

Parent/Student Handbook

St. Francis Xavier Catholic School

2021-2022



234 Pleasant Street
South Weymouth, MA 02190
781-335-6868

Fax 781-331-4192

Mr. Robert Murphy, Headmaster

info@sfxschoolwey.org

rmurphy@sfxschoolwey.org

September 2021

Dear St. Francis Xavier School Parents and Families,

Welcome to St. Francis Xavier School, a proud ministry of the St. Francis Xavier and St. Albert the Great Collaborative. Thank you for your commitment to the values and philosophy of a Catholic education.

Please read the entire handbook and become familiar with all policies and procedures of St. Francis Xavier School and the Roman Catholic Archdiocese of Boston.

After reviewing the handbook, you and your child are asked to sign the signature sheet per Archdiocesan policy. By signing this form, you and your child agree to comply with all school policies as stated in the handbook. This signed and dated form must be turned in to your child's homeroom teacher or to the office as soon as possible. If you need further clarification, please do not hesitate to contact us.

This handbook will be in effect as of September 1, 2021. The official handbook is posted on our school website: www.sfxschoolwey.org for convenient reference. Revisions may be issued throughout the school year and will be effective as soon as the revision is posted to the official handbook on the website. Please visit our website on a regular basis to keep up with the latest activities and information about the school.

The faculty and staff of St. Francis Xavier School are grateful for the many blessings that have been bestowed upon our school, our Parish Collaborative and our community. We are especially grateful for the gift of Catholic education. We deeply appreciate the hard work of everyone who helps our school flourish. We remain committed to teaching the Gospel values of Jesus Christ.

St. Francis Xavier School has a proud, 60+-year long tradition of providing families with a high quality Catholic education. Our faculty and staff are dedicated to the ensuring that only the best teaching and learning take place and that each child has the opportunity to reach his or her potential.

The faculty and staff of St. Francis Xavier School will continue to work in partnership with parents and families to promote academic excellence and spiritual development grounded in the Gospel value of Jesus Christ.

Let us pray that the Holy Spirit will guide as we begin our important work of educating the whole child and may He stay with us to the end.

Sincerely in Christ,

Robert Murphy, Headmaster
And Faculty of St. Francis Xavier Catholic School

St. Francis Xavier School
234 Pleasant Street
South Weymouth, MA 02190
781-335-6868
rmurphy@sfxschoolwey.org

August 30, 2021

Dear Parents,

During the month of July, 2015, asbestos tiles, that had been encapsulated, were removed from the 2A classroom, room 104.

Bostonian Flooring was hired for this project. This process was done in accordance with Federal Law.

The school is inspected on an ongoing basis as part of the school's AHERA Management Plan.

If any parent has any questions, please contact Mr. Robert Murphy, Principal.

Sincerely,

Rev. Kenneth Cannon, Pastor

Philosophy

The philosophy of Saint Francis Xavier Catholic School is to carry out its mission by calling upon Christian experience and Catholic identity. With the assistance of the Church and the school's families, each student is guided in growth and development. Through awareness of the Christian faith, the self and others, the school strives to achieve this goal. The Gospel Message of Christ illuminates and enriches the students' knowledge of God, life and culture. The school encourages the students to acquire sensitivity, a living consciousness and an active faith life, thus enhancing their abilities to clarify personal values and beliefs.

Since personal growth and development depend upon the recognition of one's level of self-esteem, students will be offered the opportunity to focus on "who they are." They will be provided with the skills to enable them to recognize their own uniqueness, their gifts and their talents. By sharing these with each person whom they encounter, the students will be cognizant of their responsibility to respect and to appreciate similarities and differences among people.

Because multiculturalism is most effective when infused into the curriculum and reinforced by faith, opportunities for celebrating semblances and diversities will be presented in order to foster pride in cultural heritage. Students also will be provided with the tools and the skills to enable them to acquire the knowledge needed to function within an ever-changing world.

Mission Statement

Saint Francis Xavier School is dedicated to the Catholic education of students from the preschool level through grade eight. Through nurturing the academic, spiritual, social and physical development of each child, the curriculum supports and enhances the Gospel values of Jesus. By embracing Catholic identity throughout all facets of learning, Saint Francis Xavier School strengthens the values that connect family, parish and community.

Goals and Objectives of St. Francis Xavier School 2021-2022

St. Francis Xavier School administration and faculty are committed to the mission of the school and are dedicated to the spiritual, academic, social and physical development of our students.

Spiritual Development: It is the goal of St. Francis Xavier School to embrace a Catholic Identity rooted in Gospel values, centered on the Eucharist, and committed to faith formation and service.

- The school leadership team will ensure that the mission statement includes the commitment to Catholic identity.
- The school leadership team will use the mission statement as the foundation and normative reference for all planning.
- Religious education curriculum and instruction will meet the religious education requirements and standards of the archdiocese.

- Catholic culture and faith are expressed in the school through multiple and diverse forms of visual and performing arts, music and architecture.
- Every student experiences role models of faith and service for social justice among the administrators, faculty and staff.

Academic Development: It is the goal of St. Francis Xavier School to promote academic excellence through a clearly articulated, rigorous curriculum aligned with relevant standards, and Gospel values, implemented through effective instruction.

- The curriculum adheres to appropriate, delineated standards, and is vertically aligned to ensure that every student successfully completes a rigorous and coherent sequence of academic courses based on the standards and rooted in Catholic values.
- Standards are adopted across the curriculum, and include integration of the religious, spiritual, moral, and ethical dimensions of learning in all subjects.
- Classroom instruction is designed to engage and motivate all students, addressing the diverse needs and capabilities of each student, and accommodating students with special needs as fully as possible.
- Faculty and professional support staff demonstrate and continually improve knowledge and skills necessary for effective instruction, cultural sensitivity, and modeling of Gospel values.
- Faculty and staff engage in high quality professional development, including religious formation and are accountable for implementation that supports student learning.

Physical Development: It is the goal of St. Francis Xavier School to promote physical health and well-being as components of the development of the whole child.

- Students from Grade 5 through Grade 8 will be given opportunities to develop the knowledge and skills for specific physical activities, to maintain physical fitness and to understand the short-term and long term benefits of physical activity
- All students will participate in a comprehensive physical education program. Reasonable accommodations will be made for students with limitations.
- Children will understand that physical activity and its contribution to a healthy, active lifestyle is integral to a goal of lifelong fitness.
- Through the physical education program, students will be encouraged to grow, challenge themselves, and foster their individual talents to be the best Christians they can be.

Social Development: It is the goal of St. Francis Xavier School to reflect the qualities of a Christian community, which nurtures the individual talents of each student and encourages each student to use his/her gifts in service to others.

- Promote a school wide climate of truth, compassion, and justice, which will allow all children to experience a safe, nurturing environment.
- Ensure parent and faculty awareness of the vast amount of pressure children encounter in today's society.
- Guide our students to become individuals that display logical reasoning and actions that are consistent with good moral principles.

- Teach our students to accept responsibility for their behavior, how to respect the rights of others, how to solve problems, and how to make choices and decisions that can benefit them and others.
- Provide an environment that fosters respect for rights of others, while learning to solve problems and make choices that can benefit the individual and the group.

General Information

Abuse/Neglect Reporting

All of St. Francis Xavier School administrators, teachers, and staff are mandated by law to report any signs of possible child abuse or neglect to the appropriate authorities.

Accreditation

St. Francis Xavier Catholic School is accredited by the New England Association of Schools and Colleges, 2017.

Admissions Procedure

Registration for all incoming students begins during Catholic Schools Week in January. Acceptance is conditional upon receiving all health and immunization records, original birth certificates, non-refundable deposits, academic references and/or academic reports when applicable. No student will be accepted with an outstanding financial obligation to another Catholic School.

The admission process consists of: a preliminary interview with the student(s), parent(s) or guardian and the principal, a day visit to the school by the student, and a review of all educational records. Acceptance is conditional upon the receipt of all educational records, health records, and non-refundable deposits and fees. A final decision will then be made regarding the needs of the student and the ability of St. Francis Xavier School to meet these needs.

St. Francis Xavier School reserves the right to recommend alternate school settings when students would be better served in another environment.

Attendance

Absence/Tardy:

There is no substitute for classroom instruction. Absence from and tardiness to school interferes with expected progress. We do not, however, expect students who are ill to attend school.

- Incidents of absence and tardiness will be classified as either excused or unexcused. An excused absence/tardy is one recognized by the Massachusetts Department of Education and the school administrators as valid and unavoidable. An unexcused absence/tardiness occurs when the reason offered does not show unavoidable circumstances or necessity.
- **Students are considered tardy if they are not in their classroom at 8:00 a.m.** A written note stating the reason for the tardiness must be submitted to the classroom teacher and student must be signed in at the Main Office by parent/guardian. Incidences of tardiness of 5 times or greater during the school year will warrant detention assigned by the classroom teacher. This detention includes students in Grades Five through Eight. Incidences of excessive tardiness will be referred to the Office and will require a meeting with the parents and Headmaster.
- **** 5 Unexcused Tardies will result in a 30 minute office detention****

Parents must contact the school office by 7:45 a.m. if a child is going to be absent. Please phone 781-335-6868 or email, dianewalsh@sfxschoolwey.org. A written and signed note from the parents must accompany the student on his/her return to school even if a phone call or email has been sent on the day of absence. These notes are kept on file in the school office.

Absent students must make up all missed work due to absence at a time directed by their teacher.

Students should check FACTS/SIS for homework assignments. **Parents requesting missed classwork must call or email the school office by 10:00 a.m. on the day of the absence and arrange pickup of the work between 3:00 and 3:30 p.m.**

Two requirements regarding absence:

- NOTIFICATION TO THE SCHOOL VIA PHONE OR EMAIL
- WRITTEN AND SIGNED NOTE MUST BE PROVIDED WHEN STUDENT RETURNS
- ****Failure to bring in absent note will result in a 30 minute Office detention****

STUDENTS WHO ARE ABSENT FROM SCHOOL MAY NOT PARTICIPATE IN OR ATTEND ANY SCHOOL SPONSORED EXTRA-CURRICULA ACTIVITY ON THE DAY OF THE ABSENCE WITHOUT PERMISSION OF THE PRINCIPAL. THIS INCLUDES PERFORMANCES, SPORTS EVENTS, INCLUDING PRACTICES, AND SCHOOL DANCES.

Massachusetts's law requires a doctor's certificate if a child has been absent due to a contagious disease or is absent for five consecutive days. Absences totaling seven days in a term or twenty days in the school year may JEOPARDIZE promotion and will be reviewed by administration and classroom teachers. Excessive absenteeism may be reported to the proper authorities for legal action.

Students must be present in school a minimum of three hours to be counted present for the day. **Work will not be provided in advance of absence.** Students are responsible for getting missed work upon their return; should instructions become necessary, it is the responsibility of the child and parents to seek extra help.

There are three scheduled vacations:

- Christmas
- Winter
- Spring

Vacations scheduled for other times are not encouraged. If it is necessary for a student to be absent from school due to a family trip, please notify the student’s teacher in writing. A note explaining the absence must accompany the student on the day of return.

Students are required to make up work they have missed. **Students will receive the missed assignments when they return to school.** The work will be distributed and collected at a date set by the teacher. Make up work is the responsibility of the student.

Dismissal:

No student will be released from school without a written parental request. Phone calls do not suffice. These notes are dated and kept on file. Any unexpected change necessitating an early dismissal requires a call before **2:00 p.m.** **A student must be picked up BEFORE 2:30 p.m. at the school office and any student dismissed must be signed out by a parent/guardian at the Office.**

School Hours:

Grade Five through Grade Eight:

Arrival Time:	7:45 am.
Warning Bell:	7:55 am.
Tardy	8:00 am.
First Period	8:00 am.
Opening Prayer	8:05 am.
Closing Prayer	2:20 pm.
Formal Filing	2:30 p.m.
Closing Time	2:30 p.m.

Arrival and Dismissal

Students should not arrive earlier than 7:35 a.m. unless a student is participating in a school-sponsored activity. A faculty member will be on duty at 7:35 a.m. Parents must assume responsibility for students who arrive before the designated time.

Buses and cars enter the driveway off Park Avenue. **ONE-WAY TRAFFIC** - Exit onto Pleasant Street.

Absolutely no parking is allowed on either side of driveway, in front of the Parish Center.

Dismissal is at 2:30 p.m. Students riding the bus are dismissed first. Buses park by the flagpole in the church parking lot. Students riding in individual cars are dismissed from the main entrance facing the schoolyard. Students are instructed to meet their cars in the schoolyard.

ABSOLUTELY NO PARKING in the driveway, flagpole area or Pleasant Street. Students will be waiting for drivers at the main entrance.

Any change in student's normal dismissal requires a note to the office explaining the change. For example, if a student is normally a bus rider but will be walking or riding with someone else, a note must be submitted. We cannot allow students to change dismissal plans by word of mouth. If a note is not presented, a student will be sent home via their normal mode.

Once the Teacher on Duty Sounds the Whistle, No Student May Come Off of the Porch and Any Student Not Yet in a Vehicle Must Return to the Porch and Remain There Until Dismissed by the Teacher on Duty. We Cannot Allow Students to Be Moving Through the Parking Lot When Vehicles Are Moving. Student Safety is Our Priority. We appreciate your understanding and cooperation in this matter.

Behavior

A Catholic school is a unique educational institution where the spirit of Christ-like charity, respect for authority, and mutual cooperation are essential to the learning environment. As a faith community, St. Francis Xavier School encourages an atmosphere conducive to learning academic skills and Catholic values and strives to provide an environment that nurtures each student's Catholic Faith development and academic excellence. To achieve this, it is important that the school and parents work together to develop students who are responsible and respectful.

According to St. Francis Xavier School's mission and philosophy, students are expected to conform to the rules and regulations that instill the importance of respect for self, authority and others, the care of personal property and school facilities. Students have the responsibility to reflect the Gospel values in word and action and to uphold the reputation of St. Francis Xavier Catholic School.

Consequences for inappropriate behavior are directly related to the infraction and will be dealt with on an individual basis. Because tolerance for others is central to our school's goal, any display of disrespect by a student for another student is also subject to discipline. Under no conditions will bullying be tolerated at school, during a school function or on the buses. Whether of a physical or psychological nature, any form of bullying will be dealt with severely.

Consequences

Consequences for inappropriate student behavior may result in a warning, recess detention, after school detention, suspension, in-school or out of school, or expulsion, depending upon the severity of the infraction and the determination of the principal.

Interscholastic Sports Teams

St. Francis Xavier School is pleased to provide interscholastic sports opportunities for boys and girls in grades five through eight. The demands and expectations placed upon students participating in interscholastic activities are greater than those placed upon students participating in regular extracurricular activities. Therefore, the following requirements in academics and behavior have been established for students in Grades 5-8:

- Any student receiving a grade of D, F, or U in any subject at report card time will be declared ineligible to participate in interscholastic sports.
- Any student receiving a 1, 2 or U in conduct in any subject at report card time will be declared ineligible to participate in interscholastic sports.

Students deemed ineligible due to academics or behavior will remain ineligible until the next report card is issued. At that time eligibility for all students will be reviewed.

Students with documented special needs and/or disabilities will be considered eligible at the discretion of the Principal.

Books

All textbooks, workbooks, and library books are the property of the school. Students who lose or damage books are required to pay for them. Textbooks must be covered. (Not during Covid-19)

Backpacks

Every student is required to have a backpack for transporting books.

Bus Regulations

The Weymouth School Committee policy addressing bus service for Weymouth students is outlined below:

- Free transportation will be provided to all students in grades kindergarten through six who live more than two miles from their district school.
- There is no free transportation for students in grades seven and eight.
- All students who are not eligible for free transportation will be offered a Pay Rider Transportation Program on a space-available basis.

The fees for the Pay Rider Program are as follows: \$235 for the first child, \$235 for the second child, and \$120 for each additional child, maximum family rate of \$590. All fees are to be paid in advance. All

students in grades 7 and 8 MUST pay for the bus regardless of distance from school. These are all guidelines by the Town of Weymouth School Department.

Children must go home on the bus to which they are assigned and leave the bus at their designated stop.

******STUDENTS WHO ARE NOT ELIGIBLE FOR THE BUS MAY NOT RIDE HOME ON THE BUS WITH THEIR FRIENDS. Any changes must be authorized by the Bus Company. THIS IS A SAFETY ISSUE.**

Students are to wait for the bus in an orderly manner. While on the bus, students must stay in their assigned seats. Students do not touch the windows. Improper treatment of the bus is not acceptable. Students reported for misconduct on the bus may lose the privilege of riding on the bus for a period to be determined by the Principal. Bus drivers have complete charge of the buses and are expected to insist on the complete cooperation of the students. Buses stop only at regularly planned stops.

Cancellations ~ No School Announcements

St. Francis Xavier Catholic School complies with the decisions of the Weymouth Public Schools on snow days. Announcements are carried by several local radio and television stations as early in the morning as possible, normally by 6:45 a.m. We will also communicate through our FACTS Notification Program as well as posting it on our school calendar on the website. Please do not call the Parish Center or school.

Unexpected Early Dismissal: Parents should inform their children what they are to do and where they are to go in the event that the school should be dismissed unexpectedly. This announcement will be made through our FACTS Notification Program and posted on our web page.

Delayed Openings: In the event the delay falls on an early release day, school will be cancelled.

Court Order Restraint

Unless the school has a court order restraint on file, a student may be released to either parent.

Crisis Plan

Saint Francis Xavier School has a comprehensive crisis plan developed in conjunction with the Weymouth Public Schools and the Town of Weymouth Emergency Management Agency. If a situation arises in which the children cannot remain on the premises, the children will be re-located to **Weymouth High School**. They will remain there accompanied by teachers and staff while parent/emergency contacts are notified and arrangements are made for either transport home or care-taking for the remainder of the day. A copy of the plan is on file in the office

Emergency Response Crisis ~ Lockdown

In the event St. Francis Xavier School is in lockdown, parents are advised **NOT to come to the school**. All entrances to the parking lot must be open for emergency vehicles only. No one is allowed **in or out** of the school. No child will be released until an “**all clear**” is given from the police department. A lockdown situation requires silence. Therefore, no cell phone communication is allowed. Faculty and staff have been trained in “lockdown” procedures.

Detention

Students who have not followed school rules or have displayed disrespectful behavior towards teachers, other students, or any person in any capacity involved in the school may be given a detention. The time of detention is determined by the teacher. Parents will be given twenty-four hour notice for all detentions that require a student to remain after school

Discipline

In order to provide all of our students a safe environment that is conducive to learning, St. Francis Xavier School maintains high, but reasonable, expectations of behavior for all of our students. Discipline is administered in a fair, consistent and progressive manner.

Any student who shows disrespect for authority is subject to disciplinary action. Consequences for improper behavior will be in direct relationship to the infraction, and will be dealt with on an individual basis. Because tolerance for others is central to our school’s philosophy and mission, any display of disrespect by a student for another student is also subject to discipline.

The Headmaster has the final decision on all discipline issues.

Disciplinary Probation (Grade 5 – 8)

A student may be placed on Disciplinary Probation at the discretion of the Headmaster as the result of the lack of cooperation as evidenced by repeated infractions of school rules and policies. When on Disciplinary Probation, the student remains in school and attends classes, but may not attend any school function or participate in any extra-curricular activity (including athletics) without the permission of the headmaster.

The status of probation signifies that the student’s continuance as a member of the St. Francis Xavier School community is in serious jeopardy. Violation of a rule or regulation by a student on Disciplinary Probation may result in withdrawal or expulsion.

DISCIPLINARY PROBATION IS A SANCTION FOR SERIOUS VIOLATIONS OR FOR A CONTINUED PATTERN OF INFRACTIONS.

Withdrawal– Student is asked to withdraw from school.

Expulsion– The Headmaster, after consulting faculty, initiates the process with the Pastor and the Archdiocesan Superintendent.

Academic Probation (Grades 5 – 8)

Academic Probation signifies that the student's enrollment at St. Francis Xavier School may be in jeopardy. A student will be placed on Academic Probation, at the discretion of the Headmaster, for a marking term immediately following a marking term in which the student has failed a subject.

Any student placed on Academic Probation will attend extra help/make up sessions with the teacher of the failed subject. While the school and its teachers will do everything they can to assist students in academic improvement, ultimately it is the responsibility of the student to attend these study sessions regularly.

Promotion/Retention

Advancement to the next grade in St. Francis Xavier Catholic School is based upon a student's academic performance, behavior, recommendations of teachers and the Headmaster's assessment of a student's capability to complete work successfully on a more advanced level. Promotion to the next grade depends upon the successful completion of all subject areas. The Headmaster may require, after consultations with teachers and parents, the repetition of a grade, tutoring by a certified teacher, or attendance at summer school of any student who does not successfully complete the requirements for promotion to the next grade.

Bullying and Harassment

St. Francis Xavier School has a zero tolerance policy for physical, verbal, or emotional bullying and adheres to the bullying policy established by the Archdiocese of Boston. A link to this policy is on our school website. As a school, we are committed to enforcing these policies to protect the safety and well being of all students and staff. Verbal or written threats made against the physical or emotional well being of any individual are taken seriously by the school administration. Students making such threats whether verbal, written or through electronic communication may face disciplinary action. The consequences could include detention, suspension and or expulsion.

Drugs and Alcohol

No drugs (other than prescription drugs kept in the Nurse's office) or alcohol are allowed on school property or at school sponsored activities.

Weapons

Guns and weapons, whether real or facsimiles, are strictly forbidden in school, buses, school property and all school sponsored activities. Games that can harm an individual or that present a danger to an individual's health are also forbidden. Any violation of this policy will be subject to disciplinary action, and, if the seriousness of the action warrants, may result in the student's suspension or expulsion from school after assessment of the situation by the Headmaster.

Dress Code

St. Francis Xavier School maintains a traditional catholic school uniform policy for the purpose of enhancing the moral, academic and disciplinary atmosphere of our school. In wearing the school uniform of St. Francis Xavier School, each child comes to represent to the public the values of the school.

Those who wear the uniform proudly make the statement that at St. Francis Xavier School we dress up for learning. Manner of dress can have a strong influence on classroom environment and we believe that our uniform adds to the positive calm.

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parent and child. When a child looks and feels good about himself/herself, he/she acts accordingly. Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval is at the discretion of the Headmaster.

All students are to be in full uniform at all times unless permission has been granted by the Headmaster to do otherwise.

Students who are in violation of the uniform policy will be issued a warning from their teacher. The teacher will notify the student's parents of the violation through email. A copy of the email will be sent to the headmaster. Further violations of the uniform policy may result in office detention assigned by the headmaster.

The Headmaster has the final decision on all questions of appropriate dress.

Boy's Uniform: Grades 5-8 *

Khaki Uniform Dress Pants with a **plain** brown or black belt (**NO CARGO PANTS**)

Navy Polo knit shirt with logo (long sleeved or short sleeved).

Shirts completely tucked into pants and all buttons buttoned, including top button.

Navy/tan socks (above ankle height)

Black, Blue, Brown or Tan Leather School Dress Shoes (**NO BOOTS, NO SNEAKERS, NO MOCCASINS**)

WARM WEATHER UNIFORM (Sept-Nov 1st/April 1st-June) – only khaki shorts purchased from Donnellys are acceptable. Navy polo, plain navy or white socks. Appropriate sneakers are acceptable with warm weather uniforms only.

Girl's Uniform: Grades 5-8*

Khaki Skirt

Khaki dress pants

Skirts may be **NO SHORTER** than two inches **above the middle of the knee**

Navy Polo knit shirt with logo (long sleeved or short sleeved)

Shirts are to be tucked under to meet the waist of the skirt

Navy, Black or School Issued Hair Accessories only.

Navy knee socks or navy tights

Black, Blue, Brown or Tan Leather School Dress Shoes, (**NO HIGH HEELS, NO BOOTS, NO FLIP FLOPS, NO CLOGS, NO SNEAKERS, NO MOCCASINS**)

WARM WEATHER UNIFORM (Sept – Nov 1st/April 1st – June) – only khaki skorts or shorts purchased from Donnelly's are acceptable. Navy polo overblouse, plain navy or white socks. Sneakers are acceptable with warm weather uniforms only.

Sweatshirts & Fleece for Boys and Girls: 5-8

Navy with SFX (or previous Catholic school) Logo is only acceptable indoor sweatshirt or fleece.

Worn with dress uniform when temperature warrants another layer.

Not worn for gym

School Spirit Wear is not considered part of the School Uniform, therefore, may not be worn in class.

Gym Uniform:

Boys and Girls – Gr 5-8:

September – October Uniform Sweat shorts (**no cut offs**) & Uniform T-Shirts

November – March Uniform Sweatpants & Uniform Sweatshirt

April – June Uniform Sweat shorts (**no cut offs**) & Uniform T-Shirts

All students wear sneakers with black or white **PLAIN ankle/crew socks.**

Students wear gym uniforms to school. No changing before or after school is allowed.

Birthdays/Dress Down Days:

Students may wear casual but appropriate clothes to celebrate their birthdays or dress down days.

Students with summer birthdays may choose one day during the following weeks to celebrate their birthday: the third week of October, the third week of March, the third week of May.

Guidelines:

No bare shoulders or midriffs

No flip-flops

No sheer clothing

No torn, shredded or clothing with holes

General Information:

Make up and nail polish is not to be worn at any time.

Jewelry is limited to a watch, simple cross or holy medal on a narrow chain.

No bracelets, thick chains, wallet chains, or cords.

Latest fads in shoes, jewelry, haircuts or unnatural hair color, and head bandanas, are not permitted.

Final determination of school appropriate clothing will be made by the Headmaster.

****Uniform infractions will result in a 30 minute Office Detention****

Email Policy

St. Francis Xavier School's ongoing efforts to enhance the use of technology have resulted in the development of the following e-mail use policy to provide additional communication resources for parents, teachers and administrators. The purpose of this policy is to guide parents, teachers, and administrators in their use of e-mail in order to ensure successful and productive home-school-community communication.

This policy has been developed with regard and respect for the main responsibility of an elementary school teacher: to be present to the children in his or her care for the purpose of instruction. For this reason, teachers are not allowed to check e-mail while supervising children in the classroom.

These guidelines support all policies and regulations of the St. Francis Xavier School Acceptable Use Policy.

Teachers e-mail addresses will be published on the school website (*About Us...Faculty & Staff Directory*).

Parent Email Guidelines

Parents are invited to use e-mail as a line of communication and additional resource for enhancing parent-teacher/administrator relations.

Confidential information and/or sensitive information regarding any student shall not be sent via e-mail. E-mail shall not be used as a means to discuss sensitive issues such as student performance, discipline, incidents, or personal information about any person: faculty, staff, student, parent, or other individual.

In general, parents may anticipate a response from the respective teacher or an administrator within 48 hours via e-mail, telephone, handwritten note, or other appropriate form of communication at the discretion of the staff member.

Professional staff will not be required to check e-mails on non-school days, including weekends and school vacations.

Parents should not expect to use e-mail as a means of retrieving homework assignments, grades, class schedules or information that is available through other communication methods.

Parents are advised that e-mail is not considered private and that St. Francis Xavier School does not guarantee privacy for e-mail.

Appropriate Uses of E-mail

1. To request or confirm a phone call or conference.
2. To review a previously agreed upon special report of progress.
3. To provide information that has been requested by the teacher or administrator.
4. Appropriate e-mail must always have “*RE: (student’s name)*” in the subject line.

Not Appropriate Uses of E-mail

1. Discussing a child’s behavior, progress, or other personal information (unless previously agreed upon in a face-to-face meeting).
2. Discussing issues regarding other students, critical issues that require an in-person meeting or a timely response.
3. Sending or forwarding emails contained libelous, defamatory, offensive, racist, or obscenities
4. Sending emails not related to school activities, including advertisements and unwanted spam.

Parents and teachers should alert an administrator should they receive any email that is not in keeping with this policy.

FACTS

FACTS is a web-based tool that is utilized by students, teachers, parents and guests in various ways. It serves as our school community website and offers parents and students the ability to check assignments, track progress and take charge of their academics. FACTS also displays events, and school information relevant throughout the school year.

Electronic Devices

Please note no electronic games, cell phones, Apple type watches, beeping devices, or electronic devices are allowed at school without expressed permission of the headmaster. This includes the school bus traveling to and from school. If a student needs a cell phone/electronic device after school due to, but not limited to, walking home from school, entering a house where no one is home, or attending sport practices or games, the parent should notify the office in writing. Upon approval, the electronic device must remain in the off position for the day, must remain in the student’s backpack, and must never be taken out without staff permission. This includes extra-curricular events when the student is under the supervision of school personnel. **Messages to students or from students to a parent must be handled through the school office.** Students in violation of this policy will be subject to discipline measurers determined by the Headmaster.

Final Exams

Final exams are given at the discretion of the teacher. Final exams are the property of the school. They are not sent home.

Handbook Signature Policy

This school Parent/Student handbook is a binding document that is written under the direction of the policies of the Catholic Archdiocese of Boston as well as state and federal laws that pertain to Catholic schools. The school must have a signed agreement on file between the parent/guardian and the school in order for the student to remain in school.

Handbook Addendum

The Headmaster reserves the right to amend the handbook at any time.

Revisions to the Parent/Student Handbook may be made throughout the school year and will become effective as soon as the revision is posted to the official handbook on the website. Please visit our website on a regular basis to keep up with the latest activities and information about the school. Teachers have individual practices and procedures in their classrooms that may not be covered by this handbook. In all cases, the interpretation of the handbook remains with the administration.

Homework

Value of homework ~ seven hidden values ~ Grades 5 through 8:

- Responsibility
- Independence
- Perseverance
- Time Management
- Initiative
- Self-Reliance
- Resourcefulness

Homework is a connecting link between school and home. Parents are encouraged to assist their child with homework and reinforce the skills that were taught during the day. It is the responsibility of the student to complete and turn in all assignments.

The following table provides guidelines for the amount of time a student should spend on homework:

Time Table:	
Grade 5	1 ½ Hours
Grade 6	1 ½ to 2 Hours
Grades 7 and 8	2 to 3 Hours

Weekend assignments are given at the discretion of the individual teacher.

Honor Roll

High Honors	All grades A- or above
Honors	All grades B or above (Art, Physical Education and Computer grades must be Satisfactory or Honors)

Students in Grades 5, 6, 7 & 8 may attain honor roll status. Eligible students must maintain a 3 or 4 in ALL conduct and effort marks. Lack of respect and cooperation will deem a student ineligible for Honor Roll.

Partnership

If a student's graded work is sent home to be shared with his or her parents then the teacher assumes that the parents have seen the work done. Often teachers request a parent's signature on a paper and it is expected that the signed paper will be returned to the teacher the next day.

Promotion/Retention/Summer School

Advancement to the next grade in St. Francis Xavier Catholic School is based upon a student's academic performance, recommendations of teachers and the student's capability to complete work successfully on a more advanced level. Promotion to the next grade depends upon the successful completion of all subject areas. The headmaster may require, after consultations with teachers and parents, the repetition of a grade, tutoring by a certified teacher, or attendance at summer school of any student who does not successfully complete the requirements for promotion to the next grade.

Lockers (no lockers used during Covid-19)

Lockers are assigned to the students and are the property of Saint Francis Xavier School. Locks are not to be placed on lockers.

Saint Francis Xavier School has the right to open and inspect lockers at anytime.

Decorative magnets and mirrors are not allowed in lockers.

Students are not allowed to open or remove any items from another locker or desk unless given permission.

Medication

In compliance with state regulations, any student who has to take medicine during the school day must have written authorization from his/her doctor. **This rule applies to all medications both over the counter (i.e. Tylenol) and prescription (i.e. inhalers). The medication must be in its original container with the child's name and directions clearly printed. Prescription medications must be in**

its original container from the pharmacy. Students are not allowed to keep any medications with them. All medications must be sent to the office with the proper paperwork completed.

STUDENTS MAY NOT TRANSPORT MEDICATION OF ANY TYPE TO SCHOOL, WITH THE EXCEPTION OF ALBUTEROL INHALERS OR EPI-PENS, PER STATE REGULATIONS

All students who are taking an antibiotic for an illness MUST have completed a FULL 24 hours of their medication BEFORE returning to school. No exceptions.

Office Hours

The school office hours are from 7:45 a.m. to 3:45 p.m. weekdays. At any other time, a parent may leave a message on the answering machine or contact us through email

Parent Conferences (Individual)

Individual parent conferences with teachers or the Headmaster are by appointment only. Call, e-mail, or write a note requesting an appointment.

Parent Teacher Conference dates are posted on the school calendar of the website.

Posting Student Grades Five through Eight

Grades are posted by the teachers and may be found in the Family Portal of FACTS

Progress Reports

- Grades 5-8 - reports issued mid way through each of the three terms. Parental confirmation of receipt is required.
- Individual progress reports are both time consuming and tend to lessen pupil responsibility. Therefore, only on rare occasions will these reports be issued.

Protecting God's Children

The Archdiocese has mandated all volunteers involved with children in any capacity, including driving or chaperoning dances, to attend the workshops provided by the parish. The title of the workshop is Virtus. Virtus is a registered trademark of the National Catholic Risk Retention Group. Protecting God's Children, A Time to Protect God's Children, and a Plan to Protect God's Children are trademarks of the National Catholic Risk Retention Group, Inc.

Release Day

On the first Friday of each month, students will be dismissed at 11:00 A.M. for Faculty In-Service.

Report Cards

Report Cards are distributed three times a year: December, March, and June.

- Parents' signatures or confirmation of receipt are required for the December and March report cards
- Parents wishing for additional information should make an appointment with the teacher involved.

Standardized Testing

Archdiocesan Standardized Tests will be conducted 3 times during the academic year for students in grade five through eight.

Tutoring

To avoid any appearance of a conflict of interest, all fee based tutoring of St. Francis Xavier School students by St. Francis Xavier School Faculty and staff can only be done with the approval of the Headmaster.

Tuition

Tuition Policy – 2021-2022

Families accept the responsibility of tuition and are financially obligated for the full year's tuition when your child takes a seat at St. Francis Xavier School. Parents will not be able to register their children for the next school year if all financial obligations are not met for the previous year without consultation with the Pastor.

The Pastor sets tuition costs annually, usually in May. Due to contractual commitments to our teachers and staff as well as other annual expenses, families are required to satisfy their tuition payment.

Each family must choose one of the following **options** for tuition payments.

- **Payment in Full:** Payment in full is due by September 1, 2020. This one-time payment can be made through FACTS Tuition Management Company. If you choose to pay in full, a credit of \$50.00 per child will be deducted from total tuition. If you are paying tuition for three children, but have four children attending school, you will only receive a credit for the three children).
- **Monthly Payments:** Monthly payments are made through FACTS Tuition Management Company. Payments are made over a period of 10 months beginning in July and ending in April. Monthly payments are automatically processed from your checking or savings account. Monthly payments can also be made by credit card, however FACTS fees apply.

- **Quarterly Payments:** Quarterly payments are made through FACTS Tuition Management Company. Payments are made in July, October, January and April. Quarterly payments are automatically processed from your checking or savings account.
- **Credit Card Payments:** This is a new option through FACTS Tuition Management Company. Monthly payments along with a convenience fee (2.75% of total tuition) will be automatically charged to the card you designate. Acceptable cards are American Express, Discover and MasterCard.

Once you are registered for the FACTS Program, Mrs. Vicki Dromey, Tuition Manager, is available for any questions regarding your account.

Returned Payment Fee on FACTS Payments:

In the event a payment is returned to FACTS due to insufficient funds, FACTS will attempt to withdraw the same payment up to two (2) times on the next available date. A \$30.00 **FACTS Returned Payment Fee** will be automatically deducted from your account. If payment is returned to FACTS three (3) times, payment must be made in the form of money order or bank check to St. Francis Xavier School. **Personal or company checks will not be accepted.**

Withdrawal:

The cost of your child’s education is a full school year expense. Books are purchased, teachers are hired, and classrooms are prepared in anticipation of each student’s full-year enrollment. As a result, St. Francis Xavier School has specific policies and guidelines regarding students who withdraw from the school.

Families who withdraw their student before the end of the school year are financially responsible to pay the tuition up to and including the month of withdrawal.

Examples

Withdraw in any month	Payments are due through that month
Withdraw in October	Payments due from July through October
Withdraw in March	Payments due from July through March
Withdraw after April 1st	No refunds

Written notification is required for a withdrawal and must be submitted to the school office. Families are responsible for contacting Mrs. Vicki Dromey, Tuition manager, to cancel the Tuition Payment

Plan. Tuition must be current and up to date before the withdrawal process can begin, which means school records cannot be sent anywhere. Registration fees, financial aid and scholarships are not considered tuition payments and will not be refunded in the event of a withdrawal. There is no tuition refund for students expelled for disciplinary reasons.

Non-Admission due to Tuition Delinquency:

If unforeseen financial difficulties arise, families should immediately contact Mrs. Vicki Dromey, Tuition Manager, to arrange for alternate payments plans if necessary. St. Francis Xavier School strives to work with families; however, requires adequate cash flow to meet financial commitments. Families who fail to pay tuition according to any agreement that they have made with St. Francis Xavier School or who have been unwilling to make alternative arrangements will be notified that their student(s) will not be allowed to attend St. Francis Xavier School until payment is current. If tuition delinquencies exist:

Any overdue tuition will incur a monthly 1% service charge.

Examples

August payment	Student(s) will forfeit their seat and not be admitted on the first day of school
December payment	Student(s) will not be re-admitted on first day of class in January
May payment	Student(s) cannot take final exams and report cards will show an incomplete in each subject. Eighth grade students will not be allowed to participate in graduation ceremonies or receive their diploma.

No student will be allowed to participate in social or extracurricular functions until all financial obligations to the school have been settled.

Re-enrollment for the following academic year will be denied until all balances are paid in full.

No eighth grade student will be allowed to participate in graduation activities unless balances are paid in full.

Tuition 2021-2022

TUITION RATES

ANNUAL

TEN PAYMENTS*

GRAMMAR SCHOOL GRADES 5-8

1 Child	\$6,500.00	\$625.00
2 Children (\$500 discount)	\$12,500.00	\$1,200.00
3 Children (\$1,000 discount)	\$18,500.00	\$1,775.00
4 th and any additional children not charged tuition		

*Your registration fee has been deducted from the yearly tuition and then divided into the ten monthly payments.

ALL Tuition Payments Begin in July

ALL Monthly Tuition Payments

MUST BE processed through FACTS.

THERE will be a \$50.00 FACTS Fee paid directly to FACTS included in your first monthly payment.

Visitors **

All visitors and/or parents must enter the school through the main door sign in, fill out and wear a name badge and report to the office. Please do not go directly to a classroom without checking with the office. Students have been instructed not to answer the door. These instructions are for everyone's safety.

**** During Covid-19 no visitors and/or parents are allowed in the building****

**St. Francis Xavier Catholic School
234 Pleasant Street
South Weymouth, MA 02190**

**St. Francis Xavier Catholic School Handbook
2021-2022**

I have read the St. Francis Xavier Catholic School Handbook. I understand the regulations and expectations. As a student, I will do my best to abide by these requirements. As a parent/guardian, I will do my best to ensure that my child follows the policies stated in the handbook.

Parent's Signature _____ Date _____

Student's Signature _____ Grade: _____ Date _____

Student's Signature _____ Grade: _____ Date _____

Student's Signature _____ Grade: _____ Date _____

Student's Signature _____ Grade: _____ Date _____

Student's Signature _____ Grade: _____ Date _____

Frequently students are featured in newspapers, photos, videos and social media pertaining to school functions. I give permission for my child to be featured.

Parent/Guardian Signature _____ Date _____

I do not give permission for my child to be featured.

Parent/Guardian Signature _____ Date _____