

## Questions and Answers to our St. Francis Xavier School Families

Welcome to St. Francis Xavier School, home of the Navigators! We are excited your family has selected us to help your child reach their full potential and learn to become more Christ-like during a critical time in their life.

We are sure you will have many questions for this next chapter in life and we want to help. We are providing you with the many questions that have been asked throughout the years and they have been answered in our traditional way.

### **What is the open house and tailgate event?**

Our annual Open House and Tailgate event is an opportunity to meet many new friends. During our open house, you may come to see your child's classroom, meet their teacher, and drop off your child's school supplies. Our Tailgate event is planned by our 8th-grade families. It is a great event with food and fellowship. Times and dates are to be determined and announced in our Navigator Newsletter which is published every Monday.

### **What is the dress code for my child?**

The dress code is the required uniform our students wear throughout the day. It can be found in the Family Handbook on the school website. All students are to adhere to the dress code on a daily basis.

### **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 after-school detention. In addition, a parent may be called upon to bring appropriate clothes in order for the student to return to class. Our school uniforms can be purchased through Schoolbelles however, you can also purchase many of our uniforms from a variety of stores as long as they follow the guidelines used in our school handbook. For ordering information from Schoolbelles follow this link: <http://www.sfxmedina.com/school/schoolbelle/>

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

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

### **Do you offer school pictures?**

Yes, we offer school individual pictures and class pictures at the beginning of the school year. The date will be determined each school year and communicated to our school families. A pamphlet will also come home with your child. You may order online or use the paper form and submit payment directly to the company. We encourage your child to dress up on school individual picture day following the school dress code for special occasion days. For our class picture day, students are required to wear their school uniforms. If it is a gym day, we are asking our students to dress in their school uniforms. Our gym teacher will make adjustments to her schedule on that particular day.

### What school supplies will my child need?

Students will be required to bring a backpack large enough to carry textbooks, folders, a lunch box, and a jacket. No wheels or key chains are permitted to hang off of the bookbag. The school supply list may be found on our [school website](#).

### How do I find out about the school bus schedule and bus stops?

Please contact your local school district's transportation department for more information.

<b>Medina</b>	330 - 636 - 4360 or 330 - 636 - 4361
<b>Highland</b>	330 - 239-1901 ext. 1219
<b>Cloverleaf</b>	330 - 302 - 0400
<b>Buckeye</b>	330 - 722- 8257 ext. 1019

Any change in transportation must be written on a note and put in your child's folder that day or you need to contact the school office. Please do not email transportation changes as we do not always get to check our email until the end of the day.

### Is child care available before and after school?

Yes, please call our Latchkey director, Mrs. Jill Laps at 330 - 721 - 6804. Our program hours are from 6:30 - 8:45 a.m. and 3:15 - 6 p.m. Latchkey students in kindergarten and first grade will be picked up by an adult and brought to the program at dismissal.

### Where do I drop off my child in the morning before school?

#### Where do I pick them up?

1. Arrivals begin at 8:30 a.m.
2. **If you arrive slightly before 8:30 a.m., please pull up on the gym side of the parking lot all the way to the first cone and wait until our staff members are present.** A staff member will be present at 8:30 a.m. Please do not drop off your child early. There is no supervision provided prior to 8:30 a.m.
3. As safety is always our concern, we are asking if you enter the school parking lot and pull up to the gym, please have your child **EXIT** the vehicle on the driver's side.
4. If you pull up to the front of the school **starting AFTER 8:30 a.m.**, please have your child **EXIT** the vehicle on the passenger side. This will prevent any child from crossing between cars and/or buses.
5. Our day school students should be able to safely exit the vehicle by themselves.
6. We will assist our preschool students out of each vehicle -- all drivers should remain in their vehicles at all times.

At our dismissal, please use the crosswalk in front of the school to cross. **PLEASE DO NOT CROSS IN FRONT OF THE BUSES. THEY CAN NOT SEE YOU OR YOUR CHILD.** And lastly, please do not park along the tree line in front of the school. We need to keep that lane open at all times.

Please pass this information along to anyone who drops off or brings your child to school.

### **What if my child is late for school?**

You may walk your child into our school building. If the main school doors are locked, just press the button to the left and our school secretary will buzz open the left door for you. Your child must report to the office window, advise the secretary of their name, grade, and teacher, and may go directly to their classroom. Your child will walk themselves to their own classroom. We do have a tardy policy that may be viewed in our handbook that may be found on our school website.

### **What if my child will be absent from school?**

If your child is going to be late or absent from school, you need to notify the school by calling (330) 725 - 3345 and leaving a message with our attendance line before 9 a.m. Please state the reason your child will be absent or tardy. This action is required for all students.

### **What do I do if my child needs to leave early?**

Parents should send or email before the start of the school day to Mrs. Dreama Kellner a note to the teacher explaining the date and time of early pickup. When the parent arrives to pick up the child, the child will be called to the office. Parents will sign children out using the checkout system in the office. Parents are asked to wait in the front entrance hallway.

### **What if my child gets sick or hurt during the school day?**

You will be notified immediately and asked to come and pick up your child. If the school cannot reach the first parent or guardian, then they will immediately call the second parent or guardian for pick up.

If the injury is serious and requires immediate medical attention, the staff will call 911 and the parent. An administrator from the school will accompany the child to the hospital and wait there until a parent arrives. We do have a school nurse in our buildings Monday - Friday from 9:30 a.m. - 2:30 p.m.

### **What is the best advice for parents to help navigate their child's educational journey at St. Francis Xavier School?**

The best thing you can do is get connected with other parents. Share cell phone numbers and help remind each other of special events, school spirit days, or even dress-down days. If you pick up your child at the end of the school day, many parents are around and you can meet each other. Also, joining our St. Francis Xavier PTA (Parent-Teacher Association) is a great way to meet other parents and find out what is happening at the school. SFX PTA meets every other month at the school, and you are not required to do anything except show up, meet some great people and find out what's happening in your school community. New families are also connected with a current school family at the beginning of the year who is available for questions and sends helpful emails throughout the year.

### **Where else can I get information?**

You can always talk to your child's teacher or other staff at the school. Every teacher has their own preference on how to communicate. Some prefer email and some prefer notes written or placed in the child's folder. If this is not working for you, discuss other alternatives with the teacher. St Francis Xavier School has a Facebook page, a Twitter account (@SFX\_Medina), and an Instagram account (@stfrancisxavierschool\_medina). The administration emails our weekly Navigator news at the beginning of each week during the school year. The monthly calendar and other information can be found on our school website at [www.sfxmedina.org](http://www.sfxmedina.org).

### **What is the bathroom policy for students?**

There are sets of bathrooms on each level of the school. If our younger students need to use hallway bathrooms, they are assigned a buddy to go with them or the entire class goes together. Our older students use a sign-out system in their classrooms.

Unless there are special circumstances, it is expected that all students have independent bathroom skills including unbuttoning/buttoning, unzipping/zippering, and wiping and washing hands. Summer is a good time to solidify independent bathroom skills if needed.

### **Can I get the names and phone numbers of the other children in my child's class for playdates and parties?**

For the safety of all, St. Francis Xavier School will not provide this information to parents. We do provide a list of our students on your Headmaster account with parent names and emails. Sometimes teachers will send home a class list, with first names only, for the purposes of addressing Valentine's Day cards to other children in the class. Invitations to students' parties cannot be distributed at school. Since many students have food allergies, we ask that no birthday treats be sent into the school.

### **Is my child able to bring a snack and water bottle to school?**

Yes, all of our students have a morning snack time per the teacher's schedule. We asked that all snacks be healthy. Students are given about 10 - 15 minutes for snack time and school instruction will continue during that time. All students are encouraged to bring in water bottles. We do have filling stations throughout the school building for our students to use.

### **Can my child purchase milk at school?**

We sell milk only to our students for \$.50. You may purchase a milk punch card for \$20.00. Mrs. Joyce Dolinar will be our contact person for all lunch accounts. She will send out a notice to you when your child's account is low. We continue to work on looking into options for serving a hot lunch. If you are interested in volunteering to help organize, please contact our school office.

### **What about food allergies?**

St. Francis Xavier School staff and students take food allergies very seriously. If your child has an allergy or medical issue, all staff will be notified, not just your child's teacher. We also offer an allergy table for our students in our school cafeteria. All known allergies are kept on file in the school nurse's office. A note from the doctor is needed in order for your child with an allergy to sit at a regular lunch table.

### **Will my child receive a report card?**

Children receive report cards four times during the school year. Report cards can be viewed through our Headmaster system and will be sent home. To access your child's report card simply open your Headmaster account and click on "Reports." For those who have students in grades K – 2, you will click on "Skills Report." For those who have students in grades 3 – 8, you will click on "Report Card." Having difficulties logging into your Headmaster account? Our school secretaries will be happy to assist you. Give them a call at 330 – 725 – 3345. Your child's last report card will be mailed at the end of the school year. Parent/teacher conferences are set up in October and February, usually for about fifteen minutes, to discuss how your child is doing in school. If you need more time with the teacher, you can ask to meet again at a later time.

### **What are 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 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, hair color, nail polish or artificial nails are not permitted.

### **What after-school clubs or school programs are offered at St. Francis Xavier?**

We offer a variety of after-school clubs to our students. Information about the clubs will be communicated from our teachers or in our Navigator News. If you need more information, please contact our school office. Here is a list of school club and programs:

#### **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 the 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 (6-8)**

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 (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.

#### **Kindness Club: (6-8)**

A school enrichment club that allows students to work together to promote kindness at school, home, in the community, and in the world. The goal is to be helping students understand that spreading kindness should be a way of life!

#### **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 extra-curricular activities:**

Science Olympiad: Elementary (4-5) and Middle School Teams ( 6-8)

Girls on the Run

Puzzle Club (K-2)

CYO

- Basketball (Grades 3-8)
- Cheerleaders
- Football (St. Ambrose)
- Track & Cross Country
- Volleyball

**School Programs**

Local, District, and State Science Fair (6 - 8)

Children's Church Choir (3 - 8)

Band (5 - 8)

Music Concerts (P - 5)

XSTREAM Program - Science, Technology, Religion, Engineering, Arts, and Math (5 - 8)

Field Trips (Preschool-8)

Medina County Spelling Bee ( 6 - 8)

Choose Life Program (6 - 8)

Disability Awareness Program (3)

Huddle (4)

Protecting God's Children ( K - 8)

Abstinence Program (6-8)

Theology of the Body (8)

**How can I get involved with the PTA?**

Our PTA is formed by the parents of the current students. All parents and teachers are welcome to join. You may check out our school website at <http://www.sfxmedina.com/school/ptc/> to learn more about becoming a member. Parents who are part of the PTA form committees to organize different events and activities in the school and these include the Father/Daughter Dance, Mom/Son event, Casino Night, Skating parties, Teacher Teacher Luncheons, Kindergarten Fall Family Night, to name just a few. The families you meet this year are going to be a big part of your child's life for the next decade. St. Francis Xavier School has great teachers, a wonderful staff, and a large and engaged parent community.

We hope this helps navigate your way throughout your school year. Please don't hesitate to ask questions by calling our school office or checking with your mentor family.

God Bless!  
Mrs. Danene Beal  
Principal

***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.***