

St. Francis Xavier School

Student & Parent Handbook 2024-2025



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Mission of St. Francis Xavier School

St. Francis Xavier School is an educational institution built on a strong heritage that challenges us to high expectations in Christian values as well as in academic areas. We work together as a school and parish to educate the body, mind, and spirit by worshiping God and serving others. Through our faith, school, and parental involvement, our students will be nurtured to be lifelong contributing members of the church and society.

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Admission/Registration Requirements

Admission Policies

St. Francis Xavier School admits students of any race, religion, color, national, or ethnic origin. Our school does not discriminate on the basis of race, religion, color, national or ethnic origin in the administration of its education policies, scholarships, or other school administered programs.

There are 3 levels of priority given in admission to the school. Top priority is given to St. Francis Xavier parishioners with children, followed by Catholic children from other parishes and siblings of those already attending St. Francis Xavier School. Finally, if there are still spots available, St. Francis Xavier will admit children of other faiths. To be admitted, each family will need to meet all the requirements below.

Admission Requirements

Pre-School

Children will be admitted to the preschool program if they meet the following requirements: students must be 3 years of age prior to school beginning and be potty trained where they are able to use the restroom independently. To enroll, parents should call the school office and arrange a meeting with the principal, complete all registration forms, and pay a registration fee of \$150.

Kindergarten – Eighth Grade

In order to be admitted to the school, a student must meet the following requirements:

- A child must be 5 years of age on or before July 31st of the school year
- Complete all registration forms and pay a registration fee of \$250
- Provide a birth certificate
- Provide a record of immunizations and a willingness to comply with required state guidelines
- If Catholic, provide a baptismal record if the child was not baptized at St. Francis Xavier

Transferring to or from St. Francis Xavier

When a student requests to transfer to St. Francis Xavier from another school, written authorization of the parent(s) or legal guardian(s) of the student to release the student's records shall be requested, giving the previous school(s) permission to forward the child's complete record, including their permanent record, health, behavior patterns, academic record, and attendance record. Parents are also requested to present the child's most recent grade report card as assistance in placing the student at the level best suited for continuing progress.

When a student is transferring from St. Francis Xavier to another school, the principal needs to be contacted by the parent. Records will be mailed to the new school only after a formal request is made and signed by the parent and payments for any outstanding charges have been received by St. Francis Xavier School.

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Medical Requirements

To be admitted, students in grades PreK3-8th must be up to date on their immunization status and submit records to the office that include the month, day, and year of each immunization before attending school.

Re-Admittance to St. Francis Xavier

Students who have shown cooperation with school policies and expectations, whose parents have shown cooperation with faculty and administration in the education of the student, and whose parents have been active members in their parish or church will be readmitted.

Guardians and/or Custodial Parents

The school presumes that both parents/guardians have the right to access and custody of the student(s) unless evidence otherwise is provided. The school will do its best to communicate with both parents at all times. If both parents/guardians do NOT have custody of the child, proper court documentation needs to be provided to the school.

Student Residence Requirements

Any student attending an elementary or high school in the Diocese of Springfield-Cape Girardeau school system is required to be living with one of the following: the student's parent(s), legal guardian(s), or a person who has been given the power of attorney by a natural parent. A written notification is to be on file which identifies the residence of the student. Should a student be living with anyone other than one of the above-stated parties, the student will be suspended according to procedures of the local school policy (Diocesan Policy #4802)

Compliance with RSMO 210

St. Francis Xavier School abides by the state Child Protection and Reformation Act (RSMO 210) that requires school personnel having reasonable cause to suspect that a child has been or may be subjected to abuse or neglect shall immediately report or cause a report to be made in accordance with the provisions of Missouri statutes, section 210.110 to 210.165 (Diocesan Policy #5650).

Right to Amend

The principal of St. Francis Xavier School retains the right to amend the handbook for a just cause and parents will be promptly notified in writing of these changes. This student handbook supersedes all previous student handbooks issued.

Attendance/School Days

Pre-School

School begins at 8:00 a.m. and ends at 3:00 p.m. Children should be dropped off at the preschool building, no earlier than 7:30 a.m. All appointments, trips, and other required activities should be scheduled outside of those hours as much as possible.

Kindergarten – Eighth Grade

Children should arrive for school between 7:30 a.m. and 7:50 a.m. gathering in the gym. At 7:50 a.m. the students will line up in their class lines and we will say our morning prayer and pledge. At 7:55 a.m. we will walk to the school in an organized manner.

A student who arrives after 8:00 a.m. is marked tardy for the day. Any student who leaves the school for less than two hours anytime during the day is also tardy. An absence of between two and four hours is considered one half day absent; four or more hours constitutes a full day's absence. Regular attendance at school is essential. Our school calendar meets or exceeds the requirements of Missouri state law for attendance (1,044 instructional hours). Irregular attendance can interfere with academic progress at school.

Absences

If a student is going to be absent for any reason, parents are responsible for notifying the school office. If the school has not been notified, the school may call the parents to ensure the child's safety. If calling before school hours, please leave a message on the answering machine.

Early Dismissal for Faculty Meetings

The faculty meets each month to discuss items that affect the entire school. Normally these meetings are held on a Friday with students dismissed at 11:00 a.m. Students not picked up by 11:15 on these days will be taken to the Extended Care program and the appropriate fees will be assessed.

School Cancellation

St. Francis Xavier will follow the decision of the Sikeston Public Schools in canceling school due to inclement weather. School cancellation notices are broadcast on Facebook, KFVS 12, and through FlockNote.

Dismissal During School Day

A written request or a phone call from a parent or guardian is required for a child to leave before dismissal. The written request should include the child's name, date, time of dismissal, and the name of the person picking the child up. When picking up the student, the parent or person picking the student up needs to come to the office and sign the student out. Any student leaving school at dismissal with someone else other than their guardian also needs to have a written note or a phone call to the office.

Recess/Breaks

Grades K-4 will have a morning recess and a separate restroom break. All classes also have a lunch period which includes additional time for recess. When the weather is favorable, children may spend their recess outside. During unfavorable weather, recess will be indoors. Recess will either be in the playground across the street or the fenced in area behind the school. At no time may a student cross the street without an adult. Students should be dressed appropriately for the weather as they will be outside for periods of time.

Lunch

Parents will not be able to bring in hot lunches at any time and sodas will not be allowed during lunch. Each student has their choice of bringing their own lunch or purchasing a lunch from the school. Please send money regularly for lunches or parents may use ACH debiting for payment of lunches. We are not able to provide free or reduced lunches. Students will eat lunch in the Parish Center Gymnasium. All bags, wrappings, etc. are to be placed in the trash. Children will not be forced to eat all their lunch; however, they will be encouraged to eat the lunch provided to them.

Academic

Pre-School Curriculum

The preschool program at St. Francis Xavier has a comprehensive and educational curriculum. Students will be learning and practicing the following: language development, reading, math, art, creativity, fine motor skills, gross motor skills, music, science, social and emotional skills, listening abilities, speaking abilities, citizenship, manners, and religion.

Kindergarten – Eighth Grade Curriculum

St. Francis Xavier School has a rigorous curriculum that prepares our students for the challenges of high school and beyond. The curriculum places emphasis on the development of knowledge, skills, and understanding appropriate to its student body in accordance with its stated goals, purposes, and objectives.

St. Francis Xavier School curriculum includes the following graded subjects: Religion, Reading, History, Science, Mathematics, Pre-Algebra, Algebra, English, Phonics, and Spelling. Handwriting, Art, PE, Music, Technology, and Spanish will follow the O, S, NI, and U grading scale.

St. Francis Xavier School complies with the scale used throughout the Diocese of Springfield-Cape Girardeau which is outlined below:

A+ 100	B+ 92	C+ 84	D+ 75
A 94-99	B 86-91	C 77-83	D 71-74
A- 93	B- 85	C- 76	D- 70
			F 0-69
O-Outstanding	S-Satisfactory	NI-Needs Improvement	U-Unsatisfactory

Progress Reports/Report Cards

Report Cards are issued 4 times during the school year, once every quarter. Evaluations are based on class participation, oral work, written work, and test results. A report card could be withheld for 2 reasons: if a student has been absent 10 or more days during a quarter and the make-up work is not finished or if tuition, aftercare fees, lunch/milk or any other outstanding balance is owed on the family account. If a child is not progressing satisfactorily at mid-quarter, the student's parents/guardians will be notified. Midterm grades are given half way through each quarter for grades K-8.

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Homework

The lessons taught during the day are reinforced through homework in the form of written or study work. Assignments are based upon work which has been taught during the day and do not require much explanation from the parents. If the assigned work takes more than the ordinary amount of time on a routine basis, do not hesitate to talk to the teacher. Ordinarily grades K-3 have 10-30 minutes, grades 4-5 have 30-45 minutes, and grades 6-8 have 60-90 minutes of homework each evening. Assignment books are required to be used by grades 1-6.

Academic Honor Roll

Students in grades 2-8 will be eligible for this distinction. The Honor Roll is received when a student has earned nothing lower than a B in any subject and has received no unsatisfactory work in any area of the Report Card.

Standardized Testing

The Iowa Test of Basic Skills (ITBS) standardized tests are given annually in the fall to each student in grades 3-8 according to Diocesan guidelines. Assessment of Religious Knowledge (ARK) is given to every student in grades 2-8 in the Spring.

Parent-Teacher Conferences

Parent-Teacher conferences may occur anytime, but there will be scheduled parent teacher conferences around the end of the first quarter. The purpose of the conference is for the parents/guardians and teacher to discuss any concerns that they might have as well as set the groundwork for good communication between the parents and school for the school year.

Promotion and Retention

St. Francis Xavier School reserves the right to retain any student for academic reasons. Failing 2 core subjects per semester is grounds for retention in the same grade for the following school year. Core subjects are graded subjects that include everything except physical education, music, art, technology, Spanish, and handwriting.

Library

The school library is available to students when needed and each classroom has a set of books that the students can read as well. It is highly encouraged to have the students read as many books as possible throughout the school year. It will help them cognitively and with their English and phonics skills. Tests taken over library books also earn your student AR points. These points are required to participate in the end of the year field trip for all students who meet their AR goal. Goals are set by the individual teachers.

Spirituality

Worship/Prayer

As a Catholic school, our Catholic faith is essential to the character of our school and all of its members. As a result, all students are given opportunities for regular Mass attendance (at least once a week), the Sacrament of Reconciliation (during Advent and Lent), prayer services, Stations of the Cross, Holy Hour devotions, devotion to the Rosary, and daily prayer. All classes say prayers at the beginning of the school day, before and after lunch, and at the end of the day at a minimum.

Sacramental Preparation

As a Catholic school, the sacraments are a very important part of our faith life. As such, throughout their time at St. Francis Xavier School, they will regularly receive the sacraments of the Eucharist and Reconciliation. In addition, 2nd grade will spend a good portion of their school year preparing for First Communion and their First Reconciliation.

Christian Leadership Award

This award is given to two students who have exemplified outstanding Christian Leadership skills throughout the school year. Teachers and staff nominate and vote for a student in grades K-4 and one in 5-8. The names are placed on the Honor plaque located in the main hall of the school and are recognized by local media for their accomplishments.

Standards/Guidelines

Kindergarten – Eighth Grade Dress Code

The dress code is as follows:

- Students may wear any color polo shirt as long as it has the St. Francis Xavier logo on it.
- Crewneck sweatshirts can be any color as long as they have the St. Francis Xavier logo on it
- Hoodies can only be worn outside
- Uniform pants should be navy, black, or khaki and cannot be tight fitting, stretchy, shiny, corduroy, cargo, hip hugger, denim or skinny pants.
- Uniform shorts should be navy, black, or khaki and go no shorter than 2” above the knee. No cargo shorts are allowed.
- Uniform skirts/skortts should be navy, black, or khaki.
- Belts must be worn by all students in grades 2-8th grade unless the student is wearing a skirt which has no belt loops.
- Undergarments should not be visible, with the exception of socks, which can be any appropriate solid color
- Hair must be clean and neat with no unusual hairstyles or unnatural colors allowed
- Boys’ hair must be kept cut above the school shirt collar

The first time the dress code is violated, a letter or email will be sent to the parents. All subsequent dress code violations will result in a phone call requesting parents to bring appropriate attire or the child will be sent home.

The following retailers have many of the items that conform to the dress code: Wal-Mart, Target, Sears, Old Navy, JCPenney, Macy’s, and Lands’ End. Shirts with a logo can be purchased at Lands’ End, CS Printing, Horizon Printing, and DeWitt Embroidery. Our school gets a percentage of sales from Target and Lands’ End.

Dress Down Days

Dress down days occur each Wednesday of the school year along with other special days designated by the Principal. On Wednesday dress downs, students can wear jeans or appropriate bottoms with a St. Francis Xavier School tee shirt or spirit shirt. Shirts do not have to be tucked in on these days. No leggings allowed.

Drug/Alcohol/Weapons/Tobacco Use

No drugs, alcohol, or tobacco products, paraphernalia, or anything related to any of these substances are allowed on school property for any reason. If a student possesses any of them, there will be an immediate conference with the parents and the principal where appropriate action will be taken, including the possibility of suspension or expulsion.

Gum

No gum should be chewed by any student during the school day. Gum gets stuck to desks and to the floor very easily, presents a choking hazard to small children, and is an unnecessary distraction.

Maintenance

The school building and all of its contents, including textbooks, are provided for student use. While some wear and tear can be expected, abuse of them cannot be tolerated. If books, desks, or materials are lost or damaged, the student will be expected to pay for them. If a student willfully damages or defaces school property, the parents of the student may be called for a conference with the principal and the teacher involved.

Money/Expensive Jewelry and Other Items

Please do not allow your child to carry excess money to school or wear expensive jewelry or clothing at any time. The school is not responsible for any lost, broken, stolen, or damaged articles or money brought to school by students. Playground equipment, toys, electronics, trading cards, etc. should not be brought to school. Cell phones and smart watches must be turned off and turned into the office each morning.

School Phone

All school telephones are business phones and can only be used with permission of the teacher or office personnel. Only in case of emergency will a teacher or student be called on the classroom phone. Necessary messages will be delivered only at designated times during the school day by office personnel.

Cell Phone/Electronic Devices

Students are strictly prohibited from carrying or using cell phones or wearable technology during the school day at any point. If a student brings an electronic device to school for use after extracurricular activities, the device must be kept switched off and left in the office during the school day. Violation of this policy will result in confiscation of the device by the teacher or principal and it will not be returned to the student. It will require the parents to come in and pick it up from the school office. The school is not responsible for any lost, broken, or stolen devices.

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Computer/Technology Use

Students are allowed to use technology owned by the school during the school day, such as chromebooks or tablets. They are to treat them with great care and respect. If broken or damaged by the student, they will be held responsible for the partial or full cost of replacement. A technology agreement is attached for you to read, agree, and sign.

Class Parties/Celebrations

Special treats for birthdays in PreK-8th will be done at the discretion of the teacher. If parents would like to bring a treat for the classmates of their child on their birthday, they need to arrange that with their child's teacher for appropriate days or time. Please only bring store-bought treats and be mindful of allergies in the classroom. Do not bring invitations to a child's party to be distributed during the school day. We ask that you do not send flowers, candy, etc. to school for a student's birthday or any special occasion.

Collection of Money

When sending money to school with your student, please put it in a clearly labeled and sealed envelope with the child's name and what it is paying on the front of the envelope.

Student Pictures

Individual school pictures will be taken each year. Although each child has their picture taken, no one is obligated to purchase the pictures. The school reserves the right to use student pictures in publications and the school website. Any parent who does not wish their pictures used must notify the principal in writing the first week of school.

Field Trips

Field trips are planned by the teacher and the principal and serve historical, spiritual, or educational significance. Parent permission is required for a student to attend a field trip and only an official school document with parents signature will be accepted. Parents have the right to refuse permission for their child's participation. Failure to return the appropriate school issued permission slip will result in the child not being allowed to attend the special event and they will have to remain at school during the field trip. Students on the field trip will be supervised by the teachers and chaperones who will all be required to be VIRTUS trained.

Discipline

Student Expectations

St. Francis Xavier students are expected to act as models of Christ and follow his example. Should a student break the rules, the principal and teacher will decide on an appropriate disciplinary action. The following are expected behaviors for students at St. Francis Xavier School:

- Respecting materials of teachers and students
- Keeping their desks and belongings orderly
- Supplying their own school materials
- Using proper manners when addressing teachers and other adults
- Following all classroom rules
- Not disturbing classes by talking or being disruptive during class time
- Taking full responsibility for any damage that they do to others' belongings or clothes
- Refraining from inappropriate, obscene, or vulgar language
- Respecting all that they come in contact with
- Remaining in playground area assigned and observing playground rules
- Not throwing rocks, snowballs, sticks, or any other projectiles that could harm others
- Complying with consequences for bad choices

Procedure for Parent or Teacher Concern

Parents are expected to support school policies and personnel. If a problem arises, parents should follow this sequence of actions. First, parents should discuss the problem with the appropriate teacher before or after school. If that problem is not resolved, parents may then confer with the principal and teacher. If that fails to satisfy all parties, the pastor will get involved. If a teacher has an issue with a student or parent, they are expected to follow the same procedure.

Consequences

Each teacher is in charge of enforcing their own classroom rules; as a result, each class is going to be slightly different in their manner for handling disciplinary matters. In extreme cases, students will be sent directly to the principal for discipline. Students will receive a total of three strikes before an In School Suspension occurs. After two strikes, parents will be notified of the issue. The following chart is a guideline for action to be taken in these specified cases with the discretion of the principal being utilized on each individual matter.

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<u>Action</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Bullying: Cyberbullying, or anything attacking the moral character of a student	Parent phone call	1 day In School Suspension and Parent Conference	1 day Out of School Suspension and Parent Conference
Fighting: Mutual conflict either physical or verbal	Parent phone call and 1 day In School Suspension	1+ day In School Suspension or Out of School Suspension	Expulsion
Threats or weapons	Parent Conference with possible suspension or expulsion		
Scandalous behavior	Parent Conference with possible suspension or expulsion		

Detentions occur during recess, depending on the age of the student and the offense committed. The teacher or principal will supervise the student during the detention time.

Every effort is made to avoid suspending a student from school, but if the behavior is extreme enough to merit it, suspension will be utilized. If a student receives an out of school suspension, the missed work is unable to be made up. Possible causes for suspension include but are not limited to: open defiance of school authority, striking a member of the school personnel, possession or consumption of alcohol, controlled substances, weapons, or tobacco products on school property or at school functions, any threat verbal or physical, or any violation of Missouri Safe Schools Act or any other state or federal law associated with school safety.

The expulsion of a student is only undertaken in the gravest of actions and as a last resort. Moral delinquency is a sufficient reason for expelling a student if the delinquency is persistent and is deemed to have a bad influence on the other students in the school. The following procedure will be followed when considering the expulsion of a student: student will be suspended for up to 3 days, pastor is immediately consulted on the suspension and that expulsion is being considered, the parents/guardians are immediately informed and a meeting scheduled, and finally approval of the pastor must be obtained by the principal. Possible causes for expulsion include but are not limited to: civil marriage, selling of a controlled substance, alcohol, or tobacco on school property, 2nd offense of possession or consumption of controlled substances, alcohol, or tobacco products, any other conduct or activity of a serious nature that is

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considered harmful to the school's reputation or is contradictory to Catholic moral teachings and principles, or possession or use of a weapon or anything that would threaten the welfare of anyone present in school or at a school function.

Right of Appeal

The student or parents have the right of appeal in the disciplinary actions of suspension and expulsion. The first appeal is to be made to the principal of the school. If the parents or student are not satisfied with the principal's decision on appeal, they may then appeal to the pastor of the parochial school (Diocesan Policy #5640).

Parental Responsibilities

Parent Behavior

The Catholic Church and St. Francis Xavier School recognizes parents as the primary educators of their child. The education of students at our school is a partnership between parents, students, teachers, and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw their student(s) from the school.

Payment of Tuition/Fees

It is expected that all fees and tuition, library book fines, cafeteria payments, and any other fees shall be paid as per contract. Report cards will not be distributed to students of families who show a balance due at the end of any quarter or who have outstanding materials which belong to the school, unless prior arrangements have been made with the principal. There will be two payment options for tuition. **Please inform the office if you want to pay tuition in full by the first day of school or be set up on 10 month ACH withdraw.** The first ACH payment will come out the first day of school and the following will come out on the 10th of every month, beginning in September and ending in May.

Tuition/Fees

Tuition is required of each student. Monthly tuition payments are to be paid by the 10th of each month. ACH debiting is available and we accept MasterCard, Visa, and Discover. If tuition, book fees, lunch or any other outstanding balance is owed on the family account at the time of report cards, they will be withheld until payment is made or arrangements have been made with the principal. You will find a tuition price sheet on the following page.

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	Yearly	10 Months
Tuition (Lunch NOT Included)		
1 Practicing Catholic Child	\$3,000	\$300
2 Practicing Catholic Children	\$5,100	\$510
3 Practicing Catholic Children	\$6,300	\$630
4 Practicing Catholic Children	\$7,800	\$780
1 Catholic Child	\$3,150	\$315
2 Catholic Children	\$5,355	\$535
3 Catholic Children	\$6,615	\$662
4 Catholic Children	\$8,190	\$819
1 Non-Catholic Child	\$4,725	\$472
2 Non-Catholic Children	\$8,695	\$870
3 Non-Catholic Children	\$11,340	\$1,134
4 Non-Catholic Children	\$13,200	\$1,320
Pre K 3 and 4 Catholic		
Monday - Friday Full Day	\$4,000	\$400
Monday - Friday Half Day	\$3,000	\$300
Pre K 3 and 4 Non-Catholic		
Monday - Friday Full Day	\$4,250	\$425
Monday - Friday Half Day	\$3,250	\$325

It is the desire of the pastor, principal, and school board that every child from St. Francis Xavier Parish who is eligible have the opportunity to attend St. Francis Xavier School. If tuition is a burden for any eligible family of the parish, the family should consult the pastor and principal who may waive part of the tuition requirements for the family. The family must be able to show reasonable cause of financial difficulty by proof of income, budget, etc.

In the event a student transfers from the school during the school year, the student may receive a refund on tuition paid in advance. However, the registrations/enrollment fee is non-refundable.

In order to keep tuition costs low, each family is expected to participate in some fundraisers throughout the school year and must participate in the Dinner Auction. All parents are considered members of the St. Francis Xavier PTF organization. The meetings are held multiple times a year. Many fundraisers are run through the PTF organization, and all families are expected to participate.

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Emergency Forms and Procedures

These forms are distributed and collected at the beginning of the year and retained in the office. This information instructs the school regarding who should be notified in an emergency, as well as the doctor/hospital to be contacted in case the parent cannot be reached. It is important that all requested information be given for school use in case of emergency. Parents are responsible for keeping this information current. These forms are made available to coaches of those students participating in the athletic programs.

Visitors

Anyone who is not an enrolled student is required to report to the school office on entering the building. The principal or appropriate school official will deny a visitor entrance if circumstances indicate that such actions are in the best interest of the school and its students. Students who are not enrolled at St. Francis Xavier, or considering enrollment, may not spend the school day in the classroom or on the playground with enrolled students.

Health/Safety

Asbestos

Asbestos containing building materials are located within St. Francis Xavier School. In the present condition, they present no hazard to school occupants. An asbestos management plan has been developed to prevent asbestos from becoming a hazard and is on file in the school office. This plan is available for inspection upon request and by appointment.

Communicable Diseases

Since children are in close proximity in a classroom, diseases spread rapidly. If a child is running a temperature above 100.4 or above, has a rash, has inflamed eyes, is actively vomiting, or has any other symptoms of illness (especially COVID-19), do not send the child back to school until they have a clean bill of health.

Symptoms are to be gone, without medication, for at least 24 hours before a child may return to school.

First Aid/Medications

The school asks parents to complete all emergency forms at the beginning of the school year as well as one to be used should a disaster occur. Parents or guardians are notified as soon as possible in case of sudden illness or injury of a serious nature.

Permission to administer prescription/non-prescription medicine form will be given to students to fill out if a medication may be given at school. If a student needs a required medication during the school day, the parents/guardians shall provide the medication to the student. Prescription medications must be provided in their original containers with the physician's instruction as to administering the medication attached and must be written for the student receiving medication. Parents must notify office personnel of any change of dosage of regularly administered medication and will be asked to complete an updated form.

All medications must be sent to the school office in the original containers as they came from the pharmacy.

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Pets

Animals are only allowed on school grounds if authorized by the pastor or principal for a planned learning experience. For students and staff protection, any animals brought to school for these purposes will be in appropriate cages or on a leash. The authorization of animals in the school is not recommended due to liability or disease control (Diocesan Policy #3030).

Physical Concerns

If a child has a special hearing, sight, or medical problem, please contact the teacher at the beginning of the school year so special consideration can be given. If a child must remain indoors at recess or cannot participate in P.E. activities, a doctor's excuse must be sent to the office.

If your family needs additional support, such as counseling, we recommend you contact Bootheel Counseling Services at 573-471-0800 or contact the Parish Office to set up an appointment with the priest.

Bullying/Cyberbullying

Bullying, cyber-bullying, or anything that would attack the physical, emotional, or moral character of a student or staff member will not be tolerated at St. Francis Xavier School. All bullying matters will be handled swiftly by the school administration.

Bullying is defined as unwanted, aggressive behavior that is target specific and repeated over time. Any person who believes that they have been bullied, harassed, or subjected to other harassment should immediately report the matter to their teacher, pastor, principal, or diocesan superintendent. Anyone who becomes aware of any possible harassment should immediately advise the teacher, pastor, principal, or superintendent. The teacher, pastor, or principal should then report the complaint to the superintendent, who will direct the investigation. The complaint will be investigated in as confidential a manner as possible. A resolution of the issue will be offered within 60 days of the complaint and appropriate actions will be taken. There will be no retaliation against persons complaining of harassment or against any persons who assist or give information in support of such complaints. If there are any complaints of retaliation, they should be brought to the attention of the superintendent (Diocesan Policy #5508).

Emergency Drills

In order to prepare for an emergency of any sort, emergency drills will be conducted at various times during the school year. Drills include, but are not limited to, fire, tornado, earthquake, and intruder drills. Emergency supplies are kept in a secure location in the event of an emergency. Parents are required to fill out emergency forms on the first day of each school year which are kept in the office and copies are secured in locations throughout the school building. In the event of an emergency, children will be released only to parents or designees as listed on the child's emergency form.

Safe Environment Policy

St. Francis Xavier School complies with the Diocese of Springfield-Cape Girardeau Safe Environment Policy. Each employee who works in the school building, and volunteers who have regular contact with children, have undergone a background screening process through the diocese. They have also attended the VIRTUS Protecting God's Children Adult awareness training. The students in grades K-8 receive two lessons each academic year using the VIRTUS Touching Safety Program. Parents may view the child safety curriculum by contacting the school office.

Search and Seizure

The principal has the authority to inspect all school or personal property. Items considered a hazard or nuisance in the school or on the playground are subject to immediate confiscation and will not be returned until the end of the school year.

Social Networking

Social networking websites and applications, including but not limited to Facebook, MySpace, Twitter, Instagram, Snapchat, and TikTok are an important and timely means of communication. However, students are prohibited from using these websites or applications while at school. Violations of the following suggested guidelines may be considered inappropriate behavior at any time and may be the basis for disciplinary action: vulgar language, language or photographs that imply disrespect for anyone because of age, race, gender, ethnicity, or sexual inclination, presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity, posting of potentially inflammatory or unflattering material on another individual's website, or any entry that would be contrary to the teachings of the Catholic Church (Diocesan Policy #5505). It is also a violation to use the name of the school, its logo, or initials in any way as a title for a social networking site belonging to a group or organization for an individual goal.

In signing the handbook arrangement, you are also signing the diocesan social media policy. It is a release allowing the use of photographs/videos of your child in diocesan/parish/school materials and campaigns as well as other media initiatives i.e. newsletters, websites, fund development efforts, newspapers, and television. As parents you understand that any photographs/videos will be used only in a legal manner and that at no time will your child be depicted in any unethical way.

Unlawful Harassment Policy

Any person who believes that they have been sexually harassed or subjected to other unlawful harassment should immediately report the matter to their pastor, principal, or to the Chancellor of the Diocese. Anyone who becomes aware of any possible sexual harassment should immediately advise the pastor, principal, or chancellor. The pastor and principal should then report the complaint immediately to the Chancellor of the Diocese who will conduct the investigation in as confidential a manner as possible. A resolution of the issue will be offered within 60 days of the complaint and appropriate action will be taken. There will be no retaliation against persons complaining of harassment or against any persons who assist or give information in support of such complaints. If there are any complaints of retaliation, they should be brought to the attention of the Chancellor of the Diocese (Diocesan Policy #5535).

Athletics

Athletic Program

Basketball and volleyball are our two school sponsored sports. Volleyball is played in the fall and basketball is played over the winter. Players must be eligible based on the guidelines below. Guardians are required to sign a waiver in order for their children to participate in sports that releases the school of liability in the case that someone gets ill or hurt.

Eligibility Requirements

In order to be eligible to play in school sports, students need to exhibit good Christian conduct in and out of school, good sportsmanship, be in good academic standing, and submit a physical form given by a doctor's office. By good academic standing, the student must have at least a B average with no grade lower than a C- on their report card. If a student is declared ineligible, they are unable to participate in any school-sanctioned sports events in that school year until the issue is resolved.

Extended Care Program

Admission Policies

The only criteria for enrollment in the extended care program is that the student is enrolled at St. Francis Xavier School.

Hours/Fees

On a regular school day, the Extended Care Program runs from 3:15-5:30 while on early dismissal days it runs from 11:15-5:30. It costs \$10 per day per student to attend the Extended Care Program. If a parent knows that their child will be enrolled regularly, they can enroll the student for the entire year at a cost of \$1,000 for one child, \$1,660 for two children, \$2,150 for three children, and \$2,500 for four children, if paid by August 31. Parents can also pay \$125 per month for ten months. For occasional use, payment is expected the day the child participates in the program.

There will be a late fee of \$5 per five minutes after 5:30 p.m. The time will be based according to the clock in the cafeteria. If an emergency should occur which will delay you in picking up your child, please call the school office as soon as possible. If on a normal day, a child is not picked up by 3:30, or within 15 minutes on an early dismissal day, that child will automatically be enrolled in the extended care program and charged the daily fee.

Communication

Parents need to inform the school of their plans to send a child/children to Extended Care as soon as possible. This allows the school to provide the best care for the children by knowing the number of children who will be attending that day.

Discipline

Every child is expected to abide by the rules, respect staff members, other students, and all property. If someone breaks the rules, they will be given a short time out or some other equivalent punishment. If the problem persists, a conference between the parents and coordinators might be scheduled. After 3 discipline actions, a student may be prohibited from attending Extended Care.

ST. FRANCIS XAVIER SCHOOL

CHROMEBOOK AND IPAD TECHNOLOGY GUIDELINES AND CONTRACT

1. Technology Mission Statement

Students at St. Francis Xavier School operate in a learning environment that is motivational and challenging. Technology increases the productivity and communication of parents, students, and teachers. Teachers will use technology to design and present lessons that engage students in the learning process. Our mission is to incorporate technology into the educational environment, promote life-long learning, enhance classroom instruction, and provide comprehensive participation in a global society and support our goal of academic excellence.

2. Receiving Your Chromebook and iPad

- Before receiving a Chromebook or iPad device, parents and students must sign and return the Technology Policies Acceptance form.
- Chromebooks or iPads will be distributed during the first week of school. All forms must be completed and returned on or before the first day of school.

3. Return

While enrolled at STFX, the school maintains ownership of the school-issued device. If requested by the STFX administration, students may be required to turn in their Chromebooks or iPad for maintenance or inspection. Any student who transfers, withdraws, or is expelled from STFX prior to the end of the year will be required to return his/her Chromebook or iPad and accessories upon termination of enrollment. The Chromebook or iPad and accessories must be in good working order when returned. If the Chromebook or iPad accessories are not returned, the parent/guardian will be held responsible for payment in full.

4. Taking Care of Your Chromebook or iPad

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks or iPads that are broken, or fail to work properly, must be immediately taken to Mrs. Stokes and logged for repair.

General Precautions

- No food or drink should be placed next to the Chromebook or iPad.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook or iPad.
- Heavy objects should never be placed on top of the Chromebook or iPad.
- Chromebooks or iPads should never be exposed to extreme temperatures or direct sunlight for extended periods of time. DO NOT LEAVE THE DEVICE IN YOUR CAR.
- Chromebooks or iPads should never be carried with the screen open.
- Students should never disassemble Chromebooks or iPads and attempt their own repairs.

5. Screen Care

The Chromebook or iPad screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook or iPad when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry, microfiber cloth or anti-static cloth.
- Do not walk while carrying an open Chromebook.

6. Software and Security

All Chromebooks are supplied with the latest version of Google Chrome Operating System (Chrome OS) and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. Students are prohibited from disabling, modifying, circumventing, or altering management settings or content filters.

7. Content Filter

STFX utilizes an Internet content filter that will filter at school and offsite. Despite the filter, the school cannot guarantee that all controversial or inappropriate material will be blocked.

8. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to the use or content of a school-issued Chromebook or iPad, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. STFX reserves the right to monitor or access the hard drives of these devices, if it suspects, or is advised of, possible breaches of security, harassment, or other violations of school policies, rules, regulations, directives or law, or evidence exists which demonstrates to the school that its device may contain information, data, or other intellectual property that belongs to another person. Chromebooks and iPads are subject to confiscation at any time and without prior notice. By using a Chromebook or iPad, students agree to such access, monitoring, and recording of their use.

9. Liability

Students are responsible for all material sent by and/or stored on the device loaned to them. Students accept responsibility for keeping his/her device free of material deemed offensive by the school administration, vulgar material, inappropriate test files, or files that may compromise the integrity of STFX network, equipment, software, or mission. Any actions deemed inappropriate may be subject to disciplinary action. STFX is not liable for any material sent by and/or stored on the device.

10. Replacement Costs and Repair Procedures

Students who need to have their Chromebook or iPad repaired will take it to Mrs. Stokes. The device will be collected and repaired or replaced as needed. If the repair is not covered by warranty, an invoice will be sent home with the student. The student will be notified when their Chromebook or iPad has been repaired or replaced. A repaired Chromebook or iPad may need to be restored to its original settings. Locally stored files may be lost.

Repairs

- \$200 Replace Entire Chromebook
- \$75 Replace Screen
- \$75 Replace keyboard/touchpad
- \$75 Replace power port
- \$20 Replace charger

11. Disciplinary Measures

Noncompliance with the Chromebook or iPad Device Policy will result in loss or restriction of device privileges. Repeated or severe infractions may result in permanent termination of privileges. Possession of STFX device may be revoked at any time. Students will be required to make full financial restitution for any unauthorized expenses incurred or any damages. School administration will determine violations of the Chromebook/iPad Device Policy. Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of STFX.