



# **STUDENT/PARENT HANDBOOK 2017-2018**

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[www.xaviercatholicschools.org](http://www.xaviercatholicschools.org)

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## **ST. FRANCIS XAVIER CATHOLIC SCHOOLS**

The Appleton Catholic parishes have chosen to implement a system-wide approach to Catholic Education. All of Appleton's eight parishes are members of the St. Francis Xavier Catholic Schools, commonly referred to as Xavier Catholic Schools (also known in this document as XCS). The Xavier Catholic School System is under the direction of a President who reports to a Board of Trustees. Each parish is represented by its pastor who serves on the Xavier Catholic Schools Corporate board. Parishioners from each of the parishes actively participate in the Board's functions through its committees and the local parish educational committees. Each parish has its own parish committees and the individual campuses feature parent organizations. Parent input is welcomed and is an essential part of the present and future well-being and direction of the system.

### **The Appleton Catholic Parishes supporting the Xavier Catholic Schools are:**

<b>St. Bernard</b>	<b>St. Pius X</b>
<b>St. Bernadette</b>	<b>Sacred Heart</b>
<b>St. Joseph</b>	<b>St. Therese</b>
<b>St. Mary</b>	<b>St. Thomas More</b>

### **The Xavier Catholic Schools Campus Sites include:**

**St. Francis Xavier Elementary at:**

**Marquette St. Campus, PreK-4, 500 W. Marquette St., 733-4918.**

**McDonald St. Campus, PreK-4, 1810 N. McDonald St., 739-8849.**

**St. Francis Xavier Middle School, 5-8, 2626 N. Oneida St., 730-8849**

**Xavier High School, 9-12, 1600 W. Prospect Ave., 733-6632**

## **THE XAVIER CATHOLIC SCHOOLS BOARD OF TRUSTEES**

The Xavier Catholic Schools Board of Trustees is a policy making board responsible for the operation and evaluation of the system's education program. The Board, which meets monthly, is accountable to the Corporate Board, the Ordinary of the Diocese of Green Bay and the Diocesan Board of Total Catholic Education.

## **ACCREDITATION:**

### **Advancing Excellence in Education Worldwide**

AdvancED is the unified organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI), Southern Association of Colleges and Schools Council on Accreditation and School Improvement (CACSA CASI), and Commission on International and Transregional Accreditation (CITA). AdvancED is dedicated to advancing excellence in education worldwide through accreditation, research, and professional services.

AdvancED creates the world's largest education community, representing 27,000 public and private schools and districts across the United States and in 65 countries worldwide and educating 15 million students. Accredited schools share a unified, clear and powerful process designed to help schools continuously improve.

# **Xavier Catholic Schools Mission and Vision Statements**

## **Our Mission**

**St. Francis Xavier Catholic School System is a Christ-centered community dedicated to the faith formation, academic excellence, community engagement, and individual growth of our students in a safe environment.**

To live this mission day-to-day at Xavier, we are committed to:

- Cultivating our students' talents, passions, and spirituality so they can impact the community by living the Gospel message of faith, hope, justice, and charity.
- Providing opportunities for all students to develop a lifelong love and commitment to academics, faith, arts, fitness, and service.

## **Our Vision**

As a Catholic preschool through grade 12 school system in the 21st century, our administration, faculty, and staff pledge to:

- Deliver educational excellence through innovation with a focus on all dimensions (academics, faith, arts, fitness, service) of the individual student while reinforcing and nurturing the culture and community bonds of the St. Francis Xavier Catholic School System.
- Strengthen our role as a Catholic faith partner with our families and local parish communities, and becoming a recognized faith-based educational asset to the Fox Valley and the Diocese of Green Bay.
- Expand our positive impact on the local community through outreach to and engagement with an increasing percentage of our Catholic school-age population that results in greater personalization of Catholic school educational services.
- Achieve long-term financial sustainability through good stewardship of our finances, increased focus on donor engagement and endowment growth, and a reduction in parish subsidy and tuition as a percentage of our operating budget.

## **ADMISSIONS/REGISTRATION**

The goal the Xavier Catholic Schools System is to provide the opportunity for a Catholic education to all students from the Appleton Catholic parishes and the surrounding area.

### **Admission Age Requirement:**

Students must be three, four or five years old by September 1 of the year that they will be entering 3-year-old preschool, 4-year-old preschool or kindergarten in order to be admitted into the program. In addition to the age requirement all students entering our preschool programs must be able to independently use the toilet.

### General Information:

Parishioners from parishes affiliated with the Xavier Catholic Schools System are eligible to register students from their immediate family in any Xavier Catholic School.

- Closing dates for registration of Xavier Catholic School System members will be established annually by the Xavier Catholic School System President in collaboration with the other administrators.
- After the set closing date, registrations will be taken on a first come, first served basis.
- Waiting lists will be established when necessary. However, every effort will be made to serve all students who register in our Xavier Catholic School System.
- Students are considered registered when the completed registration form and the required fees are submitted either to the individual school office or the Xavier Catholic Schools Central Office.
- For tuition purposes, registration is complete only when parish membership is verified so that appropriate tuition may be determined and charged.

### Withdrawal information:

If a student is withdrawing from our school system for any reason, the parents must

- Notify the school office as soon as possible.
- Take care of unpaid fees or other considerations.
- Request a release of records from the school office so the child's information can be sent to his/her new school.

## **ABSENCES FROM SCHOOL**

State law requires **regular** attendance. Subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Therefore, persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. (See also "Truancy" on pg. 30)

Generally accepted excuses for school absence without advance notification include personal illness, family illness or death in the family. **Any time a child leaves the building, for any portion of the day, a partial absence will be recorded on Power School.**

Parents are expected to call the school office by 9:00 AM for full-day or morning sessions or by 12:30 PM for afternoon sessions, if a child will be tardy or absent. Please note: A student is considered tardy if not in his/her room for prayer when the bell rings at 8:25 a.m.

You may call the school outside of regular school hours to leave a voicemail message to notify the office of your child's absence. When you call, please let the office know why your child is at home. If he/she has a communicable disease, please inform the office.

Parents/guardians are expected to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for these appointments. A written excuse must be on file with **both the school office and the teacher.** Parents/guardians must report to the school office to sign out/in their child.

The parent/guardian is required to give advance notice to the school for any type of planned absence. An Anticipated Absence Form is to be requested from the school office a minimum of three days in advance. This form may also be found on line at [www.xaviercatholicschools.org](http://www.xaviercatholicschools.org).

#### Make-Up Work:

Please discuss prolonged absences with your child's classroom teacher. The teacher will let you know her preferred method of making up missed work. Not all assignments lend themselves to being assigned prior to classroom teaching and discussion, so not all work can be given out prior to an anticipated absence.

Upon returning from an absence, work missed by a student should be made up as soon as possible. Please note that prolonged or excessive absences often result in lower quality work. When a student is absent for extended periods of time, the student's report card may be withheld until the make-up work has been completed.

In the case of extended absences from school, families need to be aware that even if the make-up homework is completed, your child will be missing valuable classroom experiences that may affect his/her overall grade. For this reason, it is highly recommended that family vacations be scheduled outside of school time.

#### Signing In/Out of School:

If a child is to be picked up during the school day due to illness or appointment, the child is to wait in the school office. The parent/guardian or designee **must** sign out the child. In addition, if a student arrives at school later than 8:25 AM, the parent or designee must accompany the child to the office to be signed in.

### **ARRIVAL/DISMISSAL AND SAFETY PROCEDURES**

For students that are not in our Before Care program, school supervision is provided before school begins at 8:00 AM. Therefore, children should not arrive earlier than 8:00 AM, unless they are in the Before Care Program or have scheduled band lessons.

**Students may not be on the school grounds** (nor in the school building and halls) **before 8:00 AM** unless supervised by their parent/guardian. Exceptions include parent and teacher meetings, orchestra and/or band lessons or other school related meetings.

If your child needs to arrive earlier than 8:00 AM, your child will need to attend our Before School Care Program. This program (for which there is a fee) is available for your use beginning at 7:00 AM, and running until 8:15 AM.

**Preschool (PK3 and 4K)** Our 4K program is a five-day/week program and our PK3 class is a three-day/week program. Both PK3 and 4K classes will run from 8:15 until 11:30 AM on days when they are in session. The exception to this is on our late-start days when the morning preschool classes will start at 10:00 AM and run until 11:30. If an afternoon session of 4K is added, it will be run from Noon until 3:15 PM daily.

**All-Day Students in K-4** The first bell rings at 8:15, and students begin class at 8:25 AM. Students are dismissed at 3:15 PM.

**During the school day, students are not allowed to leave the premises without written permission from parents.**

**Any change in the way a student is to leave the school – walking, riding in a car, taking the bus, etc. – must be preceded by an email or written note from the parent or guardian. If parents need to inform us of this during the school day, they may also call the school. Any parent who needs to inform the school of a change after 2:00 PM MUST call the office to ensure that the message is received.**

**Without this notification, we will have your child follow their usual end of the day procedure.**

**\*When making alternate pick up arrangements for your child, please call the office no later than 2:30 PM.**

**Teachers are available until 3:40 PM on Monday through Thursday for either telephone consultation or conferences with parents. You are asked to inform the teacher of your desire for a phone consultation prior to making the call to ensure her/his availability.**

## **ASSEMBLIES**

Assemblies are planned periodically as special events on the school calendar. Assemblies may include cultural presentations, curriculum related demonstrations and professional speakers.

## **ATHLETICS AND BAND/ORCHESTRA**

### **Athletics**

Special attention to proper behavior and good manners is expected of all students. The school office will communicate all relevant information regarding the programs sanctioned by the elementary school to students and parents via the school envelope, email, or will be available in the school office.

### **Band and Orchestra**

Students in grade 4 may participate in band or orchestra. All members must pay a fee to participate in these programs. A fee will be billed on your tuition statement. Each week, every student in either program will have an individual lesson and participate in full group rehearsals.

## **BICYCLES**

Please remember that our city ordinance requires the registration of all bicycles. Parents should encourage students to obey all traffic regulations and to wear a helmet whenever riding their bike to and from school.

The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bicycles by requiring them to be properly parked and locked in the school bicycle racks on the school playground.

To insure safety of those playing on the playground and people using the parking lot, students are asked not to ride bikes on the school grounds, but to instead walk them to the racks. Students are **not** permitted to play with or ride another student's bike.

## **BIRTHDAYS**

Students will celebrate their birthdays in their classroom. Students and staff birthdays are recognized during morning announcements. We ask that special remembrances, such as balloon bouquets and flowers, not be sent to your student at school, as several of our students and staff have allergies. In addition, these types of gifts can be a disruption to student learning. If these items are delivered to school, they will be held in the school office until dismissal.

**BEFORE BRINGING A BIRTHDAY TREAT INTO THE CLASSROOM**, parents will need to check with the classroom teacher to make sure that the snack will not pose a threat to a child with an allergy. **You will need to tell your child's teacher at least one day prior to bringing in a treat that will be shared in the classroom, so that families who have children with allergies can be notified.** We also ask that you adhere to the suggestions offered in the "Wellness" portion of this handbook. Even these suggestions may not work in a classroom where a child has a severe allergy to nuts or other substances, so all treats need prior approval, even if they appear on the list that is found in this document. Please do not disappoint your child by sending him/her to school with a treat that they are not able to pass out to classmates because of a safety concern.

From time to time, students wish to invite classmates to a party or celebration or sleep-over away from school. While we understand that families may not be able to entertain the entire grade at a child's birthday party, we wish to consider the feelings of all of the students in the class. **Therefore, we do not allow birthday or party invitations (or invitations or gifts of any kind) to be handed out at school unless they are given to every member of the child's class or grade.**

## **BOOK CLUBS**

Purchase of items from Book Club (Scholastic, Trumpet, etc.) circulars distributed in class is completely optional. It is, however, an opportunity to build a home library, if you are interested. **Checks must be made payable to the book club and not to the school or classroom teacher.**

## **BULLYING** (revised 2013)

### **Introduction and Rationale**

It is the goal of the St. Francis Xavier Catholic School System to provide our schools with a Catholic Christian environment, free of bullying. All students should feel welcome, safe, respected and be treated by all as children of God with all of the dignity that it entails. To establish and maintain this environment takes a cooperative effort from parents, students and the school staff.

### **Definition**

- o Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.
- o Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.

- o Bullying is a form of victimization that can be characterized by teasing, putdowns, name-calling, cruel rumors, false accusations, and hazing.

### **Prohibitions**

Student-to-student, student-to-adult, adult-to-student, and adult-to-adult behaviors characterized as bullying per the definition above, are prohibited if it takes place at school, during a school-sponsored activity, on school buses, through the use of school equipment in the case of cyber-bullying, or if the behavior in question has a negative impact on the school environment.

### **Complaint Procedures**

- o It is considered the responsibility of all students and school personnel to report acts of bullying in any of the above-described situations to a member of the school's administrative team (principal, associate or assistant principal, or school counselor).
- o All such reports are to be taken seriously by the party designated by the administrative team. The administrative team will support the person making such reports and protect them against any potential retaliation for making such a report.
- o Students and adults making prompt, accurate and thorough reports, either verbally or in writing, will have those reports recorded by the staff receiving the same.
- o An investigation to determine the facts will take place as soon as practicable, in order to verify the validity and seriousness of the report.
- o Filing a report in good faith will not reflect negatively upon the individual's status, nor will it affect his or her grades or employment status by the System, if the complainant is an employee. The System shall keep the complaint confidential for both the accused and the accuser.

### **Sanctions and Support**

- o Programs designed to prevent bullying behavior, redirect students from continuing to bully, and to support both victims of bullies and the bullies themselves must be in place in all System schools. The program must be re-evaluated annually for effectiveness. Program modifications should be made to keep the program aligned with best practices in the field of bully prevention and response.
- o Where it is determined that students participated in bullying behavior in violation of this policy, the administrative team may take disciplinary action up to and including parent conferences, suspension, expulsion, and/or referral to law enforcement officials for possible legal action.
- o Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of this policy. They may be subject to disciplinary action consistent with established policy or practice.

## **BUS POLICIES:**

### Provided by the St. Francis Xavier Catholic School System

For the 2017-18 school year the St. Francis Xavier Catholic School System has committed to offer bus transportation from St. Bernadette Parish to and from the Middle and elementary campuses free of charge. To register for the St. Bernadette bus, email Mr. John Ravizza at [jravizza@xaviercatholicschools.org](mailto:jravizza@xaviercatholicschools.org).

### Provided by the Appleton Area School District

A Xavier student who meets the following four criteria is eligible for public transportation:

1. The student must reside within the Appleton Area School District's boundaries;
2. The SFX campus must be located within the boundaries of the public school (AASD) district, or not more than 5 miles away along a normally traveled route;
3. The student resides at least 2 miles away from the SFX Campus.
4. The pupil resides within the SFX approved attendance area.

Children riding the school buses are required to cooperate with the rules and regulations issued by the Transportation Department of the Appleton Area School District. These rules apply whether riding the St. Bernadette Bus or a bus provided by AASD.

### Bus Rules Include:

1. Use only the bus and bus stop assigned.
2. Behave appropriately at the bus stop.
3. Remain seated, facing front, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Talk to the driver when the bus is not in motion.
6. Keep head and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.

Infractions of the rules listed above may be brought to the attention of the parents and school principal. We support the bus regulations as determined by the Appleton Area School District. The rules are made for the safety of all children. If our school office receives a notice from the bus driver regarding a student's conduct, parents will be notified. Continual abuse of bus privileges may result in the denial of transportation.

Bus routes and stops are planned and established by the Appleton Area School District Transportation Office for buses that they run (not the St. Bernadette bus). Parents who wish to make requests for changes in routes or stops should contact the school district or bus company. Students and parents are encouraged to immediately notify the principal and/or school district or bus company of any safety hazards they have observed during bus operations. You may receive the correct contact numbers by calling the school office.

## **CALENDAR**

Xavier Catholic School calendars are issued each spring. The school calendar can be found on the system website, [www.xaviercatholicschools.org](http://www.xaviercatholicschools.org). From the main page, you can click on the "Elementary School" link to find the quick links to the calendar, uniform policy and other pertinent information.

## CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The Board and administrators are aware of the hardship that can be caused by abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances

*Every practical means is used to notify parents of an impending cancellation. Our main way of informing parents of school cancellations and other important information that is immediate in nature is found in PowerSchool using Swift K12 (in the past this was Alert Solutions). This system allows us to send out emails, texts, or phone messages to all of our families. Please make sure to go to PowerSchool and indicate your preferred method(s) of receiving this information. You are also asked to update your PowerSchool information should you have a change to your email address or cell number during the school year.*

In addition, each fall, a media guide is published to inform parents of television and/or radio stations that will publicize school cancellations. These have included: WHBY (1150 AM), WAPL (105.7 FM), WKSZ (95.9), KFIZ (1450 AM 107 FM), WPKR (99.5 FM), WEMI (91.9 FM), WIXX (101.1 FM), WGEE (1360 AM), WROE (94.3 FM) and TV26 (NBC).

In the unusual circumstance where school must be canceled during the school day, teachers and administration will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

### Two-Hour Delay

If a two-hour delay is announced due to inclement weather, staff will not be available to supervise your children. As a rule, school will start at 10:15 AM on weather related late start days. Please continue to monitor the situation, however, in the event the late start is changed to a full “snow day.” **When we have a delayed start – we do not hold morning PK classes. Before Care will open at 9 AM on weather related late start days.**

## CASUAL DAYS/NON-UNIFORM DAYS

Casual days occur throughout the year. During these days, students in Grades K-4 are excused from wearing the school uniform if they choose, and may wear casual clothes to include: jeans, sweats, shorts or capris that do not meet our normal dress code policy. These clothes must still meet the dress code standard of being clean, modest, in good repair and free from any sayings or symbols that would be inappropriate in a Catholic School setting. Please note that the following items are also not allowed on casual dress days: sandals, clogs, tank tops or overly tight or baggy clothing. *Please note that on non-uniform days students may not wear leggings as pants, spandex shorts, or overly tight yoga pants/jeggings.* **Non-dress code shorts must still be no more than 3” above the knee.**

Certain casual days may be designated for something specific. As part of a service project, these days may require a student to make a donation for the privilege of wearing casual clothing.

## CELL PHONES

It is our preference that elementary students not bring cell phones to school. If for family reasons a cell phone must be brought to school, certain procedures must be followed. Cell phones need to remain in the student’s backpack and turned off during school hours. Students

found using a cell phone for any reason during regular schools hours will be required to turn the phone into the office until the end of the day. Parents wishing to call their child during school hours should call the school office, since the child will not be allowed to use their cell phone during the school day.

### **CHANGE OF ADDRESS/TELEPHONE NUMBER**

It is **very** important, for emergency and administrative reasons that every student maintains an up-to-date address and telephone number record at the school office. Notify the school **immediately** if a **change of address, phone number, email address or emergency contact information** occurs during the school year.

Every family is required to provide an emergency information sheet for the school. For the safety of our students please promptly notify our school office of changes in the emergency information. This information is used to contact you in the event of student illness/injury. In addition, the teachers take the information along on school field trips.

### **CHANGE IN CUSTODY/GUARDIANSHIP**

The school must receive a copy of custody agreements to place in a child's cumulative file. This is especially necessary in cases where one parent has limited or no visitation rights in regard to a minor child. Without a court order indicating otherwise, the school must assume that both parents have equal access to the child and the child's information.

### **CHILD ABUSE LAWS**

Wisconsin Law (Child Abuse and Neglect Act, Section 48.981 of the Children's Code) specifies that all educational personnel are mandatory reporters of suspected child abuse and neglect. If there is reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury, educational personnel are mandated to report the suspicion immediately to the County Department of Social Services or the police department.

### **CHILD CARE PROGRAMS**

Xavier Elementary has the following Child Care Programs:

#### **Before and After School Care Program: PreK-Grade 4.**

Program calendars are available at the beginning of each school year. The operational hours of the program are 7:00 AM to 8:15 AM for the morning session and 3:15 PM to 6:00 PM for the afternoon session. The yearly schedule and program costs are available at the beginning of each school year.

#### **A System Summer Care Program: Pre-K –Grade 4**

A program handbook, registration materials and costs are available by calling the school office. The Summer Care Program is open to families at both campuses and is held at the Marquette Campus.

#### **Extended Day Program**

This program is available for those preschool children enrolled in any preschool program. The program begins at 8:15 AM and continues to be available through the entire day (including lunch). Our Extended Day program ends at 3:15 PM. Information on this

program, including schedules, registration procedures and cost, is available in the school office.

## **COMMUNICATION**

Items of interest to parents and students will be distributed each Wednesday via a family envelope or email. Family envelopes contain information on school programs, special events, and other timely information.

Any organization requesting to place a flyer in the family envelope must submit a copy to the office to be reviewed and approved by the administrator prior to publication. Outside organizations must also make their own copies for distribution.

Parents/Guardians may email their child's teacher and/or the school principal. All system teachers, staff and administrators may be emailed using the 1<sup>st</sup> initial of the first name, last name, followed by @xaviercatholicschools.org. (Example: teacher Jane Smith's email address would be [jsmith@xaviercatholicschools.org](mailto:jsmith@xaviercatholicschools.org)) Staff members make every effort to respond to emails in a timely manner. Please do not email teachers during the day with items that require immediate attention since they may not have time to check their email before the end of the day.

The Xavier Catholic Schools website address is [www.xaviercatholicschools.org](http://www.xaviercatholicschools.org). The website is a valuable source of information, containing the Power School link, system calendars, and Scrip order link. For information specific to a campus, click on the "Elementary School" link. You will find information such as the school newsletter, monthly activity calendar, lunch menu, forms, uniform policy and this handbook.

Requests for announcements to be made over the PA system or to be posted in school are done with the consent of the school administrator. This information needs to be brought to the office prior to the day of the announcement.

## **CONDUCT**

Christian behavior is expected of all of our students and staff as a reflection of the values and virtues we wish to instill as a Catholic School. Therefore, students are expected to:

1. Respect individual rights and the rights of others so that all may learn and play in a comfortable and pleasant atmosphere,
2. Maintain proper behavior during class hours and at school-related activities,
3. Respect school property,
4. Follow the uniform policy.

## **CONFERENCES**

Parents/guardians are encouraged to keep in close contact with the teacher concerning the progress of their child. Contact can be made through notes directed to the teacher, personal phone calls, email, or conferences with the teacher after school. Please do not wait for a serious problem to develop to express a concern or to seek advice or assistance. When a concern needs to be discussed, setting up a time to meet with the teacher, is the best way to insure sufficient time to listen and talk things over. A spontaneous visit may not allow the listening and talking time that may be needed.

The first step in dealing with a classroom concern is to discuss it with your child's classroom teacher or specialist. If after conferencing with the teacher, a parent still is dissatisfied, a conference is then scheduled with parents, teacher and principal.

Teachers will not be called to the telephone during the school day except in emergency situations, since their primary responsibility is the education and supervision of their students. Messages can be left and will be returned during a non-teaching or non-supervisory time. Teachers will respond to you as soon as they are able.

Parents of students in grades first – fourth may access Power School at any time to review their child's grades in any subject area. This service is provided in lieu of formal mid-quarter progress reports. A user ID and password are required to access this information. Each student has a unique user ID and password that stays with the student for the duration of their time in the Xavier Catholic Schools System. The school office can provide you with that information.

Conferences are scheduled twice each year. Conferences afford parents/guardians, as well as the teacher, an opportunity to communicate and to listen. Strategies should be planned for helping the child achieve the goals that parents/guardians and teachers feel are realistic and appropriate for the child.

A parent/guardian who has a concern that deals with the principal should contact her/him through a note, personal phone call or email. A conference may be scheduled, if necessary.

## **COUNSELOR AND LEARNING ADVOCATES**

The Xavier Catholic Schools Counseling and Developmental Guidance Program encourages the individual child to understand school and its expectations, to learn and grow in a safe and comfortable environment, and to begin to explore the world of work at an early age.

The school counselor works closely with our students to make their educational experience a positive and productive one. Trust and openness are sought between counselor and students. Consistent with ethical counseling standards (American Association of Counseling and Development, 1981) the counselor is to cooperate with staff, administrator, social services, health professionals, and parents to promote the total well-being of the student.

The counselor seeks out students "at risk" and initiates individual counseling when appropriate. In addition, the counselor meets with students who are having difficulty expressing themselves, not adjusting well to school, or experiencing obvious difficulties. Students may seek help themselves or be referred by other students as well as school staff and parents. When appropriate, referrals are made to outside agencies. In addition, the counselor has weekly guidance classes with grades K-4 and may facilitate necessary groups for students. Topics include bullying, recognizing and expressing emotions and discussing safe environment issues. Counselors also educate students in the area career education as part of their regular guidance classes.

## **CONFIDENTIALITY WITHIN THE COUNSELING PROGRAM**

Strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to one or more of the following:

- Information that concerns violation of the law
- Matters involving the health and safety of the student or any other person
- Abuse
- Any other matter that raises serious enough concern in the mind of the staff member that he/she believes it is important to share the information with the school administrator.

The school administrator may then choose to disclose the information to parents, medical, social service and/or other personnel appropriate to the situation.

## LEARNING ADVOCATES AND YOUR CHILD

All of the St. Francis Xavier Elementary schools have Learning Advocates and School Counselors to enhance the educational experience of all students. As needs arise during the school year, teachers, parents, or the students may request time with the Learning Advocate or Counselor.

While many of these concerns are typical and short-term in nature (e.g., completing work due to illness, the understanding of a specific concept, or visiting a counselor to discuss a friendship issue) any issue that requires more long-term help over a period of time will be discussed with the parent. In addition, any long term groups that may be set up to address educational or social needs will require written permission slips that will be sent home for parental approval and signature.

If you do not wish to have your child seen by the Learning Advocate or School Counselors in any capacity, you need to send in a written notice signed by both parents, if possible, at the beginning of each school year.

## CURRICULUM

Xavier Elementary offers a complete academic and religious education program by degreed and state certified teaching staff for all programs. Textbooks are updated regularly in keeping with Diocesan guidelines and Xavier Catholic School System policy.

Diocesan/System curriculum objectives and standards have been established and are utilized for grades PK-Grade 4.

Classroom teachers teach the following subject areas: Religion, Language Arts (Reading, Phonics, Spelling, English, Creative Writing, and Handwriting), Science, Math, Social Studies and Computers.

In addition to classroom teachers, specialists teach in the following areas:

- |                  |  |
|------------------|--|
| <b>Music:</b>    | Each K – 4 <sup>th</sup> grade class has vocal Music twice each week; Students in the PK4 program have class once per week.  |
| <b>Phy. Ed.:</b> | Our Physical Education program consists of regularly scheduled classes held twice a week for Kindergarten through Grade 4. PK4 has class once per week.                      |
| <b>Art:</b>      | Each class, grades 1-4, has Art class for one hour, once per week. Kindergarten has art twice a week in 30 minute blocks. Students in PK4 do not have scheduled art classes. |

<b>Guidance:</b>	A Guidance/Counseling program is provided for students in grades K-5 with a full-time guidance counselor. Preschool children in both programs will see the counselor if needed, although they will not have regular guidance classes.
<b>Library:</b>	Each classroom (including all of our Preschool classes) meets with a library/media specialist once per week.
<b>Band/Orchestra:</b>	Participating 4th grade students meet for individual and group lessons each week.
<b>Spanish:</b>	PK4 through 4th grade meet one time per week.

## **DAMAGE TO SCHOOL PROPERTY AND MATERIALS**

Parents or guardians are responsible for all damage done by their child to school property or materials. This includes payment for any damages done to books, and the payment required to cover the cost of replacing damaged or lost materials/equipment.

## **DANGEROUS ITEMS**

Firearms, weapons and other dangerous objects are not permitted in schools. Dangerous objects include, but are not limited to clubs, brass knuckles, knives, butterfly knives and stun guns.

Police shall be notified immediately if an assault or battery occurs resulting from use or threatened use of a firearm, weapon or dangerous object on the grounds. When possible, such dangerous objects shall be taken from the person. Parents of students found in possession of such dangerous objects shall be notified. (Diocesan Board Policy #4604)

In addition, toys that resemble these items are not permitted at school.

## **DIRECTORY**

A Family Campus Directory is published yearly and is usually distributed in the month of October, after all information release forms have been returned by the each family. It is for the exclusive use of our school families only.

## **EARLY CLOSING**

Early closings are at 11:30 AM. Bus transportation is provided. Early closing dates are on the school calendar. Our After School Care Program may be available on some early dismissal days. Please check with the Before/After Care Coordinator if you have questions about these days. Program calendars are available in the school office.

## **EMAIL**

Parents/Guardians may email their child's teacher and/or the school principal. All system teachers, staff, and administrators may be emailed using the 1st initial of the first name, last name, followed by @xaviercatholicschools.org. (Example: teacher Jane Smith's email address would be [jsmith@xaviercatholicschools.org](mailto:jsmith@xaviercatholicschools.org)) Teachers check email during planning time, before and after school. Please do not send items via email that require immediate attention since they may not have an opportunity to read the email until the end of the school day.

## **EMERGENCY SCHOOL CLOSINGS**

Should weather conditions or other unforeseen events necessitate the closing of school, notification will be made on local radio and television stations.

In the beginning of the school year you will be asked to fill out or verify information on the emergency form indicating where your child will be going in the event of an early closing. You will also need to indicate the names of others who will be authorized to pick up your child if you are not available to do so. Please give us complete information and be sure to update this information as changes occur throughout the school year. We **will not** release your child to individuals that have not been specifically authorized by you in writing.

## **EMERGENCY INFORMATION**

Every family is required to provide an emergency information sheet for each child in the school. For the safety of our students, please promptly notify our school office of changes in the emergency information. This information is used to contact you in the event of student illness/injury. In addition, the teachers take this information along with them on school field trips.

## **EMERGENCY PROCEDURES**

Emergency Procedures for Fire (Fire Drill), Tornado (Tornado Drill), Bomb Threat, Intruders, Hazardous Spills and Crisis Situations are on file in the office. Evacuation procedures and routes are posted in every classroom. Fire Drill and Tornado Drill procedures are practiced during the school year and recorded. We will also hold and record two “Intruder/Safety” drills during the year.

## **EQUAL ACCESS TO EDUCATION**

All XCS schools are in compliance with Title IX of the Education Amendment to the extent that no person shall, on the basis of sex, race, or national origin be excluded from participation in or denied the benefits of, nor be subjected to discrimination under any educational program or activity, nor shall there be discrimination by sex, race or national origin in the employment of personnel.

## **FAMILY VACATIONS**

We encourage parent(s)/guardian(s) to plan vacations when school is not in session, if at all possible. However, if parents do need to take their child(ren) out of school, they should notify their child's teacher and the school office well in advance. An **Anticipated Absence form** is to be requested from the school office or can be found on line at [www.xaviercatholicschools.org](http://www.xaviercatholicschools.org).

Students are responsible for the work assigned during their absence. When possible, teachers will give the child assignments in advance. However, in some instances the work will have to be done upon returning. All work is due one week after the student's return.

## **FIELD TRIPS**

Field trips and school related activities conducted under the supervision of the school staff are part of the school day and an extension of the classroom activity. All such activities must have the approval of the principal before any preparations are made.

### **Guidelines:**

1. Parents are informed by permission slip as to the purpose of the trip, type of transportation, date, approximate time of departure and return, cost, and suggestions for dress, if needed.
2. No students may participate in a field trip without a signed permission slip.
3. The Xavier School System, with additional funds provided by the elementary Home and School Association, provides the funding for most of our field trip expenses. There may be additional fees associated with certain trips. You will be notified if this is the case.
4. Parents should inform the school principal if the cost of any field trip is a financial hardship. No child will be denied participation in a field trip based on financial constraints.
5. The teacher will arrange for an adequate number of adult chaperones. There should be at least one chaperone for every ten students. Adults should be briefed as to responsibilities and expectations. **All chaperones MUST have had VIRTUS training, otherwise they may not chaperone.**
6. Transportation will be arranged by the school office and professional transportation will be used for all classroom trips.
7. All students are expected to attend field trips. However, if a child's general classroom behavior is deemed to be of such a disruptive nature so as to cause the teacher to have concerns regarding the supervision of the class as a whole while on a field trip, the school reserves the right to require a parent/guardian to accompany the child on the field trip.

## **FINANCIAL ASSISTANCE/SCHOLARSHIPS**

Financial assistance is available for PK-12 students through the Xavier Catholic School System. Parent application forms (FACTS Grant and Aid Assessment) are available at either Central Office or the campus office. Every effort is made by FACTS to determine the fairest distribution of funds, based on the assessment of the parents' ability to pay. There is an "Angel Fund" available for those experiencing hardship in affording a Catholic Education within Xavier Catholic Schools. Please contact the Central Office to learn more about this fund. In addition, for those involved in any form of Fine Arts, there is an application form from Christmas STARS that comes out in the Fall and Spring, which makes Orchestra and Band lessons and other Fine Arts opportunities possible for all children. You are encouraged to take advantage of these scholarships.

## **FUNDRAISING**

Fundraising activities are scheduled with the knowledge and approval of the Xavier Catholic School System Central Office. At the elementary level, fundraising for System, campus, or classroom needs that is outside of major System level events such as "Celebrate" or the Tour de Francis, is discouraged. An exception to this would be those activities that have been approved for our Home School Association, which coordinates the fundraising activities for our campus. All proceeds from HAS events are used to enhance school programs. In addition to this, our school and students will be involved in various charitable events throughout the school year. These include things such as paid casual days, the Simple Supper, and penny wars for various charities. All proceeds from these collections benefit organizations such as Catholic Relief

Services, Habitat for Humanity and St. Joe's Food Pantry (to name a few). Participation is always optional.

## **GUEST SPEAKERS – GUEST PROGRAMS**

Guest speakers and programs enhance the curriculum as well as expand horizons, opportunities and experiences for students. All guest speakers and programs must be arranged in consultation with the administration. Calendar dates must be approved by the office and cleared with the master calendar.

## **HEALTH**

Should your child become sick or injured while at school, we will attempt to contact you immediately. If we are unable to contact you or those listed on your emergency information form for assistance, the school will act in a prudent, caring manner to help your child.

If your child becomes infected with a communicable disease – including but not limited to chicken pox, whooping cough, strep, influenza, pink eye or lice – please inform the school office. While your child's specific information and identity will not be shared with others, we may need to let families know that they should watch for symptoms of these diseases/conditions in their children.

A signed doctor's statement or verification from the health department is required before a student returns to school when he or she has a serious communicable disease

### **Head Lice**

It is not uncommon for elementary school children to contract head lice. Please contact the school office immediately if your child has head lice. Your identity will remain confidential. Notification allows us to take the necessary precautions to prevent the further spread of the lice.

*While we understand that having lice in one's home is a concerning thing, we also need to follow the CDC's recent recommendation that lice not be considered to be on the same level as a serious illness. They state that students should not be unnecessarily excluded from class for a condition that does not cause illness or physical harm. So while we will continue to monitor situations concerning lice as they occur in our school, our main goal and objective will be to return students to the classroom as quickly as possible after being identified as having lice.*

### **Recommendations by the CDC and the State of Wisconsin**

*It is no longer recommended that students be excluded from school unnecessarily because of head lice. The likelihood of transmittal in a school setting is actually quite low. For this reason, we will generally follow the guidelines as described by the CDC and the Wisconsin DPI, with one exception. We will inform parents whose children have live head lice about the situation and ask that they take their child home early to be treated for the condition. Students with no evident live lice or with nits further than ¼ inch from the scalp need not be sent home from school. Parents will, however, be notified by phone call or note of this finding so that they can discuss this situation with their caregiver or treat as they see fit. We will work with the family to monitor the situation.*

### **Returning to School**

*Children who have been diagnosed with live head lice will be allowed to return to school on the day following proper treatment of the condition. Children who have not been treated, or who receive insufficient treatment may not return to the classroom until it can be shown to office personnel that there are no live lice or nits close to the scalp.*

*As a general rule, and following the advice of the CDC and State of Wisconsin, entire classes will no longer be screened for head lice because a child in the classroom has been identified as having lice. Notification letters may be sent home to alert parents so that they may check their own children, if desired.*

### **First Aid**

In case of illness or injury, a member of the school or volunteer staff will care for a student temporarily. School personnel will render first aid only. If immediate emergency medical treatment is necessary, the school will call 911 and then contact the parent/guardian.

### **Other Health Considerations**

Please use the following guide to determine if your child needs to remain home with an illness:

- If your child has a temperature of 100° or more, it is required that he/she stay home for at least 24 hours **after the temperature returns to normal**. The child's temperature needs to be at a normal level without the aid of medication such as Tylenol®.
- Students must remain at home for 24 hours after starting medication for strep throat.
- If your child has vomited or has had diarrhea, he/she must stay at home until 24 hours after the last episode.

When a child returns to school from being ill, they are expected to participate in all activities, including outdoor recess and phy. ed., unless we have a note from a physician stating that this is not advisable.

### **Medication**

**When a student requires medication, during school hours, the following procedure must be followed:**

- The medication must be kept in the school office.
- Medication must be administered by a school official.
- All medication must be in the original container, marked with the student's name, the name of the medication, time of day to be given, and the dosage to be given.
- A parental consent form must accompany the medication (whether prescription or over-the-counter--including cough drops) giving the parent's authorization to dispense the medication.
- A **Physician Consent Form** completed by your child's physician must also accompany all prescribed medications. The parent should instruct the student to report to the school office at the proper time for the medication.
- No medications shall be given to a student by any school personnel until parent/guardian has completed and filed an Administration of Medication Consent form with the school office.
- The forms are available in our school office and on the system web site at [www.xaviercatholicschools.org](http://www.xaviercatholicschools.org).

For the safety of all students please do not send any medication to school without following the above outlined procedure.

## **HEALTH RECORDS AND MEDICAL PLANS**

Individual health records are kept on file for each student. If your child's health condition changes at any time, we ask that parents/guardians inform the school office in addition to updating information on PowerSchool.

### **Students with severe allergy plans, diabetes, or any other medical condition that requires additional or special monitoring by school staff must:**

1. Have an Emergency Care Plan on file at their Xavier Elementary School. The Emergency Care Plan will be updated annually, unless there is a change in the student's medical condition requiring it be updated sooner.
2. Meet with the student's teacher(s) and/or the principal prior to the start of the school year to discuss the Emergency Care Plan, medications, medication locations, and classroom and curriculum modifications that may be required.

## **HOME-SCHOOL ASSOCIATION**

All families are members of the Home School Association. We invite all of our parents to become active participants in this important organization. Annual contributions are collected from each family. The Home and School will suggest the contribution amount. *The money collected enables the organization cover the cost of much of the work they do for our students and staff throughout the year and keeps other types of fundraising to a minimum. Please note that if your family is not able to financially afford this Home and School contribution you and your children are still able to fully participate in all Home and School activities. We ask that in lieu of giving monetarily, that you consider volunteering your time at one of our many activities during the year.*

Our Home School Association's mission is "to promote a spiritual and educational partnership between parents and staff for the benefit of our children." Our Home and School Association organizes and puts on many wonderful family events during the year. Please join in the fun and sign-up to help when you can. This is a great way to become involved in the school family and will give you the opportunity to meet other wonderful families. Please join us at the monthly Home and School meetings when you are able.

## **HOMEWORK/DAILY ASSIGNMENTS**

Homework is an important extension of the teaching/learning that takes place in school. It can contribute to practice and drill that reinforces learning and can provide opportunities for study, research, and creativity. Parents can assist their children by providing a quiet place to work and checking assignments for accuracy and completion. If you have a question concerning your child's homework, please check with the teacher involved.

Usually no homework is given to the children on weekends or vacations in order to give the children free time and to lessen the pressures for parents/guardians. We also encourage teachers not to give assignments on the night of school events (such as the Science Fair, Christmas Program, System Fine Arts Program, etc.) nor schedule tests for the day following such events. If your child is continually working longer than the above guidelines or what you and your child's teacher have discussed, please contact the teacher to determine a plan to lessen the load at

school. Late work and work not sufficiently completed may be subject to a grade reduction, and may cause a child to have more than the recommended amount of homework on any given night.

### **HOURS – OFFICE/SCHOOL**

Office hours: 8:00 AM – 3:45 PM  
School hours: 8:15 AM – 3:15 PM  
Pre-Kindergarten hours: **PK3** M/W/F mornings from 8:15 - 11:30 AM  
**PK4** 5-day morning session: - 8:15 AM – 11:30 AM  
**PK4** 5-day afternoon session (if needed) - Noon - 3:15 PM

An answering machine is available for those who would like to leave a message before the office opens or after the office closes.

### **IMMUNIZATIONS**

State law requires all public and private schools receive written evidence of immunizations against certain diseases within 30 school days of admission. These requirements can be waived only if a properly signed health, religious or personal conviction waiver is filed with the school.

### **LEAVING CAMPUS**

Students are not allowed to leave the school campus during school hours for any reason without the written consent of their parent/guardian and without being signed out by a parent/guardian or designated adult.

### **LIBRARY/MEDIA CENTER (LMC)**

The School Library Media Center staff welcomes each class every week and shares a wide variety of literature. The large collection of books and magazines at our school gives our students many choices when checking out materials. Students are able to find a wide variety of books that match their Lexile level and reading interests.

Behavior guidelines include respect for the facility, materials and classmates. Circulation guidelines exist for the number of materials, length of circulation, renewing and reserving materials. Students are responsible for returning materials by the due date. Parents are responsible for the replacement cost of lost or damaged materials. Fees paid for lost items are reimbursed when they are returned in good condition.

### **LITURGY/PRAYER FORMATION AND DEVELOPMENT**

Celebration of liturgy is central to our faith. Students and faculty participate in liturgies that are celebrated weekly throughout the year. Family members are invited and encouraged to participate.

All-School Liturgies are scheduled weekly although dates and times may occasionally be adjusted due to a Holy Day observation or other special events (e.g. – end of the school year Mass) Families will be notified of these Mass time changes in the newsletter and on the monthly calendar. The monthly calendar will also list the class responsible for planning each week's liturgy.

As a Catholic school, we strive to help our students to exhibit Christ-like behavior. Development of each individual's prayer life, a study and appreciation of Jesus' life and mission,

and encouragement in the practice of Christian courtesy and service are all integral parts of our spiritual growth and faith development.

There are many special traditions that enhance our faith life: special prayer celebrations and rituals during the liturgical seasons, sharing liturgies with our buddies, and bringing the young ones into our celebration of Eucharist, are a few examples.

## **LOST AND FOUND**

The school will not be held accountable for items that are lost or stolen. Children are discouraged from bringing items of value to school.

Lost and found articles are kept in the school lobby. If your child is missing an article of clothing or other possession, please check lost and found. Periodically, unclaimed items will be donated to charity.

To facilitate the return of found items, **please label clothing and other items** with your child's name.

## **LUNCH**

Students are not permitted to leave the grounds during lunchtime without parent/guardian permission. Lunch is served to students in grades K-4 and students attending our Extended Day Program.

Our lunch program is part of the state and federal Hot Lunch program, adhering to all of their nutritional guidelines. Students are offered a wide variety of healthy foods. Following guidelines seconds of the main course will not be given.

At the beginning of each school year, information is sent home about the program, staff at each site, lunchroom procedures, and volunteer assistance needed. Each month, parents will receive a menu outlining the healthy options prepared for our students each day. Your child may choose daily whether to purchase a hot lunch or bring in a cold lunch. Those who choose to bring in a cold lunch may purchase a carton of milk to accompany their lunch brought from home.

Parents are welcome to share a special lunch with their child. If you plan on eating a lunch other than our school hot lunch, we ask that the food you bring in is in keeping with our healthy menu and atmosphere. **Parents/guardians are asked to avoid bringing in fast food lunches or soda.**

Each student will be issued a lunch card at the beginning of the year. This card will be scanned in the cafeteria when a student purchases hot lunch or milk. Students should always have a positive balance in their lunch account. Families will be notified when the account balance is low via email from PowerSchool.

**Confidential** applications for free or reduced Hot Lunches are provided to all families in the fall of the year. Parents are encouraged to read these applications over carefully and apply for this service as needed. Completed forms should be turned in to the school office or directly to Central Office. All applications are strictly confidential. Families may apply at any time of the year should financial situations change, necessitating a mid-year application.

**Parent/guardian/family volunteers** are needed to assist the cooks with serving the meals, set up prior to serving and clean up after all students have left the cafeteria. The time commitment for this volunteer opportunity is quite minimal and is a great way for families to become involved in the school. Volunteer forms are distributed to all families in August. **We are in need of help volunteers on a daily basis. Please sign up for this activity as you are able.**

## **MEDIA**

School grounds are private property. The media are not allowed unless invited by school personnel. There are times during the school year, however, when the media may be invited to photograph special events in the school for publication in local newspapers. At the beginning of the school year you will receive a form granting us permission to allow a photographer from the local media to take your child's picture. If you **do not** wish to have your child photographed, please indicate this on that form.

## **MEDICATION**

No medication shall be given to a student by any school personnel until a parent/guardian has completed and filed a Medical Consent Form with the school office. Prescription medication requires parent and a physician written approval. These forms may also be found on line at [www.xaviercatholicschools.org](http://www.xaviercatholicschools.org). All medication, over the counter and prescribed, is to be in the original container. This policy includes written permission for cough drops. All medicine (over the counter and prescribed) is to be stored in the school office.

Information to consider: When you know your child will be on medication, discuss the hours of administration with your doctor. Most medication can be given at home (breakfast time, after school, bedtime).

## **NEWSLETTERS**

A parent newsletter is sent home, on Wednesdays, in the family envelope with the oldest child in the family. The weekly envelope also occasionally includes news from the Home and School Association (HSA). You may also view both newsletters on the Xavier Catholic School System website.

Anyone wishing to include a separate flyer in the family folder must receive permission no later than noon Monday for the **current** week's folder and must provide their own copies for distribution.

## **PARTIES**

The teacher will schedule parties for special occasions. Room parents will be asked to assist at these parties. Nutritional snacks are required whenever treats are sent to school and need prior approval from the classroom teacher. Parents providing snacks are also asked to check with the classroom teacher so they may be informed of any food allergies that might be present in the classroom. Please refer to the guidelines regarding healthy snacks and snack alternatives that are distributed at the beginning of the year when making choices for appropriate classroom snacks.

## **PETS**

Pets (of any kind) are ordinarily not allowed at school. Teachers may give special permission for pets to be brought to school as part of a special program or activity, providing that no child's health is endangered by the presence of that pet. **Twenty-four hour notice is required.** Under no circumstance should a potentially dangerous pet be brought to school.

For the safety of all our students and families (physically and psychologically), pets may not be brought onto school grounds during arrival and dismissal times. Even an animal properly leashed can cause a child to be frightened or possibly cause physical harm. In addition, there are students each year who are allergic to animal fur/dander, and we must not put them at unnecessary risk.

## **PLAYGROUND RULES/RECESS**

A short break is necessary physically, mentally and social for all children. Therefore, recess is considered to be a part of the regular school program.

The playground area and equipment are for student use. Students are expected to show respect for all playground equipment, play fairly, share and exhibit courtesy to classmates and supervisory staff.

Students are supervised on the playground during all scheduled recesses. All students are to be on the playground during recess. Students may not re-enter the school during recess except in the case of an emergency. For safety reasons, permission from one of the supervisors must be obtained before re-entering the building during recess.

Use of hand-held electronic games is prohibited during school hours, including recess time.

If a child becomes sick or gets hurt, another student or a supervisor will take him or her to the school office. The supervisors will stop in the school office after recess to explain the circumstances that resulted in the child being sent to the office. If assistance is needed from the office, the supervisor will call the office using the cell phone or walkie-talkie found in the fanny pack the supervisor is wearing.

Playground supervisors will focus on two main issues: safety and appropriate behavior. Issues to be considered are:

**Safe play** – Rough play (such as tackle football, piggyback "chicken fights," king of the hill, throwing of snow, ice, or snowballs) is not permitted. Students are not permitted to climb on top of the monkey bars or the climbing apparatus.

**Safe equipment** – Students must use the equipment properly (no walking up the slide or sliding down head first, no running or playing tag on the equipment, and only using the playground balls, hoola hoops, basket balls, etc., from the large containers—making sure to put them back at the end of recess). Students are not to bring items from home; everything that is needed is provided by the school.

Students should be thoughtful of those waiting to use a piece of playground equipment (swings, basketball hoops, monkey bars, etc.) by allowing those who are waiting to take a turn. All students should be mindful and caring of their schoolmates by including all students in play.

Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. In general, we will keep the students inside when wind chill brings the temperature below the zero mark.

## **PHYSICAL EDUCATION**

Participation in Physical Education classes is mandatory. A student needs a written excuse to be excused from participation in class. If a student is not to participate for more than a week, he/she must have a slip signed by a doctor.

## **PROMOTIONS AND RETENTIONS**

Promotions and retentions are based on each student's academic, physical, social and emotional growth and involve consultation with parents, teacher(s), principal and any other personnel involved with students. These decisions will only be made after serious reflection and adequate evaluation.

## **REPORT CARDS**

Report cards are issued four times a year. These report cards are used as a formal record of a child's academic achievement over a nine-week period. They also provide an opportunity for parents, teachers and students to communicate about individual progress, student needs, and observations.

Report cards are not the only form of communication of a child's progress, but are a primary form. Parents should be continually aware of their child's progress through completed assignments, postings on Power School and open communication with the classroom teacher. Teachers will be in contact with the parents of any student who is making inadequate progress. No report card grade should come as a surprise to a student or parent.

## **SACRAMENTAL PREPARATION**

Sacramental preparation is a parish responsibility and is coordinated with the parish religious education administrator. Guidelines for the preparation and the reception of First Communion and Reconciliation are followed according to those set by the Green Bay Diocese and the Xavier Catholic Schools Board of Trustees. Parent participation in sacramental preparation is required.

Classroom preparation is supportive of what is implemented in the parish programs and supportive of parent and student development.

Parish preparation and the celebration of the sacraments will take place in the parish where the family is registered. Parish preparation is defined as those activities for parents, guardians, sponsors and students which are conducted by the parish of membership in preparation for the celebration of the sacrament. This may include parent meetings and parent/child gatherings, retreats, service, special prayer gatherings, home based family lessons, etc. The parish of membership will communicate with parents regarding sacramental preparation.

## **SCHOOL PICTURES**

A professional photographer, contracted with our administrator, takes individual formal student pictures in the fall. The purchase of student school photos is optional. A yearbook is available for purchase each spring.

### **SCHOOL ACTIVITIES (may include, but not limited to...)**

- Student Leadership
- Music/Band/Orchestra
- Xavier Youth Basketball Association (XYBA)
- Girls on the Run\*
- Kidstage \*
- Athletics \*
- Talent Show/Readers' Theater

Information on all of the available school activities listed above is distributed in the Orientation Program information packets in August or earlier.

**\*The starred programs are provided by groups independent from Xavier Catholic Schools. They are provided as enrichment for our students, but are subject to change depending on the availability of the programs.**

### **SCHOOL SCHEDULE**

You will receive a schedule of classes and specials from your child's classroom teacher in the beginning of the school year.

### **SCHOOL SERVICES**

Students with special educational needs may qualify for services rendered by the Appleton Area School District. If you feel your child may qualify for special education services and are interested in having him/her tested, please talk to your child's teacher or our principal for information and assistance. Services in speech and Title I reading are services that AASD does provide at our school, along with early childhood support.

### **SCRIP**

#### **What is SCRIP?**

Scrip is a gift card resale program in which XCS families and friends can participate. The gift cards are worth exactly what you pay for them and generate revenue. You may find more information on the Scrip Program by visiting our website at: [xaviercatholicschools.org](http://xaviercatholicschools.org) and clicking on the "Scrip" link.

#### **Revenue and Crediting:**

XCS purchases gift cards at a discounted rate from participating vendors. The percentage of discount varies by vendor, as indicated on the order form. Because XCS purchases Scrip at a discounted amount but sells it at its full value, every dollar of Scrip that you purchase generates revenue. The amount of revenue that individuals "earn" through the purchase of Scrip is split 65/35.

- Sixty-five percent (65%) of the revenue is posted as a payment on your account to offset tuition and other fees. There is no cap on this amount.
- Thirty-five percent (35%) of the revenue is used for the operational support of Xavier Catholic Schools.

Purchases made between approximately April 1 and March 31 (dates subject to change annually) are applied to tuition and fees for the current school year. Purchases after March 31 will be applied to the following school year and will not appear on your statement until billing for that period begins. If the account has a credit balance at the end of the current school year, the balance will be carried over to the following school year for those families who will continue to have a student enrolled in the Xavier Catholic School System. If there are no students enrolled from the family for the following school year, 100 % of the Scrip credits earned after March 31 will be applied to support XCS educational programs.

### **Purchasing Scrip:**

Contact your school office, Central Office or visit the school website ([www.xaviercatholicschools.org](http://www.xaviercatholicschools.org)) and click on the Scrip link at the top of the page to obtain more information about ordering Scrip.

## **SERVICE LEARNING PROJECTS**

Students in the Xavier Catholic Schools participate in various service learning projects. Our teachers have been trained in service learning philosophy and plan specific activities to encourage students to reach out to the needy in our community and the world around us.

## **STANDARDIZED TESTING**

Students in grades two through four take the Measures of Academic Progress (MAP) test each year in the fall and spring. Testing schedules comply with the state statute regarding testing. Results of these tests are used by the school in evaluating and planning curriculum. Individual student results are reported to parents.

Although standardized test results can help identify possible strengths and weaknesses, they remain a measure of how well a child performed on one particular test on one particular day. Therefore, these tests should only be interpreted in conjunction with regular classroom observations and assessments. It is important to keep in mind that standardized tests attempt to measure performance in academic areas only.

Students whose standardized testing along with classroom assessments indicate a possible educational need, may be formally evaluated through the Appleton Public Schools. Any decision to have a child formally tested will be made only after conversations with the parents, teacher, counselor and principal have taken place.

In addition to the MAP testing, students who are English language learners may be given the ACCESS test to assess and monitor the student's progress in language acquisition. Parents will be notified if this test is to be given to their child and will receive the results of this testing once they have been received.

## **STUDENT HARASSMENT**

It is the policy of the St. Francis Xavier Educational System to provide a safe and supportive learning environment for all its students, teachers, staff members and volunteers. All members of the school community are expected to treat each other with respect at all times.

Harassment of a member of the school community is a violation of policy and will not be tolerated. This includes (but is not limited to) harassment based on race, national origin, marital or parental status, gender, sexual orientation, religion or disability. Punishable harassment is conduct, including verbal conduct, that:

1. Creates a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or
2. Is threatening or seriously intimidating.

Sexual harassment is also a violation of school policy. Punishable sexual harassment is an unwelcome advance or sexual conduct, including verbal conduct.

Examples of Harassment – Specifically, harassment means **repeatedly** striking, shoving, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same. It also includes (but is not limited to) name calling and engaging in a course of conduct that intimidates, causes discomfort to, or humiliates another person. Harassment usually involves the targeting of one individual by another. A single occurrence of the behaviors listed above, while they may be serious or cause concern, are generally not harassment or bullying.

Procedures – All complaints from students (or parents on their child's behalf) will be taken seriously, investigated and handled in accordance with the bullying policy as outlined earlier in this handbook.

## **STUDENT PRIVACY STATEMENT**

In carrying out the responsibility to maintain a safe and healthy environment, the administration and faculty are sometimes faced with the decision of balancing the school's interest in conduct and safety against the student's interest in freedom and privacy. It may be necessary to check an individual student's desk, backpack, etc. to locate assignments and/or books when absent, to pull out inappropriate materials or to check for items.

Students are to understand that the school has ownership of desks and that it is within the rights of the administration and faculty, when necessary, to check or inspect desks. In regard to backpacks, students may be required to empty them upon the request of administration or faculty if there is sufficient reason to suspect that they might contain something that is inappropriate or dangerous in a school setting.

## **STUDENT RECORDS**

A student's official file is kept in the school office. This file contains diocesan progress reports and/or public school report cards, attendance records, and standardized test results. A parent/guardian wishing to review this file must give 24-hour written notice. An appointment is then scheduled. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **STUDENT SUCCESS PLANS**

*Student Success Plans may be written for various reasons over the course of a child's education. They may be written because the child is exceeding grade level expectations and receives enrichment/advanced instruction in a particular area, or the child may need extra support to reach grade level or behavioral expectations, requiring him/her to receive specialized instruction or accommodations. For these or other various reasons, a "Student Success Plan" may be written for an individual student. These sheets will outline the specialized instruction and/or accommodations being provided as well as the staff members who work with the child to implement the plan. Parents will be notified when such a plan is put in place and will have the opportunity to discuss their child's progress with the team members. Parents will also be notified in the event that the student has completed or no longer needs the specialized instruction and is ready to be dismissed from these services.*

## **SUSPENSION/EXPULSION**

There are two general situations, which may lead to suspension or expulsion; both must be verified by evidence:

- 1) When the moral or physical well-being of the student body or staff is endangered by a student.
- 2) When there is prolonged and open disregard for school authority.

Suspension is of a temporary nature and should be used only until the reason for the suspension is removed. Expulsion is permanent and must be reported to the local public school district administrator.

## **TELEPHONE CALLS**

Please be aware that there may be times during the school day when the school secretary or other office personnel are unable to answer the phone immediately. You may leave a message on the school voice mail and every attempt will be made to promptly return the call as requested.

Communications with the principal and teachers are encouraged. However, teachers are teaching during the school day and may not accept telephone calls during teaching time. Messages may be left with the secretary or a voicemail may be left. Calls will be returned at the teacher's convenience.

To minimize distractions for our students, only important messages will be delivered to students during school hours.

**As a general rule, students will not be allowed to call home to request items that they forgot to bring to school.** This policy encourages student responsibility. Therefore, such calls will be permitted only when the teacher and the principal feel that such a call is absolutely necessary.

## **TRANSFER OF RECORDS**

A formal request for transfer of records needs to be completed and verified at the school office or XCS Central Office.

## TRUANCY

In the State of Wisconsin, children between the ages of 6 and 18 are required to attend school. Although this requirement may be fulfilled in a private school or homeschool setting, it is compulsory for all school aged children to attend school. For this reason, parents are required to notify the school of any absences as they occur.

“A student is considered truant if he/she is absent without an acceptable excuse for all of part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, Wis. Stat. sec 118.16(1)(a)and (c).” (WI DPI)

The school must notify the parent(s) and direct the parent to return the child to school or provide an excuse. If a student is determined to be truant or habitually truant, and the parents are not responsive to the school’s request, a truancy referral may be made by the school against the student under Wis. Stat. sec. 118.16(5). Please refer to the “Absences” section of this book for policy and procedures for recording excused absences.

## TUITION

The tuition rates for the current school year are available in each school’s office, at the XCS Central Office or on the System website under “Admissions.” Any question regarding tuition or payments should be directed to the XCS Central Office (735-9380).

## UNIFORM POLICY

The dress code of XAVIER ELEMENTARY SCHOOL is in place for grades Kindergarten – 4<sup>th</sup> grade to ensure that students attend school appropriately dressed and groomed in such a way to promote self-dignity, pride, and self-respect. In all cases, the XAVIER ELEMENTARY SCHOOL administration will make the final decisions determining if a student’s dress is in compliance with the dress code guidelines.

The following guidelines do not cover every possible situation. Questionable attire will be referred to an administrator for arbitration. Since styles of clothing and hair change rapidly, the administration reserves the right to restrict fashions that are inappropriate as well as to interpret what is considered to be in poor taste or distracting to the learning environment.

1. All new purchases should align with the new uniform policy stated below.
2. You may purchase school uniform items at local retailers, or by visiting Land’s End at [www.landsend.com](http://www.landsend.com). Click on **School Uniform** and enter **St. Francis Xavier Catholic School System**. While solid color uniform items may be purchased at other stores, the plaid mentioned in the dress code may only be purchased through Land’s End.

### KINDERGARTEN - 4TH GRADE GIRLS’ UNIFORM Guidelines

Shirts:	A collared shirt, button-down or polo style is permitted. Shirts may be navy blue, red or white in color and may be long or short sleeved. Single logos that are no larger than a quarter may be worn (ex. Small Under Armor logo on the front left side of a plain red polo). Official Xavier Elementary School spirit-wear polo shirts are allowed. Note that Xavier wear <u>tee-shirts</u> may <u>not</u> be worn on regular dress code days. These shirts may only be worn on
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	casual days. Turtlenecks may be worn in place of a shirt; same colors as above. Shirts need to be tucked in at all times.
Jumper/Dresses:	Girl's plaid or navy jumpers or navy/red Land's End polo-style dresses may be worn all year. CLASSIC NAVY LARGE PLAID may be purchased from Land's End. A school dress code shirt or turtleneck must be worn with a jumper, see above.
Pants:	Pants may be worn all year. Plain navy dress pants (twills or cords not knit material) with no rivets or contrasting stitching are acceptable. No cargo or carpenter pants are allowed. <b>Leggings may only be worn under skirts/dresses and may not be worn in the place of shorts or slacks.</b>
Shorts:	Shorts may be worn in the months of August, September, October, May and June. Solid navy blue walking shorts (dress shorts) with pockets are acceptable. Capris in navy are an acceptable option. Shorts made of denim, spandex, knit, and athletic type materials are not appropriate. <b>Length may not be greater than 3 inches from the knee.</b>
Skorts/Skirts:	Girls navy blue skorts and skirts may be worn all year. Skorts and skirts in CLASSIC NAVY LARGE PLAID from Land's End are acceptable. Skorts and skirts must be 3" from the knee. Skirts may only be worn on physical education days if playground shorts are worn under their skirts.
Sweaters:	Cardigan, fleece, v-neck, crew neck or vest sweaters that are solid red, white, or navy blue in color may be worn. Merchandise logos or designs should be no bigger than a quarter. Xavier crew neck or front zip sweatshirts in navy blue, red, or white are an exception, and may also be worn in place of a sweater. <b>Xavier wear in colors other than red, white or navy blue may not be worn on uniform days.</b> Hoods are permitted but must remain down during the school day. A school dress code shirt or turtleneck must be worn with a sweater, fleece, vest or sweatshirt.
Socks, tights and leggings:	Socks, tights, or tight fitting leggings in solid colors (red, white, black, or navy blue) are permitted. Leggings are permitted under skirts, skorts, jumpers and dresses only; <b>they cannot be worn as pants.</b> Students are required to wear socks or stockings with their shoes.
Shoes:	Everyday shoes must be non-marking and have a closed heel and closed toe. The heel cannot be more than 1". Designs and colors need to be appropriate for a school setting. Shoes with blinking lights or roller wheels are not permitted. Boots, may not be worn as indoor footwear. This includes fashion boots that are above the ankle in length.
Belts:	Belts, if worn must be black, brown, navy, red, white or the CLASSIC NAVY LARGE PLAID belt from Land's End are acceptable. Scarves may not be used as belts.
Casual (non-uniform) days:	Casual dress is defined as non-uniform dress. Acceptable shirts are: tee-shirts, jerseys, sweatshirts, etc. No sleeveless shirts or tank tops are allowed unless worn with a sleeved shirt or sweater. Acceptable bottoms are: jeans, cargo pants, sweatpants, athletic shorts, etc. No spandex pants/shorts or leggings worn as pants may be worn on casual days. Shorts may only be worn in August, September, October, May, and June. Skirt, skort and shorts length must be no more than 3 inches from the knee. Shoes must have a closed heel and closed toe. The heel cannot be more than 1". Clothing must

	be neat and in good repair. No holes, extreme, extravagant, sloppy or immodest clothing is allowed. All clothing must be appropriate to a Catholic school setting.
Hair/Hair Accessories:	Hair must be clean, neatly combed, out of the eyes, a natural shade, and not worn in an extreme style. Hair accessories need to be in the school colors and should not be distracting.
Jewelry/Make-Up:	Jewelry is discouraged for safety reasons. Long dangly earrings are not permitted. Make-up is not permitted.

### **KINDERGARTEN - 4TH GRADE BOYS' UNIFORM Guidelines**

Shirts:	A collared shirt, button-down or polo style is permitted. Shirts may be navy blue, red or white in color and may be long or short sleeved. Single logos that are no larger than a quarter may be worn (ex. Small Under Armor logo on the front left side of a plain red polo). Official Xavier Elementary School spirit-wear polo shirts are allowed. Note that Xavier wear <u>tee-shirts</u> may <u>not</u> be worn on regular dress code days. These shirts may only be worn on casual days. Turtlenecks may be worn in place of a shirt, same colors as above. Shirts need to be tucked in at all times.
Pants:	Plain navy dress pants (twills or cords) with no rivets or contrasting stitching are acceptable. No cargo or carpenter pants are allowed.
Shorts:	Shorts may be worn in the months of August, September, October, May and June. Solid navy blue walking shorts (dress shorts) with pockets are acceptable. Shorts made of denim, spandex, knit, and athletic type materials are not appropriate. Length may not be greater than 3 inches from the knee.
Sweaters:	Cardigan, fleece, v-neck, crew neck or vest sweaters that are solid red, white, or navy blue in color may be worn. Merchandise logos or designs should be no bigger than a quarter. Xavier crew neck or front zip sweatshirts in navy blue, red, or white are an exception, and may also be worn in place of a sweater. <b>Xavier wear in colors other than red, white or navy blue may not be worn on uniform days.</b> Hoods are permitted but must remain down during the school day. A school dress code shirt or turtleneck must be worn with a sweater, fleece, vest, or sweatshirt.
Socks:	Socks in solid colors are permitted. Solid red, white, black, or navy may be worn. Students are required to wear socks with their shoes.
Shoes:	Everyday shoes must be non-marking, and have a closed heel and closed toe. The heel cannot be more than 1". Designs and colors need to be appropriate for a school setting. Shoes with blinking lights or roller wheels are not permitted. Boots may not be worn as indoor footwear.
Belts:	Belts, if worn, must be black, brown, navy, or red in color.
Casual dress (non-uniform) days:	Casual dress is defined as non-uniform dress. Acceptable shirts are: tee shirts, jerseys, sweatshirts etc. No sleeveless shirts or tank tops are allowed unless worn with a sleeved shirt. Acceptable bottoms are: jeans, cargo pants, sweatpants, athletic shorts, etc. Shorts may only be worn in August, September, October, May, and June. Shorts length must be no more than 3

	inches from the knee. Shoes must have a closed heel and closed toe. The heel cannot be more than 1". Clothing must be neat and in good repair. No holes, extreme, extravagant, sloppy or immodest clothing is allowed. All clothing must be appropriate to a Catholic school setting.
Hair:	Hair must be clean, neatly combed, out of the eyes, a natural shade, and not worn in an extreme style.

**KINDERGARTEN - 4TH GRADE P.E. UNIFORM Guidelines (both boys and girls)**

Shoes:	A separate pair of non-marking gym shoes is required for physical education class.
Clothing:	Students in elementary school do not change for gym class and so will wear uniform clothing on physical education days unless it falls on a designated casual day. Skirts will only be permitted on physical education days if shorts or leggings are worn under the skirts to allow for active play.

**PRESCHOOL Guidelines**

Children in PK3 and 4K do not wear school uniforms. While these children may wear comfortable clothing that is appropriate for active play, we do ask the following:

Shoes:	In order for children to engage in safe and active play, shoes must have a closed toe and heel. Sandals/Crocs are not allowed. Gym shoes are preferred.
Clothing:	Dresses with spaghetti straps may not be worn without a sweater and tube tops/tank tops are not allowed.
Outdoor Clothing	The children will go outside as the weather permits. Children, therefore need to have appropriate outdoor clothing. In the winter this includes snow pants, boots, mittens, and hats.

**VANDALISM**

Willful damage or destruction of school and/or parish property is cause for immediate suspension and possible expulsion. The school requires that restitution be made by the student(s) according to the terms determined by the school principal.

**VIRTUS**

All volunteers need to be VIRTUS-trained **before** volunteering in the school or on a field trip. You may sign up for a training session at [Virtus.org](http://Virtus.org). The Diocese of Green Bay and Xavier Catholic Schools require all who are employed and all adult volunteers in our schools to complete an online criminal history, attend a "Protecting God's Children" Adult Awareness Session and sign an appropriate Code of Conduct.

**VISITORS/FAMILY MEMBERS ENTERING SCHOOL**

Any person entering the school building during school hours is asked to report to the school office/receptionist first. All visitors and volunteers are required to sign in and wear a "Visitors" or "Volunteer" ID badge. This is to ensure the safety and protection of the parent, the child and the school, and to keep classroom disruptions to a minimum. Parents need to inform the school, in writing, if an adult other than the parent will be picking a child up from school. No child will be allowed to leave the building with an adult (other than a parent or guardian) who does not have the proper written permission to take the child.

## **VOLUNTEERS**

One of our school's strongest assets is our dedicated group of volunteers. It is not an exaggeration to say that we could not operate our school without them! Opportunities to volunteer present themselves throughout the school year. A special packet is sent home at the beginning of the school year to provide an opportunity for adults to donate their time and skills to make our school a better place for students to learn and grow. These volunteer packets are distributed at our Parent Orientation Night in August. We invite you to carefully look over all of the opportunities to help, and select where and when you can help out.

Upon arriving in the school building, volunteers should report to the school office, sign in on the volunteer ledger, and obtain a "Volunteer" badge. The badges serve two purposes: to acknowledge the valuable role our volunteers play in the success of our school; and to allow students and staff to recognize unknown adults as volunteers. Volunteers are asked to sign out and return their badges upon leaving the school building.

**All** volunteers, including field trip chaperones, must have VIRTUS training and have completed an online background check.

## **WEBSITE**

The Xavier Catholic School website address is [www.xaviercatholicschools.org](http://www.xaviercatholicschools.org). The website is a valuable source of information such as: Power School link, system calendars, Scrip order link. For information specific to a school click on "Schools" on the drop down menu, then "Xavier Elementary School." You will find information such as the school newsletter, monthly activity calendar, lunch menu, forms, and uniform policy.

## **WELLNESS POLICY**

The Catholic Diocese of Green Bay recognizes that our bodies are gift from God and therefore promotes healthy school communities by requiring wellness education and practices.

These include:

- 1) physical and nutritional education
- 2) physical activity
- 3) school based activities to promote student health and wellness, and
- 4) nutrition practices as recommended by the Diocesan Nutritional Standards and USDA Guidelines

Administrators, faculty and staff must promote these four areas of wellness not only for the students but also for themselves in order to provide an example for the students. The Catholic Day School Advisory Council will review the specifics of this program and recommend regulations to the Superintendent for Catholic Day School Education. These Regulations are a compendium to this Diocesan Policy. The system or building level administrator(s) shall have the operational responsibility for the implementation and monitoring of the Diocesan Wellness Policy and regulation. It is recognized that there may be rare special occasions when the system/school administrator allows a school a deviation from these Regulations. This must be documented with the Superintendent for a Catholic Day School Education prior to the special occasion.

### **Healthy Snack Suggestions**

Snacks should not take the place of breakfast and should be of an appropriate portion so students will still be ready to eat a healthy lunch. Students are also encouraged to bring a water bottle on warm days.

When sending snacks and treats to school please use the suggestions that follow:

**Healthy Snack Ideas:** fresh or dried fruit, pretzels, cheese, crackers, graham crackers (not the sugared ones), raw vegetables, granola bars (without chocolate), yogurt, popcorn, nuts, unsweetened cereal, granola or trail mix (without chocolate or candy), applesauce.

**Please do NOT send:** carbonated beverages, high sugar/high fat foods, dessert items needing refrigeration, potato chips or similar chips, pop tarts, granola bars with chocolate or candy, jellied fruit snacks, anything students cannot open on their own, anything messy or time-consuming to eat.

**Birthday Treat Suggestions:** any item on the healthy snack list, fruit or bran muffins, yogurt, fruit and granola parfaits, frozen fruit bars, frozen yogurt, specialty breads (banana, zucchini), salsa and chips, fruit and or vegetable tray, cheese and sausage platter with whole wheat crackers, trail mix without candy. When sending a snack, please include any plates or napkins required. **Because of the increasing number of food allergies among our students you are asked to talk to your child's teacher prior to sending any snacks to school.**

### **SCHOOL/PRINCIPAL'S RIGHT TO AMEND HANDBOOK**

**The school/principal retains the right to amend the handbook for just cause. Parents/students will be given prompt notification if changes are made.**

**ST. FRANCIS XAVIER ELEMENTARY**  
**FAMILY HANDBOOK**  
**ACKNOWLEDGEMENT**  
**2017-2018**

With each issuance of a handbook, a compliance sign-off form is to be submitted to the school office within two weeks of issuance.

The Family Handbook has been drawn up to help your son/daughter gain the greatest possible benefit from his/her school experience. Parents/guardians have the responsibility for the actions of their children and should be involved in the education of their children.

This school is in need of your help and cooperation. The Family Handbook is on the Elementary page of the St. Francis Xavier Catholic Schools website ([www.xaviercatholicschools.org](http://www.xaviercatholicschools.org)). Hard copies of the handbook are located in the school office. When you have read and discussed this handbook with your son/daughter, it is requested that you sign this sheet and return it to the school. This form will be kept on file in the school office.

**FAILURE TO RETURN THIS ACKNOWLEDGEMENT WILL NOT RELIEVE A STUDENT OR THE PARENT/GUARDIAN OF THE STUDENT FROM RESPONSIBILITY FOR KNOWLEDGE OF THE CONTENTS OF THIS HANDBOOK AND WILL NOT EXCUSE NON-COMPLIANCE BY THE STUDENT OR PARENT/GUARDIAN OF THE HANDBOOK.**

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**Parent/Guardian Signature** **Date**

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**Parent/Guardian Signature** **Date**

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**Student Signature** **Date**

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**Student Signature** **Date**

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**Student Signature** **Date**

The deadline for returning this form is September 8, 2017