

## **FOREWORD**

**The purpose of this Handbook is to inform you of the mission of our school as well as the rules, policies, and procedures. We believe that you can contribute much to the success of the school's programs if you understand what the school is trying to accomplish. The education and training of our children is the joint responsibility of the home as well as the school.**

**Please read the entire handbook in order to acquaint yourself with its contents. If your child is old enough, read this book with him/her. Keep it in a safe place so that it will be a reference when questions arise.**

**Suggestions for improvement of the handbook are always appreciated.**

### ***PORTRAIT OF THE SCHOOL***

**St. Francis Xavier Catholic School, a Preschool through 8<sup>th</sup> grade rural school of approximately two hundred fifty students, is located in Gettysburg, PA. Gettysburg is both a historic destination and a college town. It is the county seat of Adams County, an agricultural community currently experiencing the challenges of growth and development.**

**Like the Parish, our students come from diverse backgrounds. We continue to prepare the children to face the challenges inherent in any modern day society. Our parents, faculty, staff, administrators, and students are united by a common spirit.**

**St. Francis Xavier School was established in 1877. The Sisters of Charity, Emmitsburg, MD, were the first group of Religious women to teach at the school. When they were withdrawn in 1920, the Sisters of Mercy were invited to staff St. Francis.**

**This Mercy charism continues today to celebrate the Catholic faith, transmit the Gospel values, and in partnership with parents, faculty, and the community, prepares the students to face the future with Christian insight.**

**In 1994, the Sisters of St. Joseph were invited by the Pastor to join the parish community, and assist in ministering to the people of God.**

**In 2002-2003, we proudly celebrated 125 years of teaching minds and hearts.**

**In May of 2009, St. Francis Xavier School became accredited as an outstanding school by the Middle States Commission for Elementary Schools.**

**In July 2010 the first dedicated lay woman assumed the role of Principal.**

**On June 3, 2011, students of St. Francis Xavier Catholic School walked out the doors of its High Street location for the final time.**

**On August 30, 2011, St. Francis Xavier Catholic School opened the doors of Xavier Center on Table Rock Road to continue ministering to the minds and hearts of our parish children.**

## **HISTORY OF ST. FRANCIS XAVIER SCHOOL**

**After the Civil War, the next milestone in our parish history occurred in 1877. That year, Father Joseph Boll opened the first Catholic school in the Gettysburg community. The school began very modestly with Father Boll acting as Principal. The building was a weather-board structure that housed 103 students. The course of study included the usual elementary courses as well as Catechism, Bible History, and Algebra.**

**Later, Bookkeeping, Modern History, and Latin were added.**

**From the beginning, the school was financed by tuition fees. The first three years, students paid tuition of fifty cents per month, plus an assessment of ten cents per month for fuel, ink, books, and incidentals. In 1880, the fee was raised to \$1.00 per month. The annual school term usually ended with a public examination combined with readings and recitations.**

**Our motto is taken from the works of St. Francis Xavier: "Educate them in the Christian Way of Life." To this day, we strive to follow this worthy maxim.**

#### **MISSION STATEMENT**

**The mission of St. Francis Xavier Catholic School is to pass on the Gospel values and rich heritage of the Catholic faith, to assist parents in the spiritual, moral and academic education of their children and to prepare our students to be faith-filled members of the Church.**

#### **WE BELIEVE....**

**....that the Creator has made parents the primary educators of their children, and our school works in partnership with them.**

**....that St. Francis Xavier School shares the church's mission to pass on the gospel values by example and instruction.**

**....that all children can learn and should experience success.**

**....that education helps students discover their talents and equips them to achieve their highest potential.**

**....that parents, teachers, and students recognize that higher expectations yield higher achievements.**

**....that love of learning is taught by example.**

**....that Catholic education promotes the formation of positive personal values.**

**...that children have the right to learn in a safe environment.**

**...that self-esteem is important for success in life.**

## **PHILOSOPHY**

**St. Francis Xavier School, staffed by a Sisters of Mercy, a Sister of St. Joseph and dedicated Christian lay people, is concerned with the dignity and uniqueness of each child. Since Catholic education is a ministry that was entrusted to each of us by Jesus, we endeavor to prepare our students to proclaim the Good News in word and deed.**

**In the spirit of Mother Catherine McAuley, foundress of the Sisters of Mercy, and in accordance with the Mercy charism of outreach to the poor, St. Francis Xavier School is committed to making its program available to Catholic families regardless of their ability to pay. We strive to create a warm, supporting atmosphere in which all children are respected and encouraged to develop their potential through a quality curriculum grounded in Christian values.**

**We endeavor to develop in our students those skills, virtues, and habits of heart and mind necessary to serve others, both now and in the future, so that they may grow into adulthood capable of addressing society's problems with Christian insight.**

## **PARENTS AS EDUCATORS**

**The parish school is an extension of the education that begins the day an infant is born. Before the child enters school, parents have already taught and instilled many habits and attitudes in their children. Upon entering school, education is continued in a more structured, academic atmosphere. The parent/school partnership is crucial in helping to form the secular and religious education of their children.**

**Positive parental attitudes toward the school and teachers are most important as they will be reflected in the attitudes of the child. PARENTS ARE ASKED TO MAINTAIN A UNITED**

**FRONT OF AUTHORITY BETWEEN THEMSELVES AND THE SCHOOL.** Criticism, complaints, gossip or words spoken in anger or jest against the faculty or the school, are absorbed and become part and parcel of the child's education and attitude toward the school.

## **HOW MUCH TO EXPECT FROM YOUR CHILD**

Before starting school, try to take an honest look at your child's capabilities. Regardless of intelligence, your child will get much more from school if encouragement and praise are constantly forthcoming from the parents. You should expect your child to do his/her best work.

**HOMESTUDY** is an important part of your child's education. (Please see the section in this book regarding **HOMEWORK**) Therefore, it is valuable to:

1. Provide your child with a quiet place to study.
2. As much as possible, insist on regular time for homework each day.
3. Encourage your child to read books at home. Occasionally, discuss the story together; read to your child; let your child see YOU reading.
4. Never do your child's homework for him/her. Act as a resource person. Do check and quiz orally work that was assigned to be studied.
5. **CHILDREN MUST STUDY FOR TESTS.**
6. Long term assignments must be handed in on time.
7. Students in grades 3-8 are to use the homework planner provided by the school.

# GENERAL INFORMATION

## ABSENCES

Regular attendance is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Students are expected to arrive at school no later than 8:20 a.m. or according to their bus arrival. Students arriving after prayers, 8:20 a.m., are considered late and must sign in at the Receptionist's desk. A parent should present a letter of excuse to the child's teacher indicating why the student is late.

On the day a child is absent, the parent must notify the school before 9:00 A.M. After 9:00 A.M., calls will be made to your home to check on your child's absence.

The following list of circumstances is the only recognized excuse for school absence: 1) personal illness; 2) death in the family; 3) serious family illness.

Upon returning to school after an absence, the student must bring a written excuse, signed by the parent or guardian, explaining the reason for the absence. If a written excuse is not presented, the absence will be recorded as unexcused. A doctor's note is not usually required. However, continued absence from school totaling more than fifteen days, may require a Physician's statement for readmission to our school.

Students will not be permitted to leave the school after arrival in the morning, or at any time during the day except in case of sickness, parental request for a legitimate reason or a family emergency. The request for early dismissal MUST be made in writing to the teacher and Principal. (One note will suffice.) The student will wait in the Main Office for the parent, or individual designated by the parent, to come in and get the child. The parent will sign the student out in the book provided by the School which will be at the Receptionist's

desk.

We request that individual lessons for music, swimming, etc. not be made before 3:00pm each day.

School work that is missed must be made up upon return to school.

In order for your child to be excused from Physical Education, a note from the parent and/or doctor is necessary.

#### **ADMISSION POLICIES**

**All children** must be immunized before being admitted to school or preschool. The immunization record and Social Security number must be presented when registering a child. Students registering for grades 1 - 8 must also provide a copy of their academic history and the most recent academic performance report. Parents are expected to assume their financial obligation to the school. (See TUITION POLICY.) No student is discriminated against because of race, religion, or national origin. However, admission preference is given to Kindergarten applicants as noted below.

**Pre-School Admission: (Three year old program)** - A child who is three years of age on or before Oct. 1st, following the September admission, is eligible for our program. The three year old child must be “potty” trained in order to attend this program. The sessions are held on Tuesday and Thursday morning 9:00 - 11:30 a.m. Admission is made on a first-come, first-served basis. Early application is encouraged.

**Pre-Kindergarten Admission: (Four year old program):** A child who is four years of age on or before Oct. 1st, following the September admission, is eligible for our program. The sessions are held Monday through Friday from 8:30am - 3:15 p.m. Admission is made on a first-come, first-served basis. Early application is encouraged.

**Kindergarten Admission:** A child who is five years old on or before the 1st of October following the September admission to Kindergarten is eligible for our program. In admitting students to Kindergarten, this school gives preference to:

1. Brothers and sisters of currently enrolled students or recent graduates
2. Catholic students from our parish who actively practice their faith
3. Children currently enrolled in our Pre-kindergarten
4. Catholic students from other parishes who actively practice their faith
5. Those of other religious denominations

Please note: the registration deadline for preferred admission to Kindergarten is earlier than the deadline for re-enrollment for older students. Returning families will be moved to the next category for enrollment preference after the preferred admission deadline.

**Admission of Transfer Students:** Catholic students who wish to transfer to our parish school from a public school must present acceptable academic and social records from their current school. Students will not be accepted at this school if they have any record of being a major discipline problem, or need support services not available at this school. Pupils transferring from other Catholic schools will be admitted on a space-available basis if their academic and social record is acceptable.

Transfer students will complete a three to six month probation period before permanent acceptance is achieved. Generally, students are not admitted to 8<sup>th</sup> grade from local, public schools.

#### **AFTER SCHOOL PROGRAM**

This school provides child care each day that school is in session. The hours are after school until 5:30 p.m. Activities include outdoor play, indoor games, snack, supervised time for homework, use of the computer, etc. There is NO financial assistance available for this program. More information is

available upon request. Any child who is present in the school building or on the school grounds and not participating in a supervised program after 3:25 p.m. will be put in the After School Program and the parents will be billed for the service. Students may not be unsupervised in the school building while waiting for an extra-curricular program (e.g., athletics) to begin.

#### **AGREEMENT TO HANDBOOK POLICIES**

A form is provided with the Handbook for parents to sign. One form for each family will be kept on file. This form lets the Administration know that parents have read the handbook and agreed to be governed by its policies. Please cooperate with this request. Failure to turn in the signed form does not excuse parents and students from complying with the policies herein. Enrollment in the school assumes agreement to comply with our policies.

#### **AIDS POLICY**

Students with HIV/AIDS or related diseases and desire to attend a diocesan elementary or secondary school will not be denied admission to or discriminated against solely because of their medical condition. However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extra-curricular) on a case by case basis. The Administration, in consultation with the student's attending physician, will determine if a student presents a substantial risk to himself/herself or others. If, for reasons of health or safety, a student can no longer continue to attend classes, the Principal and the parents/guardians will determine arrangements for alternative instruction.

Parents/guardians are expected to inform the Administration that their child has HIV/AIDS or related diseases in order that the school Administration can provide for the protection of the child and other individuals in the school.

**Instruction on HIV/AIDS shall be included as part of the school curriculum for all students on an age-appropriate basis.**

**This school follows the Universal Precautions to Prevent the Spread of Infectious Disease to reduce the risk for employees, volunteers, and students.**

#### **ALTAR SERVERS**

**It is a privilege and an honor to be an Altar Server in our parish. When boys and girls are in the fourth grade, they are eligible to become an Altar Server. The children must be punctual, neat and clean, reliable to assignments, accurate in following the schedule, dependable in finding a substitute, display good behavior, show cooperation, and be of good character. Training dates are announced in the parish bulletin. Please contact the Rectory (717-334-3919) for more information.**

#### **BASKETBALL**

**There is an organized basketball program for boys and girls in grades Pre-K through eight. Biddy Ball is held for grades Pre-K-2 (boys & girls mixed); grades 3 & 4 play intramural games. This is a time for learning how to play basketball and have fun. Grades 5 and 6 (junior varsity) and 7 and 8 (varsity) are invited to play for the parish team in the Adams Deanery CYO League, which includes teams from other Catholic parishes in our area. Volunteers run the program. Good sportsmanship is expected from players, coaches, and spectators at all times. Nothing less will be tolerated. Coaches and Aides must have required clearances as well as the Diocesan on-line training before they can coach.**

#### ***BEE STINGS***

**If your child is allergic to bee stings or has other emergency reactions, our staff can assist him/her with emergency first aid while in school. Please provide us with the necessary**

medication and instructions. A Bee Sting Kit is essential for these children. Please get one for us from your doctor.

Unfortunately, we have no way to protect your child while he/she travels to and from school. You are encouraged to take extra precautions to see that your child arrives to and from school safely.

### **BIRTHDAYS**

Children who are celebrating a birthday may come out of uniform. They must follow the “out of uniform” dress code for either dress up or dress down days. (See the handbook.)

### **BOOKS/BOOKBAGS**

The textbooks are on loan to the students. They are to be kept in good condition. The books are to be covered with clean covers at all times. The school will provide these book covers, however, parents may wish to use a sturdier material. Textbooks, workbooks and other school related material **MUST BE CARRIED TO AND FROM SCHOOL IN A SCHOOL BAG.** If books are lost or damaged, the student will be responsible for paying for a replacement. **DOODLING** or **SCRIBBLING** in books or on covers, folders, or copybooks is **NOT** permitted. Students must buy a new folder or copybook if this happens. Book covers will also need to be replaced.

### **BOOK FAIR**

Each year our school holds a Book Fair. All profit is used to purchase new books for the school library. We depend on our families to support this project.

### **BULLYING PREVENTION**

Bullying is intentionally hurting someone physically, with words, or by action over and over again. **BULLYING IS NOT TOLERATED IN OUR SCHOOL.**

- Physical bullying is unwanted physical contact that includes: hitting, pushing, shoving, pinching, kicking, grabbing, tripping, etc.

- **Verbal bullying** includes: threats, put-downs, making fun of or humiliation with words or pictures, laughing at or mocking, and name calling.
- **Bullying by action** includes: threatening looks or intimidation, rumors, gossiping, exclusion or alienation.
- **Cyber bullying** includes: any bullying action that occurs in emails, blogs, texting, IM, My Space, Facebook, etc.

• **School Rules: These will be posted in each classroom.**

- We will not bully other students.
- We will help students who are bullied.
- We will include students who are left out.
- If we know of someone who is being bullied, we will tell an adult. This is called "**responsible reporting.**"

**Consequences for being a bully:**

**First Offense:** The student will discuss his/her actions with the teacher/staff member. The offense will be identified and the student will be clearly told that this must stop. A personal apology may be given by the student and a bullying behavior slip will be filed by the homeroom teacher.

**Second Offense:** Same as above.

**Third Offense:** The student will discuss his/her actions with the teacher/staff member and possibly the Principal. Parents will be notified through a demerit, hang-in-there slip and/or phone call.

**Fourth Offense:** A parent conference will be held with the teacher/staff member and Principal. Persistent violations will result in a detention, or in-school suspension, or silent snack or missed recess.

## **BUSES**

Your local, public school district according to Pennsylvania regulations provides busing. Riding a school bus is a privilege that may be revoked if the student's conduct jeopardizes the safety of others riding the bus. Removal from the bus can be permanent or temporary. Should this occur, it is the parent/guardian's responsibility to provide transportation to and from school. Once the students board the bus, they are subject to the rules and regulations for proper safety, conduct, and good manners. Children are to listen to and obey the bus driver. Unacceptable behavior will be reported in writing by the bus driver to the school Administration, who will inform the student's parents by way of a "bus referral" form from the bus driver. The form must be signed by the parent and returned to the Administration the next day. This assures the Administration that the parent saw the form and discussed the incident with the child. Repeated offenses by the student will result in the loss of bus privileges. While riding the bus, students serve as representatives of our school to children and adults from other schools. Christian behavior is expected from our students. Students are to board and be discharged from the bus at their assigned bus stops. Any change in bus stops should be reported to the Principal and the bus driver by note. If there is a permanent change, please contact the bus coordinator at the School District in which you live.

## **BUS CONDUCT**

The following rules have been established in order to insure the safety of our children:

- 1. Use only the bus and bus stop assigned.**
- 2. Orderly behavior is to be observed at the bus stop and on the bus.**
- 3. The student is to remain seated, facing the front, when the bus is in motion.**

4. **Talk quietly and avoid unnecessary loud noises.**
5. **Obey the rules of the bus driver.**
6. **Absolutely no fighting or abusive and unacceptable language is to be used.**
7. **Keep head, arms and legs inside the bus and out of aisles.**
8. **Bus students must obey the person on bus duty while waiting to board his/her bus.**
9. **No student may ride any bus other than the one to which he/she has been assigned.**
10. **Violence of any kind is absolutely forbidden.**
11. **Do not destroy property.**
12. **Students may not carry weapons of any type. (See "Weapons" policy.)**
13. **Three or more "Bus Conduct Referral" slips could result in the loss of bus privileges.**
14. **Students may NOT sell anything to another student.**

#### **CALENDAR**

**The yearly calendar will be distributed at the beginning of the school year. A monthly calendar is given to each child at the beginning of each month. Please remind your child to bring it home.**

#### **CANCELLATION OF SCHOOL**

**Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. In most instances, St. Francis Xavier School follows the Gettysburg School District's school calendar. School postponements and cancellations will be announced over WGET (1320 AM) Radio station and WGAL TV.**

#### **CAR RIDERS**

**Children who arrive by car are to be here by 8:20 a.m. Car riders will be dismissed at 3:15 p.m. They should be picked up promptly. Car riders should enter the 2-way entrance and make a left hand turn into the parking lot area to swing around in front of the school building. Cars should form a line and not pass the 2-way entrance for safe exiting of cars and busses.**

**When in line to drop-off/pick-up your child(ren), pull up in front of the Xavier Center, pick up your child and be on your way. IF your child is in a car seat, you will have to QUICKLY get out and secure your child.**

**You MAY NOT park in the bus zone, in front of the Main Office and Classroom wings, and wait for your child(ren). If you wish to come into the school office or to speak with other parents who are picking up their children, please park your car in a parking spot and walk over to meet your child(ren) in front of the Xavier Center.**

### **CELL PHONES**

**Individual Cell Phones or other electronic devices are NOT permitted in the classroom during the school day. A place will be designated at the secretary's desk for the safe keeping of all phones. The child can pick it up at dismissal. Students in grades 5-8 may keep their cell phones in their lockers with the power off. Anyone caught with a cell phone in their possession or in the classrooms will have their cell phone confiscated and sent to the principal's office. Consequences for repeated offenses could be losing privilege of bringing cell phone into building, detention, or in-school suspension. No cell phones may be used for picture taking or text-messaging. No harassment or threatening of persons via the cell phone is ever permitted.**

### **CHANGE OF ADDRESS/PHONE NUMBER**

**It is very important, for emergency and administrative reason, that every student maintains an up-to-date address and telephone record at the school office. Please notify the school and classroom teacher immediately if you have a change of address, telephone number, employment or emergency contacts.**

### **CHEERLEADING**

**Any student in grades 4-8 is invited to come out for the cheerleading squad. These children cheer for CYO basketball teams and are important members of the program.**

### **CHILD ABUSE POLICY**

**Every faculty member of St. Francis Xavier School who suspects that a child has been physically injured or abused by his/her parent or other adult is required by law to report the incident to the Principal, Adams County Children Services and Childline. These agencies will then conduct an investigation. The suspected abuse can be hearsay or visible signs.**

### **CHRISTIAN PRAYER LIFE**

**The whole atmosphere of St. Francis Xavier School reflects the spirit of Christian life and learning. The building of a faith community in which the students can experience living the Gospel message is central to the mission of our school. Attendance at Mass allows students the opportunity to listen to God's Word in Scripture, and to strengthen their personal lives through the reception of the Eucharist. The children join the parish community at First Friday Mass and Mass for Holy Days of Obligation. They take pride in participating as lectors, gift-bearers, altar servers, and cantors. Prayer becomes a lived experience each day, as students develop their understanding of prayer in order to form their relationship with God.**

**Non-Catholic students will participate in all aspects of the school's religious education program with the exception of the final phases of the sacramental preparation curriculum, which includes receiving the Sacrament of Eucharist, the Sacrament of Reconciliation, and the Sacrament of Confirmation.**

## **CLASSROOM PARTIES**

Classroom parties are limited to holiday festivities. Parties may include All Saints' Day, Christmas, Valentine's Day, and Resurrection (held after the Easter break). A small celebration for the 100<sup>th</sup> day of school may be held at the teacher's discretion. It is hoped that the room parent can elicit donations of nutritious snacks from parents for the party.

Birthday treats are permitted and can be eaten during snack time or lunch time. Please contact the classroom teacher before the birthday treat is to arrive. Suggested treats are healthy finger foods rather than a cake.

***INVITATIONS TO PRIVATE PARTIES MAY NOT BE DISTRIBUTED IN SCHOOL UNLESS THE ENTIRE CLASS IS INVITED.***

## **CLASSROOM VISITATION**

Parents are welcome to visit the school anytime. Classroom visits must be cleared through the Administration Office during regular school hours. For the safety of our children and staff, **NO ONE MAY GO TO THE CLASSROOM WITHOUT PERMISSION OF THE ADMINISTRATION.** This also applies to dismissal time.

All visitors must sign "in" and "out." Please respect the need of our faculty to give full attention to the children in the classroom during school hours. Parents are NOT permitted to interrupt teachers before school, during class hours, or during dismissal. Parents who need to speak to a teacher are encouraged to send a note to the teacher or call to make an appointment.

## **COMMUNICABLE DISEASES**

**If your child contracts a contagious disease, the school urges you to have a doctor treat the child. The doctor will advise you about when you should send your child back to school.**

**The Administration will immediately exclude from school any person with an unusual skin eruption, severe throat soreness, symptoms of whooping cough, diseases of the eye, head lice, or other questionable illness. That person will not be readmitted to school without a doctor's note or until the school nurse judges the condition noninfectious.**

## **COMMUNICATION**

**An understanding between the school and parents is of utmost importance. Each month a school calendar of events is sent home with your child and weekly newsletters are given to the students to give to their parents. Keeping parents informed of school happenings is a goal we try to meet. PLEASE INSIST THAT YOUR CHILD BE RESPONSIBLE IN GIVING YOU ALL NEWSLETTERS, PERMISSION SLIPS AND COMMUNICATIONS FROM SCHOOL. We make every effort to send correspondence to parents on Wednesdays through the WEDNESDAY NEWS publication. WEDNESDAY NEWS is now on-line. Go to our web site [www.sfxs.org](http://www.sfxs.org) to view it as well as other important information. Permission slips are on line as well.**

**Parents of students in grades 3 through 8 should regularly check their children's homework planners to keep abreast of current and long-term homework assignments. Tests are sent home in a weekly folder for parents to sign and return to school via the same folder. Additional information may be available through our website, [www.sfxs.org](http://www.sfxs.org).**

**If a question or difficulty arises, please discuss the problem with the person it concerns. Often, talking to the child's teacher can solve the problem quickly. Our faculty works in partnership with you in educating your children. Please do not**

come to the Principal or Pastor first. Parents are respectfully asked to speak to the teacher rather than getting other parents involved in a problem.

#### **COURTESY AND GOOD MANNERS**

It is expected that our students use good manners at all times. Students are expected to obey the directions and instructions of any teacher or other school-related adult during school hours, on school buses and at all school-sponsored functions. The use of inappropriate language, profanity, fighting, name-calling, talking back, stalking or bullying other students, or any type of harassment will absolutely not be tolerated.

#### **CURRICULUM**

The Office of Catholic Education of the Diocese of Harrisburg guides all curricula in the school. The total development of the child depends upon his/her ability to learn, as well as the interest shown. Regular attendance, doing homework each night, handing things in on time, studying, and doing one's best will lead to educational success.

**Religion:** The goal of our Religion Curriculum is to help our students grow in their relationship with God and to become knowledgeable in the rich heritage of the Catholic Faith. If this is to become a reality, parent must lead the way for their children. Sunday Mass, participation in the sacraments, and daily prayer are very important, The school can teach the basics but **PARENTS** must give the example if children are to make their Religion a reality. Every student, both Catholic and non-Catholic, will take the prescribed Religion course.

The faculty and students will attend the 9:00or9:15 A.M. Mass on the First Friday of each month that school is in session and on Holy Days of obligation that fall during the week when school is in session. (Please note any changes to this schedule on our monthly calendars.) The children take turns preparing and participating in the Liturgy. Parents are welcome and encouraged to attend all liturgical celebrations.

Penance services are held for the children during Advent and

**Lent. Parents are encouraged to see that their children receive the Sacrament of Reconciliation frequently.**

**Sacramental Preparation:**

**As part of the Sacramental preparation, parents are required to attend the adult preparation class and/or meeting for each sacrament. Students must also attend the recommended preparation classes before reception of the Sacrament. Retreats and parish-wide meetings for students may be held outside of school hours.**

**Reconciliation - received in grade two**

**First Holy Eucharist - received in grade two**

**Confirmation - received in grade eight.**

**CHILDREN SHOULD RECEIVE THESE SACRAMENTS IN THEIR HOME PARISH.**

**Catholic Human Sexuality Program:**

**Education in human sexuality focuses on sexuality as a gift that is meant to help us experience the goodness of others, all creation, and ourselves. The textbook series used provides the child with a Catholic approach to understanding the nature and importance of human sexuality as affirmed by the Church. Parent-Child classes are an important facet of this program. Parents may choose non-participation for their children for this class. However, an alternative assignment will usually be given.**

**Art - The Art curriculum strives to provide students with the opportunity to deepen their awareness of the natural beauty of God's creation. It promotes student creativity and self worth developing the necessary concepts, skills and appreciation of art. The Art Teacher will involve the students in art competitions. Pre-kindergarten-8<sup>th</sup> grade students receive instruction once a week. An Art Fair will be held in the Spring.**

**Computer:** Formal instruction is provided once a week for grades Pre-Kindergarten-8. Our State of the Art Computer Lab houses 25 Apple Macintosh Computers with Internet access, a Smart Board, presentation system, two scanners, a photo printer, a laser printer, a colored printer, several digital cameras and exciting software.

The students may only use the Internet with permission and when an adult is present. (See INTERNET POLICIES.)

**Integrated Language Arts:** ILA encompasses Reading, Phonics, Literature, English, Spelling, and Writing. The goal of our curriculum is to develop reading and comprehension skills; to teach writing in accordance with acceptable English usage; to master the skill of logical organization of ideas in both written and spoken forms; and to acquaint students with literary classics. Handwriting is taught in Kindergarten through grade 8.

**Mathematics:** Our goal is to develop mathematical and application skills; to teach quantitative concepts; to teach the child to perform mathematical operations; to encourage sound reasoning and logical thinking; to emphasize problem solving. The National Mathematics Standards are incorporated into the curriculum. It is very important that students STUDY and know their addition and subtraction facts, and times tables. These should be committed to memory.

Students with advanced ability and a demonstrated good work ethic in mathematics may be recommended for Algebra I in the 8<sup>th</sup> grade year. Recommended students must take a placement exam administered by Delone Catholic High School and be accepted into the program. Those students satisfactorily completing Algebra I will be recommended to the next higher course in high school. The student must achieve an 85% grade in order to go on to the next level in high school.

**Music:** Our goal is to help the children develop music appreciation through theory and singing. Each class receives one period per week of formal instruction. Each class, grades 1-8, will learn how to prepare the Liturgy, lector, cantor, etc. The Music Teacher presents a Christmas Program each year.

**Instrumental Music:** Instrumental music is offered for students in grades 4-8.

There is a charge for these lessons which can be decreased by participation in Music Association fundraisers. Opportunities to play in an Elementary or Junior band with students from other Catholic elementary schools in our Deanery are provided at Delone Catholic High School.

**Upstairs Chorus:** An extracurricular chorus for children in grades 5-8 is offered. Practices generally take place during the students' recess period. The chorus may perform for special occasions such as Grandparents Day, the Christmas Program etc.

**Children's Choir:** There is a parish Children's Choir for interested children in grades 3-8. No tryouts are necessary; places are awarded on a space-available basis. This special group sings at Sunday Masses and some school events. They usually practice on Fridays from 3:30-4:30 p.m. Please contact the Children's Choir Director for more information.

**Physical Education:** We follow the Diocesan Curriculum for grades Pre-school through grade 8. Each year in the Spring, we have a Field Day as a culmination of this program. We participate in Presidential Physical Fitness Program as well as the National Physical Fitness Program.

**Science:** Systematic "hands on" instruction is utilized. We strive to develop a working knowledge of terminology, laws, theories, methods of investigation, and scientific process skills for each child.

**Social Studies:** Our social studies curriculum incorporates the concepts of geography, history, sociology, political science and civic responsibility. Pennsylvania History is taught in grade 4;

**Spanish:** Conversational Spanish is taught one period a week in grades PreKindergarten - 8.

**Special Services:**

**ACT 89 PROGRAM:** Academic enrichment and remediation (for those who qualify) and guidance counseling provided by the state and are administered through the Lincoln Intermediate Unit.

- **Academic Enrichment Program:** A teacher specialized in working with the intellectually gifted students provides instruction one period a week. To be eligible for this program the children must meet certain criteria set by the State of Pennsylvania. Students who attend this program must have satisfactory grades, no missing assignments, and complete all missed classroom assignments. In addition, students are expected to cooperate with the teacher and maintain excellent deportment in the class. Failure to comply with these requirements will result in possible expulsion from the program.
- **Guidance Counseling:** An elementary school guidance counselor serves the school one day a week. Group and individual sessions are held in the school.
- **Remedial Reading:** (Grades 4-8) A Remedial teacher provides instruction to students who qualify a half day a week at school.
- **Speech Therapist:** A Speech Therapist serves our school one day a week. This service is held here at school.

***TITLE I PROGRAM: Gettysburg School District provides a Reading Specialist to work with students in grades 1-3 who qualify for remedial services.***

***SCHOOL SPONSORED PROGRAMS:***

- **Reading Enrichment and Remediation:** Recognizing that children develop academically at different rates, St. Francis Xavier employs a reading specialist to work with children in grades 1-3.
- **Peer Mediation/Conflict Resolution/Communication Skills:** Children in grades K-8 are instructed in Christian conflict resolution skills and Communication Skills - skills for life. All 4<sup>th</sup> graders are trained as peer mediators. A peer mediation program is in place for grades 4-8.

**DAILY TIME SCHEDULE**

The Multipurpose Room is usually opened by 7:00 A.M. The children will enter the Sister Phyllis Simmons Lobby and go directly to the Multipurpose Room in the morning and sit down. Breakfast will be served from 7:00am-7:45am. Designated school personnel will take the students outside to the playground from 7:45am-8:20am. The bell will ring at 8:20am signaling all students to line up outside of school with their classroom teacher. All prayers, the pledge and Star Spangled Banner will be recited at this time. (In case of inclement weather or winter weather, students will remain in the Multipurpose Room) Upon the completion of morning prayers, teachers will walk their classes to their homeroom and begin the academic day.

First Bell.....	8:20 A.M.
Prayers and Pledge.....	8:22 A.M.
First Period .....	8:35 A.M.
Lunch and Recess.....	11:15 - 12:00 (gr. PK-4)
	12:15 - 12:55 (gr. 5-8)
Dismissal Prayers .....	3:05 P.M.
Dismissal Lines Begin .....	3:08 P.M.
Car Riders.....	3:15 P.M.

### **DELONE SPORTS PROGRAM**

**Delone Catholic High School offers football for boys in grades seven and eight and wrestling for boys in grades three through eight. Information will be sent from Delone to our students for those interested. Both programs take place at Delone Catholic High School.**

### **DENTAL/DOCTOR APPOINTMENTS**

**A written note is to be given to the teacher stating the date of the appointment and the time the student will leave and return to school. Students will be responsible for making up work missed. If possible, appointments should be made for before or after school hours.**

### **DISCIPLINE CODE FOR A STUDENT OF ST. FRANCIS XAVIER SCHOOL:**

**The Diocese of Harrisburg, to which St. Francis Xavier School is accountable, states in its School Policies and Regulations: Students in our schools are expected to conduct themselves in a manner that reflects favorably on themselves, their family, and their school. Students are expected to have respect, to show consideration to other students, the administration, faculty and staff. They are to cooperate in order to create a harmonious school atmosphere.**

**Students are to recognize their individual responsibilities as a condition for their acceptance into the school and their fulfillment of them as a condition for remaining at the school. Students are expected to conduct themselves, inside and outside of school and at school sponsored activities, in a manner that reflects the moral teachings of the Catholic Church. Failure to do this may result in disciplinary action, including expulsion. (Diocesan Policy #5131)**

**In keeping with this policy, and to help children assume responsibility for their actions and foster a conducive atmosphere for learning, discipline is essential. Its ultimate purpose is:**

- 1. To develop true Christian character and a sense of responsibility.**
- 2. To establish an atmosphere conducive to academic excellence.**
- 3. To protect the rights, welfare, and reputation of the individual student and the school community.**

**St. Francis Xavier Catholic School asks that each student accept responsibility for conduct expressive of a Catholic school student. Administration, Faculty, and Parents share the responsibility in the child's development. Therefore, we expect that each student be aware of what is expected and accept responsibility for his/her actions.**

#### **STUDENT EXPECTATIONS**

**The expectations for all students include time spent at school and on field trips, time spent in walking to and from the bus stop, time waiting for the bus, time spent on the bus, and time spent at school-sponsored activities outside of school hours.**

- 1. Students are to respect the Administration, teachers and those in authority at all times, including all staff members, volunteers and all other guests in the school.**
- 2. Students are expected to respect the rights of others as well as school and parish property.**
- 3. Students are to adhere to all rules and regulations established by existing school policies and classroom teachers.**
- 4. Students are NEVER permitted to chew gum on school property.**
- 5. Students must follow the uniform and dress code.**
- 6. Students are expected to study, participate in class and complete home and class assignments in the time specified by the teachers. Any student who is absent is responsible for retrieving and completing the required work during the time specified by the teacher.**
- 7. Students are to be on time for school and for all classes. Car riders and walkers will be marked late if they arrive after 8:20 a.m. Bus riders will arrive according**

- to the bus schedule.
8. **Students are expected to conduct themselves in a respectful, courteous, and orderly manner at all school-related activities; i.e., not to be a source of disruption or be involved in any form of fighting during class time or at any other time while under the jurisdiction of the school. Students are expected to uphold the name of St. Francis Xavier Catholic School at all times.**
  9. **Students are expected to come to school prepared with all required school supplies.**
  10. **Students are expected to be honest in their work and in their relationships with other students, teachers, and administrators. Cheating will not be tolerated.**
  11. **Students are to WALK in the halls and on the steps and conduct themselves in a quiet manner.**
  12. **The use of unbecoming or vulgar/offensive, inappropriate language or pictures WILL NOT be tolerated in this school whether it is verbal or written. Demerits and/or detention could be issued for such behavior.**
  13. **Students are expected to remain on school property during school hours.**
  14. **Students are expected to play on the playground without exhibiting rough and aggressive behavior. Demerits will be issued for such behavior. Habitual failure to obey the adults in charge will result in no recess for a period of time.**
  15. **Cafeteria behavior should reflect good manners, including walking, staying in seats, keeping the appropriate place in line without pushing, speaking in a quiet voice, discarding trash in the trash can.**
  16. **The school is not responsible for any valuable objects that are brought to school.**
  17. **Personal electronic devices may NOT be brought to school or on field trips.**
- I. **Regulations administered by teachers or others assisting teachers:**

- a. Students must follow the uniform and dress code.
- b. Students must not chew gum on SCHOOL PROPERTY.
- c. Students must not cheat.
- d. Students must strive to be polite, respectful and self-disciplined.
- e. For their own safety, students must not run in the school building.

**II. Violations that could require a conference between parent and teacher and sometimes the Administration or result in a detention:**

- a. Forging another's name.
- b. The use of obscene or vulgar language.
- c. The possession or distribution of indecent literature.
- d. Leaving the school property during school hours without permission.
- e. Habitual neglect of homework.
- f. Disruptive behavior in the classroom, playground, or cafeteria.
- g. Conduct unbecoming a Catholic School student.
- h. Disrespectful behavior toward any member of the faculty or staff or toward a volunteer or guest at a school function.
- i. Copying another person's homework or classroom assignments.

**III. Violations that could subject the student to In-School suspension.**

- a. Threatening, harassing or physically harming another person.
- b. Carrying any dangerous objects. (SEE WEAPONS POLICY)
- c. Destroying or damaging school or parish property.
- d. Stealing.
- e. Smoking on school property.
- f. Conduct unbecoming a Catholic School student.

- g. Disrespectful behavior to any faculty or staff member, volunteer or guest.**

**IV. Violations that could subject the student to expulsion.**

- a. Assault of any adult or student.**
- b. The use, consumption, sale, or giveaway of drugs or medication on school property.**
- c. The consumption, sale, or giveaway of any alcoholic beverages on school property.**
- d. Proven moral delinquency.**
- e. Chronic and incorrigible behavior.**
- f. Conduct unbecoming a Catholic School student.**

In consultation with the Pastor and/or the Diocese of Harrisburg Education Office, the Principal reserves the right to review any disciplinary case or other grave situation on an individual case basis and, depending upon any extenuation or mitigation, to present an alternate decision to the one generally prescribed in the school handbook.

**SHOULD A STUDENT BE ACCUSED OF A SERIOUS OR CRIMINAL VIOLATION APART FROM SCHOOL, THE STUDENT MAY BE PLACED ON HOMESTUDY UNTIL THE MATTER HAS BEEN RESOLVED, OR ANOTHER DETERMINATION HAS BEEN MADE BY THE ADMINISTRATION.**

**Demerit System: In grades 4-8, a demerit slip is issued by a faculty member for a consistent or serious infraction of the school rules. It must be taken home, signed by a parent/guardian, and returned to the Administration the next day. Failure to return the slip will result in loss of lunch recess until it is returned. If a child receives four demerit slips, he/she must serve a detention after school. Three detentions in a semester will equal an in-school suspension. An immediate detention can be given for a serious offense or an accumulation of lesser offenses. A demerit is given to inform parents of unacceptable behavior in school.**

**“Hang-In-There” Slips: For grades PreKindergarten-3. This slip is to inform the parents of a child's need to be reminded of proper behavior. This slip should be signed and returned to school the next day. This will assure us that you have discussed the problem with your child. This type of slip could result in the loss of one or more recesses and/or a conference with a parent.**

**Examples of minor offenses which could result in a demerit/hang-in-there slip:**

- 1. Consistent failure to comply with the school and gym dress code.**
- 2. Lack of cooperation, e.g., unsigned tests, warned behavior, failure to return books and papers, etc.**
- 3. Lack of Christian attitude.**
- 4. Chewing gum or eating candy at inappropriate times and places.**
- 5. Lack of respect for another's property and defacing workbooks, textbooks; uncovered textbooks, etc.**
- 6. Failure to bring necessary materials to class/school.**
- 7. Inappropriate behavior in class, at lunch, in Church, in the school yard, on the bus, at dismissal, during any emergency drills, etc.**
- 8. Excessive or inappropriate talking in class, hallways, library, Church, etc.**
- 9. Copying another student's classwork or homework.**
- 10. Being out of assigned seat without permission.**
- 11. Leaving the classroom without permission.**
- 12. Not doing homework or long-term assignments.**
- 13. Throwing snow, ice, or any other objects.**

**Major Offenses (examples which could warrant immediate detention or in-school suspension.)**

- 1. Defacing or damaging school property.**
- 2. Harassment and or Bullying including, but not limited to, foul, abusive language, name calling, obscene gestures, notes, or literature, etc.**
- 3. Failure to report to detention.**

4. Forging names of parents/guardians on tests, homework, forms, etc.
5. Display of disrespectful attitude to any authority figure or guest in our school.
6. Cheating.
7. Any misbehavior which endangers the safety of another person.
9. Lying.
10. Abuse of student rights (name-calling, bullying, cyber-bullying that effects school atmosphere, etc.).

A teacher may also give a detention for other offenses not listed here that are considered to be a major infraction by the school. If circumstances warrant, a major offense may be elevated to an in-school suspension at the discretion of the Principal.

Detention will be held at a time and day mutually agreeable to parents and school officials. Parents must provide transportation home.

#### **GUM CHEWING**

Chewing gum any place on school property is strictly forbidden. Our policy at St. Francis Xavier Catholic School is NO GUM; NO GUM; NO GUM! Students who disobey this rule COULD choose a detention.

#### **HARASSMENT POLICY**

The American Association of University Women found harassment of children by their peers to be four times as common as harassment by adults. Any student who experiences any form of harassment should report it to the teacher, and/or the Administration.

Harassment includes, but is not limited to:

1. Derogatory verbal comments including jokes, put-downs, name calling, bullying, and any conduct with sexual overtones.
2. Indecent literature, pictures, drawings, or gestures.
3. Verbal threats or demands.

4. Unwanted physical contact.
5. Retaliation of any kind.

#### **“OFF CAMPUS” CONDUCT**

The administration reserves the right to discipline students for serious misconduct that might impact the school’s reputation or bring harm to anyone in the school. This includes threats or untruthful statements against anyone conveyed via e-mail, blogs, text messages and Internet spaces. Deliberate defamation of others is not consistent with Christian values.

#### **WEAPONS POLICY**

If a student is found to have possession of a gun, knife or other dangerous objects, regardless of intent, he/she is guilty of a misdemeanor and risks being reported to the Police. In such a case, the parents will be notified first. The student could be suspended immediately and could possibly be expelled. Any student, however, using an object in an aggressive, threatening and/or intimidating manner shall be considered in possession of a weapon. This does not include any device authorized by the school for a legitimate educational purpose.

**PROCEDURES FOR DEALING WITH WEAPONS OR THREATS OF VIOLENCE (Diocesan Policy 5137.5):** Any student who has in his/her possession a weapon on school property or at any school-related activity, or who threatens to inflict violence on another person, the following actions could be taken:

- a. immediate reporting of possession of any weapon or threats of violence to law enforcement officials
- b. immediate out of school suspension with the possibility of expulsion if there are extenuating circumstances
- c. the Diocesan Office will be notified.

#### **DISMISSAL**

If your child is going home a way other than the usual way, please send a note.

Unless it is an absolute emergency, we will not take any changes to your child's dismissal plans after 2:45pm. We cannot guarantee any changes that are made after 2:45pm.

#### **DRESS CODE**

According to the Diocesan Policy #5132.2, students in the elementary and secondary schools of the Diocese of Harrisburg are expected to present a neat and clean appearance. Any dress or apparel that would not reflect the moral teachings of the Catholic Church is forbidden.

Any time a student is representing St. Francis Xavier Catholic School, whether in school or out of school, the student must follow the Dress Code policy.

#### **2011– 2012 Uniform Dress Code**

\*All asterisked items must be purchased from the Rose Uniform Company. Rose Uniform Company is the only approved supplier of uniform pants, shorts, jumpers, skirts, sweaters, vests, and logo golf shirts for St. Francis Xavier Catholic School. Order forms are available at school or you may contact Rose Uniform directly at 1-800-527-4689 or [www.roseuniforms.com](http://www.roseuniforms.com). St. Francis Xavier Catholic School maintains a used uniform shop where parents may be able to purchase uniform items at a reduced rate. We appreciate any donations of used uniforms. These should be clean and in good repair.

#### **BOYS:**

- Navy blue or Khaki slacks\*
- White or Yellow golf shirt with school logo\* or white golf shirt with no logo. Shirts may be long or short sleeved.
- Black, blue, or brown belt must be worn with the pants.
- Navy blue, hunter green, tan or white socks. The socks must come up over the ankle bone. (Sport socks and “no show” socks that do not cover the ankle are not to be worn.)

- **DRESS shoes with low heels. No chunky shoes, clogs, slides, sandals, or “big” bulky shoes, or shoes that look like sneakers may be worn. Shoes must have backs.**
- **Navy blue or hunter green V-neck school logo sweater\* (optional)**
- **Navy blue or hunter green V-neck school logo sweater vest\* (optional)**
- **Hair must be neatly styled and MAY NOT TOUCH THE SHIRT COLLAR. Hair color must be genetically possible. No fad hair styles or colors are permitted.**
- **No hats may be worn in school.**
- **No earrings may be worn in school.**
- **No other body piercings are permitted.**
- **No visible tattoos are allowed.**
- **No chains may be worn.**
- **No fingernail polish may be worn.**
- **If boots are worn in the winter, please send another pair of shoes for your child to wear in school.**

**Warm Weather Option** (from 1<sup>st</sup> day of school until approximately October 15<sup>th</sup>, and from approximately April 15<sup>th</sup> until the last day of school):

- **Navy blue or khaki walking shorts\* (may not be shorter than 3 inches above knee)**
- **White or yellow with logo golf shirt\* or white golf shirt with no logo**
- **The belt, shoes and socks required are the same as above.**

**Gym Day Uniform**

- **PLAIN Navy blue sweat pants straight leg (no stripes or visible logos and no nylon material)**
- **Navy blue mesh shorts with logo\***
- **Grey T-shirt with the red X – long or short sleeve**
- **Grey crewneck sweat shirt with the red X**
- **Sneakers appropriate for physical education class, e.g., no skate sneakers**

- White or navy socks which come up over the ankle bone. T-shirts & sweat shirts with school logo are sold annually on a non-profit basis through the PTO Sportswear Sale.
- **NO HOODIE SWEAT SHIRTS CAN BE WORN IN SCHOOL.**

**GIRLS:**

- Uniform Jumper (Grades K-4)\* or Uniform Skirt (Grades 5-8)\* (may not be shorter than 3 inches above the knee) or Navy Blue or Khaki Slacks\* with black, brown or blue belt
- White Peter Pan blouse (Grades K-4) or White Oxford Button Down Collar Blouse (Grades 5-8); or white or yellow golf shirt with school logo\* or white golf shirt with no logo (Grades K-8). Shirts and blouses may be long or short sleeved.
- Girls in grades K-4 may wear the navy blue leggings, from the Rose Uniform Company only, under their jumpers during the winter months.
- Navy blue, hunter green, tan or white socks. The socks must come up over the ankle bone. (Sport socks and “no show” socks that do not cover the ankle and sheer stockings are unacceptable.)
- Dress shoes with LOW heels. No chunky shoes, clogs, slides, sandals, or “big” bulky shoes may be worn. Shoes must have backs.
- Navy or Hunter Green Cardigan V-neck school logo sweater\* (optional)
- Navy or Hunter Green V-neck school logo sweater vest\* (optional)
- Hair must be neatly styled. Hair color must be genetically possible. No fad hair styles or colors are permitted.
- Girls may wear a white, navy blue or hunter green scrunchie or headband. No hats or bandanas may be worn in school.
- Girls may wear small stud or hoop earrings. (No long

dangling earrings or large hoop earrings)

- No other body piercings are permitted.
- No visible tattoos are allowed.
- Girls may wear one small necklace.
- Only light-colored fingernail polish may be worn.
- If boots are worn in the winter, please send another pair of shoes for your child to wear in school.

Warm Weather Option: (From 1<sup>st</sup> day of school until approximately Oct. 15<sup>th</sup>, and from approximately April 15<sup>th</sup> until the last day of school):

- Navy blue or khaki walking shorts\* (may not be shorter than 3 inches above knee.)
- White or Yellow with logo golf shirt\* or White Golf Shirt with no logo.
- The belt, shoes, and socks required are the same as above.
- Socks are the same as listed above.

#### Gym Day Uniform

- PLAIN Navy blue sweat pants straight leg (no stripes or visible logos and no nylon material)
- Navy blue mesh shorts with logo\*
- Grey T-shirt with the red X on the back, long or short sleeve
- Grey crewneck sweat shirt with the red X on the back
- Sneakers appropriate for physical education class, etc. No skate sneakers
- White or navy socks which come up over the ankle bone.
- The T-shirts and sweat shirts with the red X on the back are sold annually through the PTO sportswear sale.
- NO HOODIE SWEAT SHIRTS CAN BE WORN IN SCHOOL)

No student may write on skin or fingernails with magic marker, pen, white-out, crayons or other such objects.

Students who violate the dress code will be given an “Out of Uniform” slip to take home and get signed. The slip should be returned the next day with the parent’s signature on it. Three of these slips will warrant a lunch detention.

#### **DRESS-UP DAYS**

Occasionally, we will have a “dress-up” day. Any child coming to school dressed inappropriately will be sent to the Uniform Shop for a uniform to wear. The following are general guidelines on these days:

##### **Girls:**

Dress, skirt, blouse, dress slacks, (skorts/walking shorts in hot weather not shorter than 3 inches above knee) and coordinating top or sweater. (No leggings)

**NO TANK TOPS, BELLY TOPS, CROP TOPS MAY BE WORN.** No tight tops are to be worn to school. This includes spaghetti strap tops or halters.

Socks, stockings, shoes. (No high heels, clogs, or flip-flops)

##### **Boys:**

Dress pants, coordinating shirt, sweater or team sweat shirts. Absolutely no jeans, baggy pants, or pants worn down around the hips will be permitted. Underwear is NEVER to be showing.

*In hot weather, walking shorts are appropriate. (Not shorter than 3 inches above knee. No long, baggy shorts are permitted.)*

Appropriate T-shirts may be worn. (No obscene sayings, rock groups, or other inappropriate pictures or sayings are permitted.)

#### **DRESS-DOWN DAYS:**

Typically, the first Monday of each month is designated as a “dress-down” day. Students may wear jeans, sneakers, sweat shirts, T-shirts (same as above). The cost of this opportunity is \$1.00. Proceeds benefit the Capital Campaign for the new

school. Jeans must be clean, have no holes, and fit properly. No baggy jeans are permitted.

#### **DRUGS AND ALCOHOL**

The use and/or possession of illegal drugs, alcoholic beverages (including non-alcoholic beer), mood-altering substances or drug related paraphernalia or the abuse of prescription drugs on school property while attending or participating in any school sponsored activity is forbidden and is considered a major disciplinary infraction.

Being under the influence of illegal drugs, alcoholic beverages or mood-altering substances on school property or at a school sponsored activity is likewise forbidden and is considered a serious disciplinary infraction.

The selling, pushing, or supplying of illegal drugs, alcoholic beverages, prescription drugs, mood-altering substances, or drug-related paraphernalia is an extremely serious situation. Students committing such an offense may be punished by expulsion and will be reported to the Police.

#### **EARLY DISMISSAL**

Permission for an individual student to leave school before the regular dismissal time should be requested in writing or via the telephone from the Administration. The request should state the date, reason, and time involved. Students are responsible for all work missed.

We request that individual lessons for music, swimming, etc. not be made before 3:00pm each day.

#### **EMERGENCY CLOSING**

In the case of inclement weather during regular school hours, The Gettysburg School District will make the decision for early dismissal. This will be announced on the radio (WGET). Usually this dismissal begins at 12:40 P.M. When we dismiss early, car riders will be called at 12:45 P.M.

## **EMERGENCY FORM**

**An emergency form must be filled out by the parents and kept on file in the school Office. This form is to be kept up to date. Any changes should be sent to the school immediately.**

## **FAMILY TRIPS**

**Taking your child out of school for extended times during the school year could be detrimental to his/her academic success. Parents planning trips which will take their children out of school should make arrangements with the Administration and teacher(s) at least ten days before the trip. The request for the extended absence must be made in WRITING to the Principal. Students are responsible for all work missed including make-up tests.**

**Teachers are not required to provide lesson plans or make prior arrangements for any testing for students who will miss school due to family vacations. Usually assignments will be given to the children when they return from a trip. Examinations will take place at the convenience of the teacher. All work missed must be handed in within ten days after returning to school.**

## **FIELD TRIPS**

**Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.**

**Each student going on the field trip will be given a Diocesan permission form for the parent/guardian to sign. A student who fails to submit THIS FORM will not be allowed to participate in the field trip. Telephone calls to give permission for the field trip or parent notes are not acceptable. This is a Diocesan regulation.**

**Trips within the Diocese are to be made in public, licensed carriers. When private cars are used, every effort is made to insure that responsible drivers who have sufficient liability coverage operate vehicles. The driver must complete a liability form and keep it on file in the school office.**

**When appropriate, either the regular school uniform or the gym uniform will be worn on Field Trips. If uniforms are not required, specific guidelines for appropriate dress will be sent home. Usually, time will NOT be allotted for visits to gift shops.**

### **FUNDRAISING**

**Fundraising is a necessary part of our operating budget. In order to meet our expenses, we have several fundraisers throughout the year. The Development Office is responsible to raise significant funds each year. Thus, we have the Annual Appeal, the Golf Tournament and, every other year, the Auction. In addition, the PTO sponsors several fundraisers (e.g., Race for Education, Gertrude Hawk Candy Sale, Entertainment Book Sale) to raise money for our school. Each family is respectfully asked to support our fundraising efforts financially and/or with volunteer support.**

**No one may solicit funds from our school families without the expressed permission of the Principal. This includes solicitation of funds for class projects, teacher gifts, etc.**

**The Student Council and Stewardship Committee may be granted permission by the Principal to conduct fundraisers on behalf of charitable causes. Our school also participates in the Holy Childhood Missions and Jump Rope for Heart programs.**

### **GRADING AND REPORT CARDS**

**Grades are an evaluation of weekly tests, class participation, portfolio assessment, performance assessment, homework and daily class work.**

Preschool assessment is shared through parent conferencing.

Report cards are issued three times a year in grades K - 8. Progress reports are issued in the middle of each tri-mester. This is done to keep parents up to date on the progress of their children.

### **HONOR ROLL**

**“Be A Better Me”**: Students in grades K-3 will receive certificates for their accomplishments. There is no competition for these awards.

### **“Principal’s List: (Grades 4-8)**

1. ***ACADEMIC EXCELLENCE***: All A’s plus E’s and P’s in Art, Music, Physical Education, Computer Education, Spanish, Christian Values, Work Ethics, and no “no’s” in “work reflects ability and beyond”, and “assignments and projects completed.”
2. ***ACADEMIC HONORS***: A’s and B’s plus E’s and P’s in Art, Music, Physical Education, Computer Education, Spanish, Christian Values, Work Ethics, and no “no’s” in “work reflects ability and beyond”, and “assignments and projects completed.”
3. ***EDUCATIONAL HONORS***: Students achieve grades according to their ability, plus E’s and P’s in Art, Music, Physical Education, Computer Education, Spanish, Christian Values, Work Ethics, and no “no’s” in “work reflects ability and beyond”, and “assignments and projects completed.”

All of the above include consistency in homework, projects and assignment completion.

### **GRADUATION**

Upon completion of the eighth grade, students of the Diocese of Harrisburg may be presented with one of two awards:

1. Diploma - indicating satisfactory completion of the prescribed course of study for the elementary schools of the

diocese. A student is considered to be eligible for a diploma if he/she has attained a cumulative average of 70% in the major subjects.

2. **Certificate of Attendance** - indicating a completion of the basic requirements, attendance at our school, prescribed for the elementary schools of the diocese.

**GRADUATION AWARDS:**

**THE AMERICAN LEGION AWARD:** awarded to a boy and a girl who exhibit qualities of courage, leadership, honor, effort, and service.

**THE AMERICAN LEGION AUXILIARY AWARD:** awarded to a girl who exhibits high standards of conduct, application in studies, willingness to lend a helping hand, and has the courage to stand up for what is right and just.

**THE PRESIDENTIAL ACADEMIC FITNESS AWARD:** a nationally recognized award from the President of the United States for students that have attained a 90% grade average in grades four through eight; and have scored at or above the 85th %ile on the most recent standardized test in Verbal or Math.

**THE SISTERS OF MERCY RELIGION AWARD:** given to a student who consistently strives to exemplify the Catholic philosophy of St. Francis Xavier School.

**THE PA MATHEMATICS LEAGUE AWARD:** awarded to the students who participate in this contest for outstanding performance locally and regionally.

**THE SISTER JULIANA MATHEMATICS EXCELLENCE AWARD:** awarded to a student who excels in mathematics, has a good attitude, and demonstrates consistent effort toward excellence in this field.

**THE SISTERS OF MERCY LITERATURE AWARD:** awarded to a student for excellent work in the field of Language Arts.

**THE PRINCIPAL'S AWARD:** in honor of the Sisters of Mercy, awarded to a student who has shown commendable effort in striving to attain academic success as well as good behavior.

**THE PRESIDENTIAL PHYSICAL FITNESS AWARD:** awarded to students in recognition of outstanding physical achievement according to the standards set by this program.

**ALTAR SERVER/LECTOR APPRECIATION AWARDS:** are given on behalf of the parish to students who have faithfully served in these capacities.

**STEWARDSHIP APPRECIATION AWARD:** is given to students who faithfully serve on this committee.

All of the above awards are subject to change without notice.

#### **GRADUATION RECEPTION**

All eighth grade students will be assessed \$50 to help cover the cost associated with their graduation reception. The fee and money earned by the class service project at the Apple Harvest Festival will cover expenses associated with the reception and the class trip. The Apple Harvest Festival will yield approximately \$800. According to Diocesan regulations, the 8<sup>th</sup> grade graduation is to be a simple celebration. Any additional fundraising must have the prior approval of the Principal.

#### **HOMEWORK**

Homework is usually given from Monday through Thursday. The teachers may choose to give homework over the weekend. Homework is given to reinforce the material taught in school.

Practice is very important at the elementary level. In the upper grades, research projects and long term assignments will be introduced to the children. It is the student's responsibility to complete all home assignments and hand it to the teacher on time, neatly done, and to the best of the student's ability. If for some valid reason a student is unable to complete homework, he/she should bring a written note from the parent to the teacher stating the reason why the assignment was not completed on time. This does not excuse the child from making up the missed assignment. Students who disregard homework assignments will be given a demerit, lose recess, and might be given a detention.

A guide for the amount of time your child should spend on homework each night:

- a. Grades K, 1 & 2: 10-20 minutes
- b. Grades 3 & 4: 20-35 minutes
- c. Grades 5 & 6: 30-45 minutes
- d. Grades 7&8: 45-60 minutes

If your child continually spends more than the suggested time on homework each night, please inform their teacher.

**MONDAY STUDY PROGRAM:** Those students who do not complete assignments from the previous Monday through Thursday will stay after school to work on these assignments. The cost to the parents will be \$5.00. This will pay the teacher who monitors the students.

#### **ILLNESS, INJURY OR EMERGENCY**

In case of illness or injury, a child will be cared for temporarily by the school staff. Ordinarily, we do not have a nurse on the premises. If the child is running an abnormal temperature or is too ill to remain in school, a parent will be contacted. If parents cannot be reached, then the person listed on the Emergency Form will be called.

Students sent home because of fever may not return to school until they are fever-free for 24 hours. Therefore, students may

not return to school the day after being sent home due to fever.

#### **INSURANCE**

A student accident insurance program is made available to all students. Applications will be sent home at the beginning of school. If you do not wish to purchase the insurance, please sign the accompanying letter and return it to school.

#### **INTERNET AND COMPUTER POLICIES (Also see Addendum)**

Students are responsible for good behavior when using school computers and the Internet. Student files on the school computers are considered school property and are fully available to the school staff. The technology administrator for the school may review files and Internet communications to maintain system integrity and ensure that the students are using the technology systems responsibly. No student will have access to school computers and/or the Internet without staff supervision. A student may lose access to school computers and/or the Internet if found in violation of this policy. Restitution for damage to school computers and/or software applications will be the responsibility of the parents/guardians of the student.

**Posting Information on the Internet:** The Internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or posting or transmission of images in any format related to the school, staff or students that are defamatory, pornographic, or which could be construed as threatening or

**impugning the character of another person is prohibited and will make any person involved with the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the diocese.**

#### **MEDICAL PROBLEMS**

**Information pertaining to specific allergies and/or medication must be provided to the school. In cases of medical emergency or injury, the parents will be contacted immediately. If neither parent can be reached, the person listed on the emergency form will be contacted. In the event that this person cannot be reached, the school will take the necessary steps.**

#### **MEDICATION**

**All medication, PRESCRIPTION AND NON-PRESCRIPTION, must be sent to school in the original container and kept at the secretary's desk. STUDENTS MAY NOT KEEP ANY MEDICATION IN THE CLASSROOM. An exception is the use of an inhaler, which may be kept by the homeroom teacher. A parent should contact the school as to the best plan for his/her child.**

**Prescription medication can only be given to the child whose name is on the bottle. The school does not stock non-prescription medications.**

**Parents/guardians must authorize the administration of medication to students. This authorization must be in writing and shall include:**

- 1. The student's name**
- 2. The date**
- 3. The family doctor's name**
- 4. The name of the prescribed medication**
- 5. The dosage and time interval of dosages**
- 6. For non-prescription medications, a note from the parent authorizing this must be on file in the Office.**

## **NEWSPAPER/PUBLISHING POLICY**

**From time to time we publish work done by the students and occasionally the students have their pictures taken for the paper. If you do not want your child's picture or name published in the paper, please indicate this in writing to the Principal at the beginning of the school year.**

## **NON-CUSTODIAL PARENT**

**This school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The school reserves the right to notify the custodial parent of any request to review records. This school DOES NOT allow a non-custodial parent physical access to his/her child during school hours or on the school premises unless the custodial parent has consented, or the school has a court order permitting access.**

## **PARENT AND TEACHER CONFERENCES**

**Parents are encouraged to keep in close contact with the teachers regarding student progress. A scheduled conference will be held in December. Parents are encouraged to attend these meetings in order to discuss children's strengths and weaknesses, and to develop goals for improvement. However, parents can request a conference at any time during the school year.**

**Whenever a situation occurs that causes concern, this concern should be addressed with the child's teacher. Often a discussion of the problem can lead to a mutual agreement and plan of action. If a conference with the Principal is needed, please call the Office to make an appointment.**

**PARENTS ARE NOT PERMITTED TO INTERRUPT TEACHERS BEFORE SCHOOL, DURING CLASS HOURS, OR DURING DISMISSAL.** Please make an appointment if you need to discuss something with the teacher.

If a serious disagreement should arise between the school and parents which cannot be resolved amicably or in cases where the conduct of parents is deemed to interfere with the Mission of this school, St. Francis Xavier Catholic School reserves the right to require parents to withdraw their children.

Parents should not contact a teacher at home via home telephone or home e-mail unless the teacher specifically agrees to this.

#### **PARENT TEACHER ORGANIZATION**

All parents of students attending St. Francis Xavier Catholic School are members of this vital organization. The main purpose of this group is to assist with the fundraising for the improvement of the school building and the educational programs. We cannot get along without this wonderful organization of dedicated parents. There are two general meetings per year. All parents are respectfully asked to attend these sessions. The PTO usually meets on the second Tuesday of each month in Xavier Room at 7:00 p.m. All parents are welcome at this meeting.

#### ***PICTURES***

Individual student pictures will be taken in Fall and Spring. **CHILDREN WILL BE DRESSED IN THEIR SCHOOL UNIFORM FOR THE FALL PICTURES.** The group photo will also be taken at this time. The Spring pictures will be a dress up event. You will receive information about the purchase of these as well as an envelope to return with the proper amount of money enclosed. Class and individual pictures are taken for Kindergarten Graduation, First Communion, and Eighth Grade graduation. Purchase of these

pictures is optional.

### **PROMOTIONS AND RETENTIONS**

Promotions and retention are based on an evaluation of academic, physical, social, and emotional growth of individual students. Satisfactory completion of the academic requirements of each grade should be the goal of the individual student, his/her parents, and his/her teachers.

Retention of students is appropriate where it is intended to enable a student to gain future developmental, emotional, and/or educational maturity and success. If there is no likelihood of future success, there is no purpose to retain a student. Another option will be considered. Grade retention will be based on deficiency in developmental subjects, e.g., Math, Reading.

Procedures for advising retention:

1. Consultation of teacher with the Principal after the first semester.
2. Conference with parents.
3. Recommendation of student for psychological evaluation.
4. Notification of possible retention to be given to parents by the end of the second semester.
5. Usually, the final decision rests with the Principal and teacher.

If a student fails three or more major subjects, usually the grade is repeated. If a student fails a major subject, the child may have to make up this subject in a summer school setting, or complete a course of tutored study independently over the summer.

### **RELIGIOUS ACTIVITIES**

Religious training begins the day the child is born. Parents are responsible for the religious education of their children. This is a grave responsibility. The school is an extension of the home and, therefore, is a partner in this endeavor. The school

can teach the basics and expose the student to various forms of prayer, liturgy, etc., but the daily example of the parents is of utmost importance if children are to make their religion a reality. Opportunities to express themselves religiously are afforded the students throughout the year. Some of these activities are attendance at Mass on First Friday and Holy Days of obligation when school is in session, Reception of the Sacraments, Daily Prayer and Sacramental preparation.

Students of other religious faiths enrolled in an elementary school in the Diocese of Harrisburg will participate in all aspects of their school's religious education program with the exception of the final phases of the sacramental preparation curriculum. These requirements include attendance at the regularly scheduled classes in religious instruction, fulfillment of the academic requirements for these classes, and attendance at religious functions offered as part of the school program.

It is the grave responsibility of the parents to see that their children attend Mass on Sunday.

#### **SAFE SCHOOLS ACT 1997**

It is the policy of this school to notify the school to which a student transfers if a student is expelled, or withdraws from school, and is involved with any of the following infractions:

1. An act or offense involving weapons
2. Sale or possession of controlled substances
3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school.

(This policy reflects our commitment to the Safe Schools Act of 1997.)

#### **SCHOOL ADVISORY BOARD**

The purpose of this board is to examine and guide the educational policies and programs of St. Francis Xavier Catholic School in accordance with the guidelines of the Diocese of Harrisburg. The board is advisory in nature to the

**Pastor and Administration of the school, with the final decision in all matters resting with the Pastor. Parents are welcome to contact any member of this Board in order to have an important idea presented. The Board will not entertain administrative items.**

### **STUDENT RECORDS**

**This school abides by the Buckley Amendment, which gives parents the right to view their child's records. Parents wishing to see their child's records should make the request to the Principal. The school presumes that either parent of the student has authority to review the student's records unless the school has been given evidence that there is a court order or other legal reason providing the contrary.**

### **STUDY SKILLS**

**Parents can help their children be aware of skills and techniques that make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:**

- 1. Come to class prepared with pens, pencils, notebooks and other necessary materials.**
- 2. Be an active participant in class. Try to listen well and take part in discussions.**
- 3. Ask questions. No one knows the answer to everything.**
- 4. Plan your day, and schedule time for homework and extra reading each day.**
- 5. Study each night, especially for tests.**
- 6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.**

### **SUSPENSION OF STUDENTS: Diocesan Policy #5114.a**

**Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense such as truancy, vandalism, insubordination, immorality, threats, fighting, theft, use of alcohol or drugs, violence, weapons violation, etc. After two suspensions, a student may be**

expelled for any further serious infractions, or an accumulation of lesser infractions of the rules or regulations of the school.

#### **TAKE YOUR STUDENT TO WORK DAY**

St. Francis Xavier School believes that attending classes is the work of school-aged children. It is strongly suggested by this school that parents “take your student to work” during the summer or a school holiday rather than on this “national day.” However, a student may have an excused absence to attend his/her mother’s or father’s work on the day assigned under the following conditions:

1. Only parents/guardians may take their child to work.
2. The parent must request this absence in writing to the school Principal.
3. A form from the school will be given to the child for completion. This will let the school know that the child was at the work site and what the student learned from this experience.
4. The child will receive an excused absence for this day.
5. The child must make up all missed assignments.

#### **TARDINESS**

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. A child, who arrives after 8:20 a.m., except bus students, is considered late. The student will be marked late. Students are to bring a note from home explaining the lateness. Three tardy arrivals in one month could result in make-up time after school by the student. A student who is late must sign in at the secretary's desk.

#### **TELEPHONE (See also CELL PHONE Policy)**

The school telephone is a business phone and is not to be used by the students except in an EMERGENCY. Students are not permitted to call home to make personal arrangements for after school. This should be done the previous night. Neither students nor teachers will be called from class to the telephone.

The secretary will take messages.

**PLEASE MAKE DISMISSAL ARRANGEMENTS WITH YOUR CHILD BEFORE HE/SHE LEAVES FOR SCHOOL.**

#### **TITLE I**

Each year parents will be surveyed as part of the needs assessment for this program. The amount of money allocated to our school is dependent upon this survey. It is, therefore, imperative that each family complete and return this form. Supplementary remedial instruction in reading is currently provided through the federally funded Title I program. We have one instructor employed by the Gettysburg School District for our school. The students in grades 1-3 receive this instruction in our school building.

#### **TESTING PROGRAM**

**Achievement Testing:** The Iowa Test of Basic Skills (ITBS) is given in April to grades 3-8. Parents will receive a print out of their child's test as soon as it arrives at school. This test gives you an idea of how well your child is doing compared to other children nationally who also take this test. It also lets you see if your child is working up to his/her ability. Doctor appointments etc., should not be made during the testing week.

**CoGat (Cognitive Abilities Test):** is also given in April, but during a different week, to grades 3 and 5. Although this is not an I.Q. test, it gives an estimate of a student's ability. It tests Verbal (Language Skills); Quantitative (Math, Science skills); and Non-verbal (Common Sense; Spatial skills).

Any time during the school year, parents, teachers or the Principal can request psychological testing for a student. Funds are allotted by Act 89 through the L.I.U. A licensed psychologist from the L.I.U. will conduct the test after school hours or on a Saturday either at the school or at the Lincoln Intermediate Unit. A written report will be given to the Principal and the parents.

## **TRANSFERS/WITHDRAWALS**

**Students transferring to another school are required to return all books and school materials to the teacher. Parents should notify the school of the withdrawal date and the name and address of the new school into which the child will be enrolled.**

**The Office of Catholic Education, Diocese of Harrisburg, states that all student records must be mailed to the transferring school if it is within the United States.**

**An exception is made when students transfer to schools in foreign countries. In this case, records may be hand-carried in a sealed envelope. The receiving Principal must send a receipt.**

**Records will not be sent to a new school unless all tuition and debts are paid to this school.**

## **TUITION**

**This school is operated as a faith community, not as a commercial or secular enterprise. Our school provides an opportunity for the development of faith-based values and for receiving instruction in the teachings of Christ. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and parents.**

**In order to provide and maintain a high quality of education for our students, it is necessary to charge tuition to help offset the parish financial responsibility to the school. Each year the parents will be informed of the tuition. A tuition contract will be sent home, and a payment plan will be provided. It is expected that the tuition commitment will be fulfilled each year. In addition to paying school tuition, our Catholic families are expected to financially support the Church. Catholic families who choose not to practice their Religion will be charged the full tuition. The subsidy, which comes from our**

contributing members, is given by the parish to practicing Catholic families who are active members of our Church. Also, if you belong to another Catholic parish, you **MUST** be registered and active in order for the Pastor to pay your child's subsidy to our school.

No active parishioner will be denied admission to our school based on demonstrated inability to pay the full tuition. Parish families who are unable to meet the financial requirements may apply for tuition assistance before the school year begins. Requests for applications for tuition assistance should be made in writing. Before reregistering a student for the next school year, all financial obligations must be fulfilled.

Catholics who are active and participating members of other supporting parishes will pay the tuition of a Catholic family. The parish of the student will be billed for their required subsidy. In order for us to be fair to your Pastor, it is expected that you are financially supporting your home parish. Otherwise, please plan on paying the per pupil cost.

Non-Catholics and members of non-supporting parishes are asked to pay the full per pupil cost.

**PAYMENT:** Tuition will be collected from **JULY** through **APRIL** according to your chosen plan.

**DELINQUENT TUITION:** Parents have an obligation to inform the school of a change of financial situation which impedes the payment of the pledged tuition. If you cannot pay the agreed upon tuition, you must:

1. Call or write to the Principal or Pastor.
2. Devise a revised method of payment.

Failure to make these arrangements will prohibit the re-registration of the student and the release of academic records for the following school year.

While it is essential for the financial health of our school that

tuition arrangements be honored, we affirm that, first and foremost, we are a Catholic family at St. Francis Xavier Catholic School. Each of us is an essential member of the Body of Christ. Through sacrifice and dedication, you are choosing a Catholic education for your child and we, in turn, are committed to assisting you in fulfilling that choice.

#### **UNIFORM SLIPS**

Any child coming to school without the COMPLETE uniform will be given an “Out of Uniform” notice. If the child accumulates three of these anytime throughout the year, the student will serve a lunch detention.

#### **USED UNIFORM SHOP**

Used uniforms can be purchased very inexpensively. The shop is located in the school. Parents can take advantage of this service by calling the school for an appointment. We will gladly accept clean uniforms that no longer fit your child.

#### **VISITORS**

Parents are always welcome to visit the school. When visiting for any reason during the school day, please report to the Receptionist’s desk first. If it is necessary to contact a teacher or student, the Secretary or School Aide will make the contact. All transactions are performed through the School Office during school hours. **No parent should appear at the classroom door to summon a child.**

All visitors to our school should enter through the Main Office door and report to the Receptionist’s desk. All other doors will be locked. Visitors are respectfully asked to sign the “in” and “out” book. **NO ONE IS PERMITTED TO GO DIRECTLY TO THE CLASSROOM WITHOUT PERMISSION.**

If you are coming to pick up your child, the Secretary or Aide will get him/her from the classroom. Parents and/or Grandparents are always welcome to have lunch with their child.

## **VOLUNTEERS**

**Volunteer parents, grandparents, relatives or friends are welcome at our school. Needs include room mothers/fathers, classroom aides, playground aides, cafeteria lunch aides, typists, cutting decorations for teachers, computer assistant, library aide, physical education assistant, art instructor's aide, hot lunch volunteer, basketball coach, and help with the elective program. Any person volunteering at our school, must have their PA child abuse history clearance from the Department of Public Welfare and a background check from the Pennsylvania State Police and FBI. Each person must also complete the Youth Protection Program which is on the Diocesan Web Site. Without these clearances, you may not volunteer in school. The school secretary will be happy to help you apply for these necessary forms.**

**All volunteers are respectfully asked to dress appropriately.**

## **YEARBOOK**

**The annual yearbook will be published and available for sale in late spring.**

**THANK YOU for choosing a Catholic Education for your child. This choice represents an investment of love, dedication, commitment, time, money and energy. Let us strive to work together to enable your child to grow and develop to full human and Christian maturity. God bless you.**

ACCEPTABLE USE POLICY FOR THE INTERNET  
(DIOCESAN POLICY)



# AGREEMENT FORM

**ST. FRANCIS XAVIER SCHOOL**

**PARENT/STUDENT HANDBOOK**

We have read this handbook and agree to be governed by the policies.

Parent/Guardian

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this agreement form to school by the last school day in September.

Keep this handbook in a place for easy reference.

