

Saint
Francis Xavier
Catholic School



St. Francis Xavier Family Handbook

Cross Plains, WI
Est. 1857

Updated: 2018

St. Francis Xavier School Mission Statement

St. Francis Xavier School is united in a Christ-centered environment that develops the student spiritually, intellectually, emotionally and socially.

We are committed to Catholic values, student success, and service to others.



St. Francis Xavier School Code of Conduct

With Jesus as my model:

- 1. I will respect myself and others.**
- 2. I will respect personal property and that of our school.**
- 3. I will be responsible for my learning and my actions.**
- 4. I will challenge myself to strive for excellence.**

Important Contacts

St. Francis Xavier School	798-2422 798-0898 fax
School/Parish Website	www.sfxcatholicsschool.org
Principal Email	robert.abshire@sfxcrossplains.org
Staff Emails	See the School Directory to contact the desired staff member or St. Francis Xavier website for other contact information.
Director of Stewardship & Development	798-2423 Stacey Eslinger stacey.eslinger@sfxcrossplains.org
St. Francis Xavier Parish	798-0100
Parish e-mail	info@sfxcrossplains.org

Public School Bus Information

Middleton/Cross Plains	829-2365
Mt. Horeb	437-2400 ext. 1250
WI Heights (First Student)	767-2500



Follow us on facebook!

Daily School Hours

School Hours are from 7:55 AM to 2:42 PM

Please review the complete arrival/dismissal procedures on page 5.

Arrival:

Students arrive at school between 7:30 and 7:50.

Students are not to arrive prior to 7:30 AM.

7:45 AM	1 st Bell: Students dismissed to classroom
7:55 AM	2 nd Bell: Students to be in classroom

Dismissal:

2:47 PM:	M/CP 1 st bus & Mt. Horeb bus riders
2:50 PM:	WI Heights and car riders. Rest of M/CP bus riders.
2:55 PM:	Walkers and bike riders



Educating the whole child through faith, academics and service.

Dear St. Francis Xavier Community,

Thank you for taking the time to understand and commit to the mission of St. Francis Xavier Catholic School. As Jesus' lessons teach us, it is not always easy to follow His example. However, there never was an expectation that it is easy, just right! Thank you for your dedication in living the behaviors outlined and choosing to espouse the ideals set forth in this handbook. Our strength as a community is set as we live our shared vision and choose to follow in His path.

The policies and guidelines that help us negotiate this journey together have been developed over many years. We have hopefully learned from experience, sought council through prayer, and been open to make sure that Christ's work is what is happening here.

This handbook is meant to be a living document. Changes occur yearly and I welcome your input and insight. As we proceed through this coming school year, evaluate and be mindful of improvements that would help enhance our school. We all know that St. Francis Xavier is a special place but we can strive together to make it even better. Thank you for your commitment and support in making our community a living extension of Jesus' work.

Faithfully,

**Robert B. Abshire
Principal**

Notes

Table of Contents

Daily School Hours	2	Lost and Found	13
Admission Procedure	3	Medication Policy	14
After School Program	3	Milk Break (K4 and K5).	14
Arrival/Dismissal	3	Non-Discriminatory Statement	14
Athletic Association	4	Parent/Student/Teacher Conferences	14
Attendance	4	Parental Expectations	15
Authority	5	Physical Education	15
Birthdays	5	Playground Duty	16
Care of Money	5	Playground Guidelines	16
Cell Phones/Personal Electronic Devices	5	Registration	16
Change of Address, Phone, Email	5	School Education Committee.	17
Child Custody	6	School News	17
Child Safety	6	School Supplies	17
Curriculum Fees	6	SCRIP	17
Curriculum Development	6	Selling	18
Diocesan Policy	7	Special Academic Needs	18
Discipline Policy	7	Spirituality Code For Parents	19
Dress Code	9	Student Directory	20
Field Trips	10	Student Community Service Activities	20
Fundraisers	10	TeacherEase	20
Grading-Middle School	10	Telephone Use	20
Gum Chewing	11	Textbook Care	20
Harassment/Bullying	11	Transportation	20
Health Services	12	Tuition	21
Home & School Association.	12	Vacation Absences	21
Homework	12	VIRTUS Training	21
Hot Lunch/Milk Program	13	Volunteers	21
Internet Acceptable Use Agreement.	13	Weather Regulations	22
Library	13		

Daily School Hours

School Hours are from 7:50 AM to 2:50 PM

Arrival:

Students arrive at school between 7:30 and 7:55 and proceed directly to the cafeteria.

There is no supervision prior to 7:30 AM.

Students should not arrive prior to this time.

7:45 AM 1st Bell: Students dismissed to classroom
7:55 AM 2nd Bell: Students must be in the classroom
(Students not in the classroom at 8:00 are marked tardy.)

Dismissal:

2:47 PM: 1st of M/CP & Mt. Horeb bus riders
2:50 PM: WI Heights and car riders
Rest of M/CP bus riders
2:55 PM Walkers and bike riders are dismissed during a break of the M/CP Buses.
****Safety of walkers and bike riders is of the utmost importance.****
St. Francis Xavier has a peer safety patrol to assist walkers and bike riders.
When dismissed, walkers and bike riders are to leave immediately.

Cars picking up students are to enter the church parking lot and proceed to the lower gym doors.

Admission Procedure

At St. Francis Xavier, we welcome new students. All new families wishing to register their children should contact the principal, Director of Stewardship & Development or the pastor. Contact numbers are listed on the Important Contacts page on the back cover. Class size is limited to 25 students. Priority for entrance to St. Francis Xavier School is first given to siblings of present St. Francis Xavier School students, next to parishioners, and finally registration is opened to non-parishioners after May 1 of each year. K4 students must be 4 years old by Sep. 1, K5 age 5 by Sep. 1. All new kindergartners and transferring students are accepted on a probationary basis. The student's progress will be evaluated to determine permanent placement. We strive to service students with a wide range of needs or accommodations. If St. Francis Xavier School cannot accommodate the needs of the child, a recommendation will be made for placement under the auspices of the public school system.

After School Program

St. Francis Xavier After School Program provides child care for children enrolled in St. Francis Xavier School in grades K4 through fifth grade. After school care is provided on all school days (per Middleton/Cross Plains School District Calendar) from 3:00 PM to 6:00 PM. Please contact the school office to register. Capacity is limited.

Arrival/Dismissal

In General:

For our students' safety, there should be no vehicles entering at the Thinnes Street exit between 7:30 AM-3:30 PM. All vehicles are asked to enter by the Church parking lot.

Morning Drop Off:

Enter the Church parking lot driveway and drop off at the lower gym entrance following the procedures outlined below:

- Students are to exit toward the parking lot and walk in front of their own vehicle to enter at the gym doors.
- Students should be instructed not to walk behind their vehicle or between vehicles.
- Cars should line up and pull up directly in front of the door when it is their turn.
- Students should wait in the car until they are at the front of the line.
- There is to be no passing in this area.
- Cars will exit the lower parking lot at the Thinnes Street exit.

Afternoon Pick-Up:

Enter the Church parking lot driveway and drive around to the gym entrance following the procedures outlined below: forming a line of vehicles as for the morning drop off.

- Cars should line up and pull up directly in front of the door when it is their turn.
- Students will exit the gym doors and walk around the front of their own vehicle and will enter the passenger side of the car.
- Students should be instructed not to walk behind their vehicle or between vehicles.
- Dismissal for car riders is 2:50 PM. At that time, students will wait in line with teacher supervision at the gym entrance.
- The students will enter the cars in the order that the vehicles are in line, loading one vehicle at a time.
- Cars should exit the lower parking lot at the Thinnes Street exit.

Students and the supervisor will remain at the gym entrance until 3:05 PM. If a child has not been picked up by that time, the parent will be contacted by phone.

Walkers and bike riders will enter and exit at the first grade entrance only. All bus riders will enter and exit the school by the second grade classroom only. For the safety of all, walkers and bike riders should not walk through our lower parking lot.

Appointments during the school day:

For the safety of everyone, especially our children, cars should enter the parking lot by the church at all times during the school day from 7:30 AM - 3:30 PM.

Athletic Association

This association helps to oversee our school athletic programs and reports to the School Education Committee (SEC). Students in grades 5-8 may participate in basketball, volleyball, softball and track. Our school is part of the MAISL (Madison Area Independent Sports League) for these sports. Football is also offered for students in grades 4-8. Football is part of the Dane County Youth Football League (Grades 4-6) and the Jr. High Football Alliance (Grades 7 & 8).

Website Links: www.maislathletics.org
 www.sfxfootball.org

Priority for entrance into St. Francis Xavier School athletic programs is given first to present students. If additional team members are needed, a decision is made by the Athletic Association Board as to how to field a team. Student participants not attending St. Francis Xavier School must be active participants in the St. Francis Xavier Parish Religious Education Program.

Our St. Francis Xavier School athletic programs follow the athletic guidelines as specified by the Diocese of Madison. The utmost in good sportsmanship is expected of all St. Francis Xavier student/athletes, coaches, parents and other fans at all times. In order to participate in any athletic program at St. Francis Xavier School, a current physical card must be on file in the school office, as well as a signed student/athlete contract. Students must maintain good academic standing (C's and above) in order to participate in any of the athletic programs offered. Please contact the school office for more information.

Current board officers are listed in the St. Francis Xavier school directory published each year.

Attendance

Regular attendance at school is essential for continuous progress. If a child is absent, call the school office (798-2422) by 7:55 AM, including the reason for the absence.

Students must check in with the school office if they arrive late or leave school during the school day for any purpose.

Our sick room facilities are minimal. If your child is ill, s/he will be uncomfortable at school. Sometimes a day of rest at the onset of an illness can shorten the duration. Students who have experienced illness should not return to school until they are symptom free for a full 24 hours (non medicated), this includes vomiting, diarrhea and fever over 100.5°.

Head Lice Policy: If there are two confirmed cases of head lice within the school we will notify all families and disseminate pertinent information for how to check and what to look for. Infected students may return to school as soon as they are treated and are nit free.

Excessive absence (40) days or the equivalent of 40 days including tardiness, can be cause for a student to be retained in the current grade for another year.

Authority

Problems or concerns should be resolved at the lowest level possible and progressed through the following levels in the event there is no resolution: teacher, principal, education committee. As the leader of the parish, final authority lies with pastor.

Birthdays

Birthday treats are welcome in all grades. Those students with summer birthdays can celebrate their “un-birthday” by simply informing the teacher in advance.

Students planning birthday parties are reminded that in order to avoid hurt feelings, they should not pass out invitations at school unless they are inviting the entire class. Due to DPI regulations, we are not allowed to use the school refrigerator and freezer to store food not intended for the hot lunch program. As a result, we ask that you do not send treats that require refrigeration.

Care of Money

When sending money to school for any purpose:

1. Send the exact amount.
2. Use an envelope with the child’s name, grade, and exactly what the money is for.
3. Due to our accounting system, hot lunch/ milk money must be paid separately from all other fees.

Cell Phones, Personal Electronic Devices

Recognizing the importance of cell phones and personal devices in our society, students who bring these items to school must keep them turned off and in their backpacks/lockers at all times. Students are not to use their phone to make a call, text message, play games or access voice mail or internet via phone, iPod or other device at school. Students who violate this policy will have their device confiscated and returned to the parent. These items may not be used on school grounds, including the playground, before, during or after school, unless permission is granted by a staff member.

Change of Address, Phone, Email

Please report any change of address, home or work telephone number or email to the office as soon as possible. If requested, we will be happy to post this change of address in our weekly Update so that all families can update their own personal school family directory.

Child Custody

In the event of a divorce or separation it is assumed by the school that each parent has been awarded equal rights in regard to access to their children. If there are special circumstances such as sole custody, limited access or restraining orders, copies of these court documents must be on file in the school office.

If the situation regarding child custody changes at any time during the course of the school year, parents are required to inform the school office of the change. Parental access to a student, or information regarding a student, will only be curtailed or restricted if the appropriate court documents have been filed with the school office.

Child Safety

Saint Francis Xavier strives to create a safe place for all students and to prevent any school violence. There is an important balance between sufficient building security and providing students a healthy, nurturing, normal school environment. School safety starts by creating a caring school community in which adults and students respect and trust each other and all students feel connected, understand expectations and receive the support they need.

St. Francis Xavier works in accordance with the Cross Plains Police Department to practice regular Emergency drills.

State law requires school personnel, including administrators, teachers, counselors and speech therapists to immediately report all cases of suspected abuse or neglect involving children under the age of 18 seen in the course of their professional duties.

Curriculum Fees

Curriculum fees and academic fees are assessed to pay for a small portion of the program of curriculum and instruction of our St. Francis Xavier students and are due during the first week of school each semester.

In addition to these fees, parents support the school through either our parish Sacrificial Giving Program or a tuition plan for non-parish families. All parish families are required to complete an annual giving Commitment Card in the spring. School families will receive statements from the parish that show the progress you are making on that important commitment. It is critical to our school that families keep their commitment. If your family situation changes, please be sure to contact the pastor regarding modifying your financial commitment to the parish.

Any family not able to pay their entire fees and/or full Sacrificial Giving will submit a Financial Aid Form, available from the school principal.

Parish Council Policy: No parishioner shall be denied access to a parish program because of the inability to pay the entire fee. Contact the pastor or school administrator for information on a payment schedule and/or plan that meets the needs of your family situation.

Curriculum Development

At St. Francis Xavier School, we provide an educational experience that is both comprehensive in meeting the standards and expectations of a high-quality curriculum, and allows for the uniqueness of each student's learning ability. We are committed to continuous school improvement by integrating advanced learning opportunities.

Our school is fully accredited by the Wisconsin Religious and Independent Schools Accreditation (WRISA), which requires our ongoing review and updating of curriculum consistent with standards set by the association.

Curricula are reviewed on a rotating basis. Contact the school office or administration for more specific information on this curricula review.

We are a Catholic school community. Throughout our curriculum, we incorporate the values, beliefs and tenets of our Catholic faith. Saint John Paul II notes:

“Catholic schools transmit knowledge and promote the human development of their students... The mission of the Catholic school is the integral formation of students, so that they may be true to their condition as Christ’s disciples and, as such, work effectively for the evangelization of culture and for the common good of society... In the Catholic school, there is no separation between time for learning and time for formation...” (1998)

On a daily basis, our qualified staff delivers learning experiences that are shaped by the nuances of particular students’ learning as well as the demands of a contemporary and reasonably flexible curriculum. This approach reflects the “hands-on” research of our school’s educational leaders, with special attention given to the Catholic Diocese of Madison Religious Education Standards and the State of Wisconsin Model Academic Standards.

Diocesan Policy

St. Francis Xavier Catholic School is a part of the Diocese of Madison and is, therefore, under the jurisdiction of the Office of Catholic Schools, and the Superintendent of Schools. The Diocesan Policy Handbook is used to guide parish decisions in establishing policies for their schools. The St. Francis Xavier Parish Pastor has authority over all facets of parish life. He has final authority on all school matters.

A copy of the Diocesan Policy Handbook may be obtained by contacting the school office.

Discipline Policy

St. Francis Xavier Catholic School is drug-free, weapon-free, bully-free and harassment-free.

In the spirit of cooperation and our Catholic school mission, St. Francis Xavier Catholic School students follow our Code of Conduct. When the Code of Conduct is not followed, appropriate actions are taken to ensure that the learning environment remains a safe and positive one for all of our students and staff. St. Francis Xavier School follows progressive steps in assigning disciplinary consequences for Code of Conduct infractions. Our goal is to not punish but to change negative behavior. Students are expected to follow all rules, policies and the Code of Conduct. Parental support is essential for the effectiveness of this discipline policy.

Reasons for disciplinary action include, but are not limited to the following:

- Disruption of classroom learning and student activities
- Disrespect for others (teachers, staff, volunteers, students, property)
- Excessive tardiness or unexcused absences
- Leaving the classroom or school premises without permission

7

- Inappropriate language
- Hitting, or any violent behavior, of any form (real or in jest)
- Fighting or provoking a fight
- Threats (real or in jest): verbal or physical, to school personnel, other students, or the building
- Possession of any dangerous or illicit items such as weapons
- Use or possession of tobacco, alcohol or drugs
- Bullying, Cyber-bullying or Harassment – verbal, physical or sexual (See Harassment Policy Page 12)
- Violation of the technology Acceptable Use Policy
- Stealing
- Lying, cheating or plagiarism¹
- Other violations of school policy.

¹ Cheating or plagiarism will result in the student receiving a zero for the work submitted, as well as parent notification and other consequences deemed appropriate.

Consequences vary according to age and development. These consequences may include but are not limited to:

- Discussion with teacher and/or principal and all other involved parties
- Removal from the group
- Parent contact
- Student completion of “*behavior log*”
- Loss of recess privileges
- Requirement to remain after school (detention)
- Letter of apology
- Conference with principal and parents
- Loss of school, athletic, bus, field trip privileges
- Action plan (contract) for future behavior
- Suspension
- Probation
- Expulsion

Should a student’s behavior in school deviate so far from the limits of acceptability, or if his/her conduct is such that it endangers the property or safety of self or others, action may be taken to restrict his/her privilege of school attendance. Such action may be of three types:

- **Suspension** -A temporary termination of enrollment until stipulated conditions are met.
- **Probation** -A conditional enrollment during a trial period.
- **Expulsion** -A termination of enrollment permanently or for an extended period of time.

The administrator/principal or their designee reserves the right to deem any behavior inappropriate and impose appropriate consequences for such behavior.

The administrator/principal reserves the right to discipline students for off-campus behavior, such as cyber-bullying, that is not in line with the behavior expectations of St. Francis Xavier School.

Any items brought on St. Francis Xavier School grounds may be searched.

Suspension/Expulsion

The suspension/expulsion policy has been established by the St. Francis Xavier Education Commission, per Diocese of Madison Board of Education policy # DBS 5120, *“Each Parish Education Commission shall establish a policy on suspension and expulsion standards and procedures for their respective school.”*

Suspension is for a serious offense against the good conduct policies of the school community.

Actions resulting in suspension include, but are not limited to, the following:

- Any form of Harassment/Bullying
- Gross defiance of persons and/or rules
- Disrespect toward staff, students, volunteers, property
- Preventing a teacher from teaching
- Continuous upsetting of order in the classroom, or the school in general.
- Striking (real or in jest) any school employee or student

Expulsion is an extreme measure and will be used only on very rare occasions. A student may be expelled for repeatedly refusing or neglecting to obey school rules. A student may be expelled from school by engaging in conduct that endangers the health, safety, or property of others. The school, working with the parents, should make serious efforts to correct the negative behavior before expulsion is considered.

Actions resulting in expulsion include, but are not limited to, the following:

- Any form of Harassment/Bullying
- Striking or assaulting any school employee, or student
- Unprovoked battery and/or attack resulting in injury of another person
- Exhibiting, using, or threatening to use any dangerous weapons on or near school premises
- Use or possession of any controlled substances

Dress Code

Students of St. Francis Xavier School are expected to dress appropriately for attendance at a Catholic school. Appropriate dress for students allows for individual expression, yet maintains standards of cleanliness, neatness and modesty. Student dress and appearance reflect and influence attitudes affecting academic performance, behavior, and respect for God, self, others, and school staff. The school depends upon the cooperation of the entire school community in adhering to the letter and spirit of this code.

Objectives of the Dress Code are to:

1. Create an atmosphere that complements serious academic pursuits.
2. Instill in students a sense of pride in their appearance.
3. Ensure that a student’s appearance is not a distraction to the learning environment.
4. Help students distinguish between dress for school and dress for more informal activities.

In order to accomplish these objectives, we will require the following:

1. Shorts, dresses and skirts must be at knee length when standing.
2. Shirts/blouses must have sleeves. Tank tops, crop tops, “cold shoulders”, cut outs, halter tops, spaghetti straps, fishnet, open mesh, short tops that expose the mid-section or low cut tops that expose cleavage may not be worn.

3. Appropriate footwear is to be worn. Flip-flops, thongs and other beach-type foam sandals may not be worn. All shoes must have a 'back.'

9

4. No athletic-type shorts, nylon or mesh shorts, sweatpants, wind pants, joggers, track suits, athletic leggings or yoga pants.
5. Fashion leggings may be worn, as long as a tunic top, dress or skirt that covers the bottom is worn overtop.
6. Ripped or torn clothing of any kind is not allowed.
7. Any negative or inappropriate messages of any type communicated through printed words or artwork are prohibited.

Mass Day Dress Code:

St. Francis Xavier School children attend Mass weekly (typically on Thursdays) and for other Holy Days and religious celebrations. Dress for entering and celebrating in The Lord's House is to be respectful and appropriate for God's Home. Students are to follow the guidelines below on Mass days.

Winter Gear

Shorts are not permitted on days in which the forecasted high temperature is below 50°. Boots/snow pants must be worn in order to play on the grass/playground equipment when snow is present.

Appropriate Dress for Boys:

Dress pants and a collared shirt that is tucked in or a sweater. Sweatshirts, T-Shirts, jeans, or shorts are not allowed on Mass days.

Appropriate Dress for Girls:

Dress pants, skirt or dress (knee length) with a dress top or sweater. "Dress" capri-style pants are allowed. Sweatshirts, T-Shirts, jeans, or shorts are not allowed on Mass days.

Parents are welcome and ENCOURAGED to join us for Mass! Those joining us for Mass or visiting the school are asked to dress appropriately.

Students not adhering to our dress code will have a parent bring them a change of clothes. Disciplinary measures will be enforced for repeat incidences.

Field Trips

Field trips provide an opportunity for learning that cannot take place in the classroom. The faculty feels that field trip opportunities are a unique way that we can make our 'community the classroom' by exposing students first hand to a variety of experiences; e.g., the fine arts, sciences, spirituality and history. Field trip fees will be collected throughout the year.

Fundraisers

Saint Francis Xavier has many opportunities for fundraising. We ask parents to participate in these fundraisers by donating time, talents and/or monetarily. Handouts are distributed at the beginning of each school year in the Back-2-School packet and are also available on the school website

Grading-Middle School

Every Catholic school should measure its students' attainment of religious and academic goals and objectives. Since education is a process, testing is only one component of your child's grade. In addition to tests, St. Francis Xavier School teachers are encouraged to consider the following when determining grades:

individual strengths and weaknesses, class participation, daily work, cooperation, effort, projects, check tests, content covered, and curriculum objectives.

10

Every teacher has set criteria for his/her grading before the onset of each year. Feel free to discuss the grading system with your child's teacher. If you have a grievance, please talk it over with your child's teacher before contacting the principal.

Grading Scale for Grades 5-8

Grade	Num. equiv	GPA	Grade	Num.Equiv.	GPA
A+	100-99	4.0	C	77-73	2.0
A	98 - 93	4.0	C-	72-70	1.67
A-	92-90	3.67	D+	69-68	1.33
B+	89-88	3.33	D	67-63	1.0
B	87-83	3.0	D-	62-60	0.67
B-	82-80	2.67	F	<59	0
C+	79-78	2.33			

Middle school students with grade point averages of 3.75 and above will earn High Honors status, and students with grade point averages of 3.4 and above will be placed on the Honor Roll.

Mid-quarter reports are available through TeacherEase and parents are encouraged to check progress. A paper copy will be sent home with students below a C average.

Gum Chewing

Due to clean-up problems.... Gum chewing is not allowed at school.

Please help us enforce this rule by not sending gum to school in lunches or for birthday treats, or allowing your child to bring gum to school.

Harassment

The Diocese of Madison's Board of Education has developed a policy that we implement here at St. Francis Xavier Catholic School regarding sexual harassment [DBA 4200]:

"All persons involved in educational programs are entitled to a working and learning environment free from all forms of discrimination including sexual harassment or intimidation. No educational employee, volunteer, or student shall be subjected to unsolicited and unwelcome sexual advances, requests for sexual favors, or other sexual conduct, verbal, visual or physical."

Harassment includes any type of bullying. Bullying is any abuse of power by an individual or group who deliberately targets others for repeated physical, psychological or emotional abuse. Examples of bullying behaviors include, but are not limited to: a pattern of intimidation, threats, menacing taunts, teasing, spreading rumors, and/or picking-on/isolating others by gender, and/or other psychological abuse. Bullying can also include physical contact aimed at provoking a defensive or aggressive response, or, in the extreme, causing injury or a pattern of deliberate exclusion of another with the intent to be hurtful. Examples of cyber bullying include but are not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing any individual or group by sending or posting inappropriate and hurtful

e-mail messages, instant messages, text messages, digital pictures or images or Web site postings, including blogs or any other messages via cyberspace.

St. Francis Xavier School does not condone, accept or tolerate any such behaviors.

11

Health Services

Dane County Public Health Department provides supervisory health services for the school and monitors new enrollees and/or transfers to ascertain compliance with the Immunization Checkpoint Law and other minimal State health requirements.

(Please see MEDICATION POLICY on page 14.)

In the event of a medical emergency, EMS services may make a decision to transport.

If attempted parental consent/emergency contact is not successful then school personal may decide to transport in cases deemed necessary.

Home & School Association

The Home and School Association is the parent organization for St. Francis Xavier School and reports to the School Education Committee. It works together primarily to provide opportunities to build community and secondarily to provide funds to enhance the educational opportunities of our children. The Association serves as a link between our school families and staff, brings families together for social and educational activities and programs, and provides financial support for school activities and resources above and beyond the school budget.

All St. Francis Xavier parents are automatic members of the Home and School Association, pay annual dues to the Association, and are asked to support the Association's main fund raising activities. Up to an 8-member board oversees all Home and School events, activities, fundraising and volunteering. Officers serve a two-year term. Vice Presidents serve one year as vice president and then assume the presidency. We encourage all St. Francis Xavier School parents, either as individuals or couples, to serve on the Home & School Association Board. Current officers are listed in the school directory published each year. Meetings are held monthly. Please plan on joining us!

Homework

It is important that a daily home routine be established which encourages students to unload their backpacks and share schoolwork and school correspondence with parents. We provide a WEEKLY FOLDER as a means for parent/school communication. Please check backpacks nightly for homework.

Although students will not always bring homework "home" every evening, it is important that sufficient time be available for parents to reinforce and review skills that have been taught at school (homework).

Late Slips will be issued to middle school students who do not have their completed homework in class on time. This could mean that the homework was not complete, was complete but left at home or in the locker or simply misplaced. In all of these instances, a late slip will be issued to the student. These slips make parents aware that a child has not turned in work and the slip is to be signed by the parent and returned the next school day. Late slips are not a punishment, but a communication tool. The student is expected to turn in the

work and may incur a detention if the work is not completed following the late slip reminder or if the student accumulates numerous late slips.

When a child is ill and misses school, the parent should contact the teacher to discuss homework arrangements.

12

Hot Lunch/Milk Program

A daily nutritious lunch is prepared with occasional selections from the school garden at St. Francis Xavier School and is available for all students 5K - 8. The menus are sent home with the students prior to each month. We encourage parents to allow students to choose which lunches they wish to take. This is a simple opportunity to allow students to make choices and helps to ensure that students receive adequate nutrition.

Lunch/Milk prices are printed on the School Menu sent home monthly and are subject to change at any time. Lunch meals should be purchased in advance. Please make arrangements to make payments on a weekly or monthly basis.

Payments for the hot lunch and milk program can be made via check (please send to school in a sealed envelope with the child's name, grade and itemized list of what is being purchased) or online via credit card. Hot lunch/milk money should not be included with any other fees; however, all family members' hot lunch/milk money may be included in one check.

The guidelines for free and reduced meals are sent home at the beginning of the year. If you do not receive notice from the office that you are eligible, please complete the application and return it to the school office during the month you become eligible. All application information is strictly confidential. It is important to remember that if your financial situation changes during the course of the school year, you may request an application. Local school districts receive funds from the Federal Government based on the number of free and reduced lunches that are served. We encourage all eligible families to apply for this benefit.

The school may issue a service charge for delinquent accounts. No student will be denied lunch without prior notice from the school.

Internet Acceptable Use Agreement/Protection

Access to the Internet will be available to students at St. Francis Xavier School.

It is impossible to control all materials on a global network. A persistent user may encounter controversial information. The benefits of Internet access to students, in the form of information resources and opportunities for collaboration, far exceed the disadvantages.

The continued availability and use of the Internet at St. Francis Xavier School depends on proper conduct. Multiple filters are employed to protect students but students must report any questionable material. All eligible students will be asked to sign an Internet Acceptable Use Agreement.

Library

The primary purpose of the St. Francis Xavier School Library is to promote the habit of reading for recreation and knowledge. Students are encouraged to check out books during their weekly library times. Parents are asked to remind their children to put library books into their backpacks the evening before library checkout days. Books are loaned for one week for K4-2 students and two weeks for grade 3-8 students.

Lost and Found

The Lost and Found box is located in the entrance near the playground and is clearly marked. Parents are asked to check this box regularly for missing articles of clothing. The school strongly recommends that gloves, hats, scarves, boots, sweaters, jackets, and physical education attire be clearly marked with the child's name on the tag. Items left in the box will be periodically donated to the St. Vincent De Paul Society.

13

Medication Policy

Prescription Medication

- In most cases the easiest solution is to give all prescription medication doses at home. Ask your doctor the best way to do this.
- If you must have medication given at school you will need a Physician's Order for Medication form filled out.
- Any prescription medication must be brought to school in the original container with the pharmacy label intact.
- A Medication Consent Form must be signed by the parent.

Over-the-Counter Medication (Tylenol, etc...)

- A Medication Consent Form must be signed by a parent and will be kept on file in the school office.
- The medication must be brought to school in the original container (no baggies, etc). The container must be labeled with:
 - Student's full name
 - Name of drug and dose
 - Time to be administered

SPECIAL NOTE ON MEDICATION IN SCHOOL:

All medications (prescription and over-the-counter) will be kept locked in the school office where no unauthorized person will have access. No medication is to be kept in the student's possession except in the cases of inhalers for asthma. In these cases we recommend an additional inhaler be purchased so that both the student and the office have immediate access in the event of an emergency. Exceptions will be made with written parent and physician instructions.

Milk Break (4K – 5K)

4K and 5K students have a morning milk break. To cover this cost, a yearly fee is assessed and is payable at the beginning of the school year.

Non-Discriminatory Statement

St. Francis Xavier School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

Parent/Student/Teacher Conferences

Parent/student/teacher goal setting conferences are held in November. This is an opportunity for the school and home to work together toward developing a plan of action to help students reach their goals. Both parents and the student attend these conferences for Middle School while just parents attend for all Primary conferences.

14

An optional conference time is provided upon request in February. However, conferences are most productive if they are held at a time when a need arises. We encourage parents, teachers, or students to request a conference at any time throughout the school year. Simply call the school (798-2422) to request a conference with any staff member.

Parental Expectations

We are a CATHOLIC PARISH SCHOOL. Our school is an important part of the mission of the St. Francis Xavier Parish and the Catholic Church. The pastoral message, "To Teach as Jesus Did" states that, "Catholic education is an expression of the mission entrusted by Jesus to the Church He founded... We call upon all members of the Catholic community to do everything in their power to maintain and strengthen Catholic schools."

Parents contribute to our school in many ways including:

- Participating conscientiously in our Parish Sacrificial Giving Program.
 - Make your contributions through the parish Electronic Funds Transfer (EFT) program.
 - Each year parents will be asked to complete an annual Financial Commitment Card, indicating your financial commitment to the parish. This card helps both the parish and school families to plan for their finances.
- In addition to the Sacrificial Giving Program, a curriculum fee is assessed to all school families (see curriculum fees) that is payable during the first week of each semester.
 - Fees are outlined in the required Parent/School Contract that parents sign each spring.
- Becoming active members of our Home & School Association
- Supporting the faculty's efforts in carrying out the St. Francis Xavier School philosophy.
 - Please contact the school in case of questions or concerns.
 - Any questions you may have are very important.
 - Please take the time to call the teacher or principal to inquire about school situations;
 - It is never a good idea to question or contradict a teacher in front of a child.
 - Please first contact the teacher to get a complete understanding of the situation.
- Serving as playground supervisors at lunch time.
 - Each family supervises the playground two (2) times a year.
 - A reminder is posted on the monthly hot lunch calendar.
 - \$30 fee assessed to those who do not keep an appointment or provide a substitute.
- Offering of your "time and talents" in any way to assist our school.
 - Please consider the best ways you can support your children and our school by sharing of your talents at times convenient with your schedule.
- Parents can be a great asset to their child's learning experience. Informing parents through TeacherEase allows them to positively contribute to their children's education. Parents of Middle school children should check TeacherEase at least every two weeks.
- Parents carry out the Parish Spirituality Code (See page 18)..

Physical Education

Physical Education classes designed to prepare students for a lifetime of fitness are taught on Mondays, Wednesdays and Fridays (K4 and K5 students on Tues. & Thurs.). All students must wear appropriate athletic shoes. Students in grades 4-8 must bring gym clothes to change into.

15

Playground Duty

Each school family is asked to supervise the playground **three (3)** times a year for an hour. Parents are given the opportunity to sign up for dates on a first come, first serve basis in the spring for the coming school year and throughout the remainder of the school year.

Please park in the rear of the school and check-in with the lunchroom supervisor. You will be given brief supervision instructions, and a first aid packet. We need your help in the classrooms for indoor recess, as well, in the case of inclement weather. In either case you will be assisting school staff.

If you are not able to help on the day chosen, please find a replacement or arrange to switch dates with another parent in advance. We need advanced notice of your absence to ensure that a substitute can be secured, therefore providing adequate supervision of our students. A **\$45.00** fee will be assessed to families who do not make these arrangements in advance.

***Please note:** It is a requirement by the Diocese of Madison that all volunteers complete the Protecting God's Children VIRTUS Program. See VIRTUS training on page 20.

If you are able to serve as a playground supervisor substitute, please call the school office.

Playground Guidelines

We feel that it is important for all students to go outside each day unless the temperature or wind chill is below 0°F. If the temperature is hovering near 0°F we might go briefly outside in the late afternoon. Make sure you label hats, mittens, scarves, snow pants, etc. with your child's name.

Students remain outside throughout the recess period unless they have received specific permission from a teacher or playground supervisor. Under most circumstances, if a student is well enough to be at school, they are well enough for outdoor recess.

Students will be respectful to all students, adults and to the property of students and that of St. Francis Xavier School and parish. Students will act with safety, kindness and respect in mind to all. All equipment taken from the classroom must be returned to the classroom after recess. At the end of each recess, the students will be lined up according to grade level and dismissed by staff member to return to class. Failure to abide by these guidelines will result in the loss of recess privileges.

Registration

Registration forms for St. Francis Xavier School are available through the school office. All present parish and non-parish St. Francis Xavier School families have priority for placement of additional family members in our school. Please spread the good news about St. Francis Xavier School to your friends and neighbors and encourage them to register their children!

School Education Committee

The Education Committee is a consultative and advisory body for all forms of Christian education at St. Francis Xavier Parish, including the Parish's school and the Parish's religious education program for children, youth and adults. The Education Commission oversees the Religious Education Committee and the Education Committee. The Education Committee is made up of several subcommittees (including Public Relations, Technology, Policy/Operations and Finance) that work on specific projects and tasks, reporting back monthly to the Education Committee. A directory of committee members is available on the school website. Parents interested in volunteering for a committee should contact the Director of Stewardship & Development or the principal (see front of handbook for contact information).

School News

One of our best communication tools is the Weekly Folder. Each child will bring a weekly folder home on Thursdays. Our weekly Thursday Update will be sent to all parents via email. Please also check out our school website: www.sfxcatholicschool.org and facebook page for the latest news and information.

Tips for sharing news and connecting between parent and child.

1. Listen to the content of his/her day. Discuss facts and ideas that emerged from the day's activities.
2. Encourage your child to share the events of the day. S/he is proud of them.
3. Provide a special place to put things that need to be returned to school.
4. Read silently and orally with your child. Ask 'how' and 'why' questions. Children of all ages benefit from reading as well as being read to.
5. Help study spelling words and be aware of correct spelling and grammar.
6. Encourage and help with memorization of math facts and the simple use of them.
7. Discuss current events. Use them to relate your values and listen to your child's.
8. Encourage writing. Use written messages and expect written responses.
9. Provide prayer experiences in the home environment.

School Supplies

A school supply list is published annually. Please check with your child periodically to determine if supplies might be worn out or need replacing. All school supplies (except pencils) should be labeled with the child's name.

SCRIP

SCRIP is a unique fund-raiser that costs you nothing, yet earns big dollars for our school.

Using SCRIP is simple:

- You purchase SCRIP gift cards, at face value, for where you shop. At the store, pay for your purchases with SCRIP gift cards instead of cash or credit.

- These gift cards are the same as cash. There is no fee.
- You can purchase SCRIP right at school in the morning. To find out which days SCRIP is sold, check the school website or weekly update.
- You can also purchase SCRIP by sending in the Scrip Order Form ANY day with your child. Your order will be filled and sent home that same day.
- You can purchase SCRIP after weekend Masses.

17

- You can also purchase SCRIP online. Please contact the SCRIP administrator listed on the SCRIP Order Form or school website for more information.

Our goal is to have each St. Francis Xavier family purchase a minimum of \$300 worth of SCRIP each month. Buying SCRIP for gas and groceries can easily accomplish this. You can earn up to a \$150 discount on your curriculum fees, just by purchasing scrip. You earn a % discount for every purchase of SCRIP you make. As your SCRIP purchases accumulate, so does your tuition discount. Thank you in advance for participating in this very beneficial program.

SCRIP is the easiest and most cost effective way we can keep our school fees at a minimum.

Selling

Many of our students are involved in outside organizations that are sponsored, in part, by fundraisers. Our school policy prohibits the sale of any non-St. Francis Xavier School items by students on the school grounds except those pre-approved by the principal.

Special Academic Needs

The following procedures are used for academic intervention by the faculty at St. Francis Xavier:

1. The teacher identifies the problem and makes adjustments in teaching techniques in the normal classroom situation.
2. Strategies from among the following can be discussed with parents for resolving difficulties:
 - a. Parental assistance in studying and/or organizational skills.
 - b. After school tutoring.
 - c. Summer school, if available, or extra summer tutoring or remedial help.
 - d. Parent or teacher referral for an evaluation from the MCPASD or private provider.
 - i. All students at St. Francis Xavier are eligible for evaluation from the MCPASD.
 1. Speech and Language services are provided from the MCPASD.
 - ii. Following this evaluation, the parents and teachers determine if the child qualifies for special services.
 - iii. If all parties agree, accommodations would be made.

If the child does not qualify, suggestions are made as to how the child's needs can best be met.

Spirituality Code For Parents



Recognizing that a Catholic School can only support spiritual values taught and learned in the home I commit myself to the following principles of spirituality:

I. Creed

I promise to do all in my power to profess in thought and speech the beliefs of the Catholic Church as they are expressed in the ancient creeds (Apostles Creed and Nicene Creed), the documents of Vatican Council II, and in the Catechism of the Catholic Church. I agree to do the best that I can to instill these values in my children. I further pledge to always be positive about the dogmas of the Church so that my children will always see them as important guides.

II. Code

I promise to live a moral life and to teach my children the principles of morality especially as they are presented in the Ten Commandments of the Old Testament, the Commandment to Love in the New Testament, and in the individual and social morality of the Catholic Church. I agree to do the best that I can to instill these values in my children. I further pledge to be always positive about the moral teachings of the Church so that my children will always see them as important guides to their well-being.

III. Prayer

I promise to live a prayerful life and to teach my children the importance of personal and community prayer. I agree to participate in prayer with them both regularly in the home and at weekly Sunday Mass. I pledge to create a positive atmosphere in our home concerning the significance of prayer as an individual, as a family, and as a parish community so that my children will see the importance of prayer in their lives.

I recognize that in matters of spirituality as in all other matters I may not be a perfect model at all times for my children. But even though I may sometimes fail in these important commitments, I will continually try the best that I can to follow the above principles.

This Spirituality Code is signed by parents at the time of enrollment.

19

Student Directory

Each year we publish a listing of our students for the convenience of our school families. Information included in this directory is: student name, grade, phone, address, email address, and parent name(s). Please contact us in advance if you do not wish to have any of this information published.

Student Community Service Activities

We believe that in any Catholic school educational experience students should be exposed to the opportunity to perform service to the parish, and/or community. A variety of service opportunities will be provided for our students.

TeacherEase

TeacherEase is a web-based grade book that supports traditional and standards-based grading. Teachers save time, enhance communication with parents and improve student performance. TeacherEase is more than just a web-based grade book. It's everything teachers need to manage the standards-based classroom – including lesson plans, curriculum mapping and report cards. All integrated, all on the web. Parents should check TeacherEase at least once every two weeks.

Telephone Use

Use of the school phone is generally limited to emergency use by students. Students will not be allowed to use the phone to call home for things such as forgotten homework, lunches or gym clothes. We prefer to help the students develop responsible behaviors by requiring them to remember these things on their own.

Textbook Care

Students must show proper care for textbooks or a fine will be imposed based on the damage to the book. We strongly encourage middle school students to cover all school textbooks.

Transportation

Busing is provided according to the guidelines set by the Middleton/Cross Plains, Mt. Horeb, and Wisconsin Heights school districts. Riding a bus is a "privilege" for St. Francis Xavier students. All SFX school rules apply while riding buses. St. Francis Xavier students are expected to treat the bus driver and all riders with respect and courtesy. Drivers are instructed to use any reasonable means necessary to maintain order and discipline on the bus. The driver will report any misconduct by St. Francis Xavier students to our principal.

M/CP families should check to ensure that you are in the St. Francis Xavier "attendance area" (versus St.

Peter's). If your child is transported to or from a child care provider in the Middleton-Cross Plains School District, a form must be filed with the transportation office prior to July 15th of each year. Childcare provider forms must be re-filed each year. Families in the Wisconsin Heights and Mt. Horeb school districts must contact your district directly for similar accommodations.

20

If, on a regular school day, your child is going somewhere other than their normal place after school, we require a signed note from the parent to allow that child to either ride a different bus, walk to a friend's house, or be picked up by someone else. Any change out of the normal routine requires a note to the teacher/office so that we can be sure the child is going to the place you have designated and approved.

Emails cannot be used to communicate any attendance or transportation matters.

Tuition (non-parishioners)

Tuition is assessed to all non-parish families who do not participate in our parish Sacrificial Giving Program. Non-parishioner tuition is assessed at the average per pupil cost of education.

Vacation Absences

Many of you plan and take vacations during the course of the school year. This is great for your families, and we do not discourage it. However, we encourage you to plan family vacations around our school calendar, which is published in the spring, if at all possible.

It is the policy of St. Francis Xavier School that teachers do not give homework in advance. In most cases asking teachers to do so is requiring a great deal of advance planning that is not reasonable. Students will collect assignments upon return. Fax or e-mail arrangements may be made during the week that is missed.

VIRTUS Training

The Diocese of Madison requires and conducts a criminal background check of all volunteers having contact with children. Additionally, the Diocese of Madison requires all volunteers to attend a "VIRTUS: Protecting God's Children" awareness session before volunteering in school activities. This includes but is not limited to: coaches, classroom volunteers, field trip chaperones, playground volunteers, etc. There will be no exceptions to this policy. All St. Francis Xavier parents are asked to complete this one time training session.

Volunteers

St. Francis Xavier is a thriving school because of the involvement and assistance of all in our parish and school community. We welcome and encourage the support of our parents in many facets of our school. Parents are asked to prayerfully consider where they can use their time and talents to best support their children and all children and staff of our school. Your involvement and support are critical to our school's success. Please contact your child's teacher, the principal, or any staff member for ways you can be of

assistance.

All volunteers must complete the Protecting God's Children (VIRTUS) program.

21

Weather Regulations

1. Overall Closing Policy

St. Francis Xavier School follows the Middleton/Cross Plains School District closing policy. If the Middleton/Cross Plains School District closes or delays the start of the day, St. Francis Xavier will also be closed/delayed. Check local TV or Radio Stations for information on school closing.

2. Weather or Emergency Early Dismissal Policy

If school closes early due to weather we do not call home. Our policy is not to call home to tell parents of a weather-related early dismissal since there is insufficient time to ensure that we can contact every family. Even with time, we reach answering machines and voice mail and are never sure that the message is received. We will always send children to their regular destination (home or childcare provider), unless you contact us.

3. School Closing Announcements

- a. **Before School-** On TV in the morning, Channels 3, 15, & 27 all run school closings and delays constantly on their screen, before school and throughout the day. Alternately, you can listen to a radio station that broadcasts closing information regularly.
**If Middleton/ Cross Plains is closed due to the weather, we are closed.
If Middleton/Cross Plains is delayed, we are delayed.
- b. **Daytime-** Plan on a daytime system for learning of weather-related early dismissals. Internet-Receive up-to-the-minute school closing information at work via the internet-our local TV stations have developed excellent websites that report on the latest closings. They also have a form that you may fill out in order to receive an e-mail message sent to your work with closing information.

Families that live outside of the Middleton-Cross Plains School District:

You need to pay attention to your local school closings and delays, as well as to the Middleton-Cross Plains announcements. Here are some examples:

- **If your local school closes but M/CP and St. Francis Xavier do not:**
 - There is no busing for your child. If the school district feels that it is too dangerous to be on the roads for their students, they will not transport our students.
 - If the parent would like the child to come to school, it is the parent's responsibility to provide transportation.
 - **We do not expect parents to transport children under dangerous conditions.**
- **If your local school district delays and M/CP and St. Francis Xavier do not:**
 - Your child will be transported to St. Francis Xavier according to your school district's delay schedule.
- **If your school district is on a regular schedule, but M/CP and St. Francis Xavier have an**

emergency delay:

- Parents need to transport their children in order to arrive according to the delay schedule.
 - Please note that our students are transported later than the rest of the district's students only when we have a regularly scheduled, late-start.

Tip: Check the radio or TV every school morning for school closings. There will also be a text message sent informing you of any changes to the regularly scheduled day.