

# St. Francis Xavier Catholic School



## PARENT / STUDENT HANDBOOK 2023-2024

Faith can move mountains - Matthew 17:20

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*St. Francis Xavier of Baton Rouge, Louisiana, admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at its schools. SFX does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.*

**SAINT FRANCIS XAVIER CATHOLIC SCHOOL**  
**PARENT AND STUDENT HANDBOOK**  
**2023-2024**  
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## School Information

### **MISSION STATEMENT**

The Mission of St. Francis Xavier is to promote Catholic values and academic excellence in the formation of each child through service, love, knowledge and faith.

### **PHILOSOPHY**

The administration, faculty, and staff of St. Francis Xavier School, in recognition of the talents and abilities inherent in each child, seek to promote and develop God's gifts in every student.

We see our ministry as instruction, guidance and service grounded in the Gospel of Jesus Christ and in our Catholic Christian heritage. With the essential support of the family, we seek the development of the whole person, encompassing the spiritual, academic, emotional and physical well-being of students.

### **ACCREDITATION**

SACS Approved

### **OUR SCHOOL HISTORY**

Holy Family Academy, the first Catholic school for African Americans in Baton Rouge, was located on Florida Street at the site of the present Main Post Office. This school was operated by Holy Family Sisters. In addition to day school, the Sisters cared for boarders and orphans. With the coming of the Josephite Fathers & Brothers to work with the congregation of the newly erected Saint Francis Xavier Church, a school was built in 1920. The Sisters sold Holy Family Academy and loaned the money to the parish to build Saint Francis Xavier Catholic School, the first parochial school in the Diocese of Baton Rouge.

On September 30, 1920, Saint Francis Xavier Catholic School opened its doors to an awaiting public. It was the only predominately African American Catholic School in the Baton Rouge area, attracting students from Plaquemine, Zachary, Gonzales and other areas. Since 1920, Saint Francis Xavier Catholic School has been entrusted with the education and development of our young children and its mission of educating the whole child continues.

After many years of sacrifice and hard work, in 1955 Saint Francis High School opened its doors to two hundred students. Under the guidance of Reverend Francis Carney and the able direction of Sister Rose de Lima, SSF, the school was quite a success. However, the future was not theirs to see. In 1961 the beautiful Saint Francis Xavier High School took a

final bow and gave in to progress. The state bought the building for the interstate system. In June 1961, Saint Francis Xavier High School was torn down.

Against the odds, Saint Francis Xavier School continued to prosper. In June of 1961 the old elementary school, which had also served as the convent, was moved to the site of the present Saint Francis Xavier Church. A new school was constructed on the property and opened its doors in 1963. The student body is composed of youth in grades Kindergarten through Eighth grade. It has served the community well throughout its rich history and continues to grow and thrive. As our enrollment increases, we remain focused on helping our children to excel academically, spiritually, culturally, and physically. For ninety-nine years, this institution has been the source of a Christian education and an academic foundation for thousands of Baton Rouge area citizens, both Catholic and non-Catholic.

### **Non-Discrimination Policy**

St. Francis Xavier does not unlawfully discriminate based on race, color, gender, sexual orientation, religion or national or ethnic origin in its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics, or other school administered programs.

### **Notification of Designation of Directory Information**

Notice is hereby given of St. Francis Xavier School's FERPA (Family Educational Rights and Privacy Act) policy and parent's and eligible students' (students over 18 years of age) rights under the ACT.

### **Designation of Directory Information:**

Designation of Directory Information: Parents and eligible students are advised that St. Francis Xavier has designated the following information contained in the education records of its students as "Directory Information" for purposes of FERPA: the student's name, addresses (including email addresses), telephone number, date of birth, year of school, parish, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (including identification pictures), videos depicting and/or concerning life at the St. Francis Xavier, degrees and awards received, and previous educational institution(s) attended. Directory Information may be disclosed without consent.

### **Parents' and Eligible Students' Right to Prevent Disclosure of Directory Information:**

Any parent or eligible student wishing to prevent disclosure of directory information must file a written notification to this effect with the Principal of St. Francis Xavier School.

## **Annual Notification of Rights under FERPA**

FERPA affords parents and eligible students certain rights with respect to the student's education records. These rights are:

- A. The rights to inspect and review the student's education records within 45 days of a written request to the Principal of St. Francis Xavier.
- B. The right to request in writing an amendment of the student's education records that the parent or eligible student believes are inaccurate and to a hearing if the requested amendment is denied.
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent.

A school official has a legitimate education interest if the official needs to review an education record to fulfill his or her professional responsibility.

## **Administration**

The Principal is the director of the school and responsible for its daily operations. The principal is accountable to the Pastor, Diocesan Board, and the school community for all school matters. Working with the faculty, the principal has total responsibility for the implementation of the policies and regulations within the school.

The Faculty and Staff is comprised of a group of dedicated lay people qualified by Diocesan Standards. It is their responsibility to help create a safe environment conducive to education, to facilitate learning, and to help build a faith-based community.

### **RELIGIOUS EDUCATION GOAL**

St. Francis Xavier School seeks to encompass the threefold purpose of Catholic education: to teach doctrine, to build community, and to serve one's neighbor.

### **OBJECTIVES**

To realize this, we strive to:

- Instill in each child a sense of his/her privilege and responsibility in helping to build God's Kingdom here on earth by internalizing Catholic doctrine.
- Encourage each student to respond to the Lord through experiences in silent, spontaneous, and formal prayer.
- Give students the opportunity for active participation in liturgical celebrations and provide special sacramental preparation programs which include parents and students.
- Encourage student involvement in parish/school activities both in the local and larger community.



- Make gospel values the norm, thereby fostering in each student a respect for self and others.
- Emphasize world needs by fostering in students a social awareness of their responsibility to humanity, which is part of their Catholic calling to serve one another.

### **INTELLECTUAL GOAL**

St. Francis Xavier Catholic School seeks to create an educational atmosphere, which encourages and challenges students to develop to their fullest potential.

#### **OBJECTIVES**

We strive to:

- Utilize the curriculum to effectively develop, master, and refine the fundamental skills in reading, writing and mathematics.
- Foster in our students a creativity, an intellectual curiosity, and a spirit of enthusiasm for learning which will enrich the quality of their lives.
- Use standardized test scores as an aid in assessing student progress, planning curriculum, and addressing academic difficulties among our students.
- Provide opportunities for students to develop independent study skills.
- Integrate the use of technology within the curriculum.

### **SOCIAL AND PSYCHOLOGICAL GOALS**

St. Francis Xavier Catholic School seeks to assist each student to develop a sense of self worth, to become more aware of the dignity of others, and to acquire a sense of responsibility to society.

#### **OBJECTIVES**

We strive to:

- Help students develop a positive self image and an attitude and spirit that will enable them to live worthwhile lives as members of society.
- Foster in students a deep appreciation of their American culture and heritage, while recognizing the contribution that all cultures make to society.
- Develop a respect and reverence for all human life so that freedom, peace, and justice will become a reality in our world.
- Provide opportunities for students to work cooperatively, emphasizing that friendship is an important human relationship and should be extended to every member of the student community.
- Encourage students to accept personal responsibility and develop self-discipline.

## **OFFICE HOURS**

The school office hours are from 7:15 a.m. to 3:45 p.m. weekdays. On early dismissal days, the office will be open from 7:15 a.m. until 30 minutes after dismissal. At other times please leave a message on the answering machine or contact us via email. Email addresses are listed in the back of this document.

## **PARENTAL EXPECTATIONS**

In enrolling the child in a Catholic school, parents are to be aware that they are expected to clearly demonstrate their support of Catholic education. Please be respectfully attired when coming on campus for conferences or any other business. Parents are expected to show an interest in the education of their children by cooperating respectfully with the rules and directives of the administration and faculty in all school matters. If this respectful cooperation is not forthcoming, the child's continued enrollment may be in jeopardy. Students are expected to comply with all school regulations, cooperate with administration, participate in all aspects of the religion program, and to conduct themselves, both on and off campus, in a manner that is conducive to good learning and appropriate behavior. In addition, parents/guardians should notify the School Office of any transportation changes.

## **ADMISSION POLICIES**

The principal makes decisions regarding admissions, continuation, retention, and promotion of students. Where extenuating circumstances require careful consideration, the principal consults with the Pastor and/or the Superintendent.

## **ADMISSION REQUIREMENTS**

Parents who seek a Catholic education for their child/children enter into a contractual agreement between the school and the parent/guardian and/or the rules of the school covering all areas of the student's development as stated in the school's philosophy. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on both parent and administration. These rules and regulations are included in the parent/student handbook and school communications. St. Francis Xavier Catholic School does not discriminate on the basis of race, ethnic origin, or sex.

All students presently enrolled at our school are given first priority for re-admission for the next school year. However, if parents do not pay registration fees by the due date, admission is on a first come, first served basis. Due to the possibility of limited space, returning parents must understand that paying registration is the only way to secure placement for the upcoming school year.

## **Transgender Students**

Parents whose transgender students present for admission or continuing enrollment in St. Francis Xavier School, will be requested to:

1. Present documentation that their child has been diagnosed with gender dysphoria.
2. Attend a conference with the pastor, principal, and diagnosing physician.
3. Understand that the student will be held to the same expectations for conduct, in and out of the classroom, as outlined in the St. Francis Xavier Parent/Student Handbook.
4. Support the school in requiring the student to use the individual restroom located in the office.

This policy has been developed with consideration given to the psychosocial development of each student and with deep respect for the dignity of each person.

## **Records Requirements**

### **Baptismal Certificates:**

The baptismal certificate (if Catholic), birth certificate, updated health records, evidence of residency, and copy of child's social security card.

### **Health Records:**

A current immunization record must be completed by your child's physician or an acceptable authority and returned before the first day of school. By state law, no child may attend school until this has been submitted.

The following records are required of all students:

- A. Four (4) DPT (Diphtheria, pertussis (Whooping Cough), Tetanus combined)
- B. Three (3) Oral Polio
- C. One (1) Measles
- D. One (1) Rubella (German measles)
- E. Mumps
- F. Hepatitis B (3 doses)
- G. Varicella (Chicken Pox)
- H. Meningococcal (MCV-4) Students entering 6<sup>th</sup> Grade.

The last DPT and Polio vaccines must have been received after the student's fourth birthday. Any child who had a note from a physician state that no immunizations are needed or should be received at this time will be considered fully immunized.

### **Promotion Documentation**

All new students must provide an official report card from the previous school system in which they were enrolled. Report cards must provide evidence of promotion to the next grade level within that system.

**Other Documentation Required:**

Other documents such as report cards, standardized achievement test results, psycho/educational evaluations, court-certified documents regarding child custody, IEP's, etc. will be requested to help to determine the appropriateness of St. Francis Xavier for the respective student.

**Kindergarten**

The minimum age for kindergarten shall be age five (5) by September 30.

The following documents must be presented at the time of registration:

1. Birth certificate
2. Baptismal certificate (Catholics only)
3. Immunization records
4. Social Security Card to substantiate SSN

**First Grade**

Children shall be accepted into the first grade according to the standards established in the Louisiana State Department Bulletin 741. The same documents required for entry into kindergarten are required for entry into first grade.

**New Students in Grades 2-8**

The following documents must be presented at the time of registration:

1. Birth certificate
2. Baptismal certificate (Catholics only)
3. Immunization records
4. Social Security Card to substantiate SSN
5. Official transcript of previous grade
6. Standardized achievement results
7. Proof of Residency

## **Financial Policies**

**TUITION**

St. Francis Xavier Catholic School is a parish ministry. Based on diocesan policy, the pastor is the person ultimately responsible and accountable for the financial actions of the parish. To this end, all budgetary plans and financial commitments of the school are made in coordination with the pastor, principal, and school finance office. Tuition is subject to a series of reviews and approvals. Financial policies that govern the school are designed to safeguard the assets of the parish and school to ensure a sound economic base, incorporating guidelines for both long-and short-term planning. Once established, the budget and deadlines cannot be altered or extended.

The school's budget is prepared annually. The annual tuition rate is based on projections of the per pupil cost less contributions from the parish, donors, and fundraising. Financial stability at St. Francis Xavier is contingent on a timely remittance of tuition, fundraisers, receipt of donations, grants and fellowships and proper fiscal management by the pastor and school finance officer. Tuition for the academic year will be determined each year prior to registration.

**If a parent is more than 60 days delinquent in the payment of tuition, the school reserves the right to refuse service to the student(s) until such a delinquency is paid. If the delinquency continues, the student will be dropped from the school at the end of the grading period. Please note that if a child transfers to another school, student records may be withheld for non-payment.**

FACTS is the tuition payment plan provider utilized by St. Francis Xavier School for managing tuition payments. Parents must enroll in FACTS. There is a mandatory \$45.00 processing fee which is added to the first month's payment. Payments are due on the 5<sup>th</sup> or the 15<sup>th</sup> of each month. The first month's tuition is due by July 5<sup>th</sup> or July 15<sup>th</sup>, 2021. Parents who wish to pay tuition by the semester are to pay the first semester by July 5<sup>th</sup> and the 2<sup>nd</sup> semester is due by December 5<sup>th</sup> or 15<sup>th</sup>. Parents who wish to pay their child's tuition in full may do so by July 5<sup>th</sup> or July 15<sup>th</sup>. Parents paying by the semester or for the entire year may do so in the school office.

***All tuition must be paid in full by May 1.***

### **State or City Ordered School Closures**

If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

### **Withdrawal Policy**

St. Francis Xavier will not complete recommendation forms for other schools. The administration will complete recommendation forms for students in the eighth grade as part of the high school application process.

When a student withdraws during the course of the school year, the parents must complete and sign a withdrawal form. Allow three business days for the office to complete the withdrawal process. Student records will not be released until after the parent completes the withdrawal process, pays any outstanding fees, and informs the school of the student's next school name, location and address.

Registration and maintenance fees are non-refundable. If a student withdraws, tuition may be refunded as outlined below (if applicable):

Withdrawal during first quarter – 75% of tuition is refunded.

Withdrawal during second quarter – 50% of tuition is refunded

Withdrawal during third quarter – 25% of tuition is refunded

Withdrawal during fourth quarter - 0% of the tuition is refunded.

### **Emergency Card**

An emergency card one each student is kept on file in the school office. All reasonable attempts are made to notify parents as soon as possible in case of an accident or injury to a student or when a child becomes ill. Parents must keep the school informed of any changes in address, home/cell numbers, work phone numbers, custodial arrangements, and/or leaving a child with a guardian while traveling. If parents cannot be reached, the school will contact persons listed on the emergency card. It is the responsibility of the parent/guardian to notify the office of any changes that may occur regarding emergency data. If a parent is out of town, please notify the home room teacher and the school office in writing as to who will be the designated guardian.

### **Custody Information**

The custodial/domicile parent must furnish the school office with a copy of the custody section of the divorce decree. In the absence of this decree, students, as well as student information, will be released to either parent. Upon written consent, the school will provide the non-custodial/non-domicile parents with access to the academic records and other school related information regarding his/her child, unless we are legally directed otherwise.

## **Academic Policies**

St. Francis Xavier Curriculum is based upon State Standards. The regular courses for each student in grades 1 – 8 include: religion, language arts, mathematics, science and social studies. Various enrichment classes include technology, physical education and library.

St. Francis Xavier faculty, staff, and administration may not discuss academic, behavior, or discipline records, with anyone other than the child's parents or legal guardians. SFX respects the confidentiality of the families it serves. St. Francis Xavier employees will keep information confidential as long as no one's life, health, or safety is at stake. Parents will be notified promptly of any concerns relating to the student's life, health, or safety. All St. Francis Xavier employees are mandated reporters as required by state law.

- A. Books & Materials – School supply lists were issued at the end of the year and are on the schools' website.
  - a. All textbooks provided to the students are the fiscal responsibility of the parents.

- b. A fee will be assessed on all damaged books. The fee will be based upon the replacement value.

B. Grading System - The following numerical percentage scale is used to determine daily grades, nine-week averages and the yearly average in each subject:

<b>Grading Scale</b>	<b>Letter Grades</b>	<b>Quality Points</b>	<b>Achievement</b>
<b>93-100</b>	<b>A</b>	<b>4</b>	<b>Outstanding</b>
<b>85-92</b>	<b>B</b>	<b>3</b>	<b>Good</b>
<b>75-84</b>	<b>C</b>	<b>2</b>	<b>Satisfactory</b>
<b>67-74</b>	<b>D</b>	<b>1</b>	<b>Minimum</b>
<b>66-0</b>	<b>F</b>	<b>0</b>	<b>Failure</b>
<b>I</b>			<b>Incomplete</b>

Teachers are responsible for determining the listed marks for each nine weeks (grades 2-8) or each semester (grades K-1). All grades for tests, assignments, projects, etc. during a grading period are averaged to arrive at the quarterly mark.

An interim four-and one -half weeks progress report will be sent home by each teacher for every student during the fifth week of each quarter. Report cards are issued every nine weeks. Report cards, checklists and/or narrative reports will be issued each nine weeks for grades Kindergarten students.

## **HOMEWORK**

St. Francis Xavier School fully supports the philosophy that homework should be assigned. Completion of homework has a direct effect on a student's grades. Homework activities may include practice and application of previously taught material, supplementary reading, research, or other tasks that reinforce instruction. The amount of time a student should spend on homework varies from grade to grade and from child to child. If a child is spending long periods of time each evening doing homework, the parents need to consult with the teacher to determine whether the child requires special help. Parents should help the child to become an independent learner. By no means should the parent do the work for the student. Homework may be assigned Mon-Thurs.

## **STANDARDIZED TESTING**

The Diocese of Baton Rouge requires the ACT Aspire standardized tests to be administered throughout the year. All students in grades 3 – 8 take two interim assessments and one summative assessment. Students who are participants in the Louisiana Scholarship Program also take tests as required by the Louisiana Department of Education, usually in April. The classroom teacher is better able to address the needs of individual students as well as the whole class when test results are used for both diagnostic and achievement measurements.

Results are shared with parents and students as soon as available. The Assessment of Catholic Religion Education (ACRE) is administered to fifth and eighth graders annually in March.

### **COMPULSORY ATTENDANCE LAW**

State of Louisiana Attendance Requirements: Elementary/Middle School students are required to be present a minimum of 167 days during the school year to receive credit for courses taken. Section 221 of title 17 of the LA Revised Statutes states that the responsibility of a child's school attendance is placed with the child's parent or guardian. This responsibility includes awakening the child in sufficient time each morning and ensuring that the child, in fact, arrives at school at the appointed time. Any parent or guardian found to be in violation of the compulsory school attendance law may be fined not more than \$250 and/or sentenced to 30 days in jail or both. If the child is chronically absent from school, a referral may be made to the District Attorney's Truancy Office. All students must be in attendance from 8:00 a.m. to 3:15 p.m. to be considered for perfect attendance. Parents of students who have 5 unexcused absences will be referred to the EBR Truancy Center. **Students who are habitually tardy will also be referred. It is the responsibility of the parents to bring students to school on time.**

### **ABSENCES**

***As absences occur, a written statement from a parent, legal guardian, or a physician stating the reason for the absences shall be given to proper school personnel within five school days after the student returns to school.***

Both excused and unexcused absences count toward a student's maximum allowable absences. Legitimate extenuating circumstances are defined at the discretion of the principal. Students are expected to be on time and present for all classes throughout the day on all school days during the year. School administration asks that parents make every effort to schedule doctor and dentist appointments, haircuts, vacations, and other such appointments outside of school hours.

Students may not miss more than ten days. Excused absences do not constitute being excused from the number of required attendance days.

No student may participate in a scheduled practice or sports event on the same day that the student is absent, checks out early for the day, or is suspended from school.

### **PROLONGED ABSENCES**

If a student is absent for one-half of a nine-week period, he or she will not receive a report card for the grading period. If a student is absent for more than 20 days, he/she must



repeat the grade. The only exception to this rule is a student with a prolonged illness confirmed by a physician.

### **EXCUSED ABSENCES**

If a student is absent for a reason deemed justifiable by the administration, he/she can "make up" all work missed. If a student is absent the day of a test, he/she must make up the test at the discretion of the teacher. An excused absence will be granted only for death in the family, serious illness, student illness, prolonged doctor's appointment, or an emergency condition beyond human control.

### **UNEXCUSED ABSENCES**

If a student is absent for an unjustifiable reason or simply as a "matter of convenience" to himself/herself or his/her family, the student is not allowed to "make up" examinations, quizzes, and/or tests missed during the absence but is held responsible for the material and assignments covered in his classes during his absence. An unexcused absence from any test, quiz, or examination will result in the student receiving a zero on that examination. An unexcused absence makes the student ineligible to participate in any school function that day. This applies to sporting events, socials, etc.

### **SEMESTER ABSENCES**

As stated in state policy, Bulletin 741, any student who misses ten (10) days of school (excused or unexcused) per semester will automatically fail that semester. An extended illness will be the only exception. Even though a student automatically fails a semester due to absences, he/she may remain at St. Francis Xavier. A student absent from school as a result of any suspension shall be counted as absent, shall be given failing grades for those days suspended, and shall not be given an opportunity to make up work.

### **EDUCATIONAL ABSENCES**

If a student is absent from regular classes because of some school-related activity (field trip, organizational convention, etc.), he/she can make up all work missed during this "educational absence." To qualify for an educational absence, the student must obtain written permission on the official permission slip. If a student is an athlete, he/she is excused to participate in any athletic event that occurs during school hours; however, he/she must also follow the official checkout policy, and he/she is responsible for all missed work.

### **TARDINESS TO SCHOOL**

School begins promptly at 7:55 a.m. Students reporting after 7:55 a.m. are tardy and must be checked in at the school office with a parent or guardian present. Students are

not to report to class while the parent comes to the office for the tardy slip. Five unexcused tardies in a grading period will result in disciplinary action. Five tardies will equal an absence.

All students reporting late to school or checking out before the school day ends due to a medical appointment will be required to bring a written excuse from a medical authority in order for the tardiness/check out to be excused. All students who check out of school due to the onset of illness while at school will be required to bring a written excuse from a parent if medical attention is not required. **Early check-out disrupts class instruction and should not be a daily event.**

Appointments and events of a non-medical nature will **not** be excused. Students may bring the tardy excuse signed by a medical authority on the day of tardiness or the following day so that any make-up work can be allowed, and full credit given. All unexcused tardies will result in a student receiving a maximum of 75% credit on all work missed. This includes grades given for tests, assignments, and class work.

## **PROMOTION AND RETENTION**

The promotion or retention of a learner should be based primarily on the degree of achievement of the specific objectives of the grade or course. A pupil failing in two major subjects is not eligible for promotion. Parents should be informed in writing of possible non-promotion by the beginning of the third nine weeks and an arrangement should be made for a consultation. Progress reports provide an excellent opportunity to inform parents before the grading period that the student is performing poorly in class.

A pupil passes on condition when one major subject is failed. Provision should be made by the pupil to remove the condition through summer school or prescribed tutoring. Retention will be seriously considered for a student who has not achieved competence in all subject areas.

Major subjects in K-8 are:

- Religion
- English/Lang. Arts
- Math
- Social Studies
- Science

Elementary children must be present a minimum of **168** days to be eligible to receive credit for the courses taken. Exception may be made only in the event of extended personal illness as verified by a physician or at the discretion of the principal.

## CATHOLIC SCHOOL RELIGION PROGRAMS

In keeping with the good judgment and directives as published in the General Catechetical Directory and the recently approved National Catechetical Directory, all catechetical programs within the Diocese shall include memorization as part of their catechetical methodology. To avoid the errors of the past, please keep in mind that "preference should be given to formulas which, accurately expressing the content of faith, are adapted to the capacity of those being catechized. Formulas of faith are generally presented and explained when catechesis has reached the point of synthesis; that is, when those being catechized have a good understanding of the subject"(National Catechetical Directory, Chapter VIII, No. 175 of General Catechetical Directory, No. 73). After consultation with the Diocesan Superintendent of Schools and the Director of the Office of Religious Education and at their recommendation, I mandate, as Bishop of Baton Rouge and authentic teacher of Catholic doctrine in the Diocese, that the following prayers and other formulas are to be committed to memory at the grade level specified.

### Methodology:

#### GRADE 1

Sign of the Cross  
Our Father  
Hail Mary  
Glory Be  
Name of the Sacrament of Baptism



#### GRADE 2

Simple Morning Offering and Act of Contrition  
Mass prayers (as possible), Names of the Sacraments Baptism,  
Penance, Holy Eucharist

#### GRADE 3

Morning Offering and Apostles Creed  
Names of Sacraments of Baptism, Penance and Holy Eucharist

#### GRADES 4- 6

Prayers at Mass, the Rosary, Hail Holy Queen, Acts of Faith, Hope, Love, and the Eight Beatitudes,  
Seven Precepts of the Church (Basic Teachings), Corporal and Spiritual Works of Mercy,  
Holy Days

#### GRADES 7-8

The Eight Beatitudes, Ten Commandments, Seven Precepts of the Church, Capital Sins, and The Angelus

## COMMUNICATION

Communication between the school and parents is extremely important. St. Francis contacts parents in numerous ways. These include:

- Mustang Messenger (sent home weekly)
- Tuesday's Folder (sent home weekly)
- A Week Head (sent home on Tuesday's folder & located on the website)
- Parent Callout
- My Schoolworks
- Emails/Texts
- Progress Reports during the 5<sup>th</sup> week of each grading period
- Parent Conferences

If you have an issue with your child's teachers or grades, please contact the teacher first. You may contact the administrator if needed. However, please call to make an appointment. For campus updates, the school's website is a valuable resource. Visit it at, [www.sfxbr.org](http://www.sfxbr.org).

### Teacher Conferences

Parents may request to schedule a teacher conference. Scheduled conferences may not interfere with daily instruction. Conferences, even brief ones, may not occur during the school day, school activities, or in the pick up line.

### Telephone Calls/ Messages

Unless an emergency situation exists, neither teachers nor children may be called to the phone during school hours. Children will not be permitted to use the office phone without permission. During the work week, teachers will respond to phone calls within 24 hours of receiving the message. Please note, during the school day, teachers have limited access to their email.

In the event of an emergency, call the school office.

### Birthdays/Parties

The teacher, along with the parent representative, may schedule parties at Christmas and the end of the year. These parties should not exceed 45 minutes in length. This includes celebrating birthdays. (Siblings may not attend the parties.)

Balloons, flowers, candy, gifts may not be sent to the classroom.

### AWARDS

At the end of each nine weeks period, an Award Program will be held for all students.

## WITHDRAWAL REQUIREMENTS

The principal must be notified before any student transfers to another school before the end of the school year. Official school records are released from Saint Francis Xavier Catholic School only at the request of the school office to which the student (s) transfers. **No school records will be released for students who have any unpaid fees.**

*Diocesan Handbook 4.9.2.4:*

*Parent and student cooperation is necessary to insure the orderly functioning of St. Francis Xavier School as well as the furtherance of the student's education. If parental cooperation is not forthcoming, the student's continued enrollment at St. Francis Xavier School must be reviewed in order to ascertain if the student's presence in school serves the best interest of the school and the student. After opportunities have been provided for reasonable and fair dialogue among parents, administration and pastor; and if the pastor and administration judge that the parents no longer honor the expectations found in the school's contractual agreement, then the parents shall be directed to withdraw their child/children from the school.*

## GRADUATION REQUIREMENTS (Grade 8)

All eighth graders must complete basic skill knowledge before being promoted to the next grade level. Skills will be discussed for promotion at the beginning of the school year by the eighth-grade teacher. Financial debts and graduation fees are due at the beginning of second semester.

## COUNSELING OPPORTUNITIES

St. Francis Xavier has the right to require, under certain circumstances, to require parents to seek outside counseling at their expense from outside sources for their child to remain at St. Francis Xavier.

## CRISIS PLANS

St. Francis has implemented a safety program, based on best practices recommended by FEMA and Homeland Security, as well as national first responder organizations. Parent's can participate in the school safety plan by doing the following:

- Always check in and get a visitor's badge when visiting the campus.
- Make sure the school has accurate phone numbers and email addresses.
- Follow directions as given by the school. In an emergency situation, do not report to the campus unless summoned. If on campus during an emergency, follow the directions given.
- If you see a potentially dangerous situation on campus, please report it to the front desk immediately. If you see a suspicious person on campus who you think is dangerous, notify the office.

## **Emergency Closing of Schools**

St. Francis Xavier will follow the same directive as East Baton Rouge Parish Public Schools regarding weather related emergency and/or early school closures.

## **Emergency Dismissal**

Parents of children that arrive by car will be notified via news media or by telephone call to the emergency numbers provided. Procedures will be the same as normal pickup.

## **Safe Environment**

The Diocese of Baton Rouge has instituted a Child Protection program and is fully committed to the protection of children and youth. In its publication, USCCB Charter for the Protection of Children and Young People, the United States Conference on Bishops stated, "Dioceses are to maintain safe environment programs which the diocesan bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people.

All volunteers and employees who have ongoing, unsupervised contact with minors in the course of their ministries or employments will be required to complete the following process:

- A. 1 EAAPS application form
- B. The acknowledgement form for the Code of Ethics and Behavior for Adults who minister with Children in the Diocese of Baton Rouge
- C. The Safe in Place training module for Adults

When these steps are completed, submit a hard copy of each to the secretary. She will then give a signed form for volunteer Background Check and Fingerprinting to the volunteer. Names of all volunteers will be screened through the Louisiana State Police Sex Offender Registry.

## **Discipline Policies**

Each faculty and staff member at St. Francis Xavier Catholic School expects acceptable behavior in the classroom, and therefore communicates expectations to students. However, there are many areas outside of the classroom that also warrant the use of good judgment, courtesy, and specific behaviors. For this reason, we have established a school-wide discipline plan.

Any student who chooses not to follow a school rule will be disciplined. A discipline slip will be issued for parents to sign. The slip will indicate the specific violation. Please note that any school personnel may issue a discipline referral to any student in any grade. Parents will be notified if a student is suspended.

### General Rules

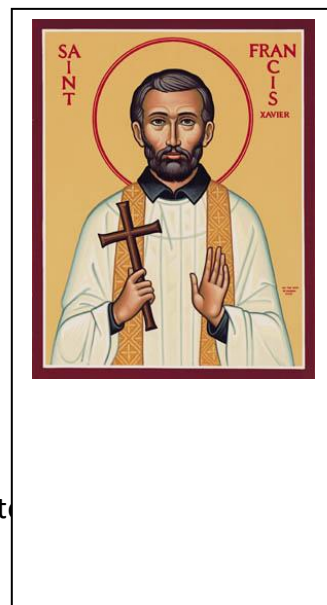
1. Follow directions
2. Be courteous and respectful always
3. Stay in assigned areas
4. No disruptive noises or running in buildings or on walkways
5. No horseplay on campus
6. Adhere to dress code
7. **No cell phones or other electronics**
8. No pushing or hitting

### Cafeteria Rules

1. Follow directions
2. Exhibit proper table manners
3. Remain seated while eating
4. Speak in a quiet voice
5. Leave table, chair, and floor clean
6. All food must be eaten in the cafeteria

### Assembly Rules

1. Follow directions
2. Upon arrival, go to assigned area and remain seated
3. Become silent when assembly begins
4. Observe orderly dismissal
5. Keep hands, feet, and objects to yourself



***The school administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just causes.*** Parents are invited to contact the principal or the assistant principal to discuss concerns or questions regarding the discipline program. Students are expected to conduct themselves appropriately whether on or off the school property. A St. Francis Xavier student should never do anything that is detrimental to the reputation of the school. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

A Discipline Infraction Form is the school's communication to the parent that the student has committed a singular serious infraction or has accumulated a number of lesser infractions or **has accumulated 5 or more unexcused tardies in a nine weeks period**. Consequences are listed on the form and may also include loss of participation in a field trip, purchasing snacks, or an out of school suspension.

**Suspension** is earned for any one serious offense or for an accumulation of offenses, and the student is placed on disciplinary probation for the remainder of the year. Depending on the offense, a student is eligible for expulsion from the school.

**Expulsion** may be earned for any one serious offense, or for an accumulation of offenses, or lack of parental support in helping the child to improve behavior. No student will be allowed to disrupt the learning of others.

**SERIOUS OFFENSES SUBJECT TO SUSPENSION OR EXPULSION** include but are not limited to the following:

1. Disrespect for school personnel, fellow students, or visitors, i.e. name calling, cursing, harassment, cruelty to another, threatening others, vulgar or improper language, cyberbullying, etc.
2. Fighting (verbally or physically) anywhere in the school uniform or on school property
3. Disruption of the teaching-learning process
4. Unruly conduct anywhere on campus; unruly conduct during a school activity on or off campus
5. Neglect of good grooming or uniform regulations
6. Failure of student or family to cooperate with faculty and staff regarding school rules, procedures, regulations, etc.
7. Carrying a weapon, possession or consumption of tobacco, alcohol, prescription medicine (except for medication dispensed from the office), or inappropriate print materials.
8. Destruction of school property
- 9. Excessive tardiness or absences**
10. Violation of Internet Policies
11. Dishonesty, stealing, or cheating
12. Failure to remain or report to assigned area, leaving school grounds without permission
13. Forging a parent's signature
14. Repeated possession of a cell phone
15. Other similar actions

Students who are suspended may not participate in outside school activities such as field trips, basketball games, cheerleading, etc.

## **HARASSMENT**

Saint Francis Xavier Catholic School does not condone harassment/bullying of any kind. All students are to be treated with dignity and respect. Harassment of any form is prohibited. The prohibition against acts of harassment applies to all people engaged in all school related activities. This includes posting inappropriate messages via electronic communications.



Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature. Submission to or rejection of such conduct by an individual is used as the basis for decision affecting the students.

Student conduct has the purpose and/or the effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

- Verbal harassment shall include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.
- Physical harassment includes unwarranted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal school work or movements.
- Written or electronic communication harassment includes communication of any threat of, or act of sexual, verbal and/or physical harassment.

## **BULLYING**

Saint Francis Xavier's faculty and staff annually/and as needed provide students with an informative process designed to empower them to put a stop to bullying and to make school a safe zone that is conducive to learning.

Bullying behaviors include not only physical aggression, but also emotional harassment and social alienation.

Violence is any word, look, sign or act that hurts a person's body, feelings or things. Included within this broad definition of violence are two important, distinct categories of violence: peer violence and bullying.

Peer violence is defined as acts of violence that stem from disagreements, misunderstanding, or conflicting desires between students who are equally matched in power, which may be physical strength, social skill, verbal activity, or another resource.

Bullying occurs whenever someone uses his or her power unfairly and repeatedly to hurt someone. To make our school safe and violence-free, school staff must intervene when they see either type of violence. Schools can successfully deal with the problem of peer violence by helping children grow in their knowledge and ability to use social skills such as communication, processing feelings, problem solving, conflict management, and conflict mediation.

## **HARASSMENT, HAZING, BULLYING**

To reflect Gospel values and to ensure a positive and safe learning climate, the schools of the Diocese of Baton Rouge do not condone harassment, hazing, or bullying of any kind. All school community members are to be treated with dignity and respect. In that spirit, the prohibition against acts of harassment, hazing, and bullying applies to all Catholic school students, both on and off campus. It is recognized that harassment, hazing, or bullying can involve verbal, physical, written, or electronic communication.

Each school shall establish policy regarding the identification, reporting, investigation and disciplinary action taken for reported allegations of harassment, hazing, or bullying involving members of the school community. The school's policy must be included in each school's parent/student handbook.

### **DEFINITIONS:**

**Harassment** is annoying or unpleasant behavior toward someone including, but not limited to, threats, offensive remarks, or physical attacks. Verbal harassment shall include derogatory remarks, jokes, or slurs and can include belligerent or threatening words spoken to another. Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal schoolwork or movement. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

**Hazing** is a form of harassment that involves intentional, knowing, or reckless acts that induce pain, embarrassment, humiliation, deprivation of rights, physical pain or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team or other group. Culpability includes hazing practices mandated or voluntarily entered by any party.

**Bullying** behavior is the repeated harassment and targeting of another with the intent to cause emotional, physical, or psychological harm.

### **MORAL TURPITUDE VIOLATIONS**

Violations of civil or criminal law involving moral turpitude or other conduct that in the professional opinion of the school administration would reflect or cause discredit to the reputation of the school by being contrary to the moral, religious or orthodox ethical principles of the Roman Catholic Church or the philosophy, policies, goals and commitments of the Catholic school as indicated in the parent/student handbook make a student subject to corrective action, including suspension or dismissal.

Activities prohibited by this regulation include but are not necessarily limited to the following:

- Attending, sponsoring or participating in activities where alcohol or illegal drugs are sold, purchased, possessed or consumed.
- Committing, threatening or attempting to commit acts of vandalism that affect a person's life, health or property.

## **SUBSTANCE ABUSE POLICY**

Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and a drug-free climate on campus and at all school-related functions. The use of all chemicals, including tobacco, smokeless tobacco, and tobacco products, alcohol, prescription or over-the counter drugs, illegal drugs (here and after known as "chemicals") are prohibited. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/ guardian. If drug testing is mandated, for suspicion, it is to be financed by the parent/guardian. This diocesan substance abuse policy must be included in each school's handbook of policies and must be adhered to.

## **TOBACCO AND SMOKELESS TOBACCO**

If a student is found to have in his or her possession any tobacco product on school grounds or at any school-related function, appropriate action will be taken by the administration. Appropriate action may include but is not limited to suspension. Any tobacco product found in the student's possession shall be confiscated.

## **ALCOHOL**

If a student is found to be in possession of or under the influence of alcohol on school grounds or at any school-related function, the alcohol will be confiscated and the Parent/guardian will be called. Appropriate action will be taken by the administration. Appropriate action may include but is not limited to suspension or expulsion.

## **PRESCRIPTION OR OVER-THE-COUNTER DRUGS**

If a student is found to be in possession of, to have provided or sold a prescription or over the counter drug to another person on school grounds or at any school-related function, the item will be confiscated, and appropriate action will be taken by the administration. Appropriate action may include but is not limited to suspension or expulsion.

## **ILLEGAL DRUGS**

An "illegal drug" is any drug, the possession of which is prohibited by federal, state or local law.

1. If a student is found to be in possession of or under the influence of an illegal drug on school grounds or at any school related function, the parent/guardian and civil authorities will be notified immediately, and appropriate action will be taken by the

administration. Appropriate action will include but is not limited to suspension or expulsion.

2. If a student is found to have provided or sold an illegal drug to another person on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately, and the student will be expelled.

### **DRUG PARAPHERNALIA**

If a student is found to be in possession of drug paraphernalia, appropriate action will be taken by the administration.

### **LOOK-ALIKE AND IMITATION PRODUCTS**

If a student is found to be in possession of any substance or product that resembles, imitates or is intended to give the impression of a chemical, appropriate action will be taken by the administration.

### **DRUG TESTING**

Drug testing alone is not a substance abuse program. But as part of a comprehensive substance abuse program, testing can be an effective deterrent to substance abuse and an important tool to help educators identify students who need help. Drug testing will be mandated for suspicion of, possession or use of chemicals. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/guardian.

### **CELL PHONES**

Students are **not** to bring cell phones to school. The only phone a student can use during school hours is the office phone, with permission. If a special event allows a cell phone, such as a field trip, an off-campus event, etc., students will be notified by the teacher that cell phones are allowed. This also pertains to MP3 players, DVD players, etc. Violations of this policy will result in disciplinary action as well as confiscation of the communication implement. Administration reserves the right to read text messages or check cell phones that are confiscated.

If a teacher plans a lesson with student cell phones, the principal should be notified that cell phones will be used for academic purposes on a particular day/period. Teacher lesson plans should also include cell phone assisted instruction. Students who do not possess a cell phone during such lessons will not be academically penalized.

### **Emotional Support Animals**

No emotional support animals will be permitted in school unless a student's IEP specifically states the need for such an extraordinary accommodation.

## **Principal's Right to Amend**

The Principal is the final recourse in all disciplinary situations and may wave any disciplinary rule for just cause at his or her discretion.

## **Dress Code**

The school uniform is a symbol used to identify our students to the public. St. Francis Xavier Catholic School Students should wear their uniforms with pride, dignity, and compliance. Final decisions regarding the appropriateness of dress and grooming are reserved by school administration. Uniforms must fit properly. Tight pants are not allowed. Colored undershirts are never to be worn. Students who arrive tardy or who are not appropriately meeting uniform guidelines will not be allowed to participate in some school activities, such as purchasing snacks or in some cases recess. Uniforms can be purchased at Inkas, School Time Uniforms, or Young Fashions. All students should follow our uniform policy daily unless the day has been designated as a Free Dress Day.

### **ALL STUDENTS (Virtual & In-school)**

- Pants with belt loops must be secured with a solid navy or black belt.
- Jackets or sweaters for indoor use must be solid navy.
- Only solid white t-shirts, undershirts or other undergarments may be worn under uniform tops.
- No dyed, two-toned, lines, Mohawks, braids (boys), dreadlocks, fades or designs cut in hair are allowed. Boys' hair must be the same length all over. Girls are not to wear any beads in their hair.
- No athletic socks allowed.
- Students may not wear t-shirts or shorts on Mass days.
- No visible tattoos are allowed.
- No cargo pants may be worn.
- Shoes must be black or predominately black, with either white or gray trim on the sole or on the shoe. Shoes must not have color, other than limited white or gray.

### **GIRLS**

- Polo or tailored, blue long or short sleeved cotton blouse with the school's logo monogrammed on it. Blouses should be buttoned from the first button below the collar and completely tucked in.
- Grades K – 4: Plaid jumpers below the knee.
- Grades 5- 8: Plaid skirts below the knee.
- All girls can wear plaid or navy-blue walking shorts or navy pants.
- Girls cannot wear pants on Friday, which is Mass Day. Skirts and jumpers must be worn.

- Hair bows, and headbands must be white, light blue, navy blue, or uniform plaid.
- Colored nail polish, artificial nails, earrings larger than a quarter, seasonal earrings, and make-up cannot be worn. White or navy tights may be worn.
- If protective masks are recommended by the state or local officials, students will be expected to wear a mask while at school. Masks must not contain any offensive messages, fabrics, or be distracting to the learning environment.

#### **BOYS**

- Light blue long or short sleeved shirts with the school's logo monogrammed on it. Shirts are to be tucked in at all times.
- Navy blue pants or navy knee length shorts. Pants must be worn at the waist and cannot sag.
- Hair must be the same length all over with no designs cut in hair.
- Boys cannot wear shorts on Friday, which is Mass Day. Long pants must be worn.
- If protective masks are recommended by the state or local officials, students will be expected to wear a mask while at school. Masks must not contain any offensive messages, fabrics, or be distracting to the learning environment.

Anything that can be construed as a fad or current fashion will not be allowed. Clothing must fit properly. Students who are out of compliance will be issued a non-compliance dress code form to take home. Three such forms issued will result in a one-day suspension.

Uniforms with logos may be purchased at Inkas, School Time, or Young Fashions. Young Fashions will put a logo on previously purchased blouses or shirts from other vendors for a nominal fee. Additionally, in cold weather heavy overcoats may be worn outside. All uniforms and clothing should be properly labeled with the child's first and last name. On special events such as casual dress days students should be modestly and neatly dressed. Casual dress days are at times "free of charge" but at times cost for special school activities. On free dress days boys and girls may wear jeans or slacks that fit properly and have no holes or tears, uniform shorts, or other shorts that are no shorter than 2 inches above the knee. Students may wear shirts or blouses that are modest and fit properly. Girls may also wear skirts or dresses that are no shorter than 2 inches above the knee. There should be no cut-off clothing or shirts with inappropriate writing or graphics. Sandals (not thongs, flip flops, crocs) may be worn but must be worn with socks. School administration holds the final decision regarding what is or is not appropriate.

On Spirit Shirt Days students may wear the designated school spirit shirt with school pants or with jeans or shorts that are no shorter than 2 inches above the knee.

Parents should call the school office if there are any questions or concerns regarding student attire.

## Extra Curricula Activities

In order for students to participate in extra curricula activities, they must maintain an overall "C" average in the subject area that receives number and letter grades for the nine week period.

**Beta Club.** St. Francis Xavier has active membership in the National Junior Beta Club. The Beta Club is a leadership service organization for outstanding students. Beta Club members provide services for the school and community. Students' participation is dependent upon their academic and conduct grades.

Students must maintain a 3.0 scholastic average to become a member and remain a member of the Beta Club. Payment and amount of dues will be announced.

### **Cheerleaders:**

Age: 2nd – 8<sup>th</sup> Grade

Academics/Conduct:

2.0 GPA/Principal's Certification

2.5 Conduct Grade/Appropriate Character

Practices as scheduled. Parents will be notified.

Cheer and camp uniforms needed

Cost varies with market

Performances:

1. All SFX Basketball Team Games

2. School functions, nursing homes, select parades, etc.

Purpose: The primary function is Cheerleading Squad. The secondary purpose is to instill pride, respect, unity and a sense of tradition.

Parents are responsible for transportation to and from all activities.

### **Library Club:**

Age: K – 8 (Officers from 5 – 8)

Purpose: To share a love of books, to promote reading, to help with library operations.

### **STEM Club**

Grades 3 – 8.

Purpose: To create activities which explore science, technology, engineering and math.

All activities will develop the Engineering Design Process. (ASK, IMAGINE, PLAN, CREATE, IMPROVE)

### **Student Council**

Age: Grades K – 8 (Officers elected from Grades 5 – 8.)

Purpose: To promote school pride, develop teamwork and leadership skills, and develop pride and commitment to the local community.

Meetings will be held twice a month or as needed.

Chairpersons of the Extra Curricula activities should plan a budget for the group's activities. The budget must be submitted to the principal (first) for review and to the finance office for approval.

## **ATHLETIC HANDBOOK**

The school's athletic handbook includes the following guidelines. These guidelines represent the *minimum* required by the Catholic Schools Office. School administrators may elect to enact more stringent requirements in their individual schools.

### **Philosophy and Purpose of the School's Interscholastic Athletic Program**

The school's philosophy and purpose of its athletic program is in accordance with the Diocesan philosophy regarding interscholastic athletics as well as the individual school's philosophy.

### **Sportsmanship Code**

The school's code for parents, team, and coaches' behavior at practice and games is based on Christian values.

### **Administration**

It is understood that the principal is the ultimate authority, but other components may include an athletic director, athletic committee, coaches, moderators... The chain of command and the areas of responsibility in respect to the use of facilities and equipment as well as those working directly with student athletes, parents and coaches should be clearly stated. A schematic diagram may be included.

### **Student Eligibility for All Sports**

- Academic Requirements – The recommended Diocesan minimum academic requirement is an overall GPA of 2.0. The principal may make an exception to this requirement.
- Physical Examination – A student should have been examined by a physician within 365 days of participation as evidenced by the physician's signature.
- Insurance – It is required that an insurance and health form be kept on file for each student athlete. It should include a release form for emergency treatment. Each participating student is required to provide proof of insurance.
- Age and grade requirements for play are listed.



### **Participation**

- Tryouts – Definite procedures for the selection of teams should be established. For each sport, a copy of student expectations, including tryouts, practices, games, discipline, time commitment, camps, tournaments, financial obligations, etc. should be given to students and parents prior to tryouts. Time commitments should include a schedule of games, practices, tournaments and/or camps.
- For each sport, a copy of responsibilities for parents of time and duties including fundraising, transportation, working games and tournaments etc. should be given to parents prior to tryouts.

### **Coaches**

School guidelines exist regarding who is eligible and how coaches are selected, including desired qualifications.

### **Playing Rules**

League rules are available for students and parents in the school office.

### **Discipline**

The school's philosophy toward discipline also applies to athletic events.

## **MISCELLANEOUS POLICIES/INFORMATION**

### **LUNCH PROGRAM**

A nutritious, balanced lunch is served daily in the cafeteria. Special diets will be considered when requested with a doctor's certificate. Free and reduced lunch forms will be available on line in early August at [Applyforlunch.com](http://Applyforlunch.com). Students must pay for all extra items. Students have the option of bringing a bag lunch. Fast food may not be brought as lunch. The school office is not responsible for unpaid cafeteria charges.

Breakfast is served in the cafeteria from 7:30 a.m. to 7:55 a.m. Students are to go directly to breakfast when arriving on campus. Once they have eaten, they are to report to their designated area to line up with their class.

Parents/grandparents who wish to eat lunch with their children must notify the cafeteria at least one day in advance and are expected to pay in the cafeteria for lunch.

### **HOME AND SCHOOL ASSOCIATION**

1. The SFX Home and School Association is a group of parents and staff who work together to build and maintain educational programs, promote social connections, and appreciation for faculty and staff. The organization promotes communication and is committed to supporting the integration of Christian

values between home and the academic life of all students. Recognizing that the family is central in a child's life, Home and School encourages family support on all levels.

2. Membership is open to all parents and guardians. All teachers are considered members. The officers are to be elected. The chairpersons of the committees are appointed.
3. The major services of the Home and School Association are:
  - To assign room parents who assist teachers in planning field trips and class parties.
  - To sponsor the fund-raising activities which provide income for the school.
  - To provide educational information pertinent to elementary age children.

### **SEARCH AND SEIZURE**

A school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice. School officials (2 or more) may search student(s), his/her belongings, (i.e. including but not limited to locker, handbag, briefcase, and book sack if one or more of the following exist:

1. The students are informed in writing (parent/student handbook) that searches may be conducted.
2. The administrator has suspicion that contraband, illegal substances or objects or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed.

The search of a student(s), his/her belongings, shall be conducted by no less than two (2) school officials [at least one (1) the same gender as the student when possible].

The search shall be conducted with a minimum of embarrassment to the student(s), preferably in the privacy of an administrator's office. Strip searches shall not be conducted.

### **FIELD TRIP POLICIES**

Field trips are privileges afforded to students in order to accomplish educational goals. Students can be denied participation if they fail to meet academic or behavioral requirements. The cost of field trips is not included in the tuition/fee schedule. Students wear the school uniform for field trips unless otherwise specified. Since field trips are a part of the school program, all school policies and expectations are in effect. Field trips help to stimulate good student morale. Since the field trip is a learning experience, students are properly prepared for the observations they will make on the trip, and students are given a follow-up assignment which will help them assimilate the knowledge they gained on the trip. *A standard permission form must be signed by the parent/guardian and returned to the school.* A standard form is available in the back of this book in case the parent needs one in the event the student has lost the teacher issued form. No student may attend a field trip without the form

## MEDICATION POLICY

Medication, including non-prescription pain relievers such as Tylenol, shall not be administered to or taken by students at school except as outlined below. *Students are not allowed to have any type of medication, prescription or over-the-counter, in their possession on school property;* medication will be confiscated, reported to administration, and a parent/guardian will be contacted. Students who have medication on campus may be subject to disciplinary action, including removal from school grounds, at the discretion of the administration. Short term medications for periodic illnesses will not be given at school.

School administration will make individual arrangements to administer medication in cases of chronic or permanent medical conditions or long duration, in which medication is essential to ensure attendance. The following procedures must be observed:

- The medication must be brought to school by the parent or guardian in the container in which it was originally packaged. The label must have the name of the student, name of medication, date, dosage, and the specific time it is to be given at school.
- Short term medications such as antibiotics, cough drops, cough syrup, etc. will not be given at school.
- The school medication form and a written request and permission for administration of medication must be completed and signed by the parent/guardian and the physician prescribing medication.
- No more than one month's supply of medication should be kept at school. The student should bring empty bottles home.
- Written orders from the physician must detail the name of the drug, dosage amount, frequency, and method of administration, date to be discontinued, predictable side effects or contraindications. Every effort should be made to avoid disruption of a student's instructional time to administer medication.

The provisions stated here shall not preclude the administration of first aid by the school in the event of injury or accident.

### Field Trip Medication Policy

Most medications administered at school may be administered on a field trip by a teacher. Teachers may not administer certain medications, such as insulin or Diastat. A parent/guardian may be asked to attend a field trip if it is in the best interest of the student.

## NOTICE TO PARENTS

Parents will be notified by the principal using the automated messaging service chosen by the principal. The school's handbook and bulletins contain the general procedures for dismissal

and/or holding students in school during emergencies. Parents are urged to decide who will take care of their children if they customarily are not at home during school hours. Parents are encouraged to instruct their children about such plans. Parents should provide accurate contact information, legibly written, which can be used for robot calls and group emails. Please keep information current.

Also, in remitting funds to school for various events, etc., please send exact cash if not paying by check. The school does not have change. All monies are deposited daily.

## **PARENTS AS PARTNERS**

A facet of St. Francis Xavier Catholic School is the belief that the school assists the parents with their primary responsibility of providing religious and secular education for the children. Therefore the school expects the parents to be involved with their children. This means not only supporting the school and participating in the activities but also providing instruction and examples for their children both at home and in the public. While St. Francis Xavier recognizes that there may be some legitimate disputes concerning educational matters, St. Francis Xavier is ultimately responsible for the orderly operation of the school in the best interest of all of its students. Therefore, the school reserves the right to terminate its relationship with a student if the student and/or parents of the student fail to provide the support, assistance, and example necessary to accomplish the school's role of assisting the parent in providing the religious and secular education to which the child is entitled.

Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent or guardian may result in the student's removal from the school at the discretion of the school's administration.

### **Appeals**

When a question arises concerning a policy or procedure, there must first be an effort to address the matter with the faculty, staff and then the administration prior to addressing the Pastor.

There are two types of appeals. Those that pertain to violation of policy and those that pertain to severe situations such as expulsion and/or lengthy suspensions. Appeals to the principal and succeeding authorities shall be made in writing on the form provided within five days of the disposition.

### **Educational Procedures**

As partners in the educational process at St. Francis Xavier Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;

- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.
- Takes prescribed medications.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year)

To notify the school office of any changes of address or important phone numbers;  
To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on any social media.

In an e-learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education through e-learning. Specific guidelines will be provided to parents/guardians with detailed information regarding the e-learning schedule.

## **Parent Service Hours**

Service Hours for parents K thru 8th grade are expected to be active and involved. We have a special service hour binder in the office that parents must sign to receive credit. NO credit will be received if parents do not sign in the office. Parents (or grandparents or older siblings) are asked to give 20 hours of service to the school each year. The hours can be fulfilled in many

ways. The Home and School Association will offer service hour opportunities as well that can begin as early as July 5th to count toward the current school year. Other service hour opportunities include landscaping, painting, cleaning, maintenance, tutoring, helping on field trips/activities, substituting, working athletic events, donations for class events, and donating paper (1 ream of paper = 2 service hours). Service providers should fill the binder in the office to document their volunteerism.

K-8th grade parents who do not complete ALL 20 volunteer hours by May 1st will be assessed a \$100.00 fee. The service hour fee is based on hours of work not performed or not reported.

### **MONEY AND VALUABLES**

Students are advised against bringing large sums of money, cameras, rings, bracelets, necklaces, wrist watches, or other jewelry or valuables to school. If a student accidentally brings something valuable to school, he/she should at the earliest opportunity bring it to the school office for safekeeping. The administration, principal, faculty, or school will not be responsible for any loss or theft of personal items.

### **CLASSROOM VISITATION**

Without special permission from the school administration, no one is allowed to visit classrooms or the campus during the school day. Parents and other visitors are to report directly to the school office for any need or problem. Parents are to pick up their children at the classroom door except after the dismissal bell if walking on campus to pick up the child.

### **CUSTODIAL REGULATIONS**

St. Francis Xavier abides by the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information requested regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. If any change occurs, the custodial parent must supply the school with a current copy. It is assumed by the school that parents will abide by the court order. St. Francis Xavier assumes no responsibility for compliance with a court order.

### **FIRE DRILLS**

Fire drills are held in accordance with state guidelines. Students should familiarize themselves with the location of their room in relationship to the exits and should follow the teacher's directives during fire drills. Teachers will periodically review safety procedures with students. During drills, students are required to file out of the building as instructed and go to their appointed areas.

## **FUNDRAISING**

Fundraisers must be approved by the school administration. Requests must be submitted to the principal for approval.

## **ILLNESS AND ACCIDENTS**

If a student becomes ill or injured during the day, he/she is to report immediately to the office. Every effort will be made to notify the parent/guardian immediately and the parent/guardian must arrange to pick up the sick or injured student. If parents/guardians cannot be reached, the emergency contact will be called. If the parent/guardian and emergency contact cannot be reached, the administrator will assess the situation and pursue the best course of action to ensure the safety of the student. If emergency care must be rendered, the student will be escorted by a school official.

## **LIBRARY**

The library is available for student use at designated times as well as during scheduled library periods. Fines for late books must be promptly paid. The complete cost of replacement will be charged for lost and damaged books.

## **LOCKERS (Grades 5 – 8)**

Student lockers must contain only necessary books and materials for school use. Lockers must not contain cell phones, CDS's, CD players, games, etc. These items are not allowed at school and will be confiscated. Lockers will be assigned by homeroom teachers. Lockers must have a combination lock. Any locker without a combination lock will result in the immediate removal of locker contents.

## **LOST AND FOUND**

Lost and found articles are sent to the office. These articles may be claimed after school or during lunch or recess. All books, school bags, and clothing should be marked with the student's first and last name, no initials. Purses and wallets should contain some form of identification and should not be shared. St. Francis Xavier School is not responsible for missing or lost articles. Parents are asked to put the student's name inside clothing in order to expedite the return of lost clothing items.

## **SECURITY CAMERAS**

For the safety and security of our school community. Educational hallways and classrooms should be clear when the bell rings each morning and also at the end of the day. Parents picking up students on foot should wait outside the double doors by the parking lot. Also, all visitors must wear a sign in tag.

## **SAFETY AND TRAFFIC REGULATIONS**

Doors entering the main building are locked from the outside during the day. All visitors must report to the school office before visiting the main building. The entrance is located at 1150 South 12<sup>th</sup> Street. All students and other pedestrians must cross the streets surrounding the school at the intersections. Students and drivers should always obey the Crossing Guard.

All automobile traffic must flow during pick-up and drop-off time of 7:30 am and 3:15 p.m. from Julia Street. Please do not park in the middle of the street or encourage students to cross in the middle of the street. Students may not be picked up at the front of the school (S. 12<sup>th</sup> Street. Parents may not load students on the side of the car opposite the curb. For safety reasons, students must enter the car curbside. Parents wishing to walk to pick up students may park in the front of the church and enter through the gate at the side of the church.

## **SHARING OF INFORMATION**

Catholic High Schools request the addresses and phone number of 6<sup>th</sup> – 8<sup>th</sup> grade students for recruiting purposes. This information is provided to those Catholic High School in the Diocese of Baton Rouge.

## **Technology Usage**

*Note: The following section of the Handbook regarding the Internet is taken from the Diocesan Policy Handbook (4.9.1.3)]*

Educational programs governed by the Catholic Schools Office require the ethical use of the Internet and related technologies by all employees, volunteers and students as set forth in the Acceptable Use Policy for the use of the Internet and related technologies. Access privileges may be revoked, school/parish disciplinary action may be taken, and/or appropriate legal action may be taken for any violation that is unethical and/or that may constitute a criminal offense. The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the diocesan school district.

Students will be instructed in the proper use of the Internet. The use of the Internet will be monitored and may be used only in support of education consistent with the educational objectives of the school. In compliance with the Children’s Internet Act, St. Francis Xavier Catholic School provides a filtering program so that children cannot access inappropriate websites.

The use of technology is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges.

1. Technology resources may be used for academic purposes only and not for commercial purposes.



2. Software is protected by copyrights laws. Making, giving to others or selling unauthorized copies of software is not allowed. Students may not bring software to school.
3. Students may not copy or change files from another user without permission from the teacher. Students may not attempt to gain unauthorized access to the teaching or administrative system. Students may not use another person's sign-on and/or password. Students may not damage computer systems or computer networks.
4. Students may not submit documents from the Internet as a student's personal work.
5. Students may not reveal their own personal information such as photographs, home address or phone number, or that of any other person or institution. Students are responsible for not pursuing material that could be considered offensive.
6. Students may not use technology to harass, insult, or threaten others by sending, displaying or downloading offensive messages or pictures. Students may not use offensive language in any form.
7. Students are not permitted to wear watches that have cameras and internet access during any type of tests.

*Violations of the rules and policies described above will be considered a serious infraction. Consequences will be determined by the school administration.*

## **INTERNET/NETWORK ACCEPTABLE USE POLICY**

### **Internet Use: Terms and Conditions:**

- Students are responsible for good behavior on school computers just as they are responsible for following the school's behavior plan.
- During school hours the use of the Internet will be for educational purposes only.
- The use of profanity is prohibited.
- Messages or materials sent over the network or through the internet will be respectful of others and contain no profanity and will not be offensive regarding sex, race or creed.
- The use of another person's account (s) is not permitted unless the person gives his or her express or written permission.
- Students will not be allowed to use the network to access personal e-mail.
- Students are not permitted to use a teacher's individual account.

Although filtering software is installed in our internet package, it is not totally foolproof, and the school is not responsible for unsolicited materials. Any unsolicited messages or mail should be reported and not responded to. No one is allowed to change any files, folders or programs set up on the network except the administrator. Attempts to reach administration levels will result in that person being barred from using the network.

## **INTERNET SAFETY POLICY**

### **PURPOSE**

The Children’s Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA.

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

- Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors.
- Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; (c) unauthorized access, including so-called “hacking,” and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors’ access to materials harmful to them.

Saint Francis Xavier School provides filtered access to the Internet as one means of fulfilling its mission. Computers will not be used by anyone, including minors, for illegal activity, to access illegal materials, or to access materials that by local community standards would be objectionable. School employees are authorized to take prompt and appropriate actions to enforce the Rules of Conduct, and/or to prohibit use by individuals who fail to comply with the Internet Safety Policy as stated or implied herein. Parents are responsible for their minor children’s use of the school’s resources and facilities. Parents who believe that their minor children cannot responsibly use the School’s Internet access are requested to notify the administrative staff at Saint Francis Xavier School.

## **DISCLAIMER**

Saint Francis Xavier School cannot control the content of resources available on the Internet and cannot be held responsible for its content. Saint Francis Xavier School makes every attempt to censor access to the Internet using filtering hardware/software. The Internet offers open access to information, ideas and commentary from around the world in an unregulated medium. As such, it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, but also attempts to restrict access to some

material that some may find offensive, disturbing and/or illegal, inaccurate, or incomplete. The availability of information does not constitute endorsement of the content by Saint Francis Xavier School. The Internet, as an information resource, enables the school to provide information beyond the confines of its own resources. Use of Internet resources carries with it a responsibility to evaluate the quality of the information accessed. Access, use, or dissemination of information via the Internet in the school is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or teacher. Saint Francis Xavier teachers share a dual role with parents to provide care and supervision of children as they explore the internet.

## **PRIVACY**

Saint Francis Xavier School seeks to protect the First Amendment rights of its users and their individual right to privacy. However, Internet users must be sensitive to the fact that workstations are in public areas and, therefore, images on the screen are subject to view by a wide audience. The Saint Francis Xavier School respects the confidentiality of those using its electronic resources and will only release school records as required by law or for the School's operations.

## **ACCEPTABLE USE**

- 1) Internet access computers may be used to access a variety of electronic communication resources not including email and chat rooms by students. Email is a vital part of parent teacher communications. The school provides email accounts to the staff only. Free email and private email accounts are not accessible by students and visitors. The Smooth Wall content filter system in place prevents all student provided computer systems from accessing personal email and free email accounts. While each day new methods are developed by hackers to circumvent firewalls and content filters, Saint Francis monitors browsers, internet history along with staff and student reported sites that violate school internet safety policy.
- 2) Internet access computers may be used to access games. Approved educational games are a beneficial tool used by teachers. These sites are permitted for access by the content filter. In addition, the administration has an approval policy for websites that need to be allowed for access.
- 3) The School's Internet access computers may not be used by ANY user to access inappropriate or illegal materials, including but not limited to material of an obscene nature or child pornography. In addition, minors are prohibited from accessing materials considered to be "harmful to minors".
- 4) The School's Internet access computers may be used to access information, except as otherwise specified as unacceptable, from a variety of sources such as educational or commercial. Student computer lab is defined in a separate category in the content filter that governs what can and cannot be accessed. There are also permissions and denial

categories within the filter for the student group for any allowable sites that the filter system thinks violates rules. After administration approval, these sites are added to the approved category. In no event shall Saint Francis Xavier School have any liability for lost profits or for any direct or indirect special, punitive or consequential damages, or any liability to any third party.

## **RULES OF CONDUCT**

- 1) Internet computers will not be used for illegal activity, to access illegal materials, or to access materials that by local community standards would be objectionable. (Illegal materials include, but are not limited to, obscenity and child pornography as defined in U.S. Code Title 18 and State Penal Code Chapters 42 and 43.
- 2) Access by minors to materials deemed "harmful to minors" is prohibited. School Administration reserves the right to determine, based on community standards, materials considered to be "harmful to minors".
- 3) Installation, downloading, or modification of software is prohibited.
- 4) Users will respect copyright laws and licensing agreements. Materials obtained or copied on the Internet may be subject to laws that govern making reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of "Fair Use." Users are responsible for compliance with all international, national, and state laws governing copyrighted materials.
- 5) Users will not make any attempt to misuse the computer. Misuse includes, but is not limited to, using the computer for illegal activities; hacking into the school computer system or any other computer system; damaging or attempting to damage computer equipment or software; interfering with systems operations, integrity or security; gaining unauthorized access to another person's files; sending harassing messages to other computer users; altering or attempting to alter the library computer's settings; and violating copyright laws and software licensing agreements. Misuse of the computer may result in the loss of computer privileges, potential loss of library privileges and possible prosecution. Damages resulting from the misuse are the responsibility of the user or in the case of minors, the parent or guardian.
- 6) Users will end their session and leave the computer when asked to do so.
- 7) Prompt payment is required by users who incur charges for printing or other authorized fees.
- 8) Saint Francis Xavier School shall not post any photos or information about students without a signed permission form from parents.

## **USE OF A TECHNOLOGY PROTECTION MEASURE (Compliance with Children's Internet Protection Act)**

The Saint Francis Xavier School has installed a filtering software product on all Internet access computers. Currently Saint Francis Xavier School uses the Smooth Wall® Web filtering and Guardian system.

The installation of such a product is the school's means to comply with specific federal legislation. The Saint Francis Xavier School uses federal funds in a manner identified in Title XVII: The Children's Internet Protection Act requiring compliance with regulations specified in that legislation. Compliance includes the installation and enforcement of a technology protection measure to prohibit access by ANY user to graphic depictions of illegal materials as defined by U.S. Code Title 18. The legislation also includes specific language prohibiting access by minors to materials considered to be "harmful to minors".

The filtering software product (which is not under the control of the school) may restrict access to sites that could be deemed objectionable but may also limit access to sites that have legitimate research value. No filtering system is completely effective or efficient. Users are warned that objectionable and/or illegal materials may still be accessible through the filtering software. Users are reminded that they are responsible for acting in accordance with "The Rules of Conduct". Disabling the technology protection measure for approved staff members is acceptable.

#### **GUIDANCE FOR SUPERVISING CHILDREN'S USE:**

Saint Francis Xavier School staff does serve as a replacement of a parent only with regards to the student's compliance with school rules and use of computer systems as they relate to school policy. The responsibility for what minors read or view on the Internet at home rests with parents or guardians. Students while attending school must comply with school policy. The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or in school.

- Use the Internet as a family. Join your children in Internet exploration.
- Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
- Encourage children to use sites recommended on the school's homepage and counsel them to avoid sites you consider unsuitable.
- Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- Instruct children to NEVER give out personal information (name, address, password, telephone number, credit card number) online.
- Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of online information.

## **Social Media**

Any student found posting inappropriate content to sites, such as Facebook, Instagram, Snap Chat, etc. will be subject to disciplinary action. The Diocese of Baton Rouge advocates the use in innovative technology resources in its students' academic pursuits. However, because the

Internet is a public forum with unrestricted access, all schools contained within the Diocese of Baton Rouge reserve the right to discipline any student for the posting of inappropriate information on the Internet by that student regardless of the origin of the post. Disciplinary action can be taken as a result of any inappropriate information or photographs in any format related to any school, faculty/staff member and/or student within the Diocese of Baton Rouge on any website, chat room, email or other messaging system that is deemed threatening, harassing, or spreading false, defamatory or morally inappropriate material. Any student who fails to adhere to this regulation is subject to disciplinary action, including expulsion. In situations in which laws may have been violated, civil authorities may be notified.

Parents are asked to set a good example for students when accessing and using social media and may not use the St. Francis Xavier name in any form within the title of their social network page or website, unless approved by St. Francis Xavier Catholic School. This is reserved for official school sites only. It is expected that any social media sites that are related to SFX School be inclusive of all SFX community. Sharing disgruntled thoughts via social media does not solve concerns but rather often instigates unrest. Parents may not discuss SFX faculty or defame their name or character via social media. To do so could result in a family being asked to leave SFX School.

## **USE OF SCHOOL GROUNDS**

The regular school hours are from 7:55 a.m. to 3:15 p.m. Students are not to arrive at school before 7:30 a.m. unless they are enrolled in the Before Care program. Students who arrive before 7:30 a.m. will be billed \$5.00 for Before Care.

Students are not to be on school grounds unsupervised. The school grounds are supervised beginning at 7:00 am when Morning Care begins. There is no supervision before 7:00 a.m., therefore students are not to be left at school prior to 7:00 a.m. Students arriving between 7:00 a.m. and 7:29 a.m. must go to Before Care and will be charged a fee of \$5.00 per day, which must be paid on a weekly or as needed basis in advance of services provided. Morning Care is not a free service. Students whose Before Care fees are two weeks past due may not continue to participate.

Students remaining after supervision has ended at 3:30 pm in the afternoon must be enrolled in the afterschool program. Extended day hours are from 3:30 to 5:30 p.m. The school's Aftercare program is used. The cost of Aftercare in the afternoon will be based on the grantor of the program. Parents arriving after 5:30 p.m. to pick up Aftercare participants will be assessed a fee by the grantor.

## **Use of Student Information/Pictures**

Students, faculty, and staff cannot be photographed or videoed without the approval of school administration. The school reserves the right to use student photographs in publications and on

the school website. **Any parent/guardian who does not wish his or her child's photograph used must notify the principal in writing prior to the beginning of the school year or as soon as feasible.**

Since the presence of visitors at times other than designated events can be a safety concern and a distraction to the educational process, all persons entering the school campus are expected to sign in at the office to obtain a Visitor's Pass. School officials reserve the right to refuse admittance to the school campus. As a rule, unscheduled visitation of classrooms is not allowed to deter distractions.

## St. Francis Xavier Policies & Permission Form

The SFX Parent/Student Handbook is located on the school website, [www.sfxbr.org](http://www.sfxbr.org). Please read and review the policies and procedures contained in the handbook with your child/children. Then sign and return the following form by August 12, 2023.

Please return one signed form for each child enrolled at St. Francis Xavier.

### School Policies and Procedures

I have read, understand, and agree to abide by the policies and procedures set forth in the Parent Handbook.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student signatures are required in grades 1 – 7.  
Parents signatures are required for kinder students.

### Permission to Publish Work and Photos

(Check One) \_\_\_\_\_ I DO \_\_\_\_\_ I DO NOT

Grant permission to St. Francis Xavier to release for publication my child's name and/or likeness, work and/or photograph to media outlets, and to the St. Francis Xavier website, which appears on the Internet. I hereby further release, indemnify, and hold harmless St. Francis Xavier, their directors, agents, employees, and insurers from any and all claims and/or damages on behalf of myself and my child arising from the publication of my child's name, photograph, work, or likeness on St. Francis Xavier's website.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_



**Return by August 12, 2023**