

# Parent-Student Handbook

2016-2017



**St. Francis Xavier**  

---

**CATHOLIC SCHOOL**  
*Be Like Christ*

2055 Heitman Street  
Fort Myers, Florida 33901-  
3695 (239)334-7707  
FAX (239)334-8605  
[www.stfrancisfortmyers.org](http://www.stfrancisfortmyers.org)

## Table of Contents

Welcome	3
Mission Statement	4
Admission	5
Attendance Policy (K-8)	6
Family Service Hours	8
Academics	9
Code of Conduct	12
Middle School Procedures	16
Dispute Resolution and Review Board	17
Threats and Violence	18
Sexual Harassment Policy	19
Health	20
Dress Code	22
Emergency Procedures	23
Media Center	24
National Junior Honor Society	24
School Board	25
Safety Patrol	25
Cafeteria Lunch Program	25
Counseling	26
Resource Program	26
School Liturgy	26
Parents on Patrol	27
PE Uniforms	27
Substance Abuse Policy	27
Volunteer Requirements	28
Weapons Policy	29
Technology Use Agreement	29
Authorization for Media Release	31
Car Line Procedures	32
St. Francis Xavier Catholic School Graduate	34
Right to Amend	34
Handbook Verification Form	35

## Welcome to St. Francis Xavier Catholic School

Dear Parents:

Welcome to St. Francis Xavier Catholic School! As we begin this year, let us reflect on the reasons for selecting a Catholic school for your children. These will be many and varied, but it is hoped that primarily the choice was made to insure your child of a sound Catholic education rooted in Gospel values. A challenging and rigorous academic program designed to meet the needs of each student and a faculty dedicated to the principles of a Catholic education will help in attaining this goal.

The faculty, staff, and administration at St. Francis Xavier Catholic School look forward to a rewarding school year.

This policy handbook has been prepared so that parents/guardians and students may become familiar with the policies and procedures of the school in order to obtain the greatest benefits from the experience of attending St. Francis Xavier Catholic School.

**It is required that you, the parents/guardians, carefully read and discuss the contents of this handbook with your child/children. After you have done so, and you and your child/children agree to comply with the policies and procedures set forth in this handbook, please sign and date the Notice of Receipt and verification at the end of the handbook**

## **St. Francis Xavier Catholic School Mission Statement**

Be like Christ in all that we think, do, and say, while experiencing the joy of learning.

### **We Believe**

- God is present in each child, and we will reflect that love so children may see Jesus in themselves and in others.
- Children need a safe and sensitive environment in which they can experience the meaning of "Christian Community", increasing their awareness or their responsibilities to themselves and others.
- We are called to encourage and develop faculty's, staff's and students' spiritual growth by providing creative liturgies, reconciliation, daily prayers, devotions and other forms of worship.
- All children are capable of learning, they need academic standards that are challenging, attainable, and reflective of current trends in education and technology.
- Students' individual learning needs and differences, as well as their accomplishments, must be acknowledged and recognized.
- School, home, and parish must play an interactive, mutually-supportive role in fostering children's growth and development.

### **School Motto**

"Be like Christ"

### **Diocese of Venice Educational Mission Statement:**

The Diocesan Education Department exists to assist the Bishop in facilitating the teaching mission of the Catholic Church in the Diocese of Venice through Catholic schools, religious education programs, and adult faith formation offerings. The Education Department collaborates with other departments in the Diocese of Venice to provide leadership, service and vision in bringing the children of God at all stages of life into a closer relationship with Jesus Christ through His Church.

## **Admissions**

St. Francis Xavier Catholic School is in compliance with all Federal and State Non-Discrimination and Equal Opportunity Laws and Regulations regarding admissions and employment.

Catholic Schools in the Diocese of Venice admit students of any race, color, religion, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the schools. The schools in the Diocese of Venice do not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of admission or educational policies, athletic or other school-administered programs. Proper legal documentation will be required for non-U.S. citizens.

St. Francis Xavier Catholic School is a Catholic School in which the tenants of the Catholic faith are taught and upheld. The school is a ministry of the St. Francis Xavier Parish. Families of our school community are expected to support Gospel values and our school.

Students applying for admission in Grades 1<sup>st</sup> through 8<sup>th</sup> must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Francis Xavier Catholic School will meet the educational needs of the students. An interview with the student maybe part of the admission process.

All new students will be given a trial period of 90 school days in which to prove himself/herself both socially and academically. If during the trial period there are any problems or a failure to acclimate, a student may be asked to withdraw his/her attendance at St. Francis Xavier Catholic School.

## **Registration Procedures**

Students presently attending St. Francis Xavier Catholic School, grades Pre-K3 through 8<sup>th</sup>, are given priority in registering for the following school year. In order to be eligible for re-registration, any outstanding tuition or fees must be paid. Information and fees required for registration will be announced in ample time for compliance.

## **Entrance Requirements**

- PreK3-must be 3 on or before September 1, 2016.
- PreK4-must be 4 on or before September 1, 2016.
- Kindergarten-must be 5 on or before September 1, 2016.
- First Grade-must be 6 on or before September 1, 2016.
- Application fee \$100 (non-refundable).
- Complete academic services form.
- Provide copies of birth certificate and baptismal records.
- Academic records including standardized test scores (grades 1-8).
- Florida Certificate of Immunization (form 680).
- School Entry Health Exam (form 3040).
- Florida Transfer Students may obtain these records from their previous FloridaSchool.

Out of State Transfer Students are required to obtain Florida Form 680 and Form 3040.

### Waiting List

In the event a grade has a full enrollment, students may be added to a waiting list. Classes are filled in the following manner:

- Students presently enrolled at St. Francis Xavier Catholic School.
- In-house registration – siblings of students presently enrolled at St. Francis Xavier Catholic School.
- Students of parents/guardians who are registered, contributing, active members of their Catholic Parish.
- Catholic students in the order of dated registration form and payment being received.
- Non-Catholic students in the order of dated registration form and payment being received.

### Transfers/Withdrawal

New students will be interviewed and screened. St. Francis Xavier Catholic School will not accept transfers of eighth grade students, except at the discretion of the principal. There will be a 90 school day probationary period in which the new student's behavior and academic progress will be assessed for continued enrollment. When transferring from one Catholic school to another, all financial obligations must be satisfied at the first school before you will be accepted at the second school.

Withdrawing student records will not be forwarded or given to families until all school accounts have been cleared.

### Tuition and Fees (2016-2017)

#### Registration Fee

- Kindergarten-8<sup>th</sup> Grade **\$375**
- VPK more than 135 days **\$375**
- PreK3 **\$375**

#### Technology Fee

- 6<sup>th</sup>-8<sup>th</sup> Grade **\$200**

#### Tuition

- Kindergarten-8<sup>th</sup> Grade
  - Parish-Affiliated **\$6,600**
  - Non-Catholic/Non-Affiliated **\$7,600**
- VPK4 (Florida VPK Voucher amount will be subtracted from tuition)
  - Parish-Affiliated
    - Full Day **\$6,600**
    - Half Day **\$4,150**
  - Non-Catholic/Non-Affiliated

- Full Day **\$7,600**
    - Half Day **\$5,150**
  - VPK Only Program is covered by the voucher and there is no additional cost (540 Hours, 135 half school days)
- PreK3
  - Parish-Affiliated
    - 5 full days/week **\$6,600**
    - 3 full days/week **\$4,150**
    - 5 am only/week **\$4,150**
  - Non-Catholic/Non-Affiliated
    - 5 full days/week **\$7,600**
    - 3 full days/week **\$5,150**
    - 5 am only/week **\$5,150**
- After School Program (Until 6:00pm)
  - Registration Fee/Family **\$25**
  - 1 Student/month **\$155**
  - 2 Student/month **\$210**
  - 3 Student/month **\$295**
  - 1 student/day **\$10**

## **FACTS Tuition Management**

St. Francis Xavier Catholic School uses FACTS Tuition Management for tuition collection and processing of fees. Registering with FACTS is mandatory unless you elect the one time tuition payment or you have signed a tuition agreement with the Finance Office. FACTS is an online safe and secure way of making scheduled tuition payments. FACTS tuition payments and schedules can be set up through the Financial Offices of St. Francis Xavier Catholic School. You will be required to create an online account with a one-time processing fee of \$10-\$36 depending on your payment schedule.

## **Financial Aid/ Scholarships**

St. Francis Xavier Catholic School and Affiliated Catholic Parishes offer financial assistance on a needs basis and per each Parish's Financial Assistance Policies. Families interested in financial assistance are asked to inquire with the St. Francis Xavier Catholic School Financial Office and their Affiliated Parish Office. All families requesting financial assistance are also required to apply for the Step Up For Students Tax Credit Scholarship and the AAA Tax Credit Scholarship. SUFS and AAA are needs based and on a first come, first serve basis and families are encouraged to explore those opportunities as soon as they are made available. St. Francis Xavier Catholic School also accepts the Florida McKay Scholarship.

## **Financial Responsibility/Non-Payment**

Families are required to meet their financial obligations on time per the payment schedule set forth by St. Francis Xavier Catholic School. Any interruption in payment or change of family situation should be

reported to administration to avoid potential issues in enrollment status. Failure to make payments on time may jeopardize a student's enrollment status and prevent renewal of registration. Families that fail to make payments per their schedule may also be asked to withdraw students.

## Family Service Hours

Every St. Francis Xavier family is asked to give a minimum of twenty hours of service in volunteer hours to our school community every year. Families should coordinate and log their hours with the office of Development.

## Attendance Policy (K-8)

A minimum requirement of 37.5 days per grading period should be maintained to qualify a student for a passing grade for that quarter. This includes excused and unexcused absences. Failure to meet this minimum requirement could result in a student not being promoted to the next grade level.

- School hours are 8:00 am to 2:50 pm on Monday, Tuesday, Thursday, and Friday.
- School hours are 8:00 am to 1:50 pm on Wednesday.
- School doors are opened to the student body at 7:30 am. Please don't drop your children off prior to 7:30 am as the school does not provide supervision prior to 7:30 am.
- Any child not picked up prior to **3:15 pm** will be taken to the After Care Program and the family will be billed accordingly.
- Parents are **not** permitted to accompany their student to his/her classroom.
- If a student is absent, please call the school office by 8:30 am. If we don't receive a call from an absent student's family the school will contact the family.
- An hand written absent note from the parent/guardian is required when your child returns to school.
- Students should be fever free for 24 hours prior to returning to school.
- Students leaving school early **Must Be Signed Out In The Office** by their parents/guardians or duly authorized designee.
- Students must be in school for three and one half hour or will be marked absent for that day.
- Students who are sent home from school or are absent from school may not participate in after-school activities for that day.
- Students who arrive to school after 8:00 am will be considered Tardy.

## Office Hours

The school office will be open from 7:30 am to 3:30 pm, Monday through Friday during the school year. The School office will be closed on holidays per the school calendar. Summer hours will be posted separately.



## **Tardiness**

Being tardy is disruptive to school routine and should be kept to a minimum. Our school day begins promptly at 8:00 a.m. **Parents/guardians are to walk tardy students into the office to sign them in.** A student who arrives after 8:00 a.m. is considered tardy. In order to derive the best that St. Francis Xavier Catholic School has to offer it is necessary for the student to attend school on a regular basis and in a timely fashion. Habitual tardiness will be dealt with on an individual basis by school administration. A student's enrollment status will be assessed in each case. A tardy will only be excused for doctor appointments or extreme circumstances that have previously been called in to the office. However, every attempt must be made to schedule these appointments outside of school hours.

## **Communication**

Communication between school and parents/guardians is vital to your child's education. Parents/guardians are encouraged to contact your child's teachers regularly. Our school maintains communication with parents/guardians, students and the community in the following ways.

- Handbook
- Website
- Conferences
- Telephone
- E-mail
- Canvas
- Plus Portal
- Home and School Association
- Parish Bulletins
- Letters home from teachers and administrators

## **Academics**

### **Curriculum Design**

St. Francis Xavier Catholic School offers 21<sup>st</sup> Century curriculum infused with the standards of the Diocese of Venice. Our curriculum includes STREAM concepts, Catholic Religious Studies, Language Arts, Mathematics, Reading, Science, Social Studies, Media and Technology, Foreign Languages, Physical Educations, Art, Music, Gospel Values.

### **Religious Curriculum**

Our philosophy is Gospel oriented. Christian morals and values permeate our educational program. The Christian way of life is a vital part of our school. Respect of self and others is a constant. In order to encourage the awareness of God's presence, parents/guardians are encouraged to remind their child/children of the importance

of morning and evening prayers as well as the importance of responsibly living out their faith. Non-Catholic students are expected to participate in Religion classes and services and due respect is accorded to their religious beliefs. Students participate in weekly Liturgies and special prayer services.

### **Testing (Iowa Assessments)**

The Diocese of Venice administers the IOWA Assessments in grades 2-8. The tests are administered in the spring. The IOWA Tests are a standardized assessment administered nationally. The results of these tests will be used to evaluate and enhance the child's learning program. Score results are shared with the parents/guardians. Scores from these tests are kept in the cumulative records in the school office. These records are sent to the next school when a pupil leaves St. Francis Xavier Catholic School. ACRE religion testing is scheduled periodically.

### **Grading Scale**

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

#### **Conduct/Effort Grades**

- 1 Outstanding
- 2 Satisfactory
- 3 Average
- 4 Needs Improvement
- 5 Unsatisfactory

#### **Honor Roll Criteria**

##### **Grades 3-8**

All academics honors require a satisfactory grade in "specials" and conduct/effort grades of 1,2, or 3 in addition to achieving the required average in core subject areas. A 4 or 5 in conduct/effort grades will disqualify a student from academic honors.

Franciscan Honors: 95% average or better in core subjects.

First Honors: 90% average or better in core subjects.

Second Honors: 80%-90% or better in core subjects.

#### **St. Francis Xavier Award**

PreK3-8 students who carry out Christian values and attitudes in everyday behavior and manners, effort, conduct, and all aspects their behavior. This award exemplifies our school mission to "Be Like Christ" and demonstrate everyday leadership.

## **Report Cards**

Report cards will be issued quarterly for all students in grades kindergarten through eighth grade.

## **Promotion Standards**

When our school accepts a student, we accept the responsibilities of educating that child. It is expected that the performance of each child will be directed toward maximizing the individual's abilities and talents. The uniqueness and individual differences of each student are strong beliefs in the value system of our Catholic schools and every effort will be made to meet the varying needs among our students within the realm of local resources.

Several factors are considered in the promotion of the student:

- Classroom performance according to grade level requirements
- Student age and ability
- Performance on standardized testing
- Student achievement on tests and examinations
- Successful achievement of required passing average
- Attendance

## **Retention Policy**

Students in grades Kindergarten through second must meet the academic requirements for his/her grade level in order to be promoted. If the teacher and administration feel that it is not in the best interest of the student to advance to the next grade based upon the criteria listed below, retention may be considered. The final decision for retention will be made by the Principal. Appropriate remediation may be recommended prior to beginning the next grade.

- Does the student master basic concepts and skills in the core subjects of reading, language arts, and math.
- Does the student meet the Florida Educational Standards and Benchmarks.
- Does the student consistently complete classwork and assigned tasks at grade level expectations.

Students in grades three through eight who fail two core subjects will be retained in their current grade or recommended for remediation. Students who fail one core subject will be required to complete remediation before entering the next grade level. Remediation will consist of private tutoring or online virtual school with a minimum of twenty hours per subject. Tutor must be certified in the subject area and not a member of the student's family or a teacher at St. Francis Xavier Catholic School. Tutor must be approved in writing by the Principal and meet the guidelines of the Office of Catholic schools in the Diocese of Venice. All validation of remediation must be on file with the Principal prior to being admitted to next grade level.

## **Homework**

Homework is not to be equated with busy work and/or punishment, but as a strengthening device and as an extension of the learning experience that takes place in school. Parents are encouraged to take an interest in the homework but must remember homework is only beneficial if done by the student. All students are responsible for their assignments to the extent that they are neatly done, completed and presented on time. The results of incomplete homework will show on Report Cards. Parents will be notified if a student repeatedly fails to turn in homework.

## **Field Trips**

Field trips are a privilege and an educational experience. Parents are required to sign a permission slip in order for a student to participate. The school reserves the right to exclude a student whose conduct does not reflect acceptable school behavior or the parent of that student may be asked to accompany their child. No parents other than the chaperones will be able to accompany or meet the class on a field trip. Dress code is to be worn on all field trips unless notified otherwise by the Principal. Qualified and Diocesan Cleared chaperones will be determined at the discretion of the Principal. Bus transportation will be used. Children not able to attend will be assigned to another class.

## **Textbooks**

Textbooks and learning resources belong to the school. Students should demonstrate care and due protection for these items. Any destruction or loss of textbooks and school resources, the family may be liable for replacement or repair of the item.

## **St. Francis Xavier Student Code of Conduct**

The St. Francis Xavier Catholic School Code of Conduct is based on the belief that instruction should occur in an environment conducive to learning. The philosophical basis for the Code of Conduct is that each student assumes responsibility for his/her actions. However, effective education requires that the administration, faculty, parents, and students work together in a spirit of cooperation.

The general expectation of students is that at all times each student will conduct himself/herself in a manner expected of a student who attends St. Francis Xavier Catholic School. Christian values must be the guiding principles of each student's behavior. Respect for authority, fellow students, school property, and the property of others is required for the maintenance of order. Students who display inappropriate conduct negatively affect other students, waste valuable teaching and learning time, and show a lack of appreciation for the sacrifices being made for their education.

The Code of Conduct is divided into three levels: minor, intermediate, and flagrant offenses. Each level includes disciplinary consequences that are implemented by the administration. **The Code of Conduct is enforceable at school-related functions whether on or off campus. Any member of the faculty can enforce these rules.**

Elementary School is defined as Grades K-5

Middle School is defined as Grades 6-8.

### **Classification of Offenses**

#### ***Minor***

Inappropriate or disruptive behavior

Dress code violation

- Middle School
  - 1<sup>st</sup> Violation-Warning
  - 2<sup>nd</sup> Violation-Silent Lunch
  - 3<sup>rd</sup> Violation-After School Detention
  - Continued violations will be reviewed by the administration

Unprepared for class

Uncovered textbooks

Throwing food in cafeteria

Note writing / passing

Tardiness to class (Middle School)

Eating gum or candy

Possession or use of an unauthorized item in class: iPod; cell phones; cameras; and any other personal device not listed above.

#### ***Minor - Disciplinary Action***

**Elementary School:** Consequences

Referral signed by parent, silent lunch/recess and other privileges may be withheld/apology letter.

**Middle School:** Consequences

Referral signed by parent, silent lunch, apology letter, privileges may be withheld, after school detention may be warranted depending on the nature of the violation.

#### ***Intermediate***

Multiple Minor Offenses (3 of the same offense, per semester)

Academic Dishonesty

Disrespect/ verbal or written altercation

Disrespectful behavior in church / chapel

Use of obscene language or gestures

Bullying/Cyber bullying (including gossiping, rumors, etc.)

Public display of affection on school grounds

Unauthorized separation from class

Violation of internet or technology use policy

Roughhousing (mild cases of violence or physical contact, for example: pushing, shoving, tripping, etc.)

Academic dishonesty is to include cheating on an assignment, plagiarism of other's work, forgery, sharing work, and other instances as defined by the administration. A grade of 0 will be assigned on the assignment or test. Academic dishonesty may be grounds for expulsion.

### ***Intermediate – Disciplinary Action***

#### **Elementary School: Consequences**

Referral signed by parent, Parent Teacher Conference (Telephone or Face to Face), silent lunch/recess and other privileges may be withheld/apology letter. Depending on the nature of the violation, a student may be suspended.

#### **Middle School: Consequences**

After school detention\*, Referral signed by parents, apology letter, silent lunch and other privileges may be withheld. Depending on the nature of the violation, an in-school or home suspension may be enforced.

\*After school detention guidelines are defined in the Middle School Procedures section of the handbook.

### ***Flagrant***

3rd Intermediate of the same offense (documented per semester)

Disrespect of staff / faculty authority

Inappropriate Conduct

Theft

Defiance of staff / faculty authority

Reckless endangerment

Fighting / battery

Fire alarm activation

Fire extinguisher activation

Possession/transfer of obscene material (magazines, photos, music, etc.)

Sexual harassment

Vandalism (student and students family may be financially liable for damages)

Conduct that violates Catholic Church teachings

Bringing discredit to St. Francis Xavier Catholic School

Any conduct that would constitute a misdemeanor or felony under federal or Florida law

### ***Flagrant - Disciplinary Action***

#### **Elementary School: Consequences**

- Referral written with immediate parent notification. Student may be sent home regardless of the time of day.
- Student must write description identifying misbehavior, apologizing for action, and identifying what should have been done.
- The Principal shall decide further consequences depending on the severity of the incident.

#### **Middle School: Consequences**

- Referral written with immediate parent notification. Student may be suspended (home or in-school), or expelled.
- A behavior contract between the student, parents, and administration will be written at the Principal's request.

#### **In-School Suspension:**

Students that have been given in-school suspension will spend the day under administrative supervision outside of the normal classroom environment. Students will receive assignments and complete them during this suspension. Student will receive a participation grade of zero for the day in missed classes. Student will not work on homework during in-school suspension. Students who have been given in-school suspension will not be allowed to participate in extracurricular activities. If the suspension is on the last instructional day of the week, the student may not participate in extracurricular activities on that weekend.

### **Out-of-School Suspension**

Students that have been given out-of-school suspension are not permitted to attend school during that suspension or extracurricular activities. . If the suspension is on the last instructional day of the week, the student may not participate in extracurricular activities on that weekend. Students will receive a participation grade of zero for all days missed. Students will make up all assignments, homework, and assessments at the instructors convenience upon their return. Students will not be given assignments to work on during their suspension. Students who are suspended three times in one academic year will be subject to expulsion.

### **Expulsion**

If a student is expelled from school by the administration the parents/guardians will be notified immediately that the student is suspended indefinitely and the student must be picked up. The parents/guardians will be officially notified in writing that the student has been expelled and withdrawn from the school. Parents/Guardians of expelled students have the right to dispute resolution. The process for dispute resolution is outlined in student/parent handbook.

### **Drugs, Tobacco, Alcohol**

Students who possess or use drugs, tobacco, and/or alcohol at school or at any school function face suspension and/or expulsion.

### **Cell Phones**

Students may bring cell phones to school if their parent/guardians allow. St. Francis Xavier Catholic School assumes no responsibility if these items are lost or damaged during school. Students need to call home during school hours are required to do so in the main office. Cell phones should be in the off position and placed in the student's locker. Students are not to carry cell phones on them or use them during the school day. Cell phone use is permitted after the school day has concluded and during extra-curricular activities. Students who violate this cell phone policy will have their cell phone confiscated by administration. Confiscated cell phones can be picked up by the student's parent/guardian at their discretion. Students are also subject to consequences under the Code of Conduct.

**The administration of St. Francis Xavier Catholic School may apply any consequences at any time at their discretion depending on the nature of the violation and the judgment of the administration.**

## **Middle School Procedures**

### **Grades 6-8**

#### **Grading and Homework Procedures**

##### **Homework**

Homework is due the date in which the instructor designates. Homework that is turned in one day late will automatically be deducted 50%. Homework that is turned in more than one day late will receive a **ZERO**. If a student is absent on the day in which an assignment is assigned, they will be given the same amount of time upon their return. If a student is absent on the day in which an assignment is due, they are responsible to turn the homework in on the first day they return. Students that are suspended from school are required to make up all work in the same time as assigned work.

##### **Testing**

Tests that are missed by an excused absence will be made up after school immediately following the students absence. Test make-ups are given at the instructor's discretion. Students that are suspended from school are responsible for all the material covered during their suspension and will make-up tests at the instructors discretion immediately following the suspension.

##### **Responsibility**

It is the student's responsibility to meet with their instructor to collect all assignments and materials covered during an absence upon their return. Students are accountable for all assignments, assessments, and materials covered during their absence and will meet the same time line for due dates and assessments as per the academic schedule.

#### **Hallway Procedures**

Students are required to have permission and sign out when leaving the classroom during the school day. Students are not permitted to leave the classroom to go to another classroom during instruction periods.

##### **Book Bags**



Students are allowed to have a sensible book bag during the school day. Students will be required to utilize their lockers in conjunction with their book bag and will be allowed to transfer items during assigned times. Students should not be carrying an excessive amount of materials in their book bag as determined by their instructor.

### Lockers

Lockers will be issued to students in grades second through eight. Students are required to keep their lockers clean and orderly. Lockers are subject to search at any time by school administration.

### Food and Drink

Food and drink is not permitted outside of the designated areas at any time unless authorized by the Principal. Teachers may allow students to drink water only during class.

### Middle School Detention

Students who receive an after school detention as per the student code of conduct, will serve it in the assigned detention room on the day of the violation. Changes to the assigned detention date can only be made by the Principal. Detention will be from 2:55 to 3:30 on the assigned day. Students who miss an assigned detention will be required to make up the assigned detention and an additional one assigned by the Principal. Students will not be permitted to do school work while serving detention and will be required to be silent. **Students will not be permitted to participate in extra-curricular activities on the date in which they are assigned detention.**

Students who receive five after school detentions will receive one day of in-school suspension. Students who receive seven after school detentions will receive one day of out-of-school suspension. Any detentions after seven will be subject to out-of-school suspension and potential expulsion.

## **Dispute Resolution and Review Board**

Although the constitutional requirement of dispute resolution process does not legally apply to private or parochial school systems, St. Francis Xavier Catholic School, as part of the larger faith community of the Catholic Church, desires to impart fairness and a sense of justice in all actions and judgments made by administrators and teachers in dealing with students. While it is important to maintain and protect the rights of students and their parents/guardians, it is also important that the students and their parents/guardians be made aware of the respective responsibilities that arise from and complement these rights.

Students and parents/guardians are presumed to be aware of the Student Code of Conduct. Parental support for the Code of Conduct is expected. Students and parents/guardians have the right to be informed of the school rules that have been violated and of the specific grounds for disciplinary action.

In the event that a student is expelled from St. Francis Xavier Catholic School the parents/guardians of the student may request a review board. Parents/Guardians may also request a Review Board in extreme circumstances for other issues and will be granted at the discretion of the Principal. The review board may also be used at the discretion of the Principal. The review board provides recommendations to the administration and is not an administrative authority.

The following process will be followed.

1. When it is necessary that a student or the students' parents actions result in student expulsion, the student's parents/guardians will be called and informed, and will be required to immediately pick the student up from school. The student will thereafter be suspended from school indefinitely until officially notified in writing of the expulsion and notice of withdraw from administration. The parents/guardians have three instructional days after receiving written notice to request a review board in writing to the administration.
2. If requested by the parents/guardian a review board will be convened within three instructional days after the administration has officially been informed in writing of the parents/guardians request for a review board. The review board will consist of five teachers, one of which will be appointed as the board chairperson by the principal. The principal may attend the meeting. Three teachers will be selected by the principal and the parents/guardians will select two teachers in writing. If the parents/guardians do not wish to select two teachers the principal will select the remaining members. The principal will provide the review board will all related documents and information regarding the student, including student records, discipline, attendance, and academic performance. The student and at least one parent/guardian will be present during the review board. Only family members and legal guardians may attend the review board on the student's behalf.

The review board chairperson will convene the board meeting and preside over it administratively. The parents/guardians, and student will be allowed to present their case to the board. The board chairperson will determine a reasonable time limit if necessary. Members of the review board may ask questions after the student and family have presented their case. The student, parents/guardians may answer board member questions or refrain from doing so. At the conclusion of the board review meeting, the board has two instructional days to provide a written recommendation to the administration.

3. After receiving the recommendation from the review board, the administration will make a decision and inform the student's parents/guardians in writing within two instructional days.

## **THREATS AND VIOLENCE**

It is the desire and expectation of every administrator, teacher, parent, and student that all will be safe in our schools. The Catholic teaching of respect for the dignity of each person because he/she is made in the image and likeness of God provides the basis for who we are. It is important that this teaching permeates the Catholic school community.

However, there are times when some fail to measure up to this standard and we need to act accordingly. All threats of violence that are verified will be taken seriously. A threat is an expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is conditional or future. Threatening behavior consisting of words or deeds that are intended to intimidate anyone in the school community is strictly forbidden.

If a student makes a threat, the principal, at their discretion may suspend/expel the student from school immediately and on a first offense. If suspended, the student may be required to receive psychological assessment and counseling and, if required, the student may return only if he/she presents a written recommendation to that effect from the psychologist/psychiatrist and the administration is willing to have the student return to school. A

reinstatement conference should take place with the parent and student. Parents should be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.

If the administrator has reason to believe that a crime has been committed, the police may be called.

## **SEXUAL HARASSMENT POLICY**

Catholic teaching recognizes that we are each made in the image and likeness of God and that we treat each person with dignity and respect. Faculty and students alike should model this teaching.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature. Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal or written harassment or abuse of a sexual nature
- Pressure for sexual activity
- Repeated remarks of a sexual nature to a person, accompanied by implied or explicit threats

Any student who alleges sexual harassment by another student should bring this matter to the attention of the principal, and his or her parents/guardians, teachers, and guidance counselor. The principal will ultimately investigate the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

A substantiated charge of sexual harassment against a student shall subject that student to disciplinary action, which may include but not be limited to suspension or expulsion immediately and on a first offense. The police may be called.

## **INSPECTIONS & SEARCHES OF PERSONAL EFFECTS, LOCKERS AND DESKS**

The health, safety, and welfare of students, faculty, administrators, staff, and volunteer personnel is an extremely important consideration for St. Francis Xavier Catholic School. Accordingly, there will be occasions when a student's personal effects, desk, and/or locker will need to be examined to ensure that health, safety, and welfare is maintained. The principal may direct non-discriminatory inspections of lockers, desks, and personal effects of the entire school or recognizable segments of the school, such as a particular grade or grades. The primary purpose of such inspections is to ensure that contraband items and items detrimental to health, safety, and welfare are not within the school premises. Contraband is defined as items and materials that the student is prohibited to possess as a matter of federal or state law as well as items and materials prohibited by school regulations, such as gum, medications, flammable liquids, etc. Although the primary purpose of these inspections is health, safety, and welfare, students will be subject to disciplinary action upon discovery of contraband during the inspection. Additionally, upon reasonable suspicion that a student or students committed offenses of the Code of Conduct or committed violations of federal or state criminal statutes, the principal may direct a search of the personal effects,

desk, or locker of the students concerned when there is reasonable suspicion that the instrumentalities of the offense, the fruits of the offense, or contraband items relating to the offense would be found therein.

## Health

If a student becomes ill at school and needs to go home, parents will be contacted. In case of an emergency or accident, the school will proceed according to the parent instructions in the "School Emergency Medical Form." Whenever a child has a communicable disease, the school office should be notified so that health records may be updated. When returning to school, the child must return with a signed note from the doctor and present it to the school office. Periodic school screening and exams may be conducted per Lee County and Florida State Health Regulations.

**ALL MEDICATIONS** are to be brought to the office and a prescription form filled out by the parent and a doctor or a non-prescription form filled out by the parent before any medication can be given to the student. This includes cough drops and throat lozenges. **NO MEDICATION CAN BE CARRIED BY A STUDENT AT ANY TIME.** (Exception – epi-pens may be carried for extreme allergic reactions; emergency inhalers may be carried if a signed order by the doctor is on file in the school office.) Medication should be administered at home if at all possible. Medications must be in its original container with the student's name, required dosage, time to be given, duration of treatment and side effects. Permission of the parent/guardian for the administration of medications must be in writing prior to the first dose.

**NO STUDENT WILL BE ALLOWED IN SCHOOL WITH A RASH.** The student may return to school when the rash has cleared or if a physician's note for school attendance for a non-contagious rash is given to the school office. When a child is sent to the office, his/her temperature is taken. If the child has a fever of 100 degrees Fahrenheit or above or if the child is vomiting or having diarrhea, parents will be notified and asked to take their child home. The child should be symptom free for 24 hours before returning to school.

If a student is to be excused from "PE" (Physical Education classes) or recess, a note is required from the parent. **IF THE STUDENT WILL BE OUT OF THESE ACTIVITIES FOR MORE THAN THREE (3) DAYS, A NOTE FROM THE PHYSICIAN IS REQUIRED.**

St. Francis Xavier Catholic School uses as a guideline the policies and implementation of such policies of the Lee County Health Department.

## Clinic

The school clinic is used to help provide minor medical care and assistance to students who have minor medical issues while they are in school. Any medical emergency that occurs during the school day will be handled by school personnel calling 911 and parent/guardian notification immediately. All medications will be stored in the clinic and dispersed according to school policy.

## Insurance

Student accident insurance is provided for students. Policies have limited benefits and are supplementary to any other insurance in force. Claim forms may be obtained from the school office.

## Policy Regarding Child Abuse

According to law, the school is required to report any **SUSPECTED** case of child abuse or neglect, even if there is no definite proof to the proper authorities.

### HEAD LICE

#### School District of Lee County Health Services Pediculosis (Head Lice) Policy:

Pediculosis (head lice) rarely cause direct harm, are not known to transmit infectious disease, are not contagious and therefore should not be considered a medical or public health problem. Head lice are usually transmitted by direct contact with infected persons' hair, but may be transferred with shared combs, hats or hair accessories.

It is the policy of the School District of Lee County to control the spread of pediculosis among school-age children with minimal interruption of the learning process. Screening for pediculosis is necessary only when infestation of live lice or nits is identified on an individual student or at the request of the school principal.

#### Procedure

- When there is suspicion of infestation on an individual student, he/she should be sent to the clinic for inspection.
- If live lice or nits are found, the child's parents will be notified of the suspected infestation. The child should be picked up from school as soon as possible and is not to return to school until the hair is treated and all nits are removed.
- If live lice or nits were found on the student, a screening of the entire class should be done. If live lice or nits are found on any classmate, their parents will also be contacted to take the child home as soon as possible.
- Prior to returning to school, the student should be re-inspected. He/she should not be allowed to return to the classroom until all live lice and nits have been removed from the hair.

#### RE-ADMISSION TO SCHOOL

Students should be free of all nits and head lice prior to being re-admitted to the classroom. An inspection by clinic staff may be required.

#### PREVENTION

Head lice can be picked up anywhere in the community if there is direct contact with an infected person or his/her combs, brushes, hats, hair ribbons, scarves, etc. Shared pillowcases or towels can also be a source. Check your children frequently. Be aware of who their playmates are, whose homes they visit and who visits

your home. Consider notifying your child's playmate's parents. Remember, anyone can get lice.

## Dress Code

Students at St. Francis Xavier Catholic School are required to wear school uniforms. If uniforms are not within acceptable guidelines, the student will be required to change or a parent/guardian will be call to obtain suitable attire. The final judgement on the appropriateness or if a uniform meets the school standards rest with the administration of St. Francis Xavier Catholic School.

School uniforms can be purchased from Renegades Sportswear at 17051 Jean Street, Ft. Myers, Fl 33967. 239-275-6720.

When purchasing uniform pieces, please allow for growth in the course of the year. Purchase items so that they will still be of an appropriate length and size for school when the year ends. Uniform pieces, especially skorts and shorts, must not be too tight or too short. The appropriate skort/shorts length is no higher than three inches above the knee.

Uniforms should always be neat. Torn, ripped or dirty uniforms are unacceptable at school. Students are not permitted to roll up waist bands.

Students must wear pants/shorts at waist level with a plain black, brown, beige, or navy blue belt. Shirts are to be tucked in (not folded under) and belts/waistbands must be visible. Uniform shirts must be tucked in upon arrival at school and until after students leave the campus. Uniform shirt sleeves are not to be rolled.

Students may wear their uniform shirt with SFX sweatshirt and/or SFX jacket or students may wear a white turtleneck under their uniform shirt with long school pants.

On extreme weather days students may wear sweatpants for P.E. ONLY. Girls may wear solid black, brown, or white color tights to school on cold days.

**Scouts or American Heritage Girls** are permitted to wear their uniform instead of the school uniform on their meeting days.

**Jewelry:** Girls may wear one pair of earrings (including hoops) not larger than a dime. No earrings for boys. Boys or girls may wear a watch and one bracelet. Girls or boys may wear one small ring. Boys or girls may wear a cross or religious medal necklace on a chain not more than ¼" wide. If students are not sure that a jewelry item complies with the dress code, they should bring the item to the office for approval before wearing it.

**Piercings:** Body piercings, other than one earlobe piercing, are not appropriate for school.

**Nail Polish is permitted for Grades 7-8 girls only.** Fake nails are not acceptable. Tattoos are not acceptable for school. This also means that students are not writing on their bodies, clothing, or shoes

**Make-up is permitted for Grades 7-8 girls only.** Foundation and brown or black mascara only. Clear lip gloss is permissible.

**Hair** should be neat, clean, cut and styled conservatively. Extreme colors are not permitted. Hair length must be above the collar and above the eyebrows, and the rest of the hairstyle cut in proportion to that length. Also, students are not permitted to “spike” their hair or have mohawks. Unacceptable hair accessories include, but are not limited to, hair wraps (beads, etc.), and hair extension pieces. No scarves, ties, etc. may be worn as headbands. Extreme haircuts are not permitted.

**Shoes:** *Updated Jan 1, 2017:* Appropriate athletic sneakers are to be worn daily. Athletic sneaker color should be dominantly **white, black, or grey.** Laces should be white, black, or gray. No neon or extreme colors are allowed to be persistent throughout the shoe. Shoes should not draw attention away from learning. Light up shoes, or shoes with wheels in them are not allowed.

Students are still permitted to wear their all white leather shoes if they wish for the remainder of the school year. You may purchase school shoes anywhere. Please keep shoes clean; this includes not writing on shoes. Shoelaces must be tied at all times, for safety reasons. Socks will be plain, white only.

**Dress code for mission t-Shirt Days–** Uniform shorts, skorts or pants are to be worn with the mission T- shirt. School uniform shoes must be worn as well. Students must wear uniform pants or shorts at waist level with a plain black, brown, beige, or navy blue belt. Mission shirt days will be every other Friday and will be designated on the school Calendar.

#### **ITEMS THAT ARE NEVER ACCEPTABLE AT SCHOOL FOR ANY OCCASION**

- Shorts that are three inches above the knee.
- Low rider jeans or skintight jeans.
- Leggings, jeggings.
- Low cut, sheer, or sleeveless tops.
- Spaghetti straps, crop tops, mid driftshirts.
- Inappropriate logos, slogans, or designs.
- Skirts or dresses that are three inches above the knee.

**After-school dress:** Students are not permitted to change out of their school uniforms to attend games or other activities unless they are participating in a game or performance.

**Student Council dress out days:** Students must be dressed appropriately as defined by the theme of the day. Bermuda shorts and capris (except white ones) are acceptable for girls, students may wear athletic shorts (no white). Blue jeans are acceptable for boys or girls. School shoes will be worn.

### **Emergency Procedures**

According to Diocesan safety regulations, periodic drills will be held at frequent intervals during the school

year to prepare for real world emergency's and crisis situations.



## **Media Center**

### **The Annette Unger Multi Media Center**

The media center serves as a school-wide resource center ensuring that our students and staff are effective users of ideas and information. It provides intellectual and physical access to information, provides instruction to develop information literacy skills, and encourages interest in reading for a purpose as well as for life-long enjoyment. It offers assistance in selecting and using various print and non-print formats along with electronic technologies for learning. The media center houses almost 25,000 items.

### **Media Center**

- The number of books to be borrowed by students is determined by grade level and special project needs for middle school students.
- Reference books do not circulate on loan but may be requested for classroom use by teachers and for special assignments.
- Any book that is lost, damaged or defaced is to be replaced or paid for by the student. If the lost book should be found, the money paid to replace it will not be refunded; the book will then belong to the family who paid for it.
- A book may be renewed for one week if it has no holds and must first be brought back to the circulation desk for loan renewal.
- While there are no fines for overdue books, a student cannot borrow additional books until the overdue ones are returned.
- All students are expected to follow library rules established by the library/media specialist and act in a manner that shows consideration for other users.

## **National Junior Honor Society**

We are privileged to be a charter member of the National Junior Honor Society. Seventh and eighth grade students are recommended by their teachers for outstanding academic achievement, conduct, and citizenship. Please refer to the school website for more details on this society.

## **Home and School Association**

The education of your child is a cooperative enterprise. Close cooperation and understanding between the home and the school are most important. The Home and School Association of St. Francis Xavier Catholic School strives to achieve this. All parents and guardians should be willing, when able, to assist actively in the promotion

of all works undertaken for the welfare of the students. This group is a voluntary and great way to get involved in school events and help to strengthen our community. Please contact the main office to find out how you can get involved.

## **School Board**

The School Board of St. Francis Xavier Catholic School works in conjunction with the pastor and school administration to ensure a sound education program at St. Francis Xavier Catholic School. The School Board is made up of the pastor or administrator of St. Francis Xavier Parish, up to nine nominated representatives who serve a three-year term, and one representative appointed for a one-year term. Parish representation is taken into consideration.

The School Board is a consultative, advisory body to the administration of St. Francis Xavier Catholic School. The board also advises school administration regarding the adequacy of school policies and effectiveness of their implementations, long range planning, and the support of local policies.

## **Safety Patrol Program**

The safety patrol members are chosen from the fifth grade. Their duties include assisting teachers in the parking lot in the morning and walking students to class. Being a member of the safety patrol is a privilege and will be treated as such by the administration.

## **Cafeteria Lunch Program**

St. Francis Xavier Catholic School provides a lunch program for students every day. Lunch prices and menus are posted on the school website. If your child has a specific food allergy please ensure that information is provided in writing. All food allergies must be documented.

- Lunches and milks can be prepaid on a weekly or monthly basis.
- Please send a check or cash in a sealed envelope marked with your child's full name and his/her grade to be given to the lunch staff. You will be notified via e-mail when your child's balance falls below \$5.00.
- Please don't send in fast food lunches or carbonated beverages, soda, or energy drinks.
- Menus are subject to change based on delivery of food.

## Counseling

St. Francis Xavier Catholic School provides a school guidance counselor who can assist with the learning process and provide a nurturing and supportive environment for students through group and individual guidance. The Guidance Counselor is available to meet with parents at their discretion. Please feel free to contact the Guidance Counselor through the main office or through e-mail.

## Resource Program

The Resource program at St. Francis Xavier Catholic School is designed to address the needs of students with varying learning abilities as identified by a psycho-educational assessment administered by a licensed school psychologist. Services are provided for students who are at risk as well as those who have been identified as needing enrichment.

The program for at-risk students is a collaborative-consultative model that encourages and forms alliances among parents, teachers, and students. This partnership promotes the understanding of each student's strengths and weaknesses. Learning strategies, accommodations, and modifications (if necessary), are provided through a learning support document. Once this document is established, it is reviewed within each semester for the students. The resource coordinator, classroom teacher and parent work together to design programs to meet the needs of students who require support.

Testing services may be recommended by the Resource coordinator when a more detailed picture of the student's strengths and weaknesses is considered necessary. A list of agencies that provide testing is available through the Resource Department.

## School Liturgy

The celebration of liturgies plays a vital part in the life of the students of St. Francis Xavier Catholic School. "A fully Christian life cannot be conceived without participation in the liturgical services in which the faithful, gathered into a single assembly, celebrate the paschal mystery." Students will celebrate the liturgy together on Holy Days of Obligation when school is in session by attending a St. Francis Xavier Parish mass.

During the school year, Grades 1-8 will attend the 8:15 parish liturgy once per week. These celebrations are intended to encourage your child's active participation in the Sacred Liturgy. Parents or guardians are encouraged to attend these liturgies, especially when their child's class attends.

Throughout the year, there will be opportunities for students in Grades 2-8 to participate in the Sacrament of Reconciliation.

### **Guidelines for the receiving of communion.**

**For Catholics:** As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. Catholics that have received the sacrament of the Eucharist are encouraged to receive. We are encouraged to receive communion devoutly and frequently. In order to be properly disposed to receive communion, participants should not be conscious of grave sin and normally should have fasted for one hour. A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior

sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (Code of Canon Law, Canon 916).

**For Those Not Receiving Holy Communion:** All who are not receiving Holy Communion are encouraged to come forward for a blessing.

### **Parents On Patrol**

The Parents-On-Patrol (mothers and fathers or guardians) are in the parking lot each morning, volunteering their time to ensure the safety of all the school children. We ask you to cooperate with our wonderful volunteers. Volunteers are always needed for this very important program. Please contact the school office to volunteer for AM carline.

### **P.E. Uniforms**

All students in Grades 4-8 are required to wear a physical education uniform, sneakers and white socks. These are to be taken home at the end of each week to be laundered. The PE uniforms (shorts and shirts) are to be purchased at Renegades Sportswear. All articles of clothing should be marked with the student's name in indelible ink.

### **Athletics and Extra Curricular Activities**

Athletics are a great extra-curricular activity for our students to get involved in. Athletics are available to students in grades 5-8. Our school offers Boys and Girls Volleyball, Boys and Girls Soccer, and Boys and Girls Basketball. Tryout are conducting at the discretion of the Athletic Director and cuts may be necessary in some sports depending on available space.

Students are required to pay a \$25.00 Athletic fee per sport to help maintain uniforms and pay officials.

Students are held to the same standards in the Parent-Student Handbook while representing St. Francis Xavier Catholic School during athletics and extra-curricular activities. Athletics and extra-curricular activities are a privilege. An Athletic Eligibility Contract must be signed by all participants in Athletics and may be required in extra-curricular activities as well. The Administration may alter the status of any student at their discretion.

### **Diocese Of Venice Substance Abuse Policy**

The use or possession of illegal drugs, alcoholic beverages, mood-altering substances, drug-related paraphernalia, or the abuse of prescription or non-prescription drugs by any student on school property or while attending or participating in any school sponsored activity is forbidden and will result in disciplinary action which may include expulsion. A conviction for drug possession, use or the sale and distribution of

drugs, on or off campus, will result in immediate expulsion.

The Diocese of Venice is committed to a drug-free environment. To accomplish this goal, schools have the right to implement any of the following measures:

- (1) Mandatory drug testing before a student may be accepted into the school.
- (2) Mandatory, random drug testing of students.
- (3) Drug sweeps, including searches of lockers, possessions, and vehicles.

Failure to comply with these procedures may result in expulsion. Results of drug testing and searches will be kept confidential by the school.

It is the policy of the Diocese to assist students suffering from substance abuse. To accomplish this, upon reasonable suspicion of student drug use, the schools may take the following measures:

- (1) Notification of parents or guardians of the students, and consultation with school officials.
- (2) Drug testing at an independent laboratory.
- (3) Assessment by a certified drug counselor.
- (4) Enrollment in and successful completion of a treatment program by the student.
- (5) Random individual drug testing during the school year.

**ADDENDUM – Diocesan policy states that adults must not use or possess or be under the influence of any alcoholic beverage or illegal drugs while in the presence of minors at any school function or organizational meeting. This includes sporting events, scouting activities, holiday programs, fine arts performances, etc.**

## **Volunteer Requirements**

For the safety of your children, the Diocese of Venice has mandated that each school volunteer complete the following procedures:

**Diocesan forms may be picked up in the school office.** These forms will need to be completed only once while your children continue through all grade levels. The fingerprint background check will have to be reviewed after 5 years.

**Step #1** Complete Diocese of Venice Volunteer Application Form and the Diocese of Venice Code of Conduct Form.

**Step #2** Complete Diocese of Venice Attestation of Good Moral Character (two-sided) Form.

**Step #3** Be digitally fingerprinted (see procedures below).

**Step #4** If the diocese notifies St. Francis that your digital fingerprints have cleared, attend a "Safe Environment Program" at a parish. Check dates at our website or at [www.dioceseofvenice.org](http://www.dioceseofvenice.org). Be sure to sign in and indicate that you are from St. Francis Xavier Catholic School. The Diocese will then send us acknowledgement of your attendance.

## **Diocese of Venice Weapons Policy**

Weapons are prohibited on school property, in attendance at a school function or on any school-sponsored transportation. The Diocese of Venice Schools adhere to the Gun-Free School Act of Title VIII. All firearms are prohibited and will result in expulsion. Firearms mean any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or destructive device. Possession of other weapons such as knives or any other item which can be used as a weapon is grounds for disciplinary action, including expulsion.

## **Technology Use Agreement**

**Important message to parents and students, signing the handbook verification form also constitutes signing the Technology Use Agreement below.**

The Diocese of Venice has mandated that any student operating a computer during school hours must be aware of his/her responsibility toward the care that must be taken with this equipment.

### **TECHNOLOGYUSEAGREEMENT**

As a school-based computer user, I agree to the following rules and code of ethics:

1. I recognize that the purpose of school computers and electronic information services is for teaching and learning. I also recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer ribbons, and disks that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring software applications, games, or CD's from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel. All media from home must be free of viruses.

3. I recognize that the work of users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not be a party to any electronic plagiarism; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in any communications.
4. I will honor my school's procedures for the storage of information. I understand that I am expected to save files that I want to keep on my own memory stick. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. I understand that each student who receives Internet access through an account will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for the network or resource.
6. As a user of the Internet, I will not use bulletin boards or chat lines for any reason. In addition, I will not reveal my personal information, home address, or phone number nor those of other students, teachers, or staff. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted.
7. Students are not allowed to change backgrounds, use screen savers, or change any settings on the computer.
8. Students must close out all programs when finished using a computer.
9. NO CDs or SOFTWARE may be brought from home.
10. NO EATING or DRINKING in any computer labs or near any computer.
11. NO GAME PLAYING ALLOWED ON ANY SCHOOL COMPUTER OR iPad.
12. NO SOFTWARE MAY BE ERASED from school computers.
13. **Students are not permitted to use social networking sites at any time during school hours on a school computer or any portable device such as a cell phone. Students are also cautioned that social networking sites visited off school property may impact the student's enrollment at St. Francis. In addition, parents are strongly cautioned to monitor all social networking sites. Social networking sites include, but are not limited to, Facebook, Twitter, and Instagram, Snapchat. In addition, there are numerous texting programs that can be used on school or mobile systems. Students are not permitted to use an e-mail service or IM while at school.**

Parents must realize that their children may encounter material on the Internet that the school does not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) Although filtering software is in place there is no guarantee that all controversial material will be blocked. It is the student's responsibility not to pursue material that the school may consider offensive. The student is

responsible to let a teacher know immediately if he or she accidentally goes to an inappropriate web site. All inappropriate web sites are logged and the site as well as the address and location of the computer are sent to the network administrator.

The use of the computer is a privilege, not a right. Vandalism or intentional modification of system settings is prohibited. The undersigned below assumes financial responsibility for any damage caused by the user. The system administrators may close an account at any time as required. The administration, faculty and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violation of the rules and code of ethics described above will be dealt with seriously, including loss of computer privileges and/or disciplinary action.

## **DIOCESE OF VENICE AUTHORIZATION FOR RELEASE AND USE OF STUDENT IMAGE IN PHOTO, VIDEO FILES OR OTHER MEDIA**

Signing the handbook verification form also constitutes signing the DOV Authorization for Release of Student Image in Photo, Video File or Other Media.

I, the undersigned parent/legal guardian of a minor student(s) hereby grant to Saint Francis Xavier Catholic School the following irrevocable rights:

1. To use the name, photograph, picture, portrait, voice, appearance, likeness, performance (hereinafter collectively known as "image") of the minor student(s) in connection with its educational, promotional, fund-raising activities, or for any other legitimate purpose;
2. The right to use, reproduce, publish, exhibit, distribute, and transmit the image of the minor student(s) individually or in conjunction with other images or printed matter in the production of brochures, slides, motion pictures, broadcasts (radio and television), audio or video files, recordings, still photography, CD-Rom and any other manner of media now known or later developed;
3. The right to use, reproduce, publish, exhibit, distribute, and transmit the image of the minor student(s) individually or in conjunction with other images or printed matter on the School/Parish/Diocesan's entity Internet web site. No personal information such as home address or phone numbers will be published;
4. The right to record, reproduce, amplify, edit, and simulate the minor student(s) image and all sound effects produced; and
5. The right to copyright, in its own name, works that contain the image of the minor student(s); and
6. The right to assign the above-mentioned rights to third parties.

I understand that the video files, still photos, or other media incorporating the image the minor student(s) will become the property of the School. I hereby waive the right to inspect or approve the image or any finished materials that incorporate said image.

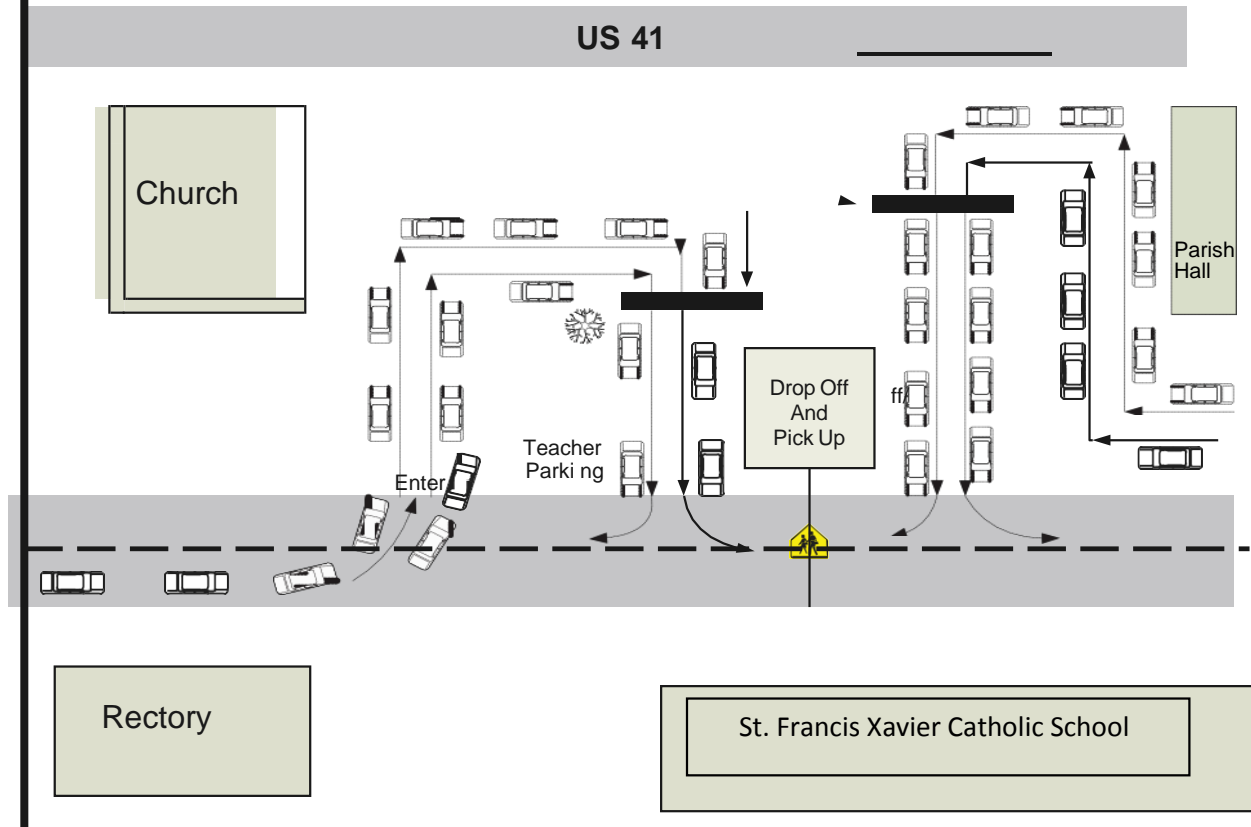
I understand and agree that no compensation will be provided, now or in the future, in connection with the use of the minor student(s) image, and nothing herein will create any obligation on the part of School to make use of the rights or materials set forth herein.

I hereby release and forever discharge Frank J. Dewane, as Bishop of the Diocese of Venice, his successors in office, a corporation sole, Saint Francis Xavier Catholic School, their agents, employees and assigns from any and all claims demand, rights, and causes of action of whatever kind that may arise from the use of above named participant's image, including all claims for libel and invasion of privacy.

I hereby certify that I am the parent/legal guardian of the minor student(s), and I give my consent, without reservation, to the above agreement on behalf of said minor(s). This agreement shall be valid for a period of four years from the date hereof and while at St. Francis Xavier Catholic School, unless revoked in writing.



## Heitman Street Transportation By Car – AM and PM



Heitman street morning and afternoon procedures:

1. **If you are coming from Victoria Avenue**, enter the driveway by the back of the church. **If you are coming from Martin Luther King Blvd.**, enter the driveway in front of the parish hall. Form two lines and drive to the drop-off area.
2. **For morning drop-off\***, children will exit cars after the three-whistle signal and proceed to the center of the parking lot. They are then to cross the street at the crossing guard and enter the school. Do not let children out of the car until the Parent-on-Patrol or staff member blows the whistle three times.
3. **For afternoon pick-up\***, children will go to their cars after the three-whistle signal. The signal to depart from the parking lot (two whistles) will not be given until the children and parents or guardians are in their cars and give the thumbs-up signal to the staff member directing traffic. Please note that the car lanes will be directed to exit the lot as shown on the above diagram.

**\*Note:** A blue line has been painted on both the church side and parish hall side of the Heitman Street parking lot. Please wait until your car has moved up past this line before unloading children in the morning or loading children into your car in the afternoon.

Cottage street morning and afternoon procedures:

This car line is for Grades 6-8 students and their carpools only. All other carpools must use the Heitman Street car line.

**Morning Drop-off (Grades 6-8 & carpools)**

The first car in line should pull up to the short post near the sidewalk by the gym building. Cars in line from that post to the first blue house may unload students at one time. For safety reasons, students must exit cars onto the sidewalk, never onto Cottage Street. After all student passengers have exited their car, the driver may carefully pull away and continue down Cottage Street toward Victoria Avenue. The next line of cars then pulls up to the short post.

**Afternoon Pick-up (Grades 6-8 & carpools)**

Please display in your windshield the name(s) of all students you're picking up. As cars pull up, the teacher or staff person on duty will call out these names to the waiting students. The first car in line must pull all the way up to the second driveway by the St. Francis Villa (beyond our gym building). This allows more cars to line up on Cottage Street from Martin Luther King Blvd. where there is usually very heavy afternoon traffic. When students hear their name(s), they walk down the sidewalk to their car. Please continue to pull up toward the second driveway of the Villa and your carpool will walk up to meet you. We must keep the traffic flow moving off of MLK and onto Cottage Street.

Cottage street rainy day dismissal:

If there is lightning at dismissal time, Cottage Street carpools will be dismissed from inside the gym through the door leading onto Cottage Street. After the teacher or staff person on duty has called your carpool name(s), please continue to pull up to the second driveway by the Villa. Your carpool student(s) will walk up to meet you.

## The St. Francis Xavier School Graduate at Graduation

### **Demonstrates Scholarship**

Exhibits a consistently positive work ethic and takes responsibility for his/her learning.

### **Demonstrates Character**

Shows courtesy, concern, and respect for others.

### **Demonstrates Service**

Volunteers cheerful, capable, and dependable assistance to others.

### **Demonstrates Leadership**

Inspires positive behavior in others.

### **Demonstrates Citizenship**

Engages in mature Participation and responsibility in school, church, and community life.

## **Right to Amend**

The administration of St. Francis Xavier Catholic School reserves the right to amend this handbook at any time. Parents/Guardians and students will be informed of amendments using school communication methods. Interpretation of this handbook rests with the administration of St. Francis Xavier Catholic School.



ST. FRANCIS XAVIER CATHOLIC SCHOOL  
2016-2017



NOTICE OF RECEIPT OF HANDBOOK

**Print a copy of this form, sign and return it to the school office.** Failure to return this form will result in the cancellation of your registration.

I have received and read the **Parent/Student Handbook, Internet and Technology Use Policy, Photo Image Release policy** and will abide by the policies as stated by St. Francis Xavier Catholic School and the Diocese of Venice.

FAMILY NAME: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_