



# Parent Student Handbook

## 2021-2022

Once you have reviewed all the information in this handbook, [please follow this link to sign off on the 2021-2022 school handbook & family pledge](#)

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 8/21

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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 3:45 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 2nd grade children for the Sacrament of the Eucharist, our 4th grade children for the individual celebration of the Sacrament of Reconciliation, and our 8<sup>th</sup> grade students for the 1st Year of the Sacrament of Confirmation. The 2nd Year of preparation for the Sacrament

of Confirmation occurs during their 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: Childrens' Rights and Responsibilities
- 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, between Bell and 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.

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 3:05 p.m.
1-8	Wed	8:00 a.m. to 2:05 p.m.
Full-Day K	Mon/Tues/Thurs/Fri	8:00 a.m. to 3:00 p.m.
Full-Day K	Wed	8:00 a.m. to 2:00 p.m.
Half-Day K	Mon thru Fri	8:00 a.m. to 11:20 a.m.
PreK 4 AM	Mon/Tues/Thurs/Fri	8:10 a.m. to 11:20 a.m.
PreK 4 AM	Wed	8:10 a.m. to 10:40 a.m.
PreK 4 Full Day	Mon/Tues/Thurs/Fri	8:10 a.m. to 3:00 p.m.
PreK 4 Full Day	Wed	8:10 a.m. to 2:00 p.m.
Preschool 3 AM	Mon/Tues/Thurs/Fri	8:10 a.m. to 11:20 a.m.
Preschool 3 AM	Wed	8:10 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. (grades 1-8), 8:20 a.m. (grades PS3- Kindergarten)**. 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 to call the school (708-352-2175) 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 individual teachers 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 should 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 encouraged 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.

## 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		

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.

## **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 required to provide 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.

All homework from grades 1-8 is posted on the SFX Homework Calendar.

Students will be assigned classwork and/or homework assignments through the LMS (Learning Management System) for their grade level. K-grade 2 will use Seesaw and grades 4-8 will use Google Classroom. Students are expected to complete all assignments which are posted there as part of their grade.

## **LATE/INCOMPLETE WORK**

### **Grades 2-8**

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. Late or incomplete homework or in-class assignments may merit an academic notification issued to the student and signed by a parent. Parents will be notified. A continued pattern of late/incomplete assignments may merit a parent meeting or removal from athletics and/or other extracurricular school activities (i.e. Band, Student Council, Peer Mediation, etc.). 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.

## **STUDENT SUPPORT PLAN**

A Student Support Plan is created for a student who is diagnosed with a disability that interferes with his/her ability to demonstrate understanding of the academic and/or social emotional learning skills at the same level as his/her grade-level peers. The diagnosis must be based on a determination from the LEA (local education agency) and/or a neuropsychological report.

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**

St. Francis Xavier, in conjunction with the Archdiocese of Chicago, administers the i-Ready 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 K-8. **i-Ready** is a comprehensive assessment and instruction program that empowers educators with the resources they need to help all students succeed. ... Enables educators to confidently determine each student's on-grade level proficiency based on state and national standards. 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.

## **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, 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 IArts classes (i.e. Music, Art, PE, Spanish) Tuition account must be reconciled.

### **BOOKS AND INSTRUCTIONAL MATERIALS**

Students are responsible for the good care of computers, iPads, chargers, 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 and electronic devices. Books or electronic devices 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. All families must read and sign the Responsible Use Policy before a school owned electronic device can be issued to the student(s).

## *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 Archdiocese of Chicago follows the State of Illinois policy that sets 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.

***All children must be fully potty trained. Pull ups and diapers are not allowed.***

### **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.

St. Francis Xavier School does not accept incoming 8th grade students unless they are coming from a closing Archdiocesan school, or if they are moving into the area from out of town and have not attended a school in the western suburbs.

### **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**

### **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.
- 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.

### **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.

### **Staff:**

- Treat each student, parent and other staff 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 duties in a timely manner.
- Continue to pursue academic excellence for themselves and their students.

## **CHILD ABUSE**

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 makes 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 the student can, he or she should 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 a **written bully report** to administration detailing bullying that occurred (time, location, type of bullying).
- Please note, a **bullying report form** 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 a 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.

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
<ul style="list-style-type: none"> <li>● Classroom Information</li> <li>● Classroom &amp; Student Behavior</li> <li>● Assignments &amp; Grades</li> <li>● Student Issues</li> </ul>	Contact Classroom Teacher by email (preferred), or by note
<ul style="list-style-type: none"> <li>● PowerSchool</li> </ul>	Contact Technology Coordinator, Amy Ryan <a href="mailto:aryan@sfxlg.org">aryan@sfxlg.org</a>
<ul style="list-style-type: none"> <li>● Attendance</li> <li>● Calendars</li> <li>● Medical Records</li> <li>● DirectorySpot</li> <li>● Arrival/Dismissal</li> <li>● Miscellaneous Questions</li> </ul>	Contact Front Office Administrator, Mary Hoffman: <a href="mailto:mhoffman@sfxlg.org">mhoffman@sfxlg.org</a>
<ul style="list-style-type: none"> <li>● Protecting God's Children Compliance</li> <li>● Re-registration of Current Families</li> <li>● Student Records</li> </ul>	Contact School Secretary / Registrar, Peggy Evans: <a href="mailto:pevans@sfxlg.org">pevans@sfxlg.org</a>
<ul style="list-style-type: none"> <li>● Tuition</li> <li>● Fees</li> <li>● Financial Aid Applications</li> </ul>	Contact Parish Accountant, Jane Bandyk, <a href="mailto:jbandyk@sfxlg.org">jbandyk@sfxlg.org</a>
<ul style="list-style-type: none"> <li>● SFX Athletics Programs</li> </ul>	Contact SFX Athletics Director, Tim Flynn: <a href="mailto:sfxAD@sfxlg.org">sfxAD@sfxlg.org</a>
<ul style="list-style-type: none"> <li>● New Family Admissions</li> <li>● Parent Newsletter</li> <li>● Publicity</li> <li>● Social Media</li> </ul>	Contact Advancement Director, Mary Tassi: <a href="mailto:mtassi@sfxlg.org">mtassi@sfxlg.org</a>
<ul style="list-style-type: none"> <li>● Sacramental Programs</li> </ul>	Contact DRE/Sacramental Prep, Elis Guidice <a href="mailto:eguidice@sfxlg.org">eguidice@sfxlg.org</a>
<ul style="list-style-type: none"> <li>● BASE (Before &amp; After School Program)</li> </ul>	LaGrange Park District BASE Director: Leanna Hartung: <a href="mailto:LeannaHartung@pdlg.org">LeannaHartung@pdlg.org</a>
<ul style="list-style-type: none"> <li>● Fundraising</li> </ul>	Contact Office Assistant, Jeanne Grimes <a href="mailto:jgrimes@sfxlg.org">jgrimes@sfxlg.org</a>
<ul style="list-style-type: none"> <li>● School Procedures</li> <li>● Administrative Matters</li> <li>● Policy</li> <li>● Further assistance on matters above</li> </ul>	Contact SFX Principal, Sharon Garcia: <a href="mailto:sgarcia@sfxlg.org">sgarcia@sfxlg.org</a>

## **METHODS OF COMMUNICATION**

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

- The SFX website at [sfxlg.org/school](http://sfxlg.org/school)
- School Messenger: an instant parent notification system for reminders and notices (phone, eblast, text)
- Weekly Parent Newsletter includes information about upcoming events, as well as day-to-day school life
- Monthly calendar posted on website
- Curriculum Nights
- Catholic Schools Week Open House in January
- Parent-Teacher Conferences in November (Gr. PS4-8)
- Parent-Teacher Conferences in March (Gr. PS3)
- Email and website for each staff member PowerSchool to check grades and work completion (Gr. 4-8)
- Daily Homework Calendar accessible on website
- 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, on weekends or school holidays. Emails received on weekends or school holidays will be answered when school resumes.

## **CONFERENCES/APPOINTMENTS WITH TEACHERS**

Parent-Teacher Conferences are scheduled in November (grades PreK4-8) and March (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 electronic school directory (Directory Spot) is for the sole use of school families and school personnel. 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 school office..

# 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.

Morning Meetings for grades PS-8 will be conducted 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/KINDERGARTEN 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 and kindergarten curriculums are aligned to the Common Core standards. Children in our programs are well prepared for the next level. 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. St. Francis Xavier School offers half-day and full-day kindergarten sessions.

## **GRADES 1-8**

We create a learning environment in which our students thrive academically, socially, and in their Catholic identity. A Blended Learning model is followed to successfully meet the intellectual, moral, and social challenges involved with Internet use and technology.

Standards Based Instruction and Assessments are used to align with Common Core State Standards in all core curricular areas. We use the Journeys Reading and Language Arts program (Catholic Identity Edition) in grades PS-6 and Everyday Math for grades K-6. Middle School grades use Holt McDougal Literature, and McDougal Littell Pre-Algebra and Algebra. HMH Dimensions Science (aligned with NGSS standards) is used for Gr. 3-8. Mystery Science is used in K-gr. 3. 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
  - Science Club
  - Math Club
  - Chess Club
  - Junior Great Books
  - Parish Children's Choir
- Involvement in Leadership:
  - Student Council
- Band lessons
- Sports program:
 

Volleyball	Cheerleading
Cross Country	Football
Track & Field	Basketball

**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.

Clothes should be clean, not torn, fit properly, and be modest and appropriate for school.

Homeroom teachers will ensure that students comply with the dress code each day. Consequences will be given for non-compliance. 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**

\*no activity trackers of any brand may be worn. This includes Fitbit, Vivofit, et al.

#### **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 sweater, cardigan, or pullover (no logo)  
SFX logo sweatshirt, navy blue Gr. 1-5, Gray Gr. 6-8.  
No hoodies.

**Slacks**

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

**Tights/socks**

Socks, anklets, knee highs or tights in solid colors (black, white, navy, tan, gray)

**Shoes**

Dress or casual shoes in solid color (black, navy, tan, gray)  
Gym shoes may be worn. No hightops.  
[All shoelaces must be tied.](#)  
No slogans or added artwork.

**Jewelry**

The following are permitted:

- Small post earrings (one per ear) for girls (for safety reasons, no dangle earrings are allowed)
- 1 ring (smooth edges)
- Analog wristwatches
- 1 simple necklace and/or bracelet

**Hair**

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

**Make-Up**

No make-up  
No nail polish

## **BOYS**

### **Slacks**

Navy twill pants  
Uniform style only-no cargo pants  
Belt to be worn Gr. 4-8; solid color black, navy or brown with a small, plain buckle.

### **Tops**

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

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

### **Socks**

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

### **Shoes**

Dress or casual shoes in solid colors (black, navy, tan, gray)  
Gym shoes may be worn. No hightops.  
[All shoelaces must be tied.](#)  
No slogans or added artwork.

### **Jewelry**

The following are permitted:

- Analog wristwatches
- 1 ring (smooth edges)
- 1 simple necklace and/or bracelet

### **Hair**

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

## **GYM UNIFORM**

### **BOYS AND GIRLS**

<b>Tops</b>	SFX logo gray t-shirt SFX logo sweatshirt, navy blue Gr. 1-5, Gray Gr. 6-8. No hoodies.
<b>Bottoms</b>	SFX logo navy gym shorts SFX logo gym pants (Oct. 15-April 30)
<b>Socks</b>	Solid color (black, white, navy)
<b>Shoes</b>	Gym shoes may be worn. No hightops. All shoelaces must be tied. No slogans or added artwork.

## **SUMMER UNIFORM**

<b>BOYS AND GIRLS</b>	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.
<b>Tops</b>	Boys: Light blue or white polo (no logo) Girls: Navy blue or white polo (no logo)
<b>Shorts</b>	Navy or khaki (tan) shorts, no more than 3" above the knee
<b>Socks</b>	Solid color (black, white, navy)
<b>Shoes</b>	Dress or casual shoes in solid colors (black, navy, tan, gray) Gym shoes may be worn. No hightops. All shoelaces must be tied. No slogans or added artwork.

## 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/distracting slogans

#### **Bottoms**

Shorts, skirts, dresses must not be form fitting or more than 3” above the knee. Leggings may be worn with a long shirt to cover bottoms.

#### **Shoes**

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

## UNIFORM ORDERS

SFX hosts Uniform Grab 'n Go 2-3 times during the school year. Parents may come in and get gently used school uniforms and gym uniforms.

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 Archdiocese 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 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
- Original Works

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**

Illinois State Law requires that all students prior to entering:

- Illinois schools for the first time
- Kindergarten
- 6th Grade
- 9th Grade

must have a current (conducted within one year of entering the given grade) **physical examination with a current immunization record**. Students entering sixth grade will be required to provide proof of Tdap vaccination along with the school physical forms that are also required for these grades.

Illinois requires students to have proof of immunization to enter school. By October 15th each year, students must have an Illinois Child Health Examination form signed by a physician, nurse in physician's office, school nurse, or local health agency and the form has to show: the type of immunization given, number of immunizations and dates immunizations were given. If the form is not received by October 15th, the child will be excluded from school until they can prove they received the required immunizations unless the child has a valid medical or religious exemption.

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 upon first entry into an Illinois school.

Physical, dental and vision forms will be distributed to students as necessary. All health forms are also available on the school website.

### **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**

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.

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 or come to school to administer medication.

Whenever medication is kept at school, the following regulations must be followed:

- 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

The secretary or other school personnel will supervise and keep a record (required by law) indicating that medication was taken.

\*Cough drops may be sent to school with a parent note, parents must also notify the teacher. (Caution – cough drops can be a choking hazard).

**School personnel cannot administer any medications without these forms completed by parent/guardian and physician. Students may not carry any form of medication on their person without required paperwork.**

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.

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

## **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.

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 IArts 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 sanitize 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.

Sanitizing protocols may be put into place due to student food allergies.

### **Standard Procedures-Lunchroom**

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

A nut-free table will be provided 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**

There will occasionally 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.

## **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 and foods will adhere to 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.**

***The Acceptable Snack List can be found on the school website [sfxlg.org/school](http://sfxlg.org/school) > Parent Resources.***

## **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

Students in grades PS-2 may bring: a piece of cheese, fresh fruit or vegetable for their assigned snack time.

## 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 handled. 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 12:20 p.m. – 12:50 p.m.
1 & 3	Lunch 10:56 a.m. – 11:19 a.m.	Recess 11:19 a.m. – 11:42 a.m.
2 & 4	Recess 10:56 a.m. – 11:19 a.m.	Lunch 11:19 a.m. – 11:42 a.m.
6 & 8	Recess 11:44 a.m. – 12:07 p.m.	Lunch 12:07 p.m. - 12:30 p.m.
5 & 7	Lunch 11:44 a.m. – 12:07 p.m.	Recess 12:07 p.m. - 12:30 p.m.

### WEDNESDAY LUNCH & RECESS TIMES

Grade(s)	Time	Time
Full Day K	Lunch 11:20 a.m. – 11:50 a.m.	Recess 11:50 a.m. – 12:20 p.m.
1 & 3	Lunch 10:29 a.m. – 10:51 a.m.	Recess 10:51 a.m. – 11:13 a.m.
2 & 4	Recess 10:29 a.m. – 10:51 a.m.	Lunch 10:51 a.m. – 11:13 a.m.
6 & 8	Recess 11:15 a.m. – 11:37 a.m.	Lunch 11:37 a.m. – 11:59 a.m.
5 & 7	Lunch 11:15 a.m. – 11:37 a.m.	Recess 11:37 a.m. – 11:59 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.

All-day students bring lunch from home in a lunch bag marked with the student's name. St. Francis Xavier School does not have a daily hot lunch program or vending machines. Microwaves are not available to heat student lunches. An optional in school Milk Program is available. Special Pizza lunches are offered for students in full-day kindergarten and grades 1-8 several times during the year. Various student groups serve these special lunches to raise funds for their projects. Pizza lunches are prepaid.

Students should bring a filled/reusable water bottle to school daily. Water bottle filling stations are available throughout the school building.

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 privileges as determined by faculty and/or administration..

## 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 adult crossing guards. Drivers 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, parents and drivers 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 bicycle 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 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**

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- Archdiocese 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 robots. In order to protect children and to protect the school's investment in information technology, SFX School has established a device specific Responsible Use Policy (RUP). The RUP applies to the computers, electronic devices and equipment used by students as well as the information accessible via technology. Additionally, the Archdiocese of Chicago provides an [Acceptable Use Policy \(AUP\)](#) which is also followed.

The RUP & AUP at SFX sets the expectation for students, 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 RUP & 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 RUP & AUP must be signed by a parent or guardian and their child. Parents/guardians are asked to read the agreement carefully and discuss it with students before signing. Students & parents are required to sign these agreements before an iPad or Chromebook can be issued to the student. **A new AUP must be signed each year. The RUP is sent out separately. Both are sent electronically.**

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 an Apple Watch, Fitbit, Vivofit 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.

Watch-style cell phones, including but not limited to: Apple Watch, Cosmo, Verizon Gizmo, and Timex Family Connect are not permitted to be worn at school. Students will be asked to remove them, turn them off and put them in their locker.

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 school communication. The photo release is sent out in electronic format annually.**

## *Tuition and Fees*

### **TUITION**

We have partnered with FACTS Management Company to help manage our tuition payments. Parents will be able to make payments online from the convenience of their home or office anytime.

Payment Dates: You may choose either the 1<sup>st</sup> or 15<sup>th</sup> of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards (with 2.85% convenience fee added for credit or debit card payments only).

### **REGISTRATION FEE**

A \$75 non refundable registration fee for each current student and each new sibling registered will be assessed to the parent's FACTS account.

A non refundable registration fee of \$150 is required at the time of registration for each student of a family new to the school.

### **OTHER 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. These fees are included in the August FACTS invoice.

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

### **REFUNDS**

If a student leaves after the academic year has begun, tuition will be prorated for the days of attendance only, which may result in a refund of tuition. The Fee Schedule lists the dates when fees become non-refundable. 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 conducts the tuition assistance analysis for St. Francis Xavier 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 June 1 in order to receive priority consideration for available grant funds.**

Applicants must apply online at: <https://online.factsmgt.com/signin/41VRG>. Paper applications are no longer available. There is a \$35.00 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 Federal tax forms including all supporting tax schedules (most recent tax year).
- Copies of your W-2 forms for both you and your spouse (most recent tax year).
- 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. Families who intend to complete the FACTS Grant & Aid application are also encouraged to complete the Empower Illinois application.

[https://empowerillinois.org/wp-content/uploads/Step By Step Application Instructions\\_111620.pdf](https://empowerillinois.org/wp-content/uploads/Step_By_Step_Application_Instructions_111620.pdf)

## **DELINQUENT TUITION PAYMENT**

Prompt payment of tuition and fees is essential to the efficient operation of the school. If families are unable to meet their tuition obligations, they may engage the Principal and Pastor to develop a mutually agreed alternate payment plan. If an alternate payment plan has been established and the affected family continues to pay in accordance with that plan, this will mitigate the delinquent tuition payment consequences noted below.

Students who attend the first day of class without having made a payment may not be allowed to return until a payment is made. The school administration may also withdraw those students from athletic or other extra-curricular activities. Each payment that is more than 30 days past due will incur a \$40.00 late fee.

If tuition accounts are not current at the time report cards are issued, the administration may exclude children from classes on the first day of each new academic trimester until payment is made. Families with delinquent tuition and fees will be informed by the principal when a student's exclusion from classes becomes necessary. If a 50% payment is not made by the end of the first trimester, the student may not be admitted for the start of the second trimester.

If 100% of the tuition is not paid as due by May 1st, eighth grade students may not be allowed to participate in any graduation-related activities.

The school administration may elect to place students in wait-list status rather than allow placement on next year's class list if their families have an unpaid tuition balance.

### **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 on a regular monthly basis.

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. Tuition and fees generally account for 75% of the school operating expenses. The remainder comes from a combination of Parish subsidy (15%) and assorted fundraising activities (10%). 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 for 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 all steps included.

Please contact Mrs. Peggy Evans at [pevans@sfxlg.org](mailto:pevans@sfxlg.org) for instructions on completing the Virtus/Protecting God's Children program.

“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 6:30 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:

Room Parents

Junior Great Books

Art Smart

FSA Newsletter

Author Events

Service Day

Ice Cream Social

Family Events

Spring Play

Talent Show

Adult Social

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.



# Archdiocese Parent Pledge

ARCHDIOCESE OF CHICAGO | 

August 9, 2021

Dear Parents,

We look forward to welcoming you and your children back to school soon.

Last year, with your cooperation, we were able to offer in-person instruction and a full year of instruction time while preserving learning gains. This year, we will have fewer restrictions but will still need your partnership to help ensure our schools again provide a safe learning environment and remain open without undue interruption. **We ask you to read carefully the following statements and verify by signing on the line below that you understand and agree to these measures.**

To those ends, we ask that you pledge the following:

- I will remind my child to wear a mask when required to do so in school and will provide my child with sufficient masks.
- I will keep my child at home if they are feeling ill or symptomatic regardless of their vaccination status.
- I will advise school leadership immediately and keep my unvaccinated child/children at home when exposed to a COVID-19 positive household member (close contact case) for the quarantine period as confirmed by the school representative. I understand that vaccinated children can attend school as long as they are not symptomatic.
- I will advise school leadership immediately of my child's diagnosis of a confirmed case of COVID-19 and provide the necessary information to the school representative for the COVID-19 tracker. I will abide by the isolation guidance provided by the school.
- I understand that quarantine or isolation guidance extends not only to school, but also to extra-curricular activities, including sports.
- I will remind my child of good hygiene practices, including frequent hand washing and regular use of hand sanitizer.
- I will remind my child to cover their mouth and nose with a tissue or an elbow when sneezing or coughing followed immediately by hand washing or sanitizing.

It is our hope that complying with the guidance of public health authorities, including the current mask mandate, will keep our families and staff safe and help bring the pandemic under control. We join Pope Francis, Cardinal Cupich and our bishops in urging all to be vaccinated against COVID-19 and in praying for everyone affected by the pandemic.

Kind regards,

Office of Catholic Schools

**By signing this pledge, I promise to follow these safety measures for the good of our Catholic school community and the common good. [See Link at TOP of Handbook](#)**