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INTRODUCTION

A. Philosophy

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

B. Mission Statement

St. Francis Xavier School, a faith community grounded on Jesuit principles of education, cultivates excellence in mind, body and spirit. The ultimate goal is to send forth our children to be "Kids for Others."

The Fundamental Principles of Jesuit Education

1. **God** is present in our lives, "laboring for us" in all things. Jesuit education affirms the radical goodness of the world, tries to create a sense of wonder and mystery in learning about God's creation, probes the meaning of human life and is concerned with the total formation of each student as an individual personally loved by God.
2. **Growth** in the responsible use of freedom is facilitated by the personal relationship between student and teacher. In a Jesuit school the adult members of the educational community guide students in their development of a set of values leading to life decisions that go beyond "self" and include a concern for the needs of others.
3. **Freedom** requires genuine knowledge, love and acceptance of self, joined to a determination to be freed from any excessive attachment. Jesuit education emphasizes the happiness in life that is the result of a responsible use of freedom, but it also recognizes the reality of sin and its effects in the life of each person. Education tries to encourage each student to confront this obstacle to freedom honestly, in a growing awareness and a growing realization that forgiveness and conversion are possible through the redemptive love and the help of God.
4. **Christ** is the model for human life. Jesuit education promotes a faith that is centered on the historical person of Christ, which leads to a commitment to imitate him as the "Man for Others."
5. **Service** of the faith through the promotion of justice is action in imitation of Christ; it is the justice of God, which is informed by evangelical charity. In a Jesuit school, the focus is on the education for justice. The active commitment asked of students – and practiced by former students and by the adult members of the educational community – is a free commitment to the struggle for a more human world and community of love.
6. **The Church** is the instrument through which Christ is sacramentally present in the world. Loyalty to the service of the church, the people of God, is characteristic of all Jesuit works. Jesuit education – while respecting the conscience and the convictions of each student – is faithful to the teachings of the church, especially in moral and religious formation.
7. **More (Magis)**, source for the Ignatian criterion of excellence applied to all areas of a Jesuit school, does not imply comparison with others or measurement of progress against an absolute standard; rather it is the fullest possible development of each person's individual capacities at each stage of life, joined to the willingness to

continue this development throughout life and the motivation to use those developed gifts for others.

8. **Collaboration** requires a willingness on the part of both lay persons and Jesuits to assume appropriate responsibilities: to work together in leadership and service. All members of the school community work together to create and maintain the conditions most favorable for each one to grow in the responsible use of freedom. The school structure reflects the new society that the school, through its education, is trying to construct.
9. **Discernment** as the basis of prayerful and reflective decision making involves a constant search for the greater service to God. In order to remain effective as educators and in order to “discern” the more concrete response to God’s call, all adult members of the educational community need to take advantage of opportunities for continuing education and continued personal development – especially in professional competence, pedagogical techniques, and spiritual formation.
10. **Ignatian Pedagogy** has its roots in the *Spiritual Exercises* of St. Ignatius where the quality of the relationship between the guide of the Spiritual Exercises and the person making them is the model for the relationship between the teacher and the student. A distinctive feature of the Ignatian Pedagogical Paradigm is that, understood in the light of the *Spiritual Exercises* of St. Ignatius, it becomes not only a fitting description of the continual interplay of experience, reflection and action in the teaching and learning process, but also an ideal portrayal of the dynamic interrelationship of teacher and learner in the latter’s journey of growth in knowledge and freedom.

C. Student Learning Expectations

I. Religious

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

II. Open to Growth

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

III. Intellectually Competent

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

IV. Loving

- A. Respects and celebrates human diversity.
- B. Has made specific contributions to building up the school community.
- C. Responds appropriately to complex Inter relationships.
- D. Is capable of putting self in another person’s place and understanding what that person is feeling.

- E. Is more sensitive to the beauty of the created universe and is more caring about life and the natural environment.

V. Committed to Doing Justice

- A. Displays an understanding of the call to treat other's justly.
- B. Demonstrates an understanding of putting faith into action.
- C. Participates in community service projects.
- D. Affirms the dignity and rights of others.
- E. Participates in cooperative learning.

D. Responsibilities

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

Student Responsibilities

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

Parent Responsibilities

1. To nourish their child's faith life.
2. To help their child succeed in school.
3. To make sure their child is at school by 7:40 a.m. and stays until dismissal.
4. To promote personal responsibility in their child.
5. To support and respect administration, faculty, staff, and the guidelines set forth in the Handbook.
6. To become involved in their child's education. For example, check agenda book and homework, monitor progress, attend conferences, and volunteer at school.
7. To be supportive of decisions made by the administration, intervention team, and teachers concerning student's behavior and academic performance.

Administration, Teacher, and Staff Responsibilities

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

II. STUDENT LIFE

A. Attendance

Excessive absences affect student performance. In an academic setting like St. Francis Xavier School, it is necessary that students remain current in their studies. This can only be accomplished by their attending all class

sessions; therefore, removing students from school for ski trips, vacations, etc., is contrary to school policy.

If a student is absent more than ten days in a school year, parents may need to meet with a school administrator to discuss ways in which attendance may be improved. Students, who are absent 30 or more days, may not be promoted to the next grade. Every fourth unexcused tardy will be considered one day of absence and will be counted as such. Excused tardiness would be a doctor or dentist appointment verified by a note from the medical office to the Front office.

In case of illness these procedures should be followed:

1. A call to the school nurse to inform her of the child's illness (602-266-4556) has to be made before 7:45 A.M. A message may be left on the Telephone Voice Mail System.
2. A student shall be in class at least two hours to be considered in attendance for one-half day. A student shall be in class at least four hours (PK-8) for a full day.
3. When a child returns to school after being absent, a written excuse must be brought to the school nurse the day the student returns. It is not enough to have called in an absence to the nurse, though this should also be done. **A written note is state mandated.**
4. A visit to the doctor or dentist constitutes an **"excused"** absence or tardy. If possible, the child's teacher should be informed the day before the appointment. To be dismissed from school for an appointment, a student must present a written excuse to the teacher. Parents must sign out the child at the office. When a child is absent more than a week from school because of an illness, she or he will need to provide a note from a doctor for the absence to be excused.
5. Families leaving for an extended period must notify the office in writing in advance of the dates of an absence.
6. A student returning after an absence will have the same number of days he/she missed to hand in the missed assignments. Long term projects are due on the assigned date. It is the responsibility of the student to obtain the assignments from the teacher.
7. A student who misses a test must make arrangements for make-up the day of his/her return. The student may be required to take the test the day of his/her return.
8. Parents who are leaving and placing their children in the care of another adult must inform the office in writing of this temporary assignment of guardianship. For example, a business trip or vacation days away from their children.
9. In compliance with Arizona law, a child is considered habitually truant after 5 absences within the same school year, and excessively absent if they miss more than 10 percent of total class time. (ARS 15-901)

B. Tardiness

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

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

1. The school day starts at 7:40 A.M

- Roll is taken promptly at the 7:40 AM bell. A pupil is tardy if he/she is not in the classroom when the bell rings at 7:40 A.M. before Pledge & Prayer. (Teachers may require students to be in their seats at the bell.)
 - A pupil is marked absent for a half day if he/she arrives after 11:00 A.M.
1. Parents must send a note explaining any arrival after 7:40 A.M. (*Diocesan Attendance Policy 4.03A.1-2 requires that a written explanation of tardiness be retained on file for one year.*)
 2. Students are to sign in at the office and obtain a pass from the front desk if arriving after 7:40 A.M. Students who arrive during pledge and prayer are retained in the office until it is complete.
 3. Five (5) tardies are equal to one unexcused absence, and will be recorded as such.

C. School Hours

School hours are from **7:40 A.M. - 2:45 P.M.**, Monday thru Thursday, for all students. School will be dismissed at 12:25 for all students on Fridays. Students arriving prior to 7:30 will be required to attend the Early Bird Drop-off Program in the library. Child(ren) must not be on the school grounds outside of regular school hours, unless they are involved in a school sponsored activity or are participating in the Early Bird Drop-off Program.

Early Bird Drop-off Program:

The Early Bird Drop-off Program is held Monday – Friday from 7:00am until 7:30am in the school library. The fee for this service is \$1/day and will be billed to your FACTS account.

D. Morning Drop-Off Protocol

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

1. Parents are to use the drop off lane, the north or south side of sidewalk, when dropping off.
2. Children need to enter the school through the front gate. For the safety of all students, students cannot be dropped off before 7:30 a.m. unless placed in the Early Bird Drop-off Program. Any student unattended prior to 7:30 am will be automatically placed in the Early Bird Program, and the fee will be billed to your FACTS account.
3. The school gate will open at 7:30 a.m.

E. Dismissal Procedures

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

Grade K - 4 Dismissal

1. 2:45 P.M. After Care students will be walked to After Care under the supervision of their teacher. Students who are enrolled in an after school activity and not enrolled in aftercare will walk directly to the activity.
 - a. Students may not loiter after school if they are not participating in clubs or sports on campus.
2. Students going directly home will be walked to the front of the school building. Students who have not been picked up within 10 minutes of dismissal will be checked into After Care by their teacher.

Grades 5 – 8 Dismissal

- a. 2:45 P.M. Students will walk to the front of the school building.
- b. Students who have not been picked up within 10 minutes of dismissal will be assigned to After Care.
- c. Students may not loiter on campus after dismissal.
 - i. Students who are involved in after school sports should wait on the blacktop until their coaches arrive.

F. Dismissal Protocol

1. Unsupervised children must not wait on the campus for siblings or parents who are involved in extracurricular activities or they will be placed in After Care. Families will be billed for this service.
2. Parents are asked to supervise their own children and to take them promptly to their cars.
3. Identification is required from any adult who is not known to school personnel and who comes to pick up a child. We reserve the right not to release the child to anyone other than the custodial parent.
4. All parents must complete a form detailing how your child will be getting home and give it to the homeroom teacher the first week of school. Whenever your child is deviating from their normal pick-up procedure, for example going home with a friend, a note must be sent to the teacher.
5. Parents picking up a student for an early dismissal must send a note in advance to the teacher who will dismiss the student to the front office. Only in an emergency will a student be called from the classroom.
6. Students are not allowed to use the basketball courts, playground, or fields after school.
7. Students in grades K-4 who will be walking home or taking public transportation must provide a letter signed by a custodial parent.
8. Students are not allowed to go to Brophy or Xavier after school unless they are children of employees at these institutions.
9. Students will not be released to parents/guardians who are perceived to be intoxicated.

G. Rainy Day Policy

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

H. After Care

The school provides an After Care Program for both St. Francis Xavier preschool students and for students ages 5 through 14. After-care is available to students at the times referenced below. Please contact Lexi Good for specific information about the SFX After -care program lexi.good@sfxphx.org.

Regular School Days

2:45 P.M. - 6:00 P.M.

Early Dismissal Days

12:25 PM - 6:00 PM (Student must have a packed lunch, no lunch service available)

**** Any student left waiting for pick-up on the school grounds 10 minutes after dismissal time will be**

required to go to the supervised After Care areas until s/he is picked up and will be billed accordingly.

I. Student Health

All schools shall comply with Arizona law AAC Title 9, Chapter 6, Article 7 (R9-6-701) Vaccine Preventable Diseases regarding immunizations. These laws state that no child may attend school unless such child can present to the school a verifiable immunization record against listed communicable diseases or a plan for immunization as specified by the Arizona Department of Health Services. Requests for exemption will be granted only in accordance with Arizona law.

St. Francis Xavier is committed to providing a school environment that promotes and protects children's health, well-being and the ability to learn by supporting healthy eating and physical activities. The connection between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their body.

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

In case of injury or illness during the school day the student will be sent to the nurse. The nurse will then determine if the child should be sent home or return to class. Parents will be notified by the nurse by phone to pick up sick or injured children. **Students should not text parents to pick them up when they are ill.** Parents are to keep all emergency information current by calling the office and by letting us know about changes in telephone numbers.

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

- 1. Medication:** It is possible for a student to be given non-prescription medications when sent in with a parental note.

Any medication including Tylenol, cough drops, Tums, etc., must be supplied in the original container with the student's name on the label if you want it available for your child.

- Please make sure the bottles you send are not over 2 1/2" tall. Space is at a premium in the medicine cabinet. It is okay to send in one family bottle with all the student's names on it. You will be able to send in refills as needed throughout the school year.
- We recommend the use of the medication form. These forms are available in the nurse's office.
- Students are to turn in all medications to the front office or the nurse's office first thing in the morning.
- Time-release tablets should not be divided to provide a lesser dose.
- Students may not dispense medication to each other.
- **Parents must pick up unused medications by the last day of school.**

- 2. Immunizations:** All needed immunization records must be on file prior to the child attending school classes.

- 3. Emergency Card:** A child will not be admitted unless an emergency card is on file. Parents are asked to call the office immediately if an address or telephone number on the emergency card change.

4. **Diagnosis:** It is not the role of the school nurse to diagnose a chronic condition. A sick child should not be sent to school for diagnosis and treatment by the nurse.
5. **Picking up a sick child:** Upon receiving a call from school to pick up a sick child, parents should report to the office to sign out their child. Sick children should be picked up promptly.
6. **Long Distance Field Trip Requirements:** For all long distance field trips, parents are required to provide medication for their child one week in advance of the trip. All medical forms should be completely filled out and returned to the school nurse along with the medication in a zip lock bag labeled with the child's name. All medication to be distributed to students **MUST** be provided to the school by the parent.

J. Wellness Policy

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

The link between nutrition and learning is well-documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and life-long learning and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their body. Arizona Revised Statute 15-242 restricts the distribution of all food of minimal nutritional value (FMNV) during the school day. This statute covers the distribution of food at school parties. FMNV should not be brought to school by parents and served at school parties. Two exemptions to this policy will occur each year as determined by the school faculty. Suggested healthful food items will be distributed to parents at the beginning of the year.

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

K. Faith Life

Daily Prayer

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

Eucharistic Celebrations

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

Reconciliation

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

Sacrament Preparation

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

The following guidelines for sacrament participation are as follows:

1. Students are to attend and show proper respect at religious services.
2. Students must attend and fully participate in religious instruction classes.
3. Since parents are the first teachers of their faith, they are expected to take an active role in sacramental

- preparation of their children and attend scheduled school sacrament retreats and parent meetings.
4. Students not baptized in the Catholic Church may not participate in the sacraments of Reconciliation, Confirmation, and Eucharist.
 5. It is not our policy to convert young boys and girls of elementary school age. If and when the parents go through the RCIA Program, then and only then, do we enter the child into our faith.

Service to Others

As a school committed to creative, loving, respectful, compassionate, and empathetic students who are dedicated to justice and peace, St. Francis Xavier School holds the Ignatian principle of service to others in utmost regards. All St. Francis Xavier students participate in Christian service opportunities either at the voluntary or mandatory level. Participation in service to others is required for eighth grade students. As part of their graduation requirement, eighth grade students must perform at least 20 hours of Christian community service. **However, at least ten hours must be performed at an approved agency that serves the poor and needy. Hours worked on the Arrupe Project do NOT count towards the 20 hour requirement as the Arrupe Project challenges our students to do the magis. As partners with parents in their child's education, parents are encouraged to help their child select a service opportunities and/or to participate in service as a family.**

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

L. Birthday Policy

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

M. Uniform Regulations

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

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

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

Girls and boys may wear uniform shorts instead of the uniform pants/skirts at any time during the year.

Uniforms and shoes should be in good shape, free from tatters, holes, ink stains as well as fading.

Girls:

- **Girls may wear white or navy uniform shirts with an embroidered St. Francis Xavier emblem only. Plain white undershirts with no emblems may be worn with uniform shirts. Dark under-garments may not be worn under white shirts.**
 1. **No other color of undershirt will be permitted. Undershirts with visible logos, either on the sleeve or visible through the shirt, are not permitted.**
 2. **All shirts, including uniform, P.E. and spirit shirts, must be tucked in while students are on campus.**

- Girls may wear regulation jumpers for grades K through 5 and regulation skirts for grades 6, 7, and 8. Jumpers, skorts, and skirts must be no more than 3" above the floor when kneeling.
- Khaki uniform walking shorts, skorts, or long pants, obtained from authorized school vendors, may be worn. Shorts are not to be rolled.
- Plain white, gray, navy, black socks, anklets, or tights with no ornamentation must be worn with the uniform. No logos should be visible.
- No makeup is allowed, including mascara, lip gloss, eyeshadow, blush, etc...
- Nail polish or fake nails are prohibited during the school year, including at school dances. Students in violation of this policy will be required to remove nail polish or fake nails under supervision of the school nurse, and will receive a lunch detention (JUG).
- Hair coloring, bleaching, highlighting, tinting, or excessive ornamentation is not allowed. Hair must be neat and clean and conservatively styled. Headbands/hair accessories are functional only & should not be a distraction to the learning environment. There should be no excessive ornamentation.
- Only one necklace with a cross or religious medal on a fine linked chain may be worn. Watches may be worn. Medical bracelets only may be worn. One band/bracelet signifying a cause may be worn, and must be school appropriate. Only one pair of post earrings covering the lobe of the ear is allowed. Since dangling earrings can be a hazard, they are not allowed.
- Hats are encouraged on the playground, but are not to be worn inside the buildings.
- A solid colored, dark "sophie style" short may be worn under one's skirt for modesty.
- Warm-up or pajama pants may not be worn underneath a uniform skirt.
- Athletic shoes are to be worn by all and on all days regardless of being a designated free dress day. Please refer to the description of footwear below.

Boys:

- Boys may wear white or navy uniform shirts with an embroidered St. Francis Xavier emblem only. Plain white undershirts or P.E. uniform shirts may be worn under the school uniform shirt.
 - No other color of undershirt will be permitted. Undershirts with visible logos, either on the sleeve or visible through the shirt, are not permitted.
 - All shirts, including uniform, P.E. and spirit shirts, must be tucked in while students are on campus.
- Boys must be clean shaven each day. No sideburns, mustaches, or beards are permitted.
- Boys may wear khaki uniform walking shorts or slacks obtained from authorized school vendors. Shorts must not fall below the knee. They must be of the appropriate size worn at the waist, not around the hips.
 - Junior High boys (6th-8th grade) must wear a solid brown, black, or navy blue belt with their uniform shorts. Belts are not required on Free Dress Days.
 - Belt buckles must be small, simple, and free of ornamentation.
- Plain white, navy, black or gray socks must be worn. Socks may not extend up on the knee. No logos should be visible.
- Hair must be conservative in style short above the eyes and the collar of the shirt. Excessive hairstyles will not be allowed. Hair must be neat and clean and conservatively styled as determined by school personnel. Hair coloring, bleaching, highlighting, and tinting are not allowed.

- Boys may not wear earrings. Necklaces with a cross or religious medal on a fine linked chain may be worn. Watches are permitted. One band/bracelet signifying a cause may be worn, and must be school appropriate.
- Hats are encouraged on the playground, but not to be worn inside the buildings.

Non-Uniform (Free Dress) Days

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

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

Uniform - Outerwear

The following cold weather clothing is allowed in the classroom.

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

Foot wear

- We ask our parents to demonstrate good judgment when buying school shoes for their child. For safety and health purposes, athletic shoes with laces that allow for the shoe to be tightened around the foot and socks must be worn daily.
- Shoes can have Velcro straps instead of laces in Pre-K through first grade.
- No slip-ons or sneakers with wheels are allowed.
- No shoes that light up are allowed.
- Shoes need to be in good condition.
- These regulations will be enforced for both uniform and non-uniform days.

P.E. Uniforms

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

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

Bottoms Uniform Vendor :

Dennis Uniform
2716 N. 68th St. #4, Scottsdale, Az 85257
602-220-0302 / dennisuniform.com

N. Physical Education Program

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

A student may be excused as follows:

1. From classes because of a temporary illness if a note is sent by a parent. This note should explain the nature of the illness. If more than three classes are to be missed, a doctor's written excuse is required. Students restricted from P.E. because of PAR (Physical Activity Restriction) may not participate in after school sports or recess on that day.
2. From classes because of illness or physical impairment. A note from a doctor must be on file in the nurse's office before a child can be excused, and the duration of nonparticipation must be clearly stated.
3. From a particular exercise or activity because of illness or physical impairment. A parent's note is required for a temporary impairment stating the nature and duration of the impairment. A doctor's note is required for a long-term absence from P.E. (Long term is more than three classes.)
4. Students are required to dress for P.E. regardless of participation.

Physical Activity Restriction

Students who must be restricted from activity in P.E. or recess must bring a written excuse from parent or doctor. This excuse must be presented to the school nurse who will issue a physical activity restriction form, (PAR), to be given to the classroom teacher and/or the P.E. teacher.

Please Note: If duration of P.A.R. is not stated, students will be excused from only one P.E. class.

O. Library

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

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

Overdue books carry a **\$.05 per day**, per book fine for days that school is in session. Damage to books should be immediately reported to the librarian. **Please do not attempt to repair books at home.** Lost library books must be paid for and all overdue fines paid before the end of the year.

Parents should encourage proper use of library materials, including having a special, safe place to keep library books at home, away from pets and smaller siblings reach.

P. Lunch

Students have a forty minute lunch period, with twenty minutes to eat and twenty minutes to play. Hot lunch is available from an outside vendor.

Students may also bring their own lunches. Students are responsible for bringing their own lunches to school. If a child forgets his/her lunch, **parents should not bring lunch to school** since we do not have personnel to attend to this task, and interruptions to the classroom disrupt the learning environment. The teacher and student will collaboratively develop a plan for the student's lunch. At no time should a parent bring lunch to school or plan to eat lunch with his/her student as this privileges or sets an advantage for one student apart from others.

Q. Standards for Sports and Extracurricular Participation

Scholastic

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

Students who have not met the above stated requirement will be suspended from attending or participating in all club or team activities for a two-week period so that they may better prepare their academic work. **(Please note eligibility dates and requirements articulated below.)**

Conduct

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

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

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

Due to health and safety concerns, students must attend a full day of school the day of a sporting event to participate in the event or any other extracurricular activity. Students who are absent more than half a day due to illness may neither participate in nor attend a sports activity or extracurricular activity the day of the illness. Departure from school prior to 11:00 am or arrival at school after 11:00 a.m. constitutes a half-day absence.

Eligibility Dates

Reports to determine eligibility of participation in extracurricular activities will be posted on the following dates:

October 2nd	Trimester 1 Progress Report
November 20th	Trimester 1 Report Card
January 15th	Trimester 2 Progress Report
March 4th	Trimester 2 Report Card
April 15	Trimester 3 Progress Report

Once a student has been deemed ineligible, his/her participation will be reevaluated after 2 weeks of the last eligibility report. If a student is still ineligible at that time, he/she will be off the team or activity. If a student becomes ineligible 2 times in a season, then the student will be ruled ineligible for the remainder of the season.

R. Extracurricular Opportunities

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

Magis Committee

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

Sports

Boys – Grades 5,6,7,8

Football
Basketball
Baseball

Girls- 5, 6, 7, 8

Volleyball
Softball
Basketball

National Junior Honor Society (NJHS)

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

Student Council

1. **Representatives:** Each classroom in grades 4 through 8 will elect one student council representative. To be eligible and to retain positions, students must maintain a “C” average in all subjects for all trimesters and practice DWP skills.
2. **Executive Board:** Students in the last trimester of grade 7 may run for the following positions on the executive board: President, Vice President, Secretary, Treasurer/Parliamentarian. Members at Large and Commissioners are appointed by the faculty moderator.

Eligibility to run for office is determined by the Jr. High faculty based upon the following standards:

1. Written application.
2. One written teacher recommendation
3. Modeling of all DWP skills
4. No more than **2 behavior infractions** (JUG) for the year.
5. “C” or better in all subjects for previous two (2) trimesters and at time of application.
6. Approval of qualification for candidacy at time of application.

Failure to follow established campaign procedures will lead to immediate disqualification. All elected officers and representatives are expected to maintain these high standards throughout their tenure.

3. Removal of Officers

Officers who fail to maintain the academic qualifications for office at posted school wide grade check dates will be ineligible for two weeks. If grades have not improved at the end of the two week period, the officer will be permanently removed from office. If an officer becomes ineligible for a second time in the semester, the officer will be permanently removed from office.

An officer who receives a behavior report will be ineligible to conduct the duties of office for a period of two weeks. An officer who receives a second behavior report will be permanently removed from office. An officer will be permanently removed from office in cases of serious behavior infractions.

Yearbook

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

Leadership Corps

Students entering 7th & 8th grade are invited to apply to serve as student ambassadors to assist with welcoming new students, revising the student handbook, and developing as servant leaders for next school year. Applicants who are accepted, join Leadership Corps in the spring.

III. ACADEMICS

A. Parent/School Communication

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

The school has a strong parent communication system that enables parents to keep abreast of their child's learning. This involves weekly electronic newsletters or folders in grades K-5, trimester progress reports in grades 4-8, parent-teacher conferences for grades K-8, agenda books for grades 1-8, and web access for lessons and homework assignments for grades K-8. Communication beyond these formal means is done via e-mail and conferences upon request.

The teacher workday is from 7:20 a.m. to 3:20 p.m. Teachers are available for meetings with parents by appointment. Fridays are collaboration days in which teachers are required to be at meetings.

St. Francis Xavier School promotes an environment where effective and respectful communication occurs between students, parents, teachers and the school administration, and one in which each member pre-supposes the good will of the other. Each teacher will provide parents with guidelines and procedures for communication for their grade level. These guidelines are age appropriate and become more student-centered as the child

progresses from grade to grade.

1. Agenda Book

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

2. Weekly News

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

3. Gradelink

Gradelink is a computerized school management program and communication tool that students, and parents should access for information about classes, lesson plans, homework, school announcements, family and faculty directory, attendance, parent hours, and re-enrollment opportunities. Each family can view data that pertains to them only.

4. Parent Teacher Conferences

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

5. Standardized Testing

Iowa Test of Basic Skills

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

CogAT

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

STAR

The STAR is a computerized screening tool used to monitor student growth. The Early Literacy (grades K-3), Reading (grades 1-8), and Math (grades 1-8) tests are given 3 times during the school year. The purpose of these tests is to monitor student progress and provide teachers with student level, diagnostic information to guide instructional planning. Initial results are shared in the fall and then again at the end of the school year.

6. Grades

A grading period of a trimester is approximately every twelve to thirteen weeks.

The following is the grade system for grades 3-8:

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

The following is the grade system for grades Pre K-2:

- 4 - Student demonstrates an advanced understanding of concepts, skills and processes taught in this reporting period. Student exceeds the required performance.**
- 3 - Student consistently demonstrates an understanding of concepts, skills and processes taught in this reporting period.**
- 2 - Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period.**
- 1 - Student is not yet demonstrating an understanding of grade level concepts, skills and processes. Student needs considerable support. Student is performing below grade level expectations**

Final Letter Grade Calculation

For grades 4-8, the final letter grade for the year is calculated from the percentage earned each trimester. Each trimester is weighted the same (33.33%). The letter grades are assigned a point value.

One informal mid-term report is issued on Gradlink between report cards in grades 4 through 8. Since individual student grades may fluctuate on a day-to-day basis, parents should not expect teachers to contact them concerning individual assessment grades. The primary responsibility resides with students to record graded assignments in their agenda book and to communicate their performance to their parents.

Grades 4 through 8 maintain a grade book on Gradlink as an additional tool for parents and students to monitor progress. All teachers update their grade books as quickly as is possible, however that time frame will vary according to subject and type of assignment.

Graded work is sent home weekly in grades 1 through 8. If parents would like further communication regarding their child(ren)'s progress beyond the grade reports, they are encouraged to contact the teacher by email to inquire into student performance, or to initiate a conference.

B. Honor Roll and Awards

An Honor Roll for grades 6-8 is published at the end of each trimester. Qualifications are as follows:

1. First Honors are awarded to students in grades 6-8 who have earned a grade of “A” in all subject areas, including Specials
2. Second Honors are awarded to students in grades 6-8 who have earned a “B” or better in all subjects, including Specials.

C. Academic Probation

Student achievement will be reviewed at the end of the each trimester. Upon receiving a grade of “D” in two courses or a grade of “F” in one course, the student will be placed on an academic contract, signifying their probationary status. In these cases, the parent, teacher, and student will meet with the Academic Dean to discuss strategies that will promote the academic success of the student. Students who do not fulfill the academic requirements set forth in their contract are placed on probation, and may have their status as a St. Francis Xavier student re-evaluated by the administration. Graduating students may not be eligible to participate in graduation activities if they do not have a “C” average in all subject areas.

D. Promotion

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

E. Acceleration

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

F. Retention of a Student/Transition out Policy

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

G. Elementary School Graduation

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

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

All participants in the graduation ceremony will wear a royal blue gown. No decorations, pins, corsages, stoles,

etc. may be worn on the gown.

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

H. Cura Personalis Program

Cura Personalis is the Latin term for "care for the entire person". In the Jesuit tradition of educating, the body, mind, and spirit, the Cura Personalis program seeks to support students with academic, social, or emotional needs. Recommendations into the program may be made by a parent, a teacher, or a member of the Cura Personalis Team. Every teacher is an adjunct member of the Cura Personalis Team. In addition, the Principal, Counselor, Nurse, Campus Minister and Director of Cura Personalis meet weekly to review the needs of students and families.

I. Grade Placement

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

J. Homework

Homework assignments will be given regularly during the week. The suggested time guide for daily homework is as follows:

Grades 1 and 2	20 minutes
Grades 3 and 4	30-45 minutes
Grades 5	45-60 minutes
Grades 6, 7, and 8	60-90 minutes

These time allotments are geared to the average student. If your child spends much more or less time on homework than this, please discuss this with the teacher. There may be written homework on weekends and/or holidays. Also, students who have been ill and those behind in their work will have assignments on the weekends.

Students are responsible for bringing books, supplies, and homework with them to school. **Parents should not drop off supplies, P.E. uniforms, lunches/snacks, or homework to school.** The purpose of this policy is to teach students organizational skills and to teach them the importance of taking responsibility for their learning. (See Attendance Policy for information on late work policy due to absence.)

K. Classroom Placement

The decision for classroom placement is made by the teachers and the administration taking into consideration the child's learning style, relationships between and among students, number of girls and boys, and learning aptitude.

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

L. Summer Reading and Math Requirements

Summer Reading and Math requirements are a tradition at St. Francis Xavier School and reflect our commitment to academic excellence. Research suggests that students lose 1-2 months of academic growth if they are not actively engaged in educational opportunities during the summer months. The same studies confirm that when parents and educators provide learning experiences and academic structure, students maintain basic skills and are more likely to return to school ready to learn.

Summer Math:

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

Summer Reading:

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

IV. STUDENT DISCIPLINE

A. Discipline with Purpose

Since it is the educational purpose of a school to provide an orderly learning environment, discipline is an integral part of our program. Discipline is an integration of character, education, and Christian social living. It is an honor and privilege to attend St. Francis Xavier School. St. Francis Xavier faculty and staff partner with parents in their child's education. Parents will be notified of concerns about student life and behavior, even when off campus. All students are expected to abide by the school wide rules and are 100% responsible for their own behavior. **The rules of St. Francis Xavier School apply to all students when on the school grounds and on the Brophy College Preparatory campus, Xavier College Preparatory campus, on the St. Francis Xavier Church property, and in the community.** Consequences result when the rules are not followed. The classroom teacher generally handles discipline problems and consequences are based on grade level standards.

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

1. **Listening**
2. **Following Instructions**
3. **Asking Questions**
4. **Sharing**
5. **Social Skills**
6. **Cooperation**
7. **Reasons for Rules**
8. **Completing a Task**
9. **Leadership**
10. **Communication**
11. **Setting Time Limits**
12. **Resolving Problems**

- 13. Initiating Solutions**
- 14. Fact vs. Feelings**
- 15. Service to Others**

Teachers in grade level K through 3 may employ a variety of techniques, i.e., stamps, sticker cards, green lights, grade level discipline forms, charts, etc. All teachers develop discipline cycles that reflect the consequences of student behavior that detracts from the learning environments and that may be harmful to the student or others. Teachers post the school rules, the 15 self-discipline skills, and their classroom cycle in their classrooms.

B. Code of Conduct

Students will:

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

C. Procedures of St. Francis Xavier School

1. Bikes will be walked on the school grounds and parked at the bike rack.
2. Roller skates/blades, skateboards and motorized scooters are not permitted on school grounds.
3. The library is used for quiet study, activities and/or reading.

4. It is necessary to be on time for class.
5. Gum is not permitted on school grounds.
6. All textbooks should be covered.
7. Food and beverages (other than water) are to be consumed in the lunchroom or other assigned areas at assigned times.
8. Only designated areas may be used during recess, noon recess, and before school in the morning.
9. Playground equipment may be used only during recess in designated areas.
10. Rough play and throwing objects at each other are not permitted.
11. Running in the classroom, courtyard, breezeways, or cafeteria is not permitted.
12. Proper dress code is to be followed on all school days.
13. Students must get permission before leaving supervised areas.
14. Academic dishonesty will not be tolerated including: cheating, forgery, copying homework, and plagiarism.
15. Physical, sexual, emotional bullying or harassment will not be tolerated. (Please reference pgs. 30, 31)
16. The following items are not permitted on school property: knives, firearms, fireworks, matches, lighters, smoking materials, drugs, alcohol, and obscene or offensive material.
17. Cell phones are to remain in the **student's backpack** and turned off at all times during the school day and during extracurricular activities, unless given specific permission by a teacher. At no time should students use cell phones for texting or photographing classmates.
18. Water bottles are not permitted in the computer lab.
19. Students arriving after 7:20 A.M. must not bring drinks or food to be consumed before school. Breakfast should be consumed before coming on campus.
20. There is no text messaging by students during the school day, including contact with family members.
21. School e-mail is to be used for school related work only. Students shall not utilize their emails to contact parents and/or parties outside of campus during the course of the school day.
22. Students are not to enter an unoccupied classroom. Further, classrooms are not to be entered after school by students or parents to retrieve forgotten textbooks.
23. In the instance when a teacher leaves a room for an emergency, students are required to follow the posted directions in the classroom. Students are to stay seated, remain quiet, and work on the assignment.

D. Disciplinary Action

Teachers use infractions of school rules and policy as an opportunity to teach student(s) about the necessary DWP skills. However, when behavioral infractions become repetitive and/or threaten the learning environment, disciplinary action is taken. The Discipline Cycle represents the school's due process afforded to all students.

Discipline Cycle:

1. Verbal Reminder, Action Plan, Recompense and/or Consequence (JUG)

2. **Communication with Parents (action plan, behavior log, Gradelink log, telephone call, behavior report, e-mail, etc.)**
3. **Involvement with the Child Study Team to make a Behavior Modification Plan after 3 documented incidents (step2) or after serious incident of bullying or other serious behavior infraction as defined by the school administration.**
4. **Suspension (out of school or in-school)**
5. **Probation**
6. **Expulsion**

Serious infractions as defined by the school administration could result in immediate probation, suspension or expulsion.

DWP Action Plan

A DWP Action Plan is a form that the student may complete with his/her teacher after a school rule has been violated. The purpose of the action plan is to use the opportunity to teach a self-discipline skill. In the action plan, the student identifies the inappropriate behavior, the skills she/he did not practice, ways he/she can show sorrow and a plan of better behavior in the future. An action plan may be given separately or may accompany a Behavior Report. A teacher may or may not require a parent signature on an action plan.

Behavior Log

Behavior Log (K-4) - A student may occasionally overlook behavior guidelines or forget minor rules. In order to communicate with parents, to not lose class time, or create undue paperwork, a teacher may issue an infraction. This will be recorded and signed by the teacher in the Agenda Book and may be recorded on the Gradelink discipline log.

Parents are asked to sign their student's Agenda Book. The refusal of a student to follow simple rules of conduct is unproductive and wastes valuable learning time.

Students should not write in their behavior logs unless directed by a teacher. Students should never scratch out infractions or remove the behavior log from the agenda.

If the behavior log page is ripped or "lost", student must buy a new agenda.

Behavior Report

The Behavior Report is used to communicate with the parents about the area in which the student has not been demonstrating the DWP skills and to record what may become a pattern of inappropriate behavior.

Behavior reports will be issued and the consequence of detention may be assigned for conduct violations including, but not limited to the following:

- 3 recorded infractions recorded on the Behavior Log
- Repeated violations of class or school rule that has continued despite verbal warning or action plan.
- Tardiness to class (not school)
- Dress code violations
- Class disturbances
- Profanity
- Behaviors deemed inappropriate by the school administrators

After a student is involved in 3 documented behavior violations the student meets with the school administration and the Cura Personalis Team and additional consequences are imposed.

More serious violations will also be noted on a Behavior Report to students but will incur added consequences. Serious conduct violations include but are not limited to:

- Harassment / Bullying
- Repeated and/or disruptive behavior in class
- Physical aggressiveness (fighting, horseplay, roughhousing)
- Academic Dishonesty
- Unethical Behavior

JUG (5th-8th)

JUG (Justice Under God) may be assigned to students in grades 5-8. Service to the school community on campus will be required at lunch or after school.

- a. Students who are assigned JUG will meet during their lunch hour with the staff member assigned to moderate JUG for the day.
 - i. Teachers may choose to assign their own consequences for behavior infractions, such as, but not limited to, cleaning desks, writing a letter of apology, etc...
- b. Students will eat their lunch apart from their classmates, then participate in campus beautification
- c. If a student receives two (2) JUGs during the course of the school year, their participation in extracurricular and leadership roles (Magis, Student Council, Leadership Corps, NJHS) will be re-evaluated, and a student may be removed from their role in these organizations

Suspension

A suspension is invoked when a student demonstrates a serious disregard for St. Francis Xavier guidelines. The student's parents will be informed that their child has been suspended. Suspensions may not be appealed (Diocese of Phoenix School Policies 1.15 D). Suspension is generally served for one to five weekdays. Suspension will be served in or out of school. In-school suspension will take place during the school day with the student completing Discipline with Purpose curriculum directly related to the behavioral issues leading up to the student's suspension. Parents will review the student's in-school suspension school work and sign off on the completed work in acknowledgment of their support of the Discipline with Purpose skills the student will put into practice. A suspended student will not be allowed to attend or participate in any school sponsored social or athletic activities during the period of suspension.

Immediate Suspension from School

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

1. Endangerment of other students, faculty, staff, or self. This includes physically harming, or potentially harming, another student.
2. Possession of drugs alcohol, weapons, or tobacco, illegal paraphernalia, obscene or offensive material.
3. Through attitude or action, demonstrating serious disrespect for a teacher, administrator, fellow student and/or disrupting the orderly process of learning.
4. Harassment / Bullying
5. Failure of past disciplinary actions to effect improved conduct.
6. Falsification or misinterpretation of notes sent to/from parents or guardians.

7. Serious violation of the school's technology user's agreement.
8. Second offense of academic dishonesty.
10. Violation of the St. Francis Xavier 24/7 Policy or School Identity Policy
11. Any other serious infractions of the school rules or behavior code at the discretion of the school administration or pastor.

Probation

After suspension or other serious misconduct, including excessive behavior reports, or at the recommendation of the administration, a student may be placed on disciplinary probation (See school cycle p.20). The student and his/her parent(s) will receive a probationary letter explaining the conditions of this probation. A student who violates the conditions of his/her probation is liable for dismissal.

Dismissal

There are three general guidelines for consideration for dismissal:

1. When the moral or physical well-being of individual students, staff or the student body is endangered.
2. When there is prolonged and/or open disregard for school authority and/or the student violates probation.
3. When a student is on academic probation for more than two trimesters.

St. Francis Xavier 24/7 Policy

Students of St. Francis Xavier represent the school in and outside of the school day. Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action. Behavior unbecoming to a young Christian boy or girl (whether or not listed in this SERIOUS OFFENSE section) will not be tolerated. Disciplinary action will be at the discretion of the administration.

Students must realize that they, whether in uniform or not, represent St. Francis Xavier when they are off campus. One reason for dismissal from St. Francis Xavier is any conduct, on or off campus, or via social media, marring the name of the St. Francis Xavier Community. This rule will be enforced when it pertains to student behavior in the school's residential and commercial neighborhood and on city buses. Of course, this rule applies to all behavior, no matter where it occurs, which is contrary to St. Francis Xavier's principles.

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

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

School Identity Policy

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

Reasons for Dismissal

Conduct of any kind that is in conflict with the values for which our Catholic community stands for is grounds for dismissal from St. Francis Xavier School. The reason for immediate dismissal includes the following but is

not limited to:

1. Possessing, using or being under the influence of tobacco, alcohol or illicit drugs, on school premises and at all school- sponsored activities.
2. Flagrant insubordination.
3. Further misconduct after being placed on probation.
4. Violating civil law of the reasonable rights and dignity of others.
5. Carrying a weapon or anything that may be reasonably considered to be a weapon. Threat, possession, or use of a weapon on school premises or at school sponsored activities.
6. Theft of or malicious damage to parish property or the personal property of teachers or students.
7. Third incident of academic dishonesty.
8. Harassment or Bullying.

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

Disciplinary Review

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

Required Drug Testing

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

E. Cell Phones

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

In all cases of confiscation, the Administration reserves the right to check for any inappropriate information that may be stored, received, or sent on any student's confiscated communication or electronic device during the school day or any school-sponsored event. When deemed necessary, this information will be downloaded and/or printed.

F. BYOD (Bring Your Own Device)

Students in grades 3-8 may bring their own electronic device to school for academic use only. Teachers will guide this process based upon grade level and need. We are moving to more electronic textbook series, and educational apps, requiring students to have access via an electronic device. The school also has devices for students to share, but ideally each student will have individual access. Students must take responsibility for the care of their devices, students must abide by the school policies set in place for safety and appropriate use, and parents must sign an agreement regarding policy and safety for students using any electronic device on campus. The policy will be sent home for student and parent signature after students and parents have been informed about the details. Cell phones are NOT acceptable to use for academic purposes at school.

G. Playground Rules

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

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

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

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

H. Harassment Policy

St. Francis Xavier School believes that all persons have a God-given right to be treated with dignity and respect. In light of this belief, any form of harassment by students, employees, parents, and school volunteers will not be tolerated. We distinguish between a single incident of conflict and repeated behavior as defined as follows.

The aim and goal of the school's harassment policy is as follows:

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

Harassment Defined

Harassment is unwanted, repeated, harmful behavior that is directed at an individual or group on the basis of race, sex, or national origin. It is about intimidation, control, misuse of power, and the attempt to deny the victim equality. Demeaning behavior, if reoccurring, is a form of harassment.

Harassment can occur any time during school or during school-related activities. Harassment can occur whether the intended victim is present or not. It includes, but is not limited to, any of the following:

Verbal Harassment: Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments;

Visual Harassment: Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

Physical Harassment: Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play.

Sexual Harassment: Threats and demands to submit to sexual requests for certain benefits, unwelcome sexual

advances.

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

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

All allegations of harassment should be reported to the teacher, coach, staff member or administrator directly involved with the activity. Allegations will be taken seriously and will be promptly investigated in a confidential manner. A charge of harassment does not in itself presuppose wrongdoing. Students found to have filed false and frivolous charges will also be subject to disciplinary action.

SFX School strongly opposes and prohibits all forms of harassment (e.g. harassment based on an individual's race, color, age, religion, sex, ancestry, and disability), whether verbal, physical, or environmental. Any person who violates this policy will be subject to disciplinary action, up to and including required withdrawal for students.

I. Anti-Bullying Policy

Bullying behavior is repeated and systematic harassment of a victim or victims by individuals or groups of individuals. Bullying can be demonstrated through physical or verbal behaviors such as pushing, shoving, kicking, hitting, name-calling, teasing, or insults. Relational and reactive bullying includes behaviors such as exclusion and retaliation.

In a classroom, bullying can disrupt the learning environment. St. Francis Xavier strives to establish and maintain a school culture that fosters student safety and well-being by:

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

Students are encouraged to report bullying behaviors immediately. Parents are encouraged to monitor their students online and cellphone habits. Cyber-bullying will not be tolerated at St. Francis Xavier.

J. Academic Dishonesty.

Submitting work that is not one's own, is a serious offense. Academic dishonesty with homework includes, but is not limited to, giving one's work to another student, copying homework, submitting assignments of substantially the same nature under different student names or submitting material which is not the student's personal work. Academic dishonesty with regards to tests includes, but is not limited to, communicating with another student during a test, copying from another student, and lending or receiving materials. According to the 1994 edition of Writing Research Papers, "Plagiarism is the act of intentionally or unintentionally treating work done by someone else as though it were [the student's] own. If the information, idea, or statement [used] is not common knowledge, and if it came from an outside source, then [the student] must credit [the correct] source. Failure to do so constitutes plagiarism" (39-40).

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

1st offense – Behavior report, zero credit, detention.

2nd offense – 1 day suspension

3rd offense – Will result in re-evaluation of the student's continuance at St. Francis Xavier.

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

K. Classroom Misbehavior

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

L. Violence

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

M. Damage or Theft of Property

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

N. Tobacco, Alcohol and other drugs

According to diocesan policy any incident involving a person intentionally present to sell or transfer marijuana, peyote, prescription only, dangerous or narcotic drugs or in the possession or use of all of the above except prescription only drugs or involved in manufacture of dangerous drugs on a school campus must be reported to an administrator who must report to a peace officer (Reference A.R.S. 13-3411).

Possession, use, or being under the influence of tobacco, alcohol or illicit drugs, is prohibited on school premises and at all school sponsored activities. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs will result in required withdrawal from the school.

O. Weapons

According to diocesan policy, any incident involving an un-emancipated minor, unaccompanied by a parent, grandparent or guardian or a certified firearms safety instructor knowingly carrying or possessing a firearm on his person within his immediate control or on a means of transportation on school grounds must be reported to an administrator who must report to a peace officer.

Threat, possession, or use of a weapon on school premises or at school sponsored activities will result in disciplinary action and/or required withdrawal from school.

P. Crimes and Threats

Any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical

injury to employees, students or anyone on the school property must be reported to Law Enforcement. (Reference A.R.S. 15-341 (A) (33))

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

The suspected student must be evaluated by a mental health professional to determine if able to return to school without being a threat to self or others.

Q. Grievance Procedures

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

In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.

If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the school administrator.

If the administrator is believed to be acting contrary to diocesan or local school policy, then a parent, may have recourse to the pastor.

The pastor determines if the decision is a proper subject for appeal. Student suspensions may not be appealed.

Appeal of Required Withdrawal of a Student

Process of Appeal

1. When a parent or a student (18 years of age) wishes to appeal the decision of the principal, the person will submit the appeal in writing to the pastor:
 - a. The subject of the appeal.
 - b. Any factual data, other than hearsay, the person considers appropriate.
 - c. The efforts that have been made to resolve the issue.
2. An appeal is to be made within 10 working days of the communication of the decision.
3. The pastor may designate another person to hear the appeal.
4. The pastor's decision is final and binding and concludes the appeal process.

R. Principal's and Pastor's Discretion

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

S. Right to Search

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

V. ADMISSIONS & FINANCIAL OBLIGATIONS

St. Francis Xavier School gives first preference in admission to Catholic students of families registered in St. Francis Xavier Parish; second, to Catholic students in other parishes; third, to inactive Catholics or students of other faiths.

Eligible students are admitted to St. Francis Xavier School in the following order according to the date of the application.

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

An active parishioner is one who regularly attends Sunday liturgy at St. Francis Xavier, participates in other ministries of the parish, and is actively enrolled in the offertory program.

Upon acceptance, active members of St. Francis Xavier Parish and other Catholic parishes need to complete a parish verification form verifying parish status. The parish verification form needs to be reviewed and signed by the Pastor of the family's Parish. This form is submitted to the SFX School Office. The parish verification is used to determine school tuition rate for the school year. A new parish verification status is completed before registration every school year. Families must fill out a new commitment card for our parish each year, and must be actively contributing and participating in the parish to retain the "in-parish" tuition rate for the following school year.

Note: Catholic families who move from out of town and who are enrolled in a Catholic school can apply for the Active SFX Parish tuition rate if they (1) register with the St. Francis Xavier Parish; (2) provide a letter of support from their previous parish (3) enroll in the St. Francis Xavier Parish offertory program.

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

All applications are evaluated for academic readiness. (See A. New Student)

A. New Students

St. Francis Xavier School seeks to admit new students in grades K and 1 who are developmentally ready for school. For a child to find success in kindergarten and the following years of school, he or she should ideally be developmentally 5 at the time of entry. Developmental age may or may not be consistent with chronological age. It is not unusual and it is not abnormal for a child developmentally to be six months or younger than his or her chronological age. Acting in the best interest of the child, St. Francis Xavier School utilizes the Gesell Developmental Assessment to help identify the best placement for the child. This evaluation, performed by a trained professional, offers information related to a child's general level of maturity - separate from academic and intellectual ability. Entering kindergarten students must be five by September 1 and developmentally 5-5 ½ at the time of entry. Entering Grade 1 students must be six by September 1 and must be developmentally 6- 6 ½ at the time of entry.

An admission decision for students in grades 1 through 8 is based on the student's academic record, standardized testing results, and additional materials that may be requested by St. Francis Xavier School. These include a test,

a writing sample, a diagnostic evaluation, and an interview. Tests may be given to an applicant to determine whether the school can provide an appropriate program for the student, to diagnose needs, or to place in the appropriate grade level or class. New students entering grades 2 through 8 must provide copies of the previous two years progress reports and any standardized testing results. St. Francis Xavier does not accept Individual Education Plans (IEPs) for students. A student may be denied acceptance if he/she does not meet school criteria.

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

Parents wishing to place their children on a waiting list should complete a waiting list application and pay the nonrefundable waiting list fee of \$50.00 for all grades.

B. Financial Obligations

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

- 2. Payment Procedures**

Your financial obligation to the school consists of the yearly tuition fee based on the number of students attending SFX and parishioner verification status. Additional fees that can be charged include, but are not limited to, field trip fees, sports fees per season, sacrament fees, graduation fees, lost book fees, unfulfilled SCRIP obligation, late fees, returned check fees, and returned ACH fees.

Tuition and other incidental fees, i.e. Early Bird Care, After Care, Sports, Graduation, etc. are paid through FACTS Tuition Management. Tuition payments are scheduled July through May.

Tuition is for the academic year. Should a circumstance occur which causes a student to withdraw from SFX, tuition will be pro-rated by month of attendance and a partial refund will be issued only if the opening can be filled.

Families that have a new student enrolled mid-month are responsible for the full month of tuition. Tuition for new students accepted after the August start of school is prorated by the number of months that the student will be attending SFX. At the time of registration, a new family/student is required to pay the past due months of tuition payments (July-May payment schedule).

If all payments for financial obligations including but not limited to tuition, Scrip, sports, sacrament prep fees, and any late or returned check or ACH fees have not been received by March of the school year, registration monies for the following school year will automatically be applied to bring the account up-to-date. This action will make registration for the following year incomplete and could result in the loss of class placement for current and future year.

Prompt payment of financial obligations is expected from all families.

Should life events adversely affect a family's ability to meet its financial obligations, the responsibility to communicate the situation rests with the family.

- 3. Late Charges/Returned Check and ACH Charges**

- a. Statements or notices will be sent to families whose payments have not been received or have been denied by their financial institution. The school business office may call families with past due tuition accounts as well.
- b. A \$25 NSF fee will be assessed to any family who writes a returned check to the school. NOTE: FACTS also charges a fee for returned payments.

- c. The past year's tuition must be current prior to registration. Failure to pay tuition on time may result in automatic withdrawal from school.

C. St. Francis Xavier Parish Registration

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

1. Active St. Francis Parish Tuition Rate

The Active St. Francis Parish tuition rate is available to active participating parishioners who are involved in a parish ministry, regularly attend liturgy and participate in the parish's offertory program. In addition to qualify for active parishioner tuition the family must have been a resident of the Parish for one full year. If a parent has changed Parishes without changing his address, or if he has moved from within the city in order to become a member of St. Francis Xavier Parish, he will qualify for the active parishioner tuition rate after one calendar year of registration in the parish. To receive the active St. Francis Parish tuition rate without the one-year waiting period, when moving to St. Francis Xavier Parish from an out of town Parish, parents must show documentation of full Parish participation from their previous/prior Parish.

2. Who is a "contributing member" of the parish offertory program?

A "Contributing Member" of the Parish is a family that participates in the parish offertory program, is involved in a parish ministry and regularly attends liturgy. In St. Luke's gospel we read: "From everyone to whom much has been given, much will be required; and from the one to whom much as been entrusted, even more will be demanded." We hope that out of loyalty, gratitude, and affection for St. Francis Xavier Parish and School, families will be as generous as they possibly can.

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

D. Financial Assistance

There is some tuition assistance available to families who have children enrolled at St. Francis Xavier School. Students must be registered and enrolled in order to be eligible for a scholarship.

Financial Aid CEA - Catholic Education Arizona (Diocese of Phoenix)

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

St. Francis Xavier Parish Assistance

Parish need based financial assistance is available to qualified St. Francis Xavier parishioners who have students enrolled in the school. Students must be enrolled and registered for the current school year to be eligible.

1. Families must apply for CEA and the Brophy Community Foundation to be eligible for any need-based assistance from the parish. Forms can be downloaded at www.sfxphx.org

2. A completed *Parish Need Based Scholarship form* needs to be submitted to the School Business Office by the due date on application.

E. Parent Participation Program

The parent participation program at St. Francis Xavier School is rooted in the Ignatian spirit of generosity, and is intended to promote family stewardship and strong parent involvement in the education of our children. The guidelines of this program are provided to help families be involved in the education of their child(ren) and in school and parish life overall. Each family is asked to participate in a minimum of 30 hours of service to the St. Francis Xavier community.

The programs at St. Francis thrive through the involvement of our families. **However, prior to contributing time to any event or project on campus, every parent is required to participate in a Safe Environment “Called to Protect” Training Seminar.** This seminar is offered at the beginning of the school year by the church and school staff.

F. SCRIP Program

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

The SCRIP program year runs from March 1st through the end of February for credit prior to re-enrollment. SCRIP can be purchased on predetermined days and times from the school SCRIP Office when school is in session. SCRIP orders can also be left in the School Office or placed on-line at www.sfxphx.org.

If a parent does not participate in the SCRIP program, then he/she will be required to pay \$200. Cash payments for not meeting any of the family commitments are not considered charitable contributions and therefore are non-deductible by the family per Revenue Code Sec. 170 and Rev. Rule 83-104, 1983-2.C.B.46.

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

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

G. CEA (Catholic Education Arizona)

Families and friends are encouraged to participate in the CEA tuition tax credit program, which enables participants to direct their tax dollars to St. Francis Xavier school families. In most cases any Arizona tax payer can designate any amount up to a maximum of \$2218 if married or \$1064 if single to St. Francis Xavier school and receive a dollar for dollar tax credit on their Arizona taxes.

H. Student Records

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation

decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. Visiting rights must be noted in the court-certified decree. Changes in the custody decree must be submitted to the office.

Both parents, custodial and non-custodial, have access to information about the student's progress as mandated by law. As stated in Arizona Revised Statutes, Title 15-141: The right to inspect and review educational records and the release of or access to such records, other information or instructional materials is governed by federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, Sections 1232g and 1232h, and federal regulations issued pursuant to such act.

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

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

VI. GENERAL INFORMATION

A. Field Trips

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

Field trips are a privilege. A student may be denied a field trip for failure to do work assigned or lack of proper behavior.

Transportation Policy for Field Trips

It is MANDATORY that chaperones:

- 1. Are not taking medication that would affect their supervision of students.
- 2. Supervise students that are under their care and report misconduct, etc., to the teacher as soon as possible.
- 3. Assist the teacher as much as possible during the field trip so that it can be a learning experience for the students.
- 4. Not leave the site of the field trip without the approval of the teacher.
- 5. Not bring other children on a field trip.
- 6. Enforce school rules.
- 7. Consult teacher prior to giving student use of a cell phone.

8. Have participated in the Diocesan “Called to Protect” Workshop.
9. Parent volunteers should not smoke while chaperoning a field trip.

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

B. Visitor Regulation

Parents and other adults should never go directly to the classroom when coming to the school. Pursuant to State Law ARS 13-1502-A1, **all parents or other visitors to the school must sign in at the school office and receive a visitor's badge before entering the school grounds.** All visitors to a classroom must have permission from that teacher. If parents are helping a teacher or accompanying a class on a field trip, they must sign in at the school office.

C. Party Invitations

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

D. Telephone Use

Each classroom is equipped with a telephone that is to be used by the teacher to contact parents, the office, and fellow teachers. Students may utilize the phone only for emergency situations and only with expressed permission of their teacher.

Teachers may allow students to answer the phone if they are not in close proximity to the phone. When answering the phone, students should identify themselves as students and identify their classroom number. Students should always be polite and respectful while using the phone. **Students are not allowed to use the school phone to call home for forgotten items.**

Students may not receive outside calls in the classrooms.

E. Parent Association

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

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

Fundraising Events and Activities

Fundraising engages students/school community in positive, creative and active events that promote socialization and a sense of community.

Fundraising activities are initiated from within the school community. Funds raised will primarily go to support the school. Student involvement in fundraising is voluntary.

All fundraising activities that take place on campus and or benefit St. Francis Xavier School must receive pre approval from the administration.

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

F. School Advisory Board

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

G. Parent Volunteers

Parents wishing to serve as volunteers must do the following:

1. Participate in the Diocesan **mandated Safe Environment Training - Called to Protect** - to be eligible to serve parent hours. Failure to attend will preclude parents from volunteering parent hours.
2. Attend the school orientation meeting associated with your activity.
3. Report to the school office upon entering the campus to sign in and pick up an identification badge.
4. Parents who volunteer on campus or serve as substitute teachers should never discuss student academic performance or behavior with anyone besides the school staff.
5. As school volunteers, parents are acting as agents of the school. Behavior while performing volunteer duties should comply with school rules and policies and should uphold the dignity of the person.

H. Diocese of Phoenix Code of Ethics

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

- Abide by the *Diocese of Phoenix Policy and Procedures for the Protection of Minors*
- Exhibit the highest Christian ethical standards and personal integrity
- Conduct themselves in a manner that is consistent with the discipline, norms, and teachings of the Catholic Church

- Provide a professional environment that is free from all forms of abuse including intimidation and, harassment
- Accept personal responsibility to protect all minors and adults from all forms of abuse
- Report concerns about boundary violations or other questionable behaviors and circumstances with the program supervisor, pastor or principal
- Report promptly, in accordance with the law of the State of Arizona and policies of the Diocese of Phoenix, any suspected abuse or neglect of a minor
- Call the Office of Youth and Child Protection for clarification when in doubt of policy or procedure

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

- Abuse a minor
- Take advantage of supervisory and/or authoritative relationship, or any relationship of trust for their own benefit

Because it is impossible to compile a comprehensive list of specific acts constituting misconduct, employees and volunteers must use common sense, guided by the principles set forth above, to direct their behavior and to abide by the current *Diocese of Phoenix Policy and Procedures for the Protection of Minors*.

By signing this I am stating that I have received a copy of this Code of Ethics, I have read it, and understand it, and I agree to abide by it. I have also read and understand the current *Diocese of Phoenix Policy and Procedures for the Protection of Minors* and will abide by it as it helps me observe this Code of Ethics.

A violation of this Code of Ethics can result in disciplinary action up to and including removal from serving in programs and/or termination of employment.

Diocesan Policy prohibits:

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

I. Abuse of Teacher

Under Arizona law, “Any person who knowingly abuses a teacher, or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.” (AZ SS 15-507)

J. Arizona's Child Abuse Reporting Statute

Arizona's Child Abuse Reporting Statute requires the mandatory reporting of child abuse by any school employee who reasonably believes that a minor is or has been the victim of physical injury (even "incidents in which children injure each other while on school grounds), abuse as defined in SS8-201, child abuse as defined in SS 13-3623, and a reportable offense as defined and listed in SS13-3620(P)(4), neglect as defined in ss8-20.

K. Asbestos

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

L. About this Handbook

This handbook contains the bulk of St. Francis Xavier School's policies and procedures. Students and parent(s)/guardian(s) need to read and understand all that is contained here. Following the letter and spirit of what is presented in this handbook is an integral part of the school's smooth and successful operation.

The school understands that parents/guardians and students may question certain specifics of the handbook. Therefore, parents/guardians and students are encouraged to contact the Principal if they have any questions about school policies or procedures. The Principal will attempt either to explain the school policy or right the wrong the parent/guardian or student has challenged.

However, continued major complaints, continued failure to abide by school policies or rules by either parents/guardians or students, or continued lack of cooperation with the administration and staff may indicate serious philosophical disagreement between the school and the parent/guardian or student. In such a case, withdrawal of the student from the school may be necessary.

M. Right to Amend

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

St. Francis Xavier School
Statement of Understanding
2015 - 2016 School Year

The directives noted within are such that they will insure a positive, healthy environment where educational growth can occur with freedom and order. For this reason each student, along with parent or guardian, are required to read and verify in writing “that they have read and agree to adhere to the policies and regulations herein” (Diocesan Handbook 4.01C). This handbook serves as a contract between St. Francis Xavier School and the community.

The administration reserves the right to impose restrictions and consequences it may deem necessary for good order and for the welfare of the individual student and the entire St. Francis Xavier Community.

Printed Name of Student

Printed Name of Parent/Guardian

Signature of Student

Signature of Parent/Guardian