



**Saint Francis Xavier Catholic School**

612 E. Washington Medina, Ohio 44256

330.725.3345 [sfxmedina.com](http://sfxmedina.com)

# 2025 - 2026

# Family Handbook

**National Blue Ribbon School of Excellence**

**St. Thomas Aquinas Academic Achievement Award**

**Top Workplace by the Cleveland Plain Dealer**

**Innovations in Catholic Education Award**

**Innovations in Catholic Education Award Finalist**

**Governor's Thomas Edison Award for STEM Education and Student Research**

***St. Francis Xavier School, on a journey together with family, church, and community, provides a quality Catholic education focused on faith, academics, and service to influence an ever-changing world.***

**Dear St. Francis Xavier Families,**

This handbook represents the policies, procedures, and regulations of St. Francis Xavier School. Please read this handbook carefully with your child(ren). All parents and students are expected to follow the rules and regulations listed herein. Failure to read this handbook does not excuse students and/or parents from the rules, policies, and procedures. Changes to this handbook may be made at any time at the discretion of the school and/or parish.

Mrs. Danene Beal | Principal

Fr. Anthony Sejba | Pastor

## St. Francis Xavier Philosophy

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# **The Catholic School Graduate is...**

## **A faith-filled disciple of Christ who is...**

- Called by Baptism and nourished by the Eucharist
- Active in the Sacramental life of the Church through regular participation in Eucharistic Liturgy and Reconciliation
- Centered in Gospel values
- Prayerful

## **A Christian leader who is...**

- A decision-maker whose conscience is formed by the teachings of the Catholic church
- A Witness to the FAITH ~ A person of integrity ~ Respectful
- Committed to justice ~ Collaborative ~ A community builder
- A steward of the environment ~ Active in parish life

## **A centered, well-rounded person who is...**

- Self-confident ~ Self-disciplined ~ Open to growth ~ Responsible
- An active, productive citizen

## **A loving person who is...**

- Compassionate ~ Kind ~ Forgiving ~ Appreciative of diversity
- Welcoming ~ A peace-filled mediator
- Respectful of the talents and ability of others

## **A life-long learner who is...**

- Articulate ~ Creative ~ Technologically literate
- Academically and spiritually competent ~ A critical thinker
- A problem solver

## **A healthy person who is...**

- Respectful of life ~ Practicing good health habits
- Committed to reaching one's full potential ~ A good sport

*As we describe the faith commitment of the Catholic School graduate, we understand that students of other faiths express these values in alternate faith commitments.*

## **Mission Statement**

St. Francis Xavier School, on a journey together with family, church, and community, provides a quality Catholic education focused on faith, academics, and service to influence an ever-changing world.

## **Belief Statements**

We believe that through our Catholic faith, we can respectfully work together and achieve a community that exemplifies the life of Jesus Christ through participation in worship and involvement in service and education.

We believe classroom experiences should be captivating and focus on the various learning styles and abilities of today's students.

We believe the curriculum for all of our students should follow the standards adopted by the state of Ohio and the Diocese of Cleveland.

We believe the administration and school staff should design and execute programs that reflect advancements in education to encourage and enhance learning for all of our students.

## **Philosophy of Catholic Education**

We believe that a philosophy of Catholic Education begins with faith that God, gifted us with life, became one of us in His Son Jesus, and in the person of His Spirit awaits our response to His unconditional overture of love. Jesus remains with all people, ever yearning for a return of love either by a sincere response to conscience or by membership in His Church. It is from this perspective that the educational ministry of the Catholic Community flows.

We believe that education that is Catholic begins in the heart of the family. Parents, the primary educators, seed and nourish values deeply human, deeply spiritual. Affirmed, treasured, and supported by the loving witness of Christian faith communities, the child continues a lifelong response to God's love in growing and excelling through responsible involvement in the academic, cultural and civic concerns of daily life.

We believe that the Catholic school is sensitive to the mandate of Jesus: "Love one another as I have loved you" as the goal toward which all Catholic education tends. The school community, in sharing this vision within an atmosphere designed to celebrate and practice the love of God and neighbor, is the most effective means available to the Church for the education of youth. This vision motivates students to grow academically, culturally, and socially. Among the values prized in the Catholic school are self-worth, self-discipline in the search for a moral way of life, and appreciation for our American heritage. With deep concern for their brothers and sisters, young people in Catholic schools form their personal responses in truth, justice, and love to God their Maker.

## **Goals of Catholic Education**

### **Catholic Schools in the Diocese of Cleveland strive to...**

1. Communicate the Gospel message of Jesus.
2. Provide opportunities to build and experience a faith community.
3. Orient students to the responsibility and experience of service because of their relationship with the Christian community.
4. Provide students with the opportunity for growth in prayer.
5. Provide instruction in religious truths and values in such a way that they become an integral part of the

school program.

6. Develop a faculty and staff, who by their presence and teaching, express an integrated approach to learning and living in their lives.
7. Provide an academic program and environment conducive to the optimal development of each student.

### **Parent/Guardian Expectations**

The primary responsibility for the education of the children belongs to parents/guardians. By choosing to send your children to St. Francis Xavier School, you have invited us to become an integral part of that ministry. This collaboration requires mutual cooperation and respect. The greatest single factor in building a child's intellectual, cultural, moral and spiritual attitude is the example you provide in your home.

### **Parents are responsible for:**

Modeling and supporting their children's practice of the Catholic faith by being active members of the faith community and bringing children to Mass and other worship services on a regular basis;

- Supporting school policy and the authority of the administration and teachers;
- Encouraging their children to complete all assignments on time and aim for quality work, monitoring their progress as they do so;
- Insisting that their children follow the school regulations and general principles of good behavior;
- Making certain children arrive at school on time and avoid unnecessary absences;
- Build responsibility in your child by avoiding the temptation to bring into school items forgotten at home by your child. Please allow your children to accept the responsibility of their acts so they will learn from their experience. In turn, the staff of St. Francis Xavier will reinforce our students being held accountable.
- Discussing concerns/questions with the adults directly involved and avoiding any criticism of teachers and school policy in front of children;
- Respecting and supporting student classroom placement in fall made by a team of teachers. Special teacher requests are not permitted.
- Being aware of and following the policies and procedures stated in the handbook and communicated to families throughout the year;
- Paying all fees (tuition, milk, latchkey program, etc.) responsibly and on time;
- Providing restitution or assisting their child in doing so for any property destroyed or damaged, either accidentally or intentionally;
- Giving time to volunteer at school and school-related activities; programs are often dependent upon the generous gift of time from parents and families.
- Checking Educational Grading Platform on a regular basis.

## **ADMISSIONS**

### **Non-Discrimination Policy**

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

### **Admission Procedure**

St. Francis Xavier School is a Catholic elementary school intended to provide a quality Catholic Education in grades kindergarten through eighth grade to children of families who are registered members of St.

Francis Xavier Parish as well as other area Catholic parishes.

Students will be considered for admission to St. Francis Xavier School according to the following priorities:

1. Parishioners (children of families who are registered in, attend Liturgy, are involved in service ministry at the parish or school, and contribute to the support of St. Francis Xavier Parish)
2. Catholics from parishes without an elementary school (non-parishioners who are registered in, attend, and contribute to a parish without an elementary school such as Holy Martyrs, St. Martin of Tours, Our Lady of Grace, St. Stephens, and Our Lady Help of Christians)
3. Non-Catholic families who are seeking a Catholic private school for their children
4. Assessments are required as part of the admissions process. We also need a copy of your child's most recent report card and State test or MAP scores.
5. Children entering grades 1 - 8 are required to set up a shadow date with our Director of Admissions.
6. All new families will meet with our pastor and our school principal.
7. Once a student has been accepted, a formal registration will be taken, including a non-refundable registration fee.

### **Kindergarten Registration Requirements**

Children entering kindergarten must be five years of age by August 1<sup>st</sup> starting with the new school year. All incoming kindergarten children will participate in a Kindergarten Readiness Assessment. Kindergarten screening assists in understanding the child's developmental readiness for kindergarten.

Registration for kindergarten students is held during our Catholic School week at the end of January. Applications are considered according to the admission policy.

### **Registration Requirements (Grades 1-8)**

Families whose children already attend St. Francis Xavier School will be re-registered for the following academic year. This re-registration will take place during the week of Catholic School week and must be confirmed by the payment of the non-refundable registration fee the day after our scheduled spring break.

Registration of new students takes place after the registration of the current school membership has been completed.

Children entering first grade must be six years of age by September 30<sup>th</sup> and/or provide evidence of successfully completing kindergarten in an accredited school.

Transfer students are required to present their recent report cards and all standardized test scores.

All new students must present a copy of their birth certificate, baptismal certificate, health and oral form, and a record of all required immunizations.

### **Tuition and Fees**

**All registration and tuition fees are posted on our school website.**

### **Payment Methods**

You will have the option to select payment options or pay the full tuition. All payments will be made on FACTS. ***All payments for the current school year need to be made at the conclusion of the school year.***

St. Francis Xavier School is operated on funds generated from the payment of tuition and fees established each fiscal year. Additionally, a limited subsidy from our Parish pays for operating costs of the school not met by the tuition and fees. Families with students enrolled in our school or preschool are required to make applicable tuition and fee payments as follows:

1. We ask that each family commit to how they will pay their student's tuition by the payment option below:

Option 1                      **Full Payment due on or before the first day of school.** This can be done through your FACTS account or by check through our school office.

Option 2                      **Semester Payments**  
These payments are due on the first day of the first semester and the first day of the second semester. Payments can be made through your FACTS account or by check through our school office.

Option 3                      **10 Monthly Payments**  
Parents elect to pay tuition once a month through their FACTS account. The parent would need to set up their account so payments are drawn from your credit card or monthly check.

2. Tuition may be paid annually, semi-annually, monthly or other regular schedule through your FACTS account. If choosing this option, parents must set up their payment schedule in FACTS prior to the beginning of the school year.
3. If you are planning to make your tuition payments using a check, please notify us, with your first check, which option from the above choices you are selecting.
4. We ask all parents to have their child's tuition paid by the end of the current school year.

**We ask our St. Francis Xavier primary parents to have their FACTS account set up prior to the start of each new school year. Directions were sent to each registered family. If you wish to pay by check, you may still do so. Check with our school office for details.**

### **Financial Aid**

1. **EdChoice Expansion Scholarship** - see our [school website](#) for updated information
2. **Angel Scholarship** - see our [school website](#) for updated information
3. **Diocesan Tuition Assistance**

Diocesan tuition assistance dollars are raised through the Catholic Community Foundation of the Catholic Diocese of Cleveland. Thanks to the generosity of donors throughout the diocese to initiatives such as the Rooted in Faith-Forward in Hope Campaign, the Alleluia Ball Benefit, and the Faith and Values Appeal, assistance is available to many students in need.

These donors believe in the value of Catholic education and recognize that tuition assistance is necessary to make this a reality for many families. If you would like to make a gift to Catholic education, please visit the Catholic Community Foundation's donation page.

These funds are distributed yearly to families through a process that takes into account financial needs and the total amount of funds available that year.

The Diocese of Cleveland uses FACTS for financial aid. The link from the Diocese is <https://online.factsmgt.com/aid>.

### **Transfers/Withdrawals**

If transferring a student to another school, parents or legal guardians are required, by State Law, to sign a release form requesting St. Francis Xavier School to electronically send the student's permanent record file to the school to which the student is being transferred. No academic records will be transferred unless all financial obligations have been met. It is a best practice for parents to notify the school as soon as it is known that the student would be transferring and a written notification should be sent to the principal.

## **GENERAL SCHOOL INFORMATION**

### **Daily Schedule**

- 8:15 AM Students who ride the bus **only** are permitted to enter the building. **THERE IS NO STUDENT SUPERVISION BEFORE 8:15 AM for our car riders.**
- 8:30 AM Students who are car riders are permitted to enter school and go to their homerooms.
- 8:50 AM Homeroom begins. Students must be in class by 8:50 a.m. or they will be marked tardy.

### **Lunch/Recess Periods**

|                          |                      |
|--------------------------|----------------------|
| 11: 45 a.m. – 12:05 p.m. | Grades Middle School |
| 12:10 p.m. – 12:30 p.m.  | Grades K/1/2         |
| 12:35 p.m. – 12:55 p.m.  | Grade 3/4/5          |

### **Office Hours**

Our school office is open to serve you from 8:15 a.m. to 4 p.m. on regularly scheduled school days. Phone messages for teachers will be accepted there or you may send them an email. Teachers will return emails when their schedule permits. We ask that you not call the teachers at their homes or on their personal devices.

### **Appointments**

Medical and dental appointments should be made outside of school time if possible. A written note must be presented to the office by 9 a.m. if the student has an appointment during the school day. Students must be signed out and picked up in the office by the person specified in the note. Upon their return, students must report to the school office.

## **Student Transportation**

### **Buses**

In the interest of a safe, orderly, and pleasant ride on the school bus, students are expected to be courteous, cooperative, and self-controlled. The students are obliged to adhere to the various district rules. Non-compliance results in the consequences stated in each district's policy. Additional information on bus safety can be found under Student Safety in this handbook or on our school website.

## Bicycles

Children in Grades 5-8 are permitted to ride bikes to and from school and are bound to obey safety regulations. The following rules regarding bike safety will be strictly enforced. Failure to comply with these rules will result in the loss of the privilege of riding the bicycle.

1. Bikes must be walked in and out of the school property.
2. All bikes must be locked and parked in the bike rack. The school is not responsible for bikes that may be stolen. The student parks his/her bike at his/her own risk.
3. Bikes may not be used during the winter months.
4. Skateboards and scooters are NOT allowed on school property.

## Parking Lot Regulations

Traffic is to enter the parking lot on school days via the Smith Road entrance and exit onto Washington Street /Spring Grove Road. The Washington Street driveway will only be opened for exiting before and after school. Cars park in the designated spaces in the parking lot. It is important that we do not block the fire lane. We ask that drivers maintain a 5 MPH speed at all times for the safety of our children. Our parking lot is a **CELL PHONE FREE ZONE** at all times.

## Arrival/Dismissal Procedures

### ARRIVAL INFORMATION

#### Start Time:

- Arrivals begin promptly at 8:30 a.m. Please do not arrive early to form a parking line.
- **We ask that you do not arrive early to form a "parking" line in front of the school building or in front of the gym as these are FIRE LANES and must remain open.**

#### Important Safety Reminder:

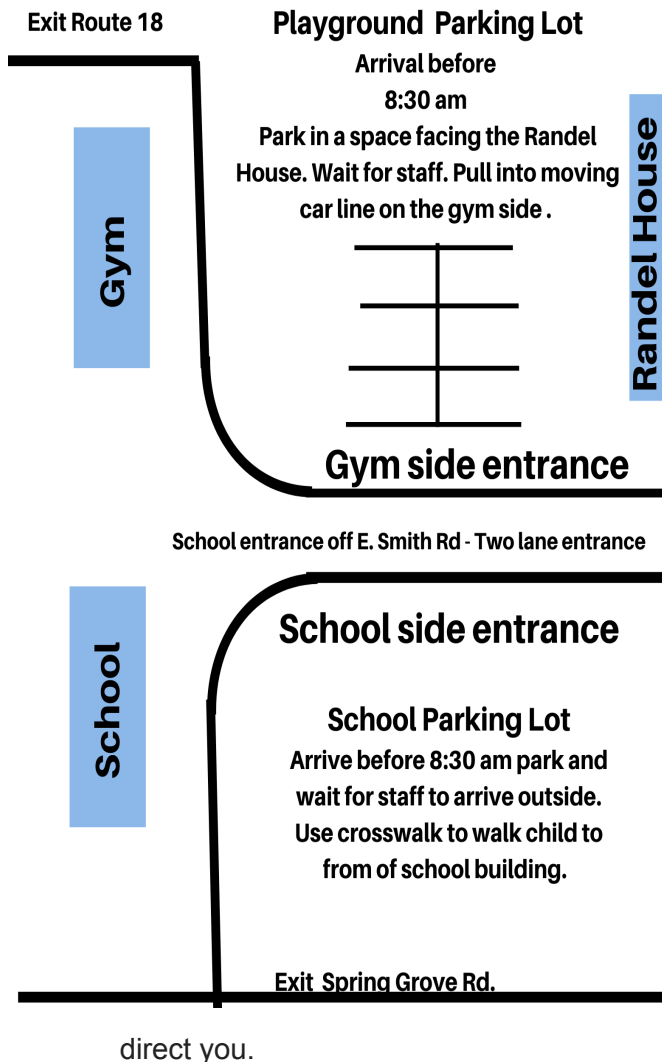
- The areas in front of the school building and gym are fire lanes and must remain clear.

#### Arrival Options:

1. **Front of the School:**
  - If you arrive before 8:30 a.m., please park in a designated space.
  - Wait for staff to arrive and escort your child across the parking lot using the crosswalk.
2. **Gym Side:**
  - Park in a space facing the Randel House.
  - Wait for staff to arrive near the gym entrance.
  - Once staff are present, enter the lane in front of the gym.

#### Assistance:

- Staff will be available during the first few weeks to help



**Safety Precautions:**

- The parking lot is a cell phone-free zone.
- Drive with caution at all times.

**Please Share:**

- Ensure that anyone who drops off your child is aware of these procedures.

Thank you for helping us keep the fire lanes clear and our school safe!

**Dismissal Policy:****Parking Lot Opening:**

- The parking lot opens at 2:45 p.m., starting with preschool dismissal along the gym side to the learning side of the parking lot and drive.

**Preschool Dismissal:**

- Details will be provided by our Preschool Director at the beginning of the school year parent meeting.

**General Instructions:**

- Enter the school from East Smith Road.
- Do not form a parking line before 2:45 p.m. as the entrance drive is a fire lane. Please park your car.

**Early Arrivals:**

- Park at the Randel House, playground (in front of the gym) or in the school parking lot.
- Meet your child at the big rock by the gymnasium.

**Dismissal Times:**

- **Kindergarten - Grade 2:** Dismissal starts at 3:10 p.m.
- **Grades 3-8:** Dismissal starts at 3:15 p.m.

**Pickup Instructions:**

- Meet your child by the rock.
- Leave promptly to make room for other parents.

**Parking Lot Exit Routes:**

- If parked on the playground, exit via Rt. 18.
- If parked in the school entrance lot, exit on Spring Grove Street the drive closest to the church. Buses have the right away and will be dismissed first.
- The far lane closest to the treeline must remain open during school hours.

**East Smith Road Access:**

- ***Only an entrance during school hours until 4 p.m.***

**Change of Transportation:**

- Inform your child's teacher of any transportation changes.
- If unable to reach the teacher, contact the school office before 2:30 p.m.

**Late Arrivals:**

- If running late, your child will wait at the front entrance or inside the school in bad weather.

**Bus Transportation:**

- Due to construction, consider using local school bus transportation.
- Contact your local school district's transportation department for more information.

If your child is a car rider and you are running late due to construction, we will hold your child in the front entrance to our school building or, in case of inclement weather, inside our school building. Refrain from bringing your pets to dismissal when you gather in the coned area. We have students that have allergies and fears of animals and we want our children to be safe at all times on our school grounds.

**Playground Use Before and After School**

Although the playground was installed for the use of all students, we ask students not to use it during morning arrival. There is no student supervision on the playground during arrival.

The playground is reserved for Latchkey students after school until 4 p.m. We ask that you do not take your children to the playground during this time.

### **Student Phone Calls**

Students are permitted to use classroom phones and main office phones under the direct supervision of the classroom teacher or another school staff member. They are permitted to use the school phone for forgotten lunches, to check their means of transportation home, or for emergencies. Students will not be permitted to use the school phone for forgotten books, homework, etc. This helps the students to accept responsibility for their actions. Students are not permitted to use cell phones.

Parents are asked to communicate with their students through the school's main office.

### **Change in Transportation (Dismissal)**

If a student or students have a change of plans for going home, the homeroom teacher needs a note from the parent explaining that change. The same holds for students going home with a friend after school. We require notes from both or all parents involved. This assures us that the parents are aware of the change of plans. If an emergency arises during the school day, the parent or guardian must call the school office prior to 2:15 PM to notify the school of the change of transportation.

### **Emergency Closing Procedures**

If Medina City Schools close for inclement weather, St. Francis Xavier School is also closed!

We will communicate to you with all notifications if the school is closed or needs to close due to an emergency situation by text message. You can listen to the radio or television for the announcement or log on to Medina City Schools website, [www.medinabees.org](http://www.medinabees.org). It would be better if you did not call the school or the parish office for closing information in the morning. If Medina County Schools, i.e., Buckeye, Cloverleaf, and Highland are closed, that does not necessarily mean that Medina City Schools and St. Francis Xavier School are closed. Pay close attention to the announcement. If there would be a need to close just St. Francis Xavier School due to an emergency situation, we would notify you through a text message or phone call.

### **Two-Hour Delay**

When Medina City Schools announces a two-hour delay, St. Francis Xavier School will have a two-hour delay. You will receive communication via text message or phone call. **Morning Preschool will be canceled.** You may also check Medina City Schools website, [www.medinabees.org](http://www.medinabees.org). Please visit our school website for the [two-hour delay schedule](#). Latchkey will remain open beginning at 6:30 a.m. All-day school students are invited to attend if they are registered with our latchkey program for a fee.

### **Health Policies**

All health forms must be completed by the opening date of school. Immunization records, health history forms, etc. are kept on file in the school office. Prior to entrance into Kindergarten, children are required to have a physical examination. A physician's form is distributed at the time of registration and is due by the opening date of school.

Students entering the seventh grade are required to give evidence of having had aTdap and Meningoccal vaccine.

Children are to be kept at home if they are running a fever, or if a contagious disease is suspected. All cases of childhood and/or contagious diseases are to be reported to the school. All cases of strep throat and Covid -19 must be reported to the school. ***We ask you to follow the recommended CDC or your***

**doctor recommendation on returning to school.** Students also should not have any vomiting or diarrhea within the last 24 hours before returning to school. In fairness to ALL children and staff members, do not send your child to school if they are still sick.

Prescription medication as well as all over-the-counter medication will only be given to a child by the nurse if we have specific written instructions from their physician and parent. This medication must be in its original container. For students in need of cough drops, we ask for a note from the parent.

If an accident occurs, first aid will be administered and parents will be notified. Notification by phone or in writing will be made if the head area is involved in any injury, however minor as long as it was brought to our attention.

Our policy regarding “allergies” is on file in the school nurse’s office. All school personnel are aware of this policy.

If your child's health conditions change throughout the year, please notify our school nurse to update their file.

## **MEDICATION POLICY**

In accordance with Ohio State Law 3313.713(6)(D), the following guidelines govern the administration and storage of medication within the school:

### **A. Storage of Medications**

All prescriptions must be stored in a secure, locked location within the school or clinic office. Medications requiring refrigeration will be kept in the designated office medication refrigerator.

### **B. Administration of Medications**

Unlicensed school staff members authorized to administer medication have been trained by a licensed health professional, such as a Registered Nurse. The following personnel are permitted to administer medication to students once medication training is complete:

- Principal
- Secretary
- School support staff as identified by administration
- Teacher
- School Nurse and/or Clinic Staff

Medication may only be administered with **written consent** from a parent/guardian and a physician, using a **completed medication form** provided by the school office or a **medical action plan** signed by a healthcare provider.

### **C. Medication Requirements**

All medications must:

- Be in their **original containers**
- Be **within the expiration date**
- Be **properly labeled**

## **Birthday Treats/Invitations**

Invitations to students’ parties cannot be distributed at school. In consideration of all students (allergies, diabetes, etc), as well as endorsing a healthy lifestyle of food choices, students and parents are asked to **refrain** from bringing in food for classmates on their birthday or any other celebrations. **This includes bringing in food to share in our cafeteria.** Instead, students will be able to dress out of uniform on their birthday. The student will receive a free dress pass.

## Home and School Communication

Communication between home and school is essential for each child's success. If you need to communicate with a teacher, please send a note, email the teacher, or call the school office and leave a message. Teachers will respond to all parent communications in a prompt manner and in most cases within a 24 hour period.

Newsletters, calendars, and other school communication are sent via email listings at the beginning of each week.

## Reports to Custodial and Non-Custodial Parents

If there are any specific restrictions in regard to home-school communications, a copy of the entire court order should be placed in the student's cumulative file in the school office so that home-school communications can be directed in the proper manner. If the non-custodial parent wishes to receive information about the child, a request in writing or by phone must be made to the school office. Please refer to family custodian situations in the handbook for further information.

## Latchkey Program

St. Francis Xavier Parish provides before and after-school care for the students of our school. Please call the Latchkey Office at (330) 721 - 6804 or the school office, visit our [school website](#) for more information.

**Hours: 6:30 - 8:30 a.m. and 3:10 - 6 p.m.**

## Lost and Found

Lost and found is located outside of our school office. Students, with the permission of their teacher or another staff member, may visit the lost and found at any time. Any unclaimed items at the end of the month are donated to local charities including, but not limited to, Hospice, Goodwill, and St. Vincent de Paul.

## Milk Program

Milk will be available for a small price. Please check with our school office about your account or any other question.

## Parent-Teacher Association (PTA)

The St. Francis Xavier PTA helps provide support for continued quality Catholic education. All parents/guardians of children, teachers and staff are members of our PTA. Parents, guardians, teachers and staff are encouraged to attend our PTA meetings and participate and assist in their many activities. The PTA is a great source of support for the school.

## Volunteers

Parental support and interest in the school are encouraged. Parents are needed as lunch/recess monitors, library aides, classroom helpers, and field trip chaperones. Parent help is also needed for school events and fundraising activities. We welcome your assistance. All teachers will contact parents if they are in need of volunteers. ***In an effort to respect our students' privacy, we request all volunteers to limit their cell phone usage during their volunteer time. This will include all taking photos, texting, or calling our students' parents/families. We thank you for understanding and the gift of your time.***

All parents who volunteer with children must adhere to the Virtus and fingerprinting guidelines.

## VIRTUS Training and Fingerprinting

St. Francis Xavier School requires all volunteers to complete VIRTUS training if you volunteer for over four

hour per month. VIRTUS is designed to assist adults in recognizing the signs of sexual abuse in children.

**There are five components to this training:**

1. Participation in an initial three-hour live training session: "Protecting All God's Children" Awareness Program; If previously VIRTUS certified this will be skipped for certification renewal;
2. Completion of an ongoing online VIRTUS training program consisting of reading one online article per month. All VIRTUS-trained personnel should be current with the online training bulletins. For those without Internet access, arrangements can be made for this portion of the training;
3. A background check is required every five years; <http://selection.com/>
4. In-service videos, the requirement for all volunteers – current and new. To view the videos: [www.clevelandchildprotection.org](http://www.clevelandchildprotection.org) click on in-service videos. The videos provide updates and reminders as to the Policy for the Safety of Children in Matters of Sexual Abuse and the Standards of Conduct for Ministry. In June 2016, Cleveland Bishop Richard Lennon promulgated revised editions to these documents; and
5. Sign two required documents, these documents are to be read and signed after the in-service video has been viewed; "Policy for the Safety of Children in Matters of Sexual Abuse: Revised, June 2016" and "Standards for Conduct for Ministry" Revised, June 2016. These documents are found at [www.clevelandchildprotection.org](http://www.clevelandchildprotection.org) under Policies for Download. **Please return signed and dated forms to the parish office.**

The faculty will check with the VIRTUS Coordinator prior to selecting chaperones for field trips or having volunteers in the classroom. As most field trips are four hours, those who wish to chaperone must be VIRTUS trained (including fingerprints). These policies are in effect for the safety of all children.

## **ATTENDANCE**

Saint Francis Xavier School's attendance policy is in accordance with the state of Ohio Revised Code Section 3321.191, Section 2151.011, and House Bill 410. Consistent attendance is imperative for a student's academic growth. In many cases, irregular attendance is the major reason for poor school performance.

### **Absence**

Please call the attendance line by 8:50 a.m. if your child is absent giving the reason for the absence. Parents who do not call in an absence will be contacted by the school at home or at work. Please notify the school office immediately if the illness is of a contagious nature, (i.e. strep, pink eye, covid - 19, etc.). The school administration reserves the right to rule on the final interpretation of any and all absences. Students will receive one day for each day absent to make up their work. Students will receive their missed work when they return to school. Students are responsible for making up all work missed because of absence. Teachers will give help, however, it is the duty of the student to seek it and be willing to put in extra time to study. Work **NOT** turned in will result in a zero. Students who are out ill for more than three days should contact their child's teacher so arrangements can be made for missed work.

In the case of an excessive number of absences, parents will be notified. If necessary a conference will be set up with the administration. This notification serves as a reminder that the child may be considered for non-promotion due to the extreme number of absences. In order for a quality learning experience to take place, the child needs to be present in school. **Students who are absent from school should not attend after-school activities.** A student who is absent for consecutive days due to illness is required to submit a note from the doctor. **Families receiving the EdChoice Expansion Scholarship should note that any students surpassing 20 absences within the school year will be deemed ineligible for the next school year. All absences are marked unexcused.**

### **Definition of Chronic Absenteeism**

Chronic absenteeism, as defined by the Every Student Succeeds Act, is missing 10 percent or more of the school year for any reason. It **includes excused and unexcused absences**. Ten percent of the school year is about 92 hours of absences, but schools and districts do not have to wait until a child has missed 10 percent of the school year to offer support to the student and his or her family.

### **Definition of Excessive Absences**

Ohio Revised Code Section 3321.191(C)(1) defines excessive absences as a child of compulsory school age who “is absent **with or without a legitimate excuse** from the school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in one school year.”

### **Prolonged Medical Absence**

If a student is absent for 3 or more consecutive days, a doctor’s excuse is needed in order for the student to be admitted back into school. The doctor’s excuses will be kept with the student’s health records. Please contact your child’s teacher in this case.

### **Definition of Habitual Truancy**

Ohio Revised Code Section 2151.011(B) (18) defines habitually truant students as “any child of compulsory school age who is absent without legitimate excuse for absence from the school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year.”

If the student continues to be absent without a legitimate excuse, consequences will be issued at the discretion of the school administration which may include referral to proper court authorities and/or the Department of Child and Family Services.

### **Tardiness**

Tardiness interferes with the child's progress in school and disrupts classroom teaching. Parents are requested to see that their children cultivate the habit of punctuality. Students should arrive at school by 8:45 a.m. The tardy bell rings at 8:50 a.m.. Students are not considered tardy if their school bus arrives late at school. Students who are not in their classrooms by the 8:50 a.m. bell are considered tardy. Students coming from a doctor’s office must present the school office with a note from the doctor. **Excessive tardiness may result in a required conference with the administration, parent, and child.**

### **Vacations**

Withdrawal of students for purposes of family vacations, trips etc., during the school term is not encouraged and your child is considered absent. However, if vacations are taken, parents should give the principal and the homeroom teacher written notification. **AFTER** the vacation, the student should contact the teachers to receive missed work. Students are responsible for the mastery of the material presented during their absence. Students will receive one day for each day of vacation to make up their work AFTER the student’s return unless other arrangements are made with the teacher. Students will have the opportunity to complete all schoolwork in a maximum of no more than 5 days. Any missing work or tests not completed during this time period will receive a grade of zero. If a student misses standardized tests due to family vacations, it may not be possible to make up the tests.

In the case of an excessive number of absences including family vacations, parents will be notified and a conference may need to be set up with the administration. This notification serves as a reminder that the child may be considered for non-promotion due to the extreme number of absences. In order for a quality learning experience to take place, the child needs to be present in school.

## **7<sup>th</sup> and 8<sup>th</sup> grade Shadowing Policy**

Students in Grade 7 or 8 may choose to shadow at a high school to assist in the decision-making process.

**In order for the absence to be recorded as excused, the following requirements must be met:**

1. Students may shadow at high schools from mid-September onward.
2. Students may not shadow on dates scheduled for class service projects, testing, or other significant school dates.
4. The student's parent/guardian must email the school office and teaching staff prior to the scheduled shadowing date.
5. The student's parent/guardian must make arrangements with the individual high school following the high school's dates of availability and their policies and procedures. In addition, parents/guardians must provide transportation to and from the high school.
6. The student must follow the high school's rules, regulations, policies, and procedures, in addition to the Saint Francis Xavier Code of Conduct, when shadowing.
7. On the school day following the shadowing date, the student must provide the homeroom teacher with written documentation from the high school stating that the student was in attendance on the shadowing date.
8. All classroom and homework assignments must be made up by the due dates as assigned by the student's teachers. Students are responsible for any/all materials missed for a shadow day.
9. All 7<sup>th</sup> grade and 8<sup>th</sup> graders will receive one excused absence per school year. All other shadow visits will be marked absent.

## **SAFETY**

### **School Safety Procedures**

1. There is ONE ENTRY AND EXIT to the school during the school day at the FRONT MAIN DOORS for everyone. All visitors to St. Francis Xavier School between the hours of 8:15 a.m. and 4 p.m. must use the main entrance.
2. Staff and students are instructed not to open any exterior doors to anyone during the school day. In turn, we ask that as you enter or exit, please do not open the doors or allow someone to follow you into the school. We understand this is contrary to polite behavior and is difficult for all of us.
3. All visitors/parents must report immediately to the school office window to sign in if they are volunteering and to receive a visitor badge. All visitors must sign out when leaving the building.
4. The school has safety drills such as fire, tornado, lockdown, and evacuation. The students are instructed at the beginning of the school year as to the regulations and procedures for each drill. Directions for exiting are posted in each classroom. Practice drills are done as required by the state of Ohio.
5. Saint Francis Xavier School has a state-approved Emergency Operation Plan. All school personnel are familiar with its execution, should the need ever arise. Practice drills are done as required by the state of Ohio. The Emergency Operation Plan is updated yearly.

### **Bus Safety**

Bus transportation to and from school may be provided by the student's home local school district. Bus regulations are set by the local school districts. If you have any questions regarding the local school district's bus regulations, please contact the district's transportation department. Students are to follow all of the local school district's bus rules, regulations, and procedures as well as follow the St. Francis Xavier Code of Conduct. In the event of a bus violation, a bus driver may submit a bus report to the school's administration who will require that a parent sign the bus report and return it to the school office by the following school day. In addition to the bus report, the following consequences may be given.

|                   |                                              |
|-------------------|----------------------------------------------|
| First Bus Report  | Disciplinary warning is given to the student |
| Second Bus Report | Three-day suspension from riding the bus     |
| Third Bus Report  | One week suspension from riding the bus      |
| Fourth Bus Report | Long term suspension from riding the bus     |

**SEVERE BEHAVIOR CLAUSE:** The student is suspended from riding the bus for the remainder of the school year or another consequence given by the administration.

### **LUNCH RULES:**

1. Obey all directions from the adult(s) in charge at recess or lunch
2. Be respectful, courteous, and polite to others. Bullying of others will not be tolerated.
3. Although sharing is kind, sharing food is discouraged. (Students and parents are asked to **refrain** from bringing in food for classmates on their birthday or any other celebrations. **This includes bringing in food to share in our cafeteria.**)
4. Use inside voices in the cafeteria.
5. Clean up after yourself
6. Remain seated while eating or drinking.
7. All food will be eaten in the cafeteria.
8. In the spirit of fairness and inclusivity, we kindly request that all parents **refrain** from bringing treats for their children and their friends during our lunchtimes. Be responsible for cleaning up their area.
9. Students with food allergies will sit at a designated table in the cafeteria. A limited number of friends may join the table if they do not have a food allergen in their lunch. To sit at a regular table, a note from the child's doctor is needed indicating that it is okay for the child to sit at a regular table. The child will sit at the designated table until the school office receives the note.

### **RECESS RULES:**

1. Play in the assigned areas. Keep away from puddles and snow.
2. Keep their hands and feet to themselves while playing.
3. Report any safety issues to the teacher in charge.
4. Line up quickly and orderly when the bell rings for the end of recess. All equipment will be placed back into the cart.
5. Ask permission from the teacher or monitor on duty to go back into the school building if needed.
6. When the weather is not suitable for outside recess, students will have inside recess. Students will return to their homeroom quietly through the hallways and use inside voices. All students must be seated at all times.
7. Remain in their classrooms for the duration of recess.
8. Be respectful, courteous, and polite to others. Bullying of others will not be tolerated.

***Weather permitting, students have recess outside each day. A decision to have outside recess during cold weather depends upon the temperature and the wind chill factor. All students will be outside for recess when the temperature is 25 degrees and above. Please make sure your child is dressed appropriately. Boots, hats, scarves, gloves, and warm coats are necessary.***

### **Release of Students**

Students who are injured or become ill during the school day, as well as students who are being picked up for a medical or dental appointment, will only be released to adults who are listed by the custodial parent/guardian on the Medical Release/Authorization to Pick Up form kept in the school office. When picking up a student from school, an adult may be asked to present identification to the office staff.

## **Acceptable Use Policy for Internet Safety**

St. Francis Xavier School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical, or inappropriate use of these technologies can have dramatic consequences, harming the school, its students, and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating Saint Francis Xavier School's students and setting standards that will serve to protect the school. We firmly believe that digital resources, information, and the internet available on the computer, network, or Internet far outweigh any disadvantages.

All users are expected to use the technology available at St. Francis Xavier School in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. Technology includes but is not limited to: cellular telephones; CD/MP3/DVD players; personal data devices; computers, hardware, and peripherals; software including the operating system and application software; Internet; digitized information including stored text, data, email, digital images, video and audio files; internally or externally accessed databases, applications, or tools (Internet- or school-server based); school-provided Internet access; and new technologies as they become available.

Users are expected to be appropriately responsible for and use the technology to which they have access. Actions considered inappropriate are prohibited and will result in revocation of the student's access to the computer/network/Internet.

**First Warning:** Removal of the Chromebook for a week

**Second Warning:** Removal of the Chromebook for a week and a detention

**Third Warning:** Removal of the Chromebook for a week and an in-school suspension

**Inappropriate Use:** Inappropriate use includes, but is not limited to: those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to cyberbullying; threatening, pornographic, harassing, defamatory or obscene material; or other inappropriate use of technology such as e-mail, social networking, web pages, and the use of hardware and/or software that disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

### **Students must:**

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices as posted.
  - b. Report security risks or violations to a school administrator, teacher or network administrator.
  - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without the clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users.
  - e. Refrain from accessing the network with personal devices without the approval of the school administration.
  - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.

- a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
- b. Avoid plagiarism.
- 4. Respect and practice the principles of the parish and school community.
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials (cyberbullying) to a school administrator, teacher or network administrator.
  - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
  - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  - h. Avoid posting or disseminating any harassing, demeaning, threatening, or immoral comment or visual injurious to the reputation of the school, the parish, the Church, or an individual, whether the action occurs on school property or off grounds.

**Consequences for Violation:** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

**Supervision and Monitoring:** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of the crime to law enforcement should one be committed.

### **Agreement form**

In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign the Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at St. Francis Xavier School before the Internet and other technology access is permitted. Signing the forms indicates that the user will abide by the rules governing the Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

## **ACADEMICS**

### **Curriculum**

The curriculum of St. Francis Xavier School is taken from the Graded Course of Study by the Diocese of Cleveland. The instructional time allocation and the curriculum for each subject area meet the standards of the Ohio Department of Education. Please check our school website for grade level curriculum guides.

## Religious Education Program

“Be it known to all who enter that Christ is the reason for this school, the unseen, but ever-present teacher in its classes, the model of its staff, and the inspiration of its students.” This is our aim which we strive to make real in the following ways:

1. Daily religious instruction by certified religion teachers on staff.
2. Preparation of and by the students for liturgies and para-liturgical services held throughout the school year.
  - a. Daily morning prayer
  - b. School Masses
  - c. Prayer services
  - d. Stations of the cross
  - e. Rosary
  - f. School-wide retreat
  - g. Sacrament of reconciliation
  - h. Participation in Advent and Holy Week services
  - i. Sacramental preparation programs for Reconciliation, First Eucharist, and Confirmation
3. Opportunities for service to our community
  - a. Missions – home and foreign
  - b. Remembrances for the sick and elderly
  - c. Service projects
  - d. Altar Servers

## Field Trips

All students are expected to attend school-sponsored field trips, including Grade 6 Camp Nuhop and the Grade 8 Washington, D.C. trip. Students who do not attend a school-sponsored field trip are required to attend school and complete related assignments connected to the trip.

Field trips and assemblies are considered privileges granted to students and are organized at the discretion of teachers and administration. Written parent permission is required for a student to participate in any off-campus field trip. Student behavior will determine eligibility for participation in field trips, assemblies, and special events, with the final decision resting with the supervising teacher and administration. Only original, signed permission slips will be accepted; facsimile copies are not allowed.

Students who require medication during the school day must have their medication on file in the nurse's office; otherwise, they will not be permitted to attend the field trip.

## Library Policy

Library books are considered property of Saint Francis Xavier School and as such are subject to the following rules and regulations:

### 1. Checkouts

- a. All students in grades K-2 are permitted to check out **one book per week**.
- b. All students in grades 3-8 are permitted to check out **two books per week**.

### 2. Overdue Books

- a. All books are due back to the library one week after the date checked out. Books that are not returned after one week are considered **overdue** and the student is not permitted to check out further library books until the overdue book(s) are returned.

- b. Persistent failure to return library books in a timely fashion will result in a loss of the student's library privileges. The student will not be permitted to check out books from the SFX library.

### **3. Renewals**

- a. Library books may be renewed should the student need more time to finish their book(s). Students must bring their book(s) to the library to be renewed. If the said book(s) is not brought to the library for renewal, it will be considered overdue and subject to the stated library overdue policy.

### **4. Billing**

- a. Parents will be billed for any unreturned library books. Library books that are damaged beyond repair will also be billed to the parents. Billing shall take place at the end of each semester and will be listed in Headmaster.
- b. Unpaid bills will result in the loss of the student's library privileges.

## **School Personnel**

St. Francis Xavier School community is made up of many persons who are dedicated to the vital role of contributing positively to each child's education. They include the following:

|                                               |                                                     |
|-----------------------------------------------|-----------------------------------------------------|
| <b>Pastor</b>                                 | <b>Principal</b>                                    |
| <b>Parochial Vicars</b>                       | <b>Administrative Leveled Leaders</b>               |
| <b>Deacons</b>                                | <b>Classroom Teachers</b>                           |
| <b>Director of Religious Education</b>        | <b>General Music and Band Teacher</b>               |
| <b>Director of Ministry and Communication</b> | <b>Physical Education Teacher</b>                   |
| <b>Youth Minister</b>                         | <b>Art Education Teacher</b>                        |
| <b>Parish Music Minister</b>                  | <b>Librarian</b>                                    |
| <b>Maintenance/Custodial Staff</b>            | <b>Educational Aides</b>                            |
| <b>School Psychologist/ School Counselor</b>  | <b>Office Manager/Secretary/Assistant Secretary</b> |
| <b>Speech and Language Psychologist</b>       | <b>Director of Admissions and Development</b>       |
| <b>Intervention Specialist</b>                | <b>Director of Preschool</b>                        |
| <b>Remedial Reading Teacher</b>               | <b>Morning Greeters/Lunch/Recess Monitor</b>        |
| <b>Reading/ Math Tutor</b>                    | <b>Latchkey Director and staff</b>                  |
| <b>Auxiliary Secretary</b>                    | <b>Nurse</b>                                        |

## **Classwork | Homework Policies**

Classwork and Homework is assigned by teachers to students at all grade levels. It provides opportunities to practice previously acquired skills, enrich learning, and make use of resources outside of the school. Homework develops responsibility, self-discipline, and time management skills.

A reasonable amount of homework will be given daily. The assignment will be an outgrowth of classwork to supplement learning, review independently what was taught in class, and provide opportunities to use research skills. Time allotments for homework depend on the type of assignment and on the age and grade level of the student. No definite time limit can be determined for all since children work at different rates of speed. All students are expected to record homework assignments in their daily planners. Parents can use this to monitor the homework assignments given and check on their completion. Students should also record information about long-range projects in their planners so that they can learn to plan their time wisely.

Each teacher will inform parents at the beginning of the school year as to their procedures for homework assignments, the approximate time that should be spent daily, and their policies regarding missed or incomplete homework assignments.

Parents can help their child develop routines that will assist in successfully completing homework assignments. The following are offered for this purpose:

1. Ask your child if he/she has homework. By asking your child, you are helping them to remember their work. It also reinforces the idea that homework is important.
2. Become involved in your child's work. Have your child show you their homework once it is completed. It helps your child understand that you are interested in his/her progress, and it keeps you informed about your child's progress.
3. Remember that homework is your child's work. Our focus is whether your child did the work. If your child has difficulty with an assignment, provide assistance and write a note to your child's teacher so that the teacher can provide clarification or remediation in school.
4. Help your child set a regular homework routine. Decide on a regular time each day for the child to complete his/her homework. Provide a quiet place, free from distractions for your child to work.

## **Homework, Classwork, and Projects Policy**

- **Timeliness:** All classwork, homework assignments and projects are to be submitted on their due date.
  - Late work will receive a maximum of 50% credit beginning the first day it is late.
  - Assignments more than five (5) school days late will receive a grade of zero.
- **Projects:** Late projects will be penalized one full letter grade for each school day past the due date.
- **Lost Work:** Extra copies of homework or classwork will not be provided. Lost assignments will result in a grade of zero.
- **Homework Posting:** Homework grades for students in grades 4–8 will be posted in Google Classroom.
- **Planners:** Students in grades 2–8 are required to use their school-issued planner to record assignments and due dates.
- **Absences:**
  - Students are responsible for checking with their teacher and Google Classroom for missed work when absent.
  - Students will be given the same number of days to complete make-up assignments as the number of days absent.
  - This policy also applies to scheduling and completing make-up tests.

## **School Records**

Please inform the school immediately if there is a change in address, marital status, telephone numbers (home, work, emergency), custody status, or any other important new or changed information. We also ask that you update your FACT account. Student records will be released only with a signed "Release of Records".

## **Student Services**

Student services are offered in the Learning Center which is located to the East of our school building. Speech and language therapy, psychological/counseling services, and tutoring are available to the students. Referrals for these services may come from the administration, or the teachers. Each of these services are rendered with the knowledge and/or permission of the parents.

Students receiving the special services are scheduled for these classes through a cooperative effort of the special teachers, the principal, and the classroom teachers. Every effort is made to avoid scheduling the classes while a basic subject is being taught in the school building.

## **ACADEMIC ASSESSMENT**

## Report of Student Progress

In order to provide parents with feedback on their child's achievements, St. Francis Xavier School will provide our parents with the following:

- Regular updates on our FACTS program
- Report Cards are made available quarterly.
- Dates of the release of the report cards will be made available to the parents on our school calendar. If a parent has any questions or concerns after viewing your child's report card, contact the teacher to set up an appointment.

## FACTS

Saint Francis Xavier utilizes the computer program, FACTS, to update and report the student's grades to the families on a timely basis. Parents receive information from the school to log into their FACTS System. Learn to navigate our FACTS system by visiting our school website.

## Grading Scale

St. Francis Xavier School follows the recommended grading scales of the Diocese of Cleveland.

**Principal's List:** Students in grades 5 – 8 who earn all A grades in their first semester, second semester and/or the final semester will receive recognition for their academic achievements.

| Letter Grade | Numeric Grade |
|--------------|---------------|
| A+           | 98 - 100      |
| A            | 97-95         |
| A-           | 94 – 93       |
| B+           | 92 – 90       |
| B            | 89 – 87       |
| B-           | 86 – 85       |
| C+           | 84 – 82       |
| C            | 81 – 79       |
| C-           | 78 – 77       |
| D+           | 76 – 75       |
| D            | 74 – 72       |
| D-           | 71 – 70       |
| F            | 69 – lower    |

**NOTE:** Grades for all special classes: Computer, Physical Education, Music, Art, and Health, will be included in Principal's List calculations for grades 5-8.

**The O, S, N, U grading scale is as follows for grades K - 4**

|     |    |            |
|-----|----|------------|
| 3   | O  | 100 – 93   |
| 2.5 | S+ | 92 – 87    |
| 2   | S  | 86 – 79    |
| 1.5 | S- | 78 – 77    |
| 1   | N  | 76 – 70    |
|     | U  | 69 – lower |

## **Parent-Teacher Conferences**

Before the end of the first and second academic quarter, Parent-Teacher Conferences are made available to each family and are optional or teacher recommended. This promotes a greater understanding of the needs and growth patterns of the student, as well as strengthens home-school communication. If additional conferences are needed, an appointment may be made with the teacher for a mutually convenient time.

## **Report Cards**

Report cards provide parents with tangible evidence of their child's growth and development and promote mutual understanding and helpfulness between home and school. Report cards are issued four times a year and are available the week following the end of the quarter.

## **Promotion and Retention**

Retention is based upon the recommendation of the teacher with the agreement of parent(s)/guardian(s) and the principal.

### **Promotion is based upon the following principles:**

1. Students are expected to earn a passing grade in each subject. Any student who fails a subject will be required to attend summer school. Some subjects may not be offered in summer school in our local public school district. In this case, students will be expected to take the subject in other school districts. In some cases, tutoring may be acceptable by agreement with the principal, teacher, and parent.
2. Retention can be considered for the following reasons according to Diocesan Policy:
  - a. Failure in three or more subjects (Reading, Mathematics, English, Social Studies, and Science). Failure in an individual subject is defined as receiving a grade of F for more than two quarters.
  - b. Failure to master fundamental skills of reading in the primary grades.
3. In certain cases, a student may be placed into the next grade. A letter indicating this placement will be put into the student's personal file.
4. Each case of retention is treated individually and is thoroughly discussed with the Parents, Teacher and Administration.

## **Classroom Teacher Requests**

The process to determine a child's homeroom teacher and leveled academic class for the upcoming year is extremely time-consuming and much effort goes into the class list planning. The teachers look at each child individually and discuss all of their needs - academic, social, and discipline needs - when deciding their homeroom or academic class for the next school year. At times, this decision is also made with our learning center team and special teachers' input. Please be assured that the teachers work together, taking into consideration any and all academic, social aspects along with considering putting children in the right environment to thrive when determining your child's teacher for the coming school year.

**(Yes, we do have parents request teachers but it has been our policy not to take them.** We are sure you can imagine the nightmare it would be if everyone got to pick and choose their child's teacher. In the case of twins or triplets, it is in the best interest to separate them.)

## **Standardized Testing**

Students at Saint Francis Xavier School participate in the Diocesan Testing Program which is designed to provide teachers and administrators with a systematic means of assessing student mastery of basic skills. The dates for testing vary from year to year and will be published on the school calendar. St. Francis Xavier School gives standardized tests to certain grade levels as follows:

- Kindergarten Readiness Screening: administered before kindergarten; measures strengths and

weaknesses in the various learning modalities (auditory, visual, kinesthetic)

- Measures of Academic Progress (MAP) Test: grades K-8; measures student knowledge and growth through a personalized assessment experience and administered three times a school year
- Assessment of Catechesis/Religious Education (ACRE) Test: grades 5 and 8; evaluates of the effectiveness of our faith

## **After School Clubs and Activities**

### **Student Council (6-8)**

Student Council is a school government position. The job of the Student Council is to promote school unity and spirit through activities and service projects. It is an opportunity for students to learn and grow in leadership.

### **National Junior Honor Society (7-8)**

The National Junior Honor Society is a teacher selected group. Selection into the NJHS is based on five characteristics that the national organization has determined. First we look at scholarship; a student must have a 3.5 grade point average during their middle school time at St. Francis Xavier (we do not look at students until after the first quarter of the 7th grade). If a student has a 3.5 or higher they are asked to submit an information form telling us other activities they are involved in. This information along with what the faculty sees at school, in the classrooms, and in other locations is considered. The students are being looked at for Service, Citizenship, Character, and Leadership. Five selected members of the faculty vote on the students and the students need a majority vote to be accepted. During the school year the NJHS meets about once a month. We work mainly on service projects like The Race for Grace, raising money for various Catholic Charities, and planning activities for the student body like career day.

### **Power of the Pen (7-8)**

Power of the Pen awakens and strengthens the creative voices of young writers. It is designed for students in grades 7 and 8 who have a talent for creative writing. Students will compete in a series of interscholastic writing tournaments which challenge them to think and write under pressure. The best writers will be rewarded at District, Regional and State levels of interscholastic competition.

**Other after school clubs or activities are also offered throughout the school year. Please check with your child's teacher or our school office for more information. (This list is subject to change.)**

- |                                                        |                                       |
|--------------------------------------------------------|---------------------------------------|
| ● Local, District and State Science Fair (6-7-8)       | ● Young Rembrandts Art Class          |
| ● Science Olympiad, Elementary and Middle School Teams | ● Distance Learning Projects          |
| ● Children's Church Chorale                            | ● Tower Garden Club                   |
| ● Altar Serving                                        | ● Spelling Bee                        |
| ● 6 <sup>th</sup> Grade Outdoor Camp                   | ● Music and Band Lessons Grades 5 - 8 |
| ● Morning Broadcast Show Team                          | ● CYO Basketball (Grades 3-8)         |
| ● Girls on the Run                                     | ● CYO Cheerleaders                    |
| ● Kindness Club                                        | ● CYO Football                        |
|                                                        | ● CYO Track & Cross Country           |
|                                                        | ● CYO Volleyball (Grades 3-8)         |

## **STUDENT CODE OF CONDUCT**

St. Francis Xavier School, a Christian community where students develop an appreciation for the worth

and dignity of all people as they exemplify the Gospel message in their lives. Our students are expected, by their words and actions, to contribute to a safe learning environment (at school and at school events) by showing respect for God, others, and themselves.

**A Saint Francis Xavier student will:**

- Treats all members of the community with respect
- Follows school rules and regulations
- Develop a cooperative attitude in working with others
- Understand the need for personal safety and the safety of others
- Refrains from fighting and using foul and/or abusive language
- Respects the authority of administrators, faculty, staff and volunteers
- Respects school, parish, and personal property
- Expresses opinions through proper channels
- Understands he/she is responsible for his/her education and actions
- Exhibits honesty

Each grade level, as well as the Middle School Program, has established their own Classroom Management Plan. These guidelines are communicated to the students in the classroom setting and communicated to the parents at Curriculum Night.

**ADMINISTRATION TEAM**

In order to maintain fair and consistent discipline across each grade level, St. Francis Xavier School utilizes an ADMINISTRATION TEAM. The team consists of teachers at grade level bands: Preschool – Grade 2, Grade 3 – Grade 5, Middle School, and our Special Teachers.

**The ADMINISTRATION TEAM** will be utilized based on the frequency and/or severity of the student behavior. While the teacher will always use the best practice and interventions to promote positive behaviors, the ADMINISTRATION TEAM will intervene to ensure that all students are given an equal opportunity to correct their behavior.

Positive behaviors will be recognized through our Student of the Month, positive phone calls, and positive notes sent home.

**General Discipline Plan**

At times, a student may violate school-wide and/or classroom rules. This act of misconduct by a student on school/parish grounds, at a school-sponsored activity off school premises, or when it impacts the school or involves social media, constitute sufficient cause for disciplinary action. Disciplinary action may include but is not limited to:

1. Any consequence that is listed on the Classroom Management Plan
2. Communication with parents by telephone, email, or note from teacher
3. Conference with parent(s), teacher, and student
4. Loss of participation privileges (field trips, field day, classroom reward, field day, etc.)
5. Issuance of a detention or disciplinary warning
6. Conference with parent(s), teacher, student, and Administrative Level Leader/Principal
7. Restitution
8. Suspension (in-school and out-of-school)
9. Student Behavior Contract
10. Referral for psychological assessment, counseling or referral for comprehensive mental health evaluation and treatment

## 11. Expulsion

Because it is impossible to foresee all problems which will arise, the school administration reserves the right to rule on final interpretation of any and all discipline guidelines and to take disciplinary action for any behavior which violates the spirit, mission, and philosophy of St. Francis Xavier School even though not specified in this Code of Conduct and Discipline Plan.

### **OFF CAMPUS incidents:**

As members of the St. Francis Xavier School Community, all students are to represent our Catholic Values and follow our Student Code of Conduct in and out of school. Any incident that occurs off campus (bullying, social media abuse, inappropriate CYO behavior, etc) or that is discovered by the Administration or the Administration Team will be subject to interventions that have been outlined by the student Code of Conduct. Parents will be notified immediately.

### **Detention Policy**

When assigned a detention, a student needs to inform parents, obtain a parent signature, and bring the signed detention slip back the next day. If the student fails to bring the signed slip back the next day, an email home to the parent will be made. If a parent does not sign the slip, the student will still serve a detention during a 4 day lunch detention. Detention will be from 3:20-4:20 p.m. for students in grade 3 - 8 and 3:20 - 3:50 p.m. for students in grades K - 2 in a place that will be determined by the teacher who is supervising. Students not picked up on time will be escorted to our Latchkey Program (after school program) where parents will need to pay the after school fee when picking up their child. During detention, the student is not allowed to communicate with other students. If a student is disruptive during a detention, then that student will be issued another detention.

A detention will be issued for actions that may include, but are not limited to:

- 1.) Disrespectful behavior toward an adult or student. Disrespectful behavior includes, but is not limited to, defiant language and/or actions and disruptive behavior.
- 2.) Three (3) dress code violations | Gr. K - 8 per semester
- 3.) Three (3) disciplinary warnings (Grade 3 - Middle School students) or five (5) disciplinary warnings from students in Gr. K - 2 **per semester**
- 4.) Dishonesty/Cheating/Plagiarism
- 5.) Inappropriate language (spoken, written, picture, or gesture)
- 6.) Inappropriate physical contact with another person
- 7.) Gum chewing
- 8.) Possession of cell phone or other personal electronic device
- 9.) Violation of the Acceptable Use Policy including social media infractions
- 10.) Stealing
- 11.) Vandalism, destruction or defacing school property, school materials, or personal property. (Depending on the severity of the offense, another disciplinary action may be taken.)
- 12.) Two or more offenses to Chromebook policy

### **Accumulation of Detentions**

If a student in Grades 3 - 8 receives two detentions in a semester, parent notification will be made. If a student receives three detentions in a semester, that student will receive an in-school suspension. For students in grades K - 2, an accumulation of 5 detentions in a semester, will result in an in school suspension. (All disciplinary and detentions will be wiped clean for the start of the new semester.)

### **End of Semester**

At the end of each semester, students' records will be "wiped-clean" of all dress code and disciplinary

warnings. The student will have the opportunity to begin a new semester with a clean slate. Suspensions will accumulate throughout the year.

## **Suspension**

The administration has the right to suspend or expel a student from school for a violation of school rules (whether habitual offenses or for a single infraction). Suspension is the exclusion of a student from school or class for a specified time. No school activity, including after school clubs or activities, will be permitted on the day of the suspension.

Grounds for suspension may include, but are not limited to:

- 1.) Receiving three detentions as in the case of Grades 3 - 8 or five detentions for students in grades K - 2.
- 2.) Tobacco or alcohol possession, usage, transmission, or sale on school grounds, at school related activities, or on school buses.
- 3.) Possession and/or usage of drugs
- 4.) Possession and/or usage of weapons, firearms, explosives, or incendiary devices. Please see Weapon Policy under the Diocese of Cleveland Legal Policies.
- 5.) Bomb threats and false alarms
- 6.) Profanity or obscene language (written, oral, or pictorial) directed to school personnel/students. This includes obscene gestures or signs.
- 7.) Insubordination in refusing to comply with the directions of school personnel or school volunteers.
- 8.) Theft of school property, another student's personal property, or the personal property of school personnel.
- 9.) Vandalism or destruction of property (Restitution is required.)
- 10.) Fighting
- 11.) Youth gang activity
- 12.) Falsifying by using, in writing, the name of another, or changing records of school data (including report cards)
- 13.) Bullying of another student or adult
- 14.) Harassment/extortion/intimidation
- 15.) Misconduct after an in-school suspension
- 16.) Any incident deemed serious by the principal

## **In-School Suspension\*\***

When assigned an in-school suspension, the student is present for school all day. The student is responsible for working on and completing all missed work for that day. It is the student's responsibility to give each teacher the work at the beginning of class the day after suspension. Students must consult with individual teachers if a test was missed due to the suspension. Any student who receives an in-school suspension will have to pay for the cost of the substitute teacher. The payment is due in full on the day of the suspension. The highest grade that can be received for any work completed as a result of the in school suspension will be a "C". Tests will be made up with the respective teacher and graded accordingly.

## **Out-of-School Suspension\*\***

When assigned an out-of-school suspension, the student is responsible to obtain the missing class work from the teachers when the student returns back to school after the suspension. The student will have the same number of days as the days designated for the out-of-school suspension to complete and turn in the work to the individual teachers. The highest grade that can be received for any work / tests completed as a result of the out of school suspension will be a "C".

## **Special Circumstances**

An immediate suspension is given if the student's presence poses a clear and present danger, or if the student is inherently disruptive to person, property, or the educational process. An immediate suspension will occur in, but not limited to, the following circumstances: truancy, fighting, bullying, threats, possession of alcohol, and tobacco, or drugs, possession of weapons, incendiary devices, and sexual harassment. The student will call parents to come and provide transportation home. A conference with the administration will take place at this time. The student will have an out-of-school suspension the following day. This decision is the right and responsibility of the school administration.

## **Immediate Suspension\*\***

When sent home from school immediately, the student cannot make up for any work missed that day. Upon returning to school, the student must consult with individual teachers about making up tests that were missed because of the suspension. The highest grade that can be received for any tests completed as a result of the immediate suspension will be a "C". The student may not attend any after school activities that day. If the immediate suspension is followed by an out-of-school suspension the following day, then the same guidelines apply for the out-of-school suspension as previously mentioned.

\*\* Any student suspended may not attend any planned school activity or field trip that day, nor can they attend or participate in any after school-sponsored activities for that day.

## **Accumulation of Suspensions**

If a student receives two suspensions in a school year, parent notification will be made. The school administration and/or pastor will meet with the student and his/her parents in order to plan for the best course of action for the student. If a student receives three suspensions during the school year, then the process toward expulsion will be taken. A meeting with the school administration and/or pastor and parent(s) will take place.

## **Expulsion**

Expulsion of a student from school is a serious matter. In some cases, the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from school. This decision is the right and responsibility of the principal and/or pastor. If expulsion is contemplated, notification will be provided to the student's parents. A conference may be held with the student, parents, pastor, and principal.

## **Grounds for expulsion may include, but are not limited to:**

- 1.) Disruptive or immoral behavior that presents a clear and present danger to oneself or others or is continually disruptive to the learning environment.
- 2.) Possessing, handling, transmitting, selling fireworks, explosive devices, weapons, drugs or drug paraphernalia.
- 3.) Assault and battery or sexual harassment to any school personnel or student while on school property, including buses, or any school-sponsored activity.
- 4.) Damage to school or private property on school premises. Any damage to private property of any school/parish personnel. Total restitution is required for any repairs or replacement costs.
- 5.) Failure to comply with a behavioral contract.
- 6.) Bullying of another student or adult
- 7.) Repeated violations of school or classroom rules after disciplinary actions have been attempted.

## **Anti-Harassment, Intimidation, and Anti-Bullying Policy**

St. Francis Xavier School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

Harassment, intimidation, or bullying behavior by any student/school personnel in St. Francis Xavier School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, or on social media that a reasonable person under the circumstances should know will have the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

St. Francis Xavier School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee or volunteer shall not intimidate or harass another student, school employee or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

### **Definition**

"Harassment, intimidation or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee or volunteer exhibited toward another particular student, school employee or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate or intimidate another student, school employee or volunteer. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyberbullying"), such as the following:
  - Posting slurs on websites where students congregate or on web logs (personal online journals or diaries);
  - Sending abusive or threatening instant messages;
  - Using camera phones to take embarrassing photographs of students and posting them online; and,

- Using web sites or social media to circulate gossip and rumors to other students;
- Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

### **Procedure for the Alleged Victim**

1. Communicate to the harasser that the individual expects the behavior to stop.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - Tell a teacher, counselor or principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - What, when and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser did;
    - Witnesses to the harassment;
    - What the student said or did, either at the time or later;
    - How the student felt; and
    - How the harasser responded.

### **Complaint Procedure**

St. Francis Xavier School expects students and/or staff to immediately report incidents of bullying to the principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. "A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy." (ODE Model Policy, Rev. 03, 05/14/07 #2.2.11.)

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the **Family Educational Rights and Privacy Act of 1974 as amended**.

The principal may appoint an investigator. The complainant completes an Anti-Harassment/Bullying Complaint Form (see attachment). Any evidence of the harassment, including but not limited to letters, tapes and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to complete an Anti-Harassment/Bullying Witness Disclosure Form. Information received during the investigation is kept confidential to the extent possible.

St. Francis Xavier School prohibits retaliatory behavior against any complainant, witness or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

### **Investigation Procedure**

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined

or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

### **Resolution of the Complaint**

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

### **Points to Remember in the Investigation**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

### **Conflicts**

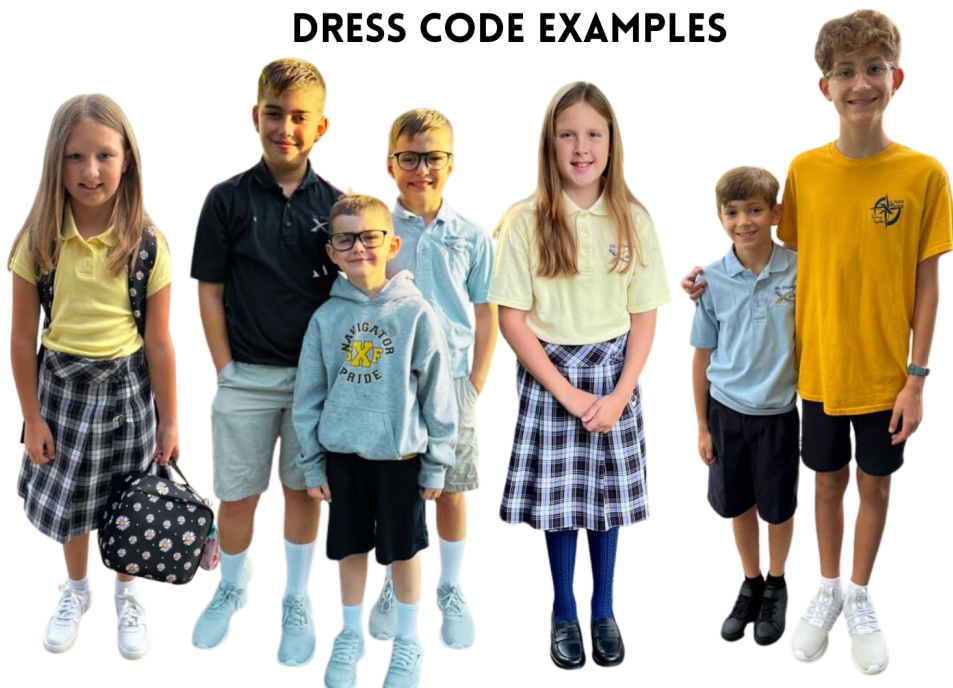
If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

### **Cell Phones, Smart i-Watches, and All Other Smart Electronic Devices**

The use of these devices is prohibited in school. The school will not be held responsible for the safety of such equipment. A teacher has the right to confiscate these devices and ask parents to come to school to pick up the equipment to ensure its safe return home. A detention will be issued.

**Exception:** Students may wear a smart electronic device if required for medical reasons or deemed necessary by the administration. In such cases, a formal request must be submitted to and approved by the school administration. These devices must be used only for the specified purpose and in accordance with any additional guidelines provided by the administration.

## DRESS CODE EXAMPLES



### Dress Code

All students are expected to come to school and leave school properly dressed following our St. Francis Xavier School Dress Code. If your child does not comply with the school dress code, he/she will be issued a Dress Code Violation. Three Dress Code Violations will result in an after-school detention. In addition, a parent may be called upon to bring appropriate clothes in order for the student to return to class. The school administration reserves the right to rule on final interpretation of any and all dress code categories.

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Shirts (K-8)</b>          | <ul style="list-style-type: none"> <li>Schoolbelles monogrammed polo shirts (white, yellow, gray, light blue, navy) - long or short sleeves (tucked in unless banded)</li> <li>Schoolbelles monogrammed banded bottom polo shirts (white, yellow, gray, light blue, navy) - long or short sleeve (no need to tuck in, no belt needed)</li> </ul>                                                                                                                                                                                                                                                                                            |
| <b>Pants/Slacks/Shorts</b>   | <ul style="list-style-type: none"> <li>Schoolbelles navy or khaki twill dress slacks (styles: 3261, 3264, 3266, 8264, 8265)</li> <li>Schoolbelles walking shorts (styles: 3267, 8267) <ul style="list-style-type: none"> <li>K-1: Shorts and pants with elastic waists from Schoolbelles</li> <li>Shorts: <i>No shorter than 2 inches above knee, not permitted Nov 1-Apr 1</i></li> </ul> </li> </ul>                                                                                                                                                                                                                                      |
| <b>Girls' jumpers/skirts</b> | <ul style="list-style-type: none"> <li><b>Grades K-3:</b> Schoolbelles plaid v-neck jumper (knee length)</li> <li><b>Grades 4-5:</b> Schoolbelles plaid pleated or kilt style skirt (knee length)</li> <li><b>Grades 6-8:</b> Schoolbelles navy pleated or kilt style skirt/skort (knee length)</li> </ul>                                                                                                                                                                                                                                                                                                                                  |
| <b>Shoes</b>                 | <ul style="list-style-type: none"> <li>Sturdy, solid, dark-colored BLACK, BROWN, or NAVY closed shoes (heels ≤ 1")</li> <li>Saddle shoes and one/two-tone Sperry shoes are acceptable</li> <li>Athletic shoes: SOLID BLACK, WHITE, NAVY, and GRAY (small logos allowed)</li> <li><i>No ballet flats, high tops, sandals, moccasins, clogs, jellies, or boots</i></li> </ul> <p><b>Here are a few details added to our school policy:</b></p> <ul style="list-style-type: none"> <li>BLACK, WHITE, NAVY, and GRAY tennis shoes may have stripes or logos. The stripes or logos need to be the school <u>shoe colors</u> of BLACK,</li> </ul> |

|                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                              | <p>WHITE, NAVY, and GRAY. Any shoelaces/ trim/accents on a shoe must also be BLACK, WHITE, NAVY, and GRAY.</p> <ul style="list-style-type: none"> <li>Converse low top shoes are acceptable as long as they are BLACK, WHITE, NAVY, and GRAY in color. Any shoelaces/trim/accents on a shoe must also be BLACK, WHITE, NAVY, and GRAY.</li> <li><i>NO BRIGHT COLORED SHOES OR HIGH TOPS ARE ACCEPTABLE).</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Socks/Tights/Leggings</b><br>(Leggings may be worn under girl's uniform skirts only)                                                      | <ul style="list-style-type: none"> <li>Girls: Solid navy, black, white, khaki, or gray without trim</li> <li>Boys: Solid navy, black, white, khaki, or gray without trim</li> <li>Socks must cover ankles and be visible at all times</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Sweaters/Vests/Jacket</b>                                                                                                                 | Navy, gray, or white crew or v-neck sweater, cardigan, vest, or Schoolbelles fleece jacket                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>SFX Sweatshirts and other</b>                                                                                                             | <ul style="list-style-type: none"> <li>SFX sweatshirts in the school colors of gray, light blue, navy, white, or gold with the St. Francis Xavier logos are accepted.</li> <li><u><b>Solid</b></u> navy, gray, or white sweatshirts with small brand logos, such as Nike or Adidas are accepted.</li> <li><i>Sweatshirts with other logos, such as those representing specific gymnastic teams or other teams, are not permitted.</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Belts</b>                                                                                                                                 | <ul style="list-style-type: none"> <li>Solid, dark standard belts required with slacks or shorts if belt loops are present</li> <li>Belt not needed if wearing Schoolbelles banded shirt</li> <li><i>No studs or decorations on belts</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Gym Clothing/Shoes</b><br><br>May be purchased through Schoolbelles. Students may wear their gym uniform and shoes to school on gym days. | <ul style="list-style-type: none"> <li><b>Grades K-5:</b> <ul style="list-style-type: none"> <li>Gold T-shirt with SFX logo</li> <li><b>Navy</b> regulation shorts (Schoolbelle style, longer in length), <b>navy</b> sweatpants, or SFX spirit wear mesh shorts with SFX logo</li> <li><i>Gray or dri-fit material will no longer be permitted.</i></li> <li><i>No shorts Nov 1-Apr 1</i></li> <li>CLEAN, non-marking tennis shoes (SOLID BLACK, WHITE, NAVY, and GRAY)</li> </ul> </li> <li><b>Grades 6-8:</b> <ul style="list-style-type: none"> <li>Gray or Gold T-shirt with SFX logo</li> <li><b>Navy</b> regulation shorts (Schoolbelle style, longer in length), <b>navy</b> sweatpants, or SFX spirit wear mesh shorts with SFX logo</li> <li><i>Gray or dri-fit material will no longer be permitted.</i></li> <li><i>No shorts Nov 1-Apr 1</i></li> <li>CLEAN, non-marking tennis shoes (SOLID BLACK, WHITE, NAVY, and GRAY)</li> </ul> </li> </ul> <p><b>Here are a few details added to our shoe school policy:</b></p> <ul style="list-style-type: none"> <li>BLACK, WHITE, NAVY, and GRAY tennis shoes may have stripes or logos. The stripes or logos need to be the school <u>shoe colors</u> of BLACK, WHITE, NAVY, and GRAY. Any shoelaces/ trim/accents on a shoe must also be BLACK, WHITE, NAVY, and GRAY.</li> </ul> |

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|                                           | <ul style="list-style-type: none"> <li>Converse low top shoes are acceptable as long as they are BLACK, WHITE, NAVY, and GRAY in color. Any shoelaces/trim/accents on a shoe must also be BLACK, WHITE, NAVY, and GRAY. <ul style="list-style-type: none"> <li><b>NO BRIGHT COLORED SHOES OR HIGH TOPS ARE ACCEPTABLE).</b></li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                 |
| <b>Additional uniform comments</b>        | No symbols or trim on any uniform piece of clothing is acceptable. Clothes are to be worn in the manner in which they were intended. Schoolbelles “uniform-styles only” for all uniform apparel.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Hair Accessories</b>                   | <b>Girls:</b> <ul style="list-style-type: none"> <li>Plain navy, white, black, brown, gold, or uniform plaid</li> <li>Accessories should not be excessively large or disruptive</li> <li>No beads in hair braids</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Jewelry</b>                            | <b>Girls:</b> <ul style="list-style-type: none"> <li><b>One</b> pair of SMALL pierced earrings (ear lobe)</li> <li>Small hoops in gold or silver acceptable</li> </ul> <b>Boys/Girls:</b> <ul style="list-style-type: none"> <li>One small necklace on a chain (tucked in)</li> <li><i>No bracelets</i></li> <li>Plain, <u>small</u>, and silent wrist watches are acceptable (<u>no smart i-watches or similar styles</u>).</li> </ul>                                                                                                                                                                                                            |
| <b>Hair</b>                               | <b>Boys:</b> <ul style="list-style-type: none"> <li>Our male students' hair must be cut short enough that it does not hang below the eyebrow, over the shirt collar, or over the ears.</li> <li><i>Hair <u>may not</u> be pulled back or styled in any way to give the appearance of meeting hair length requirements.</i></li> <li><b>No distracting or trendy styles including mohawks, mullets or shaved designs.</b></li> <li>No alterations to natural hair color</li> <li>Must be clean shaven</li> </ul> <b>Girls:</b> <ul style="list-style-type: none"> <li>Neat and appropriate</li> <li>No alterations to natural hair color</li> </ul> |
| <b>Makeup</b>                             | <i>Foundation may be worn if it maintains a natural appearance, while all other make up and nail polish are not permitted</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Undergarments</b>                      | Only plain, white undergarments allowed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>School Spirit Days</b>                 | <ul style="list-style-type: none"> <li>Students can wear St. Francis Xavier Spirit Wear (T-shirts, sweatshirts, gym uniform, school uniform)</li> <li>CYO uniforms allowed on CYO School Spirit Days</li> <li>Sleeveless tops must have a shirt with sleeves underneath</li> <li>Tennis shoes must be neat, clean, and laced</li> <li><i>No shorts Nov 1-Apr 1</i></li> </ul>                                                                                                                                                                                                                                                                      |
| <b>Casual Dress/Special Occasion Days</b> | <ul style="list-style-type: none"> <li>Attire should reflect Christian values and respect for Catholic tradition</li> <li>Guidelines announced before events</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|  | <ul style="list-style-type: none"> <li>● All dress code regulations apply <ul style="list-style-type: none"> <li>○ Shirts must have sleeves and cover shoulders</li> <li>○ Skirts and dresses must reach top of knee</li> <li>○ Shorts: Schoolbelles length</li> <li>○ <i>No sandals, moccasins, clogs, or jellies</i></li> <li>○ Socks must cover ankles</li> <li>○ Leggings/tight pants/jeans/capris/shorts <ul style="list-style-type: none"> <li>■ <b>Grades K–2</b> <ul style="list-style-type: none"> <li>● Leggings/tight pants/jeans/capris/shorts can be worn with a shirt or top appropriate for school. Tunic - length top, dress or long tops are preferred.</li> </ul> </li> <li>■ <b>Grades 3–8</b> <ul style="list-style-type: none"> <li>● Leggings/tight pants/jeans/capris/shorts can be worn with a tunic-length top, dress, or long top/sweatshirt that fully covers the backside without being pulled down to the desired length.</li> </ul> </li> </ul> </li> <li>○ <i>No rips, tears, or writing on pants</i></li> <li>○ <i>No shorts Nov 1-Apr 1</i></li> <li>○ <i>No makeup, nail polish, artificial nails, or eyelashes</i></li> </ul> </li> </ul> |
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## DIOCESE OF CLEVELAND LEGAL POLICIES

### AIDS Policy Regarding Students

Our school supports the AIDS policy as adopted by the Diocese of Cleveland. Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K thru 12 shall be permitted to attend school or parish religious education programs in a regular classroom setting provided:

1. The health of a child, as documented by his/her physician, allows participation in regular academic activities.
2. The child behaves acceptably; in a manner that would not cause the spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

At St. Francis Xavier School, the pastor and principal will confer with the appropriate persons and consult with the regional superintendent before the pastor and principal make the final decision on each case in the school. Parents have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS related complex), or other illnesses caused by HIV (human deficiency virus, the virus that causes AIDS, also known as HTLVIII or LAV).

## Family Custodial Situations Relationships with the School

### Two Parent

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. School personnel will, therefore, send home notices and communication regarding the child and that information is shared by and between the parents. The information includes, but is not limited to, conference appointments, report cards, progress reports, discussion with school personnel, and

tuition statements.

### **Separation**

In families experiencing separation of parents or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by and between the parents. Since this situation frequently impacts on a child's achievements and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. School personnel cannot proceed on hearsay, rumors, or demands of a parent. Requests will be acted on only with the appropriate documentation.

### **Custodial Parent**

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship to the school, and the final page bearing the judge's signature are to be submitted to the principal.

Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access the records, the non-custodial parent has a right to the same access as the custodial parent.

St. Francis Xavier School will, unless instructed by a court order, release such records upon request to the non-custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence, and conference appointments directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, parents should realize that unless restricted by court order any non-custodial parent has the right to attend any school activity of the child including sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communication and to allow the school to better attend to the duty of teaching your children.

### **Joint Custody**

In cases of "joint custody" entitling both parents access to school personnel and activities, it is assumed that one copy of communication and information will be sent home with the child and this will be shared by and between the parents.

Regarding parent conferences in all custody situations, it is preferred and will be the general procedure that one conference appointment will be scheduled "jointly" if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of the child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning the restatement of procedure or circumstances that you feel necessitate other arrangements, please contact the principal personally.

### **Separately Mailed Information to Non-Custodial or Joint Custody Parents**

If a non-custodial parent or a joint custodial parent wants report cards or any other school related information mailed to them, it is necessary for them to provide self-addressed stamped business envelopes to the homeroom teacher of their child during the first full month of the new school year. Otherwise, it will be assumed that information is being shared as stated in the above policy of St. Francis Xavier School.

### **Search and Seizure**

Student lockers, desks, cabinets, and similar property are the property of St. Francis Xavier School and provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc., and their contents are subject to search by school authorities at any time and without warning.

### **Sexual Harassment and Sexual Violence Policy**

#### **Purpose**

The administration and staff of St. Francis Xavier School are firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, St. Francis Xavier School expressly prohibits sexual harassment and sexual violence in the school environment. This policy re-emphasizes the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

#### **Sexual Harassment**

For the purposes of this policy, sexual harassment includes but is not limited to, the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures, or other literature, or having such material in one's possession in the school, on school grounds, or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient.

The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Allegations of sexual harassment are to be reported to the teacher and the principal. Parents of both the offender and the victim will be informed of the allegations. The matter will be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary action will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include, but are not limited to, any or all of the following:

- Verbal warning/reprimand and apology to the victim,
- A parent/student/principal conference,
- Written warning/reprimand and parent notification, entered in the student's file,

- Detention or removal from selected school activities and/or extracurricular activities,
- Behavior/probation contracts, possibly requiring professional intervention,
- Suspension, and
- Expulsion

### **Student Threats Policy and Procedure**

1. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
2. Whoever hears the threat should report it immediately to the principal, teacher, or staff person.
3. Police should be notified immediately, if deemed necessary according to the investigation.
4. The student should be kept in the principal's office under supervision until the police arrive.
5. The parent/guardian of the student who has made the threat shall be notified immediately.
6. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
7. The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist or a other mental health professional. If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist for psychological consultation and/or testing. If a psychologist performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.

The principal shall provide the mental health care professional with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

The mental health care professional shall provide a follow-up assessment of the student within 30 days if the student is readmitted to school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

1. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
2. Documentations from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

### **Weapons Policy**

In furtherance of the overall philosophy, goals, and objectives of the Catholic educational experience, St. Francis Xavier School policy expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school.

This policy includes, but is not limited to, any firearm, any dangerous object or object used as a weapon

(look-alike weapon), knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon” (O.R.C. 2923). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas-propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator should immediately contact the police department. If it is determined that the policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

A model disciplinary process should include immediate in- or out-of-school suspension, pending investigation and resolution. If the student’s infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student’s retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school.

### **Youth Gangs**

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or antisocial behavior or any actions that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark, or other attributes denotes membership in a gang, displaying gang markings or slogans on school or personal property or clothing, having gang tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, being arrested or stopped by police with a known gang member, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

### **Other Diocesan Policies**

St. Francis Xavier School adheres to the following Diocese of Cleveland Policies:

☞ No. 5135 Students – Pregnancy Policy

☞ No. 5118 Possessions, Use or Abuse of Drugs, Alcohol, Hallucinogens,

Controlled Drugs, or Drug Paraphernalia

### **ADDITIONAL DIRECTIVES**

St. Francis Xavier School may issue additional directives regarding safety and security plans periodically throughout the year. **Parents are asked to keep all information current.**

St. Francis Xavier is committed to ensuring the safety of all students and staff. As such, we maintain a building inspection plan which ensures that any issues regarding safe air, insulation, other building materials, etc. are reviewed annually and replaced as required by the Environmental Protection Agency.

## **Artificial Intelligence (AI) Policy**

### **Diocese of Cleveland**

#### **Intent**

Students may, at the administration's and faculty's discretion, learn how to use artificial intelligence ("AI") text generators and other AI-based assistive resources (collectively, AI tools) to enhance rather than damage their developing abilities as writers and thinkers. The following requirements constitute our school's AI use policy, in addition to all of the requirements in our Code of Conduct:

#### **Students shall:**

- Not use AI tools in connection with any assignments, quizzes, tests, or examinations unless explicitly permitted and instructed and in such case students must follow the instructions for AI use.
- Give credit to AI tools whenever used, even if only to generate ideas rather than usable text or illustrations.
- Use AI tools wisely and intelligently, aiming to deepen understanding of subject matter and to support learning rather than as a replacement for student work.

#### **Instructors will:**

- Seek to understand how AI tools work, including their strengths and weaknesses, to optimize their value for student learning.
- Employ AI detection tools where appropriate to evaluate the degree to which AI tools have likely been employed.
- Impose an appropriate disciplinary consequence for inappropriate use of AI tools.

***If a situation arises during the school year, which is not covered in the School Handbook, the Principal and/or Pastor have the right to modify or revise all school policy as deemed necessary.***