



This handbook is intended to give you — parents, guardians, and students — information about our school that will help us to work together most effectively for the benefit of our students and our parish school. We believe that cooperation between families and the school is key to the children's success as students and as persons who belong to a community of faith.

Statements in this handbook are subject to amendment with or without notice. The school principal will keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

Revised 9/18

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# About Saint Francis Xavier

## **MISSION STATEMENT**

St. Francis Xavier Parish School provides students with academic excellence centered in the Catholic values of prayer, learning and service.

## **SAINT FRANCIS XAVIER PARISH SCHOOL PHILOSOPHY**

We, the members of St. Francis Xavier School community, believe that our school exists so that our students may come to know and love God while pursuing academic excellence and may develop an active faith life in the Catholic tradition. We believe that the daily example of our teachers and the witness of parents, who are the first heralds of the gospel for their children, provide our students with powerful models for Christian and human growth.

We strive to create a Catholic educational community in which the spiritual, intellectual, physical and emotional needs of each student are met within the scope of our educational program. In our pursuit of academic excellence, we provide our children with diverse educational opportunities, utilizing a variety of learning experiences so that we can prepare each student for a life of intellectual inquiry, prayer, and service to the world through the Church. In union with parents, we strive to discover and develop the unique gifts and talents of our children, moving them with dignity towards their Christian destiny.

## **NON-DISCRIMINATION STATEMENT**

St. Francis Xavier School does not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship or grant programs, and athletic and other school administered programs or in the hiring and assigning of faculty and staff.

## **ST. FRANCIS XAVIER PARISH SCHOOL PLEDGE**

I am a child of God, a citizen of the world, and a member of the St. Francis Catholic School Community. I will love God, speak truth, respect myself, treat all people as my brothers and sisters, learn as much as I can, seek peace and show fairness, care for my environment, and represent the mission of my school with dignity and grace: We pray, we learn, we serve.

## **OFFICE HOURS**

The school office is open on days that school is in session from 7:30 a.m. to 4:00 p.m. A schedule of summer office hours for June and August is published each year. The school office is closed in July. Messages will be checked. If there is an urgent matter, contact the SFX Rectory.

## **OSHA REQUIREMENTS**

This school complies with all OSHA requirements and has established procedures in place as required.

# Faith Formation

St. Francis Xavier School holds that the religious formation of our children is the primary reason for our existence. Our Catholic identity is, therefore, the common thread woven throughout our curriculum and activities. We believe that through the witness of parents and teachers, students learn to make Catholic beliefs and values their own. Formal instruction in both religion and family life are essential to our curriculum, but the religious formation of our children takes place in all aspects of school life from the time the children gather on the playground in the morning until they leave the building after the last activity of the day.

Prayer begins and ends every day in every classroom at St. Francis Xavier School. Teachers teach and model a variety of prayer formats throughout the year that are appropriate to the grade level. Grace before meals is recited by students in classrooms prior to the lunch period.

The St. Francis Xavier School Pledge is recited daily by all students and teachers. All school masses are celebrated monthly.

## **SACRAMENTAL PREPARATION**

The school recognizes that parents are the primary educators of their children in all respects, especially in areas of faith and sacramental preparation. The school will, therefore, work with and supplement the efforts of parents in preparing our 4th grade children for the Sacrament of Reconciliation; our 2nd grade children for the Sacrament of the Eucharist; and our 7<sup>th</sup> and 8<sup>th</sup> grade students for the Sacrament of Confirmation. The Sacrament of Confirmation is celebrated during the freshman year of high school.

## **PRAYER AND LITURGY**

Under the direction of the pastoral staff and the faculty, children are guided in the preparation of and participation in various prayer experiences including classroom prayer, mass, reconciliation and all-school prayer services.

## **SERVICE PROGRAM**

St. Francis Xavier Parish School promotes its Catholic identity in all that we do. The school community has committed itself to providing an integrated service program that connects meaningful service opportunities with curriculum-based learning and prayerful reflection. The program is run by parent volunteers in consultation with classroom teachers. It receives sponsorship from the SFX Family & School Association.

Each grade has a service theme on which to focus its prayer, learning, and reflection. Guided by the seven principles of Catholic Social Teaching, the themes are:

Preschool & Kindergarten: Care for God's Creation;

- First grade: Care for our Older Friends
- Second grade: Education
- Third grade: Poverty and Homelessness
- Fourth grade: Hunger
- Fifth grade: Veterans and Active Duty Members
- Sixth grade: Ability Awareness
- Seventh grade: Human Rights and Civil Rights
- Eighth grade: Social Justice

# Arrival and Dismissal

## St. Francis Xavier Traffic Plan for Arrival and Dismissal

7:30-8:30am & 2:00-3:30pm

- SLOW DOWN
- **No Parking in front of the Education Building on Waiola, Bell to Ogden**
- Parents do not leave cars. Those who enter the building during school hours may park in the Church parking lot.
- **Traffic is northbound only on Waiola Ave.**
- Obey No U turn signs – no turning around in driveways
- **Cars may not enter Waiola Ave. from Ogden Ave.**
- All traffic must turn left onto Ogden Ave.
- **When dropping off in church lot, pull up as far as possible before stopping to drop students off. Parents remain in cars.**

Please remember, if you are parking and walking, or parking and waiting for your student, the law requires that you park 20 feet from the crosswalk and 30 feet from the stop sign.

Before school, there are supervisors on the playground beginning at 7:50am.

After school, there will be 2 teachers outside for supervision. Please discuss with your child to either stay on the playground until they see you or designate a meeting place. All students remaining on the playground 10 minutes after the bell will be brought to the office.

LaGrange Police will issue tickets for parking violations, which include leaving cars parked on Waiola Ave. between Bell Ave. And Ogden Ave.

East Campus arrival times are set to facilitate drop off and pick up of children between both buildings. Parents are not to park in the East Campus parking lot.

Unless they are scheduled for band practice, resource study hall or to meet with a teacher, children at the main campus are not to arrive on school premises before 7:50 a.m. The school does not provide supervision for students before the scheduled arrival times.

## DAILY SCHEDULE

Grades	Days	Time
1-8	Mon/Tues/Thurs/Fri	8:00 a.m. to 3:15 p.m.
1-8	Wed	8:00 a.m. to 2:00 p.m.
Full-Day K	Mon/Tues/Thurs/Fri	8:05 a.m. to 3:10 p.m.
Full-Day K	Wed	8:05 a.m. to 2:00 p.m.
Half-Day K	Mon thru Fri	8:05 a.m. to 11:20 a.m.
PreK 4 AM	Mon/Tues/Thurs/Fri	8:05 a.m. to 11:20 a.m.
PreK 4 AM	Wed	8:05 a.m. to 10:40 a.m.
PreK 4 Full Day	Mon/Tues/Thurs/Fri	8:05 a.m. to 3:00 p.m.
PreK 4 Full Day	Wed	8:05 a.m. to 1:50 p.m.
Preschool 3 AM	Tues and Thurs	8:05 a.m. to 11:20 a.m.
Preschool 3 AM	Wed	8:05 a.m. to 10:40 a.m.

## TARDINESS

Students are considered tardy if they are not in their seats and ready to begin class when the **tardy bell rings at 8:10 a.m. (8:20 a.m. at East Campus)**. Parents will be notified by the homeroom teacher when a student has been tardy 5 times in a calendar month. This will also result in an after school detention. Students who are chronically tardy following such notification will be referred by teachers to administrators to work with parents to get students to school on time.

# Attendance

Students are required to be on time and present daily. In the event absence is necessary, please refer to the following:

## **ILLNESS**

Children should not be sent to school when they are ill or when their health condition might jeopardize the health of other students. Students may not return to school until they are **FEVER FREE** for 24 hours without aid of medication.

## **PROCEDURES FOR NOTIFICATION**

When a child is absent, parents are expected call the school (Main Campus at 352-2175, East Campus 588-1472) before 8:00 a.m. and leave the child's name, room/grade, and reason for the absence on voicemail.

## **MAKE-UP WORK**

Please consult an individual teacher for grade level procedures regarding make-up work. Consult online homework calendar and the grade level teachers' pages for daily assignments.

## **FAMILY VACATIONS**

The school strongly discourages vacations during the school year since they disrupt the learning process. Teachers are not required to provide assignments prior to scheduled absences. Parents and students may consult the online Homework Calendar to stay current on homework assignments.

## **EXCESSIVE ABSENCE**

Students who are absent for 15% or more days in the school year may be considered for retention.

## **EARLY DISMISSALS/RELEASE OF STUDENTS**

When a child becomes ill during the school day and cannot remain in class, parents will be notified and are required to make arrangements for the child to be taken home. Either a parent or an adult appointed by the parent must come to the office to "sign out" the child. Children are never dismissed early from school unless they are in the presence of a parent or an adult designated by the parent.

Any request for an early dismissal must be communicated by the parent to the school office. Attendance of 3 hours or less constitutes a half-day. Parents are expected to schedule doctor and dental appointments after school hours.

**SHADOW DAYS**

All 8th grade students may attend 2 high school shadow days, which will be considered excused absences.

**WEATHER EMERGENCIES**

Parents will be notified of school closings using School Messenger by telephone, email, and text.

# Academic Policies

## REPORT CARDS

Report cards are distributed at the end of each trimester of the school term. Parents are asked to review these and then return the **signed** envelope to the homeroom teacher. Attachments to report cards will inform parents of accommodations, or modifications made to the instructional program based on 504 Plans, Student Service Plans or special needs identified through consultations.

For students in grades 4-8, parents are encouraged to regularly access their child's information regarding work completion and test/quiz/assignment grades on PowerSchool throughout the school year. Grades in PowerSchool will be updated weekly, or as appropriate for long-term assignments. Parents may inquire about student progress at any time by contacting the class teacher. It is important that children do their best work. It is also important for parents to recognize their children's potential and limitations and encourage/support them with appropriate expectations.

## GRADING SCALE

### Grades 1–3 (all subjects):

<b>Key for Performance Levels</b> (The goal is for all students to reach Level 3, Proficient, by the end of the year.)		
4	Advanced	Student demonstrates an advanced understanding of concepts, skills and processes taught in this reporting period. Exceeds the grade level expectations.
<b>3</b>	<b>Proficient</b>	<b>Student consistently demonstrates an understanding of concepts, skills and processes taught in this reporting period. Meets grade level expectations.</b>
2	Progressing	Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period. Achievement reflects an emerging understanding of grade level expectations.
1	Beginning	Student needs development of foundational skills to demonstrate grade level expectations.

### Grades 4 – 8 (all subjects):

A+ = 100-99%	A = 98-95%	A- = 94-93%
B+ = 92-91%	B = 90-87%	B- = 86-85%
C+ = 84-83%	C = 82-79%	C- = 78-77%
D+ = 76-75%	D = 74-71%	D- = 70-69%
U = 68% and below		

## **HOMEWORK PHILOSOPHY STATEMENT**

The purpose of homework is to:

- Reinforce and practice concepts and skills.
- Instill self-motivation and responsibility.
- Encourage creativity.
- Promote higher order thinking skills.
- Assist with time management.
- Foster independence.

Requests for homework on days when a child is ill need to be made prior to 10:00 a.m. Following an absence, students will be given a number of days equal to the length of their absence to complete make-up work.

Please note that teachers are not responsible for providing students with classwork prior to vacations taken during the school year.

**Assignment Notebooks** are used by students in grades 2-8. An assignment board is posted in each classroom. Teachers provide instruction for using assignment notebooks at the beginning of each school year. Teachers will check assignment notebooks for completeness and accuracy throughout the school year.

## **LATE/INCOMPLETE WORK**

### **Grades 2-8**

Each late or incomplete homework or in-class assignment will merit an academic notification issued to the student and signed by a parent. Homework is counted as a part of a child's grade. Grades will be lowered on late assignments. Students with incomplete or missing assignments may be required to come to school early or stay late to complete assigned work. Parents will be notified. A continued pattern of late/incomplete assignments may merit a suspension or removal from athletics and/or other school activities (i.e. Band, Student Council, Peer Mediation, etc.) and/or continued enrollment in required study. Administration will make these determinations in consultation with teachers on an individual basis.

Teachers will post classroom procedures for late/incomplete work.

## **RECORDS FOR STUDENTS**

By law, all parents and "eligible students" (former students over the age of 18 years) have the right to inspect and review education records. This may be done by supplying the school office with a written request to inspect records. The office will set a date (within 10 school days) and time when the records will be made available.

This school will not disclose anything from a student's education record except:

- 1) By the prior written consent of the parent or "eligible student."
- 2) As directory information. (Parents wishing to restrict disclosure must notify the building secretary in writing during the first week of school.)
- 3) By court order or lawfully issued subpoena.
- 4) Under certain limited circumstances, at the discretion of the principal: (a) to the parent or student; (b) to teachers providing educational services to the child; (c) to other educational agencies providing support services to the child; (d) to pastors, associate pastors, counselors and other school support personnel when it is necessary to serve the student and/or the student's family; (e) to the Archdiocesan Office of Education; or (f) to other principals when the child is seeking other placement, etc.

### **PUBLIC SCHOOL SERVICES**

The faculty of St. Francis Xavier School works with District #102 to provide our students with specific services in the area of special education. Students are usually referred by teachers for educational and/or psychological testing, speech and language services, or to address a specific learning disability. Referral is made after meeting with parents to discuss a child's academic or behavioral performance and after having exhausted all possible interventions available in the classrooms and at our school. All staffings with the district personnel include parents, teachers, and whenever possible, an administrator.

When it becomes evident that the school is unable to provide the educational services necessary to meet the academic or behavioral needs of a student, the school reserves the right to require that parents seek another educational setting that best meets their child's learning needs. The school will work with the parent and the child's public school attendance site to identify such placement.

### **NON-CUSTODIAL PARENTS' RIGHTS**

This school abides by the provision of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, we will provide (upon request) the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that information is not to be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **STANDARDIZED TESTING**

All schools in the Archdiocese of Chicago administer the ACT Aspire Standardized Achievement Test. It is a nationally normed test and, as such, assures uniformity of testing information for all students within the Archdiocesan school system. Tests will be administered in grades 3-8. Test results are made available to parents. Efforts will be made to make up missed tests. This will be done during class time, and students will be responsible for classwork missed. Tests missed due to vacation absence may not be rescheduled. Families will be notified of testing dates. Students are required to be in attendance.

## **GRADUATION CRITERIA**

Students graduating and receiving a diploma from St. Francis Xavier School must have successfully completed the required curriculum through maintaining a grade average of no lower than "D" in all major subject areas: Religion, Language Arts, Math, Science, Social Studies, Spanish, and receive a passing grade on the U.S. Constitution and State of Illinois examinations. All academic work must be completed in conjunction with all subject areas including Arts classes (i.e. Music, Art, PE, etc.) Tuition account must be reconciled.

## **BOOKS AND INSTRUCTIONAL MATERIALS**

Students are responsible for the good care of textbooks and library books. To promote respect for learning and the materials used to learn, students are asked not to write or draw in textbooks or library books. Students and their families are responsible for replacing lost books. Books or book covers that are damaged (beyond what would be considered normal wear and tear) and/or contain writing or drawing will have to be cleaned or replaced by the student.

# Admissions Policies

St. Francis Xavier School welcomes children regardless of gender, race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded students or made available to students at this school. St. Francis Xavier School does not discriminate on the basis of gender, race, color, national or ethnic origin in administration of educational policies, loan programs, athletic, or other school-administered programs. St. Francis Xavier School strives to educate all students within the limits of the school's educational program.

## **ADMISSIONS CRITERIA**

To provide an education for families of St. Francis Xavier Parish who value Catholic Education, we will adhere to the guidelines set by the Archdiocesan School Office and the St. Francis Xavier School Admissions Committee. Students will be admitted in the following order:

- 1) Children who are currently enrolled at St. Francis Xavier School.
- 2) Brothers or sisters of students currently enrolled whose parents have expressed intent to enroll for the following year.
- 3) Brothers or sisters of students who graduated from SFX whose parents have expressed an intent to enroll for the following school year.
- 4) Children transferring from other Catholic schools into grades PreK-4 through grade 6 whose parents are members of the parish.
- 5) First-born children whose parents are members of the parish and who are enrolling in school for the first time.
- 6) Children in a family whose parents are members of the parish including children transferring into PreK-4 through grade 6 from non-Catholic schools.
- 7) Catholic students whose parents are not members of the parish.
- 8) Non-Catholic students; parents must understand that participation in Catholic religious instruction and school activities related to the Catholic identity of the school are required.

## **AGE REQUIREMENTS FOR ADMISSION**

The State of Illinois has set September 1st as the deadline for reaching the required age to be admitted to school. St. Francis Xavier School abides by these requirements. Children are required to be 5 years old to enter kindergarten.

**REGISTRATION REQUIREMENTS**

Parents of incoming students are required to fill out all registration forms and submit school records from previous schools. Original birth certificate, baptismal certificate and proof of updated immunizations must accompany the registration form.

**TRANSFER STUDENTS**

For admission of transfer students, parents shall present the proper transfer or some appropriate credential from the school previously attended. Upon written request from the receiving school, all records from the previous school shall be transferred within ten days provided financial obligations to the school have been met.

In all cases, the transfer, health records and unofficial record (if applicable) must be sent within ten days.

School personnel will verify that the person enrolling the child is the legal guardian of the child before accepting the student.

# Expectations of Conduct and Discipline

At St. Francis Xavier School, we believe we should:

- 1) Respect ourselves, others, and property;
- 2) Contribute to a positive learning environment; and
- 3) Follow classroom and school procedures.

## **WE EXPECT All Students:**

- Arrive on time with all their materials.
- Obey all school and classroom rules.
- Respect all students, adults and property.
- Practice courtesy and manners at all times.
- Complete all work independently, on time, neatly and carefully.
- Complete homework at home.
- Practice self-control, making choices based on the Gospel message.
- Ask questions and request help when needed.
- Contribute to making St. Francis Xavier School a caring, respectful and joyful faith based community.

## **All Parents:**

- Contribute to making St. Francis Xavier School a caring, respectful and joyful faith based community.
- Follow and support school policies.
- Encourage their child(ren) to be responsible for his/her own actions.
- Be partners with the staff and administration.
- Communicate with the staff in a timely and respectful manner with questions/concerns/praise.
- Monitor Power School and school communications regularly.
- Sign and return Parent-Student Handbook Acknowledgement.

**All Staff:**

- Treat all students and parents with respect, fairness and courtesy.
- Contribute to making St. Francis Xavier School a caring, respectful and joyful faith based community.
- Be models of the Gospel message.
- Complete all duties in a timely manner.
- Continue to pursue academic excellence for themselves and their students.

**CHILD ABUSE** (Addendum 1/18)

The Illinois Child Abuse and Neglect Reporting Act mandates that school personnel report alleged or suspected child abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS) when the alleged abuser is a parent, guardian, relative or other caretaker who has some responsibility for the child's welfare at the time of the alleged or suspected abuse or neglect. Illinois law requires school personnel to notify DCFS even if there is suspicion of child abuse or neglect.

All St. Francis Xavier School employees are mandated reporters. Thus, the school professional needs not have proof or convincing evidence of the abuse; merely suspicion of abuse make a call to DCFS necessary. Furthermore, Illinois protects school professionals from litigation if the DCFS call was made in good faith.

**CODE OF CONDUCT**

St. Francis Xavier School places strong emphasis on self-discipline and Catholic values. Students, parents, and school staff share the responsibility for promoting positive student behavior. The shared goal is to create a safe and orderly school in which teaching and learning are the highest priorities.

Responsive Classroom methodology is integrated into the school and classroom environments. This approach offers expectations for behavior and actively teaches children how to live up to those expectations. Teachers using this approach help children become aware of how their actions can bring positive and negative consequences to themselves and others. When children break the rules, teachers help children to recognize and fix the problems their actions may have caused.

As a result, children grow in their ability to be self-disciplined. Teachers strive to be firm, kind, and consistent in their approach to following school expectations. Their aim is to create a calm, safe, and orderly learning environment where teachers and children can learn effectively.

### **Type I Acts of Misbehaviors**

These are considered minor misbehaviors which impede the orderly operation of the classroom and school and may lead to written notification, conference with teacher and administration, loss of privileges, or detention.

- Out of uniform
- Unprepared for class
- Violating school rules, lunchroom rules, recess rules
- Using electronic equipment without permission
- Using inappropriate voices in the halls, classroom, lunchroom or stairways

### **Type II Acts of Misbehaviors**

These are considered serious and disrupt the learning environment and may lead to conference with teacher and administration, loss of privileges, detention, suspension, probation, or expulsion.

- Continued Type I infractions
- Cheating/Dishonest behavior
- Being disobedient, disrespectful or defiant to staff and/or students
- Use of inappropriate language, gestures, materials
- Forgery, Plagiarism
- Leaving school grounds without permission
- Damaging school property
- Misuse of social media / technology

### **Type III Acts of Misbehaviors**

These are considered extremely serious or dangerous, acts directed against others or property, and require immediate action. Actions such as these, but not limited to, result in a conference with teacher and administration, loss of privileges, suspension, probation or expulsion. Type III misbehaviors may also result in contacting law enforcement.

- Continued Type II infractions
- Theft
- Activation of a fire alarm
- Jeopardizing the safety of students, staff, and volunteers
- Verbal threat to another student or staff member
- Use, possession, sale or attempt to sell any illegal or controlled substance
- Use or possession of alcohol, tobacco, weapons, firearms
- Vandalism
- Physical assault, fighting, bodily harm to others
- Threats or any form of Bullying

**Please Note:** The Discipline Policy may be changed at the discretion of the administration or pastor. Any questions regarding the Discipline Policy may be addressed to the school's administration. Thank you for your assistance in supporting our policy.

## **BULLYING**

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. To be considered bullying, the behavior must be aggressive. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. It can be verbal, social, physical, emotional or more and includes cyber-bullying, which occurs on digital media. ([www.stopbullying.gov](http://www.stopbullying.gov))

### **School Policy for Bullying And Discrimination**

#### STEP ONE:

##### *In School Bullying*

- As soon as student can, he or she needs to inform a teacher or administrator.
- Students involved brought into conference with administrator within one school day of report
- Written report submitted to administration.

##### *Out of School Bullying*

- Bullied student or parent should save any evidence (if digital).
- Parent must submit **written bully report** to administration detailing bullying that occurred (time, location, type of bullying).
- Please note, a **written bully report** is needed to move onto step two. [Bullying report form](#)

#### STEP TWO:

- Parents of students involved are brought in to discuss the issue with the administration.
- Administration works with parents to develop plan to stop the bullying.
- Families sign off on plan.
- Students involved are brought in to sign off on behavior plan.

### STEP THREE:

- Teachers, administration, and parents monitor students to be sure plan is followed.
- Any violations of the plan will result in a consequence to be determined by administration.

### **Please Note:**

- All cases of bullying must follow each step of the policy to ensure a fair and quick resolution for all parties involved.
- The overall school discipline policy must be enacted prior to any bullying interventions.
- All meetings between parents and the administration will be kept private.
- Parents of a student accused of bullying who refuse to meet with the administration for step two put their student at risk of immediate expulsion.
- Bullying by a student or students may result in suspension and/or expulsion.

**NOTE: The principal will report instances of drug violations to local law enforcement officials as required by the School Reporting of Drug Violations Act [105 ILCS 127]. The principal will immediately notify local law enforcement officials of firearm incidents at the school. The principal will also notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).**

### **HARASSMENT DISCRIMINATION REGULATION**

The Pastor, administration and staff of St. Francis Xavier School believe that all students and employees are entitled to work and study in school-related environments that are Christ centered and free of harassment. Therefore, all demeaning behavior, including but not limited to verbal and nonverbal harassment and any form of cyber bullying is prohibited. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

Anyone who experiences harassment/bullying of any kind can report to school faculty, administration or the pastor.

Retaliation in any form against an employee, volunteer or student who has exercised his/her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action. Any employee, student or volunteer who knowingly makes false charges against another in an attempt to demean, harass, abuse or embarrass that individual shall be subject to the sanctions for misconduct set forth above. The school will determine the facts regarding all allegations in as prompt and confidential a manner as possible and will take appropriate action.

### **PARENTAL SIGNATURES**

To keep parents informed about a student's behavior and/or academic concerns, parental signatures are required on all conduct referrals. The signature is required the next school day, so that we know you saw the information.

Signing off on the handbook means that you agree with the school policies, including policies of the Archdiocese of Chicago. All classroom policies and rules are made in agreement with school policies.

## Communication with Parents

Item	Initial Contact
Accounts	Mrs. Jane Bandyk 708-352-0168 <a href="mailto:jbandyk@sfxlg.org">jbandyk@sfxlg.org</a>
Attendance, General Information	Mrs. Mary Hoffman (Main Campus) 708-352-2175 <a href="mailto:mhoffman@sfxlg.org">mhoffman@sfxlg.org</a> Mrs. Kathie Kinahan (East Campus) 708-588-1472 <a href="mailto:sfxeastcampus@sfxlg.org">sfxeastcampus@sfxlg.org</a>
Sacramental Programs	Miss Terri Simeoni 708-352-4555 <a href="mailto:tsimeoni@sfxlg.org">tsimeoni@sfxlg.org</a>
Student issues, grades, behavior, possible learning issues	Homeroom teacher or classroom teacher
Discipline	First, the teacher. Next, Mrs. Garcia.
Athletics	Mrs. Tammy Bauer <a href="mailto:sfxad@sfxlg.org">sfxad@sfxlg.org</a>
BASE (Before and After School Care)	Park District of LaGrange (Leanna Hartung) 708-352-1762
Medical Records	Mrs. Mary Hoffman 708-352-2175 <a href="mailto:mhoffman@sfxlg.org">mhoffman@sfxlg.org</a>
School procedures, policy issues, general questions and concerns	Mrs. Sharon Garcia 708-352-2175 <a href="mailto:sgarcia@sfxlg.org">sgarcia@sfxlg.org</a>
Website, Parent Bulletin	Mrs. Mary Tassi 708-352-2175 <a href="mailto:mtassi@sfxlg.org">mtassi@sfxlg.org</a>
Admissions, Fundraising	Mrs. Mary Tassi 708-352-2175 <a href="mailto:mtassi@sfxlg.org">mtassi@sfxlg.org</a>

## **METHODS OF COMMUNICATION**

SFX strives to maintain open communication with parents in the following ways:

- The SFX website at [sfxlg.org](http://sfxlg.org)
- School Messenger: an instant parent notification system for reminders and notices (phone, eblast, text)
- Weekly Parent Bulletin
- Monthly calendar sent home and posted on website
- Back to School Nights (East Campus and Main Campus)
- Catholic Schools Week Open House in January
- Parent-Teacher Conferences in November (Gr. PS4-8)
- Parent-Teacher Conferences in March (Gr. PS3)
- Email for each staff member
- PowerSchool to check grades and work completion (Gr. 4-8)
- Daily Homework Calendar accessible on website
- During the school year, monthly calendars, bulletins and newsletters about upcoming events, as well as day-to-day school life, are sent home or e-mailed to parents regularly
- East Campus Principal Coffees
- Weekly update phone call from principal

Please be aware that staff will do their best to respond to parent communication within 24 hours during the school week. Teachers are not expected to respond to emails during the evening or on weekends or school holidays. Emails received on weekends or school holidays will be answered when school resumes. If there is an emergency, please contact the office immediately. We expect staff, students and parents to resolve issues in a mutually respectful manner.

## **CONFERENCES/APPOINTMENTS WITH TEACHERS**

Parent-Teacher Conferences are scheduled in November (grades PreK4-8) and January (Preschool 3).

Conferences at other times may be requested by either the parent or the teacher. Teachers may be available for conferences either before or after school.

## **DIRECTORY OF FAMILIES**

The SFX School Directory is for the sole use of school families and school personnel. All information contained therein is confidential and may not be distributed to others without the written consent of school parents. The directory information may not be used to sell merchandise, raise funds or promote a

cause.

Any family electing to be omitted from the School Directory must submit a written directory to the secretary.

## Curriculum

The curriculum of St. Francis Xavier School meets the requirements set forth by both the State of Illinois Common Core Standards and the Archdiocese of Chicago Office of Catholic Schools. Our curriculum, at grade appropriate levels, includes the teaching of: Religion/Family Life, Reading, Language Arts, Mathematics, Social Studies, Science, Physical Education, Drug/Alcohol Education, Art, Music, Blended Learning Computer Skills, Library Science, and a Spanish language program for grades 1-8. Please visit the Archdiocese of Chicago website at [www.archchicago.org](http://www.archchicago.org) for the standards checklist by grade and subject.

Morning Meetings for grades PS-8 will be conducted each morning in all classrooms. The purpose for implementing Responsive Classroom is to put intentional focus on social and emotional learning in the classroom setting and the formation of Christian community.

### **PRESCHOOL PROGRAM**

Our qualified staff is committed to getting to know every child and providing each child with a strong foundation for learning. St. Francis Xavier Preschool provides a creative and nurturing environment that encourages each child to develop self-confidence and a love of learning. Our preschool curriculum is aligned to the Common Core standards. Children in our program are well prepared for kindergarten. It is our main goal to provide positive learning opportunities that give each child a foundation to reach their potential and become successful life-long learners.

### **KINDERGARTEN**

Our kindergarten program is both developmental and academic. Our basic kindergarten program is augmented by the children's participation in prayer services, musical presentations, and Responsive Classroom. St. Francis Xavier School offers half-day and full-day kindergarten sessions.

### **GRADES 1-8**

We create a learning environment where our students thrive academically, socially, and in their Catholic identity. Blended Learning is incorporated within the curriculum to successfully meet the intellectual, moral, and social challenges involved with Internet use and technology. Standards Based Instruction and Assessment is used to align with Common Core State Standards for English, Language Arts, and Mathematics. We use the Journeys Reading and Language

Arts program (Catholic Identity Edition) in grades P3-6 and Everyday Math for grades K-6. Middle School grades use Voyages in English, Language of Literature, and Algebra. Students are actively engaged in Religion classes and prayer throughout their day.

The school also offers students the following educational opportunities:

- Technology instruction and integration into academic areas
- In-school and out-of-school extension activities, which include performances, field trips to the city's museums, etc.
- Opportunity to participate in a variety of school performances, assemblies, guest speakers
- Enrichment Programs & Clubs:
  - Service Program
  - Art Smart
  - Boy Scouts and Girl Scouts
  - Yearbook
  - Engineering for Kids
  - Math Club
  - Chess Club
  - Junior Great Books
  - Parish Choir
  
- Involvement in Leadership:
  - Student Council
  - Peer Mediation
  - Peer Tutoring
  
- Band lessons
- Sports program:

Basketball	Cross Country
Volleyball	Track & Field
Cross Country	Cheerleading
Track & Field	Football

### **FIELD TRIPS**

The faculty of St. Francis Xavier School believes in educating the whole child, continually seeking ways in which to involve outside resources in the educational process. Parents will be informed in advance about all field trips. Information will include the destination, purpose of the trip, travel arrangements, and cost of the trip. A parent signed permission slip must be completed for each child to attend the field trip.

Chaperones (parents/adults) who wish to accompany students on field trips must meet the Archdiocesan requirements outlined under [Volunteers](#). Chaperones may not bring any other children on the field trip.

Teachers or Administration reserve the right to determine if a child should be excluded from participation in a field trip because of unacceptable behavior. Parents will be notified of this exclusion prior to the trip.

## Dress Code

Parents are asked to make sure that their child(ren) are in uniform before leaving home. Students in grades 1- 8 wear school uniforms as described here. Preschool and kindergarten students do not wear school uniforms.

Students may not wear ripped, torn clothing or anything with questionable wording / slogans. Level of 'acceptableness' is at the sole discretion of the administration. If a child is wearing something deemed unacceptable, the office will attempt to supply a gym uniform to change into, or the parent will be called and asked to bring in a change of clothing.

Homeroom teachers will ensure that students comply with the dress code each day. Consequences will be given for breaking dress code. Repeated instances of uniform violation will be referred by the homeroom teacher to an administrator. If a student is not in compliance with the summer uniform, he/she may lose the privilege of wearing summer uniform.

### SCHOOL UNIFORM

(Addendum 1/18) Belts are to be worn with pants by students in Grades 4-8 with shirts tucked in. Belts must be solid black, brown or navy with a small, plain buckle.

### GIRLS

Navy, green and white plaid uniform jumper (Grades 1-4)  
Navy, green and white plaid uniform skirt (Grades 5-8)  
Jumpers and skirts must be no more than 3 inches above the knee

### Tops

White blouse (no logo)  
White or navy knit polo shirt-long or short sleeves (no logo)  
Banded shirt or tucked in at all times  
T-shirt/undergarments worn under shirt should not be visible.  
  
Solid navy-blue sweater, cardigan, or pullover (no logo)  
SFX logo sweatshirt (blue for Gr. 1-5, gray pullover for Gr. 6-8)

### Slacks

Navy twill Uniform style-no cargo pants  
Belts must be worn Gr. 4-8; solid color black, navy or brown

### Tights/socks

Socks, anklets, knee highs or tights in solid colors (black, white, navy, tan, gray)  
No leggings may be worn under skirt

**Shoes**

Dress shoes in solid color (black, navy, tan, gray)  
No glitter, sparkles, lights on shoes  
Boat shoes are acceptable

**Jewelry**

The following are permitted:

- Small post earrings (one per ear) for girls  
(for safety reasons, no hoop earrings are allowed)
- 1 ring (smooth edges)
- Analog wristwatches
- 1 cross, scapular or religious medal

**Hair**

No extreme hair style, including but not limited to “fades” or artificial color

**Make-Up**

No make-up is allowed

**BOYS****Slacks**

Navy twill pants  
Uniform style only-no cargo pants  
Belt to be worn Gr. 4-8; solid color black, navy or brown  
(NEW 2017-2018)

**Tops**

Light blue dress shirt (no logo)  
Light blue polo shirt (no logo)  
Worn tucked in at all times

Solid navy-blue sweater, cardigan or pullover (no logo)  
SFX logo sweatshirt (blue for Gr. 1-5, gray pullover Gr. 6-8)

**Socks**

Solid color (black, white, navy, tan, gray)

**Shoes**

Dress shoes in solid colors (black, navy, tan, gray)  
Boat shoes are acceptable

**Jewelry**

The following are permitted:

- Analog wristwatches
- 1 ring (smooth edges)
- 1 cross, scapular or religious medal

**HAIR**

NO extreme hair style, including but not limited to "braids" or artificial color. Hair may not touch the collar, go over the ears or cover the eyes.

**GYM UNIFORM****BOYS AND GIRLS**

- Tops** SFX logo gray t-shirt  
SFX logo sweatshirt (Blue Gr. 1-5, gray pullover Gr. 6-8)  
(Oct. 15-April 30)
- Bottoms** SFX logo navy gym shorts  
SFX logo gym pants  
(Oct. 15-April 30)
- Socks** Solid color (black, white, navy)
- Shoes** Gym shoes

**SUMMER UNIFORM****BOYS AND GIRLS**

Summer uniform is optional. It may be worn from the 1st day of school to October 15, and from May 1st through the last day of school. If a student does not choose to wear the summer uniform, the regular school uniform is to be worn.

- Tops** Boys: Light blue or white polo (no logo)  
Girls: Navy blue or white polo (no logo)
- Shorts** Navy or khaki (tan) shorts, no more than 3" above the knee
- Socks** Solid color (black, white, navy)
- Shoes** Dress shoes or gym shoes

**OUT OF UNIFORM DAYS****BOYS AND GIRLS**

On occasion, students will be given an opportunity to "dress down" or come to school wearing clothing other than their school uniforms. Considerations for neatness, pride in appearance, safety and the recognition that students are attending school continue in the absence of uniforms.

**Tops**                      Shoulders must be covered  
No t-shirts with inappropriate slogans

**Bottoms**                      Shorts, skirts, dresses must not be form fitting or more than  
3" above the knee

**Shoes**                      No flip-flops, heels, backless or open-toed shoes

**UNIFORM ORDERS**

All uniforms may be ordered through Schoolbelles  
([www.schoolbelles.com](http://www.schoolbelles.com)). Our school code is S1411. Additionally, gym  
uniforms will be offered twice a year through Shirt Printing 4u  
([www.shirtprinting4u.com](http://www.shirtprinting4u.com)).

# Extracurricular Activities

It is understood that responsibility for practicing our skills and values does not end at the schoolhouse door. School rules and standards for behavior apply to involvement in extracurricular activities (i.e. sports, academic contests, etc.) and while traveling to and from school.

## **ATHLETICS**

### **Sports Teams**

The St. Francis Xavier Athletic Program offers no-cut instructional and competitive sports for all students currently enrolled at SFX in grades 5-8. Students may participate in cross-country, football, basketball, volleyball and track & field. Cheerleading is offered as a non-competitive sport. As sports are extracurricular, separate activity fees are required for participation.

In addition to the fundamentals of each sport, it is the goal of the SFX Athletic Program to teach athletes a sense of sportsmanship, teamwork, and fair play and for SFX sports to be a positive experience for all. Sportsmanship includes showing respect towards coaches, opponents, officials, teammates and one's self. During team play, the athlete is expected to conduct him/herself in a way that brings honor to their school and to their teammates.

Participation in the SFX Athletic Program is a privilege, not a right. Athletes will be held to personal, academic and disciplinary standards. Full participation in all aspects of the program is expected, including off-site locations for games and practices as well as possible tournaments during the holidays.

### **Athletic Committee**

The SFX Athletic Program is administered by volunteer committee members under the direction of the SFX athletic director and principal. All final decisions regarding the SFX Athletic Program are subject to the approval of the athletic director and school principal. Duties of the athletic director are outlined in the Chicago Diocese Guidelines for Interscholastic Sports.

Full information on the SFX sports programs can be found in the SFX Athletics Student-Athlete & Parent Handbook posted on the SFX school website.

## **BAND**

Our school band program is open to children in grades 4-8. Band is an optional school program for which parents pay an instructional fee. The band director works with the school to schedule lessons. Rehearsals occur before or after school on one or two days per week, and lessons are conducted during the school day. The band presents concerts for parents and participates in individual and group competitions. Children are responsible for classroom work missed while at band.

### **INVITATIONS TO OUT-OF-SCHOOL ACTIVITIES**

To prevent exclusion of students at school, the school does not permit the distribution of invitations to birthday parties or other out-of-school activities at school, on school grounds or at school-sponsored activities. The only exception to this policy is when every child in a classroom is invited.

### **LEADERSHIP OPPORTUNITIES FOR STUDENTS**

The SFX faculty and staff recognize the need for all students to have leadership opportunities in the school and in their classrooms to enable them to develop confidence, poise, and general leadership skills. Toward that end, teachers and staff make a conscious effort to select students as leaders of classroom prayer, for participation in school masses and prayer services, and any number of classroom learning activities.

Additional leadership opportunities are provided within the context of formalized school programs. These programs require recommendations from faculty and staff, include some formal training, and may also include an application process. These may include: Peer Mediation, Youth Initiative, and Student Council.

## Fundraising

To meet the year's school budget, St. Francis Xavier must raise funds. The School meets this obligation through various fundraisers. These fundraising campaigns or events contribute to the general operation of the school. Their proceeds, or percentages of their proceeds, are included as income and meet the portion of the annual school budget not covered by tuition, fees and the parish subsidy.

- Auction (a bi-annual event)
- Building Our Future (annual fund)
- Book Fair
- Falcon 5K
- Golf Outing
- Oktoberfest
- Shopping Programs (Shop for SFX, Amazon Smile)
- Restaurant Fundraisers

The SFX Building Our Future Fund is a parish-wide fund; monies contributed to this fund go directly to maintaining our school and are generally tax deductible.

All school families are expected to support these events and are asked to be as generous as possible in their contributions to the Building Our Future Fund.

# Health and Wellness

## **MEDICAL RECORDS**

The State of Illinois requires that all students entering school for the first time, as well as all kindergarten and 6th grade students, have a physical examination before being admitted to class at the beginning of the school year. In addition, the school must be provided with an immunization record that complies with current State requirements. Students entering kindergarten, 2nd and 6th grade must provide the school with proof of having a dental examination. Vision exams are required for children entering kindergarten, and beyond upon first entry into an Illinois school.

Physical, dental and vision forms will be distributed to students as necessary. Physical forms are also available on the school website. **These forms are due by August 1.** If the school does not have both the physical and dental reports and the immunization record in hand by the first day of class, the child will not be admitted to school until the parent supplies the school with the required information.

## **COMMUNICABLE DISEASES**

Parents need to notify the school at once if their child has a communicable disease, such as chicken pox, strep throat, fifth disease, head lice, pinkeye, etc. When the school becomes aware of a student with a communicable disease, the school shall notify appropriate families. Appropriate information will be sent home. The anonymity of the student will be protected.

## **DISPENSING MEDICATION AT SCHOOL**

State law forbids school personnel to administer any type of medication to students. If prescription and/or non-prescription medication is necessary to maintain the student in school, a written order from both the parent and the physician must be on file in the school office. \*Cough drops may be sent to school with a parent note, parents must also notify teacher. (Caution – cough drops can be a choking hazard). When the child is on medication for a short term immediately following an illness, the parent must determine if it is in the child's and the school's best interest to keep the child at home during this period. We cannot administer any medications without these forms completed by parent/guardian and physician.

If medication needs to be given during school hours, the ideal situation would be to have the parent or a responsible adult appointed by the parent, come to school to administer the medication. If this cannot be done, the parent must adhere to the following regulations:

- 1) A written order for medication must be obtained from the child's licensed prescriber. This order must use paperwork from the Archdiocese of Chicago, and provided by St. Francis Xavier.
- 2) All medication must be brought to school in the original packaging or an appropriately labeled container, which includes the following:
  - a. Child's name;
  - b. Medication name/dosage;
  - c. Administration routine and or other directions;
  - d. Date and refill; and
  - e. Licensed prescriber's name

A written request shall be submitted to the office asking that the medication be allowed during school hours. This request must include the parent's assurance that the above information has been provided to the school and that a responsible adult will deliver the medication to the school office. The child must be able to measure the prescribed medication by himself/herself. The secretary or other school personnel will simply supervise and keep a record (required by law) indicating that medication was taken.

The parent/guardian will be responsible at the end of the treatment regime for removing any unused medication from the school.

In certain instances, such as severe allergies or asthma, students may be permitted to carry their medications as per doctor instructions. Parents need to file the appropriate paperwork for this ahead of time. All other medications must be kept in the school office.

### **FIELD TRIPS**

Any medication necessary must stay with the teacher (or the student's own parent if he/she is a field trip supervisor) who also stays with the child who has a nut/food allergy throughout the duration of a field trip.

## **FOOD ALLERGIES**

### **Standard Approach to Food/Nut Allergies**

#### **Doctor's Authorization**

A letter or note is required from the student's physician identifying the nut/food allergy. A Medical Authorization Form is to also be signed by the physician.

#### **Written Emergency Plan**

A Food Allergy Emergency Plan will be signed by the parent and the physician

#### **Storage and Transportation**

Epi-pens will be stored in the main office and are required to be supplied by parents. Parents of children with a nut/food allergy also may choose from the following, which are acceptable options in addition to epi-pens being housed in the office:

- Students may carry additional epi-pen on their person
- An additional epi-pen can be kept in a transportable "fanny pack" which will travel with the student to "specials" classes, lunch, recess, extracurriculars, etc.
- The responsibility of transporting the epi-pen via the fanny pack is the student's, at the directive of his/her parents

#### **Hand Washing**

All students will be expected to wash their hands prior to lunch, either in the classroom or on their way to the lunchroom from their classroom/recess. Students must utilize either soap and water or approved hand sanitizer for this hand washing.

A required protocol is to be established for all students to wash their hands (soap and water) upon arrival to school and following lunch/recess when students are re-entering a classroom that is the home classroom to a student with nut allergies.

### **Standard Procedures-Lunchroom**

#### **Nut-Free Table**

A nut-free table will be provided for in the lunchroom. This table will be cleaned before each lunch period by lunchroom staff and will be used exclusively for this purpose (Wet Ones are used).

#### **Supervision**

Lunchroom staff will do a visual review of lunches for each student sitting at a "nut-free" table. This review is designed to give a quick review for obvious peanut/nut contents/products, rather than a thorough review of all ingredients.

## **Additional**

Infrequently there will be days when the regular lunch time will be held outside of the regular lunchroom (Jr. Great Books, Peer Mediation, Student Council), likely in individual classrooms. Appropriate precautions and arrangements will be made in these instances for safe consumption of lunches brought by students, as well as for appropriate clean-up following these lunches. These arrangements will be coordinated by the principal.

## **USE OF FOOD AS PART OF THE CURRICULUM**

Whenever food is used as part of students' curriculum, teachers will assure that foods used will allow for full inclusion of all students in a classroom.

Food is not to be utilized as a "reward" or "motivator" for students, unless the food is listed on the Acceptable Snack List.

## **HOLIDAY/CLASSROOM PARTIES**

All food brought into the classroom for holiday or classroom parties must be store bought and prepackaged from the Acceptable Snack List. **No homemade foods** may be brought in for these parties. **Parents/guests who bring food that is not prepackaged and on the Acceptable Snack List for a holiday/classroom party will not be allowed to distribute it.**

## **BIRTHDAY CELEBRATIONS**

**Food cannot be brought into the classroom as part of a birthday celebration.** As an alternative, parents of students in preschool through grade 4 are encouraged to consider other options, such as:

- Provide a small token gift for members of the classroom.
- Donate a book in the name of your child to either the classroom library collection or the school's library.
- Parents should get teacher approval prior to providing token.

## **CLASSROOM SNACKS**

Parents will be asked to send snacks that are from the Acceptable Snack List (or appropriate per student's food allergy needs) for any regular/special classroom snack consumption.

## **SNACK**

Students in grades PS-2 may bring: a piece of cheese, fresh fruit or vegetable.

## **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property. This rule may be waived by the principal in the case of an educational opportunity for students, provided that the animal is properly housed, humanely cared for and properly handles. Students will not be exposed to a dangerous animal or an unhealthy environment as determined by school administrators.

# Lunch and Recess

Children will either eat in the designated lunch area or, on occasions that Joyce Hall is in use, in their respective homerooms. All students are expected to observe lunch and playground regulations. Full-day kindergarten students will have lunch in their classrooms.

Times for lunch and recess are as follows:

## MONDAY/TUESDAY/THURSDAY/FRIDAY LUNCH & RECESS TIMES

Grade(s)	Time	Time
Full Day K	Lunch 11:50 a.m. – 12:20 p.m.	Recess 12:40 a.m. – 1:00 p.m.
1 & 3	Lunch 11:02 a.m. – 11:24 a.m.	Recess 11:26 a.m. – 11:48 a.m.
2 & 4	Recess 11:02 a.m. – 11:24 a.m.	Lunch 11:26 a.m. – 11:48 a.m.
5 & 7	Recess 11:50 a.m.-12:12 p.m.	Lunch 12:14 p.m. - 12:36 p.m.
6 & 8	Lunch 11:50 a.m. – 12:12 p.m.	Recess 12:14 p.m. - 12:36 p.m.

## WEDNESDAY LUNCH & RECESS TIMES

Grade(s)	Time	Time
Full Day K	Lunch 11:20 a.m. – 11:50 a.m.	Recess 12:05 a.m. – 12:20 p.m.
1 & 3	Lunch 10:30 a.m. – 10:50 a.m.	Recess 10:52 a.m. – 11:12 a.m.
2 & 4	Recess 10:30 a.m. – 10:50 a.m.	Lunch 10:52 a.m. – 11:12 a.m.
5 & 7	Recess 11:14 a.m. – 11:34 a.m.	Lunch 11:36 a.m. – 11:56 a.m.
6 & 8	Lunch 11:14 a.m. – 11:34 a.m.	Recess 11:36 a.m. – 11:56 a.m.

Children may not leave the school grounds to purchase lunch. Written requests to this effect will not be honored. Bringing lunches from outside restaurants for students is highly discouraged. This includes fast food lunches for celebrating a student's birthday.

Pizza lunches are offered for students in full-day kindergarten and grades 1-8 during the year. Various student groups serve the lunch to raise funds for their projects. Pizza lunches are prepaid.

During cold weather, students will be going out to recess daily unless it is rainy or extremely cold. Please dress your child warmly with coats, hats, gloves, etc.

Recess is a privilege. All students are expected to follow the conduct expectations of St. Francis Xavier School. Failure to follow the playground rules will result in loss of playground privileges as determined by the playground supervisor.

# Safety

## **EMERGENCY FORMS**

An individual emergency information form is distributed to each child at the beginning of the school year. This form must be **completed**, signed by the parent, and returned to school within the first week of the school year. Parents are reminded that an "emergency contact" is someone who can be reached when the school cannot reach a parent. Therefore, this person should be available during the school day. Submitting this person's name gives the school permission to release a child to this person if we cannot reach a parent. Please be sure that the individual has accepted this responsibility and has a way to reach the school within a reasonable time.

Parents are requested to keep the school informed when there are changes to any emergency information, especially when there is a change of address or phone number.

## **EMERGENCY DRILLS**

Fire, tornado and lockdown drills are conducted on a regular basis throughout the school year. Detailed escape plans are posted in each classroom. Students are expected to move to their designated areas in a safe, quiet and orderly manner during any emergency drill.

## **CROSSING GUARDS**

All students and parents are required to obey the directives of the LaGrange adult crossing guards. Parents are also required to observe the **LEFT TURN ONLY** regulation at Waiola & Ogden Avenues during school arrival and dismissal.

## **SAFETY PATROL**

Middle School students also provide service as school safety patrol/crossing guards. Students are required to obey their directives.

## **RIDING BICYCLES**

Bicycles must always be **walked** on school grounds including on the Waiola Avenue sidewalk in front of Ogden School and in front of St. Francis Xavier School. Riders must enter school grounds through the Waiola Ave. driveways, and must walk bicycles to and from the bike rack where it is to be locked in place. Violations of safety rules may result in loss of riding privileges. The school assumes no liability for bicycles.

## **ROLLER BLADES, SCOOTERS AND SKATEBOARDS**

Students are not permitted to bring roller blades, scooters or skateboards, etc. to school in the interests of safety for all students.

**SEARCH AND SEIZURE**

All desks and storage areas (including student lockers) are the property of the school and may be inspected by school officials at any time. School officials have the right to request that a student empty the contents of book bags, purses, pockets, etc., if there is reason to suspect that the student is in violation of school rules.

**SECURITY**

All visitors and volunteers are required to enter through the Waiola Avenue door at the Main Campus and through the parking lot door at the East Campus, and to report immediately to the school office. Visitors may not go directly to classrooms. Children and school staff are instructed never to admit anyone into the building, even if they know the individual.

**ASBESTOS** (Addendum 1/18)

St. Francis Xavier School has completed the required asbestos inspection and management plan under AHERA guidelines. The management report is available in the school office by appointment during regular school hours.

# Technology-Acceptable Use Policy

The purpose of technology at St. Francis Xavier School is to provide our teachers and students with a teaching and learning tool. Students learn how to differentiate between using technology as a tool versus using it for entertainment purposes. Students at SFX have access to devices which include but are not limited to iPads, Chromebooks and laptops. In order to protect children and to protect the school's investment in information technology, SFX School has established an Acceptable Use Policy (AUP). The AUP applies to the computers, electronic devices and equipment used by students as well as the information accessible via technology.

The AUP at SFX sets the expectation for student, parents, and teachers to use information technology resources in a responsible fashion in accordance with SFX values. The use of technology at SFX is a privilege for students. The AUP includes guidelines and requirements for those who access the technology resources at SFX. Before any student may use the technology resources at school, an agreement to abide by the rules outlined in the AUP must be signed by a parent or guardian and their child. Parent/guardians are asked to read the agreement carefully and discuss it with students before signing. Students in grade 4-8 and their parents/guardian are also required to sign the Chromebook User Agreement before a Chromebook can be issued. ***A new agreement must be signed each year. It is printed on the reverse side of the Emergency Form sent to parents on the first day of the school year.***

With regard to the use of social networking sites (i.e. Instagram, Facebook, Twitter etc.): Conduct (whether inside or outside of school) which is detrimental to the reputation of the school, its staff or its students, may result in disciplinary action.

## **ELECTRONIC DEVICES**

Students may not bring electronic devices to school that are unrelated to their schoolwork. Examples include video games, iPods or other MP3 players, iPads, or other tablets, eReaders and personal electronic devices including but not limited to a Fitbit or other activity tracking device.

Cellular Phones are to be turned off during school hours, and they are to be kept in lockers. Cell phones may not be used to take pictures, send or receive calls or text messages, or as recording devices. If a student needs to call a parent from the school building, he or she is expected to use the office telephone. In an emergency situation a parent is expected to contact a student via the school telephone as well.

Electronic devices, including cell phones outside of lockers, will be confiscated, and parents will be asked to pick them up at school. Repeated violation of this policy on electronic devices may result in disciplinary action.

#### **PHOTO RELEASE**

All parents are required to complete the photo release form. If the form is not returned, it is assumed that the parent gives permission for the child's photo or academic work to be included **in any form of communication. The photo release is printed on the reverse side of the emergency form.**

# Tuition and Fees

## TUITION

There are two options for tuition payment:

- 1) Pay tuition in full for the school year by August 15th.
- 2) Pay a double installment (two months' tuition) by August 15th and eight monthly payments from September through April.

## REGISTRATION FEE

A \$50 nonrefundable registration fee for each student will be assessed. A tuition deposit of \$200 is required at the time of registration for each student new to the school. \$150 of this deposit is applied to tuition for the coming year.

## ADDITIONAL FEES

Miscellaneous fees assessed at the beginning of the year include: Sacramental fees, graduation fee, milk, lunch supervision, technology, Service Program, Family Assistance, Family & School Association. Additional fees are due in full by August 15th.

Athletic and band fees are assessed during the school year and due upon receipt.

## REFUNDS

If a student withdraws after the academic year has begun, a refund will be made for months in which there has been no attendance. In cases when it is professionally determined SFX is unable to provide the resources required to meet a student's learning needs, refunds will be made on a pro-rated basis. No refunds will be made to families for students who are suspended or expelled from school for disciplinary reasons.

## TUITION ASSISTANCE

FACTS Grant & Aid Assessment has acquired Private School Aid Service (PSAS) and will be conducting the tuition assistance analysis for St. Francis Xavier for each school year. **Families applying for tuition assistance must complete an online application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by May 1.** Applicants must apply online at: <https://online.factsmgt.com/signin/41VRG>. Paper applications are no longer available. There is a \$25.00 application fee per application, which may be paid for with a credit card or bank account number. Once an online application has been completed, the following information will need to be uploaded or sent to FACTS to complete the application process:

- Copies of your prior year Federal tax forms including all supporting tax schedules.
- Copies of your prior year W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation can be uploaded in pdf format online.

### **FINANCIAL RESPONSIBILITIES - PARISH SUPPORT / STEWARDSHIP**

To make Catholic education available to as many students as possible, efforts are made to keep tuition at reasonable levels. St. Francis Xavier works diligently to provide additional funds for families who need assistance as determined by the tuition assistance application process. Families with students at SFX are expected to support the parish through automated electronic giving or through the envelopes they receive from the parish.

Our school receives valuable financial support from our parish. There is a significant discrepancy between the actual costs to educate a child and the tuition paid per student. To help offset this difference, at least 10% of the school's operating budget includes income from multiple fundraising activities. It is expected and necessary for families to participate in these fundraising activities to the fullest extent possible to help defray the costs of education our students.

# Volunteer Opportunities

## **Protecting God's Children**

Child sexual abuse is a worldwide public health issue. Child abuse, particularly child sexual abuse, is reprehensible – especially when the wrongdoer is affiliated with the Church. The VIRTUS® programs assist the Church in being a safe haven for children and a messenger for preventing child sexual abuse within the Church and society in general. We seek to achieve this lofty goal through our child sexual abuse prevention program: Protecting God's Children®. All volunteers are required to complete the following four steps.

Step 1: Click here to download the [Volunteer Code of Conduct](#). Sign and return to the school office.

Step 2: Complete a DCFS Authorization for background check (CANTS) form. This form is now incorporated in the Archdiocese of Chicago background check. See Step 3. Please complete this form, print and return to the St. Francis Xavier Parish, School or Religious Education office, depending on where you will be volunteering. **PLEASE DO NOT SEND THE FORM TO D.C.F.S.**

**Note:** Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.

Step 3: Please click here to visit the Archdiocese of Chicago background check site. The background check instructions can be downloaded here: [background\\_check\\_instructions](#).

Step 4: Click here for the [Virtus Instructions](#).

“Our concern for the safety of children and young people in our care is the motivation for the screening and not a lack of trust in the fine men and women whose service I rely on to carry out the mission of the Church in Chicago.”  
(Francis Cardinal George)

## **SCHOOL ADVISORY BOARD**

The purpose of the St. Francis Xavier School Advisory Board is to:

- 1) review and recommend policies that govern the operation of the school;
- 2) advise the pastor in hiring the principal;
- 3) review and comment on the annual budget and to assist with the development of sources for school funding;
- 4) participate in the school's development, student recruitment efforts, and long-range plans;
  
- 5) help accomplish the goals and objectives of the St. Francis Xavier School Mission Statement; and
- 6) promote and publicize the school.

Our School Board consists of at least nine members, who serve as representatives of the school parents and the parish at large. Members serve a three-year term. Board meetings are held monthly and are open to all school and parish members, except for executive sessions, which are closed to visitors. The meetings are regularly scheduled for the second Tuesday of the month at 7:00 p.m. in the rectory courtyard room. Notice of board meetings are published in the church bulletin. Each meeting agenda includes a session during which visitors can ask questions and/or make comments. All visitors present will be recorded in the minutes of the Board meeting.

### **School Advisory Board Procedures for Visitors:**

- Visitors observe the School Board while it is in session. They do not engage in the discussions, nor do they actively participate in the agenda either through comments or by offering their opinions on the topic(s) being discussed.
- Once a visitor is recognized during the "open session," they should introduce themselves before addressing the board. Each visitor may speak for no longer than 2-3 minutes on matters of concern within the board's jurisdiction.
- All board members listen to visitors. If necessary, either the Chair or someone designated by the Chair clarifies comments made or questions raised.
- There is no discussion or debate among visitors and board members.
- The Chair thanks the visitors for comments made and informs the visitors that a school staff or board member will respond to them as appropriate at a later time.

## **FAMILY & SCHOOL ASSOCIATION**

The Family & School Association (FSA) is a parent organization whose goal is to help advance the Catholic education of our children and to promote the spirit of St. Francis Xavier School by providing a link between home and school. The FSA achieves this goal by sponsoring educational and recreational events for school families. Some examples are:

### **School Programs**

Room Parents  
Junior Great Books  
Art Smart  
FSA Newsletter  
Author Events  
Service Day

### **Fun Events**

Ice Cream Social  
Family Events  
Spring Play  
Talent Show  
Adult Social

### **Service Programs**

Welcome Coffees  
Hosting New Families  
Uniform Grab n' Go  
School Supplies Program  
Fundraising for 8th Grade  
Scholarships

The FSA is funded through an annual fee, which is collected at the beginning of each school year. All funds earned in excess of the FSA budget are given directly to the school to benefit our children.

The Family & School Association Board currently consists of five parents that co-share the officer positions of the association. Each serves a two-year term.

The FSA works best when all school parents support the organization. The gifts of your time and energy as well as your participation in the FSA sponsored events enable the FSA to function well for the benefit of the school and our students.

