

# **Parent/Student Handbook**

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

**2022-2023**



# **St. Francis Xavier School**

**GRADE 5 - GRADE 8**

**234 Pleasant Street  
South Weymouth, MA 02190**

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**Mr. Robert Murphy, Headmaster**

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August 2022,

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, 2022. The official handbook is posted on our school website: [www.sfxschoolwey.org](http://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 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 us 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  
Shannon Mazza, Vice-Principal  
Faculty of St. Francis Xavier Catholic School

## **Our 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.

## **Our Mission Statement**

Saint Francis Xavier School is dedicated to the Catholic education of students. 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 2022-2023**

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 the 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.

### **Admissions Procedure**

### **Admissions Policy**

St. Francis Xavier School accepts students and families regardless of sex, race, religion, nationality, and sexual orientation and complies with town regulations regarding age of admittance and health requirements. Preference is given to siblings of those already enrolled and to children of registered St. Francis Xavier - St. Albert the Great Collaborative Parishes. Students outside the parish and non-Catholic students are also welcomed.

### **Grades 5-8**

Applications for the upcoming school year open on November 1st. School tours are provided throughout the school year. There is a non-refundable application fee of \$45/student. There is a non-refundable enrollment fee of \$100/student. The admissions process consists of a preliminary interview with the student(s), parent(s) or guardian and the headmaster, a day visit to the school by the student, and a review of all educational records (report cards, IEP, 504). Acceptance is conditional upon the receipt of all educational records, health records, and any non-refundable fees/deposits. A final decision is then made regarding the needs of the student and the ability of St. Francis Xavier School to meet these needs. A completed online Application and Enrollment packet, as well as a completed FACTS Tuition Payment Plan account is also required.

## **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. Incidences of excessive tardiness will be referred to the Office and will require a meeting with the parents and Headmaster.

**\*\* 5 Unexcused Tardies may 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 may result in a 30 minute Office detention\*\*

STUDENTS WHO ARE ABSENT FROM SCHOOL MAY NOT PARTICIPATE IN OR ATTEND ANY SCHOOL SPONSORED EXTRACURRICULAR 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

### **Family Vacations**

There are numerous opportunities for family vacation throughout the school year and during summer. However, 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 and the office one week prior to the trip. Make-up work is the sole responsibility of the student. Teachers will not give assignments prior to a student being absent. Parents planning to be out of town while their child is attending school must notify the Headmaster, or Assistant Principal and teacher with the name, address, and telephone(s) of the supervising adult.

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. Makeup work is the responsibility of the student.

### **Dismissal During School Hours**

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**

Arrival Time: 7:45 a.m.  
Warning Bell: 7:55 a.m.  
Tardy: 8:00 a.m.  
First Period: 8:00 a.m.  
Opening Prayer: 8:05 a.m.

Closing Prayer: 2:20 p.m.  
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.

***For the safety and protection of all students, parents and school officials, we CANNOT dismiss a child to another parent without written permission. Please see that your child brings a written note to school if he/she is to go home with another parent or by an alternate means.***

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 the 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 by the church or Pleasant Street.** Students will be waiting for drivers at the main entrance.

**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.**

### **Before/After School Care**

Students currently enrolled at St. Francis Xavier School are eligible to participate in the Champions After School Program. Parents may utilize this program as needed and should indicate this need as soon as possible. Champions will be meeting the needs of our children and families on school days, vacation days, and summer days. For information and registration, please visit their website at [www.discoverchampions.com](http://www.discoverchampions.com). You may also contact [ch001637@discoverchampions.com](mailto:ch001637@discoverchampions.com), or 781-901-2269. For Before School Care, please contact Mrs. Walsh at [dianewalsh@sfxschoolwey.org](mailto:dianewalsh@sfxschoolwey.org), or call 781-335-6868.

### **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**

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.

### **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 Headmaster.



## **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.

## **Backpacks**

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

## **Bus Regulations**

Weymouth School Committee's 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 ON THE BUS.**

Students are to wait for the bus in an orderly manner. While on the bus, students must stay in their assigned seats. 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 canceled.

## **Communication**

St. Francis Xavier School sends communication via email from our Family Portal. A newsletter/parent update will be sent to families on a weekly basis. The FACTS-SIS automated phone system is also used by the Headmaster or Assistant Principal for communication.

Communication with your child's teacher is critical. You will be kept informed of your child's progress through progress reports, report cards, personal messages, emails or telephone calls from the teacher, when necessary, and scheduled conferences as needed or desired. Parents should first contact the teacher in the event that they have any questions or concerns regarding specific issues involving their child. Direct communication with the teacher is the fairest and most effective means for addressing specific concerns/questions.

## **CORI/VIRTUS**

All faculty, paid staff, volunteers and parents who are in any way involved in any school related activity directly involving children must complete a CORI, a criminal record check, completed by the Archdiocese of Boston. CORI forms must be completed every year. All faculty, paid staff, volunteers and parents must also complete the Protecting God's Children Program(VIRTUS) before they become involved at any school event.

## **Court Order Restraint**

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

## **Curriculum**

The course of studies as prescribed by the Massachusetts Frameworks, State Standards, and the Catholic Schools Office of the Archdiocese of Boston is implemented in all classes.

## **Crisis Plan**

St. 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 relocated 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 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**

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– Students are asked to withdraw from school.

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

## **Academic Probation**

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.

### **Gum & Candy**

Students may not bring gum or candy to school. It is not allowed at any school activity - before, during or after school.

### **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 the 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 after school detention..

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

### **Boy's Uniform**

- 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 1/April 1-June) – only khaki shorts purchased from Donnelly's are acceptable. Navy polo, plain navy or white socks. Appropriate sneakers are acceptable with warm weather uniforms only.

### **Girl's Uniform**

- 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. 1/April 1st – June) – only khaki skirts or shorts purchased from Donnelly's are acceptable. Navy polo overblouse, plain navy or white socks. Sneakers are acceptable with warm weather uniforms.

### **Sweatshirts & Fleece for Boys and Girls**

- Navy with SFX (or previous Catholic school) Logo is only acceptable indoor sweatshirt or fleece. May be worn with dress uniform when temperature warrants another layer.
- Not worn for gym.
- School Spirit Wear is not considered part of the School Uniform and can only be worn in class on designated Spirit Days.

### **Gym Uniforms for Boys and Girls**

- 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 clothing to celebrate 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, and the third week of May.

### **General Guidelines**

- No bare shoulders or midriffs
- No flip-flops
- No sheer clothing
- No torn, shredded or clothing with holes

### **General Information**

- Makeup 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 may result in a 30 minute Office Detention\*\***

### **FACTS Incidental Billing**

Incidental Billing through FACTS will be used to charge and collect payment for various school activities. Activities may include, but are not limited to, athletics, after school clubs, school events and any other school related activities. All of our families are required to be set up for automatic withdrawals on their FACTS financial plan for such charges. FACTS will email notification when any charge(s) is added along with the scheduled withdrawal date(s). Families may review these charges at any time by logging into their FACTS Family Portal. Incidental charges must be paid on time. Student(s) who have any outstanding incidental charge balance(s) may not participate in a new activity or club until the previous charge(s) has been paid.

### **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 disciplinary measures determined by the Headmaster.

### **Final Exams**

Final Exams are given at the discretion of the teacher.

### **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.

### **Homework**

Value of homework/Seven Hidden Values

- 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 provides guidelines for the amount of time a student should spend on homework:

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 with Parents**

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.

## **Lockers**

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

St. Francis Xavier School has the right to open and inspect lockers at any time. 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, email, or write a note requesting an appointment. **Parent Teacher Conference dates are posted on the school calendar of the website.**

## **Posting Student Grades**

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



## **Progress Reports**

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.

## **Early Release Days**

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 electronically 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 Testing, Measures of Academic Progress (MAP), will be conducted at a minimum of 2 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 – 2022-2023**

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 enroll their child(ren) 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 January. 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 FACTS payment plan options:

Tuition Payment Options:

- Full payment for the following year tuition may be paid on or before July 1<sup>st</sup>
- Monthly payments may be made over a 10-month period beginning in July through the FACTS tuition management plan. This plan is an automatic payment plan made through your checking or savings, or credit card account.
- Twice monthly payments may be made over a 10-month period beginning in July through the FACTS tuition management plan. This plan is an automatic payment plan made through your checking, savings or credit card account.
- Semi-annual payments must be made in July and December through the FACTS tuition management plan. This plan is an automatic payment plan made through your checking, savings or credit card account.

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 (3) times. A \$30.00 FACTS Returned Payment Fee will be automatically deducted from your account.

### **Withdrawal Policy**

When a family completes the enrollment packet, you are reserving your child(ren)'s seat. If you choose to withdraw your child(ren) after your enrollment has been completed, the following tuition payment commitment will be enforced:

- Should I withdraw my child(ren) between July 1, 2022 - August 31, 2022 , I am contracted to pay 2 months of tuition (July & August). Your FACTS Tuition payment plan will remain open until such tuition is collected.
- Should I withdraw my child(ren) between September 1, 2022 - January 31st, 2023 I am contracted to pay 50% of my students annual tuition. Your FACTS Tuition payment plan will remain open until such tuition is collected.
- Should I withdraw my child(ren) between February 1, 2023 - Last Day of School, 2023, I am contracted to pay 100% of the student's annual tuition. Your FACTS Tuition payment plan will remain open until such tuition is collected.

If there is tuition due according to the schedule above or any outstanding debt, St. Francis Xavier School will keep your FACTS agreement open to collect all debt until your obligation is met.

- Families who choose to withdraw their child must notify the school via email.
- Release of records must be formally requested by the transferring school. This request must be sent to the St. Francis Xavier School administrative assistant.
- Tuition must be current before student withdrawals will be processed, which means school records cannot be sent until tuition is made current.
- All parts of application, enrollment or registration fees are non-refundable.
- Financial aid and scholarships are not considered tuition payments and will not be refunded in the event of withdrawal.

All financial accounts, both tuition and non-tuition, must be cleared before the last day of school. Students will not be re-enrolled for the following year until the charges are paid, and will be placed on the waiting list. If an account remains delinquent after the student withdraws, the account may be reported to a national credit bureau.

### **Financial Aid**

A limited amount of financial aid is available from the parish for school families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. Upon requesting aid, the parents will be given a FACTS financial aid form and will be asked to apply directly to FACTS. Notification is then sent from FACTS to the school recommending a certain amount of aid needed. Upon review of this recommendation, the Headmaster, Assistant Principal, and Pastor will determine the amount

that will be given. Since economic difficulties are often unpredictable, families should not hesitate to inform the pastor, Headmaster or Assistant Principal of their need whenever it may arise during the year.

### **Non-Admission Due to Tuition Delinquency**

- Families who fail to pay tuition according to any agreement 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 such tuition delinquencies exist, the policy is as follows:
- Tuition in arrears as of September 1st:  
Student(s) will not be admitted on the first day of class in September until tuition is current.
- Tuition in arrears as of December 15th:  
Student(s) will not be readmitted on the first day of class in January until tuition is current.
- Tuition in arrears as of March 30th:  
Student(s) will not be readmitted on the first day of class following April vacation until tuition is current.
- Tuition in arrears as of May 30th:

Final report cards will show an incomplete in each subject. Re-enrollment status for the following year will be forfeited until the tuition account is current. Pending availability. Transcripts will not be released until tuition is paid in full.

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.

ALL Tuition Payments Begin in July and must be processed through FACTS.

### **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.

## **APPENDIX A**

### **Email Policy**

St. Francis Xavier School's ongoing efforts to enhance the use of technology have resulted in 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 high regard and respect for the central 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 email while on duty in the classroom.

These guidelines support all policies and regulations of the St. Francis Xavier School Acceptable Use Policy. Teachers' email addresses will be published on the school website (About Us...Faculty & Staff).

### **Parent Email Guidelines**

- Parents are invited to use email 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 email. E-mail shall not be used as a means to discuss sensitive issues such as student performance, discipline, incidents, suspensions, 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 email, telephone, handwritten note, or other appropriate form of communication at the discretion of the staff member.
- Professional staff will not be required to check emails on non-school days, including weekends and school vacations.
- Parents should not expect to use email as a means of retrieving homework assignments, grades, class schedules or information that is available through other communication methods.
- Parents are advised that email is not considered private and that St. Francis Xavier School does not guarantee privacy for email.
- Parents should exercise caution in sending and opening attachments in order to prevent the potential spread of computer viruses.

### **Appropriate Uses of Email**

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 email must always have "RE: (student's name)" in the subject line.

### **Prohibited Uses of Email**

- Discussing a child’s behavior, progress, or other personal information (unless previously agreed upon in a face-to-face meeting).
- Discussing issues regarding other students, critical issues that require an in-person meeting or a timely response.
- Explanation of homework, discussion of low test/quiz grades.
- Sending or forwarding emails contained libelous, defamatory, offensive, racist, or obscene remarks or graphics.
- Sending emails not related to school activities, including advertisements, unwanted spam, or messages such as “Joke of the Day” or greeting cards.

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

## **APPENDIX B**

### **Archdiocese Of Boston Catholic Schools Office BULLYING PREVENTION POLICY**

The Archdiocese of Boston (“Archdiocese”) and the Catholic Schools Office (“CSO”) believe that each Catholic school in the Archdiocese of Boston must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Each child should be challenged to reach his/her full potential and develop a love of learning and learn in an environment that fosters respect and understanding of one another. It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other disruptive like or violent behaviors constitute conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and embracing environment. Pastors, principals, faculty, Staff and volunteers are expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Accordingly, Seán Cardinal O’Malley, O.F.M., Cap., Archbishop of Boston, (the “Archbishop”) hereby promulgates this Bullying Prevention Policy (the “Policy”) which shall be applicable to all Catholic Parish Schools and all other Catholic schools over which the Archbishop has authority to appoint trustees, directors, governors or officers (each herein sometimes referred to as a “school”).

## **Definitions**

For purposes of this Policy, the following definitions shall apply:

“Aggressor”, means a student who engages in Bullying or Retaliation.

“Bullying” is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a Target that:

- causes physical or emotional harm to the Target or damage to the Target’s property;
- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Target;
- infringes on the rights of the Target at school; or materially and substantially disrupts the education process or the orderly operation of a school.

For the purpose of this Policy, whenever the term “Bullying” is used it is to denote either Bullying or Cyber-Bullying. “Cyber-Bullying” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- Wire
- Radio
- Electromagnetics
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, social media, instant messages or facsimile communications.

Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

“Hostile Environment” means a situation in which Bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

“Plan”, a Bullying prevention and intervention plan established by a school.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against a student who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds” mean property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletics coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Target”, a student against whom Bullying or Retaliation has been perpetrated.

### **Prohibition Against Bullying and Retaliation**

Bullying is prohibited:

- On School Grounds owned, leased or used by a school;
- On property immediately adjacent to School Grounds;
- At any school-sponsored or school-related activity, function or program whether on or off School Grounds;
- At a school bus stop;
- On a school bus or any other vehicle owned, leased or used by the school; or,
- Through the use of technology or an electronic device owned, leased or used by a school;

Bullying is also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question:

- Create a Hostile Environment at school for the Target;
- Infringe on the rights of the Target at school; or
- Materially and substantially disrupt the education process or the orderly operation of a school.

### **Prevention and Intervention Plan**

On or before December 31, 2010, the Principal (or the individual who holds a comparable position) (herein, the “Principal”) of each school in the Archdiocese that is subject to this Policy shall be responsible for overseeing the development of a prevention and intervention plan (a “Plan”), in consultation with all stakeholders, which may include teachers, Staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this Policy, as well as Massachusetts and federal laws. In particular, reference is made to Massachusetts General Laws, Chapter 71, Section 37O. The consultation shall include, but not be limited to, notice and a comment period for all families that have a child attending the school. The Plan shall include, but not be limited to:

- descriptions of and statements prohibiting Bullying and Retaliation;
- clear procedures for students, Staff, parents, guardians and others to report Bullying or Retaliation;
- a provision that reports of Bullying or Retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report;
- clear procedures for promptly responding to and investigating reports of Bullying or Retaliation;
- the range of disciplinary actions that may be taken against an Aggressor for Bullying or Retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need

- to teach appropriate behavior;
- clear procedures for restoring a sense of safety for a Target and assessing that Target's needs for protection;
- strategies for protecting from Bullying or Retaliation a person who reports Bullying, provides information during an investigation of Bullying or witnesses or has reliable information about an act of Bullying;
- procedures consistent with state and federal law for promptly notifying the parents or guardians of a Target and an Aggressor; provided, further, that the parents or guardians of a Target shall also be notified of the action taken to prevent any further acts of Bullying or Retaliation; and provided, further, that the procedures shall provide for immediate notification by the Principal or designee to the local law enforcement agency when criminal charges may be pursued against the Aggressor;
- a provision that a student who knowingly makes a false accusation of Bullying or Retaliation shall be subject to disciplinary action; and
- a strategy for providing counseling or referral to appropriate services for Aggressors and Targets and for appropriate family members of said students.

The Plan shall afford all students the same protection regardless of their status under the law. A school may establish separate discrimination or harassment policies that include categories of students. Nothing in the Plan shall prevent a school from remediating any discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts or federal law.

Although not required by applicable Massachusetts law, the Plan may include a provision for ongoing professional development to build the skills of all Staff members, including, but not limited to, the Principal, educators, faculty, Staff, custodians, athletic coaches, advisors to extracurricular activities and volunteers to prevent, identify and respond to Bullying. The content of such professional development may include, but not be limited to:

- Developmentally appropriate strategies to prevent Bullying incidents;
- Developmentally appropriate strategies for immediate, effective interventions to stop Bullying incidents;
- Information regarding the complex interaction and power differential that can take place between and among an Aggressor, Target and witnesses to the Bullying;
- Research findings on Bullying, including information about specific categories of students who have been shown to be particularly at risk for Bullying in the school environment;
- Information on the incidence and nature of Cyber-Bullying; and
- Internet safety issues as they relate to Cyber-Bullying.

The Plan shall include provisions for informing parents and guardians about the Bullying prevention curriculum of the school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school or school plan; (ii) the dynamics of Bullying; and (iii) online safety and Cyber-Bullying.

The Plan shall be reviewed and updated at least every two years.

The Principal is responsible for the implementation and oversight of the Bullying prevention and implementation plan within his or her school.



## **Retaliation**

Retaliation against a person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying shall be prohibited.

## **Training**

Annual training on the Plan shall be provided for Staff and, at the discretion of the Principal, for volunteers who have significant contact with students.

## **Publication and Notice**

At the beginning of each school year, the Principal or his or her designee shall provide notice to the Staff of this Policy and the Plan. Relevant sections of the Plan relating to the duties of Staff shall be included in the school employee handbook.

Annual written notice of the relevant student-related sections of the Plan shall be included in the school handbook provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians. The Plan shall be posted on the school's website.

## **Reporting**

A member of a Staff shall immediately report any instance of Bullying or Retaliation the Staff member has witnessed or become aware of to the school Principal or to the Staff member designated in the Plan as responsible for receiving such reports, or to both the Principal and such designee.

Although not required by applicable Massachusetts law, the Plan may include a provision for ongoing professional development to build the skills of all Staff members, including, but not limited to, the Principal, educators, faculty, Staff, custodians, athletic coaches, advisors to extracurricular activities and volunteers to prevent, identify and respond to Bullying. The content of such professional development may include, but not be limited to:

- Developmentally appropriate strategies to prevent Bullying incidents;
- Developmentally appropriate strategies for immediate, effective interventions to stop Bullying incidents;
- Information regarding the complex interaction and power differential that can take place between and among an Aggressor, Target and witnesses to the Bullying;
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## **Investigation**

Upon receipt of such a report, the Principal or his or her designee shall promptly conduct an investigation.

## **Minimum Required Actions**

If the Principal or his or her designee determines that Bullying or Retaliation has occurred, he/she shall:

- notify the local law enforcement agency if the Principal or his or her designee believes that criminal charges may be pursued against an Aggressor;
- take appropriate disciplinary action;
- notify the parents or guardians of the Aggressor; and
- notify the parents or guardians of the Target and, to the extent consistent with Massachusetts and federal law, notify them of the action taken to prevent any further acts of Bullying or Retaliation.

If the reported incident of Bullying or Retaliation involves students from more than one school district, Catholic school, charter school, non-public school, approved private special education day or residential school, or collaborative school, the Principal or his or her designee first informed of the incident shall, subject to Massachusetts and federal law, promptly notify the appropriate administrator of the other school district or school(s) of the incident so that each school district and school may take appropriate action.

If an incident of Bullying or Retaliation occurs on School Grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Principal or his or her designee informed of such incident shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the Aggressor.

**Target Assistance**

Each school shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both alleged Targets and Aggressors, affected by Bullying or Retaliation, as necessary.

**Available Consultation**

If any Staff member has questions concerning this Policy, he or she is encouraged to contact the Catholic Schools Office or the Office of the General Counsel of the Archdiocese.

**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.