



Saint Francis Xavier Catholic School

612 E. Washington Medina, Ohio 44256

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Family Handbook

August, 2020

**2011 National Blue Ribbon School of Excellence
2015 Innovations in Catholic Education Award
2018 Innovations in Catholic Education Award Finalist
2014-2015, 2016-2017, 2017 - 2018, and 2018 - 2019 Governor's Thomas Edison
Award for STEM Education and Student Research
2018 - 2021 Step Up to Quality Five Star Award - Preschool**

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

Dear St. Francis Xavier Families,

This handbook represents the policies, procedures, and regulations of St. Francis Xavier School. Please read this handbook carefully with your child(ren). This handbook includes the Return to School Plan for fall 2020. This plan may change. All parents and students are expected to follow the rules and regulations listed herein. Failure to read this handbook does not excuse students and/or parents from the rules, policies, and procedures. Changes to this handbook may be made at any time at the discretion of the school and/or parish.

Recent changes that have been made for the 2020 - 2021 school year are the following:

1. Change of our school mission and belief statements
2. School lunch schedule changes for grade levels
3. Suspension of birthday and classroom treats and classroom parties
4. Milk/Snack offerings
5. Back to School COVID - 19 plan and online guidelines

Family Handbook Contract

We have read, understand, and agree to abide by the policies, rules and guidelines as stated in the Saint Francis Xavier Family Handbook found on the school website.

FAMILY NAME :(Please Print) _____

PARENT SIGNATURE _____

DATE _____

STUDENT SIGNATURE _____

Current Grade _____

STUDENT SIGNATURE _____

Current Grade _____

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The Catholic School Graduate is...

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

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

A Christian leader who is...

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

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

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

A loving person who is...

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

A life-long learner who is...

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

A healthy person who is...

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

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

Profile of A St. Francis Xavier Student
Do it the NAVIGATOR WAY!

BE A NAVIGATOR!

Nourish our Catholic faith and devote time for prayer

Accept others and work together

Very responsible for our actions and willing to forgive

Inspire, create, and explore our talents

Genuine and polite toward others

Active and volunteer time and talents

Trustworthy toward friends and others

Obedient to school rules and authority

Respectful to God, ourselves, and others

Mission Statement

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

Belief Statements

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

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

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

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

Philosophy of Catholic Education

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

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

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

Goals of Catholic Education

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

1. Communicate the Gospel message of Jesus.
2. Provide opportunities to build and experience a faith community.
3. Orient students to the responsibility and experience of service because of their relationship in the Christian community.
4. Provide students with the opportunity for growth in prayer.
5. Provide instruction in religious truths and values in such a way that they become an integral part of the school program.
6. Develop a faculty and staff, who by their presence and teaching, express an integrated approach to learning and living in their lives.
7. Provide an academic program and environment conducive to the optimal development of each student.

Parent/Guardian Expectations

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

Parents are responsible for:

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

- Supporting school policy and the authority of the administration and teachers;
- Encouraging their children to complete all assignments on time and aim for quality work, monitoring their progress as they do so;
- Insisting that their children follow the school regulations and general principles of good behavior;
- Making certain children arrive at school on time and avoid unnecessary absences;
- Discussing concerns/questions with the adults directly involved and avoiding any criticism of teachers and school policy in front of children;
- Being aware of and following the policies and procedures stated in the handbook and communicated to families throughout the year;
- Paying all fees (tuition, lunch, latch key program, etc.) responsibly and on time;
- Providing restitution or assisting their child in doing so for any property destroyed or damaged, either accidentally or intentionally;
- Giving time to volunteer at school and school-related activities; programs are often dependent upon the generous gift of time from parents and families.
- Checking HEADMASTER on a regular basis.

ADMISSIONS

Non-Discrimination Policy

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

Admission Procedure

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

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

1. Parishioners (children of families who are registered in, attend Liturgy, are involved in service ministry at the parish or school, and contribute to the support of St. Francis Xavier Parish)
2. Catholics from parishes without an elementary school (non-parishioners who are registered in, attend, and contribute to a parish without an elementary school such as Holy Martyrs, St. Martin of Tours, Our Lady of Grace, St. Stephens, and Our Lady Help of Christians)
3. Non-Catholic families who are seeking a Catholic private school for their children

Kindergarten Registration Requirements

Children entering kindergarten must be five years of age by August 1st starting with the new school year. All incoming kindergarten children will participate in the DIAL-4 screening. Kindergarten screening assists in understanding the child's developmental readiness for kindergarten.

Registration for kindergarten students is held in the spring. Applications are considered according to the admission policy.

Registration Requirements (Grades 1-8)

Families whose children already attend St. Francis Xavier School will be required to re-register for the following academic year. This re-registration will take place during the second semester and must be confirmed by the payment of the non-refundable registration fee.

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

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

Transfer students are required to present their recent report card and all standardized test

scores.

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

Names of those interested in registering for St. Francis Xavier School will be taken for each grade level. We highly recommend the student shadow for a full day. Parents will be notified as soon as there is a vacancy. Once a student has been accepted, a formal registration will be taken, including a non-refundable registration fee.

Transfers/Withdrawals

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

Tuition and Fees for the 2020 - 2021 School Year

	K - 8 Catholic	K - 8 Non - Catholic
1 st child	\$4,100.00	\$4,500.00
2 nd child	\$3,450.00	\$4,400.00
3 rd child	\$2,975.00	\$4,300.00
4 th child	\$2,525.00	\$4,200.00

Non-Refundable New registration (Per Child) \$175.00

Non-Refundable Early Bird Re-Enrollment (Per Child) \$175.00 before the start of Spring break

Non-Refundable Re-enrollment (Per Child) \$200.00

Payment Methods

You will have the option to select payment options or pay the full tuition which will be due on July 15, 2020. All payments will be made on HEADMASTER.

Financial Aid

Diocesan Tuition Assistance

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

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

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

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

GENERAL SCHOOL INFORMATION

Daily Schedule

- 8:15 AM Students are permitted to enter the building . **THERE IS NO STUDENT SUPERVISION BEFORE 8:15 AM.**
- 8:30 AM Students are permitted to go to their homerooms.
- 8:50 AM Tardy bell, students must be in class by 8:50
- 9:05 AM Classes begin

Lunch/Recess Periods

11: 45 AM – 12:05 PM Grades Middle School
12:10 PM – 12:30 PM Grades K/1/2
12:35PM – 12:55 PM Grade 3/4/5

- 3:15 PM Dismissal begins

Office Hours

Our school office is open to serve you from 8:15 AM to 4:00 PM on regularly scheduled school days. Phone messages for teachers will be accepted there. Teachers will return your call at their first available opportunity. We ask that you not call the teachers at their home.

Appointments

Medical and dental appointments should be made outside of school time if possible. A written note must be presented to the office by 9:00 AM if the student is to be excused for an appointment during the school day. Students must be signed out and picked up in the office by the person specified in the note. Upon their return, students must report to the Secretary's office.

Student Transportation

Buses

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

Bicycles

Children in Grades 3-8 are permitted to ride bikes to and from school and are bound to obey safety regulations. The following rules regarding bike safety will be strictly enforced. Failure to comply with these rules will result in the loss of the privilege of riding the bicycle.

1. Bikes must be walked in and out of the school property.
2. All bikes must be locked and parked in the bike rack. The school is not responsible for

bikes that may be stolen. The student parks his/her bike at his/her own risk.

3. Bikes may not be used during winter months.

4. Skateboards and scooters are NOT allowed on school property.

Parking Lot Regulations

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

Arrival/Dismissal Procedures

Arrival Procedure

Everyone enters from East Smith Road.

- Cars go to the right (East) and pull forward.
- Buses/daycare vans pull forward to the left (West) and drop off in the front of the main doors.

Dismissal Procedure for Car-Riders

Parents/Guardians park their cars and walk to the coned area (near the rock). It is unsafe for parents/guardians to motion to your child (from your car) and have him/her walk to your car unattended. This is the policy for all students, no matter what the age. If you have a special circumstance that prohibits you from getting out of your vehicle, please have your child tell one of the staff members on duty and the staff member will walk your child to your car.

DO NOT park on the grass along any areas of the parking lot, especially near the playground. It is important that you stay on the paved lot to avoid additional damage to the grassy areas, as well as to avoid bottlenecking issues at dismissal.

Use care as you move on the property. Please be extremely careful, driving slowly and without any distractions such as talking on your cell phones. It is also a CELL PHONE FREE ZONE. The safety of our students, staff and parents is our primary concern.

Refrain from bringing your pets to dismissal when you gather in the coned area. We have students that have allergies and fears to animals and we want our children to be safe at all times on our school grounds.

Playground Use Before and After School

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

The playground is reserved for Latch Key students after school until 4:00 PM. We ask that you do not take your children to the playground during this time.

Student Phone Calls

Students are permitted to use classroom phones and main office phones under the direct supervision of the classroom teacher or another school staff member. They are permitted to use the phone for forgotten lunches, to check their means of transportation home, or for emergencies. Students will not be permitted to use the phone for forgotten gym clothes, books,

homework, etc. This helps the students to accept responsibility for their actions.

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

Change in Transportation (Dismissal)

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

Emergency Closing Procedures

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

Blackboard Connect will communicate to you with all notifications if the school is closed or needs to close due to an emergency situation. Listen to the radio or television for the announcement or log on to Medina City Schools website, www.medinabees.org.

It would be better if you did not call the school or the rectory for closing information in the morning. If Medina County Schools, i.e., Buckeye, Cloverleaf, Highland are closed, that does not necessarily mean that Medina City Schools and St. Francis Xavier School are closed. Pay close attention to the announcement. If there would be a need to close just St. Francis Xavier School due to an emergency situation, we would notify you through the major TV as well as through our Blackboard Connect service.

Two-Hour Delay

When Medina City Schools announce a two-hour delay, St. Francis Xavier School will have a two-hour delay. You will receive communication through Blackboard Connect. **Morning Preschool will be cancelled.** You may also check Medina City Schools website, www.medinabees.org. Please visit our school website for the two-hour delay schedule. Latch key will remain open beginning at 6:30 am. All day school students are invited to attend for a fee.

Health Policies

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

Students entering the seventh grade are required to give evidence of having had their second MMR immunization.

Children are to be kept at home if they are running a fever, or if a contagious disease is suspected. All cases of childhood and/or contagious diseases are to be reported to the school. All cases of strep throat must be reported to the school.

Prescription medication as well as all over the counter medication, including cough drops, will only be given to a child by the nurse if we have specific written instructions from their

physician and parent. This medication must be in its original container.

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

Birthday Treats/Invitations

Invitations to students’ parties cannot be distributed at school. Birthday/Classroom treats will be suspended starting in the 2020 - 2021 school year.

Home and School Communication

Communication between home and school is essential for each child’s success. If you need to communicate with a teacher, please send a note, email the teacher, or leave a voice message for him/her. Teachers will respond to all parent communications in a prompt manner.

Newsletters, calendars, and other school communication are sent via St. Francis Xavier Headmaster email listings.

Reports to Custodial and Non-Custodial Parents

If there are any specific restrictions in regard to home-school communications, a copy of the entire court order should be placed in the student’s cumulative file in the school office so that home-school communications can be directed in the proper manner.

If the non-custodial parent wishes to receive information about the child, a request in writing or by phone must be made to the school office. Please refer to family custodian situations in the handbook for further information.

Latch Key Program

St. Francis Xavier Parish provides before and after school care for the students of our school. Please call the Latch Key Office at (330) 721 - 6804 or the school office for more information.

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Lost and Found

Lost and found is located in bins throughout the school. Students, with the permission of their teacher or other staff member, may visit the lost and found bins at any time. Several times a year, the office will display the items for everyone to see. Any unclaimed items are donated to local charities including, but not limited to, Hospice, Goodwill, and St. Vincent de Paul.

Milk/Snack Program

Milk and snacks will be available for \$.50.

Parent Teacher Association (PTA)

The St. Francis Xavier PTA helps provide support for continued quality Catholic education. Membership includes all parents and guardians of any child who is attending St. Francis Xavier School. Parents and guardians are encouraged to join the PTA and participate in their many activities. The PTA is a great source of support for the school.

PTA meetings are scheduled by the PTA Board and are emailed .

Volunteers - We will suspend all volunteers into our building for the 2020-2021 school year.

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

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

VIRTUS Training and Fingerprinting

St. Francis Xavier School requires all volunteers to complete VIRTUS training. VIRTUS is designed to assist adults in recognizing the signs of sexual abuse in children.

There are five components to this training:

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

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

ATTENDANCE

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

Absence

Please call the attendance line by 9:00 AM if your child is absent giving the reason for the absence. Parents who do not call in an absence will be contacted by the school at home or at work. Please notify the school office immediately if the illness is of a contagious nature, (i.e. strep, pink eye etc.). The school administration reserves the right to rule on final interpretation of any and all absences. Students will receive one day for each day absent to make up their work. Students will receive their missed work when they return to school.

Definition of Chronic Absenteeism

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

Definition of Excessive Absences

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

Prolonged Medical Absence

If a student is absent for 3 or more consecutive days, a doctor’s excuse is needed in order for the student to be admitted back into school. Doctor’s excuses will be kept with the student’s health records.

Definition of Habitual Truancy

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

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

Tardiness

Tardiness interferes with the child's progress in school and disrupts the classroom teaching. Parents are requested to see that their children cultivate the habit of punctuality. Students should arrive at school at least by 8:40 am. The tardy bell rings at 8:50 am. Students are not considered tardy if their school bus arrives late at school. Students who are not in their classrooms by the 8:50 bell are considered tardy. Students must report to the school office for a

tardy slip to be admitted to class. Students coming from a doctor's office must present the school office with a note from the doctor. When a student has been tardy 4 times in one quarter they will be issued a detention. Detentions are served Wednesday's from 3:20 – 4:20 pm. Excessive tardiness (6 times per quarter) results in a required conference with the administration, parent, and child.

Our policy on tardiness per academic quarter is as follows:

1st Tardy - Tardy Slip

2nd Tardy - Tardy Slip

3rd Tardy - Communication from school office will be made to the parent

4th Tardy - After School Detention for students in grades 3 - 8/ Lunch detention for students in grades K - 2.

5th Tardy – Communication from school office will be made to the parent

6th Tardy – Required conference with administration, parent, and child.

All tardies received after the 6th tardy will result in an after school or lunch detention.

Vacations

Withdrawal of students for purposes of family vacations, trips etc., during the school term is not encouraged. However, if vacations are taken, parents should give the principal and the homeroom teacher written notification. AFTER the vacation, the student should contact the teachers to receive missed work. Students are responsible for the mastery of material presented during their absence. Students will receive one day for each day of vacation to make up their work AFTER the student's return, unless other arrangements are made with the teacher. If a student misses standardized tests due to family vacation, it may not be possible to make up the tests.

7th and 8th grade Shadowing Policy

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

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

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

shadow visits will be marked absent.

SAFETY

School Safety Procedures

1. There is ONE ENTRY AND EXIT to the school during the school day at the FRONT MAIN DOORS for everyone. All visitors to St. Francis Xavier School between the hours of 8:15 AM and 4:00 PM must use the main entrance.
2. Staff and students are instructed not to open any exterior doors to anyone during the school day. In turn, we ask that as you enter or exit, please do not open the doors or allow someone to follow you into the school. We understand this is contrary to polite behavior and is difficult for all of us.
3. All visitors/parents must report immediately to the school office to sign in and receive a visitor badge. All visitors must sign out when leaving the building.
4. Consequences for harassment, intimidation, and bullying are listed in our handbook.
5. The school has safety drills such as fire, tornado, lock down, and evacuation. The students are instructed at the beginning of the school year as to the regulations and procedures for each drill. Directions for exiting are posted in each classroom. Practice drills are done as required by the state of Ohio.
6. Saint Francis Xavier School has a state approved Emergency Operation Plan. All school personnel are familiar with its execution, should the need ever arise. Practice drills are done as required by the state of Ohio. The Emergency Operation Plan is updated yearly.

Bus Safety

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

First Bus Report	Warning given to the student.
Second Bus Report	Three day suspension from riding the bus
Third Bus Report	One week suspension from riding the bus
Fourth Bus Report	Long term suspension from riding the bus

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

LUNCH RULES:

1. Obey all directions from the adult(s) in charge at recess or lunch
2. Be respectful, courteous, and polite to others. Bullying of others will not be tolerated.
3. Although sharing is kind, sharing of food is discouraged.
4. Use inside voices in the cafeteria.
5. Remain seated while eating or drinking.
6. All food will be eaten in the cafeteria.

7. Be responsible for cleaning up their area.
8. Students with food allergies will sit at a designated table in the cafeteria. A limited number of friends may join the table if they do not have a food allergen in their lunch. To sit at a regular table, a note from the child's doctor is needed indicating that it is okay for the child to sit at a regular table. The child will sit at the designated table until the school office receives the note.

RECESS RULES:

1. Play in the assigned areas. Keep away from puddles and snow.
2. Keep their hands and feet to themselves while playing.
3. Report any safety issues to the adult in charge.
4. Line up quickly and orderly when the bell rings for the end of recess. All equipment will be placed back into the cart.
5. Ask permission from the teacher or monitor on duty to go back into the school building if needed.
6. When weather is not suitable for outside recess, students will have inside recess. Students will return to their homeroom quietly through the hallways, use inside voices, must be seated, and no CHROME books may be used.
7. Remain in their classrooms for the duration of recess.
8. Be respectful, courteous, and polite to others. Bullying of others will not be tolerated.

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

Release of Students

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

Acceptable Use Policy for Internet Safety

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

All users are expected to use the technology available at St. Francis Xavier School in a manner that is consistent with the teachings and mission of the Catholic Church and the school's

academic programs. Technology includes but is not limited to: cellular telephones; CD/MP3/DVD players; personal data devices; computers, hardware and peripherals; software including operating system and application software; Internet; digitized information including stored text, data, email, digital images, video and audio files; internally or externally accessed databases, applications, or tools (Internet- or school-server based); school provided Internet access; and new technologies as they become available.

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

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

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

Students must:

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices as posted.
 - b. Report security risks or violations to a school administrator, teacher or network administrator.
 - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d. Conserve, protect, and share these resources with other students and Internet users.
 - e. Refrain from accessing the network with personal devices without approval of school administration.
 - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
 - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
 - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomforting materials (cyber bullying) to a school administrator, teacher or network administrator.
 - c. Refuse to access, transmit, copy, or create material that violates the school's code of

conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).

e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.

f. Avoid sending spam, chain letters, or other mass unsolicited mailings.

g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

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

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

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

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

ACADEMICS

Curriculum

The curriculum of St. Francis Xavier School is taken from the Graded Course of Study by the Diocese of Cleveland. The instructional time allocation and the curriculum for each subject area meet the standards of the Ohio Department of Education.

Religious Education Program

“Be it known to all who enter that Christ is the reason for this school, the unseen, but ever

present teacher in its classes, the model of its staff, and the inspiration of its students.” This is our aim which we strive to make real in the following ways:

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

Field Trips

Field trips and assemblies are considered a privilege given to students. Field trips are taken at the discretion of the teachers and the administration. Written parent permission is required for students to participate in an off-campus field trip. Student behavior dictates participation in field trips, assemblies, and special events with the final decision of student participation made by the supervising teacher and the administration. Only original, signed copies of permission slips will be accepted. Facsimile copies will not be accepted.

Library Policy

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

I. Checkouts

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

II. Overdue Books

- All books are due back to the library one week after the date checked out. Books that are not returned after one week are considered **overdue** and the student is not permitted to check out further library books until the overdue book(s) is returned.
- Persistent failure to return library books in a timely fashion will result in a loss of the student’s library privileges. The student will not be permitted to check out books from the SFX library.

III. Renewals

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

IV. Billing

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

School Personnel

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

Pastor	Principal
Parochial Vicars	Administrative Leveled Leaders
Deacons	Classroom Teachers
Director of Religious Education	Music Teacher
Director of Ministry and Communication	Physical Education Teacher
Youth Minister	Spanish Teacher
Parish Music Minister	Librarian
Maintenance/Custodial Staff	Educational Aides
School Psychologist	Secretary/Assistant Secretary
Speech and Language Psychologist	Director of Admissions and Development
Intervention Specialist	Director of Pre - School
Title I Teacher	Morning Greeters
Reading/ Math Tutors	Lunch/Recess Monitor
Special Services Clerk	Nurse

Homework Policies

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

A reasonable amount of homework will be given daily. The assignment will be an outgrowth of class work to supplement learning, to review independently what was taught in class, and to provide opportunities to use research skills. Time allotments for homework depend on the type of assignment and on the age and grade level of the student. No definite time limit can be determined for all, since children work at different rates of speed. All students are expected to record homework assignments in their daily agenda book. Parents can use this to monitor the homework

assignments given and check on their completion. Students should also record information about long range projects in their agenda so that they can learn to plan their time wisely. Homework is posted nightly for grades 5 - 8 and special teachers on HEADMASTER

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

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

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

School Records

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

Student Services

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

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

ACADEMIC ASSESSMENT

Report of Student Progress

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

- Regular updates on our Headmaster program

- Reports made available quarterly either online or in print form. Interim reports or progress reports will no longer be sent home. All reports may be viewed on HEADMASTER.
- Dates of the reports will be made available to the parents on our school calendar. If a parent has any questions or concerns after viewing your child's report card, contact the teacher to set up an appointment.

Headmaster

Saint Francis Xavier utilizes the computer program, Headmaster, to update and report the student's grades to the families on a timely basis. Parents receive information from the school to log into the Headmaster Information System.

Grading Scale/GPA Equivalent/Honors

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

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

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

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

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

O	100 - 93
S+	92 - 87
S	86 - 79
S-	78 - 77
N	76 - 70

Parent-Teacher Conferences

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

Report Cards

Report cards provide parents with tangible evidence of their child's growth and development and promote mutual understanding and helpfulness between home and school. Report cards are issued four times a year online, and are available the week following the end of the quarter. Your child's end of the year report card will be mailed at the end of the school year.

Promotion and Retention

Promotion is based on the satisfactory completion of the respective grade level work. Retention is considered in individual cases after thorough discussion by the teacher(s), principal, and parents. Parents will be notified in sufficient time if a student is being considered for retention.

Standardized Testing

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

- Dial 4 Test: administered before kindergarten; measures strengths and weaknesses in the various learning modalities (auditory, visual, kinesthetic)
- Measures of Academic Progress (MAP) Test: grades K-8; measures student knowledge and growth through a personalized assessment experience and administered three times a school year
- Assessment of Catechesis/Religious Education (ACRE) Test: grades 5 & 8; evaluates of the effectiveness of our faith

After School Clubs and Activities

• Student Council (6-8)

Student Council is a school government position. Students must be elected by the Middle School to the positions of Classroom Representative, President, Vice-President, Secretary and Treasurer. The job of Student Council is to promote school unity and spirit through activities and service projects. Last year we sponsored dances, a pep rally, Mardi Gras Carnival, a 3 on 3 basketball tournament and the Thanksgiving food drive. It is an opportunity for students to learn and grow in leadership.

• National Junior Honor Society (7-8)

The National Junior Honor Society is a teacher selected group. Selection into the NJHS is based on five characteristics that the national organization has determined. First we look at scholarship; a student must have a 3.5 grade point average during their middle school time at St. Francis Xavier (we do not look at students until after the first quarter of the 7th grade). If a

student has a 3.5 or higher they are asked to submit an information form telling us other activities they are involved in. This information along with what the faculty sees at school, in the classrooms, and in other locations is considered. The students are being looked at for Service, Citizenship, Character, and Leadership. Five selected members of the faculty vote on the students and the students need a majority vote to be accepted. During the school year the NJHS meets about once a month. We work mainly on service projects like The Race for Grace, raising money for various Catholic Charities, and planning activities for the student body like career day.

• **Power of the Pen (7-8)**

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

Other after school clubs or activities

- Local, District and State Science Fair (6-7-8)
- Science Olympiad, Elementary and Middle School Teams
- Robotics Club
- Children's Church Choir
- Altar Serving
- 6th Grade Outdoor Camp
- Morning Broadcast Show Team
- Girls on the Run
- Puzzle Club
- Distance Learning Projects
- XSTREAM Games
- Tower Gardens
- Medina County Spelling Bee
- Young Rembrandts
- Music and Band Lessons Grades 5 - 8
- CYO Basketball (Grades 3-8)
- CYO Cheerleaders
- CYO Football
- CYO Track & Cross Country
- CYO Volleyball (Grades 3-8)
- Winter Sports Club | Ski Club

STUDENT CODE OF CONDUCT

St. Francis Xavier School, a Christian community where students develop an appreciation for the worth and dignity of all people as they exemplify the Gospel message in their lives. Our students are expected, by their words and actions, to contribute to a safe learning environment (at school and at school events) by showing respect for God, others, and themselves.

A Saint Francis Xavier student:

- Treats all members of the community with respect
- Follows school rules and regulations

- Refrains from fighting and using foul and/or abusive language
- Respects the authority of administrators, faculty, staff and volunteers
- Respects school, parish, and personal property
- Expresses opinions through proper channels
- Understands he/she is responsible for his/her education and actions
- Exhibits honesty

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

ADMINISTRATION TEAM

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

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

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

General Discipline Plan

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

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

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

OFF CAMPUS incidents:

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

Detention Policy

When assigned a detention, a student needs to inform parents, obtain a parent signature, and bring the signed slip back the next day. If the student fails to bring the signed slip back the next day, a call home to the parent will be made. If a parent does not sign the slip, the student will still serve a detention during a 4 day lunch detention. Detention will be from 3:20-4:20 PM in a designated place and day. Students not picked up on time will be escorted to our Latch Key Program (after school program) where parents will need to pay the after school fee when picking up their child. During a detention, the student is not allowed to communicate with other students. If a student is disruptive during a detention, then that student will be issued another detention.

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

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

Accumulation of Detentions

If a student receives two detentions in a semester, parent notification will be made. If a student receives three detentions in a semester, that student will receive an in-school suspension**.

End of Semester

At the end of each semester, students' records will be "wiped-clean" of all detentions, dress code, and disciplinary warnings. The student will have the opportunity to begin a new semester with a clean slate. Suspensions will accumulate throughout the year.

Suspension

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

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

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

In-School Suspension**

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

Out-of-School Suspension**

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

Special Circumstances

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

Immediate Suspension**

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

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

Accumulation of Suspensions

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

Expulsion

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

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

- 1.) Disruptive or immoral behavior that presents a clear and present danger to oneself or others or is continually disruptive to the learning environment.
- 2.) Possessing, handling, transmitting, selling fireworks, explosive devices, weapons, drugs or drug paraphernalia.
- 3.) Assault and battery or sexual harassment to any school personnel or student while on school property, including buses, or any school-sponsored activity.
- 4.) Damage to school or private property on school premises. Any damage to private property of any school/parish personnel. Total restitution is required for any repairs or replacement costs.

- 5.) Failure to comply with a behavioral contract.
- 6.) Bullying of another student or adult
- 7.) Repeated violations of school or classroom rules after disciplinary actions have been attempted.

Anti-Harassment, Intimidation, and Anti-Bullying Policy

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

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

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

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

Definition

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

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

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

include:

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

Procedure for the Alleged Victim

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

Complaint Procedure

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

The principal upon receiving a complaint must notify parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family

Educational Rights and Privacy Act of 1974 as amended. (See attachments.)

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

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

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

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

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

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

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

Resolution of the Complaint

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

maintain a log of information necessary to comply with Ohio Department of Education reporting procedures.

Points to Remember in the Investigation

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

Conflicts

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

Cell Phones, Smart Watches, and all other electronic devices

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

Dress Code

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

The school administration reserves the right to rule on final interpretation of any and all dress code categories.

Please note all St. Francis Xavier current and previous logos may be worn.

GIRLS/BOYS

Shirts (K - 8)

Schoolbelles monogrammed polo shirt in white, yellow, gray, navy, or light blue – long or short sleeve (Shirts are to be tucked in at all times).

Schoolbelles monogrammed banded bottom polo shirt in white, yellow, gray or light blue - long or short sleeve (Does not need to be tucked in. Belt is not required when wearing a banded shirt).

PANTS/SLACKS/SHORTS

Schoolbelles navy or khaki twill dress slacks K-8 style 3261, 3264, 3266, 8264, 8265 or Schoolbelles walking short K-8 style 3267, 8267. Students in kindergarten and first grade may wear shorts and pants with elastic waists purchased through Schoolbelles. No shorts are permitted between November 1 and April 1.

GIRLS

GRADES K-3

Jumpers

Schoolbelles plaid v-neck jumper, length must reach top of knee.

GRADES 4-5

Skirts

Schoolbelles plaid pleated or kilt style skirt/skort, length must reach top of knee.

GRADES 6-8

Skirts/Skort

Schoolbelles navy pleated or kilt style skirt/skort, length must reach top of knee.

Shirts

ACCESSORIES

SHOES:

Sturdy, solid, dark colored BLACK, BROWN, or NAVY closed shoes - Heels not to exceed 1"

Saddle shoes and plain Sperry's are acceptable. SOLID BLACK athletic shoes are permitted.

No colored logos, stitching or shoelaces permitted. No high-tops, ballet flats, sandals, moccasin-style, clog-style (Crocs), jellies, or boots permitted.

Shoes must be tied at all times.

SOCKS/TIGHTS/LEGGINGS:

Girls: Solid navy, black, white, khaki or gray without emblems or trim.

Boys: Solid navy, black, white, khaki, or gray without emblems or trim.

- Students must wear socks/tights at all times.
- Socks must cover ankles and MUST BE VISIBLE.

SWEATERS/VESTS/JACKET: Navy or white round neck cardigan, navy or white v-neck or pull-over cardigan, vest, or Schoolbelles fleece jacket. Sweaters are not to have hoods or belts.

BELTS: Solid, dark standard belts required with slacks or shorts if there are belt loops. No studs or decorations are permitted on belts. Belt not needed if wearing Schoolbelles banded shirt.

HAIR ACCESSORIES

Girls: Should be appropriate for school (plain navy, white, black, brown, gold, or uniform plaid)

JEWELRY:

One pair of SMALL studded pierced earrings for girls on the ear lobe

One small religious cross or medal on a chain

Plain, silent wrist watches are acceptable (no smart watches or similar styles).

GYM CLOTHING

May be purchased through Schoolbelles

GRADES K-5:

Gold T-shirt with SFX logo

Navy regulation shorts - shorts made from navy sweat-pants which have been cut and

hemmed, navy sweatpants/ SFX spirit wear mesh shorts with SFX logo. No shorts are permitted between November 1 and April 1.

Shorts are not to be shorter than two inches above the knee.

CLEAN, non-marking tennis shoes are to be worn in the gym and left at school for indoor use only.

GRADES 6-8:

Gray T-shirt with SFX logo

Navy regulation shorts - shorts made from navy sweat-pants which have been cut and hemmed, navy sweatpants/ SFX spirit wear mesh shorts with SFX logo. Shorts are not to be shorter than two inches above the knee.

No shorts are permitted between November 1 and April 1.

CLEAN, non-marking tennis shoes are to be worn in the gym. To be left at school for indoor use only.

COMMENTS

No logos, symbols, or trim on any uniform piece of clothing is acceptable. Clothes are to be worn in the manner in which they were intended. Schoolbelles "uniform-styles only" for all uniform apparel.

HAIR: Styles should be neat and appropriate for school. Hair styles should not be distracting. Natural hair color may NOT be altered in ANY way. Boys: Hair must be cut above the eyebrow, cut around the ear, and cut above the collar and neatly kept. Boys must be clean shaven - no long sideburns.

MAKEUP: Make-up, nail polish or artificial nails are not permitted.

UNDERGARMENTS: Only plain, white undergarments are permitted.

SFX SWEATSHIRTS: May be worn on School Spirit days.

SCHOOL SPIRIT DAYS

On School Spirit Days, students are permitted to wear St. Francis Xavier School Spirit Wear. They may wear Saint Francis Xavier T-shirts, sweatshirts that have been distributed to the students through the school (choir, drama, sports, etc.), they may wear their gym uniform, or they may wear their school uniform. CYO uniforms that need to be returned at the end of the sports season may not be worn to school on School Spirit Days. Sleeveless SFX tops must have a shirt with sleeves underneath. Tennis shoes may be worn with the spirit wear or gym clothing, but must be neat, clean, and laced.

Shorts may not be worn between November 1 and April 1.

Make-up, nail polish or artificial nails are not permitted.

CASUAL DRESS /SPECIAL OCCASION DAYS

On casual dress/special occasion days, students are to wear attire which reflects the Christian values of modesty, respect for the individual, and respect for our Catholic tradition, cleanliness, and neatness. On Special Occasion dress down days (Sports Days, St.

Patrick's Day etc.) students will be given the opportunity to wear clothes reflecting the occasion. Guidelines will be announced before the event.

All general dress code regulations apply:

Shirts must have sleeves and cover entire shoulders.

Skirt and dress length must reach the top of the knee.

Shorts length is equal to Schoolbelles shorts length.

No sandals, moccasin-style, clog-style (Crocs), or jellies permitted.

Students must wear socks/tights with their shoes. Socks are to cover the ankle.

Tight fitting pants/jeans/capris/shorts/ leggings/ etc. should be worn with a long shirt, sweater, or skirt that comes down to the fingertip length of the thigh to provide adequate coverage.

No rips, tears or writing on the back of pants permitted.

Shorts may not be worn between November 1 and April 1.

Make-up, nail polish or artificial nails are not permitted.

DIOCESE OF CLEVELAND LEGAL POLICIES

AIDS Policy Regarding Students

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

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

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

Family Custodial Situations Relationships with the School

Two Parent

In two-parent families it is assumed that both parents are living at the same address unless we

have been notified otherwise. School personnel will, therefore, send home notices and communication regarding the child and that information is shared by and between the parents. The information includes, but is not limited to, conference appointments, report cards, progress reports, discussion with school personnel, and tuition statements.

Separation

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

Custodial Parent

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

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

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

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

Joint Custody

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

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

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

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

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

Separately Mailed Information to Non-Custodial or Joint Custody Parents

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

Search and Seizure

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

Sexual Harassment and Sexual Violence Policy

Purpose

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

Sexual Harassment

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

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

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

If the allegations are substantiated, disciplinary action will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred.

Possible disciplinary actions may include, but are not limited to, any or all of the following:

- Verbal warning/reprimand and apology to the victim,
- A parent/student/principal conference,
- Written warning/reprimand and parent notification, entered in the student's file,
- Detention or removal from selected school activities and/or extracurricular activities,
- Behavior/probation contracts, possibly requiring professional intervention,
- Suspension, and
- Expulsion

Student Threats Policy and Procedure

A. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.

B. Whoever hears the threat should report it immediately to the principal, teacher, or staff person.

C. Police should be notified immediately.

D. The student should be kept in the principal's office under supervision until the police arrive.

E. The parent/guardian of the student who has made the threat shall be notified immediately.

F. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.

G. The student should be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist. If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist for psychological consultation and/or testing. If a psychologist performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.

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

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

H. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.

I. Documentation from the mental health care professionals concerning any student are to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non-readmission before being destroyed.

Weapons Policy

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

This policy includes, but is not limited to, any firearm, any dangerous object or object used as a weapon (look-alike weapon), knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon" (O.R.C. 2923). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle, or other device that uses air or gas-propelled projectiles.

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

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

violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school.

Youth Gangs

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

Other Diocesan Policies

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

☞ No. 5135 Students – Pregnancy Policy

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

Controlled Drugs, or Drug Paraphernalia

ADDITIONAL DIRECTIVES

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

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

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

Handbook Addendum
Updated on 8/5/2020
This is subject to change.



ST. FRANCIS XAVIER

**Reopening of School
2020-2021**

July 21, 2020

Dear Navigator Families,

The past few months our church and school have been through some unprecedented times. We want to commend our faculty and staff for responding and transitioning so quickly and effectively into a distance learning model for the final three months of the 2019-2020 school year. Thank you, as parents, for continuing our collaborative educational partnership. We appreciate the confidence and trust you have placed in St. Francis Xavier School and its many programs.

Within this document/plan our Back to School Task Force Team is continually putting forth for our safe re-entry into the coming school year with the guidance from the Cleveland Diocese, local and state agencies, and school stakeholders who participated in the development of this plan. We are also confident with our plan as we have met with the Medina County Health Commissioner to our building to show her our plan and show her some classroom scenarios and discuss the plan. We are grateful to the participants who assisted in the organization and review of the plan. This document is our vision for a planned, not necessarily perfect, start to our 2020-2021 school year. The plan is our approach to the new school year. First and foremost, it recognizes our concern for the safety and well-being of our students, staff, and families. As we have mentioned many times, it is our hope and current plan to return to school face-to-face, five days a week. We also recognize the need for simultaneous learning for families with special health concerns and needs. We plan to work within the Cleveland Diocese's recommended guidelines and comply with all directives to the best of our abilities. **Within any plan, there may be a need for change.** We will communicate new procedures and changes to you through our usual means of correspondence, as guidance continues to evolve. As we look ahead, we do so as a Catholic community preparing to offer a strong educational program that is committed to the success of our children. We fully commit ourselves to the Christ-centered, educational program which has been offered at St. Francis Xavier School, while adding new opportunities to personalize your child's education in these times that continue to challenge our health and safety. We pray for your health and safety throughout the coming days.

Please look at his plan as there are special links for families that need to complete by July 30th.

If you have any questions, please submit them to Mrs. Beal. The Back to School Task Force Team we meet and look through the questions and answer them to the best of our abilities at the current time through a question and answer forum and shared to all.

Health and Wellness of Members



TEMPERATURE CHECKPOINTS

Students should have their temperature taken at home and parents should ask their child the COVID - 19 protocol questions that will be provided to you. We also have invested in digital no-touch thermometers that will be used at the entrance to all homeroom classrooms to assess the body temperature of our students. The main office, the nurse office, the latchkey program, and our preschool learning center will also have these devices to quickly assess body temperatures. Any

child exhibiting a temperature of 100° F or more will not be permitted to attend school. We will also have wellness and temperature screenings for all staff members.

Prior to coming to school each day, parents shall conduct a health check of their child to assess whether the child is experiencing COVID - 19.

The daily health check shall consist of the following:

Take the child's temperature

Assess the child to determine if he or she is experiencing one or more of the following symptoms:

Fever of over 100° F

Chills

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

Loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

Please call our attendance line before 8:15 a.m. if your child shows any new symptoms of COVID - 19 @ 330 - 725 - 3345. If your child is sick or if you suspect a case of COVID - 19 with someone in the home, have him or her STAY HOME!



ISOLATION ROOM

We have added an isolation room close to our school nurse office. This new space will allow for a separate room for students and staff who show COVID - 19 symptoms and are waiting to be picked up from school. If your child is in our isolation room, they must be picked up ASAP.



WAIVER

A parent from each family will be required to sign a diocesan waiver for your child/ren to attend school. By signing the waiver you are agreeing to complete a health and wellness check for your child every morning and abide by the rules put in place by St. Francis Xavier School. This will be sent home at the beginning of the school year with the rest of our paperwork.



SCHOOL NURSE

Mrs. Anne Maxon, RN, will oversee health and safety standards and communication with the local health department regarding updated COVID - 19 protocols, testing, and reporting.



FACE COVERINGS

All staff members will be required to wear mask coverings. Students in grades K - 7 will be required to wear a mask in all common areas throughout our school. Students in grade 8 will be required to wear masks throughout the entire day due to the large number of students in each class and the amount of distance provided. Mask breaks will be given periodically. Students will not be required to wear masks in classrooms with 6-ft distance, outdoor recess, gym, and lunch. It will be the choice of the parent or student to wear a mask where distancing is 6 ft in a classroom. For those students attending our learning center, masks coverings of students will be required based on individual situations.

Families will be required to purchase a St. Francis Xavier Health and Wellness kit which will include two washable Gator masks, checklist magnet, and hand sanitizer for each student desk for \$25.00. These Gator masks are highly recommended, easy to wear and wash. Students are welcome to wear their own mask that will need to be school appropriate. We ask that all families frequently wash student masks.

If we are mandated by the state or local agencies to wear masks, we will follow the guidelines at all times.

Mask Guideline

All students are required to wear a mask during certain parts of the school day.

1. Entering and leaving school
2. When in common areas like hallways and while using the restrooms
3. When in a room in which they can not maintain 6-ft distance -- this would include small group time for some younger grades, and when working with a tutor.
4. When up and about in the classroom - if they are seated and 6 ft apart, they will not be required..
5. If singing
6. When working one-on-one with a teacher (i.e., if a teacher helps a student with a question at a student's seat, he or she will be asked to put on a mask.

Students will NOT need to wear a mask:

1. When they are seated in a room and 6 ft apart - a large number of our classroom spaces provide this distance.
2. In gym class as long as they can maintain distance
3. At outdoor recess
4. When eating lunch
5. If their class is working outside, or in a large common area like the Xavier Room and they can spread apart 6 feet or more.

Due to restrictions from the Medina Health Department, face shields are only permitted for our staff members in very special circumstances due to their requirement to serve students and only during a limited time; for example, for a speech teacher or teacher presenting a phonics lesson.



WASH AND SANITIZE

All students will use our hand sanitizer stations at our school entrances.. We also provide hand sanitizer in every classroom. Most importantly, teachers will have a classroom schedule for routine and frequent hand washing and sanitizing.

We will also regularly sanitize high-contact areas (i.e., doorknobs, banisters, and restroom facilities). Each teacher will lead a cleaning routine before classes transition. This will include hand washing, sanitizing, and cleaning of desks and materials.

Our custodial staff will thoroughly clean our school at the end of each school day.



REPORTING CHILD ABSENCE

Attendance procedures will be the same as during the regular school year. Just as a reminder parents are required to call in to our attendance phone line **before 8:15 a.m.** to report all late or absent students. Parents **MUST** give detail as to their child's symptoms. Our school nurse will follow up with all families

whose child has potential symptoms of COVID - 19. All students and staff who show symptoms, or who suspect a case of Covid - 19 in the home, should remain at home.

Families planning to take vacations must follow the guidelines as set forth by the Medina County Health Department and/or the State of Ohio Health

Department. These absences should be communicated by email to the administration, school office and all teachers involved.



RETURNING TO SCHOOL and SCHOOL ATTENDANCE POLICY

Families will follow the CDC guidelines and the Ohio Department of Health for a safe return to school. The attendance policy will be adjusted according to CDC guidelines to account for absences due to COVID - 19. Those students returning from COVID - 19 must be fever-free for 72 hours AND at least 10 days out from the first symptom with no additional symptoms.



SOCIAL AND EMOTIONAL WELLNESS

All staff will continue to establish our sense of family in the classroom and throughout our school.

We will continue with our motto keeping our students and staff safe at all times along with doing our best to be welcoming to all under our new guidelines.

We will have frequent conversations and elicit feedback with our students and parents to assess their sense of comfort and connectedness.

We will fill the need for brain breaks, mask breaks, and being with their peers as much as possible within our guidelines.

All students will be oriented to our NEW US and our new procedures at the start of the school year and receive reminders through our morning broadcast show. It will take practice as we learn through God's eyes, and understand that no one is PERFECT!

We will continue to serve all our Learning Center students within our guidelines and continue to monitor all our students throughout the school year.

Preparing for our Learning Environment



PHYSICAL AND DISTANCING EFFORTS AND COHORT GROUPING

By offering in-person instruction to all of our students, we acknowledge we will generally be able to achieve 6 ft of physical distance consistently with the exception of the 8th-grade class. We are able to keep within the suggested distance by the American Academy of Pediatrics guidelines and give them 5 feet. Adjusted classroom practice and routine, however, will decrease the contact and increase the distance typically experienced by students. With few exceptions, students will remain in contact with only their classroom

cohort (i.e., homeroom) and, at limited times, members of their grade level.

- Student seating in classrooms will be adjusted so all students are in the same direction. Clustered groups will be avoided.
- Middle School will follow a new block scheduling with limited students movement.
- Students in grades K - 3 will be self-contained with teacher travel when needed.
- Students in grades 4 - 5 will have teachers switching between classrooms.
- Signs will be posted in common areas reminding students and staff to maintain a reasonable distance from others.
- Teachers will be encouraged to use our beautiful campus for classes when weather permits. Additionally, classroom doors will remain ajar, and windows will be left open whenever possible to increase air circulation.
- Our students will be seated in the classroom in cohorts per bus/neighborhoods whenever possible.

All student tables will be replaced by student desks in all classrooms.

Hallway movement will be limited.



CLASSROOM CHANGES

Preschool Addition

Mrs. Cloud | Room 120

Kindergarten Rooms

Mrs. Plute Schlitter | Room 103

Mrs. Hudak | Room 104

Grade 1

Mrs. Unsdorfer | Room 105 | Former Art Room

Middle School

Mr. Stewart | Room 109 | Homeroom Grade 7

Mrs. Bresnahan | Room 209 | Homeroom Grade 8

Mr. Burns | Room 208 | Homeroom Grade 6

Mrs. McAllister | Room 108 | Homeroom Grade 6

Mrs. Alfano's room will continue to be a 7th grade homeroom in Room 207

Mr. Jakubczak's room will continue to be an 8th grade homeroom in Room 107

Specials

Mrs. Hastings | will travel to all the homerooms | office will be moved to the gym office



SPECIAL CLASSES - All special classes will be held on a rotating schedule every day.

PHYSICAL EDUCATION - Students in grades K - 5 will wear the SFX gold t-shirt and middle school will wear the SFX gray gym shirt. All students may wear navy regulation shorts. Shorts are not to be shorter than two inches above the knee. No shorts are permitted between November 1 and April 1. We are encouraging our students to wear navy or gray sweatpants on gym days during that time. For the first quarter, all students may wear their CLEAN, non-marking gym shoes to school. We will discuss how we will move forward after the first quarter. Mrs. Montana and homeroom teachers will explain when the students have a gym. We have implemented a new rotation schedule for all special classes. The gymnasium lockers

room will be off limits to our students during this time.

MUSIC - Music classes will be held in each homeroom classroom. Mrs. Hastings will travel from room to room.

LIBRARY - Library for students in grade K - 5 will be held in homerooms. Books will be selected for class check out weekly. All books returned will be set aside for 72 hours and wiped down prior to returning to circulation.

COMPUTER - We are still investigating how to make the computer lab a safe learning environment for all of our students.

ART - Art classes will be taught by all homeroom teachers.

LAUNCH LAB - Due to the fact that all Launch Lab projects are collaborative, our teachers will be looking into a new creative way to restart this program.

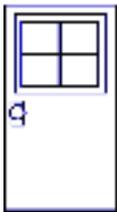
SPANISH - Mrs. Bugner will travel from class to class, as before.

MUSIC LESSONS AND BAND - We are waiting to hear directives from Music Alliance.



SCHOOL SUPPLIES

Due to COVID - 19, we ask that you limit what your student brings into school. Storage will be at a minimum. We will refrain from sharing supplies. Teachers will have additional supplies if necessary. All extra materials should be kept at home until needed or directed by the classroom teacher. **We are asking that all students supply a clipboard for those days in which their class will be able to learn outside.**



ARRIVALS AND DISMISSAL

We will continue with our arrival and dismissal plan unless we notice an increase to the number of families picking up and dropping off their students each day. All students will come onto the school, sanitize their hands and mask up before heading to their classrooms.

All students may enter our school building and go directly to their homeroom. When surveyed, we noticed $\frac{1}{3}$ of our parents would drop off their student at 8:15 a.m., $\frac{1}{3}$ would drop off at 8:30 a.m. and the last $\frac{1}{3}$ willing to drop off their student between 8:30 - 8:45 a.m. We are hoping you will remain consistent as much as possible to help keep our drop-off system running smoothly. We will expect all students to be unbuckled

and

ready to exit their car once directed to do so.



PICK-UP AND DROP-OFF OF STUDENTS DURING THE SCHOOL DAY

If you are bringing your child to school tardy, please park your car and walk your child to the front entrance door and buzz the door. Our school secretary will buzz the child in. The child will then report to the school office. If picking up your child early, please buzz and wait outside the door and we will have your child ready to be picked up.

LUNCH



Our 8th graders will all be able to have lunch together in the cafeteria while the rest of our classes will have lunch in their classrooms. We know we can not please everyone. We know the social and emotion part of returning to school is so important. We will do our best to keep our students engaged with one another as much as we can. It is important that we keep our students in cohorts so they are exposed to a small group of students. The students will stay in their homerooms groupings while outside at recess. We will make adjustments if we are able.

Students eating in their classrooms and cafeteria will be able to purchase milk. Accommodations will be made for our students with food allergies. All students are encouraged to use disposable lunch bags whenever possible. Please pack items in your child's lunch that he or she can open easily. We also encourage our students to bring water bottles to be refilled at our filling stations. All fountains will be off-limits throughout the campus.

No food deliveries will be allowed for students or staff members.

RECESS



When weather permits, students will continue to enjoy recess outside. Our property allows us to easily separate students to ensure that they will not interact with students of other grade levels. Inside recess will be held in the homerooms.



AFTER SCHOOL CLUBS/FIELD TRIPS/ and ALL LARGE SCHOOL EVENTS

These will be suspended until further notice.

LATCHKEY PROGRAM



Latchkey will follow all state and county guidelines.

All St. Francis Xavier School families interested in our latchkey program, please [click here](#) to complete the survey. All surveys need to be completed by

July 30. For more information, please contact Mrs. Diane Olesinski.



CYO

St. Francis Xavier athletics remain under the guidance of CYO. At this time, no changes have been made to the sports to be offered nor the grade levels that will participate. In addition to regular communication with CYO, we are attuned to the guidelines set forth by the Ohio High School Athletic Association.

Transportation



TRANSPORTATION

Medina City School Transportation will require all students to wear masks. We are still waiting to hear when transportation will be starting for our students. As of Aug 5, 2020 Medina City School will offer a shuttle service to and from all of our elementary neighborhood schools. Starting Sept 1, Medina City school will start to pick up and drop off students in their neighborhood bus stops. Highland and Cloverleaf school will be

transporting students starting on Aug. 19.

Catholic Identity



Building our Community through our FAITH and GIFTS

We have created a liturgical schedule so students will be able to periodically attend Mass with their grade-level classmates. The grade levels planning the Mass will be in attendance at Mass. Our other students will have the opportunity to view a livestream or recorded Masses in their homeroom classrooms.

Our staff will continue to offer faith activities throughout the school year and share them with you through their K-Grade 5 classroom newsletter or other methods.

We are excited to start to implement our new school goal with our Works of Mercy in creative ways.

All new families will be assigned a buddy family by the St. Francis Xavier Annual Fund Committee. All current families also will be assigned a grade-level buddy for support. The Annual Fund Committee will send out information to our families soon.



SCHOOL MISSION STATEMENT *New

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

Academic Learning and Technology



ACADEMIC LEARNING MODELS - Traditional and Simultaneous Learning

TRADITIONAL LEARNING

The traditional learning format model of instruction provides face-to-face learning five days a week.

SIMULTANEOUS LEARNING

For those students who have pre-existing health conditions or a prolonged illness or who come down with COVID - 19 and cannot attend a traditional learning format, we will offer simultaneous learning.

Simultaneous learning is designed to offer students the ability to receive class instruction online at a scheduled time or through recorded sessions in a time that best suits the student's needs.

For simultaneous learning, the student will be required to do online learning for a **semester**. As this will be new for us, we will need your patience, especially at the start of the year.. Teachers will post all recordings on Google Classroom. Teachers will also post the Zoom meeting for the student to join on Google



Classroom. This will only be used when students are not able to participate in traditional schooling. In classrooms with 100% attendance face to face, teachers will not be recording lessons.

Our educational platform will be **GOOGLE CLASSROOM**. Further instructions on how to navigate the program, along with other tech programs, can be found on our school website.

We have partnered with an educational technology leader, Tierney, and are designing distance learning plans for short- and long-term student absences as well as professional development for our teachers. As a leader in Catholic elementary education, we remain committed to engaging all of our Navigators, regardless of the distance between us.

If you need to opt your child out of the traditional teaching method for health reasons, please do not assume they may come into the school building and participate in our traditional learning until the start of the next semester. To complete the online learning commitment, [click here](#) and complete by **July 30**.



INSTRUCTIONAL METHODS

St. Francis Xavier School will involve distance learner techniques through the use of our Clevertouch boards, smartboards, document cameras, iPads, and our Juno sound system. The teacher will determine the most appropriate tool to use based on the presentation.



REMOTE LEARNING FOR ALL STUDENTS (School is closed)

If for any reason we are asked to close school and we need to implement online distance learning for all of our students, our K-8 teachers will send an email each to parents by Sunday at 6 p.m. with a weekly agenda of class assignments/homework and time for live classes. All of our K-8 teachers will use Google Classroom to post assignments. Teachers will hold “office hours” daily, M-F. This time will be determined. This will be the best time to reach teachers with specific questions or through email. They will respond as soon as possible during these hours and will respond to an email within 24 hours with any other questions, unless it is the weekend. Throughout the rest of the typical school day, 8:50 a.m. - 3:10 p.m., they will be holding live classes, correcting assignments, preparing videos and school work, and meeting with students and parents as needed. Students who need a device should contact Mrs. Beal.

For more information, please visit our school website at www.sfxmedina.org



DISCIPLINE

Guidelines have been put in place for all online learning. We will maintain our traditional **in-school** discipline plans.

Preschool



St. Francis Xavier Little Sailors Preschool will follow all mandatory practices for preschools according to the guidelines of the CDC, the Ohio Department of Health, and the Ohio Department of Education, and all protocols for St. Francis Xavier K-8 grade students.

Preschool staff members will wear a face covering, following hand-washing protocols, and take daily temperature upon arriving at school.

Preschool parents will take their preschooler's temperature and assess for COVID - 19 symptoms.

Preschool families will use the attendance line to report absence and symptoms. Preschool families will email Mrs. Gorman prior to **8:30 a.m.** to report an absence.

Drop-off and Pickup:

Drop-off for PS 3's and PS 4's will be from 8:45 to 9 a.m. and parents will remain in their cars at all times. Drop-off for PS 5's will be from 12:30 to 12:40 p.m. A preschool staff member will remove the child from the car seat. Preschool students will be required to wear a mask from inside the car until they enter the building, at which time their temperature will be taken by a preschool staff member.

Pick-up times will be the same as in the past. Preschool parents will remain next to their vehicle until the preschool teacher delivers the child to the parent, at which time the parent will buckle the child into the car seat. Preschool students will wear masks from the time they leave the classroom until they are buckled into their car seats.

If picking a child up outside of regular dismissal time, the parent will follow protocols used by the K-8 families (see above).

Social Distancing:

In order to comply with the staff-student ratio of 9:1 as mandated by the state of Ohio, preschool rooms will be equipped with a non-porous plexiglass divider that is no less than 6-ft tall. Children will be divided into small groups of no more than nine on each side of the divider at all times. When seated at tables, there will be no more than three children at a table.

Handwashing:

Preschool rooms are equipped with a sink for regular handwashing.

Handwashing will take place when children enter the room and every time the children transition to a new activity.

In addition, handwashing will take place after toileting, after contact with bodily fluids, and after returning from outdoor play.

Handwashing will take place prior to departure for the day.

Cleaning, Sanitizing, and Disinfecting:

Routine cleaning and sanitizing will take place multiple times during the day following the CDC recommended cleaning and disinfecting schedule, for areas of the room and objects that are frequently touched. This includes, but is not limited to, toys, materials, tabletops, chairs, doorknobs, light switches. A "to be cleaned bin" will be established for all materials that were used by one group of children, and these items will not be used by the next group entering the room until they have been cleaned and sanitized.

Any items that cannot be cleaned and sanitized will no longer be used in the preschool room.

Storage of Personal Materials:

Preschool children will bring no personal items from home except outerwear and their St. Francis Xavier-issued school bag.

All personal items will be stored upon entering the classroom so that they do not come into contact with other children's belongings.

Educational Design:

Educational activities will be creative and innovative, continuing to allow for academic, social, and emotional growth with the following modifications:

Preschool children will have a container to hold all necessary school supplies and manipulatives in order to avoid sharing materials.

Individual sensory bins will be created so that preschool children can continue to learn by using all 5 senses.

Communication



COMMUNICATION WITH OUR STUDENTS

Throughout our building, we will have communication posters for all members of our school community as to the protocols of walking in the hallways, handwashing, cleaning areas, distancing, room capacity, mask-wearing, school entry, and monitoring your health, among others.



COMMUNICATION TO THE SCHOOL/OFFICE

Instead of sending in handwritten notes to our school office and/or classroom teachers, we highly recommend you email the homeroom teacher and include Mrs. Kellner (dkellner@sfxmedina.org) on **ALL** correspondences of change of plans. Please remember our teachers are teaching during the day and they will do their best to respond in a timely manner.



VISITORS TO CAMPUS

We kindly ask that all visitors to our building remain outside our main doors. Visitors can communicate with our office staff through our security system. For those picking up a student prior to the end of the day or dropping off, we will greet the child or parent at the front entrance door.



SCHOOL EVENTS and SCHOOL CALENDAR

We are committed to our strong school community, and we are working on plans to adjust our school calendar and all school events so we can continue our traditions in new and innovative ways. More details on specific plans for each event will be shared in advance.



FIRST DAYS OF SCHOOL - Aug. 19 and Aug. 20

We will welcome our students in grades 1 - 8 back with a **SOFT OPEN**. Students whose last names begin with A - L will come to school on Wednesday, Aug. 19, and M - Z will come on Thursday, Aug. 20. This will

give our students and teachers an opportunity to get to know the **NEW US**. The school will be closed on Friday while our staff meets to adjust accordingly.

Kindergarten students A - L will attend full day on Monday, Aug. 24, and M- Z will attend full day on Tuesday, Aug. 25.



ST. FRANCIS XAVIER Virtual Open House and Curriculum Night

Traditionally we open our doors to all our families to come and see our school and all we have to offer. Because of local health department recommendations, we invite our families to join our staff as we kick off our school year with a virtual open house. Our teachers and staff will prepare a short video introducing themselves and showing you their classrooms. We will keep the scheduled curriculum night. Teachers will send you a Zoom meeting and explain their program.

For our kindergarten parents/students, we will keep the traditional schedule of our curriculum day on Thursday, Aug. 20, for a virtual meeting with our teachers.



ADDITIONAL INFORMATION

This plan outlines the steps as we prepare to reopen for the 2020-2021 school year. We will continue to adjust and revise this plan based upon guidance from local and state authorities, and we will continue to keep you updated regarding any new developments through our Navigator News.

We thank you for being a part of our St. Francis Xavier School family and the support you have shared with us during this time. Together as we navigate these uncharted waters, may we have comfort in the words of Jesus when he said, "Everything is possible to those who believe." Be well and God Bless!

Aug. 5, 2020