

## **Philosophy of St. Francis Xavier School**

St. Francis Xavier School, an integral part of St. Francis Xavier Parish, is a Catholic School under the auspices of the Archdiocese of New York and the mandates of the City and State of New York.

St. Francis Xavier School strives to encompass all facets of Christian living in its education of the whole child: spiritually, intellectually, morally, emotionally, culturally, and physically. We work to create an environment that encourages the learning potential of every student through a well-rounded curriculum. Our goal is to foster an atmosphere that allows children to meet the challenges of the 21<sup>st</sup> century.

We believe parents are the first educators and seek a continued partnership for success. Our philosophy insures a solid Christian education. We value and respect the cultural and academic diversity of the school community and hold dear the dignity of each child as a member of the Family of Jesus. St. Francis Xavier School, in accordance with the mission prescribed by the Catholic Schools in the Archdiocese of New York, shall not discriminate on the basis of race, color, national and ethnic origin in administration of education policies, admission policies, and scholarships.

In collaborative effort with parents, the administration, faculty and staff of St. Francis Xavier School will reinforce this philosophy on a daily basis.

## **School Financial Policy**

The operation of St. Francis Xavier School is tuition based, therefore, parental financial obligations are crucial to its smooth operation. We believe that our tuition payments are an investment in your child's education. It is our responsibility to ensure that adequate financial resources are available for the school and that enrollment is available and as affordable as possible to all families.

The following policies are in effect for tuition and fees:

### **Tuition Payment**

There are three basic payment options to make tuition payments. All tuition payments are received and processed through SMART Tuition Management Company. SMART is the contracted provider by St. Francis Xavier School for administering our tuition program. The tuition plans are as follows:

1. Full Payment (One Payment) – The entire tuition is due on or before August 15.
2. Monthly Payments (10 Payments) – Monthly payments are due on or before the 15<sup>th</sup> of each month. First payment is due by the 15<sup>th</sup> of August and last payment is due by the 15<sup>th</sup> of May.
3. Two payments – August and January.

### **Late Payments**

All payments are due on the selected due date. If payments are not received by the date due, a late fee will be assessed. All families are responsible for meeting their tuition obligation to St. Francis Xavier School on a timely basis. Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify St. Francis Xavier School so that special arrangements and adjustments to your agreement can be made.

## **Tuition Delinquency**

Any family whose account falls two (2) months in arrears and has been unwilling to make alternative arrangements, will have their student's report cards held and may be removed or restricted from all extracurricular activities (e.g. dances, class trips, sports, or club activities) and subject to financial suspension. If Financial Suspension is imposed, the student will be asked to leave school until all tuition and fees are paid in full. No official school records will be released for any student until all financial obligations are completed. All textbooks and sports uniforms must be returned as well.

A student whose account is in arrears may not be allowed to take mid-term or final exams, participate in dances, class trips, or receive a yearbook. Any 8<sup>th</sup> grader with tuition or fees due will be denied participation in graduation ceremonies.

If a financial assistance award has been granted to your son/daughter, that award cannot be applied if any tuition and/or fees are past due.

1. If tuition is not up to date by mid-August, the student's name will not appear on a class list and the student will not be permitted to start classes.
2. Once the school year starts, if the tuition is not received at SMART Tuition by the due date, it is considered late and subject to a late fee. Within 4 to 6 days of being late, SMART will send a Past Due Bill asking for immediate payment and a late fee will be charged.
3. After 30 days, a warning letter will be sent from St. Francis Xavier School.
4. After 60 days, a phone call from a representative of St. Francis Xavier School will be made. An additional late fee will be added on a monthly basis.
5. If the tuition is delinquent, report cards will not be given to the parents and a conference will be held with the principal instead of the classroom teacher.
6. At the end of the semester, if tuition is delinquent, the student will not be permitted to return for the remainder of the year.
7. If the final payment is delinquent for New Beginnings, Pre-Kindergarten, Kindergarten, or Eighth Graders, they will not be permitted to participate in year-end and graduation activities.
8. Records will not be released to another school unless the tuition is current.

### **Registration Fee**

Both new and returning students will be required to pay a non-refundable registration fee. Returning students must complete and return the registration form to the school office along with the registration fee to hold or reserve your spot for the following year. If the school does not have the registration form, the student is not considered enrolled for the following year. Parents, guardians, or persons responsible for the payment of tuition are required to sign the form. Academic schedules for the following year will not be provided if this re-registration is not completed. ALL FEES ARE NON-REFUNDABLE.

### **Plan A Family Requirements**

Families on Plan A are “active members” of St. Francis Xavier Parish.

An “active member” of St. Francis Xavier Parish:

- Is properly registered and on the parish rolls.
- Faithfully attends Mass on Sundays and Holy Days.
- Participates in parish activities when possible.
- Uses the parish envelope system for donations.

Thank you for your sacrifices, dedication, and cooperation with regard to our Financial Policy. At St. Francis Xavier, we are doing everything possible to provide an excellent, affordable Catholic education for your child.

## HOMELAND SECURITY ADNY SAFE ENVIRONMENT PROGRAM

Any staff member may immediately notify the police department by calling **911** or the **49<sup>th</sup>** precinct at **1-718-918-2000** whenever necessary.

We will not allow anyone to enter the main or annex buildings without an appointment unless they are members of our staff, or are volunteers who have registered with the Archdiocese of New York Safe Environment Program.

To assure the security of the main building, the annex, and the safety of each child, the school enforces a policy of requiring all visitors, **including parents**, to report to the main office for **any reason whatsoever**. **To avoid interruption of the learning process, no one may enter a classroom or walk around the building without the permission of the principal.**

We strongly suggest that all parents who accompany their children to school leave the sidewalks surrounding our school buildings and cross over to the east (park) side of Haight Avenue. This will prevent strangers and unauthorized personnel from mingling with you, thereby gaining unsecured access to our children.

Please do not ignore the rules because you assume someone else is doing it. Remember, you are your child's role model. We count on our parents to cooperate and rise above the pettiness.

If you are able to walk your children to and from school, please do so as it is a very healthful activity. It will also alleviate the extremely dangerous conditions created by the excessive fleet of vehicles jockeying for position. **IT IS NOT SAFE!** Do not drive unless it is absolutely necessary. Then, exercise extreme patience and caution. We love our children too much.

## **Academic Information**

### **Admission Policy**

1. An application/testing fee is required.
2. All children must be tested in Reading and Math before being accepted. Scores must be on grade level.
3. Latest report card and standardized test scores are required for transferees.
4. Upon acceptance, a student fee will be required.
5. There will be a **six-week probation period** for all new students to St. Francis Xavier School.

### **Registration/Re-registration**

1. All students will be given a re-registration form to be completed by the parents and to be returned to the school office no later than the designated date with the fee marked on that form.
2. Pre-acceptance into St. Francis Xavier will be based on:
  - (a) satisfactory achievement and cooperation throughout the school year;
  - (b) payment of student tuition and fees on time.

The school office will notify parents of students who are being asked not to re-register.

At registration, each family signs an agreement to pay fees as scheduled and agrees to abide by the policies of the school.

**All student fees and tuition are non-refundable.**

## **Academic Goal**

As educator, our primary goal at St. Francis Xavier is to encompass all aspects of human life: moral, spiritual, social, academic, and emotional. Through our daily contacts, we strive to help our children develop a more positive self-concept and to encourage them to their fullest potential. We attempt to instill in our students a respect for all of creation and a responsibility to nurture and preserve it.

## **Religious Education Program**

All students are required to participate in the Religious education program which includes: instruction; worship, and service; preparation for and reception of the Sacraments.

- Instruction ... teaching of the Faith and belief in a loving God, our Creator and Redeemer.
- Worship ..... teaching prayers, participating in Liturgies, prayer services and other celebrations of worship.
- Service ..... providing programs which offer a concern for others--justice, mercy and peace, involving children in service projects.
- Sacraments... Eucharist, Penance, Confirmation

In addition, parents agree to provide a Spiritual life at home for their children, especially by taking time to worship with them in their respective Church every week. All Catholics must attend Mass every Sunday and on all Holy Days of Obligation.

We will take attendance for grades two and seven. Families that attend Mass at St. Francis Xavier should have the attendance card signed weekly by a priest at the end of Mass. If you attend another church, ask the priest to sign your card.

## **Academic Program**

Instruction is given to children as required by **NEW YORK STATE** law in the following subjects:

Mathematics	Reading	Spelling	Writing
Grammar	Social Studies	Science	Study Skills

The following special area subjects and programs are included in the school program:

Art	Computer	Music	Physical Education
Library (K-2)	Italian (3-8)		

## **Grading Policy for Grades 1 – 8**

Tests	45%
Quizzes	25%
Classwork/Participation	20%
Homework	10%

## **Progress Reports**

During the course of the school year, progress reports are distributed. The purpose of these reports is to notify parents of children who are having difficulties in a particular subject area. In addition, poor conduct and effort will be noted.

## **Report Cards**

Reports are distributed four times for grades K - 8 during the school year. The marks reflect tests, quizzes, written assignments, class participation, homework, and projects. Reports for UPK students will be distributed two times during the year.

## **Awards**

An Honors List will be displayed outside the Principal's office. Quarter Report Card Honors will be listed on the report card. Awards will be given to students in Grades 4 - 8 at the end of each quarter.

Eighth grade Honors will be awarded at Graduation for work accomplished during the entire year. In addition, "Medals" are given for overall academic excellence for the entire school year.



## **Criteria for Academic Awards**

### **Principal's List**

An average of 95 or above in each subject.  
No mark lower than B in Art and Gym.  
No Conduct or effort mark lower than A.

### **First Honors**

An average of 90 or above in all subjects.  
No mark lower than B in Art and Gym.  
No Conduct or effort mark lower than B.

### **Second Honors**

An average of 85 or above in all subjects.  
No mark lower than B in Art and Gym.  
No Conduct or Effort mark lower than B.

The minimum passing grade is 70%. Parents of students not achieving this grade must contact the student's teacher for a conference. St. Francis Xavier reserves the right to retain students who have not progressed sufficiently to be promoted to the next grade level. In some cases, we may require students to attend summer school or complete assigned independent work before promotion to the next grade.

## **Graduation**

Diplomas will be awarded to those students who have successfully completed all course work at St. Francis Xavier School. For any/all failures, graduating students **are required** to attend Summer School. After successful completion of summer courses, students may pick up their diploma in the school office.

Students will not participate in any extra-curricular class activities and will not receive a diploma if any tuition or other monies have not been paid in full.

A student may be denied the privilege of participating in the Graduation Ceremonies for severe disciplinary record. The teachers and the Principal will make this decision.

## **Homework**

Homework, in general, is a review of work done in class. All written homework should be neatly done and checked for completion by the parent. It is the child's responsibility that homework be completed. Each teacher's homework policy will be presented at the general parent meeting in September. Students in grades 4 - 8 will receive lunchtime detention for incomplete homework assignments.

It is the student's responsibility to be prepared each day. Therefore, students in grades 4 - 8 will **NOT** be permitted to call home for books, assignments, or supplies.

Incomplete homework assignments result in a deduction of points from your child's course average. Please encourage good work habits in your children with regard to completing homework assignments.

\*\*If a student is absent, parent **MUST** call the office in the **morning** to make arrangements for their child's work. Otherwise, homework will **not** be prepared. If you have an older child in the school or someone who can pick up your child's homework, please make these arrangements. For students in grades K - 8, homework can be picked up in the office by 3:00 p.m.

## **Parent-Teacher Conference**

A Parent-Teacher conference can be initiated by either parent or teacher. The purpose of such a conference is to discuss academic and/or behavioral performance. **Parents should always go directly to the child's teacher before asking for an appointment with the Principal.**

These conferences are to be arranged by appointment. They must be scheduled outside of school hours. **No parent is allowed to visit the classroom at any time during the school day.**

### **Field Trips**

Field trips are privileges given to students. Students must obtain a permission slip signed by his/her parent/guardian in order to participate in the field trip.

**NO STUDENT WILL BE PERMITTED TO GO ON A FIELD TRIP WITHOUT THIS SIGNED PERMISSION SLIP.**

Teachers and the principal have the right to deny a student's privilege to go on a field trip if disciplinary/academic or financial problems exist.

### **Electronics**

Strict guidelines regarding electronic devices must be adhered to:

- Cell phones will be collected each day from students.
- If it has been determined that a phone has been turned on or is found to be outside the school bag, this phone will be confiscated and sent to the office. If a student has a phone taken from them more than once, **this student will not be allowed to carry a phone to school.**
- Electronic devices, such as electronic games, iPods, etc., are **PROHIBITED** on school property. If any electronic device is seen in school, it will be confiscated and sent to the office. The student will receive detention.
- E-readers may be brought to school for reading purposes only. Any student not using it for that purpose will no longer be allowed to bring an e-reader to school.
- The school is not responsible for lost, stolen, or damaged electronic equipment.

### **Birthday Parties**

Birthday parties for Grades UPK – 5 will be permitted in each classroom. Parents should notify the teacher in writing. Parents may bring small individual items such as cupcakes, brownies, etc. Parents may bring in “goodie” bags for the students with the teacher's permission. Grades 6 – 8 may bring cupcakes to share at lunchtime in the cafeteria.

## Regulations and Policies

### **Statement of Record Access**

Student records are confidential. Request to view or obtain records must be done in writing to the Principal. Once a parent request has been received, a mutually agreed upon appointment will be arranged. Neither official nor unofficial copies of student records will be released without the written permission of the parents/guardians. In addition, records will not be released if money is owed to the school.

### **Discipline Policy**

Discipline is a necessary condition in the learning process. Its purpose is to help students develop self-control, self-respect, and respect for others. We consider any violation of the school's discipline policy sufficient cause for detention, suspensions, and expulsion at our discretion. (These regulations apply to school hours as well as any extra-curricular activities/school functions.)

### ***Obedience and Respect to all persons in authority***

- Students must show respect for anyone in authority as well as their classmates. We will not tolerate physical or verbal abuse of any kind.

### ***Inappropriate language and Unacceptable behavior***

- Inappropriate language (facial expressions & body language) will not be tolerated.
- Name calling, teasing, and racial slurs are demeaning and will not be tolerated.

### ***Privacy***

- Students will respect the privacy of other students and will not go into other students' desks or book bags.
- We will hold liable any students and their parents for any and all damage to persons or property.

### ***Quiet and Orderly Behavior***

- Quiet and orderly behavior is expected in **all** areas of the school (classrooms, hallways, lavatories, cafeteria, library and especially the church).
- Running, "play" fighting, snowball throwing, and gum chewing are not permitted at any time during the school day, including recess.

### ***Rules of the Playground***

- **No** loitering after school on or near school premises.
- **No** ball playing permitted after school.
- Proper safety habits in **all** areas are to be followed at all times.

## ***Cheating***

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work will be confiscated. A grade of zero will automatically be recorded for **any** students involved for the test or assignment, and a detention will be assigned. The parents/guardians will be notified immediately.

## ***Discipline Policy***

Classroom teachers deal with discipline problems on their particular grade level. When rules are repeatedly disobeyed, teachers will inform parents either in writing or by phone, or will request a parent conference. If further action is required, a conference will be held with the teacher, parent, and principal so appropriate measures for improvement will be discussed.

## ***Detention***

A detention policy is in effect for grades 4 - 8. A student will be given 20 minutes lunchtime detention for disorderly conduct or lack of cooperation regarding classroom or school rules. A detention slip will be sent home for the parent to sign and return to the teacher who issued the detention. These slips will be given to the homeroom teacher each quarter. If a student receives 5 or more detentions in a quarter, he/she will receive a maximum of a "C" in conduct.

If disorderly conduct is persistent or severe in nature, after-school detention will be given for a period of one (1) hour. Notification of after-school detention will be given at least one (1) day in advance.

## ***Suspension***

Suspension may be held in school or outside of school at the discretion of the Principal.

1. Disrespect in class to both faculty and other supervisors.
2. Leaving the school premises without permission of the Principal.
3. Foul language to a faculty member or other supervisor.
4. Fighting on parish property (both parties involved will be suspended).
5. Deliberate destruction of school property.
6. Smoking or carrying cigarettes, possession of alcohol, drugs, or weapons.
7. Gross insubordination.
8. Truancy (one day suspension from class and detention to make up the time).
9. Bullying or harassment of another student through physical, verbal, sexual, or electronic means.

**\*\*A child will be suspended until a conference is had with the parent, teacher and Principal.\*\***

**\*\*\* WE WILL SUSPEND ANY STUDENT WHOSE PARENTS FAIL TO FULFILL THEIR FINANCIAL RESPONSIBILITIES.\*\*\***

## ***Expulsion***

The process of expulsion begins when a student receives three (3) suspensions; commits assault or battery on school personnel; is in possession of alcohol, drugs, weapons, bullying or sexual text messages, any illegal devices; or any other infraction deemed serious.

## ***Harassment Policy***

Harassment regulations are grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

St. Francis Xavier School provides a safe environment for all. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. These threats include texts, emails, web pages, and any other electronic means. Students making such threats, even in jest, face appropriate disciplinary action including detention, suspension, or expulsion. Harassment of any kind is not tolerated. The principal investigates all complaints of harassment. If you believe that your child is being harassed, please notify the principal immediately. If your child is receiving emails or texts, please bring them to the principal at once. Teachers, also, should report threats made against them to the principal.

**The school reserves the right, at any time, to suspend or request the withdrawal of any student whose conduct is deemed inappropriate or whose continued presence is considered detrimental to others.**

## ***Parent/Home Cooperation with the School; Parental Cooperation***

Since parents, caregivers and those associated with them are the first teachers of their children, and because Saint Francis Xavier strives to be a faith community, the importance of parental cooperation and support for the school program cannot be understated. How can the school inculcate in a student respect for authority and established procedure if the parent seems to engage in the opposite behavior when he or she deals with the school?

Ideally, parent conduct will adhere to all school procedures and demonstrate acceptable conduct at all times in dealing with school administration, faculty and staff. The following is unacceptable conduct by parents:

1. Assaulting any staff member.
2. Making threats upon any staff member.
3. Verbal or written abuse towards any staff member.
4. Harassing any staff member or any other parent(s) or students(s).
5. Engaging in any behavior related to the above.

Teachers must be told to apprise the principal of any difficult dealings with parents and seek the principal's assistance. Likewise, the principal should seek appropriate outside assistance (e.g., pastor or district superintendent) whenever necessary in their own dealings with volatile or otherwise difficult parents.

The conduct listed above could lead to a request by the principal that the family withdraw from the school. In most cases, the first episode of the above-listed conduct should lead to a warning to the family. Documentation on a subsequent episode will be submitted to the district superintendent before the family is asked to leave the school.

### **Expectations and Responsibilities for Students**

Students attend the school in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- Try to do their best work at all times.
- Treat all members of the school community (i.e. teachers, staff, priests, parents, and students) with respect. This includes respecting the work of others by not cheating.
- Obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior.
- Develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- Observe the school dress code, including standards on no-uniform days.
- Help care for school property and keep the school free from damage and defacement.

### **Dress Code**

The school uniform confirms attendance at St. Francis Xavier School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that students take pride in their appearance by wearing the complete uniform, always remembering that by wearing it inside and outside the classroom and the school, students represent their school.

### **School Uniforms**

**Girls: K-4 \*Winter\*** - Blue plaid jumper, white blouse, navy blue knee socks/tights, navy blue cardigan school sweater, solid navy oxfords.

**\*\*No black shoes, sneakers or boot-type shoe.\*\***

**5-8 \*Winter\*** - Blue check skirt, white polo shirt, navy blue knee socks/tights, navy blue cardigan or pullover school sweater, solid navy oxfords (**mary-jane style or lace shoes only – no slip-on shoes**).

**\*\*No black shoes, sneakers or boot-type shoes.\*\***

## Miscellaneous Regulations – Girls:

- . Only plain white T-shirts may be worn under uniform and must be tucked in.
- . Uniform shirt must be tucked into skirt at all times.
- . **ONE** small post earring per ear may be worn. **Hanging or hoop earrings of any size are NOT permitted.**
- . Cartilage earrings are prohibited.
- . **NO RINGS ALLOWED.**
- . **NO BRACELETS ALLOWED.**
- . **NO NOVELTY JEWELRY OF ANY KIND.**
- . Only **ONE** necklace with a religious medal/cross will be allowed. **NO OTHER NECKLACES OF ANY KIND ARE ALLOWED.**
- . Make-up may **NOT** be worn.
- . **NO** decorative hair accessories – only dark, solid color headbands, clips, etc.
- . Artificial nails of any kind are **NOT** permitted.
- . Nail polish of any kind is **NOT** permitted.
- . Skirt length no shorter than **2 inches** above the knee.

**\*\*If the skirt is deemed too short, parents will have one week to lengthen the skirt. No folding or rolling of skirts is permitted.\*\***

**Students in grades 4-8 will receive an AUTOMATIC DETENTION for breaking any uniform regulations!**

**These regulations remain in effect even when students are permitted to dress down.**

**Boys: K-8 \*Winter Only Uniform\* - Gray slacks (no jeans or Dockers), white shirt or SFX turtleneck, vest sweater or plaid tie, black/white socks (no other color socks are permitted), black oxford shoes.**

**\*\*No boot shoes or sneakers.\*\***

## Miscellaneous Regulations – Boys:

- . Only plain white T-shirts may be worn under the uniform.
- . Uniform shirt **MUST** be tucked into pants at all times.
- . A black belt **MUST** be worn with the uniform.
- . Socks must be **black** or **white**. **NO OTHER COLORS ARE ALLOWED.**
- . Boys are **NOT** permitted to wear earrings.
- . **NO RINGS OR BRACELETS ARE ALLOWED.**
- . **NO NOVELTY JEWELRY OF ANY KIND.**
- . Only **ONE** necklace with a religious medal/cross will be allowed. **NO OTHER NECKLACES OF ANY KIND ARE ALLOWED.**



These regulations remain in effect even when students are permitted to dress down.

### Summer Uniform (Sept/Oct - May/June)

- |              |            |   |
|--------------|------------|---|
| <b>Girls</b> | <b>K-4</b> | White blouse or white polo shirt, khaki skort, white knee socks/tights, plain white sneakers. <b>**No other white shoes are permitted.**</b>  |
|              | <b>5-8</b> | White polo shirt, light blue skirt, white knee socks tights, white skippys or Keds. <b>**No other white shoes are permitted.**</b>  |
| <b>Boys</b>  | <b>K-8</b> | White uniform polo shirt, khaki uniform pants or khaki, Shorts with SFX on leg, and black/white socks.<br><b><u>Boys can wear plain white sneakers or boat shoes with the summer uniform.</u></b><br><b><u>Boys MUST wear a black belt.</u></b> |

### Gym Uniform

The gym uniform for warm weather will be the gold St. Francis Xavier T-shirt and navy shorts with the Xavier logo. For fall and winter, the navy sweat suit (pants and sweatshirt) with the Xavier logo will be required.

- . **NO OTHER NAVY SHORTS OR SWEATPANTS WILL BE PERMITTED.**
- . **NO LONG-SLEEVE SHIRTS UNDER GYM T-SHIRTS MAY BE WORN.**
- . **WHITE OR BLACK SOCKS ONLY.**

**\*\*Please note that on gym days this uniform is worn throughout the day.\*\***

### School Sweater

The school sweater is part of the uniform. **NO OTHER SWEATERS ARE PERMITTED. SFX sports sweatshirts/jackets are NOT permitted.**

### Dress Code for Dress-Down Days

Halter tops, tank tops and shirts or dresses with spaghetti straps are **PROHIBITED.**

Blouses/shirts **MUST** be long enough to remain tucked in or remain outside of the pants/skirts without exposing skin at the waistline.

- . **NO** offensive designs on clothing.
- . **NO** strapless sandals, no flip-flops, no heels. These pose a safety hazard.

- . **Knee level** shorts may be worn for dress-down days in September, October, May and June.
- . **NO** mini-skirts.
- . **NO** ripped jeans.
- . **NO** tight clothing (jeans, leggings, jeggings) unless worn with shirt at least 12 inches below waistline.
- . **NO** rompers.

**IF THIS DRESS CODE IS NOT FOLLOWED:**

- . **Parents will be called to bring appropriate clothing.**
- . **Loss of privilege will occur. The student will not dress down for the next dress-down day.**

**Hair Styles**

Only well-groomed “traditional” styles may be worn. **NO FAD** haircuts are permitted. **Boys’ hair styles MUST be neat and trimmed.**

**Hair coloring of any kind, including highlights and lowlights, is PROHIBITED.**

***\*\*If any student’s hair is colored in any manner, the parents will have ONE WEEK to reverse the hair to its natural color.\*\****

**THE PRINCIPAL RESERVES THE RIGHT TO DETERMINE WHAT THE SCHOOL UNIFORM OR PROPER HAIRSTYLE IS FOR ST. FRANCIS XAVIER. PLEASE CONTACT THE OFFICE IF YOU ARE UNCERTAIN.**

**Textbook/School Property**

All students are responsible for the condition of NYS Textbooks which are loaned to them. Students who lose or damage NYS Textbooks are required to pay for their replacements. All textbooks must remain neatly covered throughout the school year. School property **must** be respected by all students. Any student found to be defacing school property will be severely disciplined.

**Student’s Personal Property**

Students should not bring to school items such as: iPods, iPads, CD players, games, electronic games, or any other items of value which have no place in school. The school is not responsible for the loss of such items.

## Student Tardiness, Absence, Early Dismissal

Prompt and regular attendance is required of all students.

If a child is absent, the parent/guardian is required to call the school by **8:30 AM** - (school telephone # **718-863-0531**).

On the day the student returns to school, he/she must bring in a written note to his/her official homeroom teacher. This note must state the exact dates of absence and reason. **If a child is absent three (3) or more days, he/she must provide a doctor's note upon return to school.** This is a New York State Department of Education requirement.

<u>Students in Grades</u>	<u>Entrance Time</u>	<u>Dismissal Time</u>
4-5-6-7-8	8:00 AM	2:45 PM
K-3	8:00 AM	2:35 PM
UPK	8:00 AM	2:20 PM

Any student arriving late must obtain a late pass from the office before he/she can be admitted to class. Because lateness causes a disruption in class, students will receive a letter from the Principal after every **six** lateness. If a child is late **six or more times** during a quarter, he or she will receive a **D** in Conduct on the Report Card.

A student may not be released from school to anyone other than his/her parent or guardian. The only condition which he/she will be released to anyone other than the parent/guardian is upon receipt of written permission from those mentioned above. This permission must state the name of the person to whom the student can be released.

Dental, optical, and medical appointments during class hours are strongly discouraged. If such an appointment can only be scheduled during school hours, a written note from the parent is necessary if the child is to be released from school during the day for such appointments.

## General Information

### Daily Schedule

<u>Grades</u>	<u>Entrance Time</u>	<u>Dismissal Time</u>
4-5-6-7-8	8:00 AM	2:45 PM
K-3	8:00 AM	2:35 PM
UPK	8:00 AM	2:20 PM

### Half-Day Schedule

<u>Grades</u>	<u>Entrance Time</u>	<u>Dismissal Time</u>
4-5-6-7-8	8:00 AM	12:00 N
K-3	8:00 AM	12:00 N
UPK	8:00 AM	11:50 AM

### Office and Office Hours

Any parent who must come to the office for any reason (i.e. drop off lunch/lunch money, pick up items, bring medicine, etc.) **must do so between 8:30 and 9:00 AM. No parent is allowed to go to any classroom unless they have a confirmed appointment with the teacher.**

If your child is late, he/she will receive a late pass. Each building (Annex and Main) distributes their own passes. **The teachers are not to be disturbed during class hours.**

### Calendars -- Monthly

At the beginning of each month, a monthly calendar will be posted online so that updated events can be noted by parents. Please refer to this monthly calendar to keep informed of all holidays, meetings, and other school events.

## **Emergency School Closings**

The decision to declare an emergency closing due to inclement weather will be made locally by the District Superintendent of Schools. This decision, in most cases, will be in conjunction with the New York City Public School System. Closing notices will be made through the IRIS system. **PLEASE DO NOT CALL THE SCHOOL FOR THIS INFORMATION.**

**Please Note: Each family will be notified of any type of school closing with an IRIS Alert phone call.**

## **Insurance**

Each child is covered by School Insurance for accidents in school as well as any incurred going to and from school. The cost of insurance is included in our General Fee. The policy has a deductible that parents are responsible for. Information is sent to families at the beginning of the school year. In the event of a claim, please call the school office.

## **Lunch Program**

St. Francis Xavier offers **two** lunch programs:

1. Program sponsored by New York City.
2. Lunch from home.

***\*\*Whatever option you choose, you must remain with it for the full year.\*\****

St. Francis Xavier School must recycle its refuse. **For safety reasons, no cans or glass bottles are permitted. No soda is allowed in the cafeteria.** If your child brings cold lunch, they may purchase drinks from the NYC lunch program.

Parents **MAY NOT** deliver lunch to their child. All lunch **MUST** be delivered to the office.

## **THE CAFETERIA RULES ARE AS FOLLOWS:**

1. Students **must** remain in their seats during lunch periods.
2. **NO YELLING, SCREAMING, or LOUD** talking is allowed.
3. Students **must not** throw food, paper, etc.
4. Students **must** obey the person in charge.
5. Students are responsible for keeping their area clean.
6. Students will line up in a **QUIET and ORDERLY** manner when being dismissed.
7. **NO** special lunches are to be brought in by parents to the lunchroom (i.e.; fast food of any kind, slices of pizza, etc.).

***\*\*Continuous failure to comply with these rules will result in lost recess time and/or the privilege of using the cafeteria.\*\****

Free lunch is provided for those meeting the eligibility criteria for the NYC Lunch Program; otherwise lunch is full price. This information will be available in September.

Lunch payments will be expected in advance on the first of each month with the exception of September. Lunch money is collected in the school. Each family will receive a lunch envelope at the end of September.

When volunteers are on duty in the cafeteria or play area, we ask you to remind your child about the respect that they should give to these parents.

**STUDENTS ARE NOT PERMITTED TO EAT AT RESTAURANTS OR TO LEAVE THE SCHOOL GROUND TO GO TO THE STORE DURING SCHOOL TIME.**

**PARENTS ARE NOT PERMITTED TO TAKE THEIR CHILDREN, UNLESS THEY HAVE SIGNED THEM OUT IN THE MAIN OFFICE.**

### **Recess**

All students in grades UPK - 8 use play areas at lunch time or otherwise. All students are required to follow directions of the lunch persons and supervising teacher both in the cafeteria and in the play areas. Students may not leave the grounds for any reason. They must remain within the designated areas assigned. No child is permitted to buy ice cream or candy from Mr. Softee during the lunch period.

Failure to follow these rules can result in detention. The rules are designed for the safety of the children.

## **Fire Drills**

A fire drill is a serious event and requires proper conduct. Students are not permitted to run or talk during the fire drill. The school will conduct twelve (12) fire drills throughout the year. Unfortunately, some will have to be conducted during colder weather; this cannot be avoided.

## **Visitors**

**No one may enter the Main or Annex Buildings without an appointment. All visitors must report to the office. This is a legal requirement established for the protection and safety of the children.**

## **Arrival**

During the months of **January, February, and March**, on days when the temperature is **extremely cold**, and on the occasion of **inclement weather**, the children will be allowed to come directly into the school. **Parents must drop their children off at the red doors.**

Grades K - 8 will go directly to the gym.

UPK will go directly to their classrooms. They may enter the building no earlier than **7:50 AM** on days of inclement weather.

## **Health Program Policy**

In addition to complete immunization, it is recommended that each student visit the dentist during the school year. A Flu shot will be required for UPK students.

Our newly admitted children are screened for vision. The screening is merely a process to detect any possible audio or visual difficulties a child may be having.

If your child is referred to a doctor by the Health Department Screening Team, you are responsible for taking him/her to the doctor for a complete examination to verify these findings. All referrals must be followed through by parents and verification be sent back to school before the end of the school year.

Each child is responsible for his/her own personal hygiene. As parents, we ask you to reinforce the necessity of proper hygiene (deodorant use, oral hygiene, hand-washing).

A directive from the Bureau of Health Service Education Department points out that the dispensing of internal medication, such as aspirin or antibiotics, to the students is not only contrary to good health policy, but it is also contrary to nursing regulations and provisions of State Education Law.

However, the Principal may cooperate with the family physician and the parents if a written request from the physician is submitted to the school. The physician should include the frequency and dosage of the medication. The school nurse can dispense medication with the appropriate documentation.

Parents of each child will receive an Emergency Card to be filled out and returned to school immediately. In addition, should you change any phone numbers during the course of the year, it is imperative to notify the school office.

### **Parents as Partners**

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's parent/teacher organization.

Parents are asked to take an active role in their child's education by:

- . Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- . Explaining and reviewing periodically the school discipline code with their child.



- . Recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- . Seeing that the dress code, including gym uniform, is enforced.
- . Insisting on their child's regular school attendance and punctuality.
- . Making all tuition and fee payments on time, and participating in fundraising activities.
- . Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the Internet.
- . Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- . Attending all Parent-Teacher conferences and Home-School Association meetings.
- . By always interacting in a respectful manner when speaking with or about the administration, teachers, and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

### **Parents Association**

Parent Associations have been established to enhance and bridge the communication between school and the home. The existing organizations at St. Francis Xavier School are: Home-School Association and Sports Council.

### **Extra-Curricular Activities**

St. Francis Xavier School offers the following programs:

Boy's Basketball	Cheerleading
Girl's Basketball	Brownies
Bowling	Cub Scouts
Girl Scouts	Breakfast Program
Choir	After-School Program
Softball	Drama
Craft Corner	Chess

## **Academic and Behavior Expectations for Participation in Extra-Curricular Activities**

***\*\*If a child's conduct and/or academic progress are deemed unacceptable by the principal or teacher, he/she will NOT be permitted to participate in any extra-curricular activities.\*\****

***\*\*If a child is absent from school, he/she is NOT allowed to participate in after-school activities.\*\****

## **Sex Offender Policy**

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at:

**<http://www.criminaljustice.state.ny.us> or by calling 1-800-262-3257**

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

## **SUMMARY STATEMENT**

Once students have met the necessary admission requirements and have been accepted in St. Francis Xavier School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic, spiritual, and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at St. Francis Xavier School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, St. Francis Xavier School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending St. Francis Xavier School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at St. Francis Xavier School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances, or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff, or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at St. Francis Xavier School, agree to and accept the school's rule and policy that students, parents, and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook, may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are, of course, free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

## Parent-Student Contract

I have read the Parent-Student Handbook and understand the policies of St. Francis Xavier.

Child's Name

Grade

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I have explained to my child/children each section of the handbook that pertains to them.

Parent's Signature

\_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature

\_\_\_\_\_ Date: \_\_\_\_\_

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September 2017

Dear Parents,

Please take the time to read this handbook. It has been revised and should be read carefully. Discuss it with your child; particularly, if he/she is in the upper grades.

Included in this handbook is a contract regarding school policy. It is located on the next page. Please see that your child understands what is stated in this handbook and that he/she signs the contract with you.

The Parent/Student contract should be returned to your child's teacher by **Tuesday, September 12<sup>th</sup>**.

***First Home-School Meeting:*** 9/13/17 @ 7:00 p.m. - Gym

***Back-to-School Night:***

- Parents will proceed to their child's classroom immediately following the Home-School Meeting in the gym.
- Parents signing up to be "Class Moms" must return to the gym to review duties that are required for this job.

Sincerely,

Mrs. Angela Deegan  
Principal