



**STUDENT/ PARENT HANDBOOK
2022-2023
ST. FRANCIS XAVIER
PRESCHOOL AND ELEMENTARY**
www.xaviercatholicschools.org

MARQUETTE ST. CAMPUS
500 W. Marquette Street
Appleton, WI 54911
920-733-4918
Mrs. Tina Fairweather, Principal
tfairweather@xaviercatholicschools.org

McDONALD ST. CAMPUS
1810 N. McDonald St.
Appleton, WI 54911
920-739-7826
Mrs. Alena Tapelt, Principal
atapelt@xaviercatholicschools.org

TABLE OF CONTENTS

SECTION 1: ST. FRANCIS XAVIER CATHOLIC SCHOOLS Accreditation Mission	Page 3
SECTION 2: ADMISSIONS/ REGISTRATION Admission Age Requirement General Information Tuition and Financial Assistance Withdrawal Information	Page 3
SECTION 3: ATTENDANCE Accrual of Absences Appointments Family Vacations Make-Up Work Signing In/ Out of School Arrival/ Dismissal and Safety Procedures	Page 5
SECTION 4: CODE OF CONDUCT/ DISCIPLINE Bullying Student Harassment Prohibitions Complaint Procedures Sanctions and Support Disclosure and Public Reporting Dangerous Items Racism Suspension/ Expulsion Vandalism Cases Not Covered by Specific Rules	Page 7
SECTION 5: ACADEMICS AND FAITH DEVELOPMENT Curriculum Homework/ Daily Assignments Library/ Media Center Band and Orchestra Liturgy/ Prayer Formation and Faith Development Promotions and Retentions Report Cards Learning Services Standardized Testing	Page 10
SECTION 6: DRESS CODE	Page 12
SECTION 7: HEALTH AND MEDICAL INFORMATION Sickness First Aid Medication Health Records and Medical Plans Allergy Management Immunizations	Page 13

Athletics and Extra Curriculars
Birthdays and Other Special Occasions
Calendar
Cancellation of School
Early Release
Two-Hour Delay
Acceptable Use Policy
Electronic Devices From Home
Emergency Information and Change of Contact Information
Change in Custody/ Guardianship
Child Abuse Laws
Child Care Programs
Communication and Newsletters
Contacting School Personnel
Parent - Teacher Conferences
School Counselor and Confidentiality
Damage to School Property and Materials
Family Directory
Emergency Procedures
Equal Access to Education
Field Trips
Home-School Association
Guest Speakers- Guest Programs
Lost and Found
Lunch
Media
Pets
Playground Rules/ Recess
Sacramental Preparation
School Pictures
Scrip
Student Privacy Statement
Student Records
Volunteers and Virtus Training
Visitors/ Family Members Entering School
Website
Wellness Policy/ Daily Snacks
School Principal's Right to Amend Handbook

SECTION 1: ST. FRANCIS XAVIER CATHOLIC SCHOOLS

The Appleton Catholic parishes have chosen to implement a system-wide approach to Catholic Education. All of Appleton's eight parishes are members of the St. Francis Xavier Catholic Schools, commonly referred to as Xavier Catholic Schools (also known in this document as XCS). The Xavier Catholic School System is under the direction of a President who reports to a Board of Trustees. Each parish is represented by its Parish Leader who serves on the Xavier Catholic Schools Corporate board. Parent input is welcomed and is an essential part of the present and future well-being and direction of the system.

The Appleton Catholic Parishes supporting the Xavier Catholic Schools are:

St. Bernard	St. Pius X
St. Bernadette	Sacred Heart
St. Joseph	St. Therese
St. Mary	St. Thomas More

The Xavier Catholic Schools Campus Sites include:

St. Francis Xavier Elementary at:

Marquette St. Campus, PreK-4, 500 W. Marquette St., (920)733-4918

McDonald St. Campus, PreK-4, 1810 N. McDonald St., (920)739-7826

St. Francis Xavier Middle School, 5-8, 2626 N. Oneida St., (920)730-8849

Xavier High School, 9-12, 1600 W. Prospect Ave., (920)733-6632

ACCREDITATION

All St. Francis Xavier Schools are accredited by Cognia (formerly AdvancED) - the world's largest school accreditation agency, representing 27,000 public and private schools and districts across the United States and in 65 countries worldwide and educating 15 million students. Accredited schools share a unified, clear and powerful process designed to help schools continuously improve.

OUR MISSION

St. Francis Xavier Catholic School System is a Christ-centered community dedicated to the faith formation, academic excellence, community engagement, and individual growth of our students in a safe environment.

To live this mission day-to-day at Xavier, we are committed to:

- Cultivating our students' talents, passions, and spirituality so they can impact the community by living the Gospel message of faith, hope, justice, and charity.
- Providing opportunities for all students to develop a lifelong love and commitment to academics, faith, arts, fitness, and service.

SECTION 2: ADMISSIONS/ REGISTRATION

The goal of the Xavier Catholic Schools System is to provide the opportunity for a Catholic education to all students from the Appleton Catholic parishes and the surrounding area.

ADMISSION AGE REQUIREMENT

Students must be three, four or five years old by September 1 of the year that they will be entering 3-year-old preschool, 4-year-old preschool or kindergarten in order to be admitted into the program. In addition to the age requirement all students entering our preschool programs must be able to independently use the toilet (no pull-ups or diapers are allowed).

GENERAL INFORMATION

Contributing members of any St. Francis Xavier Catholic School System supporting parish are eligible to register students from their immediate family in any St. Francis Xavier Catholic School System school. Parish affiliation is the primary criterion for choice of school.

- The St. Francis Xavier Catholic School System administrative team will annually establish closing dates for registration for St. Francis Xavier Catholic School System members. Priority will be given to students presently enrolled, in St. Francis Xavier Middle School, in a St. Francis Xavier Catholic School System program, or students of contributing parish members entering St. Francis Xavier Catholic School System for the first time. After the closing date, registrations will be taken on a first-come, first-served basis.
- Every effort will be made to serve all students who register in our St. Francis Xavier Catholic School System. Waiting lists will be established when necessary.
- The St. Francis Xavier Catholic School System Admissions policy aligns with all admissions policies and procedures approved by the Diocese of Green Bay. The admission of students is based on the school's ability to serve the needs of each individual based on our mission. Students of appropriate age and qualifications are admitted to our schools following proper admission procedures.
- Official acceptance of students requires the receipt and review of all official school records. This includes testing for learning disabilities or other special conditions of the person. If at any time prior to or during the course of a student's education in the Xavier System, it is determined that testing for special learning needs is needed to determine our ability to meet the students' learning needs, the admission or continued enrollment of that student is contingent upon compliance with the request and the results of such testing.
- Cases where a student has been suspended or expelled from another school will be reviewed by the Superintendent and campus principal prior to acceptance.
- All students are on probation during the first 90 days of their attendance in the Xavier System. Each campus will develop a screening process for all new students entering the school. During the probationary period, school administrators will determine through this process whether or not it can meet the needs of individual students.
- Acceptance in the current year does not guarantee a student's admission in any subsequent year. Among the factors to be evaluated in deciding whether or not a student will be accepted for continued enrollment at a system campus will be the student's academic standing as well as the student's and family's overall conduct as aligned with the mission and values of the System.
- Parent(s)/guardian(s) of students in Catholic schools must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.
- All admissions appeals will be reviewed by the President.
- Families that have not met past financial obligations to the system, and have made no arrangements to meet those obligations, will not be allowed to re-enroll. All financial matters are the responsibility of the Vice President of Finance.

TUITION AND FINANCIAL ASSISTANCE

The tuition rates for the current school year are available in each school's office, at the XCS Central Office or on the System website under "Admissions." Any question regarding tuition or payments should be directed to the XCS Central Office at (920)735-9380.

Financial assistance is available for PK-12 students through the Xavier Catholic School System. If you would like your child to experience a St. Francis Xavier education but are struggling with the cost, please know that we will do everything possible to help make tuition fit within your family budget. We are committed to making Catholic education available and affordable to all interested families. FACTS (grants and assessment) application forms are available from the Central Office. Every effort is made to determine an equitable distribution of available funds, based on a confidential assessment of a family's financial situation. To confidentially explore your options, please contact our Admissions Coordinator, by phone at (920)735-9380 x5226.

WITHDRAWAL INFORMATION

If a student is withdrawing from our school system for any reason, the parents must

- Notify the school office as soon as possible.
- Take care of unpaid fees or other considerations.
- Complete a Withdrawal Form and return to the school or Admissions office
- All of the above steps need to happen **before** we can transfer student records from the school office to his/her new school.

SECTION 3- ATTENDANCE

State law requires **regular** attendance. Subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Therefore, persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

Students are expected to attend school unless there is “good cause” for absence. “Good cause” is defined as 1) ill health; 2) serious illness or death in the immediate family; 3) medical or dental appointments which cannot be otherwise scheduled outside of the school day; 4) special situations which arise occasionally for which written permission has been secured from the administration.

It is the responsibility of the parent/ guardian to provide reasons for their student’s absence. It is the responsibility of the school office staff to record whether the absence is excused or unexcused, according to the school established guidelines. A parent/ guardian is required to give advance notice to the school for the student to be excused for any other type of absence. An “Anticipated Absence” form found on the website at www.xaviercatholicschools.org should be completed for students that will be out of school for one day or more, and should be returned three days prior to the absence. (This form is not used for illness or appointments).

If a student is absent for five or more consecutive days, or six or more days in a quarter, the parent/ guardian may be required to supply a medical excuse. The family will be notified if this type of excuse is needed.

When a student is absent, the following procedures should be followed:

1. Parents/ guardians are expected to call the school office by 9:00 AM or by 12:30 PM for afternoon 4K sessions, if a child will be tardy or absent. If a parent/ guardian does not contact the office by the end of the school day on the day of the absence, the student will be marked unexcused.
 - a. You may call the school outside of regular school hours to leave a voicemail message to notify the office of your child’s absence. When you call, please let the office know why your child is at home. If he/she has a communicable disease, please inform the office.
2. Medical appointment excuses may be sent in written form to the school office or called in to the office by a parent/ guardian.
3. Requests for early dismissal should be brought to the office at the beginning of the school day or called in to school by parents/ guardians.
4. Students leaving during the school day must be signed out by the parent/ guardian in the school office or Welcome Center, prior to leaving the building.
5. Students entering or returning to the building after the start of the school day need to be signed in at the school office or Welcome Center by a parent/ guardian, before returning to class.
6. A student is considered tardy if not in his/her room for prayer when the bell rings at 8:25 AM.

ACCRUAL OF ABSENCES

Absences that encompass a portion of the day accrue to half and/or full day absences. Any time a child leaves the building, for any portion of the day, a partial absence will be recorded on PowerSchool.

APPOINTMENTS

Parents/guardians are asked to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for these appointments. Parents must notify **both the school office and the teacher** prior to the absence via email, note or phone message. Parents/ guardians must report to the school office or Welcome Center to sign out/in their child for appointments that take place during the school day.

Students are responsible for the work assigned during their absence. When possible, teachers will give the child assignments in advance. However, in some instances the work will have to be done upon returning. All work should be completed in a timely manner.

FAMILY VACATIONS

We encourage parents/ guardians to plan vacations when school is not in session. Realizing that this is not always possible, we ask parents/ guardians to complete an “Anticipated Absence” form. This form can

be requested from the school office or can be found online at www.xaviercatholicschools.org. Once the child returns to school after vacation, work missed by a student should be made up as soon as possible (No more than 7 to 10 days). In most instances, there will be NO work given prior to leaving on vacation. Not all assignments lend themselves to being assigned prior to classroom teaching and discussion, so not all work can be given out prior to an anticipated absence. Also, the pacing of lessons is often unpredictable and depends on how quickly the class retains the knowledge. Also, family vacations are meant to be a time to reconnect with family and not be burdened by completing school work during their time away.

MAKE-UP WORK

Please discuss prolonged absences with your child's classroom teacher. The teacher will let you know his/ her preferred method of making up missed work. Upon returning from an absence, work missed by a student should be made up as soon as possible. Please note that prolonged or excessive absences often result in lower quality work. When a student is absent for extended periods of time, the student's report card may be withheld until the make-up work has been completed.

In the case of extended absences from school, families need to be aware that even if the make-up homework is completed, your child will be missing valuable classroom experiences that may affect his/her overall grade. For this reason, it is highly recommended that family vacations be scheduled outside of school time.

SIGNING IN/ OUT OF SCHOOL

If a child is to be picked up during the school day due to illness or appointment, the child is to wait in the school office or Welcome Center. The parent **MUST** come into the school to sign the child out and accompany him/ her into the school to sign in upon returning. In addition, if a student arrives at school later than 8:25 AM, the parent or designee **MUST** accompany the child to the office or Welcome Center to be signed in.

ARRIVAL/ DISMISSAL AND SAFETY PROCEDURES

For students that are not in our Before Care program, school supervision is provided before school begins at 8:00 AM. Therefore, children should not arrive earlier than 8:00 AM, unless they are in the Before Care Program. **Students may not be on the school grounds or in the school hallways before 8:00 AM.** The office should be informed if a parent or student needs to be in the building prior to 8:00 (because of a meeting or other similar need).

If your child needs to arrive earlier than 8:00 AM, he/she will need to attend our Before School Care Program. This program is available for your use beginning at 7:00 AM, and runs until 8:15 AM at a cost. Students who have not been cleared to come into the building prior to 8:00 will be taken to Before Care, for which there is a charge.

Preschool (PK3 and 4K) Our 4K program is a five-day/week program and our PK3 class is a three-day/week program. Both PK3 and 4K classes will run from 8:15 until 11:15 AM on days when they are in session. If an afternoon session of 4K is added, it will be run from 12:15 PM until 3:15 PM daily.

Students in K-4 The first bell rings at 8:15, and students begin class at 8:25 AM. Students must be in class and ready to learn at that time or they will be marked tardy and need to report to the office to check in prior to entering the classroom. Students are dismissed at 3:15 PM.

Any change in the way a student is to leave school – walking, riding in a car, taking the bus, etc. – must be preceded by an email or written note from the parent or guardian. If parents need to inform us of a change during the school day, the school **MUST** be called. Emails may be missed during busy times resulting in missed communication. Without notification, we will have your child follow their usual end of the day procedure. So, please do not simply tell your child about the change of plans without also communicating this information to the school, as we require parental notification of any changes to the schedule.

*When making alternate pick up arrangements for your child, please call the office no later than 2:30 PM. DO NOT email these changes. Teachers and office staff are busy during the day and may miss your email.

Teachers are available until 3:40 PM on Monday through Thursday for either telephone consultation or conferences with parents. You are asked to inform the teacher of your desire for a phone consultation prior to making the call to ensure her/his availability.

SECTION 4- CODE OF CONDUCT/ DISCIPLINE

A student is considered a member of the Xavier community at all times (24 hours a day, throughout the year) and is expected to live and act in a manner consistent with mission and core values of the Xavier system.

Each student attending St. Francis Xavier Elementary School will be held to a code of conduct that reflects respect to the teachings of the Catholic Church, fellow students, staff, the Xavier Catholic School System, school building and property and themselves.

Therefore, students are expected to:

1. Respect individual rights and the rights of others so that all may learn and play in a comfortable and pleasant atmosphere,
2. Maintain proper behavior during class hours and at school-related activities,
3. Respect school property,
4. Follow the uniform policy.

Teachers and/or the principal will deal with infractions to our conduct expectations. Minor incidents will be dealt with in accordance with the individual teacher's classroom management plan. Students may also receive a Discipline Documentation Form which describes the conduct and its consequences, and must be signed by a parent/guardian. Serious or repeated offenses will be referred to the principal who will determine further consequences which may include meeting with parents, temporary loss of a school privilege, the issuing of a behavioral plan/contract, or in severe cases possible suspension or expulsion.

When a student is repeatedly making decisions that require disciplinary action, there will be progressive discipline at the discretion of the administration.

BULLYING

It is the goal of the St. Francis Xavier Catholic School System to provide our schools with a Catholic Christian environment, free of bullying. All students should feel welcome, safe, respected and be treated by all as children of God with all of the dignity that it entails. To establish and maintain this environment takes a cooperative effort from parents, students and the school staff.

Definition

- Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.
- Bullying takes many forms, including, but not limited to: physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.
- Bullying is a form of victimization that can be characterized by teasing, putdowns, name-calling, cruel rumors, false accusations, and hazing.

STUDENT HARASSMENT

Harassment of a member of the school community is a violation of policy and will not be tolerated. This includes (but is not limited to) harassment based on: race, national origin, marital or parental status, gender, sexual orientation, religion or disability. Punishable harassment is conduct, including verbal conduct, that:

1. Creates a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or

2. Is threatening or seriously intimidating.

Sexual harassment is also a violation of school policy. Punishable sexual harassment is an unwelcome advance or sexual conduct, including verbal conduct.

Examples of Harassment

Specifically, harassment means **repeatedly** striking, shoving, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same. It also includes (but is not limited to) name calling and engaging in a course of conduct that intimidates, causes discomfort to, or humiliates another person. Harassment usually involves the targeting of one individual by another. A single occurrence of the behaviors listed above, while they may be serious or cause concern, are generally not harassment or bullying.

PROHIBITIONS

Student-to-student, student-to-adult, adult-to-student, and adult-to-adult behaviors characterized as bullying per the definition above, are prohibited if it takes place at school, during a school-sponsored activity, on school buses, through the use of school equipment in the case of cyber-bullying, or if the behavior in question has a negative impact on the school environment.

COMPLAINT PROCEDURES

- It is considered the responsibility of all students and school personnel to report acts of bullying in any of the above-described situations to a member of the school's administrative team (principal, associate or assistant principal, or school counselor).
- All such reports are to be taken seriously by the party designated by the administrative team. The administrative team will support the person making such reports and protect them against any potential retaliation for making such a report.
- Students and adults making prompt, accurate and thorough reports, either verbally or in writing, will have those reports recorded by the staff receiving the same.
- An investigation to determine the facts will take place as soon as practicable, in order to verify the validity and seriousness of the report.
- Filing a report in good faith will not reflect negatively upon the individual's status, nor will it affect his or her grades or employment status by the System, if the complainant is an employee. The System shall keep the complaint confidential for both the accused and the accuser.

SANCTIONS AND SUPPORT

- Programs designed to prevent bullying behavior, redirect students from continuing to bully, and to support both victims of bullies and the bullies themselves must be in place in all System schools. The program must be re-evaluated annually for effectiveness. Program modifications should be made to keep the program aligned with best practices in the field of bully prevention and response.
- Where it is determined that students participated in bullying behavior in violation of this policy, the administrative team may take disciplinary action up to and including parent conferences, suspension, expulsion, and/or referral to law enforcement officials for possible legal action.
- Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of this policy. They may be subject to disciplinary action consistent with established policy or practice.

DISCLOSURE AND PUBLIC REPORTING

- This policy will be disseminated annually to all parties who are subject to this policy. A summary of the policy will be incorporated into student and employee handbooks. It will also be distributed to community organizations having cooperative agreements with the schools and working with system students.
- Data on the number and types of reports made under this prohibition, the results of investigations undertaken to verify the details made in complaints, and the sanctions imposed for incidents

found to be in violation of the same are to be kept on an annual aggregated basis. No individuals, either complainants or violators, will be named in such reports.

- Annual reports will be presented to the Board of Trustees so that modifications of this and other related policies may be made as needed. This annual report will be made available to the stakeholders upon request.

DANGEROUS ITEMS

Firearms, weapons and other dangerous objects are not permitted in school. Police shall be notified immediately if the use or threatened use of a firearm, weapon or dangerous object occurs on the grounds. When possible, such dangerous objects shall be taken from the person. Possession of such objects could constitute grounds for immediate suspension and/or expulsion. Parents of students found in possession of such dangerous objects shall be notified. (Diocesan Board policy #4604). **In addition, toys that resemble these items are not permitted at school.**

RACISM

All members of the Xavier community deserve to feel safe, heard, and included in the System's mission. Accordingly, all reports of racist behavior will be taken seriously. Words or actions that treat another person in a less than loving manner will bring harsh consequences. These consequences will include required education about what the Catholic Church expects, age-appropriate discipline, and potentially the removal from school extra-curricular activities. A meeting with the student offender and parents will be required as well as support for impacted students, families and/or employees. It is considered the responsibility of all students and school personnel to report racist behavior to a member of the school's administrative team (principal or school counselor).

SUSPENSION/ EXPULSION

Serious violations may result in automatic suspension and possibly expulsion. The administration will determine the seriousness of an action and assign a suspension when the behavior significantly detracts from the mission and values of the school.

Suspensions may occur in-school or out-of-school and may vary in length from one to ten days. When a student is suspended, the student's parents will be notified as quickly as possible. If a student is suspended from school, the student may not be on school property and may not attend any school/System event/activity.

Expulsion is reserved for the most serious offenses and/or when the relationship between the students and school/System is no longer mutually beneficial. The student will be given the opportunity to respond to the specific allegations but the decision to expel ultimately lies with the administration. Expulsion is noted on a student's permanent record. Cases involving expulsion may be appealed to the Board of Trustees. If a parent wishes to appeal a decision regarding expulsion, he or she must file the appeal with the President within 14 calendar days of notification of expulsion. It is the policy of the Board of Trustees to support the decision of the administration unless the Board finds that the school administration has acted in an unreasonable manner under the circumstances or the procedures specified in this handbook have not been observed.

Students who have been expelled will not be readmitted. WPCP and SNSP students who are re-enrolled will be withdrawn on the first day of class.

VANDALISM

Willful damage or destruction of school and/or parish property is cause for immediate suspension and possible expulsion. The school requires that restitution be made by the student(s) according to the terms determined by the school principal.

CASES NOT COVERED BY SPECIFIC RULES

It is understood that these rules are not all inclusive. The administration shall take such action as is necessary to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which impairs the educational process in any way, regardless of the existence of a rule covering an offense. The administration also

retains the right to make exceptions in cases in which mitigating circumstances call for a different response than the school rules state.

SECTION 5- ACADEMICS AND FAITH DEVELOPMENT

CURRICULUM

Xavier Elementary offers a complete academic and religious education program by degreed and state certified teaching staff for all programs. Textbooks are updated regularly in keeping with Diocesan guidelines and Xavier Catholic School System policy.

Diocesan/System curriculum objectives and standards have been established and are utilized for grades PK-Grade 4.

Classroom teachers teach the following subject areas: Religion, Language Arts (Reading, Phonics, Spelling, English, Creative Writing, and Handwriting), Science, Math, Social Studies and Computers.

In addition to classroom teachers, specialists teach in the following areas:

Music:	Each K – 4 th grade class has General Music twice each week; Students in the PK4 program have class once per week.
Phy. Ed.:	Our Physical Education program consists of regularly scheduled classes held twice a week for Kindergarten through Grade 4. PK4 has class once per week.
Art:	Each class, grades 1-4, has Art class for one hour, once per week. Kindergarten has art twice a week in 30 minute blocks. Students in PK4 do not have scheduled art classes.
Guidance:	A Guidance/ Counseling program is provided for students in grades 4K-4 with a full-time school counselor. This program includes a weekly classroom component.
Library:	Each classroom (including all of our Preschool classes) meets with a library/ media specialist once per week.
Band/Orchestra:	Participating 4th grade students meet for individual and group lessons each week.

HOMEWORK/ DAILY ASSIGNMENTS

Homework is an important extension of the teaching/learning that takes place in school. It can contribute to practice and drill that reinforces learning and can provide opportunities for study, research, and creativity. Parents can assist their children by providing a quiet place to work and checking assignments for accuracy and completion. If you have a question concerning your child's homework, please check with the teacher involved.

Usually no homework is given to the children on weekends or school vacations in order to give the children free time and to lessen the pressures for parents/guardians. We also encourage teachers not to give assignments on the night of school events such as the Christmas Program, nor schedule tests for the day following such events. If your child is continually working longer than expected or what you and your child's teacher have discussed, please contact the teacher to determine a plan to lessen the load at school. Late work and work not sufficiently completed may be subject to a grade reduction, and may cause a child to have more than the recommended amount of homework on any given night.

LIBRARY/MEDIA CENTER (LMC)

The school Library Media Center staff welcomes each class every week and shares a wide variety of literature that match their Lexile level and reading interests. Students are responsible for returning materials by the due date. Parents are responsible for the replacement cost of lost or damaged materials. Fees paid for lost items are reimbursed when they are returned in good condition.

BAND AND ORCHESTRA

Students in grade 4 may participate in band or orchestra. All members must pay a fee to participate in these programs. This fee will be billed on your tuition statement. Students in the band/orchestra program

will *usually* have an individual lesson and participate in full group rehearsals *each week*. Lessons that fall out due to vacation or in-service days will generally not be made up.

LITURGY/ PRAYER FORMATION AND FAITH DEVELOPMENT

As a Catholic school community, we are called to express our faith through action. We strive to help our students to exhibit Christ-like behavior. Development of each individual's prayer life, a study and appreciation of Jesus' life, mission, and service are all integral parts of our spiritual growth and faith development.

As a school we observe many special traditions that enhance our faith life: special prayer celebrations and rituals during the liturgical seasons, all-school rosaries, and special Saint day celebrations are a few examples. Through participation in these traditions, we seek to show our students the richness of our faith. Family members are always welcome to join us for these times of prayer.

Celebration of liturgy is central to our faith. Students and faculty participate in liturgies that are celebrated weekly throughout the year. Family members are invited and encouraged to participate. All-School liturgies are scheduled weekly although dates may occasionally be adjusted due to a Holy Day observation or other special events (e.g. – end of the school year Mass).

PROMOTIONS AND RETENTIONS

Promotions are based on each student's academic, physical, social and emotional growth. Retention is carefully considered on a case by case basis, and determined as a team including the classroom teacher, building Principal, Superintendent, and Director of Learning Services. These decisions will only be made after serious reflection and adequate evaluation.

REPORT CARDS

Report cards are issued four times a year. These report cards are used as a formal record of a child's academic achievement over a nine-week period. Report cards are not the only form of communication of a child's progress, but are a primary form. Parents should be continually aware of their child's progress through completed assignments, postings on PowerSchool, and open communication with the classroom teacher. Teachers will be in contact with the parents of any student who is making inadequate progress. No report card grade should come as a surprise to a student or parent.

LEARNING SERVICES

Through the Learning Services Department at Xavier Elementary School, we offer academic support to students with a variety of educational needs. Xavier Elementary will provide students with support to reinforce academic concepts taught as part of the regular education curriculum. The Learning Services Department determines the level of services we are able to provide given feedback from classroom teachers, parents, and assessment measures. The determination of services will be documented through a building plan known as a Xavier Elementary Accommodation Plan. Wherever possible, the student will remain with his or her peers. A broad range of standardized and classroom-based assessments will be employed to monitor student progress. Interventions will be implemented as needed in the areas of math and literacy.

If you have questions regarding your child's needs and the services that Xavier Elementary is able to provide, please reach out to your child's classroom teacher first. The classroom teacher works in collaboration with the building Principal, Director of Learning Services, and Learning Specialists to determine learning needs.

STANDARDIZED TESTING

Students in grades one through four take the Measures of Academic Progress (MAP) test each year in the fall and spring. Testing schedules comply with the state statute regarding testing. Results of these tests are used by the school in evaluating individual student and grade level progress. Individual student results are reported to parents. In addition to the fall and spring MAP testing, the school or individual grades may determine that there is a need to administer the winter test to check on progress regarding school goals/initiatives or progress of individuals who are on specific learning plans. Testing accommodations may be available for qualified students through the Learning Services Department.

Although standardized test results can help identify possible strengths and weaknesses, they remain a measure of how well a child performed on one particular test on one particular day. Therefore, these tests should only be interpreted in conjunction with regular classroom observations and assessments. It is important to keep in mind that standardized tests attempt to measure performance in academic areas only.

In addition to the MAP testing, students who are English language learners may be given the ACCESS test to assess and monitor the student’s progress in language acquisition. Parents will be notified if this test is to be given to their child and will receive the results of this testing once they have been received.

SECTION 6- DRESS CODE

The dress code of Xavier Elementary School is in place for grades Kindergarten – 4th grade to ensure that students attend school appropriately dressed and groomed in such a way to promote self-dignity, pride, and self-respect. In all cases, the Xavier Elementary School administration will make the final decisions determining if a student’s dress is in compliance with the dress code guidelines.

The following guidelines do not cover every possible situation. Questionable attire will be referred to an administrator for arbitration. Since styles of clothing and hair change rapidly, the administration reserves the right to restrict fashions that are inappropriate as well as to interpret what is considered to be in poor taste or distracting to the learning environment.

You may purchase school uniform items at local retailers, or by visiting Land’s End at www.landsend.com by clicking on **School Uniform** and then entering **St. Francis Xavier Catholic School System**. While solid color uniform items may be purchased at many other stores, the plaid mentioned in the dress code may only be purchased through Land’s End.

KINDERGARTEN - 4TH GRADE GIRLS AND BOYS UNIFORM GUIDELINES

Shirts:	A collared shirt, button-down or polo style is required. Shirts may be navy blue, red or white in color and may be long or short sleeved. Single logos that are no larger than a quarter may be worn (ex. Small Under Armor logo on the front left side of a plain red polo). Official Xavier Elementary School spirit-wear polo shirts are allowed. Note that Xavier-wear <u>tee-shirts</u> may not be worn on regular dress code days. These shirts may only be worn on casual days. Turtlenecks may be worn in place of a shirt; same colors as above. Shirts need to be tucked in at all times.
Jumper/Dresses: (Girls only!)	Navy or red jumpers or polo-style dresses may be worn all year. Also, girls may wear plaid jumpers. The CLASSIC NAVY LARGE PLAID may be purchased from Land’s End by visiting www.landsend.com . A school dress code shirt or turtleneck must be worn with a jumper, see above.
Pants:	Pants may be worn all year. Plain navy dress pants (twills or cords not knit material) with no rivets or contrasting stitching are acceptable. No cargo or carpenter pants are allowed. Leggings may only be worn under skirts/dresses and may not be worn in the place of shorts or pants.
Shorts:	Shorts may only be worn in the months of August, September, October, May and June. Solid navy blue walking shorts (dress shorts) with pockets are acceptable. Capris in navy are an acceptable option. Shorts made of denim, spandex, knit, and athletic type materials are not appropriate. Length must be mid-thigh which typically means the shorts extend beyond the fingertips when arms are held straight down at the side.
Skorts/Skirts: (Girls only!)	Navy blue skorts and skirts may be worn all year. Skorts and skirts in CLASSIC NAVY LARGE PLAID from Land’s End are acceptable. Skorts and skirts must be no more than 3” from the knee. Skirts may only be worn on physical education days if playground shorts are worn underneath the skirts.
Sweaters & Sweatshirts:	Cardigan, sweatshirt, fleece, v-neck, crew neck or vest sweaters that are solid red, white, or navy blue in color may be worn. Merchandise logos or designs should be no bigger than a quarter. A school dress code shirt or turtleneck must be worn with a sweater, fleece, vest or sweatshirt.

	Xavier crew neck, partial zip, front zip sweatshirts or fleece may also be worn in place of a sweater, but they need to be in the color of red, white, navy blue or gray. Xavier wear in colors other than red, white, navy blue or gray may not be worn on uniform days. Hoods are permitted but must remain down during the school day.
Socks, tights and leggings:	Socks in solid colors are permitted. Tights or tight fitting leggings in solid colors (red, white, or navy blue) are permitted. Leggings are permitted under skirts, skorts, jumpers and dresses only; they cannot be worn as pants alone. Students are required to wear socks or stockings with their shoes.
Shoes:	Everyday shoes must be non-marking and have a closed heel and closed toe. Sandals/Crocs are not allowed. The heel cannot be more than 1". Designs and colors need to be appropriate for a school setting. Shoes with blinking lights or roller wheels are not permitted. Boots may not be worn as indoor footwear. This includes fashion boots that are above the ankle in length.
Belts:	Belts are not required, but if worn must be black, brown, navy, red, or white. CLASSIC NAVY LARGE PLAID belts from Land's End are also acceptable for girls. Scarves may not be used as belts.
Hair/Hair Accessories:	Hair must be clean, neatly combed, out of the eyes, a natural shade, and of reasonable style. Males may not wear headbands or any other device in their hair.
Jewelry/Make-Up:	Jewelry is discouraged for safety reasons. Females may wear earrings but long, dangly earrings are not permitted. Make-up is also not permitted.

PRESCHOOL GUIDELINES

Children in PK3 and 4K do NOT wear school uniforms. While these children may wear comfortable clothing that is appropriate for active play, we do ask the following:

Shoes:	In order for children to engage in safe and active play, shoes must have a closed toe and heel. Sandals/Crocs are not allowed. Tennis shoes are preferred.
Clothing:	Dresses with spaghetti straps may not be worn without a sweater and tube tops/tank tops are not allowed. Also, children should wear clothes that are very easy for them to pull down/ up independently when using the restroom.

CASUAL DAYS/ NON-UNIFORM DAYS

Casual days are defined as non- dress code days and they occur throughout the year. During these days, students in Grades K-4 are excused from wearing the school uniform if they choose, and may wear casual clothes. Acceptable shirts are: tee-shirts, jerseys, sweatshirts, etc. No sleeveless shirts or tank tops are allowed unless worn with a sleeved shirt or sweater. Acceptable bottoms are: jeans, cargo pants, sweatpants, athletic shorts, etc. Shorts may only be worn in August, September, October, May, and June.

Please note that the following items are also not allowed on casual dress days: sandals, clogs, crocs, tank tops or overly tight or baggy clothing. Please note that on non-uniform days students may not wear leggings as pants, spandex shorts, or overly tight yoga pants/jeggings. **Non-dress code shorts must still follow the length guidelines.**

These clothes must still meet the dress code standard of being clean, modest, in good repair and free from any sayings or symbols that would be inappropriate in a Catholic School setting.

SECTION 7- HEALTH AND MEDICAL INFORMATION

Should your child become sick or injured while at school, we will attempt to contact you immediately. If we are unable to contact you or those listed on your emergency information form for assistance, the school will act in a prudent, caring manner to help your child.

If your child becomes infected with a communicable disease – including but not limited to Covid19, chicken pox, whooping cough, strep, influenza, pink eye or lice – please inform the school office. While your child's specific information and identity will not be shared with others, we may need to let families know that they should watch for symptoms of these diseases/conditions in their children.

Please use the following guide to determine if your child needs to remain home with an illness:

- If your child has a temperature of 100° or more, it is required that he/she stay home for at least 24 hours **after the temperature returns to normal**. The child's temperature needs to be at a normal level without the aid of medication such as Tylenol®.
- Students must remain at home for 24 hours after starting medication for strep throat.
- If your child has vomited or has had diarrhea, he/she must stay at home until 24 hours after the last episode. **Children who have a Norovirus (sometimes called the "stomach flu") need to remain home for 48 hours following their last episode of vomiting or diarrhea because of the contagious nature of this illness.**

When a child returns to school from being ill, they are expected to participate in all activities, including outdoor recess and phy. ed., unless we have a note from a physician stating that this is not advisable.

FIRST AID

In case of illness or injury, a member of the school or volunteer staff will care for a student temporarily. School personnel will render first aid only. If immediate emergency medical treatment is necessary, the school will call 911 and then contact the parent/guardian.

MEDICATION

No medication shall be given to a student by any school personnel until a parent/guardian has completed and filed a Medical Consent Form with the school office. Prescription medication requires both a parent and a physician's written approval. These forms may also be found online at www.xaviercatholicschools.org. All medication, over the counter and prescribed, is to be in the original container. Please note that your child will need written permission from a parent/guardian to have cough drops in school. The note should indicate the reason for their use, and how often they may be used. All medicine (over the counter and prescribed) is to be stored in the school office.

Information to consider: When you know your child will be on medication, discuss the hours of administration with your doctor. Many times medication can be given at home (breakfast time, after school, bedtime) avoiding the need to send prescriptions to school.

HEALTH RECORDS AND MEDICAL PLANS

Individual health records are kept on file for each student. If your child's health condition changes at any time, we ask that parents/guardians inform the school office.

Students with severe allergy plans, diabetes, or any other medical condition that requires additional or special monitoring by school staff must:

1. Have an Emergency Care Plan on file at their Xavier Campus. The Emergency Care Plan will be updated annually, unless there is a change in the student's medical condition requiring it be updated sooner.
2. Meet with the student's teacher(s) and/or the principal prior to the start of the school year to discuss the Emergency Care Plan, medications, medication locations, and classroom and curriculum accommodations that may be required.

ALLERGY MANAGEMENT

In accordance with Wisconsin Law, 2013 Act 239:

All students with diagnosed food or other severe allergies will report it to the school and have an Emergency Care Plan on file at their Xavier Campus. The Emergency Care Plan will be updated annually, unless there is a change in the student's medical condition requiring it to be updated sooner.

All parents of students with food or other severe allergies, who are new to the Xavier Catholic Schools, will meet with the student's teacher(s) and/or the principal prior to the start of the school year to discuss the Emergency Care Plan, medication and medication locations, and classroom and curriculum modifications that may be required. Parents of returning students will meet with the student's teacher for the current school year.

Additional information regarding allergy management plans can be obtained by visiting the Xavier Catholic Schools website at: <https://xaviercatholicschools.org/>.

IMMUNIZATIONS

State law requires all public and private schools receive written evidence of immunizations against certain diseases within 30 school days of admission. These requirements can be waived only if a properly signed health, religious or personal conviction waiver is filed with the school.

SECTION 8- XAVIER ELEMENTARY SCHOOL PROCEDURES

ATHLETICS AND EXTRA CURRICULARS

The school office will communicate all relevant information regarding the programs sanctioned by Xavier Catholic Schools to interested families via the school envelope, email, or electronic newsletter. At the elementary level, sport and extracurricular offerings are limited, so sports are available through the community Park and Recreation programs, along with YMCA, etc.

BIRTHDAYS

Student and staff birthdays are recognized during morning announcements. We ask that special remembrances, such as balloon bouquets and flowers, not be sent to your student at school. These types of gifts can be a disruption to student learning. If these items are delivered to school, they will be held in the school office until dismissal.

*We know that birthdays are very special times for children, but we want to be cautious about items coming into the classroom from outside school and with the way things are distributed to others. If your child chooses to bring a birthday treat for his/her classmates, we ask that you consider items other than food (such as stickers or a pencil). If food is brought in, it must be purchased (not homemade) and in individual servings. All items should be ready to be served without the need to cut, etc. as that takes away valuable education time. **All food treats must be cleared by the classroom teacher 24-hours prior to being brought into the classroom.** This is necessary because teachers need to be able to notify parents of students who may have allergies or other health issues to provide an alternate treat for the occasion.*

From time to time, students wish to invite classmates to a party or sleep-over at their home as part of their birthday celebration. While we understand that families may not be able to entertain the entire class at a child's birthday party, we wish to consider the feelings of all of the students in the class. **Therefore, we do not allow birthday or party invitations (or invitations or gifts of any kind) to be handed out at school unless they are given to every member of the child's class or grade.**

SPECIAL OCCASIONS/ CLASS PARTIES

The teacher will schedule parties for special occasions. Room parents will be asked to assist at these parties. Parents providing snacks are also asked to check with the classroom teacher so they may be informed of any food allergies that might be present in the classroom.

CALENDAR

Xavier Catholic School calendars are issued each spring for the following school year. The school calendar can be found on the system website, www.xaviercatholicschools.org. From the main page, you can click on the "Schools & Academics" link to find the quick links to the calendar.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The Board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Various means are used to notify parents of an impending cancellation. The System President makes the decision to close school. Local media and school messaging will be used to announce school closures. It is important that each family has current contact information in PowerSchool.

EARLY RELEASE

Early release days are done at 11:25 AM. Bus transportation is provided. Early closing dates (for conferences and in advance of some holidays) are on the school calendar. Our After School Care Program may be available on some early dismissal days. Please check with the Before/After Care Coordinator if you have questions about these days. Program calendars are available in the school office.

TWO-HOUR DELAY

If a two-hour delay is announced due to inclement weather, staff will not be available to supervise your children. As a rule, school will start at 10:15 AM on weather related late start days. Please continue to monitor the situation, however, in the event the late start is changed to a full "snow day." **When we have a delayed start – we do not hold morning PK classes. Before Care will open at 9:00 AM on weather related late start days.**

ACCEPTABLE USE POLICY

Students must abide by the acceptable use of technology agreement signed annually by parents and students. Violations of the policy will result in progressive discipline and parents will be notified.

CELL PHONES/ COMMUNICATION DEVICES AND OTHER ELECTRONIC DEVICES

It is our preference that elementary students not bring cell phones to school. If for family reasons a cell phone must be brought to school, certain procedures must be followed. Cell phones need to remain in the student's backpack and turned off during school hours. Students found using a cell phone for any reason during regular school hours will be required to turn the phone into the office until the end of the day. Parents wishing to call their child during school hours should call the school office, since the child will not be allowed to use their cell phone during the school day.

Smart Watches such as an Apple Watch or similar devices will be treated the same as cell phones. Students may not use the watch to play games, take pictures, text, etc. during the school day. While the students may wear them and use them as a watch during the day, students using them inappropriately will be asked to turn them into the office until the end of the day.

Use of hand-held electronic games is prohibited during school hours, including recess time.

EMERGENCY INFORMATION

Every family is required to provide an emergency information sheet for each child in the school. For the safety of our students, please promptly notify our school office of changes in the emergency information. This information is used to contact you in the event of student illness/injury. In addition, the teachers take this information along with them on school field trips in order to contact you when away from the building.

CHANGE OF CONTACT INFORMATION

It is **very** important, for emergency and administrative reasons, that every student maintains an up-to-date address and telephone number record at the school office. We ask that you notify the school immediately if a change of family situation or contact information occurs during the school year.

CHANGE IN CUSTODY/ GUARDIANSHIP

The school must receive a copy of custody agreements to place in a child's cumulative file. This is especially necessary in cases where one parent has limited or no visitation rights in regard to a minor child. Without a court order indicating otherwise, the school must assume that both parents have equal access to the child and the child's information.

CHILD ABUSE LAWS

Wisconsin Law (Child Abuse and Neglect Act, Section 48.981 of the Children's Code) specifies that all educational personnel are mandatory reporters of suspected child abuse and neglect. If there is reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury, educational personnel are mandated to report the suspicion immediately to the County Department of Social Services or the police department.

CHILD CARE PROGRAMS

Our care programs provide your child with a loving, fun-filled environment and are built for flexibility to accommodate your family's needs. We offer care for children before school, during the school day outside of class hours for our preschool children, after school, and during the summer. Xavier Elementary offers the following Care Program options at an additional cost.

***Before Care: PreK- Grade 4**

Our before care program provides free choice play options for your child from 7:00 am until the start of the school. Our staff will accompany your child to his or her classroom when the school day is ready to begin. The cost is \$6.00 per session.

***After School Care Program: PreK-Grade 4**

Two sessions of After Care are offered on full school days: Session 1 3:15 pm - 4:30 pm and Session 2 4:30 pm - 6:00 pm. Your child can bring a snack from home, get help with homework, and participate in indoor and outdoor free-choice play in our nurturing school environment. The cost for After Care Session 1 is \$6.00 and the cost for After Care Session 2 is \$12.00.

***Extended Day Program**

Extended care is offered Monday through Friday from 8:15 am - 3:15 pm, to provide convenient care during school hours, outside of class time for students enrolled in our morning or afternoon Pre-K3 and 4K programs. Your child will enjoy educational and play activities and a short rest period in the afternoon. Lunch is available for purchase through our lunch program. Two sessions of Extended Care are offered; 8:15 - 11:15 am and 11:15 am - 3:15 pm. The cost is \$22.50 per session.

***System Summer Care Program: Pre-K –Grade 4**

A program handbook, registration materials and costs are available by calling the school office. The Summer Care Program is open to families at both campuses and is held at the Marquette Campus.

COMMUNICATION AND NEWSLETTERS

A parent newsletter is sent home via Constant Contact on Wednesdays. Also, any flyers or information from school will be distributed each Wednesday via a family envelope. Family envelopes contain information on school programs, special events, and other timely information.

Any organization requesting to place a flyer in the family envelope must submit a copy to the office by Monday at noon to be reviewed and approved by the school principal prior to publication. Outside organizations must also make their own copies for distribution.

CONTACTING SCHOOL PERSONNEL

Parents/Guardians may email their child's teacher and/or the school principal. All system teachers, staff and administrators may be emailed using the 1st initial of the first name, last name, followed by @xavercatholicsschools.org. (Example: teacher Jane Smith's email address would be jsmith@xavercatholicsschools.org). Staff members make every effort to respond to emails in a timely manner. Please do not email teachers during the day with items that require immediate attention since they may not have time to check their email before the end of the day.

Communications with the principal and teachers are encouraged. However, teachers are teaching during the school day and may not accept telephone calls during teaching time since their primary responsibility is the education and supervision of their students. Messages may be left with the secretary or a voicemail may be left. Teachers will respond to you as soon as they are able.

An essential component to student success is the relationship between home and school. Therefore, if a classroom concern arises, it is important to first communicate with the teacher as they are directly working with the student. Next, if after communicating with the teacher, a parent then wishes to further collaborate with the principal a meeting can be scheduled with the parents/guardians, teacher, and principal.

As a general rule, students will not be allowed to call home to request items that they forgot to bring to school. This policy encourages student responsibility. Therefore, such calls will be permitted only when the teacher and the principal feel that such a call is absolutely necessary.

PARENT-TEACHER CONFERENCES

Parents/guardians are encouraged to keep in close contact with the teacher regarding the progress of their child. Contact can be made through notes directed to the teacher, personal phone calls, email, or conferences with the teacher after school. Please do not wait for a serious problem to develop to express a concern or to seek advice or assistance. When a concern needs to be discussed, setting up a time to meet with the teacher is the best way to ensure sufficient time to listen and talk things over. A spontaneous visit may not allow the listening and talking time that may be needed.

Parents of students in grades first – fourth may access PowerSchool at any time to review their child's grades in any subject area. This service is provided in lieu of formal mid-quarter progress reports. A user ID and password are required to access this information. Each student has a unique user ID and password that stays with the student for the duration of their time in the Xavier Catholic Schools System. The school office can provide you with that information.

Conferences are scheduled twice each year. Conferences afford parents/guardians, as well as the teacher, an opportunity to communicate and to listen. Strategies should be planned for helping the child achieve the goals that parents/guardians and teachers feel are realistic and appropriate for the child.

A parent/guardian who has a concern that deals with the principal should contact her/him through a note, personal phone call or email. A conference may be scheduled, if necessary.

SCHOOL COUNSELOR

The Xavier Catholic Schools Counseling and Developmental Guidance Program encourages the individual child to understand school and its expectations, to learn and grow in a safe and comfortable environment, and to begin to explore the world of work at an early age. The curriculum follows the guidelines of the Diocese of Green Bay. In addition to weekly guidance classes with 4K-4th grade students, the school counselor may facilitate necessary small groups for students.

The school counselor is an advocate for the child. They seek to build trust and openness with students. The counselor collaborates with school staff, local social service agencies, health professionals and parents to promote the total well-being of the student. It is important to note that the school counselor is NOT a licensed therapist.

CONFIDENTIALITY WITHIN THE COUNSELING PROGRAM

While confidentiality is very important when meeting with the school counselor, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

- Information that concerns violation of the law
- Matters involving the health and safety of the student or any other person
- Abuse
- Any other matter that raises serious enough concern in the mind of the staff member that he/she believes it is important to share the information with the school administrator.

The school administrator may then choose to disclose the information to parents, medical, social service and/or other personnel appropriate to the situation.

DAMAGE TO SCHOOL PROPERTY AND MATERIALS

Parents or guardians are responsible for any damage done by their child to school property or materials. This includes payment required to cover the cost of replacing the damaged or lost materials/equipment including textbooks.

FAMILY DIRECTORY

An electronic Family Campus Directory is provided yearly in the month of October after all information release forms have been returned by each family. It is for the exclusive use of our school families only.

EMERGENCY PROCEDURES

Emergency Procedures for Fire (Fire Drill), Tornado (Tornado Drill), Bomb Threat, Intruders, Hazardous Spills and Crisis Situations are on file in the office. Evacuation procedures and routes are posted in every classroom. Fire Drill and Tornado Drill procedures are practiced during the school year and recorded. We also hold and record two "Intruder/Safety" drills during the year.

EQUAL ACCESS TO EDUCATION

All Xavier Catholic Schools are in compliance with Title IX of the Education Amendment to the extent that no person shall, on the basis of sex, race, or national origin be excluded from participation in or denied the benefits of, nor be subjected to discrimination under any educational program or activity, nor shall there be discrimination by sex, race or national origin in the employment of personnel.

FIELD TRIPS

Through field trips, students experience learning beyond what is available to them in the classroom. Field trips and school related activities conducted under the supervision of the school staff are part of the school day and an extension of a classroom activity. All such activities must have prior approval of the Principal. The teacher will arrange for an adequate number of adult chaperones. **All chaperones MUST have had VIRTUS training, otherwise they may not chaperone.**

All students are expected to attend field trips. However, if a child's general classroom behavior is deemed to be of such a disruptive nature so as to cause the teacher to have concerns regarding the supervision of the class as a whole while on a field trip, the school reserves the right to require a parent/guardian to accompany the child on the field trip.

HOME-SCHOOL ASSOCIATION

All families are members of the Home School Association (HSA). We invite all of our parents to become active participants in this important organization. Annual contributions are collected from each family. The HSA will suggest the contribution amount. The money collected enables the organization to cover the cost of much of the work they do for our students and staff throughout the year and keeps other types of fundraising to a minimum.

Our Home School Association's mission is "to promote a spiritual and educational partnership between parents and staff for the benefit of our children." Our Home and School Association organizes and puts on many wonderful family events during the year. Please join in the fun and sign-up to help when you can. This is a great way to become involved in the school family and will give you the opportunity to meet other wonderful families. Please join us at the monthly Home and School meetings when you are able.

GUEST SPEAKERS – GUEST PROGRAMS

Guest speakers and programs enhance the curriculum as well as expand horizons, opportunities and experiences for students. All guest speakers and programs must be arranged in consultation with the administration. Calendar dates must be approved by the office and cleared with the master calendar.

LOST AND FOUND

The school will not be held accountable for items that are lost or stolen. Children are discouraged from bringing items of value to school. Lost and found articles are kept in a designated area. Check with your school office if you are unsure where the Lost and Found is located. If your child is missing an article of clothing or other possession, please check Lost and Found. Periodically, unclaimed items will be donated to charity. To facilitate the return of found items, **please label clothing and other items** with your child's name.

LUNCH

Students are not permitted to leave the grounds during lunchtime without parent/guardian permission. Hot lunch is available for purchase to students in grades K-4 as well as for preschool students attending our Extended Day Program.

Our lunch program follows standards set by state and federal Hot Lunch programs, adhering to all of their nutritional guidelines. Free and reduced Hot Lunches are provided to qualifying families upon completion of a confidential application form contingent upon financial need (contact the school office for additional

information). Students are offered a wide variety of healthy foods. Following these guidelines, seconds of the main course will not be given. Students may, however, have second helpings of items on the salad bar.

At the beginning of each school year, information is sent home about the program, staff at each site, lunchroom procedures, and volunteer assistance needed. Each month, parents will receive a menu outlining the healthy options prepared for our students each day. Your child may choose daily whether to purchase a hot lunch or bring in a cold lunch. Those who choose to bring in a cold lunch may purchase a carton of milk to accompany their lunch brought from home.

Parents are welcome to share a special lunch with their child. If you plan on eating a lunch other than our school hot lunch, we ask that the food you bring in is in keeping with our healthy menu and atmosphere. **Parents/guardians are asked to avoid bringing in fast food lunches or soda.**

MEDIA

School grounds are private property. The media is not allowed unless invited by school personnel. There are times during the school year, however, when the media may be invited to photograph special events in the school for publication in local newspapers. At the beginning of the school year you will receive a form granting us permission to allow a photographer from the local media to take your child's picture. If you **do not** wish to have your child photographed, please indicate this on that form.

PETS

Pets (of any kind) are ordinarily not allowed at school. Teachers may give special permission for pets to be brought to school as part of a special program or activity, providing that no child's health is endangered by the presence of that pet. **Twenty-four hour notice is required.** Under no circumstances should a potentially dangerous pet be brought to school.

For the safety of all our students and families (physically and psychologically), **pets may not be brought onto school grounds during arrival and dismissal times.** Even an animal properly leashed can cause a child to be frightened or possibly cause physical harm. In addition, there are students each year who are allergic to animal fur/dander, and we must not put them at unnecessary risk.

PLAYGROUND RULES/ RECESS

A short break is necessary physically, mentally and socially for all children. Therefore, recess is considered to be a part of the regular school program. The playground area and equipment are for student use. Students are expected to show respect for all playground equipment, play fairly, share and exhibit courtesy to classmates and supervisory staff.

Students are supervised on the playground during all scheduled recesses. Playground supervisors will focus on two main issues: safety and appropriate behavior.

Please note: all playground rules, especially showing respect for the equipment and using it appropriately, should be followed after school hours as well.

SACRAMENTAL PREPARATION

Sacramental preparation is a parish responsibility and is coordinated with the parish religious education administrator. Guidelines for the preparation and the reception of First Communion and Reconciliation are followed according to those set by the Green Bay Diocese and the Xavier Catholic Schools Board of Trustees. Parent participation in sacramental preparation is required.

Classroom preparation is supportive of what is implemented in the parish programs and supportive of parent and student development.

Parish preparation and the celebration of the sacraments will take place in the parish where the family is registered. Parish preparation is defined as those activities for parents, guardians, sponsors and students which are conducted by the parish of membership in preparation for the celebration of the sacrament. This may include parent meetings and parent/child gatherings, retreats, service, special prayer

gatherings, home based family lessons, etc. The parish of membership will communicate with parents regarding sacramental preparation.

SCHOOL PICTURES

A professional photographer, contracted with our administrator, takes individual formal student pictures in the fall. The purchase of student school photos is optional. A yearbook is available for purchase each spring.

SCRIP

Scrip is a gift card resale program in which XCS families and friends can participate. The gift cards are worth exactly what you pay for them and generate revenue. You may find more information on the Scrip Program by visiting our website at: xaviercatholicschools.org and clicking on the "Scrip" link.

STUDENT PRIVACY STATEMENT

In carrying out the responsibility to maintain a safe and healthy environment, the administration and faculty are sometimes faced with the decision of balancing the school's interest in conduct and safety against the student's interest in freedom and privacy. It may be necessary to check an individual student's desk, backpack, etc. to locate assignments and/or books when absent, to pull out inappropriate materials or to check for items.

Students are to understand that the school has ownership of desks and that it is within the rights of the administration and faculty, when necessary, to check or inspect desks. In regard to individual backpacks, students may be required to empty them upon the request of administration or faculty if there is sufficient reason to suspect that they might contain something that is inappropriate or dangerous in a school setting.

STUDENT RECORDS

A student's official file is kept in the school office. This file contains diocesan progress reports and/or public school report cards, attendance records, and standardized test results. A parent/guardian wishing to review this file must give 24-hour written notice. An appointment is then scheduled. The school abides by the provisions of the Buckley Amendment (FERPA) with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

VOLUNTEERS AND VIRTUS TRAINING

One of our school's strongest assets is our dedicated group of volunteers. Opportunities to volunteer present themselves throughout the school year. All volunteers need to be VIRTUS-trained **before** volunteering in the school or on a field trip. The Diocese of Green Bay and Xavier Catholic Schools require all who are employed and all adult volunteers in our schools to complete this 3-step process. 1) You sign up for a training session at Virtus.org. 2) You complete an online criminal history and background check 3) You sign an appropriate Code of Conduct.

VISITORS/ FAMILY MEMBERS ENTERING SCHOOL

Any person entering the school building during school hours is asked to report to the school office/ Welcome Center first. All visitors and volunteers are required to sign in and wear a "Visitor" or "Volunteer" ID badge. This is to ensure the safety and protection of the parent, the child and the school, and to keep classroom disruptions to a minimum. Parents need to inform the school, in writing, if an adult other than the parent will be picking a child up from school. No child will be allowed to leave the building with an adult (other than a parent or guardian) who does not have the proper written permission to take the child.

WEBSITE

The Xavier Catholic School website address is www.xaviercatholicschools.org. The website is a valuable source of information such as: PowerSchool link, system calendars, Scrip order link. For information specific to a school click on "Schools" on the drop down menu, then "Xavier Elementary School." You will find information such as the school newsletter, monthly activity calendar, lunch menu, forms, and uniform policy.

WELLNESS POLICY/ DAILY SNACKS

The Catholic Diocese of Green Bay recognizes that our bodies are gifts from God and therefore promotes healthy school communities.

Daily snacks are allowed and will be provided from home. These snacks should not take the place of breakfast and should be of an appropriate portion so students will still be ready to eat a healthy lunch. Students are also encouraged to bring a water bottle especially on warm days.

All snacks must follow the guidelines set by your child's classroom teacher who is aware of individual needs within her/his room. The list of healthy snacks that follows may not be appropriate for every classroom, depending on the allergies/ health needs of the students in the room.

Healthy Snack Ideas: fresh or dried fruit, pretzels, cheese, crackers, graham crackers (not the sugared ones), raw vegetables, granola bars (without chocolate), yogurt, popcorn, unsweetened cereal, granola or trail mix (without chocolate or candy), applesauce.

DO NOT send: carbonated beverages, high sugar/high fat foods, dessert items, potato chips or similar chips, pop tarts, granola bars with chocolate or candy, anything students cannot open on their own, anything messy or time-consuming to eat.

SCHOOL/ PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The school/principal retains the right to amend the handbook for just cause. Parents/students will be given prompt notification if changes are made.

ST. FRANCIS XAVIER ELEMENTARY FAMILY HANDBOOK ACKNOWLEDGEMENT 2022-2023

With each issuance of a handbook, a compliance sign-off form is to be submitted to the school office within two weeks of issuance.

The Family Handbook has been drawn up to help your son/daughter gain the greatest possible benefit from his/her school experience. Parents/guardians have the responsibility for the actions of their children and should be involved in the education of their children.

This school is in need of your help and cooperation. The Family Handbook is on the Elementary page of the St. Francis Xavier Catholic Schools website (www.xaviercatholicschools.org). When you have read and discussed this handbook with your son/daughter, it is requested that you sign this sheet and return it to the school.

FAILURE TO SIGN THIS ACKNOWLEDGEMENT WILL NOT RELIEVE A STUDENT OR THE PARENT/GUARDIAN FROM RESPONSIBILITY FOR KNOWLEDGE OF THE CONTENTS OF THIS HANDBOOK.

IT WILL ALSO NOT EXCUSE NON-COMPLIANCE BY THE STUDENT OR PARENT/GUARDIAN.

Parent/Guardian Signature **Date**

Parent/Guardian Signature **Date**

Student Signature **Date**

Student Signature **Date**

Student Signature **Date**

The deadline for returning this form is September 2, 2022