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FOREWORD

The purpose of this Handbook is to inform you of the mission of our school as well as the rules, policies, and procedures. We believe that you can contribute much to the success of the school's programs if you understand what the school is trying to accomplish. The education and training of our children is the joint responsibility of the home as well as the school.

Please read the entire handbook in order to acquaint yourself with its contents. If your child is old enough, read this book with him/her. Keep it in a safe place so that it will be a reference when questions arise.

Suggestions for improvement of the handbook are always appreciated.

PORTRAIT OF THE SCHOOL

St. Francis Xavier Catholic School, a Preschool through 8th grade rural school of approximately two hundred fifty students, is located in Gettysburg, PA. Gettysburg is both a historic destination and a college town. It is the county seat of Adams County, an agricultural community currently experiencing the challenges of growth and development.

Like the Parish, our students come from diverse backgrounds. We continue to prepare the children to face the challenges inherent in any modern day society. Our parents, faculty, staff, administrators, and students are united by a common spirit.

St. Francis Xavier Catholic School was established in 1877. The Sisters of Charity, Emmitsburg, MD, were the first group of Religious women to teach at the school. When they were withdrawn in 1920, the Sisters of Mercy were invited to staff St. Francis.

This Mercy charism continues today to celebrate the Catholic faith, transmit the Gospel values, and in partnership with parents, faculty, and the community, prepares the students to face the future with Christian insight.

In 1994, the Sisters of St. Joseph were invited by the Pastor to join the parish community, and assist in ministering to the people of God.

In 2002-2003, we proudly celebrated 125 years of teaching minds and hearts.

In May of 2009, St. Francis Xavier Catholic School became accredited as an outstanding school by the Middle States Commission for Elementary Schools.

In July 2010 the first dedicated lay woman assumed the role of Principal.

On June 3, 2011, students of St. Francis Xavier Catholic School walked out the doors of its High Street location for the final time.

On August 30, 2011, St. Francis Xavier Catholic School opened the doors of Xavier Center on Table Rock Road to continue ministering to the minds and hearts of our parish children.

HISTORY OF ST. FRANCIS XAVIER SCHOOL

After the Civil War, the next milestone in our parish history occurred in 1877. That year, Father Joseph Boll opened the first Catholic school in the Gettysburg community. The school began very modestly with Father Boll acting as Principal. The building was a weather-board structure that housed 103 students. The course of study included the usual elementary courses as well as Catechism, Bible History, and Algebra. Later, Bookkeeping, Modern History, and Latin were added.

From the beginning, the school was financed by tuition fees. The first three years, students paid tuition of fifty cents per month, plus an assessment of ten cents per month for fuel, ink, books, and incidentals. In 1880, the fee was raised to \$1.00 per month. The annual school term usually ended with a public examination combined with readings and recitations.

Our motto is taken from the works of St. Francis Xavier: "Educate them in the Christian Way of Life." To this day, we strive to follow this worthy maxim.

MISSION STATEMENT

The mission of St. Francis Xavier Catholic School is to pass on the Gospel values and rich heritage of the Catholic faith, to assist parents in the spiritual, moral and academic education of their children and to prepare our students to be faith-filled members of the Church.

WE BELIEVE....

....that the Creator has made parents the primary educators of their children, and our school works in partnership with them.

....that St. Francis Xavier Catholic School shares the church's mission to pass on the gospel values by example and instruction.

....that all children can learn and should experience success.

....that education helps students discover their talents and equips them to achieve their highest potential.

....that parents, teachers, and students recognize that higher expectations yield higher achievements.

....that love of learning is taught by example.

....that Catholic education promotes the formation of positive personal values.

....that children have the right to learn in a safe environment.

....that self-esteem is important for success in life.

PHILOSOPHY

St. Francis Xavier Catholic School, staffed by a Sister of Mercy, a Sister of St. Joseph and dedicated Christian lay people, is concerned with the dignity and uniqueness of each child. Since Catholic education is a ministry that was entrusted to each of us by Jesus, we endeavor to prepare our students to proclaim the Good News in word and deed.

In the spirit of Mother Catherine McAuley, foundress of the Sisters of Mercy, and in accordance with the Mercy charism of outreach to the poor, St. Francis Xavier Catholic School is committed to making its program available to Catholic families regardless of their ability to pay. We strive to create a warm, supporting atmosphere in which all children are respected and encouraged to develop their potential through a quality curriculum grounded in Christian values.

We endeavor to develop in our students those skills, virtues, and habits of heart and mind necessary to serve others, both now and in the future, so that they may grow into adulthood capable of addressing society's problems with Christian insight.

PARENTS AS EDUCATORS

The parish school is an extension of the education that begins the day an infant is born. Before the child enters school, parents have already taught and instilled many habits and attitudes in their children. Upon entering school, education is continued in a more structured, academic atmosphere. The parent/school partnership is crucial in helping to form the secular and religious education of their children.

Positive parental attitudes toward the school and teachers are most important as they will be reflected in the attitudes of the child. PARENTS ARE ASKED TO MAINTAIN A UNITED FRONT OF AUTHORITY BETWEEN THEMSELVES AND THE SCHOOL. Criticism, complaints, gossip or words spoken in anger or jest against the faculty or the school, are absorbed and become part and parcel of the child's education and attitude toward the school.

HOW MUCH TO EXPECT FROM YOUR CHILD

Before starting school, try to take an honest look at your child's capabilities. Regardless of intelligence, your child will get much more from school if encouragement and praise are constantly forthcoming from the parents. You should expect your child to do his/her best work.

HOMESTUDY is an important part of your child's education. (Please see the section in this book regarding HOMEWORK) Therefore, it is valuable to:

1. Provide your child with a quiet place to study.
2. As much as possible, insist on regular time for homework each day.
3. Encourage your child to read books at home. Occasionally, discuss the story together; read to your child; let your child see YOU reading.
4. Never do your child's homework for him/her. Act as a resource person. Do check and quiz orally work that was assigned to be studied.
5. CHILDREN MUST STUDY FOR TESTS.

6. Long term assignments must be handed in on time.
7. Students in grades 3-8 are to use the homework planner provided by the school.

GENERAL INFORMATION

ABSENCES

Regular attendance is essential to a student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Students are expected to arrive at school no later than 8:15 a.m. or according to their bus arrival. **Students arriving after 8:15 a.m. are considered late** and must sign in at the Receptionist's desk. A parent should present a letter of excuse to the child's teacher indicating why the student is late. If late 3 times in one month, students in grades 5-8 could miss a recess to make up any work that may have been missed.

On the day a child is absent, the parent must notify the school before 9:00 a.m. After 9:00 a.m., calls will be made to your home to check on your child's absence.

The following list of circumstances is the only recognized excuse for school absence: 1) personal illness; 2) death in the family; 3) serious family illness.

Upon returning to school after an absence, the student must bring a written excuse, signed by the parent or guardian, explaining the reason for the absence. If a written excuse is not presented, the absence will be recorded as unexcused. A doctor's note is not usually required. However, continued absence from school totaling more than fifteen days, may require a Physician's statement for readmission to our school.

Students will not be permitted to leave the school after arrival in the morning, or at any time during the day except in case of sickness, parental request for a legitimate reason or a family emergency. **The request for early dismissal MUST be made in writing to the teacher and Principal. (One note will suffice.)** The student will wait in the Main Office for the parent, or individual designated by the parent, to come in and get the child. The parent will sign the student out in the book provided by the School which will be at the Receptionist's desk.

We request that students not be picked up before 3:15 p.m. for individual lessons for music, swimming, etc., unless there is a family emergency

Please make sure your child knows (or has a note stating) what they are doing at the end of the school day. Phone calls to the school should only be made if there is a change to that days original plan!

School work that is missed must be made up upon return to school.

In order for your child to be excused from Physical Education, a note from a doctor is necessary.

ADMISSION POLICIES

All children must be immunized before being admitted to school or preschool. The immunization record and Social Security number must be presented when registering a child. Students registering for grades 1 - 8 must also provide a copy of their academic history and the most recent academic performance report. Parents are expected to assume their financial obligation to the school. (See TUITION POLICY.) No student is discriminated against because of race, religion, or national origin. However, admission preference is given to Pre-Kindergarten applicants as noted below.

Pre-School Admission: (Three year old program) - A child who is three years of age on or before Oct. 1st, following the September admission, is eligible for our program. The three year old child must be “potty” trained in order to attend this program. The sessions are held on Tuesday and Thursday morning 9:00 - 11:30 a.m. Admission is made on a first-come, first-served basis. Early application is encouraged.

Pre-Kindergarten Admission: (Four year old program): A child who is four years of age on or before Oct. 1st, following the September admission, is eligible for our program. The sessions are held Monday through Friday from 8:15 a.m. - 3:05 p.m. Admission is made on a first-come, first-served basis. Early application is encouraged.

Kindergarten Admission: A child who is five years old on or before the 1st of October following the September admission to Kindergarten is eligible for our program. In admitting students to Kindergarten, this school gives preference to:

1. Students currently enrolled in our Pre-Kindergarten program
2. Brothers and sisters of currently enrolled students or recent graduates
3. Catholic students from our parish who actively practice their faith
4. Catholic students from other parishes who actively practice their faith
5. Those of other religious denominations

Please note: the registration deadline for preferred admission to Kindergarten is earlier than the deadline for re-enrollment for older students. Returning families will be moved to the next category for enrollment preference only after all proper paperwork has been handed by the preferred admission/registration deadline.

Admission of Transfer Students: Catholic students who wish to transfer to our parish school from a public school must present acceptable academic and social records from their current school. Students will not be accepted at this school if they have any record of being a major discipline problem, or need support services not available at this school. Pupils transferring from other Catholic schools will be admitted on a space-available basis if their academic and social record is acceptable, and all financial responsibilities are satisfied at former Catholic school.

Transfer students will complete a three to six month probation period before permanent acceptance is achieved. Generally, students are not admitted to 8th grade from local public schools.

AFTER SCHOOL PROGRAM

This school provides child care each day that school is in session; unless otherwise notified by the school Administration. The hours are after school until 5:30 p.m. Activities include outdoor play, indoor games, snack, supervised time for homework, use of the computer, etc. There is NO financial assistance available for this program. More information is available upon request. Any child who is present in the school building or on the school grounds and not participating in a supervised program

after 3:30 p.m. will be put in the After School Program and the parents will be billed for the service. Students may not be unsupervised in the school building while waiting for an extra-curricular program (e.g., athletics) to begin. Any parent who is late picking up children from the after school program will be charged \$10/child every 5 minutes they are late.

AGREEMENT TO HANDBOOK POLICIES

A form is provided with the Handbook for parents to sign. One form for each family will be kept on file. This form lets the Administration know that parents have read the handbook and agreed to be governed by its policies. Please cooperate with this request. Failure to turn in the signed form does not excuse parents and students from complying with the policies herein. Enrollment in the school assumes agreement to comply with our policies.

AIDS POLICY

Students with HIV/AIDS or related diseases and desire to attend a diocesan elementary or secondary school will not be denied admission to or discriminated against solely because of their medical condition. However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extra-curricular) on a case by case basis. The Administration, in consultation with the student's attending physician, will determine if a student presents a substantial risk to himself/herself or others. If, for reasons of health or safety, a student can no longer continue to attend classes, the Principal and the parents/guardians will determine arrangements for alternative instruction.

Parents/guardians are expected to inform the Administration that their child has HIV/AIDS or related diseases in order that the school Administration can provide for the protection of the child and other individuals in the school.

Instruction on HIV/AIDS shall be included as part of the school curriculum for all students on an age-appropriate basis.

This school follows the Universal Precautions to Prevent the Spread of Infectious Disease to reduce the risk for employees, volunteers, and students.

ALTAR SERVERS

It is a privilege and an honor to be an Altar Server in our parish. When boys and girls are in the fourth grade, they are eligible to become an Altar Server. The children must be punctual, neat and clean, reliable to assignments, accurate in following the schedule, dependable in finding a substitute, display good behavior, show cooperation, and be of good character. Training dates are announced in the parish bulletin. Please contact the Rectory (717-334-3919) for more information.

BASKETBALL

There is an organized basketball program for boys and girls in grades Pre-K through eight. Bidy Ball is held for grades Pre-K-2 (boys & girls mixed); grades 3 & 4 play intramural games against other local 3rd & 4th grade teams. This is a time for learning how to play basketball and have fun. Grades 5 and 6 (junior varsity) and 7 and 8 (varsity) are invited to play for the parish team in the Adams Deanery CYO League, which includes teams from other Catholic parishes in our area. Volunteers run the program. Good sportsmanship is expected from players, coaches, and spectators at all times. Nothing less will be tolerated. Coaches and Assistants must have required clearances as well as the Diocesan on-line training before they can coach.

BEE STINGS

If your child is allergic to bee stings or has other emergency reactions, our staff can assist him/her with emergency first aid while in school. Please provide us with the necessary medication and instructions. A Bee Sting Kit is essential for these children. Please get one for us from your doctor.

Unfortunately, we have no way to protect your child while he/she travels to and from school. You are encouraged to take extra precautions to see that your child arrives to and from school safely.

BIRTHDAYS

Children who are celebrating a birthday may come out of uniform. They must follow the “out of uniform” dress code for either dress up or dress down days. (See the handbook.) Those children with summer birthdays may opt to dress “out of uniform” on their half-birthday or at a time designated by classroom teacher.

BOOKS/BOOKBAGS

The textbooks are on loan to the students. They are to be kept in good condition. The books are to be covered with clean covers at all times. The school will provide these book covers, however, parents may wish to use a sturdier material. Textbooks, workbooks and other school related material **MUST BE CARRIED TO AND FROM SCHOOL IN A SCHOOL BAG.** If books are lost or damaged, the student will be responsible for paying for a replacement. DOODLING or SCRIBBLING in books or on covers, folders, or copybooks is NOT permitted. Students must buy a new folder or copybook if this happens. Book covers will also need to be replaced.

Students in the Pre-Kindergarten 4's program do not need to purchase a bookbag, a tote bag will be provided to them the first day of school.

BOOK FAIR

Each year our school holds a Book Fair. All profit is used to purchase new books for the school library. We depend on our families to support this project.

BULLYING PREVENTION

Bullying is intentionally hurting someone physically, with words, or by action over and over again. **BULLYING IS NOT TOLERATED IN OUR SCHOOL.**

- Physical bullying is unwanted physical contact that includes: hitting, pushing, shoving, pinching, kicking, grabbing, tripping, etc.
- Verbal bullying includes: threats, put-downs, making fun of or humiliation with words or pictures, laughing at or mocking, and name calling.
- Bullying by action includes: threatening looks or intimidation, rumors, gossiping, exclusion or alienation.
- Cyber bullying includes: any bullying action that occurs in emails, blogs, texting, IM, My Space, Facebook, etc.

School Rules: These will be posted in each classroom.

- We will not bully other students.
- We will help students who are bullied.
- We will include students who are left out.
- If we know of someone who is being bullied, we will tell an adult. This is called "responsible reporting."

Consequences for being a bully:

First Offense: The student will discuss his/her actions with the teacher/staff member. The offense will be identified and the student will be clearly told that this must stop. A personal apology may be given by the student and a bullying behavior slip will be filed by the homeroom teacher.

Second Offense: Same as above.

Third Offense: The student will discuss his/her actions with the teacher/staff member and possibly the Principal. Parents will be notified through a demerit, hang-in-there slip and/or phone call.

Fourth Offense: A parent conference will be held with the teacher/staff member and Principal. Persistent violations will result in a missed recess, detention, in-school suspension, or student being asked to leave the school permanently.

BUSES

Your local public school district according to Pennsylvania regulations provides busing. Riding a school bus is a privilege that may be revoked if the student's conduct jeopardizes the safety of others riding the bus. Removal from the bus can be permanent or temporary. Should this occur, it is the parent/guardian's responsibility to provide transportation to and from school. Once the students board the bus, they are subject to the rules and regulations for proper safety, conduct, and good manners. Children are to listen to and obey the bus driver. Unacceptable behavior will be reported in writing by the bus driver to the school Administration, who will inform the student's parents by way of a "bus referral" form from the bus driver. The form must be signed by the parent and returned to the Administration the next day. This assures the Administration that the parent saw the form and discussed the incident with the child. Repeated offenses by the student will result in the loss of bus privileges.

While riding the bus, students serve as representatives of our school to children and adults from other schools. Christian behavior is expected from our students. Students are to board and be discharged from the bus at their assigned bus stops. Any change in bus stops should be reported to the Principal and the bus driver by note. If there is a permanent change, please contact the bus coordinator at the School District in which you live.

BUS CONDUCT

The following rules have been established in order to insure the safety of our children:

1. Use only the bus and bus stop assigned.
2. Orderly behavior is to be observed at the bus stop and on the bus.
3. The student is to remain seated, facing the front, when the bus is in motion.
4. Talk quietly and avoid unnecessary loud noises.
5. Obey the rules of the bus driver.
6. Absolutely no fighting; no abusive or unacceptable language is to be used.
7. Keep head, arms and legs inside the bus and out of aisles.
8. Bus students must obey the person on bus duty while waiting to board their bus.
9. No student may ride any bus other than the one to which he/she has been assigned.
10. Violence of any kind is absolutely forbidden.
11. Do not destroy property.
12. Students may not carry weapons of any type. (See "Weapons" policy.)
13. Three or more "Bus Conduct Referral" slips could result in the loss of bus privileges.
14. Students may NOT sell anything to another student.

CALENDAR

The yearly calendar will be distributed at the beginning of the school year. A monthly calendar is given to each child at the beginning of each month. Please remind your child to bring it home.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. In most instances, St. Francis Xavier Catholic School follows the Gettysburg School District's school calendar. School postponements and cancellations will be announced over WGET (1320 AM) Radio station and WGAL TV. We will also notify families with updated email addresses and cell phone numbers on the school data system via our One Call Now System.

CAR RIDERS

Children who arrive by car are to be here by 8:15 a.m. Students arriving after 8:15 a.m. will be considered late. If late 3 times in one month, students in grades 5-8 could miss a recess to make up any work that may have been missed.

Car riders will be dismissed at 3:15 p.m. They should be picked up promptly. Car riders should enter the 2-way entrance and make a left hand turn into the parking lot area to swing around in front of the school building. Cars should form a line and not pass the 2-way entrance for safe exiting of cars and buses.

When in line to drop off/pick up your child(ren), pull up in front of the Xavier Center, pick up your child and be on your way. If your child is in a car seat, you will have to QUICKLY get out and secure your child.

You MAY NOT park in the bus zone, in front of the Main Office and Classroom wings, and wait for your child(ren). If you wish to come into the school office or to speak with other parents who are picking up their children, please park your car in a parking spot and walk over to meet your child(ren) in front of the Xavier Center. **Please always use one of the two crosswalk areas when crossing in front of the school.**

CELL PHONES

Individual cell phones or other electronic devices **are NOT permitted in the classroom during the school day** (unless the classroom teacher has given permission for a specific project or class). **Upon enter the school building ALL cell phones must be turned off and may not be turned back on until leaving the building.** If individual students must contact their parents for any reason throughout the day, they **MUST come to the Main Office to use one of the school phones.** A place will be designated at the secretary's desk for the safekeeping of all phones for students in Grades PreK – Grade 4. The child can drop it off as they enter the school and pick it up at dismissal. **Students in grades 5-8 may keep their cell phones in their lockers with the power off.** Anyone caught with a cell phone in his/her possession or in the classrooms will have his/her cell phone confiscated and be sent to the principal's office. Consequences for repeated offenses could mean losing the privilege of bringing a cell phone into the building, detention, or in-school suspension. **No cell phones may be used for picture taking or text-messaging.** No harassment or threatening of persons via

the cell phone is ever permitted.

CHANGE OF ADDRESS/PHONE NUMBER

It is very important, for emergency and administrative reason, that every student maintain an up-to-date address and telephone record at the school office. Please notify the school and classroom teacher immediately if you have a change of address, telephone number, employment or emergency contacts.

CHEERLEADING

Any student in grades 5-8 is invited to come out for the cheerleading squad. These children cheer for CYO basketball teams and are important members of the program.

CHILD ABUSE POLICY

Every faculty member of St. Francis Xavier Catholic School who suspects that a child has been physically injured or abused by his/her parent or other adult is required by law to report the incident to the Principal, Adams County Children Services and Childline. These agencies will then conduct an investigation. The suspected abuse can be hearsay or visible signs.

CHRISTIAN PRAYER LIFE

The whole atmosphere of St. Francis Xavier Catholic School reflects the spirit of Christian life and learning. The building of a faith community in which the students can experience living the Gospel message is central to the mission of our school. Attendance at Mass allows students the opportunity to listen to God's Word in Scripture, and to strengthen their personal lives through the reception of the Eucharist. The children join the parish community at First Friday Mass and Mass for Holy Days of Obligation. They take pride in participating as lectors, gift-bearers, altar servers, and cantors. Prayer becomes a lived experience each day, as students develop their understanding of prayer in order to form their relationship with God.

Non-Catholic students will participate in all aspects of the school's religious education program with the exception of the final phases of the sacramental preparation curriculum, which includes receiving the Sacrament of Eucharist, the Sacrament of Reconciliation, and the Sacrament of Confirmation.

CLASSROOM PARTIES

Classroom parties are limited to holiday festivities. Parties may include All Saints' Day, Christmas, Valentine's Day, and Resurrection (held after the Easter break). A small celebration for the 100th day of school may be held at the teacher's discretion. It is hoped that the room parent can elicit donations of nutritious snacks from parents for the party.

Birthday treats are permitted and can be eaten during snack time or lunch time. **Please contact the classroom teacher before the birthday treat is to arrive.** Suggested treats are healthy finger foods or cupcakes. No birthday cakes are allowed.

INVITATIONS TO PRIVATE PARTIES MAY NOT BE DISTRIBUTED IN SCHOOL UNLESS THE ENTIRE CLASS IS INVITED.

CLASSROOM VISITATION

Parents are welcome to visit the school anytime. Classroom visits must be cleared through the Administration Office, and/or the classroom teacher, during regular school hours. For the safety of our children and staff, **NO ONE MAY GO TO THE CLASSROOM WITHOUT PERMISSION OF THE ADMINISTRATION and/or THE CLASSROOM TEACHER.** This also applies to dismissal time.

All visitors must sign "in" and "out." Please respect the need of our faculty to give full attention to the children in the classroom during school hours. Parents are NOT permitted to interrupt teachers before school, during class hours, or during dismissal. **Parents who need to speak to a teacher are encouraged to send a note to the teacher or call to make an appointment.**

COMMUNICABLE DISEASES

If your child contracts a contagious disease, the school urges you to have a doctor treat the child. The doctor will advise you about when you should send your child back to school.

The Administration will immediately exclude from school any person with an unusual skin eruption, severe throat soreness, symptoms of whooping cough, diseases of the eye, head lice, or other questionable illness. That person will not be readmitted to school without a doctor's

note or until the school nurse judges the condition noninfectious.

COMMUNICATION

An understanding between the school and parents is of utmost importance. Each month a school calendar of events is sent home with your child and weekly newsletters are emailed to the parents (if email address is provided) or can be found on our school webpage. Keeping parents informed of school happenings is a goal we try to meet. PLEASE INSIST THAT YOUR CHILD BE RESPONSIBLE IN GIVING YOU ALL CALENDARS, PERMISSION SLIPS AND COMMUNICATIONS FROM SCHOOL. We make every effort to send correspondence to parents on Wednesdays through the WEDNESDAY FOLDERS or through the WEDNESDAY NEWS publication. WEDNESDAY NEWS is on-line if you wish not to receive it directly through email. Go to our web site, www.sfxs.org, to view it as well as other important information.

If you wish to have the Wednesday Newsletter emailed directly to you, please provide Mrs. Sieg with your email address.

Parents of students in grades 3 through 8 should regularly check their children's homework planners to keep abreast of current and long-term homework assignments. Tests are sent home in a weekly folder for parents to sign and return to school via the same folder. Additional information may be available through our website, www.sfxs.org.

If a question or difficulty arises, please discuss the problem with the person it concerns. Often, talking to the child's teacher can solve the problem quickly. Our faculty works in partnership with you in educating your children. **Please do not come to the Principal or Pastor first. Parents are respectfully asked to speak to the teacher rather than getting other parents involved in a problem.**

COURTESY AND GOOD MANNERS

It is expected that our students will use good manners at all times. Students are expected to obey the directions and instructions of any teacher or other school-related adult during school hours, on school buses and at all school-sponsored functions. The use of inappropriate language, profanity, fighting, name-calling, talking back, stalking or bullying other students, or any type of harassment will absolutely not be tolerated.

CURRICULUM

The Office of Catholic Education of the Diocese of Harrisburg guides all curricula in the school. To view the curriculum please visit www.hbgdiocese.org, you will find the curriculum under the Catholic Education, Catholic School tab. The total development of the child depends upon his/her ability to learn, as well as the interest shown. Regular attendance, doing homework each night, handing things in on time, studying, and doing one's best will lead to educational success.

Religion: The goal of our Religion Curriculum is to help our students grow in their relationship with God and to become knowledgeable in the rich heritage of the Catholic Faith. If this is to become a reality, parent must lead the way for their children. **Sunday Mass, participation in the sacraments, and daily prayer are very important.** The school can teach the basics but *PARENTS* must give the example if children are to make their Religion a reality. Every student, both Catholic and non-Catholic, will take the prescribed Religion course.

The faculty and students will attend the 8:45 a.m. Mass on the First Friday of each month that school is in session and on Holy Days of obligation that fall during the week when school is in session. The children take turns preparing and participating in the Liturgy. Parents are welcome and encouraged to attend all liturgical celebrations.

Penance services are held for the children at the beginning of the school year, and during Advent and Lent. Parents are encouraged to see that their children receive the Sacrament of Reconciliation frequently.

Sacramental Preparation:

As part of the Sacramental preparation, **parents are required to attend the adult preparation class and/or meeting for each sacrament.** Students must also attend the recommended preparation classes before reception of the Sacrament. Retreats and parish-wide meetings for students may be held outside of school hours.

Reconciliation - received in grade two

First Holy Eucharist - received in grade two

Confirmation - received in grade eight.

CHILDREN SHOULD RECEIVE THESE SACRAMENTS IN THEIR HOME PARISH.

Art - The Art curriculum strives to provide students with the opportunity to deepen their awareness of the natural beauty of God's creation. It promotes student creativity and self worth developing the necessary concepts, skills and appreciation of art. The Art Teacher will involve the students in art competitions. Pre-Kindergarten-8th grade students receive instruction once a week. An Art Fair will be held in the Spring.

Computer: Formal instruction is provided once a week for grades Pre-Kindergarten-8. Our State of the Art Computer Lab houses 25 Apple Macintosh Computers with Internet access, a Smart Board, presentation system, two scanners, a photo printer, a laser printer, a color printer, several digital camera, exciting software, and over 60 iPads for student and classroom use throughout the day.

The students may only use the Internet with permission and when an adult is present. (See INTERNET POLICIES.)

Integrated Language Arts: ILA encompasses Reading, Phonics, Literature, English, Spelling, and Writing. The goal of our curriculum is to develop reading and comprehension skills; to teach writing in accordance with acceptable English usage; to master the skill of logical organization of ideas in both written and spoken forms; and to acquaint students with literary classics. Handwriting is taught in Kindergarten through grade 8.

Mathematics: Our goal is to develop mathematical and application skills; to teach quantitative concepts; to teach the child to perform mathematical operations; to encourage sound reasoning and logical thinking; to emphasize problem solving. The National Mathematics Standards are incorporated into the curriculum. It is very important that students STUDY and know their addition and subtraction facts, and times tables. These should be committed to memory.

Students with advanced ability and a demonstrated good work ethic in mathematics may be recommended for Algebra I in the 8th grade year. Recommended students must take a placement exam administered by Delone Catholic High School and be accepted into the program. Those students satisfactorily completing Algebra I will be recommended to the next higher course in high school. The student must achieve an 85% grade in order to go on to the next level in high school.

Music: Our goal is to help the children develop music appreciation through theory and singing. Each class, Pre-Kindergarten through grade 8, receives one period per week of formal instruction. Each class, grades 1-8, will learn how to prepare the Liturgy, lector, cantor, etc. The Music Teacher presents a Christmas Program each year.

Instrumental Music: Instrumental music is offered for students in grades 4-8.

There is a charge for these lessons which can be decreased by participation in Music Association fundraisers. Opportunities to play in an Elementary or Junior band with students from other Catholic elementary schools in our Deanery are provided at Delone Catholic High School.

Children's Choir: There is a parish Children's Choir for interested children in grades 3-8. No tryouts are necessary; places are awarded on a space-available basis. This special group sings at Sunday Masses and some school events. They usually practice on Fridays from 3:30-4:30 p.m. Please contact the Children's Choir Director for more information.

Physical Education: We follow the Diocesan Curriculum for grades Pre-Kindergarten through 8. Each year in the Spring, we have a Field Day as a culmination of this program.

Science: Systematic "hands on" instruction is utilized. We strive to develop a working knowledge of terminology, laws, theories, methods of investigation, and scientific process skills for each child.

Social Studies: Our social studies curriculum incorporates the concepts of geography, history, sociology, political science and civic responsibility. Pennsylvania History is taught in grade 4.

Spanish: Conversational Spanish is taught one period a week in grades Pre-Kindergarten through 8.

Special Services:

ACT 89 PROGRAM: Academic enrichment and remediation (for those who qualify) and guidance counseling provided by the state and are

administered through the Lincoln Intermediate Unit.

- Academic Enrichment Program: Students who attend this program must have satisfactory grades, good classroom behavior, no missing assignments, and complete all missed classroom assignments. In addition, students are expected to cooperate with the teacher and maintain excellent deportment in the class. Failure to comply with these requirements will result in possible expulsion from the program.
- Guidance Counseling: An elementary school guidance counselor serves the school one day and a half day a week. Group and individual sessions are held in the school.
- Remedial Reading: (grades 4-8) A Remedial teacher provides instruction to students who qualify 2-3 days a week at school.
- Remedial Math: (grades 4-8) A Remedial teacher provides instruction to students who qualify 1-2 days a week at school.
- Speech Therapist: A Speech Therapist serves our school one day a week. This service is held here at school.

TITLE I PROGRAM: Gettysburg School District provides a Reading Specialist to work with students in grades K-3 who qualify for remedial services.

SCHOOL SPONSORED PROGRAMS:

- Reading Enrichment and Remediation: Recognizing that children develop academically at different rates, St. Francis Xavier Catholic School employs a reading specialist to work with children in grades 1-3.
- Peer Mediation/Conflict Resolution/Communication Skills: Children in grades K-8 are instructed in Christian conflict resolution skills and Communication Skills - skills for life. All 4th graders are trained as peer mediators. A peer mediation program is in place for grades 4-8.

DAILY TIME SCHEDULE

The Multipurpose Room is opened by 7:00 a.m. The children will enter the Sister Phyllis Simmons Lobby and go directly to the Multipurpose Room in the morning and sit down. Breakfast will be served from 7:00 a.m.-7:40 a.m. Designated school personnel will take the students outside to the playground (weather permitting) from 7:50 a.m.-8:10 a.m. The bell will ring at 8:15 a.m. signaling all students to line up in the Multipurpose Room with their classroom teacher, where daily attendance will be taken. All prayers, the Pledge and The Star-Spangled Banner will

be recited at this time. Upon the completion of morning prayers, teachers will walk their classes to their homeroom and begin the academic day.

First Bell	8:15 a.m.
Prayers and Pledge	8:16 a.m.
First Period.....	8:30 a.m.
Lunch and Recess.....	11:00 - 11:50 (gr. PK-1)
	11:25 - 12:15 (gr. 2-4)
	11:50 – 12:35 (gr. 5-8)
Dismissal Prayers	3:10 p.m.
Car Riders	3:15 p.m.
Buses	as provided by school district

DELONE SPORTS PROGRAM

Delone Catholic High School offers football for boys in grades seven and eight and wrestling for boys in grades three through eight. Information will be sent from Delone to our students for those interested. Both programs take place at Delone Catholic High School.

DENTAL/DOCTOR APPOINTMENTS

A written note is to be given to the teacher stating the date of the appointment and the time the student will leave and return to school. Students will be responsible for making up work missed. If possible, appointments should be made for before or after school hours.

DISCIPLINE CODE FOR A STUDENT OF ST. FRANCIS XAVIER CATHOLIC SCHOOL:

The Diocese of Harrisburg, to which St. Francis Xavier Catholic School is accountable, states in its School Policies and Regulations: Students in our schools are expected to conduct themselves in a manner that reflects favorably on themselves, their family, and their school. Students are expected to have respect, to show consideration to other students, the administration, faculty and staff. They are to cooperate in order to create a harmonious school atmosphere.

Students are to recognize their individual responsibilities as a condition for their acceptance into the school and their fulfillment of them as a condition for remaining at the school. Students are expected to conduct themselves, inside and outside of school and at school sponsored activities, in a manner that reflects the moral teachings of the Catholic

Church. Failure to do this may result in disciplinary action, including expulsion. (Diocesan Policy #5131)

In keeping with this policy, and to help children assume responsibility for their actions and foster a conducive atmosphere for learning, discipline is essential. Its ultimate purpose is:

1. To develop true Christian character and a sense of responsibility.
2. To establish an atmosphere conducive to academic excellence.
3. To protect the rights, welfare, and reputation of the individual student and the school community.

St. Francis Xavier Catholic School asks that each student accept responsibility for conduct expressive of a Catholic school student. Administration, Faculty, and Parents share the responsibility in the child's development. Therefore, we expect each student to be aware of what is expected and accept responsibility for his/her actions.

STUDENT EXPECTATIONS

The expectations for all students include time spent at school and on field trips, time spent in walking to and from the bus stop, time waiting for the bus, time spent on the bus, and time spent at school-sponsored activities outside of school hours.

1. Students are to respect the Administration, teachers and those in authority at all times, including all staff members, volunteers and all other guests in the school.
2. Students are expected to respect the rights of others as well as school and parish property.
3. Students are to adhere to all rules and regulations established by existing school policies and classroom teachers.
4. **Students are NEVER permitted to chew gum on school property – this includes extra-curricular activities.**
5. Students must follow the uniform and dress code.
6. Students are expected to study, participate in class and complete home and class assignments in the time specified by the teachers. Any student who is absent is responsible for retrieving and completing the required work during the time specified by the teacher.
7. Students are to be on time for school and for all classes. Car riders and walkers will be marked late if they arrive after 8:15 a.m. Bus riders will arrive according to the bus schedule.

8. Students are expected to conduct themselves in a respectful, courteous, and orderly manner at all school-related activities; i.e., not to be a source of disruption or be involved in any form of fighting during class time or at any other time while under the jurisdiction of the school. Students are expected to uphold the name of St. Francis Xavier Catholic School at all times.
9. Students are expected to come to school prepared with all required school supplies.
10. Students are expected to be honest in their work and in their relationships with other students, teachers, and administrators. Cheating and lying will not be tolerated.
11. Students are to WALK in a straight line through the halls and conduct themselves in a QUIET manner.
12. The use of unbecoming or vulgar/offensive, inappropriate language or pictures WILL NOT be tolerated in this school whether it is verbal or written. Demerits and/or detention could be issued for such behavior.
13. Students are expected to remain on school property during school hours.
14. Students are expected to play on the playground without exhibiting rough and aggressive behavior. Demerits will be issued for such behavior. Habitual failure to obey the adults in charge will result in no recess for a period of time.
15. Cafeteria behavior should reflect good manners, including walking, staying in seats, keeping the appropriate place in line without pushing, speaking in a quiet voice, discarding trash in the trash can.
16. The school is not responsible for any valuable objects that are brought to school or on field trips, especially personal electronic devices, which is strongly discouraged by the school administration
 - I. Regulations administered by teachers or others assisting teachers:
 - a. Students must follow the uniform and dress code.
 - b. Students must not chew gum on SCHOOL PROPERTY.
 - c. Students must not cheat.
 - d. Students must strive to be polite, respectful and self-disciplined.
 - e. For their own safety, students must not run in the school building.

II. Violations that could require a conference between parent and teacher and sometimes the Administration or result in a detention:

- a. Forging another's name.
- b. The use of obscene or vulgar language.
- c. The possession or distribution of indecent literature.
- d. Leaving the school property during school hours without permission.
- e. Habitual neglect of homework.
- f. Disruptive behavior in the classroom, playground, or cafeteria.
- g. Conduct unbecoming a Catholic School student.
- h. Disrespectful behavior toward any member of the faculty or staff or toward a volunteer or guest at a school function.
- i. Copying another person's homework or classroom assignments.

III. Violations that could subject the student to In-School suspension.

- a. Threatening, harassing or physically harming another person.
- b. Carrying any dangerous objects. (SEE WEAPONS POLICY)
- c. Destroying or damaging school or parish property.
- d. Stealing.
- e. Smoking on school property.
- f. Conduct unbecoming a Catholic School student.
- g. Disrespectful behavior to any faculty or staff member, volunteer or guest.

IV. Violations that could subject the student to expulsion.

- a. Assault of any adult or student.
- b. The use, consumption, sale, or giveaway of drugs or medication on school property.
- c. The consumption, sale, or giveaway of any alcoholic beverages on school property.
- d. Proven moral delinquency.
- e. Chronic and incorrigible behavior.
- f. Conduct unbecoming a Catholic School student.

In consultation with the Pastor and/or the Diocese of Harrisburg Education Office, the Principal reserves the right to review any disciplinary case or other grave situation on an individual case basis and, depending upon any extenuation or mitigation, to present an alternate decision to the one generally prescribed in the school handbook.

SHOULD A STUDENT BE ACCUSED OF A SERIOUS OR CRIMINAL VIOLATION APART FROM SCHOOL, THE STUDENT MAY BE PLACED ON HOMESTUDY UNTIL THE MATTER HAS BEEN RESOLVED, OR ANOTHER DETERMINATION HAS BEEN MADE BY THE ADMINISTRATION.

Demerit System: In grades 4-8, a demerit slip is issued by a faculty member for a consistent or serious infraction of the school rules. It must be taken home, signed by a parent/guardian, and returned to the Administration the next day. Failure to return the slip will result in loss of lunch recess until it is returned. If a child receives four demerit slips, he/she must serve a detention after school. Three detentions in a semester will equal an in-school suspension. An immediate detention can be given for a serious offense or an accumulation of lesser offenses. A demerit is given to inform parents of unacceptable behavior in school – it is another form of communication between school and home.

“Hang-In-There” Slips: For grades Pre-Kindergarten-3. This slip is to inform the parents of a child's need to be reminded of proper behavior. This slip should be signed and returned to school the next day. This will assure us that you have discussed the problem with your child. This type of slip could result in the loss of one or more recesses and/or a conference with a parent.

Examples of minor offenses which could result in a demerit/hang-in-there slip:

1. Consistent failure to comply with the school and gym dress code.
2. Lack of cooperation, e.g., unsigned tests, warned behavior, failure to return books and papers, etc.
3. Lack of Christian attitude.
4. Chewing gum or eating candy at inappropriate times and places.
5. Lack of respect for another's property; defacing workbooks and textbooks; uncovered textbooks; etc.
6. Failure to bring necessary materials to class/school.

7. Inappropriate behavior in class, at lunch, in Church, in the school yard, on the bus, at dismissal, during any emergency drills, etc.
8. Excessive or inappropriate talking in class, hallways, library, Church, etc.
9. Copying another student's classwork or homework.
10. Being out of assigned seat without permission.
11. Leaving the classroom without permission.
12. Not doing homework or long-term assignments.
13. Throwing snow, ice, or any other objects.

Major Offenses (examples which could warrant immediate detention or in-school suspension.)

1. Defacing or damaging school property.
2. Harassment and/or Bullying including, but not limited to, foul, abusive language, name-calling, obscene gestures, notes, or literature, etc.
3. Failure to report to detention.
4. Forging names of parents/guardians on tests, homework, forms, etc.
5. Display of disrespectful attitude to any authority figure or guest in our school.
6. Cheating.
7. Any misbehavior which endangers the safety of another person.
9. Lying.
10. Abuse of student rights (name-calling, bullying, cyber-bullying, which affect school atmosphere, etc.).

A teacher may also give a detention for other offenses not listed here that are considered to be major infractions by the school. If circumstances warrant, a major offense may be elevated to an in-school suspension at the discretion of the Principal.

Detention will be held at a time and day mutually agreeable to parents and school officials. Parents must provide transportation home.

GUM CHEWING

Chewing gum any place on school property is strictly forbidden-this includes extra-curricular activities. Our policy at St. Francis Xavier Catholic School is NO GUM; NO GUM; NO GUM! Students who disobey this rule COULD choose a detention.

HARASSMENT POLICY

The American Association of University Women found harassment of children by their peers to be four times as common as harassment by adults. Any student who experiences any form of harassment should report it to the teacher, and/or the Administration.

Harassment includes, but is not limited to:

1. Derogatory verbal comments including jokes, put-downs, name-calling, bullying, and any conduct with sexual overtones.
2. Indecent literature, pictures, drawings, or gestures.
3. Verbal threats or demands.
4. Unwanted physical contact.
5. Retaliation of any kind.

“OFF CAMPUS” CONDUCT

The administration reserves the right to discipline students for serious misconduct that might impact the school’s reputation or bring harm to anyone in the school. This includes threats or untruthful statements against anyone conveyed via e-mail, blogs, text messages and Internet spaces. Deliberate defamation of others is not consistent with Christian values.

WEAPONS POLICY

If a student is found to have possession of a gun, knife or other dangerous objects, regardless of intent, he/she is guilty of a misdemeanor and risks being reported to the Police. In such a case, the parents will be notified first. The student could be suspended immediately and could possibly be expelled. Any student, however, using an object in an aggressive, threatening and/or intimidating manner shall be considered in possession of a weapon. This does not include any device authorized by the school for a legitimate educational purpose.

PROCEDURES FOR DEALING WITH WEAPONS OR THREATS OF VIOLENCE (Diocesan Policy 5137.5): Any student who has in his/her possession a weapon on school property or at any school-related activity, or who threatens to inflict violence on another person, the following actions could be taken:

- a. immediate reporting of possession of any weapon or threats of violence to law enforcement officials
- b. immediate out of school suspension with the possibility of expulsion if there are extenuating circumstances
- c. the Diocesan Office will be notified.

DISMISSAL

If your child is going home a way other than the usual way, please send a note. **Please make these arrangements before coming to school in the morning so student and teacher are aware of how students are being dismissed each day.**

Unless it is an absolute emergency, we will not take any changes to your child's dismissal plans after 2:30 p.m. We cannot guarantee any changes that are made after 2:30 p.m.

DRESS CODE

According to the Diocesan Policy #5132.2, students in the elementary and secondary schools of the Diocese of Harrisburg are expected to present a neat and clean appearance. Any dress or apparel that would not reflect the moral teachings of the Catholic Church is forbidden.

Anytime a student is representing St. Francis Xavier Catholic School, whether in school or out of school, the student must follow the Dress Code policy. This does include extra-curricular activities (Children's Choir, CYO sports, etc.).

NEW Uniform Dress Code

*All asterisked items must be purchased from the Flynn & O'Hara Uniform Company. Flynn & O'Hara Uniform Company is the only approved supplier of uniform pants, shorts, jumpers, skirts, sweaters, vests, and logo golf shirts for St. Francis Xavier Catholic School. Order forms are available at school. You may shop at their store: 869 Eisenhower Boulevard, Harrisburg, or you may contact Flynn & O'Hara Uniform directly at 1-800-441-4122 or www.flynnohara.com/register. St. Francis Xavier Catholic School maintains a used uniform shop where parents may be able to purchase uniform items at a reduced rate. We appreciate any donations of used uniforms. These should be clean and in good repair.

NEW UNIFORM TRANSITION PERIOD:

- 2015-2016 Students in Kindergarten, Grades 1-3 and Grades 5-8 must purchase the new uniform
- 2016-2017 All students must purchase the new uniform

BOYS (Kindergarten – Grade 8): (ONLY Grade 4 may still wear the old navy pants/shorts and yellow golf shirt with school logo.)

- Grey or Khaki slacks*
- White or Burgundy golf shirt with school logo* or white golf shirt with no logo. Shirts may be long or short sleeved.
- Black, grey, or brown belt must be worn with the pants/shorts.
- Black, grey or white socks. The socks must come up over the ankle bone. (Sport socks and “no show” socks that do not cover the ankle are not to be worn.)
- DRESS shoes must be black, brown, tan or grey with low heels. No “big” bulky shoes, or shoes that look like sneakers or boots may be worn. No skate shoes. Shoes must have backs.
- Burgundy V-neck school logo sweater* (optional)
- Burgundy V-neck school logo sweater vest* (optional)
- Burgundy button-up school logo sweater* (optional)
- Hair must be neatly styled and **MAY NOT TOUCH THE SHIRT COLLAR**. Hair color must be genetically possible. No fad hair styles (including mohawks and fohawks) or colors are permitted.
- No hats may be worn in school.
- No earrings may be worn in school.
- No other body piercings are permitted.
- No visible tattoos are allowed.
- No large chains may be worn.
- Boys may wear one bracelet of any material.
- No fingernail polish may be worn.
- If boots are worn in the winter, please send another pair of shoes for your child to wear in school.

Warm Weather Option (from 1st day of school until approximately October 15th, and from approximately April 15th until the last day of school):

- Grey or khaki walking shorts* (may not be shorter than 3 inches above knee)
- Burgundy with logo golf shirt* or white golf shirt with no logo
- The belt, shoes and socks required are the same as above.

Gym Day Uniform (**ONLY** Grade 4 may wear the old navy shorts/sweatpants & grey with red X or white with blue school logo T-shirts.)

- **PLAIN black sweat pants*** straight leg or banded ankle OR **Walmart Hanes Brand PLAIN black sweatpants** (no stripes or visible logos and no nylon material) – **THESE ARE THE ONLY OPTIONS**
- **Black mesh shorts*** (during warm-weather option times or under sweatpants in winter) – **ONLY FLYNN & O’HARA SHORTS**
- Grey T-shirt with the burgundy X – long or short sleeve
- Burgundy T-shirt with white X – long or short sleeve
- Grey or burgundy Raider Spiritwear crew neck sweatshirts – **NO HOODIES may ever be worn in class**
- Sneakers appropriate for physical education class, e.g., no skate sneakers
- **White or black socks which come up over the ankle bone.**
- T-shirts & sweat shirts with school logo are sold annually on a non-profit basis through the PTO Sportswear Sale.
- **NO HOODIE SWEAT SHIRTS CAN BE WORN IN SCHOOL.**

GIRLS (Kindergarten – Grade 4): (**ONLY** Grade 4 may wear the old plaid jumper and yellow golf shirt with school logo or navy blue shorts/pants.)

- Burgundy plaid drop waist jumper* - **bike shorts, spandex, BLACK leggings or gym shorts MUST BE WORN under jumper**
- White Peter Pan blouse, burgundy or white golf shirt with school logo* OR white polo shirt OR white turtleneck (under jumper or sweater/vest only) Shirts and blouses may be long or short sleeved.
- Khaki uniform wrap around pleated skort* - **ONLY FROM FLYNN & O’HARA**
- Grey or Khaki uniform pants* with belt
- Burgundy school logo sweater* or vest*
- Burgundy*, black, grey or white over the ankle socks (must cover entire ankle bone) or tights (Sport socks and “no show” socks that do not cover the ankle and sheer stockings are unacceptable.)
- Flat dress school shoes in black, brown, tan or grey. No heels, clogs, slides, sandals, sneakers or “big” bulky shoes may be worn. Shoes must have backs.

- Hair must be neatly styled. Hair color must be genetically possible. No fad hair styles or colors are permitted.
- No hats, feathers, large flowers or bandanas may be worn in school.
- Girls may wear small stud or hoop earrings. (No long dangling earrings or large hoop earrings)
- No other body piercings are permitted.
- No visible tattoos are allowed.
- Girls may wear one small necklace.
- Girls may wear one bracelet of any material.
- Only light-colored fingernail polish may be worn.
- If boots are worn in the winter, please send another pair of shoes for your child to wear in school.

GIRLS (Grades 5 - 8):

Burgundy plaid wrap around pleat kilt* OR two-kick pleat skirt*

- Khaki uniform wrap around pleated kilt* OR skort*
- Burgundy OR White golf shirt with school logo OR plain white golf shirt. Shirts may be long or short sleeved.
- Khaki or Grey uniform pants* with belt
- Burgundy school logo sweater* OR vest*
- Burgundy*, black, grey or white over the ankle socks (must cover entire ankle bone) or tights (Sport socks and “no show” socks that do not cover the ankle and sheer stockings are unacceptable.)
- Flat dress school shoes in black, brown, tan or grey. No heels, clogs, slides, sandals, sneakers or “big” bulky shoes may be worn. Shoes must have backs.
- Hair must be neatly styled. Hair color must be genetically possible. No fad hair styles or colors are permitted.
- No hats, feathers, large flowers or bandanas may be worn in school.
- Girls may wear small stud or hoop earrings. (No long dangling earrings or large hoop earrings)
- No other body piercings are permitted.
- No visible tattoos are allowed.
- Girls may wear one small necklace.
- Girls may wear one bracelet of any material.
- Only light-colored fingernail polish may be worn.
- If boots are worn in the winter, please send another pair of shoes for your child to wear in school.

Warm Weather Option: (From 1st day of school until approximately Oct. 15th, and from approximately April 15th until the last day of school):

- Grey or khaki walking shorts* (may not be shorter than 3 inches above knee.)
- White or Burgundy with logo golf shirt* or White Golf Shirt with no logo.
- The belt, shoes, and socks required are the same as above.

Gym Day Uniform (**ONLY** Grade 4 may wear the old navy shorts/sweatpants & grey with red X or white with blue school logo T-shirts.)

- **PLAIN black sweat pants*** straight leg or banded ankle OR **Walmart Hanes Brand PLAIN black sweatpants** (no stripes or visible logos and no nylon material) – **THESE ARE THE ONLY OPTIONS**
- **Black mesh shorts* no more than 2 inches above knee** (during warm-weather option times or under sweatpants in winter) – **ONLY FLYNN & O’HARA SHORTS**
- Grey T-shirt with the burgundy X – long or short sleeve
- Burgundy T-shirt with white X – long or short sleeve
- Grey or burgundy Raider Spiritwear crew neck sweatshirts – **NO HOODIES may ever be worn in class**
- Sneakers appropriate for physical education class, e.g., no skate sneakers
- **White or black socks which come up over the ankle bone.**
- T-shirts & sweat shirts with school logo are sold annually on a non-profit basis through the PTO Sportswear Sale.
- **NO HOODIE SWEAT SHIRTS CAN BE WORN IN SCHOOL.**

No student may write on skin or fingernails with magic marker, pen, white-out, crayons or other such objects.

Students who violate the dress code will be given an “Out of Uniform” slip to take home and get signed. The slip should be returned the next day with the parent’s signature on it. Three of these slips will warrant a lunch detention.

DRESS-UP DAYS

Occasionally, we will have a “dress-up” day. Any child coming to school dressed inappropriately will be sent to the Used Uniform Shop for a uniform to wear. The following are general guidelines on these days:

Girls:

Dress, skirt, blouse, dress slacks, (skorts/walking shorts, during warm weather option, **not shorter than 3 inches above knee**) and coordinating top or sweater. **(No leggings may ever be worn as pants – may only be worn under a dress)**

NO TANK TOPS, BELLY TOPS, CROP TOPS MAY BE WORN. No tight tops are to be worn to school. This includes spaghetti strap tops or halters.

Socks, stockings, shoes. (No high heels, clogs, or **flip-flops**)

Boys:

Dress pants, coordinating shirt, or sweater. Absolutely no jeans, baggy pants, or pants worn down around the hips will be permitted. Underwear is NEVER to be showing.

During warm weather option, walking shorts are appropriate. (Not shorter than 3 inches above knee. No long, baggy shorts are permitted.)

DRESS-DOWN DAYS

Typically, the first Monday of each month is designated as a “dress-down” day. Students may wear jeans, sneakers, sweat shirts, T-shirts (see below). The cost of this opportunity is \$1.00. Proceeds benefit our Building Fund for the new school. Jeans must be clean, **have no holes**, and fit properly. **No baggy jeans and no skin tight jeans, jeggings or leggings are permitted – leggings may only be worn under a dress.** No flip-flops may ever be worn by students.

Appropriate T-shirts may be worn. (No obscene sayings, rock groups, or other inappropriate pictures or sayings are permitted.)

DRUGS AND ALCOHOL

The use and/or possession of illegal drugs, alcoholic beverages (including non-alcoholic beer), mood-altering substances or drug related paraphernalia or the abuse of prescription drugs on school property while

attending or participating in any school sponsored activity is forbidden and is considered a major disciplinary infraction.

Being under the influence of illegal drugs, alcoholic beverages or mood-altering substances on school property or at a school sponsored activity is likewise forbidden and is considered a serious disciplinary infraction.

The selling, pushing, or supplying of illegal drugs, alcoholic beverages, prescription drugs, mood-altering substances, or drug-related paraphernalia is an extremely serious situation. Students committing such an offense may be punished by expulsion and will be reported to the Police.

EARLY DISMISSAL

Permission for an individual student to leave school before the regular dismissal time should be requested in writing or via the telephone from the Administration. The request should state the date, reason, and time involved. Students are responsible for all work missed.

We request that students not leave before 3:15 p.m. for individual lessons for music, swimming, etc. Our academic day does not conclude until 3:10 p.m.

EMERGENCY CLOSING

In the case of inclement weather during regular school hours, the Gettysburg School District will make the decision for early dismissal. This will be announced on the radio (WGET) and TV (WGAL). This year we also have a One Call Now Notification system. Only parents who have an email and/or cell phone number on file in our MMS portal with Mrs. Yeingst will be notified.

EMERGENCY FORM

An emergency form **MUST** be accurately filled out by the parents and kept on file in the school Office. This form is to be kept up to date. Any changes should be sent to the school immediately. Students who do not have an Up-To-Date Emergency for on file will not be able to leave the school campus for any class/school field trips.

FAMILY TRIPS

Taking your child out of school for extended times during the school year could be detrimental to his/her academic success. Parents planning

trips which will take their children out of school should make arrangements with the Administration and teacher(s) at least ten days before the trip. The request for the extended absence must be made in WRITING to the Principal. Students are responsible for all work missed including make-up tests.

Teachers are NOT required to provide lesson plans or make prior arrangements for any testing for students who will miss school due to family vacations. Usually assignments will be given to the children when they return from a trip. Examinations will take place at the convenience of the teacher. All work missed must be handed in within ten days after returning to school.

FIELD TRIPS

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Each student going on the field trip will be given a Diocesan permission form for the parent/guardian to sign. A student who fails to submit THIS FORM will not be allowed to participate in the field trip. Telephone calls to give permission for the field trip or parent notes ARE NOT acceptable. An up-to-date Emergency File must be on file at school before any child is able to participate in a class/school field trip. This is a Diocesan regulation.

Trips within the Diocese are to be made in public, licensed carriers. When private cars are used, every effort is made to insure that responsible drivers who have sufficient liability coverage operate vehicles. The driver must complete a liability form and keep it on file in the school office.

When appropriate, either the regular school uniform or the gym uniform will be worn on Field Trips. If uniforms are not required, specific guidelines for appropriate dress will be sent home. Usually, time will NOT be allotted for visits to gift shops.

FUNDRAISING

Fundraising is a necessary part of our operating budget. In order to meet our expenses, we have several fundraisers throughout the year. The Development Office is responsible for raising significant funds each

year. Thus, we have the Annual Appeal, the Golf Tournament, Noreen Neitz Memorial 5K Run at the Rock and Sufficiently Radical 1 Mile Walk, Drop At The Rock and, every other year, the Auction. In addition, the PTO sponsors several fundraisers (e.g., Race for Education, Gertrude Hawk Candy Sale, etc) to raise money for our school. Each family is respectfully asked to support our fundraising efforts financially and/or with volunteer support.

No one may solicit funds from our school families without the expressed permission of the Principal. This includes solicitation of funds for class projects, teacher gifts, etc.

The Student Council may be granted permission by the Principal to conduct fundraisers on behalf of charitable causes. Our school also participates in the Holy Childhood Missions program, and every other year, Jump Rope for Heart program.

GRADING AND REPORT CARDS

Grades are an evaluation of weekly tests, class participation, portfolio assessment, performance assessment, homework and daily class work.

Pre-Kindergarten assessment is shared through parent conferencing.

Report cards are issued three times a year in grades K - 8. Progress reports are issued in the middle of each trimester. This is done to keep parents up to date on the progress of their children.

MMS PARENT PORTAL: Parents of students in Grades 4-8 are granted access to their child's grades at all times through our Parent Portal. To be granted access, you must set up an account. To set up an account, you must have an accurate email in our MMS information system (Mrs. Yeingst) and you must have your child's school identification number (Mrs. Dixon). Specific information will be sent home to parents each year.

HONOR ROLL

"Be A Better Me": Students in grades K-3 will receive certificates for their accomplishments. There is no competition for these awards.

“Principal’s List: (Grades 4-8)

1. *ACADEMIC EXCELLENCE:* All A’s plus E’s and P’s in Art, Music, Physical Education, Computer Education, Spanish, Christian Values, Work Ethics, and no “no’s” in “work reflects ability and beyond”, and “assignments and projects completed.”
2. *ACADEMIC HONORS:* A’s and B’s plus E’s and P’s in Art, Music, Physical Education, Computer Education, Spanish, Christian Values, Work Ethics, and no “no’s” in “work reflects ability and beyond,” and “assignments and projects completed.”
3. *EDUCATIONAL HONORS:* Students achieve grades according to their ability, plus E’s and P’s in Art, Music, Physical Education, Computer Education, Spanish, Christian Values, Work Ethics, and no “no’s” in “work reflects ability and beyond,” and “assignments and projects completed.”

All of the above include consistency in homework, projects and assignment completion.

GRADUATION

Upon completion of the eighth grade, students of the Diocese of Harrisburg may be presented with one of two awards:

1. Diploma - indicating satisfactory completion of the prescribed course of study for the elementary schools of the diocese. A student is considered to be eligible for a diploma if he/she has attained a cumulative average of 70% in the major subjects.
2. Certificate of Attendance - indicating a completion of the basic requirements, attendance at our school, prescribed for the elementary schools of the diocese.

GRADUATION AWARDS:

THE AMERICAN LEGION AWARD: awarded to two students who exhibit qualities of courage, leadership, honor, effort, and service.

THE AMERICAN LEGION AUXILIARY AWARD: awarded to a girl who exhibits high standards of conduct, application in studies, willingness to lend a helping hand, and has the courage to stand up for what is right and just.

THE PRESIDENTIAL ACADEMIC AWARD: a nationally recognized award from the President of the United States for students that have attained a 90% grade average in grades four through eight; and have scored at or above the 85th %ile on the most recent standardized test in

Verbal and/or Math.

THE SISTERS OF MERCY RELIGION AWARD: given to a student who consistently strives to exemplify the Catholic philosophy of St. Francis Xavier School.

THE PA MATHEMATICS LEAGUE AWARD: awarded to the students who participate in this contest for outstanding performance locally and regionally.

THE SISTER JULIANA MATHEMATICS EXCELLENCE AWARD: awarded to a student who excels in mathematics, has a good attitude, and demonstrates consistent effort toward excellence in this field.

THE SISTERS OF MERCY LITERATURE AWARD: awarded to a student for excellent work in the field of Language Arts.

THE PRINCIPAL'S AWARD: in honor of the Sisters of Mercy, awarded to a student who has shown commendable effort in striving to attain academic success as well as good behavior.

ALTAR SERVER/LECTOR APPRECIATION AWARDS: are given on behalf of the parish to students who have faithfully served in these capacities.

YEARBOOK, SWAT, and CHOIR APPRECIATION AWARDS: is given to students who faithfully serve on this committee.

NOREEN NEITZ MEMORIAL SERVICE AWARD: service award of \$500, given to an 8th grade students or split among students who have volunteered their time to serve others in our community as generously as Noreen had done for many, many year.

All of the above awards are subject to change without notice.

GRADUATION RECEPTION

All eighth grade students will be assessed \$50 to help cover the cost associated with their graduation reception. The fee and money earned by the class service project at the Apple Harvest Festival will cover expenses associated with the reception and the class trip. The Apple Harvest Festival will yield approximately \$900. According to Diocesan

regulations, the 8th grade graduation is to be a simple celebration. Any additional fundraising must have the prior approval of the Principal.

So that the 8th grade parents may celebrate the graduation of their child(ren), it has been required of our **7TH GRADE PARENTS** to serve at and clean up after the Graduation Reception.

HOMEWORK

Homework is usually given from Monday through Thursday. The teachers may choose to give homework over the weekend. Homework is given to reinforce the material taught in school.

Practice is very important at the elementary level. In the upper grades, research projects and long term assignments will be introduced to the children. It is the student's responsibility to complete all home assignments and hand it to the teacher on time, neatly done, and to the best of the student's ability. If for some valid reason a student is unable to complete homework, he/she should bring a written note from the parent to the teacher stating the reason why the assignment was not completed on time. This does not excuse the child from making up the missed assignment. Students who disregard homework assignments will be given a demerit, lose recess, and might be given a detention.

A guide for the amount of time your child should spend on homework each night:

- a. Grades K, 1 & 2: 10-20 minutes
- b. Grades 3 & 4: 20-35 minutes
- c. Grades 5 & 6: 30-45 minutes
- d. Grades 7&8: 45-60 minutes

If your child continually spends more than the suggested time on homework each night, please inform his/her teacher.

HOT LUNCH PROGRAM

St. Francis Xavier Catholic School has a 5 day a week optional hot lunch program. Monthly hot lunch menus will be sent home with each student, typically the 2nd Wednesday of each month. You are kindly asked to complete the lunch calendar, and return the calendar and sufficient funds to the Main Office by the designated due date. Please adhere to the due date so that proper amounts of the menu items may be ordered.

If a student is sick on a day they chose to have hot lunch, they will be credited on the following months' lunch calendar. No credits will be issued if a student decides to "change their mind" and pack that day or if a family chooses to go on a trip.

ILLNESS, INJURY OR EMERGENCY

In case of illness or injury, a child will be cared for temporarily by the school staff. Ordinarily, we do not have a nurse on the premises. If the child is running an abnormal temperature or is too ill to remain in school, a parent will be contacted. If parents cannot be reached, then the person listed on the Emergency Form will be called.

Students sent home because of fever may not return to school until they are fever-free for 24 hours. Therefore, students may not return to school the day after being sent home due to fever.

INSURANCE

A student accident insurance program is made available to all students. Applications will be sent home at the beginning of school. If you do not wish to purchase the insurance, please sign the accompanying letter and return it to school.

INTERNET AND COMPUTER POLICIES (Also see Addendum)

Students are responsible for good behavior when using school computers and the Internet. Student files on the school computers are considered school property and are fully available to the school staff. The technology administrator for the school may review files and Internet communications to maintain system integrity and ensure that the students are using the technology systems responsibly. No student may access school computers and/or the Internet without staff supervision. A student may lose access to school computers and/or the Internet if found in violation of this policy. Restitution for damage to school computers, iPads and/or software applications will be the responsibility of the parents/guardians of the student.

Posting Information on the Internet: The Internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication

without specific written permission from the school administration. The posting of any such information on any website, bulletin board, chat-room, e-mail, Facebook or other messaging system without permission, or posting or transmission of images in any format related to the school, staff or students that are defamatory, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved with the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the diocese.

MEDICAL PROBLEMS

Information pertaining to specific allergies and/or medication must be provided to the school. In cases of medical emergency or injury, the parents will be contacted immediately. If neither parent can be reached, the person listed on the emergency form will be contacted. In the event that this person cannot be reached, the school will take the necessary steps.

MEDICATION

All medication, **PRESCRIPTION AND NON-PRESCRIPTION**, must be sent to school in the original container and kept at the secretary's desk. **STUDENTS MAY NOT KEEP ANY MEDICATION IN THE CLASSROOM.** An exception is the use of an inhaler, which may be kept by the homeroom teacher. A parent should contact the school as to the best plan for his/her child.

Prescription medication can only be given to the child whose name is on the bottle. The school does not stock non-prescription medications.

Parents/guardians must authorize the administration of medication to students. This authorization must be in writing using the **Medical Authorization Form** found on our school website under resources.

MICROWAVE USE BY STUDENTS

Only students in grades 5-8 will have access to use the school microwaves at lunch time. No adult will heat any student lunches in grades PreK – 4.

MORNING CARE PROGRAM

For an additional minimal fee, students may be dropped off at school beginning at 7:00am each morning. School personnel will be on duty to tend to students from 7:00am – 7:45am until our classroom teachers take over their regular morning duties at 7:45am. If needed, students will be provided with cereal, milk and juice from 7:00am – 7:40am. Monthly bills for our Morning Care Program will be sent home to parents.

NEWSPAPER/PUBLISHING POLICY

From time to time we publish work done by the students and occasionally the students have their pictures taken for the paper. If you do not want your child's picture or name published in the paper, please indicate this in writing to the Principal at the beginning of the school year.

NON-CUSTODIAL PARENT

This school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The school reserves the right to notify the custodial parent of any request to review records. This school DOES NOT allow a non-custodial parent physical access to his/her child during school hours or on the school premises unless the custodial parent has consented, or the school has a court order permitting access.

PARENT AND TEACHER CONFERENCES

Parents are encouraged to keep in close contact with the teachers regarding student progress. **A scheduled conference will be held in October for grades Kindergarten-8. Pre-Kindergarten conferences will be held in January/February.** Parents are encouraged to attend these meetings in order to discuss children's strengths and weaknesses, and to develop goals for improvement. However, parents can request a conference at any time during the school year.

Whenever a situation occurs that causes concern, this concern should be addressed with the child's teacher. Often a discussion of the problem can lead to a mutual agreement and plan of action. If a conference with

the Principal is needed, please call the Office to make an appointment. PARENTS ARE NOT PERMITTED TO INTERRUPT TEACHERS BEFORE SCHOOL, DURING CLASS HOURS, OR DURING DISMISSAL. **Please do not attempt to hold a conversation with a teacher during our Morning Prayer time – this is a reverent time of day and all adults should be actively engaged in our morning prayers, pledge and such.** Please make an appointment if you need to discuss something with the teacher.

If a serious disagreement should arise between the school and parents which cannot be resolved amicably or in cases where the conduct of parents is deemed to interfere with the Mission of this school, St. Francis Xavier Catholic School reserves the right to require parents to withdraw their children.

Parents should not contact a teacher at home via home telephone, personal cellphone or home e-mail unless the teacher specifically agrees to this.

PARENT TEACHER ORGANIZATION

All parents of students attending St. Francis Xavier Catholic School are members of this vital organization. The main purpose of this group is to assist with the fundraising for the improvement of the school building and the educational programs. We cannot get along without this wonderful organization of dedicated parents. There are two general meetings per year. All parents are respectfully asked to attend these sessions. The PTO usually meets on the second Tuesday of each month in a classroom at Xavier Center at 7:00 p.m. All parents are welcome at this meeting – see monthly calendars for specific dates and times.

PICTURES

Individual student pictures will be taken in Fall and Spring. CHILDREN WILL BE DRESSED IN THEIR SCHOOL UNIFORM FOR THE FALL PICTURES. The group photo will also be taken at this time. The Spring pictures will be a dress up event. You will receive information about the purchase of these as well as an envelope to return with the proper amount of money enclosed. Class and individual pictures are taken for Kindergarten Graduation. Purchase of these pictures is optional.

PROMOTIONS AND RETENTIONS

Promotions and retention are based on an evaluation of academic, physical, social, and emotional growth of individual students. Satisfactory completion of the academic requirements of each grade should be the goal of the individual student, his/her parents, and his/her teachers.

Retention of students is appropriate where it is intended to enable a student to gain future developmental, emotional, and/or educational maturity and success. If there is no likelihood of future success, there is no reason to retain a student. Another option will be considered. Grade retention will be based on deficiency in developmental subjects, e.g., Math, Reading.

Procedures for advising retention:

1. Consultation of teacher with the Principal after the first semester.
2. Conference with parents.
3. Recommendation of student for psychological evaluation.
4. Notification of possible retention to be given to parents by the end of the second semester.
5. The final decision rests with the Principal and teacher.

If a student fails three or more major subjects, usually the grade is repeated. If a student fails a major subject, the child may have to make up this subject in a summer school setting, or complete a course of tutored study independently over the summer.

RELIGIOUS ACTIVITIES

Religious training begins the day the child is born. Parents are responsible for the religious education of their children. This is a grave responsibility. The school is an extension of the home and, therefore, is a partner in this endeavor. The school can teach the basics and expose the student to various forms of prayer, liturgy, etc., but the daily example of the parents is of utmost importance if children are to make their religion a reality. Opportunities to express themselves religiously are afforded the students throughout the year. Some of these activities are attendance at Mass on First Friday and Holy Days of obligation when school is in session, Reception of the Sacraments, Daily Prayer and Sacramental preparation.

Students of other religious faiths enrolled in an elementary school in the

Diocese of Harrisburg will participate in all aspects of their school's religious education program with the exception of the final phases of the sacramental preparation curriculum. These requirements include attendance at the regularly scheduled classes in religious instruction, fulfillment of the academic requirements for these classes, and attendance at religious functions offered as part of the school program.

It is the grave responsibility of the parents to see that their children attend Mass on Sunday.

SAFE SCHOOLS ACT 1997

It is the policy of this school to notify the school to which a student transfers if a student is expelled, or withdraws from school, and is involved with any of the following infractions:

1. An act or offense involving weapons
2. Sale or possession of controlled substances
3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school.

(This policy reflects our commitment to the Safe Schools Act of 1997.)

SCHOOL ADVISORY BOARD

The purpose of this board is to examine and guide the educational policies and programs of St. Francis Xavier Catholic School in accordance with the guidelines of the Diocese of Harrisburg. The board is advisory in nature to the Pastor and Administration of the school, with the final decision in all matters resting with the Pastor. Parents are welcome to contact any member of this Board in order to have an important idea presented. The Board will not entertain administrative items.

STUDENT RECORDS

This school abides by the Buckley Amendment, which gives parents the right to view their child's records. Parents wishing to see their child's records should make the request to the Principal. The school presumes that either parent of the student has authority to review the student's records unless the school has been given evidence that there is a court order or other legal reason providing the contrary. Upon a student's departure from St. Francis Xavier Catholic School, no student's academic records will be released until all financial obligations are met

by the family.

STUDY SKILLS

Parents can help their children be aware of skills and techniques that make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pens, pencils, notebooks and other necessary materials.
2. Be an active participant in class. Try to listen well and take part in discussions.
3. Ask questions. No one knows the answer to everything.
4. Plan your day, and schedule time for homework and extra reading each day.
5. Study each night, especially for tests.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

SUSPENSION OF STUDENTS: Diocesan Policy #5114.a

Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense such as truancy, vandalism, insubordination, immorality, threats, fighting, theft, use of alcohol or drugs, violence, weapons violation, etc. After two suspensions, a student may be expelled for any further serious infractions, or an accumulation of lesser infractions of the rules or regulations of the school.

TAKE YOUR STUDENT TO WORK DAY

St. Francis Xavier Catholic School believes that attending classes is the work of school-aged children. It is strongly suggested by this school that parents “take your student to work” during the summer or a school holiday rather than on this “national day.” No child will be permitted to participate in “take your student to work day” if during scheduled standardized testing weeks. However, a student may have an excused absence to attend his/her mother’s or father’s work on the day assigned under the following conditions:

1. Only parents/guardians may take their child to work.
2. The parent must request this absence in writing to the school Principal.
3. A form from the school will be given to the child for completion. This will let the school know that the child was at the work site and what the student learned from this experience.

4. The child will receive an excused absence for this day.
5. The child must make up all missed assignments.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. **A child who arrives after 8:15 a.m., except bus students, is considered late.** The student will be marked late. If late 3 times in one month, students in grades 5-8 could miss a recess to make up any work that may have been missed.

Students are to bring a note from home explaining the lateness. A student who is late must sign in at the receptionist's desk.

TELEPHONE (See also CELL PHONE Policy)

The school telephone is a business phone and is not to be used by the students except in an EMERGENCY. Students are not permitted to call home to make personal arrangements for after school. This should be done the previous night or before students arrive at school. Neither students nor teachers will be called from class to the telephone. The secretary will take messages.

PLEASE MAKE DISMISSAL ARRANGEMENTS WITH YOUR CHILD BEFORE HE/SHE LEAVES FOR SCHOOL.

TITLE I

Each year parents will be surveyed as part of the needs assessment for this program. The amount of money allocated to our school is dependent upon this survey. It is, therefore, imperative that each family complete and return this form. Supplementary remedial instruction in reading is currently provided through the federally funded Title I program. We have one instructor employed by the Gettysburg School District for our school. The students in grades K-3 receive this instruction in our school building.

TESTING PROGRAM

Achievement Testing: The Iowa Test of Basic Skills (ITBS) is given in April to grades 3-8. Parents will receive a print out of their child's test as soon as it arrives at school. This test gives you an idea of how well your child is doing compared to other children nationally who also take this test. It also lets you see if your child is working up to his/her ability. Doctor appointments, etc., should not be made during the testing week.

CoGat (Cognitive Abilities Test): is also given in April, but during a different week, to grades 3 and 5. Although this is not an I.Q. test, it gives an estimate of a student's ability. It tests Verbal (Language Skills); Quantitative (Math, Science Skills); and Non-verbal (Common Sense, Spatial Skills).

Anytime during the school year, parents may request psychological testing for a student through their local school district. A written report will be given to the Principal and the parents.

TRANSFERS/WITHDRAWALS

Students transferring to another school are required to return all books and school materials to the teacher. Parents should notify the school of the withdrawal date and the name and address of the new school into which the child will be enrolled.

The Office of Catholic Education, Diocese of Harrisburg, states that all student records must be mailed to the transferring school if it is within the United States.

An exception is made when students transfer to schools in foreign countries. In this case, records may be hand-carried in a sealed envelope. The receiving Principal must send a receipt.

Records will not be sent to a new school unless all tuition and debts are paid to this school – this include students graduating from St. Francis Xavier Catholic School.

TUITION

This school is operated as a faith community, not as a commercial or secular enterprise. Our school provides an opportunity for the development of faith-based values and for receiving instruction in the teachings of Christ. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and parents.

In order to provide and maintain a high quality of education for our students, it is necessary to charge tuition to help offset the parish financial responsibility to the school. Each year the parents will be informed of the tuition. A tuition contract will be sent home, and a

payment plan will be provided. It is expected that the tuition commitment will be fulfilled each year. In addition to paying school tuition, our Catholic families are expected to financially support the Church. Catholic families who choose not to practice their Religion will be charged the full tuition. The subsidy, which comes from our contributing members, is given by the parish to practicing Catholic families who are active members of our Church. Also, if you belong to another Catholic parish, you MUST be registered and active in order for the Pastor to pay your child's subsidy to our school.

No active parishioner will be denied admission to our school based on demonstrated inability to pay the full tuition. Parish families who are unable to meet the financial requirements may apply for tuition assistance before April 1. Requests for applications for tuition assistance should be made in writing. Before reregistering a student for the next school year, all financial obligations must be fulfilled.

Catholics who are active and participating members of other supporting parishes will pay the tuition of a Catholic family. The parish of the student will be billed for their required subsidy. In order for us to be fair to your Pastor, it is expected that you are financially supporting your home parish. Otherwise, please plan on paying the Non-Catholic per pupil cost.

Non-Catholics are asked to pay the full per pupil cost.

PAYMENT: Tuition will be collected from JULY/AUGUST through APRIL/MAY according to your chosen plan.

DELINQUENT TUITION: Parents have an obligation to inform the school of a change of financial situation which impedes the payment of the pledged tuition. If you cannot pay the agreed upon tuition, you must:

1. Call or write to the Principal or Pastor.
2. Devise a revised method of payment.

Failure to make these arrangements will prohibit the re-registration of the student and the release of academic records for the following school year.

While it is essential for the financial health of our school that tuition

arrangements be honored, we affirm that, first and foremost, we are a Catholic family at St. Francis Xavier Catholic School. Each of us is an essential member of the Body of Christ. Through sacrifice and dedication, you are choosing a Catholic education for your child and we, in turn, are committed to assisting you in fulfilling that choice.

Active Tuition Plan: This option allows our families to choose a lower tuition. Our hope is that the ATP will increase family involvement in the life of St. Francis Xavier Catholic School and keep tuition as low as possible for all families, while at the same time allowing families options for their involvement.

Families may choose not to participate in the Active Tuition Plan and will be assessed a higher tuition rate.

Ask anyone in the Main Office for more information regarding this program.

UNIFORM SLIPS

Any child coming to school without the COMPLETE uniform will be given an “Out of Uniform” notice. If the child accumulates three of these anytime throughout the year, the student will serve a lunch detention.

USED UNIFORM SHOP

Used uniforms can be purchased very inexpensively. The shop is located off the Main Office of the school. Parents can take advantage of this service by calling the school or stopping in. We will gladly accept clean uniforms that no longer fit your child.

VISITORS

Parents are always welcome to visit the school. When visiting for any reason during the school day, please report to the Receptionist’s desk first. If it is necessary to contact a teacher or student, the Secretary or School Aide will make the contact. All transactions are performed through the School Office during school hours. *No parent should appear at the classroom door to summon a child.*

All visitors to our school should enter through the Main Office door and report to the Receptionist’s desk. All other doors will be locked. Visitors are respectfully asked to sign the “in” and “out” book. *NO ONE IS PERMITTED TO GO DIRECTLY TO THE CLASSROOM WITHOUT PERMISSION.*

If you are coming to pick up your child, the Secretary or Aide will get him/her from the classroom. Parents and/or Grandparents are always welcome to have lunch with their child.

VOLLEYBALL

There is an organized volleyball program for boys and girls in grades three through eight. Intramural volleyball is held for grades 3-4 (boys & girls mixed). This is a time for learning how to play volleyball and have fun. Girls in grades 5 and 6 (junior varsity) and 7 and 8 (varsity) are invited to play for the parish team in the Adams Deanery League, which includes teams from other Catholic parishes in our area. Boys in grades 5 – 8 are invited to play for the parish team in the Adams Deanery League as well, but there is no junior varsity level, just varsity. Volunteers run the program. Good sportsmanship is expected from players, coaches, and spectators at all times. Nothing less will be tolerated. Coaches and Assistants must have required clearances as well as the Diocesan on-line training before they can coach.

VOLUNTEERS

Volunteer parents, grandparents, relatives or friends are welcome at our school. Needs include room parents, classroom aides, playground aides, cafeteria lunch aides, typists, cutting decorations for teachers, computer assistant, library aide, physical education assistant, art instructor's aide, hot lunch volunteer, basketball coach, and help with the elective programs. Any person volunteering at our school, must have their PA child abuse history clearance from the Department of Public Welfare and a background check from the Pennsylvania State Police and FBI and fingerprints. Each person must also complete the Youth Protection Program which is on the Diocesan Web Site. **Without these clearances, you may not volunteer in school.** The school secretary will be happy to help you apply for these necessary forms.

All volunteers are respectfully asked to dress appropriately – please see the dress code for the students. No tight fitting clothing, low cut tops, spaghetti straps, leggings or short skirts or shorts.

YEARBOOK

The annual yearbook will be published and available for sale in late spring.

THANK YOU for choosing a Catholic Education for your child. This choice represents an investment of love, dedication, commitment, time, money and energy. Let us strive to work together to enable your child to grow and develop to full human and Christian maturity. God bless you.

ACCEPTABLE USE POLICY

Purpose:

Computers are a valuable tool for education at St. Francis Xavier School; the faculty/staff encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below. No student will be able to use the Internet without this agreement signed and on file with the computer technology teacher and/or the office of the Dean of Students.

Goals:

- To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources
- To enable students to work effectively with various computer/communication technology.
- To encourage critical thinking and problem solving skills which will be needed in this increasingly electronic and global society.

Responsibilities of User:

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. St. Francis Xavier students and staff and all those who use the school's computers are expected to exercise wise judgment, common sense and good taste in selecting sites and material from the Internet. Staff will assist in monitoring Internet sites used, but it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet.

General Guidelines for Use of the Internet:

- Computers are to be used only for the purpose of academic or other authorized activities.
- All users are required to take simple Internet training (how to sign on, log off, etc.) from a teacher.
- The Network Administrator or computer teacher has the right to monitor and to judge the acceptability of all activities. Students may not attempt to deprive authorized personnel of any necessary supervision or access.
- Any attempt to go around system security (hacking or any unauthorized activity), guessing passwords or in any way gaining access to secured resources is forbidden.
- Uses of proxy sites or any other means to circumvent filtering software is strictly prohibited.
- No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify or attach external devices to the systems.

- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- E-mail may be used in correspondence with professionals or regarding subject matter relevant to research. The e-mail is only used with permission. No personal e-mail is permitted.
- No student is allowed to enter a chat room. Staff and other adult users are likewise asked to avoid chat rooms when using the school's computer.
- Use of electronic mail and other Internet facilities to harass, offend or annoy other users is strictly forbidden.
- Transferring copyrighted material to or from St. Francis Xavier School without express permission of the owner is a violation of Federal Law. The student is deemed responsible to see that this does not occur.
- Additional rules and restrictions may be added at any time.
- Deliberate spreading of a virus through the use of the Internet or a disk is strictly forbidden.

Internet:

St. Francis Xavier School will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph:

"The Internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, social networking site, bulletin board, chat room, e-mail, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the diocese."

Computer Use Rules:

1. Protect privacy. For reasons of personal safety, students will not post personal contact information about themselves or other people. This may include address, telephone number, school address, etc. Students will not knowingly or carelessly post false information about a person(s) or organization(s).
2. Research honestly. Consider that all work on the Internet is copyrighted. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. The illegal downloading of copyrighted software for use on

home and school computers is prohibited. All sources for research taken from the Internet for projects must be documented correctly.

3. Respect life. Fraudulent, harassing, violent, libelous, obscene, discriminatory, religiously offensive, ethically offensive, and other inappropriate materials or messages may not be e-mailed, printed, requested, displayed, uploaded, downloaded, or stored.
4. Respect property. Students will not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by any other means. These actions are illegal as well as immoral.

Sanctions:

1. Students who do not use Internet and other computer resources in an ethical manner will lose computer use privileges at the school. Further disciplinary action will be determined by the Principal/Computer Teacher/Dean of Students.
2. Disciplinary or legal action may be taken by the school or other interested parties.

Legal Issues:

Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal Law. As an example, under Pennsylvania law, "...it is a felony punishable by fine up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa. C.C. 3933)(a)(1)..."

"...Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa. C.S. 3933)(a)(2) and (3)..."

WEB 2.0 TOOLS

Use of New Web Tools:

Online communication is critical to our students' learning of 21st Century Skills, and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. However, such technologies can open up real dangers to students. So, expectations for classroom blogs, wikis, student protected e-mail, and podcast projects or other web interactive use must follow all established Internet safety guidelines. Part of the process of using web 2.0 tools is educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. General Guidelines for Internet Safety follow:

Blogging/Podcasting Terms and Conditions:

- The use of blogs, wikis, podcasts or other web 2.0 tools is an extension of a classroom and school. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other web 2.0 tools. This includes but is not limited to profanity, racist, sexist or discriminatory remarks.
- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- A student should NEVER link non-school sites that are hosted on remote, non-school web servers from his/her class's blog or wiki. Example: personal MySpace or Facebook pages.
- Any personal blog a student creates in class is directly linked to the class blog, which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to separate personal blog, commenting on someone else's blog, etc.), the account should be treated as a school blog and follow these guidelines. Comments made on blogs are monitored and will be deleted when inappropriate.
- Never link to websites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree to not share their user names or passwords with anyone besides their teachers and parents and to treat blogspaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and be subject to consequences spelled out by the student handbook.
- Students should respect and protect the intellectual property of others by not plagiarizing or infringing on copyrights on any school computer or through the use of web 2.0 tools. (No making illegal copies of music, games or movies)

Internet Safety Rules for Minors:

- Don't give out information about yourself like your last name, phone number, address or school - without asking your parents first.
- Never e-mail a picture of yourself to strangers.

- Be suspicious of those who want to know too much. There's no rule that says you have to tell them where you live or anything else that is personal. Trust your instincts. If someone makes you feel uncomfortable, leave.
- Avoid chat rooms or discussion areas that look sketchy or provocative, and don't let people online trick you into thinking of them as real-life friends if you've never met them in person. If somebody says something to you that makes you uncomfortable or if somebody sends you something or you see something that makes you uncomfortable, don't look around or explore: Get your parents instead - they know what to do.
- Making plans to meet your Internet buddies in real life is usually a bad idea. If you decide to do it anyway, have your parents help make the plans and go with you.
- Don't open up e-mails, files or web pages that you get from people you don't know or trust. The same goes for links or URLs that look suspicious - don't click on them.
- Don't give out your password, except to responsible adults in your family.
- Be honest about your age. Membership rules are there to protect people. If you are too young to sign up, do not attempt to lie about your age.
- Talk with your parents about alternative sites that may be appropriate for you.

Student Signature:

Grade: _____

Print Student Name:

Parent Signature(s):

GLOSSARY

Web 2.0 Tools and Technologies

Web 2.0 tools and applications are about users and content, instead of just surfing on the Internet. They're about what the Internet can do for an active collaborator, rather than a passive viewer. One major advantage of web 2.0 tools is that the majority of them are free.

Podcasting

If an individual was interested in video games, they might search a podcast submission web site (like Podcast.net) and download an audio review of a game to listen to on their computer. A podcast is syndicated audio, or video, produced by traditional media such as radio and television or by individuals passionate about a particular subject.

Blogs

They may then decide to comment about this audio review on their Blogger or Wordpress blog. A blog, or weblog, is a chronological online diary. Individuals can subscribe to a person's blog, which allows them to read it and to write comments in response to blog posts.

RSS

If this weblog has an RSS feed in place, subscribers to the blog can choose to be automatically notified of this new blog post. RSS (or Really Simple Syndication) is a method for delivering regularly changing web content. Many blogs and Internet publishers syndicate their content as an RSS feed to allow people to subscribe to it easily.

Social Bookmarking

Individuals may decide that they would like more people to be able to see and remark on the blog post. They could do this by submitting the blog post to a social bookmarking site like Del.icio.us. Social bookmarking sites are websites that allow shared lists of user-created Internet bookmarks to be displayed and commented on. Social bookmarking sites allow you to organize your bookmarks by allocating a number of 'tags' to them. This makes it easy for other people who may be interested in a particular group to find related bookmarks.

Social Networking

People who visit the bookmark site for this 'games review' tag are likely to see your bookmark. As more people find your bookmark and comment on it, you'll find yourself part of a collection of people who have a shared interest in video games - You are now 'social networking.'

The above is from: <http://www.webreference.com/promotion/web20/>

STUDENT PHOTO AND VIDEO RELEASE FORM

I, the undersigned, do hereby consent and agree that photographs, videotapes, or digital recordings of my child _____ may appear on St. Francis Xavier School's web page, over the Diocese of Harrisburg's Wide Area Network (WAN) through the use of web cameras and/or video conferencing units during the 2014-2015 school year.

I understand that my child's picture will be on display for the reason of _____. I further acknowledge my child's name may/may not be used in connection with his/her picture, videotape, digital recording.

I hereby agree on behalf of the above named student and with the agreement of his/her other parent or legal guardian to waive any claims against this school or the Diocese of Harrisburg (and any diocesan or school offers, agents or employees) which may arise from the use of said picture/pictures/videotape/digital recording of St. Francis Xavier School student/students in the above described event.

If at any time I want my child's photograph and/or recording to be removed from any use, I acknowledge that it is my responsibility to inform in writing the Principal/Vice Principal of this decision.

Name: _____

Date: _____

Address: _____

Phone: _____

Signature: _____



AGREEMENT FORM

ST. FRANCIS XAVIER SCHOOL

PARENT/STUDENT HANDBOOK

We have read this handbook and agree to be governed by the policies.

Parent/Guardian

Signature: _____

Date: _____

Please return this agreement form to school by the last school day in September.

Keep this handbook in a place for easy reference.

