

# Parent-Student Handbook

2025-2026



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## **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 ensure 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.

## **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, staff, and student 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 may be part of the admission process. Students may be asked to take an entrance exam.

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, 2025.
- PreK4-must be 4 on or before September 1, 2025.
- Kindergarten-must be 5 on or before September 1, 2025.
- First Grade-must be 6 on or before September 1, 2025.
- Application fee (non-refundable).
- Complete online application.
- 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 Florida School.
- Out of State Transfer Students are required to obtain Florida Form 680 and Form 304.

## 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:

- Current students in good standing.
- Siblings of students currently enrolled at SFX whose families meet the first criteria.
- Families who are registered, supporting and active parishioners of the school parish. When the applicants are equal, the following will be taken into consideration.
  - Longevity at the parish.
  - Children/siblings of SFX alumni.
  - Grandchildren of long-time parishioners.
  - Results of any interviews deemed necessary by the principal.
- Families who are registered and are active parishioners of other neighboring Catholic parishes.
- Students transferring from another Catholic School.
- Children of Diocese of Venice employees.
- Non-Catholic students.

## Transfers/Withdrawal

Applicants may be screened by the school to include an entrance exam, records requests, and a potential interview. 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 (2025/2026)

### Registration Fee

- |                                      |              |
|--------------------------------------|--------------|
| • Kindergarten-8 <sup>th</sup> Grade | <b>\$375</b> |
| • VPK more than 135 days             | <b>\$375</b> |
| • PreK3                              | <b>\$375</b> |
| • Security Fee                       | <b>\$150</b> |

### Tuition (Kindergarten-8<sup>th</sup> Grade)

- |   |                 |
|---|-----------------|
| ○ Parish-Affiliated   | <b>\$12,000</b> |
| ○ Non-Catholic/Non-Affiliated                                       | <b>\$13,000</b> |
| • VPK4 (Florida VPK Voucher amount will be subtracted from tuition) |                 |
| ○ Parish-Affiliated   |                 |
| ▪ Full Day  | <b>\$12,000</b> |
| ▪ Half Day  | <b>\$7,850</b>  |

- Non-Catholic/Non-Affiliated
  - Full Day **\$11,500**
  - Half Day **\$7,850**
- 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 **\$12,000**
    - 3 full days/week **\$7,850**
    - 5 am only/week **\$7,850**
  - Non-Catholic/Non-Affiliated
    - 5 full days/week **\$13,000**
    - 3 full days/week **\$8,850**
    - 5 am only/week **\$8,850**
- After School Program (Until 6:00pm)
  - Registration Fee/Family **\$50**
  - 1 Student/month **\$250**
  - 2 Student/month **\$300**
  - 3 Student/month **\$375**
  - Daily rate **\$25** (Unregistered students not picked up from school)
  - Late fee (by the minute) **\$1**

## **FACTS Tuition Management**

St. Francis Xavier Catholic School uses FACTS Tuition Management for tuition collection and processing of fees. Registering with FACTS is mandatory. 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 \$12-\$38 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 through FACTS and for the Step Up For Students Tax Credit Scholarship and the AAA Tax Credit Scholarship.

## Financial Responsibility/Non-Payment/Returned Checks

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. Checks that are returned due to NSF from the bank will incur a **\$30 Fee** to your school account. Transactions in your FACTS account returned as NSF will incur a **\$10 Fee** in addition to any fees assessed by FACTS.

## Attendance Policy (K-8)

Compulsory education laws mandated by the State of Florida require regular attendance. Each parent of a child of compulsory attendance age is responsible for their child's attendance as required by law. For more information, access [www.leg.state.fl.us](http://www.leg.state.fl.us). Lack of compliance with the school's attendance regulations may result in failure to be promoted or receive class credit.

If a student surpasses:

- Five (5) absences per semester, an email will be automatically sent home to the student's parents/guardians via FACTS informing them of the violation. This notification serves as a written warning that, should the pattern of absences continue, the student may lose extracurricular privileges and may face additional consequences.
- Ten (10) absences per semester, he/she may be placed on an attendance contract with stipulations for his/her continuation as a SFX student, may include the loss of extracurricular privileges, and may be required to withdraw from SFX per the discretion of administration.

School attendance hours.

- 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.
- 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 leave school early or are absent from school may not participate in Extra-Curricular activities for that day.**
- Students who arrive to school after 8:00 am will be considered Tardy.



## **SUFS Attendance Policy**

Students who receive the Step Up for Students Scholarship who are absent for an extended period of time may lose a portion of their funding after review by SUFS compliance and administration.

## **Office Hours**

The school office will be open from 7:30 am to 3:30 pm, Monday, Tuesday, Thursday and Friday during the school year and 7:30 am to 2:30 pm on Wednesdays. The School office will be closed on holidays per the school calendar. Summer hours will be posted separately.

## **Tardy Policy**

Parents/guardians are to walk tardy students into the office to sign them in if they arrive to school after 8:00 am. A student who arrives after 8:00 a.m. is considered tardy.

If a student surpasses:

- Five (5) Tardies per semester the family will receive a **\$5.00** fee per tardy starting with tardy number six (6) that semester. All tardy fees will be donated to the poor box at St. Francis Xavier Catholic Parish.

## **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.

- Parents/Student Handbook
- Website
- Social Media
- Conferences
- Telephone
- Parent Alert Text Messages
- E-mail
- Canvas (5<sup>th</sup>-8<sup>th</sup>)
- RenWeb/Facts SIS
- Home and School Association
- Parish Bulletins
- Letters/E-Mails from teachers and administrators

# Academics

## Curriculum Design

St. Francis Xavier Catholic School offers a 21<sup>st</sup> Century curriculum infused with educational standards from the Diocese of Venice. Our curriculum includes STREAM concepts, Catholic Religious Studies, English, Language Arts, Mathematics, Reading, Science, Social Studies, Media and Technology, Foreign Language, Physical Education, Art, Music, Robotics, and Gospel Values. The curriculum standards are set by the Diocese of Venice's Department of Education.

## Religious Curriculum

Our religious curriculum represents our Catholic Identity and is centered in the Gospel of Jesus Christ. Christian morals and values permeate our educational program. 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 (TerraNova)

The Diocese of Venice and Catholic Province of Florida administers the Terra Nova Assessments in grades 2-8. This assessment is administered in the spring. The Terra Nova is 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.

## 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

### Specials

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
N/A	Not Assessed

## **Honor Roll Criteria**

### **Grades 3 -8**

All academic honors require a satisfactory grade or higher 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 of their behavior are eligible for this award. 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/iPads/Technology**

Textbooks, iPads, Computers, 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. Damaged iPads and iPad cases are the financial responsibility of the family.

A cracked iPad screen fee of \$100 will be charged for the first two cracked iPad screens. All subsequent cracked screens will be billed at cost. Damaged and destroyed iPad cases will be replaced at a fee of \$50.

### **Reusable Water Bottles**

Students may bring a reusable water bottle to school for use throughout the school day. Reusable water bottles must be non-metallic and not exceed 24 ounces in capacity. Non-metallic water bottles sold by Renegades are the exception to the ounce rule.

## **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 affects other students, wastes valuable teaching and learning time, and shows 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

Unprepared for class

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

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

Elementary School: Consequences

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

Middle School: Consequences

Infraction, 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

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/ wandering  
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. Multiple infractions may result in suspension or 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**

Infraction, 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**

#### **Habitual Intermediate/Minor Offenses**

Disrespect of staff / faculty member  
Inappropriate Conduct  
Defiance of staff / faculty member  
Reckless endangerment  
Fighting / Battery /Theft  
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.
- 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.

### **Middle School Infractions, Lunch Detentions, and Detentions**

Infractions or lunch detentions may be issued to students for violations of the Code of Conduct. Students who receive three infractions in one quarter will be issued an after-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 specified. 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 will receive an additional one assigned by the principal. Students will not be permitted to do schoolwork while serving detention. Students will not be permitted to participate in extra-curricular activities on the date in which they are assigned detention. Students who receive four after-school detentions will receive one day of out-of-school suspension.

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

Students that have been given an 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. 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 instructor's convenience upon their return. Students will not be given assignments to work on during their suspension.

### **Disciplinary Probation**

Student who are suspended twice in one school year will be placed on disciplinary probation for the remainder of the school year. Students on disciplinary probation are not allowed to participate in extra-curricular activities. A student on disciplinary probation is subject to potential expulsion or requested withdrawal for future discipline. A letter outlining the probation will be signed by the student prior to them returning to school. Administration may place a student on disciplinary probation immediately if determined necessary by administration.

### **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.

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

Students who possess or use drugs, tobacco, vaping, and/or alcohol at school or at any school function are subject to potential immediate expulsion or disciplinary action determined by administration.



**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 Protocols**

### **Grades 6-8**

#### **Homework**

Homework is due the date (8am in CANVAS) in which the instructor designates. If a student is absent on the day in which the assignment is assigned or due, they will be given the same amount of time for completion and submission upon their return, afforded to the students that were in attendance. Long-term projects are due on the due date regardless of absence, unless arrangements have been made with the instructor.

#### **Assessments**

Assessments that are missed due to an absence will be made up when the student returns to school. The student is afforded the same number of days for preparation as students that were in attendance. Any assessment not made up by the end of the quarter will receive a score of 50% off the total possible points.

#### **Assessment Days**

Odd Calendar Days: **Mathematics, Social Studies.**

Even Calendar Days: **Language Arts, Science, Religion.**

Quizzes may be given on any day.

#### **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 unless excused by administration for extraordinary circumstances.

#### **Gradebook Structure**

Student grades will be calculated using the point system. The total number of points earned will be divided by the maximum number of points assigned to calculate the final grade. All gradebook entries will fall under specific categories. Each category will have a point value of potential points that can be earned per category. Every core subject (Mathematics, Social Studies, Religion, ELA, and Science) will determine their categories and point values at the beginning of the quarter in CANVAS.

## **CANVAS**

St. Francis Xavier Catholic School uses the Learning Management System (LMS) CANVAS to facilitate instruction throughout 1:1 iPad program.

## **Hallway Procedures**

Students are required to sign out using the Smart Pass Application when leaving the classroom during the school day and have a digital hall pass. Students are not permitted to leave the classroom to go to another classroom during instruction periods or wander outside their approved destination.

## **Book Bags**

Students are allowed to bring a sensible size book bag to and from school, but it must be stored in their locker during the school day. **Students are not permitted to have book bags during the school day.** Students will be required to utilize their lockers and will be allowed to transfer items during assigned times. If a teacher requires it, students may carry a small pencil/pen case. Female students are permitted to carry a small “clutch” style bag during the day.

## **Lockers**

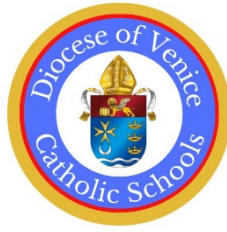
Lockers will be issued to Middle School Students. Students are required to keep their lockers clean and orderly. Lockers are subject to search at any time by school administration. Students may request a lock for their locker from the school free of charge.

## **Lanyard and School ID Card**

Middle School Students will be issued a school lanyard and ID card, which they are required to wear during the school day. This ID card can also be used to purchase items in the cafeteria. Failure to have your lanyard will result in a lunch detention for the student. Students will receive one free replacement each school year and will be charged **\$10** for each additional replacement through FACTS.

## **Food and Drink**

Food and drink are not permitted outside of the designated areas at any time unless authorized by the Principal. Teachers may allow students to drink water during class at their discretion in appropriate containers.



## **Diocese of Venice Policy on Prohibition of Phones and Wearable Devices in Schools**

**Purpose:** Educators are feeling the drastic effects of non-school issued, electronic devices. They have become an ever-present distraction to learning, and a drain on teacher motivation, leading to lower retention and reduced school safety.

After an analysis of school 'Cell Phone Policies' within the Diocese of Venice in Florida, it has been identified that schools have wide-ranging policies that are difficult to enforce at the diocesan level.

The purpose of this analysis is to create one consistent and enforceable policy implemented at all schools within the diocese. This will allow the Department of Education to maintain a focused, respectful, and productive learning environment in all schools by ensuring that students are not distracted by mobile phones, wearable devices, or other electronic gadgets during school hours.

**Scope:** This policy applies to all students within the Diocese of Venice who bring mobile phones or wearable devices (including, but not limited to, smartwatches, fitness trackers, and any other technology capable of communication or internet access) onto school premises, whether they are in classrooms, hallways, cafeterias, or other areas.

### **Policy Details:**

1. **General Rule:** Students who bring mobile phones or wearable devices must store these devices in a diocesan approved lockable storage pouch. Bags will be locked at the beginning of each school day and students will keep the bag in their possession, whether in a backpack or locker. At the end of the school day, students will pass the bag across the unlocking mechanism to gain access to their phone or other wearable devices.
2. **Definitions:**
  - **Mobile Phones:** Any device capable of making phone calls, sending messages, or accessing the internet, including smartphones.
  - **Wearable Devices:** Includes smartwatches, fitness trackers, or any other device worn on the body that connects to the internet or communicates with other devices.
3. **Exceptions:**
  - In the case of special permission granted by school administration (e.g., for medical reasons or specific school activities), students must provide the device to the principal's office at the start of the day and follow guidelines for its use.
  - Students involved in extracurricular activities or after-school programs may use their devices only once they are off school grounds and away from the school premises.
4. **Consequences for Violations:**

- First Offense: The phone or wearable device will be confiscated, and a parent/guardian will be required to pick it up from the school office. A meeting with the student, parents, and school administration will be scheduled to discuss the situation.
- Second Offense: The student will be subject to a more serious disciplinary action, such as detention or suspension. Further violations may lead to an extended ban on bringing devices to school.

5. Exemptions:

- Medical Necessity: Students who require a phone or wearable device for health-related reasons (e.g., for monitoring medical conditions) may submit a request for an exemption, along with appropriate documentation, to the principal. These devices will be subject to strict regulations and must remain off and secured unless needed for medical purposes.
- Pre-approved School Activities: Phones and wearable devices may be permitted for use during specific educational activities with prior approval from the teacher and school administration.

6. Student Responsibility:

- It is the responsibility of students to ensure that their devices are stored securely in school issued lockable storage pouch upon entry into school. The school will not be held responsible for lost, damaged, or stolen devices.
- If the school issued storage pouch is lost or misplaced, it is the responsibility of the student to obtain an additional bag from the school office. If the storage pouch is permanently damaged or lost, the student will be responsible for the cost of its replacement.
- Students should be aware that the use of any mobile device to record, take photos, or video without proper consent is strictly prohibited and may result in further disciplinary actions.

7. Enforcement: Teachers, staff, and administrators will monitor adherence to this policy. Random checks may be conducted to ensure compliance. Students who need to contact parents during the school day are encouraged to use the school office phone or designated communication methods.

Conclusion: The goal of this policy is to create an environment where both students and faculty can focus on education, interact with their peers, and engage in school activities without distractions caused by personal devices. We appreciate the cooperation of parents and students in ensuring a positive and productive school experience for all.

Effective Date: August 4, 2025

# Artificial Intelligence

*“It must not be forgotten that artificial intelligence functions as a tool for the good of human beings, not to diminish them, not replace them.”*

*Pope Leo XIV*

**Introduction:** With the growing use of Artificial Intelligence (AI) in educational tools, it is essential for students to understand how to use these resources responsibly. AI can significantly enhance our learning when used appropriately, but it's crucial to maintain a commitment to academic integrity and honesty.

**Purpose of the Policy:** This policy aims to ensure that students at St. Francis Xavier Catholic School use AI tools correctly, fostering a culture of integrity and honesty in their academic activities.

**Definition of Academic Dishonesty:** Academic dishonesty includes cheating, plagiarism, and unauthorized collaboration. Using AI tools to complete assignments, tests, or projects without properly attributing primary and secondary sources is considered academic dishonesty.

## AI-Specific Guidelines

- AI tools should be used to understand and explore new concepts, not as a means to do the work for you.
- Always cross-check and verify the information provided by AI with credible sources to ensure accuracy.
- When using ideas or content generated by AI, proper attribution of the original primary or secondary source is required.

## Responsible Use of AI Tools

- Encourage using AI to brainstorm ideas, explore concepts, and gain deeper insights into subjects.
- Focus on developing your critical thinking and problem-solving skills through active engagement and learning.

**Consequences of Academic Dishonesty:** Engaging in academic dishonesty undermines personal integrity and educational growth. Students who misuse AI may face academic and disciplinary penalties as determined by the administration.

**Support and Resources:** Students are encouraged to seek resources and guidance on using AI responsibly and effectively. Teachers and school staff can help you understand and apply AI tools correctly and ethically.

**Conclusion:** Academic honesty is the foundation of a successful educational journey. By using AI ethically, students may enrich their understanding of it, its ethical and proper use, and strengthen their values of honesty and integrity in the digital world.

## **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 clinic, his/her temperature is taken. If the child has a fever of 100.4 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 and fever 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 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 and CDC.

## **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**

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.

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 may 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.



## 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 called 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 be at a minimum of **three inches** from the knee cap, not rolled up, and appropriate for the Catholic School environment. Pants, shorts, and skorts should not be form-fitting.

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

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 SFX approved outerwear from Renegades or BSN over their uniform shirt. Early Education (PK3, VPK4), Elementary (K-5) and Middle School (6-8) may set timelines for outwear use in congruence with the weather and seasons.

On extreme weather days students may wear outerwear that deviates from the dress code entering and exiting school. Girls may wear solid black, brown, or white color tights to school on cold days.

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

**Jewelry:** Students are not permitted to wear any jewelry except the following. Girls may wear one pair of earrings (including hoops) not larger than a dime. Students may wear a watch that is not a smartwatch.

**Piercings:** Body piercings are not appropriate for school (With the exception of one pair of earrings for girls).

**Nail Polish and Tattoos:** Students are not allowed to wear nail polish of any kind. Fake nails are not acceptable. Tattoos are not acceptable for students at school. Students are not to write on their bodies, clothing, or shoes at school.

**Make-up:** Students are not permitted to wear make-up at school.

**Boys Hair:** Hair should be neat, clean, cut and styled conservatively. Extreme colors are not permitted. Hair length must be above the collars, not covering their eyes during the school day, with the rest of the hairstyle cut in proportion to that length and appropriate for the school environment as determined by administration. Students

are not permitted to “spike” their hair or have mohawks or fauxhawks. Boys are not permitted to wear their hair up in a bun or ponytail.

**Girls Hair:** Unacceptable hair accessories include, but are not limited to, hair wraps (beads, etc.), and hair extension pieces, “fairy hair” or artificial hair strands. No scarves, ties, etc. may be worn as headbands. Extreme haircuts are not permitted. Extreme colors are not permitted. Haircut and style should not be a distraction to learning.

**Shoes:** Appropriate athletic sneakers or casual dress shoe are to be worn daily. Athletic sneaker color should be dominantly White, Black, Blue, or Grey. Laces should be White, Black, Blue, or Grey. Casual dress shoe should be a solid brown, black, blue, gray, or white. No Neon or extreme colors should be persistent or dominant throughout the shoe. Shoes should not draw attention away from learning. Light up shoes, or shoes with wheels are not allowed. Black, White, or Grey socks of appropriate length should be worn. No-show socks are not allowed.

**Middle School Physical Education Uniform:** Middle School students will dress out for PE classes. Students are required to wear the PE uniform bottom purchased at Renegades and may wear any SFX spirit shirt to include the Friday spirit shirt.

**Mission/Spirit Shirt Days:** Uniform shorts, skorts or pants are to be worn with the mission/spirit shirt. Mission/spirit shirt days will be every Friday. BSN SFX shirts are permitted on mission/spirit shirt days.

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

- Low rider jeans or skin tight jeans, jeans with holes or tears.
- Leggings, jeggings.
- Low cut, sheer, or sleeveless tops.
- Spaghetti straps, crop tops, mid drift shirts.
- Inappropriate logos, slogans, or designs.
- Skirts or dresses that are form fitting.
- Flip flops, slides, slippers, and “Croc” style footwear.
- Items of clothing that aren’t consistent with the Catholic School Environment.

**Dress Down Days:** Students must be dressed appropriately as defined by the theme of the day. Jeans (without holes or tears), appropriate length shorts, or pants may be worn. Appropriate fitting tops. No form fitting clothing. No leggings or jeggings. Students must dress appropriately for the Catholic School environment and not distract from learning. No tank tops, open toed shoes, or heels may 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 emergencies and crisis situations.

## **Media Center/Learning Commons Library Section**

### **The Annette Unger Learning Commons Library Section**

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 over 25,000 items.

### **Library Section**

- 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 rules established by the 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. Students must have a minimum 93% cumulative average in their core classes to be considered for membership.

## **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 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 5<sup>th</sup> Grade and Middle School. 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**

The school lunch program is provided by SLA Management. Students are required to have an online account set up with funds deposited prior to purchasing lunch.

## **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/Learning Services Program**

The Resource program 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 K-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 and afternoon, volunteering their time to ensure the safety of all the school children. We ask you to cooperate with our volunteers. Volunteers are always needed for this very important program. Please contact the school office to volunteer for carline.

## **Extra Curricular Activities**

Extra-curricular activities provide a great opportunity for our students to get involved in school outside of the classroom. Tryouts are conducted at the discretion of the Athletic Director or program director and cuts may be necessary in some activities depending on available space or ability.

Students are required to pay an Athletic or Activity Fee determined by the administration per activity.

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 Extra-Curricular Eligibility Contract must be signed by all participants. 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, you will need to complete a “Safe Environment Program” online. Check dates at our website or at [www.dioceseofvenice.org](http://www.dioceseofvenice.org). Be sure to indicate that you are from St. Francis Xavier Catholic School.

## **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.

## **Hallow App**

St Francis Xavier Catholic School is excited to be partnering with Hallow again this year to provide a tool for mental and spiritual health for faculty, staff, and students. Hallow is the #1 Catholic app and provides thousands of audio-guided sessions to listeners, covering a variety of prayer techniques, topics, and styles.

In order to set up your child's Hallow account, Hallow needs your permission. (The company complies with Federal COPPA guidelines, and you can read more about their privacy policy at [hallow.com/privacy](http://hallow.com/privacy).) By signing the handbook, you give permission to the school to assign a hallow account. If you do not want this, please contact us.

Your student will have a personal Hallow account designed for use in the classroom and at home. The content on Hallow includes music, sleep stories, meditations, and prayers designed specifically for kids and students of all ages, as well as families.

If you have any questions about the product or how your child's account will be set up, please reach out to the Hallow team at [schools@hallow.app](mailto:schools@hallow.app) or at 773-900-7145.

## **St. Francis Xavier Catholic School Technology Acceptable Use Agreement**

St. Francis Xavier Catholic School is committed to student use of 21<sup>st</sup> century technology to facilitate and maximize learning opportunities. The use of 21<sup>st</sup> century technology provides our students with the opportunity to collaborate, create, learn, and prepare for their future as responsible digital citizens. The school provides a variety of 21<sup>st</sup> century technology devices, software, and applications for student responsible use. School 21<sup>st</sup> century technology is for educational purposes and to facilitate learning on and off-campus. The acceptable use policy is designed to provide guidelines and expectations for the responsible use of 21<sup>st</sup> century technology at St. Francis Xavier Catholic School and by extension wherever students engage in school technology.

### **E-Mail and CANVAS Messenger**

- E-mail addresses and CANVAS accounts, which are provided by the school, are considered school property and will be monitored by the school.
- Students should always use appropriate language and respect in their messages.
- E-mail and CANVAS messenger services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate messages will be tolerated, including derogatory, obscene, or harassing messages.
- Students are prohibited from accessing anyone else's e-mail or CANVAS account.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school e-mail system and through CANVAS.

### **Social Media, Applications, Online Communication**



- Social media should not be accessed on the school network or with school technology.
- Students are not allowed to communicate online with each other with school technology unless facilitated through their instructor.
- Students are not allowed to download any applications or third-party software that isn't facilitated by the IT Department.
- Students are not permitted to use school technology to interact with websites, companies, or anybody outside of the network without facilitated supervision and approval from administration.

## **Media**

- Students are not permitted to use school technology to watch visual or audio medias that is not part of or supported by the classroom curriculum.
- Sharing of media of any kind on school technology may only be done with authorization from the instructor or administration.

## **Recording and Capturing Images**

- Using school technology to record or capture images of other students, faculty and staff members, or recording in general is only permitted through instructor or administrator approval.
- Recording or capturing images of students or Faculty and Staff members without their permission or knowledge is strictly prohibited.

## **School Technology Content**

- All content and stored data on school technology belongs to St. Francis Xavier Catholic School.
- School provided devices may be searched or confiscated by school personnel at any time and without warning or cause.
- No personal or inappropriate material should be stored on school technology.

## **Games**

- Games that are outside the classroom curriculum are not allowed to be played, stored, or used on school technology.

## **School Technology Devices**

- Students are responsible for the safe keeping of devices that are issued to them at all times.
- Students who mishandle or abuse school technology will be referred to administration and may lose the privilege of having a school issued device.
- Students may not borrow or lend their school devices to other students.
- Students are responsible to report any damage or operational issues of school devices to the IT Department or administration immediately.
- Students are responsible for all damages and lost data on their school issued device.
- Students are responsible for backing up and ensuring all data is protected and preserved.
- Students are not allowed to create accounts without permission from the IT Department.
- Students should come to school with their device fully charged.

## **Network**

- Students are not permitted to access the network without authorization or ever make any changes to network settings.
- The use of Network Proxies is strictly prohibited.
- The school network may not be used for personal use by students.
- Students who engage in any form of network hacking or unauthorized access may face immediate expulsion.

## **Downloading**

- Students are not allowed to download material on their school device without express permission from their instructor or administration.

## **Internet Use**

- Students may only use the internet on school devices for educational purposes and with direct supervision and direction of their instructor.
- Students may not access inappropriate information, websites, or content on school device or the school network at any time.
- Students should never give out their personal information or data of any kind to any person, company, or website on the internet.

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

Registering at St. Francis Xavier Catholic School constitutes consent for school and 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.

## **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.

**Is Like Christ**

## **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.

