learn strategies/skills to use in the future; and
- Understand that more increasingly punitive consequences may be imposed if the behavior reoccurs.

Consequences and disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary consequences, school personnel imposes disciplinary consequences which take into consideration, the student's age, the nature of the offense and circumstances that led to the offense, and the student's prior disciplinary record. Communication to parents will also be copied to the school's Cura Personalis Team so we can best care for the student.

As a general rule, discipline will be progressive in regards to the discipline cycle below. However, based on the severity of the infraction and the student's prior discipline history, school administration may escalate to higher steps on the discipline cycle and subsequent consequences.

St. Francis Xavier School Discipline Cycle

1. Verbal reminder
2. DWP reflection. Documentation in Gradelink with email (including the reflection) sent home to parents and Cura Personalis.
3. Teacher proctored lunch consequence. Documentation in Gradelink with an email sent home to parents and Cura Personalis.
4. Office/Principal referral. The principal/office administrator will assign JUG (Justice Under God) which consists of a written reflection, action plan to support behavior improvement, and a consequence that exhibits restorative justice and gives back to the school. Documentation in Gradelink with an email sent home to parents, Cura Personalis, and the classroom teacher who sent office referral.
5. Behavior Contract. After three violations or if deemed appropriate by the school principal/school administration, the student will be placed on a behavior contract in order to help the student become self-disciplined. A meeting with the student, the parent, and the administration will occur to review the terms of the behavior contract and discuss strategies to help the student improve.
6. Suspension in school or out of school. Students escalated on the discipline cycle to suspension will also be placed on a behavior contract.
7. Probation
8. Required withdrawal

DWP Reflection

A DWP Reflection is a form that the student may complete with his/her teacher after a school rule has been violated. The purpose of the reflection is to use the opportunity to teach a self-discipline skill. In the referral, the student identifies the inappropriate behavior, the skills

she/he did not practice, ways he/she can show sorrow and a plan of better behavior in the future.

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 Gradelink. Discipline records are confidential and are not shared.

JUG

JUG (Justice Under God) may be assigned to students. The principal/office administrator will assign JUG (Justice Under God) which consists of a written reflection, action plan to support behavior improvement, and a consequence that exhibits restorative justice and gives back to the school. Documentation in Gradelink with an email sent home to parents, Cura Personalis, and the classroom teacher who sent office referral.

Students who are assigned JUG will meet during their lunch hour with the staff member assigned to moderate JUG for the day. Students will eat their lunch apart from their classmates, then participate in campus beautification or other types of service to the school. If a student receives two (2) JUGs during the course of the school year, their participation in extracurricular and leadership roles (Magis, Student Council, Leadership Corps, NJHS) will be reevaluated, and a student may be removed from their role in these organizations

Students assigned JUG will have their participation in school-sponsored social or athletic activities evaluated by the principal.

Suspension

A suspension is invoked when a student demonstrates a serious disregard for St. Francis Xavier guidelines. 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 social or athletic activities during the period of suspension.

Immediate Suspension from School

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

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

Probation

After suspension or other serious misconduct, including excessive behavior reports, or at the recommendation of the administration, a student may be placed on disciplinary probation. The student and his/her parent(s) will receive a probationary letter explaining the conditions of this probation. A student who violates the conditions of his/her probation is liable for required withdrawal.

Required Withdrawal

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:

1. Possessing, using, or being under the influence of tobacco, alcohol, or illicit drugs, on school premises or at school sponsored activities.
2. Flagrant insubordination.
3. Further misconduct after being placed on probation.
4. Seriously violating the rights and dignity of others.

5. 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.
6. Theft of or malicious damage to school/parish property or the personal property of teachers or students.
7. Repeated or serious/systemic academic dishonesty.
8. Fighting, Harassment, or Bullying (including cyber-bullying).
9. Violation of St. Francis Xavier 24/7 policy (see below)
10. Any action that represents the school in an unfavorable manner and/or conflicts with the values that our Catholic community stands for.

****The Pastor of St. Francis Xavier Parish has the final decision on the required withdrawal of any student from the school.**

St. Francis Xavier 24/7 Policy

Students of St. Francis Xavier represent the school in and outside of the school day. Any conduct both in and out of school that reflects negatively 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 must realize that they, whether in uniform or not, represent St. Francis Xavier when they are off-campus, on-campus, or online. One reason for dismissal from St. Francis Xavier is any conduct, on or off-campus, or via social media, marring the name of the St. Francis Xavier Community. This rule applies to all behavior, no matter where it occurs, which is contrary to St. Francis Xavier's principles.

As a partner with parents in the education of children, the St. Francis Xavier Administration will notify parents when it has cause to be concerned about a student's activities or behavior, whether it is on or off-campus and/or through electronic means.

The school reserves the right to discipline a student for actions committed off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student or staff member while in school. (Please see above in regards to electronic media).

School Identity Policy

Students are not allowed to identify the school including through the use of the school logo or school uniform, for any purpose outside the school without written consent from the school principal including photos posted electronically on Facebook, Instagram, etc. Violation of this policy may result in suspension or expulsion.

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 and at all school sponsored activities.
- Flagrant insubordination.
- Further misconduct after being placed on probation.
- Violating civil law of the reasonable 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 parish property or the personal property of teachers or students.
- The third incident of academic dishonesty.
- Harassment or Bullying.

The Pastor of St. Francis Xavier Parish has the final decision on the expulsion of any student from the school.

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)

Required Drug Testing

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

Playground Rules

Morning recess snacks are to be eaten at the designated areas. Students may not bring food from the cafeteria to the playground during lunch recess. Only water bottles are allowed on the playground during lunch recess.

After lunch, students are to walk quietly and directly from the cafeteria to the blacktop. They are to stay on the blacktop unless they have permission from the playground staff to utilize the restroom, visit the school counselor, or meet with a teacher.

Students must stay in a supervised area at morning snack time and lunch recesses.

The Diocesan Wellness Policy guidelines uphold recess as a time for students to be engaged in physical activity. Students are not allowed in a classroom (including the computer lab) during recess unless they have the signed permission of a supervising teacher. No student should ever be in a classroom unsupervised.

At the end of recess, all activities should stop when the whistle is blown. Students should quietly line up and tuck in shirts. Those who checked out any equipment should return it. The teacher or playground supervisor will dismiss the class. Students must be attentive to directives regarding posted signs and walkways at all times.

Harassment Policy

St. Francis Xavier School believes that all persons have a Godgiven right to be treated with dignity and respect. In light of this belief, any form of harassment by students, employees, parents, and school volunteers will not be tolerated. We distinguish between a single incident of conflict and repeated behavior. The aim and goal of the school's harassment policy are 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 schoolrelated 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 cellphone habits. Cyberbullying will not be tolerated at St. Francis Xavier.

Academic Dishonesty

Submitting work that is not one’s own, is a serious offense. Academic dishonesty with homework includes, but is not limited to, giving one’s work to another student, copying homework, submitting assignments of substantially the same nature under different student names, or submitting material that is not the student’s personal work. Academic dishonesty with regards to tests includes, but is not limited to, communicating with another student during a test, copying from another student, and lending or receiving materials. According to the 1994 edition of Writing Research Papers, “Plagiarism is the act of intentionally or unintentionally treating work done by someone else as though it were [the student’s] own. If the information, idea, or statement [used] is not common knowledge, and if it came from an outside source, then [the student] must credit [the correct] source. Failure to do so constitutes plagiarism” (3940).

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 reevaluation of the student's continuance at St. Francis Xavier. These consequences are subject to change based on the severity of the infraction.

Classroom Misbehavior

Students who continually disrupt the classroom environment take away from the learning experience of others. Students are given an opportunity to rectify misbehavior and are often guided to alternative choices to improve outcomes. A student may be coached through better choices with the help of a Cura Personalis Team member. When repeated offenses show no improvement, a parent/student conference will take place to determine future action.

Violence

St. Francis Xavier School has zero tolerance for threatening or actual violence. Disciplinary action will result in either case.

Damage or Theft of Property

Damage or theft of property by a student, whether malicious or accidental at St. Francis Xavier, 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.

Crimes and Threats

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 themself or others.

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 third parties 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 local 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

1. When a parent or a student (18 years of age) 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.

2. An appeal is to be made within 10 working days of the communication of the decision.
3. The pastor may designate another person to hear the appeal.
4. 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.

Right to Search

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

ADMISSIONS & FINANCIAL OBLIGATIONS

St. Francis Xavier School gives first preference in admission to Catholic students of families registered in St. Francis Xavier Parish; second, to Catholic students in other parishes; third, to inactive Catholics or students of other faiths.
Eligible students are admitted to St. Francis Xavier School in the following order according to the date of the application.

1. Inschool/faculty
2. Active St. Francis Xavier parishioners
3. Practicing and contributing members of other Catholic parishes
4. Inactive Catholics or students of other faiths

An active parishioner is 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, active members of St. Francis Xavier Parish and other Catholic parishes need to complete a parish verification form verifying parish status. The parish verification form needs to be reviewed and signed by the Pastor of the family's Parish. This form is submitted to

the SFX School Office. The parish verification is used to determine the school tuition rate for the school year. A new parish verification status is completed before registration every school year. Families must fill out a new commitment card for our parish each year and must be actively contributing and participating in the parish to retain the “inparish” tuition rate for the following school year.

Note: Catholic families who move from out of town and who are enrolled in a Catholic school 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 for academic readiness.

New Students

St. Francis Xavier School seeks to admit new students in grades K and 1 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 September 1 and developmentally 5-5 ½ at the time of entry. Entering Grade 1 students must be six by September 1 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. St. Francis Xavier does not accept Individual Education Plans (IEPs) for students. 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 $50.00 per applicant.

Financial Obligations

Tuition Rates – are dependent on the number of students attending and parish verification status approved by the pastor.

Payment Procedures

Your 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, unfulfilled SCRIP obligation, late fees, returned check fees, and returned ACH fees.

Tuition and other incidental fees, i.e. Early Bird Care, After Care, Sports, Graduation, etc. are paid through FACTS Tuition Management. Tuition payments are scheduled from July through May. Tuition is for the academic year. 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 prorated by 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.
- The past year's tuition must be current prior to registration. Failure to pay tuition on time may result in automatic withdrawal from school.

St. Francis Xavier Parish Registration

Parish contributions are by definition, free will, and voluntary offerings are given for the support of the church on a regular basis in conjunction with regular Mass attendance.

Active St. Francis Parish Tuition Rate

- The Active St. Francis Parish tuition rate is available to active participating parishioners who are involved in a parish ministry, regularly attend liturgy, and participate in the parish's offertory program. In addition, to qualify for active parishioner tuition the family must have been a resident of the Parish for one full year, If a parent has changed Parishes without changing his address, or if he has moved from within the city in order to become a member of St. Francis Xavier Parish, he will qualify for the active parishioner tuition rate after one calendar year of registration in the parish. To receive the active St. Francis Parish tuition rate without the one year waiting period, when moving to St. Francis Xavier Parish from an out-of-town Parish, parents must show documentation of full Parish participation from their previous/prior Parish.
- Who is a "contributing member" of the parish offertory program?
  A "Contributing Member" of the Parish is a family that participates in the parish offertory program, is involved in a parish ministry, and regularly attends liturgy In St. Luke's gospel we read: "From everyone to whom much has been given, much will be required; and from the one to whom much as been entrusted, even more, will be demanded." We hope that out of loyalty, gratitude, and affection for St. Francis Xavier Parish and School, families will be as generous as they possibly can.

- To receive the Active St. Francis Parish or ActiveOut of Parish tuition rate, parents must have a parish verification form signed by the pastor. A new parish verification must be completed every school year.

Financial Assistance

- There is some tuition assistance available to families who have children enrolled at St. Francis Xavier School. Students must be registered and enrolled in order to be eligible for a scholarship.
- Financial Aid CEA Catholic Education Arizona (Diocese of Phoenix)
- St. Francis Xavier participates with the 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).

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.

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 at the beginning of the school year by the church and school staff.

SCRIP Program

The SCRIP program is one of the major fundraisers at St. Francis Xavier School. Each family is obligated to provide $200 to the school through the profits generated from SCRIP purchases. Once the $200 profit obligation is met, families may start generating tuition rebates. Please be aware that buying $200 in SCRIP is not the same as earning your $200 profit obligation.

The SCRIP program year runs from March 1stthrough the end of February for credit prior to reenrollment. SCRIP can be purchased on predetermined days and times from the school SCRIP Office when school is in session.

If a parent does not participate in the SCRIP program, then he/she will be required to pay $200. Cash payments for not meeting any of the family commitments are not considered charitable contributions and therefore are nondeductible by the family per Revenue Code Sec. 170 and Rev. Rule 83104, 19832.C.B.46.

Once a family achieves the $200 profit to the school, additional rebates that the family generates from participation in the SCRIP Program will be split 50/50 with the school up to the amount payable for tuition. Rebates can be used to pay financial obligations to the family's account. SCRIP rebates are not refundable and/or transferable if a family withdraws or graduates from St. Francis Xavier. The school cannot give SCRIP monies to families for earnings above their school financial obligations.

SCRIP rebate will be posted to your FACTS account in April. Tuition rebates are not refundable to a family but will only be issued as a credit against future costs associated with school financial obligations.

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 tax payer can designate any amount up to a maximum of $2134 if married or $1067 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 some 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.

Transportation Policy for Field Trips

It is MANDATORY that chaperones:

- Are not taking medication that would affect their supervision of students.
- 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 on a field trip.
- Enforce school rules.
- Consult teacher prior to giving student use of a cell phone.
- Have participated in the Diocesan “Called to Protect” Workshop.
- Parent volunteers should not smoke while chaperoning a field trip.

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.

Party Invitations

Party invitations are not to be distributed at school unless the whole class is invited (or all the girls or all the boys).

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.

Students are not allowed to use the school phone to call home for forgotten items.

Students may not receive outside calls in the classrooms.

Parent Association

St. Francis Xavier School has an excellent Parent Association with a multitude of opportunities for parental involvement. All parents are automatically members of the Parent Association. Parent Association meetings are held monthly.

The Parent Association Executive Board is an advisory group to the principal. Officers are nominated yearly in the spring for the following school year and their selection is approved by the principal.

Fundraising Events and Activities

Fundraising engages students/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 will primarily go to support the school. 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 Parent Association assists in the implementation of major school fundraisers, ie, Dinner Auction, Family Fun Fest, etc...A variety of clubs and organizations hold additional fundraisers throughout the year to help supplement their budgets. Campus Ministry and Student Council also sponsor some fundraising events as community service during the school year. In an effort to avoid overlap of events and requests for donations, any school class, organization or club must obtain prior approval to holding a fundraiser, on or off-campus that benefits St. Francis Xavier School in any way. A fundraiser, held on the St. Francis Xavier campus, to benefit an outside cause must also receive preapproval. A form must be filled out and submitted to Mary Musgrove, Advancement Director for the activity or event before it is calendared or any publicity created.

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, directs students toward a conscious choice of living a responsible Catholic life. St. Francis Xavier School Advisory Board has a written constitution defining membership, function, and authority that is published on the school website.

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.
- Attend the school orientation meeting associated with your activity.
- 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.

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 signing this 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.

Diocesan Policy prohibits:

1. Any kind of sexual contact or inappropriate touching of a minor.
2. Any breach of professional trust, which has as its intent sexual contact or activity with minors or adults.
3. Any inappropriate behavior, which could be misunderstood or be construed as an indicator of potential sexual misconduct.
4. 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.
5. Vacations with minors (who are not family members) unless parents or other adults are present. 6. Field trips or other outings involving minors in places and situations where no other adults are present.
7. Travel with minors (who are not family members) without another adult present in the car, van, church bus, carpool, or other means of transportation.
8. Behavior including but not limited to activities that involve excessive physical contact with minors. 9. Wrestling, tickling, other physical "horseplay."
10. Giving out to minors one's personal phone number, pager, and personal email address.
11. Taking a minor or group of minors to a restaurant for a meal without another adult present.
12. 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.

Asbestos

In 1987 the Federal Government mandated by law that all elementary and secondary schools provide provisions that protect students, staff, and other occupants of school facilities against health hazards that might arise from the presence of building materials that contain asbestos, should their condition pf age, wear and tear, or use, or abuse cause release of airborne fibers. St. Francis Xavier School has an Asbestos Management Plan that is on file in the principal's office that is accessible to parents and staff. St. Francis Xavier School has asbestos building materials on campus that is being maintained and inspected regularly. There are no health hazards present. The Asbestos Management Plan requires trained personnel to be on staff who ensure that conditions do not affect the occupants.

About this Handbook

This handbook contains the bulk of St. Francis Xavier School's policies and procedures. Students and parent(s)/ guardian(s) need to read and understand all that is contained here. 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.

Right to Amend

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