



PARENT AND STUDENT HANDBOOK

2010

2011



SAINT FRANCIS XAVIER SCHOOL

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Fort Myers, Florida 33901-3695*

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Web Page:
www.stfrancisfortmyers.org

White Envelope e-mail address is white.envelope@stfrancisfortmyers.org



Dear Parents,

“The mission of the school is the heart of the matter.”

At St. Francis, the mission of the school is indeed the heart of the matter. Every day we focus on infusing our mission---culled to the simple phrase “Be Like Christ!”--- into daily school life. Boldly proclaimed on student-designed T-shirts and banners bearing our mission logo, “Be Like Christ!” is the foundation for all that we teach and all that we do.

In the 2010-2011 school year we will continue to place Christ and His teachings at the center of life both inside and outside of St. Francis. We welcome the following new members of the St. Francis family: Mrs. Anne Boddison and Ms. Elise Hodges, who will join Mrs. Goldbach, Mrs. Deslauriers, Mrs. Becker, and Mrs. Sushil in VPK; and Mrs. Patti Gorrell and Mrs. Natalie Rose who will join Mrs. Proce, Mrs. Naimo, Miss Ogburn, and Ms. Smith in Kindergarten. Mrs. Boddison and Ms. Hodges are both St. Francis alumnae, and we are excited that they are back with us again! Their VPK class will be held at the Sister Elaine Mahoney Early Education Center along with Mrs. Romano and Mrs. Martinez’s class of 3-year-old children. In addition, we are happy to welcome the following new staff to our family: Mrs. Terri Bensch (Music), Sister Juliana Beck (Title I Reading), Mrs. Jennifer Whatley (Grade 2 Assistant), Mrs. Denise Kramer (Grade 5 Assistant), Mrs. Julie Montano McDonald (Middle School Math/Science Assistant) and Mrs. Mary DePalma, RN (Clinic). We welcome back all of our faculty and staff, and we thank them for their love and hard work in preparing throughout the summer for this new school year!

We pray for God’s continued blessings upon all of our students, families, faculty, and staff. We also pray in thanksgiving for our pastors and parishes, particularly Father Michael Mullen, the pastor of St. Francis Xavier Parish, who will be moving to St. Bernard Parish, Holmes Beach, as of August 15, 2010. We pray that another wonderful pastor will be sent to St. Francis Xavier Parish and School, and we look forward to welcoming everyone back for a joy-filled, exciting new year!

Blessings and Peace,
Ms. Jan Ortenzo,
Principal

Mr. Jim Reynolds,
Assistant Principal



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2010-2011



This information booklet has been prepared to provide you with often-needed facts and procedures. We hope it will be useful in promoting understanding and cooperation within the school family.

Our parent/student handbook is part of your contractual agreement with St. Francis Xavier School. Your signature on the contract verifies that you agree with and promise to abide by the school policies as stated herein. Because it is impossible to foresee all problems which arise, this clause empowers faculty and administration to take disciplinary action of any behavior which violates the spirit and philosophy of St. Francis Xavier School even though not specified in the handbook.

- Any or all amendments to this handbook are at the discretion of the administrators.
- Please take the time to read it and familiarize yourself and your children with the information.
- Before calling the school with your questions, please first check and see if the answer might be right here in your handbook.

ACKNOWLEDGEMENTS

Compiling: Jan Ortenzo
Jim Reynolds

Typing: Jan Sorenson

HANDBOOK

The Parent/Student Handbook is part of your contractual agreement with St. Francis Xavier School. It has been brought to my attention by the legal counsel at the Florida Catholic Conference that it is my responsibility to see

that everyone who has children in our school be advised of their obligation to read and discuss the handbook with their children.

Please sign this enclosed form and return it to our school office no later than **August 31, 2010.**

Ms. Jan Ortenzo
Principal



I have read and discussed the policies of St. Francis Xavier School with my child/children.

They understand the policies to the best of their ability.

We as parents or guardians understand and agree to be governed by these policies.

PARENT'S/GUARDIAN'S SIGNATURE: _____

PARENT'S/GUARDIAN'S NAME PRINTED: _____

STUDENTS' (Grades 3-8) SIGNATURE: _____

STUDENTS (INDICATE CLASSES) _____

STUDENTS' NAMES PRINTED: _____

DATE: _____

*LIST ALL ATTENDING CHILDREN AND **RETURN ONLY ONE FORM TO MRS. NIX.***

HISTORY OF SAINT FRANCIS XAVIER SCHOOL

Since its beginning in 1938, the ongoing growth and expansion of St. Francis Xavier School has continued to provide an excellent Catholic education for elementary students throughout Lee County, Florida.

The Franciscan Sisters of Allegany, New York, have staffed the school through its 70 years of organization and growth, beginning with the first four sisters who courageously accepted this challenging ministry. Sister Elaine Mahoney served as principal for 22 years and retired in 2001. Currently two Allegany

Franciscan Sisters, Sr. Jo Streva and Sr. Colleen Brady, serve the school in several ways, primarily in the area of staff spiritual development.

In 2001, Mrs. Betty A. Anderson assumed the role of principal with Ms. Janet Ortenzo, as assistant principal. In June, 2009, Mrs. Anderson retired and Ms. Ortenzo was appointed principal, with Mr. James Reynolds as assistant principal.

During the school's existence the size of the faculty and student enrollment have steadily increased. The original four teachers and 68 students in 1938 grew to 11 teachers and 280 students in 1974. The first four rooms were expanded in 1943, and again in 1954. A major expansion in 1980 doubled the number of classrooms and enlarged other areas, followed by further construction in 1989. In 1995, the "Annette Unger Multi-Media and Library Center" was opened. A state-of-the-art, multi-purpose facility, the "Father Thomas Anglim Gymnasium", was completed in 1998.

In 1985, the school met the growing need for child care and, in 2000, expanded this program by acquisition and renovation of the Cottage Street facility. This building was dedicated in 2001 as "The Sister Elaine Mahoney Child Care Center at St. Francis Xavier School." In June, 2009, the Child Care Center became "The Sister Elaine Mahoney Early Education Center", housing the new PreK-3 class of 15 children which was the maximum enrollment. To meet the growing demand for early childhood education, a third VPK class (4-year-olds) was formed and housed at the Center with the PreK-3 class.

Always attuned to the changing needs of society, the school has kept pace with 21st century technology and classroom innovations by regularly improving and expanding the scope and content of every class curriculum.

As of the Summer of 2010, the Information Technology Department is running all of our File Servers on Windows 2003 Server. Our firewall is Microsoft Internet Security and Acceleration Server 2004 which gives us greater security and performance. This works in unison with our web blocking software, Chaperon for Microsoft ISA Server 2004. Chaperon provides state-of-the-art protection for our students when browsing the web and using the internet. The Email Server was upgraded to Exchange Server 2003 which will allow more efficient ways to communicate with parents and staff. In addition, our TI line is provided offsite by Webstar who also handles our phones.

The school has purchased Notebook Computers for nearly all of our teachers. Numerous access points or hot spots are available over 90% of our campus. There are over 100 wireless laptops available to faculty and students. Teachers can take the laptops home to further enhance their technology skills and to allow them to work from home.

We are beginning our sixth year using our database and grading software. Administrator Plus, GradeQuick and Edline are widely used throughout the Diocese of Venice and provide state-of-the-art support for all of our staff. This summer we will be adding GradeQuick Web which will make grading easier and more portable. In addition, we have moved our email to Microsoft Outlook Live which will make it easier for faculty and staff to use email regardless of their location. This summer has also seen an increase in the number of interactive boards in the classroom---there are now 24.

HISTORY OF SAINT FRANCIS XAVIER SCHOOL (continued)

School Check In with Offender Check is used at our front desk and gives us added security. Our teachers will all receive ongoing training to implement the programs above and improve skills on existing programs. Our ongoing software programs include Microsoft Office 2010, Macromedia Studio MX, Type to Learn, and Follett software for our library.

The academic excellence of St. Francis Xavier School was nationally recognized in 1998-1999 as a "Blue Ribbon School" by the U.S. Department of Education. St. Francis Xavier was the first Catholic elementary school within the Diocese of Venice to hold this prestigious honor. The school was mostly recently re-accredited by the Florida Catholic Conference in April, 2007.

The success and coordination of the total school program continues to be accomplished through the support and effort of Father Michael Mullen, Pastor of St. Francis Xavier Parish, the school administration and staff, School Board members, Home-School Association officers, our dedicated parents and guardians, and the pastors of all area churches:

Father Michael Mullen
Father Mario Kono
Father Stan Dombrowski
Father Stephen McNamara
Father Hugh McGuigan
Father Dennis Cooney
Father Robert Tabbert
Father David Arle
Father Mark Heuberger
Father Patrick O'Connor
Father John Deary
Father Patrick O'Connor
Father Joseph Clifford
Father Stanislaw Strycharz
Father William Adams
Father Czeslaw Domaszewicz

St. Francis Xavier – Fort Myers
St. Teresa, North Fort Myers
St. Cecilia – South Fort Myers
Church of the Resurrection – South Fort Myers
Our Lady of Light – San Carlos
St. Raphael – Lehigh Acres
Blessed Pope John XXIII – Fort Myers
St. Vincent de Paul – East Fort Myers
St. Andrew – Cape Coral
Jesus the Worker
Saint Katharine Drexel – Cape Coral
San Jose Obrero
St. Columbkille – Iona
St. Leo Parish – Bonita Springs
Church of Ascension
Our Lady Queen of Heaven



ST. FRANCIS XAVIER SCHOOL MISSION AND BELIEF STATEMENTS

Mission Statement

St. Francis Xavier School is a Catholic elementary school serving PreK3-Grade 8 children of the Lee County Catholic Community. The school is an integral part of each parish's ministry. Under the guidance of the Holy Spirit, we provide instruction and formation in the beliefs, values, and traditions of our Catholic faith and offer quality academic programs. The St. Francis Xavier School community strives to strengthen Catholic identity, preserve the Franciscan tradition, develop intellectual and creative potential, and respond to one another's needs through service.

(drafted by faculty and staff, reviewed by planning committee, approved by School Board and ratified by Pastor.)

The statement has been condensed to create our School Motto:

“BE LIKE CHRIST!”



Belief Statement

At St. Francis Xavier School, we believe that:

God is present in each child, and we will reflect that love so children may see Jesus in themselves and in others.

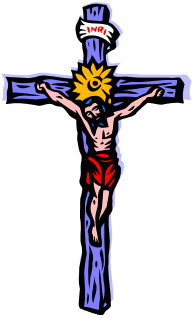
Children need a safe and sensitive environment in which they can experience the meaning of “Christian Community”, increasing their awareness of their responsibilities to themselves and others.

We are called to encourage and develop faculty’s, staff’s and students’ spiritual growth by providing creative liturgies, reconciliation, daily prayers, devotions and other liturgical forms of worship.

All children are capable of learning; they need academic standards that are challenging, attainable, and reflective of current trends in education and technology.

Students’ individual learning needs and differences, as well as their accomplishments, must be acknowledged and recognized.

School, home, and parish must play an interactive, mutually-supportive role in fostering children’s growth and development.



OUR PROGRAM

At St. Francis Xavier School we try to determine and meet the learning needs of each student.

The schools in the Diocese of Venice in Florida attempt to respond to the needs of students with learning challenges. Because these schools cannot offer a continuum of services, as financed through the public system under PL 94-142 (The Individuals With Disabilities Education Act) or Section 504, we must limit our admissions to students with average or above average intelligence, who may exhibit learning challenges. These are students who are able to manage in a mainstream setting with a minimum of strategy training and simple accommodations as outlined and agreed upon by student, teacher and parent or guardian from our learning style adaptation sheet.

Pre-K3 through Fifth Grade are self-contained classrooms. There is some “team teaching” in these grades. Sixth, seventh and eighth Grades are departmentalized. Our teachers strive not only to teach facts, but also to teach each student how to learn and discover, and we hope this will lead to a desire for and a joy in learning.

Our goal is that school will become an exciting and rewarding experience where every student succeeds!

STUDENT CONNECTION TEAM

Each day a group of middle school students lead the entire school body in a prayer reflection during the St. Francis News morning broadcast. This prayer, based on a weekly scripture verse and virtue, may take the form of stories, poems, or gospel dramatizations, planned and presented by the Team with assistance from Sr. Jo, Sr. Colleen, and volunteer parents. This joint collaboration models the importance of sharing our personal experiences of God among our youth, parents and staff to strengthen our faith and witness.



FACULTY AND STAFF: 2010-2011

Principal – Ms. Janet Ortenzo
janet.ortenzo@stfrancisfortmyers.org

Assistant Principal – Mr. James Reynolds
james.reynolds@stfrancisfortmyers.org

PreK-3	Mrs. Isabelle Romano
VPK4	Mrs. Joan Becker
VPK4	Mrs. Patricia Goldbach
VPK4	Mrs. Anne Boddison
Kindergarten	Mrs. Maureen Proce
Kindergarten	Miss Kimberly Ogburn
Kindergarten	Mrs. Patricia Gorrell
Grade 1	Mrs. June Durand
Grade 1	Mrs. Bonnie Hendricks
Grade 2	Mrs. Tracy Kenney
Grade 2	Mrs. Maria Niebuhr
Grade 3	Mrs. Shelly Rieske
Grade 3	Mrs. Roberta Sedgwick
Grade 4	Mrs. Therese Kilfoyle
Grade 4	Mrs. Sylvia Shore
Grade 5	Mrs. Rosemarie Furlong

isabelle.romano@stfrancisfortmyers.org
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trish.goldbach@stfrancisfortmyers.org
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tracy.kenney@stfrancisfortmyers.org
maria.niebuhr@stfrancisfortmyers.org
shelly.rieske@stfrancisfortmyers.org
roberta.sedgwick@stfrancisfortmyers.org
therese.kilfoyle@stfrancisfortmyers.org
sylvia.shore@stfrancisfortmyers.org
rosemarie.furlong@stfrancisfortmyers.org

Grade 5	Mrs. Debra Tousey	debra.tousey@stfrancisfortmyers.org
MS Religion	Mrs. Karen Galloway	karen.galloway@stfrancisfortmyers.org
MS Science	Mrs. Anne Gellert	anne.gellert@stfrancisfortmyers.org
MS Math	Mrs. Patricia Gill	patricia.gill@stfrancisfortmyers.org
Gr. 7 LArts/SocS	Mrs. Angela LaPorte	angela.laporte@stfrancisfortmyers.org
Gr. 6 LArts/SocS	Ms. Mary Schmidt	mary.schmidt@stfrancisfortmyers.org
Gr. 8 LArts/SocS	Mrs. Nancy Truman	nancy.truman@stfrancisfortmyers.org
MS Math/Science	Mrs. Susan Zell	susan.zell@stfrancisfortmyers.org
Art	Mrs. Vanessa Lombardo	vanessa.lombardo@stfrancisfortmyers.org
IT Coordinator	Mr. Stephen Bedford	stephen.bedford@stfrancisfortmyers.org
Computer Teacher	Mrs. Kate Hamstra	kate.hamstra@stfrancisfortmyers.org
School Counselor	Ms. Jackie Gelardi	jackie.gelardi@stfrancisfortmyers.org
Media Specialist	Mrs. Emily Kinney	emily.kinney@stfrancisfortmyers.org
Music	Mrs. Terri Bensch	terri.bensch@stfrancisfortmyers.org
Physical Education	Mrs. Sherry Lavender	sherry.lavender@stfrancisfortmyers.org
Physical Education	Mr. Leonard LoVerde	lenny.loverde@stfrancisfortmyers.org
Resource Coordinator	Mrs. Mary Calicchio	mary.calicchio@stfrancisfortmyers.org
Spanish VPK-Gr. 6	Mrs. Evelyn Velasquez	evelyn.velasquez@stfrancisfortmyers.org
Spanish Gr. 7 & 8	Ms. Alessandra Giordano	alessandra.giordano@stfrancisfortmyers.org
Technical Media	Mrs. Darlene Stewart	darlene.stewart@stfrancisfortmyers.org

FACULTY AND STAFF (continued)

Library Assistant	Mrs. Gwen McCann	
Teacher Assistants	Mrs. Camille Martinez	PreK-3
	Mrs. Patty Sushil	VPK4
	Mrs. Kay Deslauriers	VPK4
	Ms. Elise Hodges	VPK4
	Mrs. Annmarie Naimo	Kindergarten
	Mrs. Cindy Smith	Kindergarten
	Mrs. Natalie Rose	Kindergarten
	Mrs. Peggy Nolan & Mrs. Penny Woods	1 st Grade
	Mrs. Jennifer Whatley & Mrs. Cecile Trelles	2 nd Grade
	Mrs. Vimarie Ruiz	3 rd Grade
	Mrs. Maria Peterson	4 th Grade
	Mrs. Leslie Kopper	5 th Grade
	Mrs. Julie Montano McDonald	6 th Grade
	Mrs. Candace Pingicer	7 th Grade
	Mrs. Lori Harlow	8 th Grade
	Mrs. Jan Sorenson	Computer
	E-mail	jan.sorenson@stfrancisfortmyers.org
Curriculum Specialist	Mrs. Alessandra Giordano	alessandra.giordano@stfrancisfortmyers.org
Spiritual Development	Sister Jo Streva, O.S. F.	srjo.streva@stfrancisfortmyers.org
	Sister Colleen Brady	srcolleen.brady@stfrancisfortmyers.org

School Secretary	Mrs. Michele Cheatham	michele.cheatham@stfrancisfortmyers.org
Receptionist	Mrs. Mary Nix	mary.nix@stfrancisfortmyers.org
Finance Office Staff	Mrs. Kathleen Houghton	kathleen.houghton@stfrancisfortmyers.org
	Mrs. Daria Luth	daria.luth@stfrancisfortmyers.org
Cafeteria Manager	Mrs. Barbara Boger	barb.boger@stfrancisfortmyers.org
Cafeteria Assistants Clinic	Mrs. Laurie Summeralls &	Mrs. AnnMarie Vastarelli clinic@stfrancisfortmyers.org
	Ms. Marlisa Cornell	
County Nurse	Mrs. Mary DePalma, RN	
	Mrs. Pat Kalmar	
Maintenance Supervisor	Mr. Ken Raden	
Development Director	Mrs. Esther Kiesel	esther.kiesel@stfrancisfortmyers.org

***Please note that e-mail addresses generally consist of the first and last name.**

Example: Stephen Bedford, stephen.bedford@stfrancisfortmyers.org

ABSENCES

DIOCESAN POLICY ON ATTENDANCE AND TARDINESS

Parents are primarily responsible for seeing that their children attend school. All reasons for absenteeism and tardiness must be given by the parents/legal guardians to the school in written form. These excuses must be filed for the remainder of the school year. A cumulative record of each student's attendance must be kept for students throughout their enrollment at the school.

The school recognizes four categories of absence from class: excused absence, unexcused absence, truancy, and school-related absence. Excused absence refers to an absence from class with parental permission and the approval of the administration. For an absence to be considered excused, the family must demonstrate that circumstances beyond the control of the student or family are responsible for the absence. Notes from doctors or other professionals may be required for the absence to be excused. Examples include illness, court appearances, or a death in the family. "Unexcused absence" refers to an absence from school with parental permission but without the approval of the administration. The fact that parents may write a note acknowledging responsibility does not automatically qualify a student for an excused absence. Truancy refers to an absence without permission of a custodial parent or guardian. "School-related absence" refers to an absence from class due to participation in a school-sponsored event. These absences are recorded and the student is responsible for work missed, but the student receives no academic penalty for such absences. The school monitors such absences only to insure that involvement in co-curricular programs is not interfering with the primary duty of each student to be in class during the school day.

If an elementary student exceeds 30 days of absence for the year, whether the absences are excused, unexcused, trancies, or any combination of these categories with the exception of a school-related absence or homebound teaching that has been approved by school administration, the student will not be promoted to the next grade.

If a high school student exceeds seven absences, whether the absences are excused, unexcused, truancies, or any combination of these categories with the exception of a school-related absence or homebound teaching that has been approved by school administration, the student may receive an administrative failure for the course(s) for that quarter.

These are the policies regarding school hours:

- (1) School hours are 8:00 AM to 3:00 PM.
- (2) Students entering from Heitman Street may do so after 7:30 AM.
(Exception: 5th grade student patrols and their car pools may report to the 5th grade homerooms at 7:20 AM.)
- (3) Sixth, Seventh, and Eighth grades and their car pools enter school from Cottage Street at 7:30 AM.
- (4) Students arriving after 8:00 AM are tardy. The receptionist will issue a late slip which the student must give to his/her teacher in order to be admitted to class.
- (5) At dismissal, any child not picked up by 3:15 PM will be taken to the After-School Care Program and parents or guardians will be billed accordingly.



ATTENDANCE

Regular attendance at school is important to insure continuity of instruction and to develop positive habits and attitudes of responsibility in our children. When an excused absence occurs, please have your child arrange with his/her teachers to make up missed work or tests within three (3) school days. Failure to do so results in a grade of zero for any missing work. It is the responsibility of the student to arrange a time with the teacher when/if test (s) need to be made up.

In order to achieve a perfect attendance a student cannot be released for the day before 12:00 noon, and he/she must have been present at 8:00 am on the early dismissal day.

EXCESSIVE TARDIES

Tardy (Late) Arrivals cause great disruption to your child's school day and are detrimental to his/her academic progress. Tardies due to doctor or appointments will be excused with proof of appointment from the medical professional's office.



often
dentist

REGULAR ATTENDANCE AT SCHOOL is important to insure the continuity of instruction and to develop positive habits and attitudes of responsibility in our children. When an excused absence occurs, students must arrange with individual teachers to make up missed work or tests within three (3) school days. Failure to do so results in a grade of zero for any missing work. **It is the responsibility of the student** to arrange a time with the teacher when test (s) will be made up.

EXCESSIVE ABSENCE is detrimental to a child's academic progress. If a student is absent for 30 days, he/she may be required to repeat the grade regardless of class standing.

FAMILY VACATIONS scheduled outside of regular school vacations are usually **UNEXCUSED ABSENCES**. If a situation arises and a student must be absent for a reason other than illness, a parent or guardian must contact an administrator to discuss the situation in person. A note to the classroom teacher

does not suffice. Parents and guardians must realize that when unexcused absences occur it puts the student at a disadvantage because there is a gap in the learning process. This instructional time can never be made up.

MAKE-UP WORK: When calling to report a student's absence, a parent or guardian may request make-up work to be sent home. The request must be made before 10:00 a.m. The teacher will send the work to the school office to be picked up at dismissal. Students are expected to make up work missed during their absence. Parents are also able to check Edline and the St. Francis web page at www.stfrancisfortmyers.org for daily assignments.

EARLY DISMISSAL should not be a frequent occurrence. Students should be taken from school early in cases of emergency only. The end of the school day is just as important as the beginning of the day. Any parent or guardian picking up a student before regular dismissal must come directly to the school office to sign the student out. If it is necessary to have your child dismissed early, please send a written notice with your child that morning. Elective medical and dental appointments should be made for after-school hours or for days when school is not in session. Teachers' assistants and/or volunteer parents should not have their children dismissed because their workday is finished. It is very disruptive to the front office, to say nothing of the instructional time lost.

TARDY (LATE) ARRIVALS cause great disruption to your child's school day and often are detrimental to his/her academic progress. Tardies due to doctor or dentist appointments will be excused with proof of appointment from the medical professional's office.

In order to achieve a perfect attendance a student cannot be released for the day before 12:00 noon, and he/she must have been present at 8:00 am on the early dismissal day.

REPORTING ABSENCES/TARDINESS

Our school attendance is computerized; therefore it is essential that the following procedure be adhered to:



1. If your child is absent please call the school office before 8:30 AM on that day. If you call before the office is open you are able to leave a message on the answering machine (334-7707). If we do not receive a call you will be contacted by the school office. This is for your child's protection. When a student is absent, a written excuse giving the reason for the absence and signed by the parent or guardian is required for re-admittance to class. The excuses are kept on file for the duration of the school year.
2. If your child will be tardy due to a doctor's appointment please notify the office before 8:30 AM. Notify the teacher by phone, by e-mail or in writing when appointments are scheduled in advance.
3. If it is necessary to have your child dismissed early, please send a written notice with your child that morning. Early dismissal should not be a frequent occurrence, but used only for emergencies.
4. Elective medical and dental appointments should be made for after school hours or for days when school is not in session. (See "Medications")

5. If your child has excessive absences, tardies, or early dismissals, you will receive a letter from the administration.

ACCELERATED READER

This is a computer software program that accelerates reading growth for all students. A student selects and reads a book at his/her AR level and takes a quiz to determine comprehension of what he/she has read. The student and teacher both get immediate, individualized constructive feedback to direct ongoing reading practice.

Book Level Advancement

Students take the STAR test to determine the level/range at which they will most successfully read and pass end-of-book tests. However, students are also encouraged to choose books according to interest in order to develop a love of reading. Appropriateness of the subject matter, as determined by the teacher, is of primary importance. Students may progress to the next higher book level/range by reading a minimum of ten (10) books on their current level (or a number determined by the teacher) and scoring 80% or better on each test for these books.

First Grade Accelerated Reader

This program is structured somewhat differently from AR in subsequent grades because of the unique needs of the beginning reader. The first grade teachers send home letters defining the Accelerated Reader procedure at that level.

Point Achievement Levels, Grades 2 – 5

The student begins each school year with the number of points achieved at the end of the previous year.

Lanyard: 10 points

Students must read a minimum of ten books, primarily on their level/range, and pass the tests to accumulate ten points.

Pins: 25, 50, 75, 100, 150, 200, 250, 300, 350, 400, 450, 500 points

As students accumulate points, they will earn pins to wear on their lanyard.

Middle School Accelerated Reader

Accelerated Reader is part of the Middle School Language Arts assessment and the teacher(s) set students' A.R. reading requirements. By fulfilling these requirements, students earn a grade instead of points toward lanyards, pins or certificates.

ADMISSIONS

The Catholic Schools of the Diocese of Venice in Florida restate their open admission policy. No person on the grounds of race, color, sex, national or ethnic origin is excluded, or otherwise subjected to discrimination in receiving services at any school operated by the Diocese, nor do they discriminate in employment on the basis of age, race, color, sex, disability, national or ethnic origin. Non-Catholic students whose parents or guardians accept the philosophy of the schools in the Diocese will be accepted on a space-available basis. In addition, if a child is withdrawn from St. Francis Xavier School for any reason, there should be no expectation of automatic re-enrollment at some future date.

APPOINTMENTS

Teachers: Meetings with teachers are by appointment only. Parents/guardians may set up meetings by calling teachers directly (see listings under “Faculty and Staff Telephone Extensions”).

Administration: Appointments with Ms. Ortenzo and Mr. Reynolds may be made through the school secretary, Mrs. Cheatham.

Messages

If there is a deviation in your child’s regular drop-off or pick-up procedure, please make these arrangements with your child before he or she arrives at school. Please send a note with your child, e-mail your child’s teacher or leave a message on the teacher’s voice mail.

Emergencies will always be handled in a timely manner.

BEFORE AND AFTER SCHOOL PROGRAM

This program is available for those children who attend St. Francis Xavier School.

The hours are: 6:30 a.m. – 7:30 AM

3:00 p.m. – 6:00 PM (NO LATER)



Any child planning to attend before-school or after-school care **must** be registered. If at any time you must call the school to have your child/ren go to after-school care, your child/ren **must** have been previously registered. No child/ren are permitted to attend Before or After School Care without being registered.

Only those children who are registered and paying the monthly fee will be met by After School Care personnel at the end of the school day. 2010-2011 registration fee (per family) is \$25.

Discipline and respect are expected of the students. Failure to follow the instructions of the supervisor or inability to follow the group schedules will result in dismissal from the program. The same rules which apply at school are in place at Before & After School Care.

DRESS CODE is the same for After-School Care as for school. Students are not permitted to change out of their school uniforms to attend games or other activities unless they are participating in a game or performance.

FEES:

Registration: \$25 per family annually. This fee is non-refundable and must be paid before children begin the program. Monthly fees (below) are due in the school office on the first of the month.

A.M. ONLY	1 child	\$ 80.00 per month
	2 children	115.00 per month
	3 children	150.00 per month
P.M. ONLY	1 child	155.00 per month
	2 children	210.00 per month
	3 children	295.00 per month
A.M./P.M.	1 child	210.00 per month
	2 children	275.00 per month
	3 children	380.00 per month

PLEASE NOTE: The fee for August and December will be at 50% of the listed monthly rate.

The fees are based using the school calendar year and are then broken into a set of monthly fees. Since the monthly fee is arrived at by using the school calendar (allowing for Christmas holidays, Easter, In-service, etc.,) the monthly amount DOES NOT CHANGE no matter what holidays occur or what other days the family chooses not to attend. The monthly fees begin on the first day of school in August and end on the last day of school in May.

There is a discount available if three days per week for the entire month are requested. Please contact Kathleen Houghton for information.

The Before and After School Program is available on school days only. On noon dismissal days After School Care will be available from Noon-6:00 PM.

BEHAVIOR EXPECTATIONS

Self-discipline is the student's ability to manage himself or herself within the limits set by school policies and demonstrate respect for self and others. Parents or guardians share equally with teachers the responsibility for appropriate behavior.

- St. Francis Xavier School has the right and responsibility to teach students to follow its rules and directions consistently throughout the school day and school year.
- St. Francis Xavier School has the right and responsibility to ask for assistance from parents when support is needed in handling the behavior of a student.
- St. Francis Xavier School's principal and assistant principal have the right to investigate allegations of inappropriate behavior.
- St. Francis Xavier School's students have the right to compassionate teachers who will set firm and consistent limits.
- St. Francis Xavier School's students have the right to teachers who will provide them with consistent positive encouragement to motivate them to follow the behavioral code set by the school.

- St. Francis Xavier School’s students have the right to know how their behavior affects their success both inside and outside of the classroom.
- St. Francis Xavier School parents have the responsibility to act in a manner which will model Christian conduct at home, at school, and on school grounds, including at student drop-off and pick-up areas.
- St. Francis Xavier School parents have the responsibility to work together with teachers and administrators to give positive support to teacher decisions.

CLASSROOM EXPECTATIONS

Young people need the structure and guidance that appropriate classroom expectations and rules provide. Behavioral expectations carry with them an importance beyond the classroom. When students learn to behave responsibly, their self-esteem rises and their motivation to achieve increases. The following rules are observable and apply throughout the day:

- Show proper respect for all faculty and staff.
- Follow directions.
- Keep hands, feet, and objects to yourself.
- Demonstrate speech and actions that are respectful of adults and other students.
- Walk in halls and classrooms.
- Ask teachers for permission to leave the classroom.
- Respect other students’ right to learn by speaking and moving quietly throughout the school.

A very important part of children’s education at St. Francis Xavier School is learning to conduct themselves appropriately in various settings and to resolve interpersonal issues in a respectful, Christ-like manner. Behavior expectations have been set up to promote this learning. Likewise, consequences for disregarding these expectations have been established by the school administration to guide consistent and fair decision-making in dealing with student misbehavior. When an infraction warrants a detention or suspension, parents/guardians will be informed in writing. Some misbehavior may result in an after-school or Saturday detention. In some instances, students may be required to work for or assist school staff in lieu of detention. If a detention is given, the parent/guardian is responsible for arranging transportation to and/or from this session. A supervision fee of \$10.00 will be assessed for each Saturday detention occurrence. The administration of St. Francis Xavier School reserves the right to discipline its students for **off-campus behavior** that is not in line with behavior expectations of its students during the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

Consequences for Infractions (Middle School)

Category 1---Lunch Detention

- Failure to complete a classroom written assignment or homework.
- Behaviors that interfere with other students’ learning
- Coming to class without necessary materials
- Inappropriate behavior in the cafeteria
- Dress code violation

Category 2---Wednesday Detention

- Chewing gum anywhere on campus, including after school activities
- Eating food outside of class time, without permission

- Leaving the classroom without permission
- Handling or using another's belongings (including lockers) without permission
- Failure to return signed detention slip within two days to the teacher who issued it
- Repeated inconsistency in completing written assignments or homework
- Three Category #1 infractions in an academic quarter

Category 3---Thursday Detention

- Cheating or helping others cheat in academic matters such as copying the homework or notebook of another student
- Forging a parent's/guardian's signature
- Inappropriate public display of affection
- Repeatedly refusing to comply with the directions of teachers, substitute teachers, teacher assistants, principal, assistant principal
- Three Category 2 infractions in an academic quarter.

Students attending Thursday detention (3-5 PM) will be required to pay a \$10 supervision fee. Students athletes, musicians, etc. who receive a Thursday detention will become ineligible to participate in the next game or event.

Category 4---Suspension or Expulsion (Middle School Students)

- Actions that endanger the physical well-being of self or others—fighting.
- Have possession, use, serious threat of use or exhibition of dangerous weapons, fireworks, or instruments of similar nature. **See the Diocesan Weapons Policy in this handbook.**
- Possession, concealment or use of tobacco, alcohol, marijuana, unauthorized prescriptive drugs or any other harmful substance while in school or at school-sponsored activities on or off school premises. **See the Diocesan Substance Abuse Policy in this handbook.**
- Pushing, shoving, tripping, pulling chairs out from under another person.
- Coercion: forcing another by action or threat to do something against his/her will.
- Stealing
- Engaging in any form of sexual activity while in school or at a school-sponsored activity on or off school premises.
- Leaving the school premises without permission.
- Attacks of any nature on property: destruction, theft, or abuse of the property, of the school, others or self.
- Bullying or harassment of students, faculty or staff members. Bullying or harassment is defined as any conduct that creates an intimidating hostile environment and may include, but is not limited to sexual, verbal, written, physical, emotional, or offensive abuse, repeated remarks with demeaning implications, and/or explicit or implicit threats, or any intimidating behavior, including cyber-bullying, which occurs on or off campus.
- Showing open or persistent defiance of authority and/or school rules and regulations.
- Any behavior or action which would reflect negatively on the school, whether on- or off-campus.

Suspended students may not attend school, school activities, or be on campus until the end of the suspension. Two suspensions will result in probationary status of students' enrollment.

Consequences for Infractions (Grades 3-5 Students)

Category 1---Lunch or Recess Detention

- Failure to complete a classroom written assignment or homework.
- Behaviors that interfere with other students' learning
- Inappropriate behavior in the cafeteria
- Dress code violation

Category 2---Wednesday Detention

- Chewing gum anywhere on campus
- Eating food outside of class time, without permission
- Leaving the classroom without permission
- Handling or using another's belongings (including lockers) without permission
- Failure to return signed detention slip within two days to the teacher who issued it
- Three incomplete or missing assignments in any one subject area
- Three Category #1 infractions in an academic quarter

Category 3---Thursday Detention

- Cheating or helping others cheat in academic matters such as copying the homework or notebook of another student
- Forging a parent's/guardian's signature
- Repeatedly refusing to comply with the directions of teachers, substitute teachers, teacher assistants, principal, assistant principal
- Three Category #2 infractions in an academic quarter.

Students attending Thursday detention (3-5 PM) will be required to pay a \$10 supervision fee. Student athletes, musicians, etc. who receive a Thursday detention will become ineligible to participate in the next game or event.

Category 4---Suspension or Expulsion (Grades 3-5 Students)

- Actions that endanger the physical well-being of self or others—fighting.
- Have possession, use, serious threat of use or exhibition of dangerous weapons, fireworks, or instruments of similar nature. **See the Diocesan Weapons Policy in this handbook.**
- Possession, concealment or use of tobacco, alcohol, marijuana, unauthorized prescriptive drugs or any other harmful substance while in school or at school-sponsored activities on or off school premises. **See the Diocesan Substance Abuse Policy in this handbook.**
- Pushing, shoving, tripping, pulling chairs out from under another person.
- Coercion: forcing another by action or threat to do something against his/her will.
- Stealing
- Leaving the school premises without permission
- Attacks of any nature on property: destruction, theft, or abuse of the property, of the school, others or self.
- Bullying or harassment of students, faculty or staff members. Bullying or harassment is defined as any conduct that creates an intimidating hostile environment and may include, but is not limited to sexual, verbal, written, physical, emotional, or offensive abuse, repeated remarks with demeaning implications, and/or explicit or implicit threats, or any intimidating behavior, including cyber-bullying, which occurs on or off campus.
- Showing open or persistent defiance of authority and/or school rules and regulations.
- Any behavior or action which would reflect negatively on the school, whether on or off campus.

Suspended students may not attend school, school activities, or be on campus until the end of the suspension. Two suspensions will result in probationary status of students' enrollment.

Behavior Expectations for Early Childhood Students (PreK3-Grade 2)

For these young children, and for their parents and teachers, the simpler the discipline policy is, the better. Behavior expectations center around the "Golden Rule": Love God, and love one another as yourself. Our youngest students learn how to behave appropriately and respectfully in the classroom and school setting. This setting is a microcosm of the larger community in which many of the same rules of appropriate behavior apply. The teacher's and school's response to misbehavior at the PreK3, VPK, and kindergarten levels is on a continuum of responses that are outlined in the teacher-designed handbooks for these grades. The continuum is contingent upon each group's needs and dynamics of each class, so these responses are modified each year. Some of the learning strategies used are role play, conversation, modeling, patterning, and consequences for behavior. Also, teachers are mindful that it is more important to respond with positive feedback for appropriate behavior than to respond with a consequence for misbehavior. Possible consequences include behavior modification, contracts, behavior notes/e-mails to parents, loss of recess or free play time, or requiring a student to sit away from the group for snack, lunch, rest time, and/or "circle time".

Most important in this learning are the communication and partnership between home and school, teacher and parent. We greatly appreciate the ongoing support of our school families!

BIRTHDAY BOOK

A Birthday Book Program was initiated during the 1984-1985 school year. This program is very successful and it has become a tradition. The family presents a book to the school library to commemorate the student's birthday. It is also a wonderful time for grandparents, both near and far, to do something memorable for the birthday child. A bookplate indicating the student's name and birth date, as well as the donor's name, will be placed on the inside cover of each book. We would appreciate hard cover books only (books with soft covers just will not withstand the amount of handling they receive). **USED BOOKS** must be in **GOOD CONDITION**. We are unable to place books in the library that are defaced, dirty or in poor repair.

This program is a great opportunity for the students in middle school to leave a legacy after they graduate. They may move to another school after graduation, but their book will remain to be enjoyed by the rest of the student body. Suggestions for birthday books are available from our librarian. Cash donations toward the purchase of larger books, such as encyclopedias, will be gratefully accepted. Since the beginning of this program, over 3,000 new books of fine quality and varied interests have been added to our library. Any further information may be obtained from Mrs. Allison Thomas, 334-7707 extension 237.

BULLYING PREVENTION Problem-Solving for Students and Parents

Students

We don't always take others' words or actions seriously, but...if someone does say or do something that hurts you, here is the appropriate way to deal with it: **Let that person know it. Don't just "laugh it off".**

There are different ways to do this. The important thing is that it's done without "retaliation". Some options are to talk to the person...

- At the time this behavior occurred
- Later, when you've had time to think about how you want to express your feelings
- In the group situation in which it happened
- Privately, talking only to the individual(s) whose words or actions hurt you
- In any way you can most clearly and comfortably express yourself

Someone who really did not mean to hurt you will be very careful not to repeat his/her actions. It is likely that the problem will end here.

Someone who doesn't care about you or your feelings will not hesitate to repeat the hurtful behavior. If you've told this person directly to stop the behavior and he or she doesn't stop, get outside help. This help should come from an adult you trust who will speak for you, firmly but reasonably, to resolve the situation. In school this person can be a teacher or administrator who will deal with the student(s) presenting the problem.

Know that you are worthy of respect. Sticking up for yourself appropriately is not the same as tattling! It is part of the growing-up process.

In the work world, there are procedures set up to deal with problems like this, including those involving sexual harassment of any kind. You should familiarize yourself with the policies that are designed to protect you at your school and, later, at your place of employment. Here again, you must know, and communicate appropriately to others, that you are worthy of respect. Sticking up for yourself appropriately is not the same as tattling!

Parents:

Within certain parameters, children need to learn to work out conflicts among themselves. As in all "teaching situations", parents and other adults must model appropriate behavior, which means that they are aware of the following:

- There are usually two sides to a story; also, it is likely that both sides have contributed in some way to the present conflict.
- Parents should listen to their children's concerns and then help them to get all the facts of the situation in order to deal with it effectively.
- It is inappropriate for parents to try to deal with children other than their own so this will never be allowed at school.
- Whenever possible, adults should help children to work out situations themselves before stepping in. However, the school will certainly assist in all efforts to resolve conflicts peacefully, so parents should not hesitate to ask for guidance from the counselor, teachers, or administrators.

CAFETERIA- "The Garden of Eating"

We are very fortunate in having an excellent hot lunch program. Our Cafeteria Manager is Mrs. Barbara Boger.

COST FOR 5 MEALS, INCLUDES MILK	
Kindergarten through 5th Grade	\$11.25

By the Day	\$ 2.25
Grades 6 through 8	\$12.50
By the Day	\$ 2.50
*Adult and School Personnel Lunch	\$ 3.00
Dreams Are Free Lunch Elementary	\$ 2.25
Dreams Are Free Lunch Middle School	\$ 2.50
MILK COSTS	
5 cartons	\$ 3.00
By the Day	\$.60

**With or without beverage*

- If for medical reasons your child cannot drink milk, please bring a note from your doctor. A new note is required each year.
- Lunches may be prepaid by seeing Mrs. Boger in the cafeteria before the beginning of any school day. You may pre-pay for any number of lunches. **Please send lunch money to school in a sealed envelope marked with your child’s name and grade.** Your lunch account cannot be used for a la carte items. These must be paid for in cash.
- Because of the many details in accounting, it is not possible for children to “charge lunches”. However, no child will go without something for lunch – a peanut butter and jelly sandwich and milk will be provided.
- Prepaid lunches are valid only during the 2010-2011 school year. Any accumulated credits must be used before the last school lunch day. NO REFUNDS will be made at the end of the school year.
- NOTE: Please do not bring any fast food lunches, such as McDonald’s, Burger King, Subway, Wendy’s, etc., for your child to the cafeteria. This violates school policy. If your child is not purchasing a school lunch, he/she must bring a lunch from home.
- Free or reduced lunch applications are available through the school office or cafeteria. All information is held in confidence.
- Menus are subject to change due to deliveries.
- Parents are encouraged to come and have lunch with their children in either the courtyard or the cafeteria. Parents who wish to have lunch with their own children plus their children’s friends will need to eat lunch in the cafeteria rather than to take other children into the courtyard.



CAR LINE PROCEDURES – SEE APPENDIX – P61

CELL PHONE POLICY

St. Francis Xavier School assumes no responsibility for cell phones that are damaged or missing. Students needing to call home during school hours may do so from the office.

Cell phones may be brought to school under the following conditions:

- (1) Phones must be kept in the OFF position and placed in the owner's locker from 8:00 AM to 3:00 PM.
- (2) No cell phones may be used during school hours for any reason (including "texting").
- (3) Students remaining after school for activities or scouts may use their cell phones upon completion of the activity.
- (4) Those who violate any of the rules regarding cell phones will forfeit their privileges of bringing them to school. The cell phone will be confiscated and returned only to the student's parent or guardian.

CHANGE OF ADDRESS

A change of address or telephone number should be reported to the school office immediately. Up-to-date records are important in handling emergency situations. If we do not know where you are we will not be able to reach you in an emergency.

CLINIC

The school clinic is for the sole purpose of emergencies, so if you are called from the school clinic, your child should be picked up immediately.



**** BECAUSE OF THIS, UP-TO-DATE EMERGENCY NUMBERS ARE A MUST.****

This emergency number should not be your own. If any student is ill, injured, or excused for any reason during the school hours, he/she must be signed out in the school office. We strongly urge that parents or guardians do not send children back to school too soon after an illness. Please make sure the child is well enough to stay in school.

COMMUNICATION

Our communication methods to connect home and school are:

1. Web page www.stfrancisfortmyers.org.
2. SFX News (weekly online newsletter)
3. Edline
4. Yellow envelope (hard copy for homes without internet access)

CONFERENCES AND COMMUNICATION

Parent Conferences Conferences are held on scheduled days or by parents', guardians', or teachers' request. SEE Communication for more information on conferences.

Please consult the school calendar for scheduled for parent conference days. Conferences may also be scheduled as needed. Open communication between parents or guardians, teachers and administration is vital to your child's spiritual and emotional growth. Family problems do affect your child's performance in

school. We can help your child if you make us aware of such problems. Also, if you have any questions concerning your child and school, please make an appointment to see the teacher first. An appointment is a matter of courtesy and helps the teacher prepare to give you a better evaluation of your child. It is inappropriate to go directly to a teacher's classroom to discuss a student's progress. The teacher is responsible for attending to all his/her students. It is also inappropriate to approach a teacher to discuss the above matters while that teacher is on duty monitoring students.

It is in the best interest of the child that concerns be addressed and solved with the teacher first. Therefore, we suggest that the parents or guardians make an appointment with the teacher to discuss their concerns. If these concerns are not resolved, parents or guardians have the right and obligation to contact the principal and/or assistant principal to clarify their concerns. **Be assured that any concerns that parents or guardians voice will not result in any hardship for the child.**

COUNSELING

Elementary/middle school counselors are human relations specialists who are warm, concerned, and able to trust and be trusted. They provide a stabilizing influence to which children (and parents and guardians) can turn for support.

Responsibilities of the school counselor include individual, small group and classroom guidance. The counselor will work with students concerning specific areas of concern that are preventing them from reaching their potential, and with problems caused by low self-esteem, divorce or separation, grief, relocation, serious illness of a family member, test anxiety, inability to control one's behavior, poor study skills, or an inability to get along with others. Overall, the school counselor will be promoting good mental health and healthy social and emotional development.

The school counselor is also responsible for the coordination and implementation of the Rainbows Program. RAINBOWS FOR ALL GOD'S CHILDREN is aimed toward a process of healing through self-esteem, trust, God, and forgiveness for those children who are grieving the loss of a loved one or experiencing the divorce of a family. Trained adults will be selected to help children work through their grief, provide a place for them to meet new friends who have shared similar experience, and to come to an acceptance of what has happened in their family.

The guidance counselor is available to meet with parents. Please feel free to contact the counselor's office at 334-7707 extension 234.



DRESS REGULATIONS

UNIFORMS

The way we are dressed does influence the way we act. Students are expected to be neatly dressed in school uniforms unless express permission is given for other dress. All uniforms are to be purchased directly from Renegades Sportswear. Order forms are available in the school office.

UNIFORM SIZING

When purchasing uniform pieces, **please allow for growth** in the course of the year. Purchase items so that they will still be of an appropriate length and size for school when the year ends (not too short or tight, particularly with regard to skirts and skorts.)

Renegades Sportswear, 11857 Metro Parkway, Fort Myers FL 33966. Tel. 239-267-3977

Contact Person: Mr. Randy Zavada

HOURS: Monday through Friday 9:00 A.M. to 5:00 P.M.

ALL STUDENTS MUST WEAR THE SCHOOL UNIFORM. Uniforms should always be neat. Torn, ripped or dirty uniforms are unacceptable at school. They should be mended, cleaned or replaced immediately. Uniforms should fit properly, neither oversized nor undersized. Alterations may be needed after purchase or during the school year to accommodate growing bodies. Students are not permitted to roll up skort waist bands. Students must wear pants/shorts at waist level with a plain belt. Shirts are to be tucked in (not folded under) and belts/waistbands must be visible. **Uniform shirts must be tucked in upon arrival at school and until after students leave the campus.**

If there is a disagreement about acceptable appearance at school, the administrators will make the final decision. **On extremely cold days (temperature or wind chill factor below 40 degrees), students must wear their uniform shirt with SFX sweatshirt and/or SFX jacket or students may wear a white turtleneck under their uniform shirt with long school pants (no jeans, please).** Sweatpants may be worn on cold weather days for P.E. ONLY. Girls may wear solid color tights to school on cold days.

SCOUTS are permitted to wear their scout uniform instead of school uniform on scout meeting days.

SOCKS: Are available for purchase at Renegades Sportswear. These will be plain white socks only.

JEWELRY: Girls may wear one pair of earrings (including hoops) not larger than a dime. No earrings for boys. Boys or girls may wear a watch but no bracelets, including ankle bracelets. Girls or boys may wear one ring. Boys or girls may wear a cross or religious medal necklace on a chain not more than ¼” wide. If students are not sure that a jewelry item complies with the dress code, they should bring the item to the office for approval before wearing it.

PIERCINGS: Body piercings, other than one earlobe piercing, are not appropriate for school.

NAIL POLISH: Clear only (no French manicures). – No polish or nail polish remover is to be brought to school. Fake nails are not acceptable.

TATTOOS: Not acceptable for school.

MAKE-UP: MAY NOT BE WORN TO SCHOOL. - - No make-up/cosmetics are to be brought to school.

HAIR: Hair should be neat, clean, cut and styled conservatively. If in doubt, ask before getting a haircut. **Boys’ hair length must be above the collar and above the eyebrows**, and the rest of the hairstyle cut in proportion to that length. Also, students are not permitted to “spike” their hair. If you are uncertain about any aspect of the dress code, please check with the school administrators before you make a decision about



purchases or haircuts. Unacceptable hair accessories include, but are not limited to, hair wraps (beads, etc.), and hair extension pieces. No scarves, ties, etc. may be worn as headbands.

SHOES: APPROVED FOOTWEAR LIST FOR 2010-2011

PLEASE NOTE:

- ONLY SOLID WHITE LEATHER ATHLETIC SHOES ARE APPROVED BY THE ADMINISTRATION.
- KEDS AND KEDS TYPE SHOES ARE NOT PERMITTED.
- SHOES WITH ANY COLOR TRIMS AND COLOR LOGOS ARE NOT PERMITTED.
- SOME **SAMPLE** APPROVED ALL-WHITE LEATHER SHOES ARE MADE BY:

ADIDAS	NIKE
ASICS	REEBOK
K-SWISS	SKECHERS
NEW BALANCE	STRIDE RITE

You may purchase school shoes anywhere as long as they are a **solid white leather, white-soled** shoe. This policy has been implemented to help protect our gymnasium floor. Please keep shoes clean at all times. Do NOT machine wash. Please hand clean only. Cleaner and polish are available at many shoe stores including Snyderman's.

Snyderman Shoes, located at 1900 Trailwinds Drive, Ft. Myers, Florida has provided the accompanying money-saving coupon.



DRESS CODE FOR MISSION T-SHIRT DAYS/FIELD DAY – School shorts, skorts or pants worn with the mission or school spirit T-shirt are acceptable. School uniform shoes must be worn for safety reasons. Students must wear pants/shorts at waist level with a plain belt. **Blue** jeans are permissible if they are appropriate for school according to the guidelines below.

Items that are never acceptable at school for any occasion:

- **Jeans that are “low riders” or skin-tight**
- **Low-cut, see-through or sleeveless tops**
- **Spaghetti straps on tops or dresses**
- **Cropped tops**
- **Tops/shirts that don’t cover the top of jeans or pants when the student is seated or when the student raises his/her arms**
- **T-shirts with inappropriate logos, slogans, or designs**

- Clothes that are dirty, have holes or cut-outs; no frayed cut-offs
- Skirts or dresses above knee-length

AFTER-SCHOOL DRESS: Students are not permitted to change out of their school uniforms to attend games or other activities unless they are participating in a game or performance.

STUDENT COUNCIL DRESS-OUT DAYS: Students must be dressed appropriately as defined by the theme of the day. Bermuda shorts and capris (except white ones) are acceptable for girls, and boys may wear athletic shorts (no white). Blue jeans are acceptable for boys or girls.

CASUAL PICTURE DAY DRESS CODE: Students may dress out and wear blue jeans if they wish, provided that the jeans are not “low riders” and are not skin-tight. Tops are to be appropriate for wear in a Catholic school: no low-cut, see-through or sleeveless, no spaghetti-straps. All shirts must be long enough to cover the top of the student’s jeans or pants, even when the student is sitting down. T-shirts must have only appropriate logos, slogans, or designs on them. Clothes must be clean and in good condition: no holes, cut-outs, etc. Skirts or dresses must be knee-length.

YEARBOOK PICTURE DRESS CODE: Absolutely no makeup is permitted in any pictures. Glamour Shots are unacceptable and will not be included in the yearbook.



EDLINE

Edline is a safe and easy way for educators, parents, and students to share information. The faculty can use Edline to post assignments, class policies, links to websites, tests and assignments, due dates and much more. Progress reports can be periodically uploaded for parents and students to review their progress in the class. Students have their own account which allows them to view their progress and help parents find information. At St. Francis School we will place all sensitive information on Edline so that only the parents of our students can have access to it. In addition, information about your child will be available only to you. If you have any questions or concerns please email administrator@stfrancisfortmyers.org.

EMERGENCY PROCEDURES

According to safety regulations, emergency drills will be held at frequent intervals during the school year to acquaint the students with emergency procedures. Since September, 2000, the schools of the Diocese of Venice have had in place a crisis management plan which includes procedures for emergency school evacuation (Code Yellow), school lockdown (Code Red), tornado drills, fire drills, etc. We practice these procedures so that they are familiar to all faculty, staff, and students.



FIELD TRIPS

- **Field trips are a privilege and not a right.** Because we do not have the use of busses, it is difficult to schedule these trips. One way we can provide educational field trips is with parents or guardians helping to provide transportation.

- The procedure for organizing field trips is the responsibility of the teachers. Students may not participate in field trips unless a permission form provided by the school is signed by the parent or guardian.
- Permission given by way of the telephone is unacceptable.
- **The teacher can deny a student the privilege of participation in an activity outside the school for reasons relating to unacceptable behavior.**
- On the next page is a sample of the Diocesan Field Trip Permission Form that is acceptable by the teachers and administration. Should a student forget a permission slip a parent or guardian may copy this form or obtain a copy in the school office

HARASSMENT POLICY

Diocese of Venice in Florida

Each school shall set up a grievance procedure for handling sexual harassment complaints that include the following:

1. Training of staff and students as to what sexual harassment is and that it will not be tolerated.
2. Notice to all employees, students, and parents of the procedure, including where complaints may be filed.
3. Explanation of all procedures that will apply to complaints alleging harassment carried out by employees, other students, or third parties.
4. Adequate, reliable, and impartial investigation of complaints including the opportunity for both parties to present witnesses and other evidence.
5. Specific and prompt time frame for completion of the major stages of the complaint process.
6. Notice to the parties of the outcome of the complaint.
7. Assurance that the school will take steps to prevent the reoccurrence of harassment and to correct its discriminatory effects.

Sexual harassment will result in disciplinary action which may include dismissal.

Active steps must be taken by each school to communicate the Diocesan policy on school harassment and the school's procedure for dealing with it.

Sexual harassment policy applies to all school personnel, students and all other persons while on school property or at school functions.

NOTE: Harassment is addressed yearly by the Guidance Counselor at all grade levels during regularly scheduled Guidance classes. It is an integral component of the school Guidance program.

DIOCESAN SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sexual discrimination and is forbidden.

Sexual harassment usually takes one of two forms:

- (1) threatening to impose sanctions on a person unless favors are given; and or
- (2) conduct containing sexual matter or suggestions, which would be offensive to a reasonable person

Sexual conduct includes physical contact, request for sexual favors and other verbal and physical conduct of a sexual nature.

There is an obligation to report sexual harassment by anyone who experiences or witnesses it.

HEAD LICE

SCHOOL DISTRICT OF LEE COUNTY HEALTH SERVICES PEDICULOSIS (HEAD LICE)

POLICY:

Pediculosis (head lice) rarely cause direct harm, are not known to transmit infectious disease, are not contagious and therefore should not be considered a medical or public health problem. Head lice are annoying, uncomfortable and socially unacceptable. They may cause itching, irritation and embarrassment. Head lice are usually transmitted by direct contact with infected persons' hair, but may be transferred with shared combs, hats or hair accessories. It is the policy of the School District of Lee County to control the spread of pediculosis among school age children with minimal interruption of the learning process. Screening for pediculosis is necessary only when infestation of live lice or nits is identified on an individual student or at the request of the school principal.

PROCEDURE:

1. When there is suspicion of infestation on an individual student, he/she should be sent to the clinic for inspection.
2. If live lice or nits are found, the child's parents should be notified by note at the end of the day of the suspected infestation. The note should state that the child is not to return to school until the hair is treated and all nits are removed.
3. If live lice or nits were found on the student, a screening of the entire class should be done. If live lice or nits are found on any classmate, they too should receive a note for their parents at the end of the school day.
4. Prior to returning to school, the student should be re-inspected. He/she should not be allowed to return to the classroom until all live lice and nits have been removed from the hair.
5. Children should not be over-treated with pediculicides. An initial treatment with a pediculicide followed by mechanical removal of all nits should be effective to eliminate the problem.
6. Three days is the maximum amount of time allowed for removal of eggs from hair. Any absence over 3 days will be considered an unexcused absence.

RE-ADMISSION TO SCHOOL

Your child's hair will be inspected upon return to school.

1. You must accompany your child.
2. ALL NITS MUST BE REMOVED.

PREVENTION

Head lice can be picked up anywhere in the community if there is direct contact with an infested person or his/her combs, brushes, hats, hair ribbons, scarves, etc. Shared pillowcases or towels can also be a source. Check your children frequently. Be aware of who their playmates are, whose homes they visit and who visits your home. Consider notifying your child's playmate's parents. Remember, anyone can get lice. Thank you for your cooperation.

HEALTH

Under the direction of the Lee County Health Department, we have a program to safeguard the health of our students.

The program includes weighing and measuring children in Grades K-5, hearing and vision checks in Grades 1-5 and 7. Blood pressures may be taken in Grades 7 and 8, and scoliosis examinations are given in Grades 6, 7, and 8. If a teacher notices a specific problem in a student, he/she advises the school office and parents or guardians are notified. The Public Health nurse assigned to our school visits once a week.

To help prevent students from the year-after-year exposure to sun, caps and sunglasses are approved for outdoor activities only. Further, sunscreen is also a beneficial protection against sun exposure - - to be applied before coming to school.

A health record is kept on every student in the school. The teachers review these records at the beginning of the year so that they are aware of any specific problems student may have. Parents or guardians are urged to make all health problems known to the teacher. For your information we have included our school policy for treatment of head lice. This is in compliance with the School District of Lee County's health services. Effective with the 1997-98 school year hepatitis B vaccination, second dose measles vaccination (preferably MMR), and a Td booster required for seventh grade entry and attendance.



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HOME AND SCHOOL ASSOCIATION

The education of your child is a cooperative enterprise. Close cooperation and understanding between the home and the school are most important. The Home and School Association of St. Francis Xavier School strives to achieve this. All parents and guardians should be willing, when able, to assist actively in the promotion of all works undertaken for the welfare of the students. Such interest and participation reflect your concern for your child, and his/her school should be a priority. Being familiar with school policies, meeting with teachers, and attendance at Home and School Association meetings and events are only a few of the ways in which you can participate. Families' volunteer activities are extremely important, both inside and outside of school. All St. Francis families are asked to donate 20 volunteer hours per family each year in order to keep school costs down and, more importantly, to build community between home and school. Volunteers' gifts of time and talent are greatly needed and appreciated!

HOMEWORK

Homework will be assigned at the teacher's discretion because he/she can determine the needs of the students. Homework is an essential part of your child's educational program. The purpose of homework is not for punishment but to provide reinforcement and practice of the skills taught in school. A homework assignment is part of the class work of the following day.

Students who fail to hand in three or more completed homework assignments on the day they are due will be required to come to school on Saturday morning from 9:00 a.m. to 11:00 a.m. at which time this work will be completed. Each student will be assessed a \$10.00 fee. Students will be under the supervision of a teacher.

Homework Detention Policy for Grades 2-3: One weekday detention after 3 or more missed assignments in a quarter.

Homework should be checked each night by parents or guardians. We have adopted an assignment book and we require that each student in Grades 3 -8 purchase one. The assignment books are available for sale at school. Students in Grades 4 -8 have homework each school night, so if your child is not doing homework, please contact his or her teacher. If your child is spending an inordinate amount of time doing homework, please contact his/her teacher.

Daily homework assignments can be found by logging onto your Edline account. To obtain an Edline account please email administrator@stfrancisfortmyers.org.

HOMework GUIDELINES

Homework time limits should be flexible because assignment types and purposes vary. Since many homework assignments extend over a period of time (several days or weeks), daily homework may not be necessary. Parents can do their part to help with homework completion by:

- Providing a desk or table in a QUIET place (no distractions, interruptions) with reference books, if available, and other necessary supplies
- Scheduling a regular study time, checking the child's written work (signing it if requested), and studying with him/her.
- E-mailing the child's teacher(s) once/wk. to inquire about his/her progress.
- Supervising your children's use of the computer at all times.

HONOR ROLL AND AWARDS

Kindergarten – Grade 2: Teachers will handle awards on a classroom basis.

Grades 3 – 8:

All academic honors require satisfactory "specials" grades ("S") and conduct/effort grades of 1, 2, or 3 in addition to achieving the required average in core subject areas (listed below). A "4" or "5" in conduct and effort in any area disqualifies a student for honors.

Franciscan Honors (Grades 4-8): 95% average or better in the core subjects (Religion, Language Arts, Math, Social Studies, Science and Spanish).



First Honors (Grades 4-8): 90% average or better in the core subjects (Religion, Language Arts, Math, Social Studies, Science and Spanish).

Second Honors (Grades 4-8): 80-89% or better in the core subjects.

Third Grade Honors: 80% average or better in the core subjects.

ACADEMIC CODE	CONDUCT AND EFFORT
90-100	1. Outstanding
80-89	2. Satisfactory
70-79	3. Average
60-69	4. Needs Improvement
0-68	5. Unsatisfactory

REACH FOR THE STARS (Recognition of Special Effort)

Students making special effort, whether or not they achieve honor roll status, may receive a certificate for their achievements.

SAINT FRANCIS AWARD

Students are selected from Pre-K through Eighth Grade for this honor. This award is not based on academic achievement but on the carrying out of Christian values and attitudes in everyday behavior and manners – effort, conduct and all aspects of acceptable behavior.

WEEKLY AND MONTHLY AWARDS

In order to encourage all of our students to learn self-discipline and work every day toward fulfilling the school's behavior expectations, a "Student of the Week" and a "Student of the Month" will be selected from each class. Certificates will be awarded. In addition "Citizen of the Month," "Reader of the Month" and "Writer of the Month" are selected and awarded certificates.



HOURS - SCHOOL

These are the policies regarding school hours:

1. School hours are 8:00 am to 3:00 pm.
2. Students entering from Heitman Street may do so after 7:30 AM.
(**EXCEPTION:** 5th grade student patrols and their car pools may report to the 5th graders' homeroom at 7:20 AM.) Specific information on arrival/dismissal procedures for PreK-3 and "AM-only" VPK4 students will be sent home by their teachers.
3. Sixth, Seventh and Eighth grades and their car pools enter school from Cottage Street at 7:30 AM.

4. Students arriving after 8:00 AM are tardy and must be accompanied to the school office by a parent or guardian who then must sign the student in. The receptionist will issue a late slip which the student must give to his/her teacher in order to be admitted to class.
5. Parents/guardians who do not accompany and sign in their tardy students will receive a reminder call from the school office.
6. Any children left after 3:15 PM. are taken to the After-School Care Program and parents or guardians will be billed accordingly.

HOURS - OFFICE

The school office is open daily from 7:45 AM to 4:00 PM, Monday through Friday.

Anyone entering the school after 8:00 AM **must** proceed through the reception area and obtain a visitor’s/volunteer’s name tag from the computer or receptionist. No one may obtain access to the school without following this procedure.

INSURANCE

A student attending a Catholic school in the Diocese of Venice must participate in the Accident Insurance Policy sponsored by the Diocese of Venice. The cost of this insurance is included in the Registration Fee.



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LITURGY

The celebration of liturgies plays a vital part in the life of the students of St. Francis Xavier School. “A fully Christian life cannot be conceived without participation in the liturgical services in which the faithful, gathered into a single assembly, celebrate the paschal mystery.”

During the school year, Grades 1-8 will attend the 8:15 parish liturgy once per week. These celebrations are intended to encourage your child’s active participation in the Sacred Liturgy. Parents or guardians are encouraged to attend these liturgies, especially when their child’s class attends. Paraliturgical services are held periodically.

Throughout the year, there will be opportunities for students in Grades 2-8 to participate in the Sacrament of Reconciliation.

Students will celebrate the liturgy together on Holy Days of Obligation when school is in session by attending a St. Francis Xavier Parish mass.

GUIDELINES FOR THE RECEPTION OF COMMUNION

For Catholics: As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive communion devoutly and frequently. In order to be properly disposed to receive communion, participants should not be conscious of grave sin and normally should have fasted for one hour. A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (Code of Canon Law, Canon 916). A frequent reception of the sacrament of penance is encouraged for all.

For Fellow Christians: We welcome our fellow Christians to this celebration of the Eucharist **as our brothers and sisters.** We pray that our common baptism and the action of the Holy Spirit in this Eucharist will draw us closer to one another and begin to dispel the sad division that separates us. We pray that these will lessen and finally disappear, in keeping with Christ's prayer for us "that they may all be one." (John 17:21)

Because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of those churches with whom we are not yet fully united are ordinarily not admitted to Holy Communion. Eucharistic sharing in exceptional circumstances by other Christians requires permission according to the directives of the diocesan bishop and the provisions of canon law (Canon 84484). Members of the Orthodox Churches, the Assyrian Church of the East, the Polish National Catholic Church are urged to respect the discipline of their own churches. According to Roman Catholic discipline, the Code of Canon Law does not object to the reception of communion by Christians of these churches (Canon 84483).

For Those Not Receiving Holy Communion: All who are not receiving Holy Communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another.



Non-Christians: We also welcome to this celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Holy Communion, we ask them to offer their prayers for the peace and unity of the human family.

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LOCKERS

Lockers have been installed for student use in Grades 2 through 8. Locks will be issued to Grade 5-8 students. Lockers are for books, book bags, school supplies, lunch boxes/bags, outer wear such as a school sweatshirt or school jacket **only.** The administration and/or teachers may check lockers periodically to make sure students are not bringing inappropriate items to school. Middle school students are not permitted to go to their lockers for "forgotten" items during class time. They are permitted to go to lockers before and after school and on "breaks" and lunch time.

LOST AND FOUND

Items are frequently left in the courtyard or are unclaimed from the “lost and found” (especially uniform pieces or other items of clothing). The following procedure has been established to address this issue: “Lost and Found” clothing items, if unclaimed by the end of the school week, will be collected and placed in the Used Uniform Exchange. Other items (lunch boxes, etc.) that are unclaimed by the end of the school week will be discarded. Library books will be returned to the Media Center, and textbooks returned to the student or to his/her homeroom teacher. If textbooks are damaged, students are responsible for the cost of replacing them.

MEDIA CENTER

THE ANNETTE UNGER MULTI-MEDIA CENTER

The media center serves as a school-wide resource center ensuring that our students and staff are effective users of ideas and information. It provides intellectual and physical access to information, provides instruction to develop information literacy skills, and encourages interest in reading for a purpose as well as life-long enjoyment. It offers assistance in selecting and using various prints and non-print formats along with electronic technologies for learning. The media center houses almost 25,000 items.

The library/media center is open daily from 7:45 AM to 3:15 PM. Classes have scheduled time for utilizing the center each week, including selecting Accelerated Reader books. Small groups may work in the center when supervision is available; however, entire classes will be accompanied by a teacher or assistant.

MEDIA CENTER RULES

1. The number of books to be borrowed by students is determined by grade level and special project needs for middle school students.
2. Reference books do not circulate on loan but may be requested for classroom use by teachers and for special assignments.
3. Any book that is lost, damaged or defaced is to be replaced or paid for by the student. If the lost book should be found, the money paid to replace it will not be refunded; the book will then be yours.
4. A book may be renewed for one week if it has no holds and must first be brought back to the circulation desk for loan renewal.
5. While there are no fines for overdue books, a student cannot borrow additional books until the overdue ones are returned.
6. All students are expected to follow library rules established by the library/media specialist and act in a quiet manner that shows consideration for other users.



MEDICATION

By law, principals or teachers are prohibited from dispensing any medication, (including over-the-counter medications, such as aspirin) except under the direction of a physician. Students may not take any medication unless it is prescribed by a physician, nor may a student give any such medication to another.



IMPORTANT: All medication prescribed by a doctor which is to be taken by certain dosage must be brought to the school clinic in the prescribed container with the amount to be taken. It may not be placed in an envelope or any container other than the authorized one that the medication came in.

THIS IS A STATE LAW AND WE WILL NOT VIOLATE IT.

A note from the parent or guardian is needed in giving permission and noting the time of day medication is to be taken and for how long.

Please remember that absolutely no medication of any kind will be given without a medication authorization form.

YOU WILL FIND MEDICATION AUTHORIZATION AND PERMISSION FORMS ON THE FOLLOWING PAGES. PLEASE DUPLICATE AS NEEDED OR OBTAIN A COPY FROM THE SCHOOL OFFICE.

CHILDREN MUST NEVER CARRY MEDICATION OF ANY KIND ON THEIR PERSON.

Again, we request that elective doctor and dentist appointments during school hours be kept to a minimum. When too much instructional time is lost it can never be made up.

Children having symptoms of severe cold, fever, etc., should remain at home. Following an absence from school, children **must** bring a written note from a parent or guardian stating the reason for such absence. Any student absent five or more consecutive days is required to bring a certification from a doctor, stating that he or she may return to school.

Please notify the school office before 8:30 am if your child is ill and will be absent from school that day. If we do not hear from you, the school office will contact you. If a child becomes ill during the school day, you will be contacted by telephone. Parents or guardians must provide pick-up transportation for an ill student.

FOR YOUR CHILD'S SAFETY WE MUST HAVE CURRENT EMERGENCY TELEPHONE NUMBERS.
Parents or guardians must always go to the school office to sign students out. No one is to go directly to a classroom.

NATIONAL JUNIOR HONOR SOCIETY

We are privileged to have a National Junior Honor Society Charter for our school. Seventh and eighth grade students who are recommended by their teachers for their outstanding academic achievement, conduct and citizenship will be invited to become a member of this prestigious society. Please refer to the school website for information about NJHS.



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THE PARENT'S ROLE in EDUCATION

At St. Francis Xavier School, we consider it a privilege to work with parents in the education of children, because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life: spiritually, physically, mentally, emotionally, and psychologically. Your choice of St. Francis Xavier School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in your child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Francis, we trust you will be loyal to this commitment. During these formative years (PreK-3 to Grade 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet encouraging, the student to reach his/her potential.

Parents and teachers must remember that allowing oneself to be caught between the student and our educational partner will never have positive results. Dividing authority between school and home, or within the home itself, will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. **Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships.**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause students to lose focus. As this natural process occurs, children need both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades which he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

PARENTS AS PARTNERS

As partners in the educational process at St. Francis Xavier School, we ask parents to set rules, times and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time the end of the day;
- Is dressed according to the school's dress code;
- Completes assignments on time; and
- Has lunch money or a nutritional lunch and snack every day.



In order to help make your child's educational experience at St. Francis as successful as possible, we ask that parents:

- Support the religious and educational goals of the school;
- Support and cooperate with the discipline policy of the school;
- Treat teachers with respect and courtesy in discussing student problems;
- Inform the school of any special situation regarding the student's well-being, safety, and health;
- Notify the school office with a written note when the student has been absent or tardy;
- Notify the school office of any changes of address or important phone numbers;
- Actively participate in school activities such as Parent-Teacher Conferences;
- Read school notes and newsletters and show interest in the student's total education;
- Promptly complete and return to school any requested information;
- See that the student pays for any damage to school books or property due to carelessness or neglect on the student's part;
- Meet all financial obligations to the school.

If, through words, actions, or lack of compliance, parents do not uphold their part of the partnership and it becomes irrevocably broken in the opinion of the school administration, then continuing enrollment is jeopardized.

PARENTS-ON-PATROL

The Parents-On-Patrol (mothers and fathers or guardians) are in the parking lot each morning or afternoon, volunteering their time to ensure the safety of all the school children. Use of vulgar language, disrespectful comments and failure to observe the directions of our parents-on-patrol will absolutely not be tolerated. This type of behavior from parents or guardians who are bringing children to school or picking children up is totally unacceptable.

Once again, we ask you to cooperate with our wonderful volunteers. Volunteers are always needed for this very important program. Please contact the school office to volunteer for AM or PM carline.

Thank you!!

PARKING LOT PARENT RESPONSIBILITIES

Parents must-

- (1) follow drop-off and/or pickup procedures using specified entrances and exits as stated in the Parent/Student Handbook.
- (2) respect teachers, parents/grandparents on Patrol.
- (3) must **NOT** use profanity or demeaning language.

Offenders will be identified by name or license plate number. The school may enlist the assistance of law enforcement officers if necessary.

Please see the web page for drop-off/pick-up procedures.

PHYSICAL EDUCATION



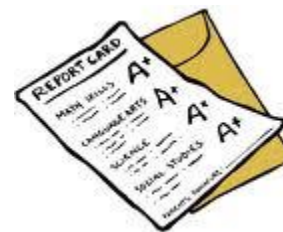
Our program of Physical Education contributes to all phases of individual growth and development through movement and physical activities. Some objectives to be realized are the development of locomotor and non-motor skills, physical game skills, total fitness, safety and attitudes, desirable social standards and ethical concepts and wholesome recreation for leisure time. Good sportsmanship is always emphasized. All students are expected to follow gymnasium rules and regulations established by the Physical Education teachers and act in a manner that shows respect for the facility.

P.E. UNIFORMS

All students in Grades 4-8 are required to wear a physical education uniform, sneakers and white socks. These are to be taken home at the end of each week to be laundered. The PE uniforms (shorts and shirts) are to be purchased at Renegades Sportswear. **All articles of clothing should be marked with the student's name in indelible ink.**

PROGRESS REPORTS AND REPORT CARDS

Progress Reports Grades and progress reports will be available on Edline Grades 5-8. Homework and other school information will be available on for all grade levels. For assistance with accessing Edline please e-mail administrator@stfrancisfortmyers.org or contact Mr. Bedford at 334-7707



for
Edline
x 242.

Report Cards All report cards will be sent home in hard copy form at the end of each quarter.

REGISTRATION INFORMATION

Re-registration, as always, is due and payable on February 1st. The February tuition (January 20th or February 5th) will continue to be deferred so that no family will have to pay BOTH tuition and registration fee in one month. **Registration fee of \$350 per student will** be automatically withdrawn from the same account which you use for your tuition payments on February 1, 2011. All those who pay their tuition in full each year may remit registration by February 1, 2011.

REGISTRATION FEE IS NON-REFUNDABLE

Registration for all new siblings entering PreK3, VPK, and Kindergarten must be completed by November 30, 2010. Registration does not mean automatic acceptance. Each child must meet the criteria. Parents of children in Grades 1-8 who are on the waiting list will be contacted by Mrs. Cheatham as places become available.

RESOURCE PROGRAM

The resource program at St. Francis School is designed to address the needs of students with varying learning abilities. Services are provided for students who are at risk as well as those who have been identified as needing enrichment.

The non-labeling identification program for at risk students is a collaborative-consultative model that encourages and forms alliances among parents, teachers, and students. This partnership promotes the

understanding of each student's strengths and weaknesses. Learning strategies, accommodations, and modifications (if necessary), are provided through a learning support document. Once this document is established, it is reviewed within each semester for the students. Together with the resource coordinator, classroom teachers identify students who require supports and design programs to meet these needs.

Testing services may be recommended by the resource coordinator when a more detailed picture of the student's strengths and weaknesses is considered necessary. A list of agencies that provide testing is available through the Resource Department.

Students who have been identified through outside testing as having an ability score of 130 or above will qualify for enrichment services. The resource coordinator, classroom teacher, and student will collaborate in developing an individualized enrichment program. Enrichment programs could include flexible grouping, modifying lessons for enrichment of content, providing time and resources for student to pursue areas of special interest, and/or independent study contracts.

The resource program provides academic support and specific training in study, organizational, and test-taking skills. When taught in the regular classrooms, these strategies benefit all students.

Mrs. Mary Calicchio, the resource coordinator, can be reached by calling 334-7707, extension 235.

RETENTION

Important factors which are considered before retention would include the following:

- (1) The child has not mastered readiness skills for the next grade level;
- (2) Immature social skills;
- (3) Excessive absences

Tutoring may be recommended at any time for reinforcement of a weak area of learning.

SAFETY PATROL PROGRAM

The Safety Patrol members are chosen from Grade Five. Their duties include patrolling the parking lot in the morning and afternoon. In order to keep their belts and badges, they must maintain good grades and conduct. Safety Patrols are a very important part of our school safety program. Please encourage your girls and boys to help in this endeavor. Mrs. Rosemarie Furlong and Mrs. Debbie Tousey are the advisors for the Patrols.

SCHOOL BOARD

The School Board of St. Francis Xavier School works in conjunction with the pastor and principal to assure a sound education program at St. Francis Xavier School. The School Board is made up of the pastor of St. Francis Xavier Church, nine nominated representatives who serve a three-year term, and one representative appointed by the administration for a one-year term. Parish representation is taken into consideration.

The School Board is a consultative body monitoring education progress of St. Francis Xavier School. The board is responsible for helping in all aspects of the formal education programs of the school. The board

also consults with administration regarding the adequacy of school policies and effectiveness of their implementations, long range planning, and the support of local policies.

School Board members are nominated in May of each year and serve a three-year term. The board meets regularly and welcomes your suggestions and comments. Any person may address the School Board by requesting to be put on the agenda. This request must be made prior to the publishing of the agenda.



SCHOOL SAFETY

St. Francis Xavier School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

SERVICE HOURS

Each family is asked to give a minimum of 20 hours of service to the school each year from the beginning of school through the summer months. This program has saved St. Francis Xavier School (and you) many thousands of dollars and thus has helped to keep the tuition from skyrocketing. The program has been successful because so many of our parents are very loyal and dedicated to St. Francis Xavier School and serve in many capacities.

The Volunteer Directory will be distributed at the beginning of each school year and outlines the various volunteer opportunities available to parents.

All volunteers should keep a careful record of service hours completed outside school. Volunteer hours completed in school will be automatically logged into a computerized system in the school office.

Each family is also encouraged to perform service in their community as good practicing Catholics.

SPIRITUAL DIRECTION



Sister Jo Marie Streva, OSF, and Sister Colleen Brady, OSF, minister to the spiritual development of students and faculty by blending Franciscan spirituality and faith formation. They offer experiences of Scripture-sharing, prayer and ritual, and coordinate liturgical services, retreats and faith-based programs for the school community. Their previous experience with retreat and parish ministries includes an extensive background in administration, group facilitation and individual spiritual guidance.

The sisters' role is to be available for others, to walk with individuals, one-to-one, along a spiritual path. This direction is not psychological counseling or religious instruction. It is a mutual, interactive process of listening, reflecting, sharing, and praying together about the God-connections of everyday life and human relationships. Sister Jo and Sister Colleen are available to students or adults upon request for individual spiritual direction or sharing prayer.

SPORTS

Sports are an integral part of St. Francis Xavier School in Grades 5-8. The program includes boys' and girls' volleyball, basketball, soccer, and golf. These activities are coached by faculty members and volunteer parents. Tryouts are held for all school teams except golf and Grades 5-6 boys' and girls' soccer. Some sports require fewer team players than others (particularly basketball) so it may be necessary for coaches to select team members from among those students who try out.

ATHLETIC FEE: A fee will be assessed to all student athletes.

- (a) Soccer - \$15.00
- (b) Basketball or Volleyball - \$25.00
- (c) Golf – to be determined

The aims of our sports programs are:

1. Teach sportsmanship
 - a. Understand and accept the rules of the game
 - b. Encourage the attainment of a skill
 - c. Stress fair play
 - d. Achieve self-control
 - e. Accept defeat with grace
2. Respect the authority of the sports officials
3. Demonstrate friendship and courtesy to the opposing players and to each other
4. Encourage leadership, initiative, good judgment and cooperation
5. Recognize that the purpose of athletics is for the enjoyment of students and to develop character by promoting the physical, mental, moral, social and emotional well-being of the individual player.
6. Every team member will participate in every game for a length of time to be determined by the coach.

SEE APPENDIX FOR ATHLETIC ELIGIBILITY CONTRACT

SUBSTANCE ABUSE POLICY

DIOCESE OF VENICE IN FLORIDA

The use or possession of illegal drugs, alcoholic beverages, mood altering substances, drug-related paraphernalia, or the abuse of prescription or non-prescription drugs by any student on school property or while attending or participating in any school sponsored activity is forbidden and will result in disciplinary action which may include expulsion.

A conviction for drug possession, use or the sale and distribution of drugs, on or off campus, will result in immediate expulsion.

The Diocese of Venice is committed to a drug-free environment. To accomplish this goal, schools have the right to implement any of the following measures:

- (1) Mandatory drug testing before a student may be accepted into the school.
- (2) Mandatory, random drug testing of students.
- (3) Random drug sweeps, including searches of lockers, possessions, and vehicles.

Failure to comply with these procedures may result in expulsion.

Results of drug testing and searches will be kept confidential by the school.

It is the policy of the Diocese to assist students suffering from substance abuse. To accomplish this, upon reasonable suspicion of student drug use, the schools may take the following measures:

- (1) Notification of parents or guardians of the students, and consultation with school officials.
- (2) Drug testing at an independent laboratory.
- (3) Assessment by a certified drug counselor.
- (4) Enrollment in and successful completion of a treatment program by the student.
- (5) Random individual drug testing during the school year.

ADDENDUM – Diocesan policy states that adults must not use or possess or be under the influence of any alcoholic beverage or illegal drugs while in the presence of minors at any school function or organizational meeting. This includes sporting events, scouting activities, holiday programs, fine arts performances, etc.

SUN PRECAUTIONS

In compliance with the Lee County School Health Advisory recommendation that schools allow hats and sunglasses to be worn during outside activities, it has been decided that this is a viable option for St. Francis Xavier parents. Students will be allowed to take sun precautions; however, teachers are not responsible for the above items.

TECHNOLOGY USE

DIOCESE OF VENICE TECHNOLOGY USE AGREEMENT

**IMPORTANT MESSAGE TO PARENTS AND STUDENTS---
PLEASE READ CAREFULLY AND SIGN THE FORM BELOW.**



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must

The Diocese of Venice has mandated that any student operating a computer school hours must be aware of his/her responsibility toward the care that be taken with this equipment. **THIS FORM MUST BE SIGNED BY BOTH STUDENT/USER and PARENT/GUARDIAN.** (It is not necessary to have each sibling sign a separate agreement. All children in one family may sign the same form.)

If the Technology Use Agreement is not signed and returned, your student will not be permitted to operate a school computer. Students will also lose their computer privileges for any misuse of the school technology system.

DIOCESE OF VENICE TECHNOLOGY USE AGREEMENT

As a school-based computer user, I agree to the following rules and code of ethics:

1. I recognize that the purpose of school computers and electronic information services is for teaching and learning. I also recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer ribbons, and diskettes that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel. All media from home must be free of viruses.
3. I recognize that the work of users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not be a party to any electronic plagiarism; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in any communications.
4. I will honor my school's procedures for the storage of information. I understand that I am expected to save files that I want to keep on my own memory stick. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

5. I understand that each student who receives Internet access through an account will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for the network or resource.
6. As a user of the Internet, I will not use bulletin boards or chat lines for any reason. In addition, I will not reveal my personal information, home address, or phone number nor those of other students, teachers, or staff. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted.
7. Students are not allowed to change backgrounds, use screen savers, or change any settings on the computer.
8. Students must close out all programs when finished using a computer.
9. NO CDs or SOFTWARE may be brought from home.
10. NO EATING or DRINKING in any computer labs or by any computer.
11. NO GAME PLAYING ALLOWED ON ANY SCHOOL COMPUTER.
12. NO SOFTWARE MAY BE ERASED from school computers.
13. **Students are not permitted to use social networking sites at any time during school hours on a school computer or any portable device such as a cell phone. Students are also cautioned that social networking sites visited off school property may impact the student's enrollment at St. Francis. In addition, parents are strongly cautioned to monitor all social networking sites. Social networking sites include, but are not limited to, Facebook, Twitter, and MySpace. In addition, there are numerous texting programs that can be used on school or mobile systems. Students are not permitted to use an e-mail service or IM while at school.**

Parents must realize that their children *may* encounter material on the Internet that the school does not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) Although filtering software is in place there is no guarantee that all controversial material will be blocked. The school uses Chaperon for Microsoft ISA (Internet Security and Acceleration Server) Server 2000 for internet blocking purposes. Chaperon 2000 is fully compliant with the Children's Internet Protection Act. In addition, the school will be using i-SAFE which is a non-profit Internet safety education foundation, to bring Internet safety education and awareness to our nation's youth. (www.isafe.org) It is the student's responsibility not to pursue material that the school may consider offensive. The student is responsible to let Mr. Bedford or a teacher know immediately if he or she accidentally goes to an inappropriate web site. all inappropriate web sites are logged and the site as well as the address and location of the computer are sent to the network administrator, Mr. Bedford.

The use of the computer is a privilege, not a right. Vandalism or intentional modification of system settings is prohibited. The undersigned below assumes financial responsibility for any damage caused by the user. The system administrators may close an account at any time as required. The administration, faculty and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violation of the rules and code of ethics described above will be dealt with seriously, including loss of computer privileges and/or disciplinary action.

TELEPHONES

FACULTY & STAFF TELEPHONE EXTENSIONS

MAIN NUMBER FOR ALL CALLS: (239) 334-7707

FAX (239) 334-8605

You may dial the main number day or night hours and enter the extension listed below to leave a message, or you may send an e-mail at any time.

OFFICE AND SUPPORT STAFF

Principal Ms. Janet Ortenzo 334-8601

Assistant Principal Mr. James Reynolds 334-7797

Spiritual Development Sr. Jo Streva (233)

Sr. Colleen Brady (233)

Development Director Mrs. Esther Kiesel (243)

School Secretary Mrs. Michele Cheatham (223)

Receptionist Mrs. Mary Nix (221)

Finance Office Staff Mrs. Kathleen Houghton (227) or 332-1805

Mrs. Daria Luth (228) or 332-1805

Clinic/Office Aide Ms. Marlisa Cornell & Mrs. Mary DePalma (229)

Cafeteria Manager Mrs. Barbara Boger (231)

Early Education Center Mrs. Isabelle Romano and Mrs. Anne Boddison 332-2535
PreK3 Class VPK4 Class

Classroom Teachers' Phone Extensions

VPK4 Mrs. Joan Becker (254)

VPK4 Mrs. Patricia Goldbach (265)

Kindergarten Miss Kimberly Ogburn (258)

Mrs. Maureen Proce (257)

Mrs. Patti Gorrell (253)

First Grade	Mrs. June Durand (255)
	Mrs. Bonnie Hendricks (256)
Second Grade	Mrs. Tracy Kenney (268)
	Mrs. Maria Niebuhr (269)
Third Grade	Mrs. Shelly Rieske (272)
	Mrs. Roberta Sedgwick (270)
Fourth Grade	Mrs. Therese Kilfoyle (275)
	Mrs. Sylvia Shore (276)
Fifth Grade	Mrs. Rosemarie Furlong (274)
	Mrs. Debra Tousey (273)
Middle School Religion	Mrs. Karen Galloway (261)
Middle School Science	Mrs. Anne Gellert (266)
Middle School Math	Mrs. Patricia Gill (264)
Grade 6 Lang. Arts & Social Studies	Ms. Mary Schmidt (259)
Grade 7 Lang. Arts & Social Studies	Mrs. Angela LaPorte (263)
Grade 8 Lang. Arts & Social Studies	Mrs. Nancy Truman (260)
Middle School Math & Science	Mrs. Susan Zell (262)

Telephones will not ring in the classrooms. Please leave a message and teachers will return your call as soon as possible.

Special Teachers' Phone Extensions

Art	Mrs. Vanessa Lombardo (267)
Information Technology Coordinator Information Technology Assistant	Mr. Stephen Bedford (242) Mrs. Jan Sorenson (242)
Computer Teacher	Mrs. Kate Hamstra (242)
School Counselor	Ms. Jacqueline Gelardi (234)
Media Specialist	Mrs. Emily Kinney (237)
Music	Mrs. Terri Bensch (271)
Physical Education	Mrs. Sherry Lavender (239)
	Mr. Leonard LoVerde (240)
Resource Teacher	Mrs. Mary Calicchio (235)
Spanish	Mrs. Evelyn Velasquez (244) Ms. Alessandra Giordano (244)
Technical Media Specialist	Mrs. Darlene Stewart (236)
Cafeteria	Ms. Barbara Boger (231)
Clinic	Ms. Marlisa Cornell (229)

Telephones will not ring in the classrooms. Please leave a message, and teacher or staff members will return calls as soon as possible.



TESTING

Students attending Catholic elementary schools in the Province of Florida, Grades 2-8, participate in the Iowa Testing Programs. The Iowa Tests of Basic Skills (ITBS) are administered to students in Grades 3-8 in the fall. Grade Two students take the ITBS in the spring. These are standardized achievement tests. The main purpose of the Iowa Tests of Basic Skills is to provide the school with information that can be used to improve instruction and to help teachers make sound educational decisions about each student's learning. **It is important that students be present during testing. Please do not make any appointments for your children during testing weeks. Please check your school calendar for testing dates.**

TEXTBOOKS

All textbooks and equipment belong to the school. Books must be covered and carried in some type of durable book bag to protect them from rain, etc. Books should be handled with care so that they can be used for several years. Rolling backpacks are permissible for Grades 4 to 8 only if they fit into the locker when the backpack is empty. **The cost of textbooks has increased astronomically; therefore, any student who defaces a textbook in any manner or destroys a textbook is liable for the full cost of the book.**

TUITION



To All Parents and Guardians:

You are all sending your children to St. Francis Xavier School in order that they may receive a quality Catholic education. The school is dedicated to providing that education, but the school must operate on a budget and that budget is predicated on the tuition being paid in a timely manner.

In order to avoid any misunderstanding, The School Board Finance Committee has set forth the following tuition policy options:

- 1) The tuition shall be paid in full by August 1, 2010. **OR**
- 2) The tuition will be automatically withdrawn by FACTS Tuition Management from a pre-determined bank account of your choice. Election may be made to have your automatic tuition payment withdrawn on either the 5th or 20th of the month. If the 5th or 20th of the month falls on a weekend or bank holiday, the payment will be withdrawn on the next business day.

.....
Please see attached FACTS informational pages regarding declined payments. As to the school policy regarding declined payments:

- a) 1st declined payment, **your child/children may continue attending school.**
- b) 2nd declined payment, **your child/children will not be permitted to attend classes until your account is paid in full.**

- c) 3rd declined payment, if no other arrangements have been agreed to, **your child/children may no longer continue at St. Francis Xavier School.** Payment would still be due to the school.

If a **ONE TIME** special circumstance arises and you find yourself in dire straits, please contact the finance office in writing and they will bring your situation before the finance committee. You will be advised of the committee decision regarding a **ONE TIME** delayed payment within 3 business days of receipt of your letter and the school will contact FACTS. Please allow sufficient time for this process.

Please realize that this school cannot meet its budgetary obligations if your tuition obligations are not met on time.

Thank you.

UNDERSTANDING THE FACTS PAYMENT PLAN



- As an integral part of the school community, you are most likely asking who and what FACTS is and why your school is using this program.
- FACTS is the tuition management service most widely used by private and faith – based schools nationwide. Since 1986, we have grown to serve more than 3,000 schools and have processed payments for more than two million families.
- We help families like yours meet their financial obligation in a simple, convenient way that is completely confidential and secure. Because it is not a loan program, you have no debt, there are no interest or finance charges assessed, and there is no credit check.
- **Schools using FACTS tell us that our system provides a *better way* for them to manage the tuition and/or fee collection process due to our automatic payment system.**
- In addition to collecting payments, we provide the school with a variety of financial and management reports. We also help schools control their costs so that future tuition increases are kept at the lowest possible level.
- But most importantly, because FACTS efficiently handles the tuition and/or fee collection and management process, your school is better able to focus on the quality of education your child receives.
- We encourage you to support your school as they implement the FACTS program. Our years of experience serving schools throughout the nation are testimony that FACTS truly does improve your school's financial and academic environment, which benefits the entire school community, including you and your child.

How FACTS Works

Using FACTS is as easy as 1-2-3.

1. Complete the FACTS Automatic Tuition Payment Agreement.
2. Sign at the bottom.
3. Return the completed and signed agreement to the school.

The nonrefundable **FACTS Enrollment Fee** will be automatically processed **within** 14 days of the agreement being posted to the FACTS system. The Amount of the fee is indicated on the FACTS agreement. Once the agreement is received and processed by FACTS, you will receive a FACTS Confirmation Letter.

Your **FACTS Confirmation Letter** does the following:

- Confirms the name of the Responsible Party and any Additional Authorized Party.
- Confirms the amount, frequency, and method of each payment.
- Contains your FACTS Access Code that **must** be used when accessing your FACTS account online or when calling FACTS customer service.

When you receive your FACTS Confirmation Letter, via mail or e-mail, be sure to check all the information for accuracy. IF you do find a discrepancy or have any questions, notify your school or FACTS immediately.

In the event a payment is returned, a **FACTS Returned Payment Fee** will automatically be assessed to your account **for each payment attempt that is returned**. The amount of the fee is indicated on the FACTS agreement.

- You will be notified by FACTS via mail or e-mail of the returned payment.
- The FACTS Returned Payment Fee is in addition to any fee(s) that might be assessed by your financial institution.
- If the FACTS Returned Payment Fee is returned by your financial institution, it will be reattempted.

Commonly Asked Questions

1. **If payments are made automatically, does that mean FACTS or the institution listed on my agreement has direct access to my account?**

No. This is a common misconception about automatic payments. No one other than you and your financial institution has access to your account.

2. **How can I be assured these transactions are secure?**

When you consider that bank research shows as many as ten people handle a check from the time it is written until the funds are deducted from your account. ACH transactions are far more secure than writing checks. With electronic payments, the transactions pass electronically through the banking system.

3. **May I set up a separate checking or savings account for making my payments?**

Many people choose to establish an account separate from their primary checking or savings account. Establishing an account in your child's name is also a convenient method in situations where other family members as well as separated or divorced parents can work together to insure a quality education for their child. **Note:** The person signing the FACTS Automatic Tuition Payment Agreement **must** be a

signer on the bank account listed on the agreement. In addition, please check with your financial institution to make certain the account can be used to process automatic payments.

4. How do I make changes once my agreement is on the FACTS system?

If you need to change information such as address, phone number, e-mail address, or banking information, contact the school or FACTS. If you want to discuss changing the payment date or payment amount, you **must** contact the school, and the school will need to notify FACTS if any such changes are to be made. **ALL** changes must be received by FACTS at least **five (5) business days prior to the payment date** in order to affect the upcoming payment.

5. How much does the FACTS program cost?

Any applicable fees for enrolling in the FACTS Payment Plan are listed on the FACTS Automatic Tuition Payment Agreement.

6. What if my payment date falls on a weekend or a holiday?

If a payment date falls on a weekend or holiday, the payment will be attempted the **following** business day.

7. When will the funds be withdrawn from my bank account?

Although FACTS specifies the date each payment will occur, it is your financial institution that determines the time of day the payment is debited from your account. FACTS recommends you check with your financial institution to determine how far in advance the funds should be deposited into your account to insure the automatic payment clears.

TUITION INFORMATION

Per pupil cost will be divided into (10) ten monthly payments. However, students arriving on or after October 1 will have their tuition payments pro-rated based on actual school months not attended at Sr. Francis. (i.e., October 1st arrival – one month (September) not attended). Any family withdrawing during or at the end of the month of February must pay the tuition amount that has been deferred to March for those re-registering. Tuition payments are due and payable in accordance with the Tuition Contract. **If tuition, child care or any other payments due have not been received by the last day of school, report cards and/or records will not be released.**



TUITION – 2010-2011

PLEASE USE THE FOLLOWING SCHEDULE TO FIGURE YOUR FAMILY'S COST:

NON-AFFILIATED CATHOLIC FAMILIES AND NON-CATHOLICS

The tuition for non-Catholic and non-affiliated Catholic families will be the per-pupil cost of education: \$6,500 per student. This applies to full-day PreK3 & full-day VPK through Grade 8.

	REGISTRATION FEE PAYABLE AT REGISTRATION	TOTAL ANNUAL TUITION	MONTHLY TUITION
1 Child	\$ 350.00	\$ 6,500.00	\$ 650.00
2 Children	700.00	13,000.00	1,300.00
3 Children	1,050.00	19,500.00	1,950.00
4 Children	1,400.00	26,000.00	2,600.00

AFFILIATED, REGISTERED AND SUPPORTING CATHOLICS

The tuition for registered Catholic families participating and supporting their parish on a REGULAR BASIS by using church envelopes will be \$5,500. The difference between actual cost and tuition will be made up through our support events.

TUITION PER STUDENT \$5,500
Full-day PreK3 & full-day VPK through Grade 8

	REGISTRATION FEE PAYABLE AT REGISTRATION	TOTAL ANNUAL TUITION	MONTHLY TUITION
1 Child	\$ 350.00	\$ 5,500.00	\$ 550.00
2 Children	700.00	11,000.00	1,100.00
3 Children	1,050.00	16,500.00	1,650.00
4 Children	1,400.00	22,000.00	2,200.00

Catholic families with financial need must complete a FACTS Grant and Aid Application.

NOTE: Any questions concerning tuition or fees should be referred to: Mrs. Daria Luth or Mrs. Kathleen Houghton in our Finance Office at 332-1805.



UNIFORM EXCHANGE

Please bring to the school office any uniforms your children have outgrown that are still in good condition. You may exchange uniforms for needed items on days designated on your school calendar as Uniform Exchange Days. Please watch the Yellow Envelope for additional reminders.
Uniform Exchange Mom-----Mrs. Eileen McIltrout

VOLUNTEER TEACHERS' AIDES

Our volunteer teachers' aides program is a very important part of St. Francis Xavier School. Our teachers depend on their aides faithfully coming each week. The students also look forward to their coming. If you are a volunteer aide and for some reason you are unable to come (i.e. sickness or going out of town) please call the teacher at his/her telephone extension or e-mail the teacher directly.



When you are working as an aide, we ask that you dress appropriately. The students do look up to you and your dress should therefore serve as a good example of proper attire.

We also ask that you keep school matters, particularly those concerning individual students confidential. Any concerns that arise should be brought to the teacher or an administrator.

We thank you for your help!

VOLUNTEER GUIDELINES

For the safety of your children, the Diocese of Venice has mandated that each school volunteer complete the following procedures:

Diocesan forms may be picked up in the school's Finance Office. These forms will need to be completed only once while your children continue through all grade levels. The fingerprint background check will have to be reviewed after 5 years.

Step #1	Complete Diocese of Venice Volunteer Application Form and the Diocese of Venice Code of Conduct Form.
Step #2	Complete Diocese of Venice Attestation of Good Moral Character (two-sided) Form.
Step #3	Be fingerprinted (see procedures below).
Step #4	View the Video "Safe Environment Program" which is shown at parishes and schools throughout the diocese. Check dates at our website or at dioceseofvenice.org . When viewing the video at parish or school, be sure to sign indicating St. Francis Xavier School. The Diocese will then send us acknowledgement of your attendance.

ELECTRONIC FINGERPRINTING PROCEDURES, DIOCESE OF VENICE

The Diocese of Venice has enlisted Advantage Biometric Group (ABG) (formerly PrideRock Holding Company, Inc.) as our provider of fingerprinting (criminal background screening) & data management services. ABG provides similar services to the Dioceses of St. Petersburg and West Palm Beach. This fingerprint process is totally electronic and our past procedures are terminated. Effective immediately no blue, green cards or re-screening forms will be accepted. **These electronic fingerprinting procedures will not apply to teachers seeking initial state certification; the State of Florida requires the use of the**

Educator Certification fingerprint card. This requires them to be fingerprinted at their local police/sheriff department. ABG has provided us with a designated web-based application & registration system which allows Diocesan personnel, contractor/vendors and volunteers a means to process fingerprint-based criminal history background screenings in accordance with the Diocese of Venice (DOV) Policy and Procedural Guidelines relating to the Protection of Children and Vulnerable Adults. The fingerprints are submitted electronically to the Florida Department of Law Enforcement and the Federal Bureau of Investigation with the results available to the Diocesan Safe Environment Coordinator within 24 to 48 hours. The results will be then provided to the parish, school or other diocesan entity.

Diocesan Personnel who are involved in this process:

Clergy: All priests and deacons who have an assignment or faculties of the Diocese of Venice.

Religious: All sisters and brothers who are regularly involved in ministry on behalf of an entity of the Diocese

Seminarian: All individuals attending seminary or entering the process to become seminarians with the purpose of ordination to the priesthood.

Employee: Any lay individual who is employed by and given payment (any form of compensation, whether monetary or otherwise) for services rendered in which the obligation to withhold for payroll tax (FICA, Medicare, and withholding) exists, whether part-time or full-time. This definition shall include all such persons whether employed by the diocese, parish, school, early childhood center, group home, or other Diocesan organization.

Volunteer: Any unpaid person who is engaged or involved in any diocesan institution or parish activity, and who is entrusted with the care, responsibility, or supervision of children or vulnerable adults.

Vendor: Any lay person not employed by the Diocese engaged to perform services on behalf of the Diocese of Venice or any of its entities.

The actual fingerprinting is done at designated retail locations throughout the Diocese for convenient access. Local sites are:

Pac ‘n Send, Ft Myers, FL

8595 College Pkwy Ft Myers, FL 33919

(239) 433-0747

Hours for fingerprinting: Monday-Friday 9:00 AM to 5:00 PM Saturday 10:00 AM to 2:00 PM

The Shipping Station, Naples, FL

4755 Tamiami Trail

Naples, FL 34103

(239) 261-6719

Please call for appointment

Hours for fingerprinting: Monday-Friday 9:00 AM to 5:30 PM Saturday 9:00 AM to 1:00 PM

The UPS Store, Naples, FL

4915 Rattlesnake Hammock Rd.

Naples, FL 34113

(239) 354-3500

Hours for fingerprinting: By appointment only

Everyone must first call the service center to schedule an appointment for fingerprinting.

Before visiting a processing center, applicants must complete a registration form online using photo identification, such as a driver’s license, at www.dov.sofn.net. After registration is complete, a receipt with

a bar code will be issued, and this receipt must be presented at the screening location in order to continue the process. Individuals who do not have access to a computer or require assistance in registering should contact their local parish, school or diocesan entity for the designated fingerprint coordinator. At St. Francis Xavier School, this is Mrs. Kathleen Houghton in the Finance Office: 239-334-7707 x 227.

How to register:

1. **REGISTER** online by accessing www.dov.sofn.net.
2. **ENROLL** personal data required to submit fingerprints. Everyone must register using government-issued photo identification (i.e. driver=s license, military ID card, etc.) The Federal Bureau of Investigation also requires a Social Security number.
3. **PAY:** \$60.25 for everyone except for volunteers which are \$51.25. Re-screening after five (5) years of the Ainitial electronic screening will be a fee plus the FDLE/FBI charges (fees are subject to change).
- You must pay in advance.
- Selecting that you will pay by check or money order allows you to continue the process, but your fingerprints will not be submitted until payment is processed and cleared through the vendor. The address of ABG is identified on the registration website.
4. **OBTAIN RECEIPT** generated online. Print the Bar Code Receipt and bring it to the Service Center along with the specific Photo ID you used to register.
5. Those needing additional assistance with registration may call the customer service number at 1-877-323-8885.
6. **SCHEDULE** an appointment by calling the authorized fingerprint Service Center listed above.
7. All Applicants **MUST** sign the Waiver Agreement and Statement using the Electronic Signature Pad after completing the fingerprint submission.
8. Results of the screening and adjudication (evaluation) of criminal history records will be provided to the Diocesan Safe Environment Coordinator.

An applicant whose screening results DO NOT meet the Level II Minimum Standards of Moral Conduct will be notified of their denial by the pastor, principal or administrator of the organization to which he or she belongs, or applied to, for employment or to volunteer. An applicant who wishes to appeal the validity of information provided by the Florida Department of Law Enforcement or the FBI will be required to provide certified court documents clearly stating an acceptable disposition to the charge(s) in question to the DOV Human Resources Department. All questions regarding an applicant’s denial should be addressed to the respective pastor/administrator of the organization who can, subsequently, provide the applicant with access to the diocesan appeal process as well. It is not necessary to appeal the validity of information in a FDLE/FBI report in order to appeal adjudication. An applicant who has not been notified of successful completion of his or her background screening cannot be given the care, responsibility, or supervision of a child or youth nor be allowed unsupervised access to vulnerable adults. If you have any questions regarding this process, please contact the Diocesan Safe Environment Coordinator at 941-441-1104 or email your questions to: smith@dioceseofvenice.org.

Fingerprinting summary:

Diocesan personnel must **register online** by accessing www.dov.sofn.net, **pay**, **obtain a Bar Code receipt** which is generated online, **schedule** an appointment at the appropriate Service Center, and **take** the printed Bar Code receipt along with a Photo ID to the Service Center for the actual fingerprinting process. All Diocesan personnel **MUST** sign the Waiver Agreement and Statement using the Electronic Signature Pad at the Service Center after completing the fingerprint submission. The fingerprinting results will be provided to the identified diocesan entity within 24 to 48 hours via the Diocesan Safe Environment Coordinator.

FIELD TRIP DRIVER CLEARANCE

IN ADDITION, if you wish to be a driver (field trips/sporting events, etc.) you will need to provide us with a copy of your driver's license (front and back) and a copy of your current automobile insurance card.

These items must be presented each year to your child's homeroom teacher along with your check payable to St. Francis Xavier School in the amount of \$5.00 to cover the cost of a Motor Vehicle Report which must be run to approve each driver, verifying that (s)he has accumulated no more than 6 points in the last 3 years and has no charges of Driving Under the Influence (DUI). A valid Florida Driver's License is required. Driver's licenses from other states are not acceptable. **This process for driving approval MUST be repeated EACH YEAR.**

All volunteer forms, fingerprint cards and driver requirements must be completed and returned to the office by Friday, September 10, 2010.

PLEASE DO NOT ASK FOR EXCEPTIONS TO THIS DEADLINE.

WEAPONS POLICY

DIOCESE OF VENICE WEAPONS POLICY

Weapons are prohibited on school property, in attendance at a school function or on any school-sponsored transportation.

The Diocese of Venice Schools adhere to the Gun-Free School Act of Title VIII. All firearms are prohibited and will result in expulsion. Firearms mean any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or destructive device.

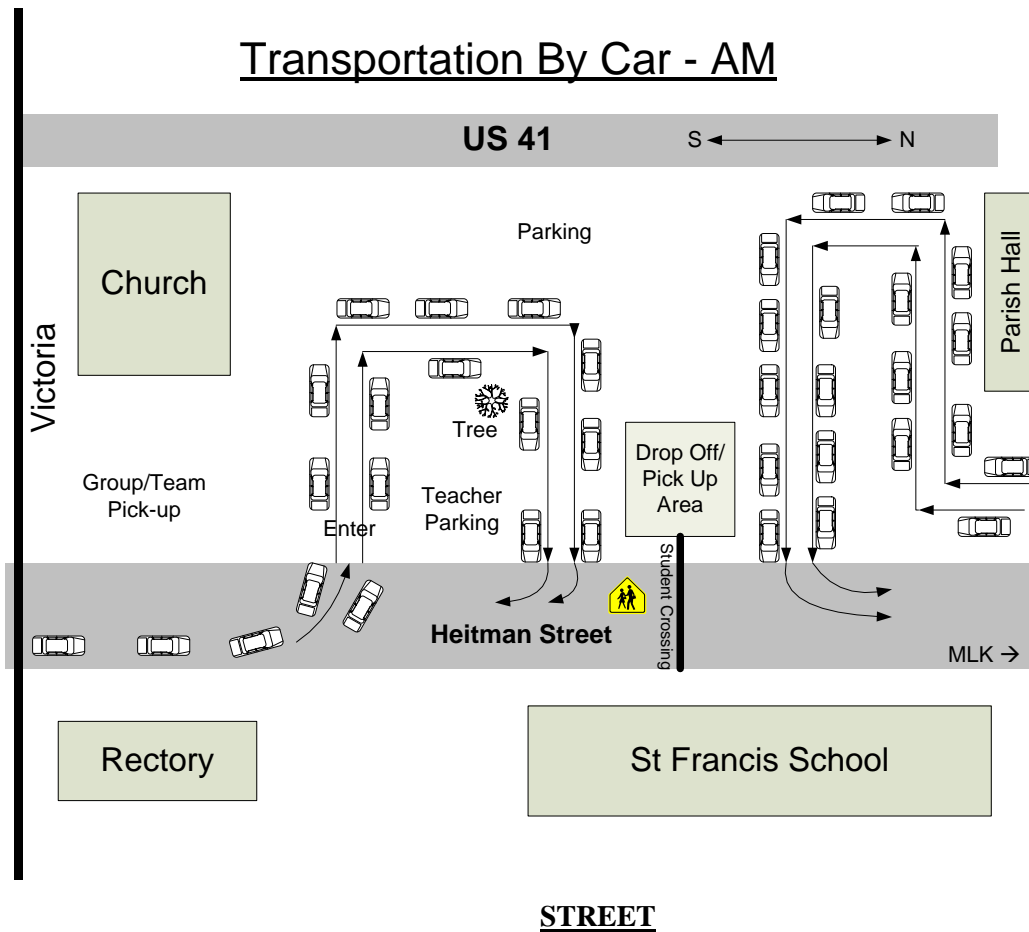
Possession of other weapons such as knives or any other item which can be used as a weapon is grounds for disciplinary action, including expulsion.

WEATHER EMERGENCIES

St. Francis will follow Lee County's procedure for closing school prior to a hurricane or other weather emergency. School re-opening information will be posted on the website (www.stfrancisfortmyers.org) Watch – WINK-TV (telephone 334-1131) or WEVU-TV 26 (telephone 332-0076 or 597-6038).



CAR LINE PROCEDURES



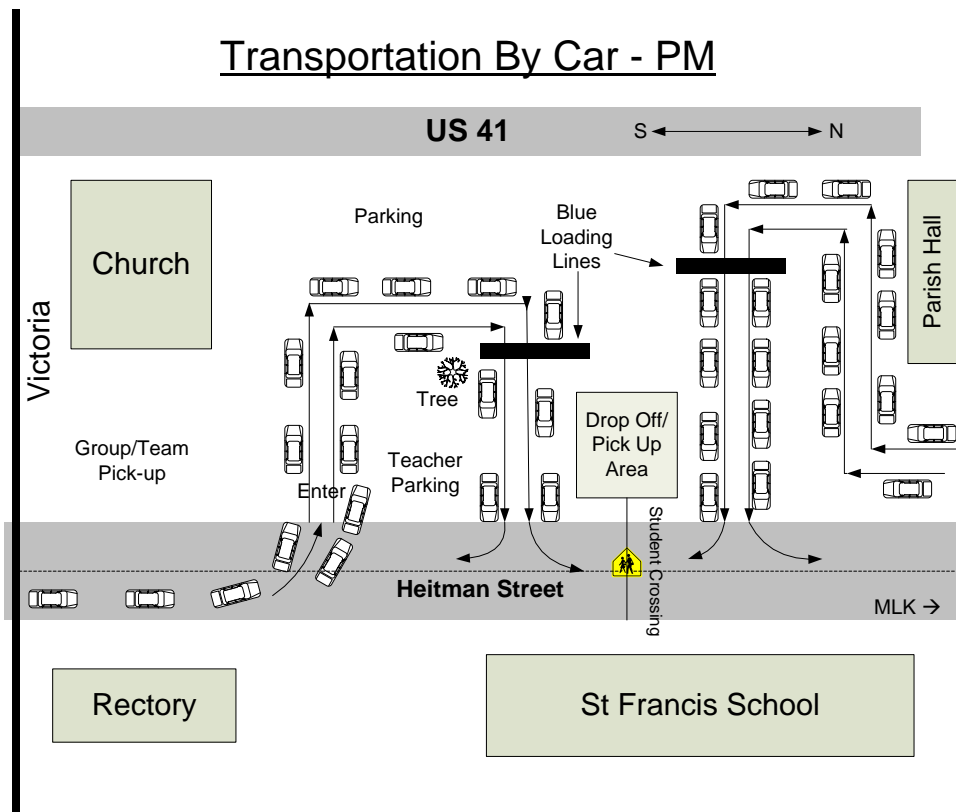
MORNING PROCEDURE:

1. Coming from the south, enter the driveway by the back of the church (only). Coming from the north, enter the driveway in front of the parish hall. Form two lines and drive to the drop-off area.
2. Children are to exit cars after three whistles and proceed to the center of the parking lot. They are then to cross the street at the crossing guard and enter the school.

DO NOT let children out of the car until the Parent-on-Patrol blows the whistle three times.

3. Wait for the signal (two whistles) from Parent-on-Patrol, to depart from the parking lot. Please note that on the parish hall side both lanes will be directed to turn to the north.
4. Please do not let your children off anywhere except in the designated areas. **Dropping off of children in front of the school doors on Heitman Street is not allowed except during heavy morning rainstorms.** The Parent-on-Patrol volunteers will instruct parents or guardians to unload cars on Heitman Street in front of the school. We hope to keep the children as dry as possible during these storms.
5. Please drop your children off in the drop-off area before parking if you (the parent or guardian) will be entering the school. This way, your child will not have to walk through moving traffic in the unloading area and he/she can accompany you into the school.

Transportation By Car - PM



HEITMAN STREET

AFTERNOON PROCEDURE:

1. Please get in line in one of the pick-up lanes. There are two on either side the children's area.
2. Please do not leave your vehicle. The children will come to you. It is important that all the children look for their cars. The children are in line by grade. When the Parent-on-Patrol gives the loading signal (three whistles) the children are to go directly to their cars. The signal (two whistles) to move cars will not be given until the children and parents or guardians are in their cars.
3. Children will not be permitted beyond the loading area marked by the blue line painted on the pavement. Please do not call your children past this area which will be marked by a sign. If your child does not come to the car after the three-whistle signal, you will be asked to go around on line again. The cars behind you are loaded and ready to leave. It is important to keep the car lines moving as quickly as possible and not delay traffic or cause congestion.
4. Children are allowed to be picked up only if their car is in the loading zone. Only the cars that are facing the school will be allowed to load children. Children are not allowed to cross both traffic lanes to get to the cars close to the parish hall. Drivers not adhering to this rule have caused some close calls -this presents a real DANGER to our children.
5. Please wait for the signal to load (three whistles) and to leave the parking lot after loading your car (two whistles). The patrol volunteers need time to make sure the children are out of the way and to stop the traffic on Heitman Street so that you may exit.
6. If you have business in the school, please park your car, walk to your child and then cross at the crossing guard. Please do not walk through the car lines.
7. Please do not cut through the church parking lot after loading your car. We are not allowed to enter or leave the school grounds from Cleveland Avenue in front of the church. **No one is permitted to park his/her car in the church lot or anywhere else and then walk to where the children wait for rides in order to pick up a child.** The car line procedure is the safest and most efficient way to ensure that children leave with their parents or with their designated carpool driver.
8. After dismissal children are not allowed back into the school building unless accompanied by an adult.

9. Children will be supervised in the parking lot until 3:15 p.m. Children not picked up by that time will be walked to After School Care. A fee will be assessed for this service.
10. No child is allowed to walk home or to the parent's or guardian's work place without written permission on file in the school office. (This is required to be updated each year).
11. Drivers picking up members of school teams for "away games," Scout students going on field trips, or large groups, park at the church and walk to pick up their group, **ONLY IN THESE SITUATIONS IS CHURCH PARKING PERMISSIBLE. PLEASE DO NOT PARK AT THE PARISH HALL.**

Heitman Street

RAINY DAY DISMISSAL



Please be patient and courteous with our staff and volunteers during rainy day dismissal. We also welcome your assistance!

PLEASE SEND A RAIN PONCHO WITH YOUR CHILD in case there is a rainy day dismissal. In the event of lightning at dismissal time, please be aware that dismissal will be slower than usual in order to ensure children's safety. The following procedures will help expedite the process:

1. **Please write the last name of each child in your carpool above your carpool number. Display this number inside the windshield on all rainy days.** Parents-on-Patrol will relay this information to the office and then to the areas where students are waiting to be dismissed.
2. **Please do not go into the office** to pick up your child(ren) because this slows down the entire process for everyone. **Please do remain in the car line** until the Parent-on-Patrol directs your entire line to leave the loading area and proceed to either Victoria Avenue or MLK Boulevard. If all of your carpool children haven't arrived by this time, please go back around into the car line. We understand that having to do this is annoying; however, not adhering to this procedure delays dismissal for everyone. Your cooperation is greatly appreciated.



Cottage Street Car Line Procedures

This car line is for Early Education Center (PK3 & Morning-only VPK), Grades 6-8 students and their carpools only. All other carpools must use the Heitman Street car line.

Morning Drop-off (PK3 & AM VPK)

Please pull carefully into the parking lot in front of the Early Education Center to drop off your PK3 or VPK student. If you are transporting other children but do not have any Grades 6-8 students, please drop them off on Heitman Street. Grades 6-8 students and carpools may be dropped off on Cottage St.

Morning Drop-off (Grades 6-8 & carpools)

The first car in line should pull up to the short post near the sidewalk by the gym building. Cars in line from that post to the first blue house may unload students at one time. For safety reasons, students must exit cars onto the sidewalk, never onto Cottage Street. After all student passengers have exited their car, the driver may carefully pull away and continue down Cottage Street toward Victoria Avenue. The next line of cars then pulls up to the short post.

Noon Pick-up (PK 3 & AM-only VPK)

Your child's teacher and teacher assistant will direct this procedure for pick-up on Cottage Street.

Afternoon Pick-up (Full-day PK3)

Please pull carefully into the Early Education Center parking lot to pick up your 3-year-old. Other carpool students should be picked up on Heitman St. (Gr. 5 & younger) or Cottage St. (Grades 6-8).

Afternoon Pick-up (Grades 6-8 & carpools)

Please display in your windshield the name(s) of all students you're picking up. As cars pull up, the teacher or staff person on duty will call out these names to the waiting students. The first car in line must pull all the way up to the second driveway by the St. Francis Villa (beyond our gym building). This allows more cars to line up on Cottage Street from Martin Luther King Blvd. where there is usually very heavy afternoon traffic. When students hear their name(s), they walk down the sidewalk to their car. Please continue to pull up toward the second driveway of the Villa and your carpool will walk up to meet you. We must keep the traffic flow moving off of MLK and onto Cottage Street.

Cottage Street Rainy Day Dismissal

If there is lightning at dismissal time, Cottage Street carpools will be dismissed from inside the gym through the door leading onto Cottage Street. After the teacher or staff person on duty has called your carpool name(s), please continue to pull up to the second driveway by the Villa. Your carpool student(s) will walk up to meet you.

Following these procedures will help to keep our children safe. Also, please remember that we adults are the models for our children's behavior in teaching them how to BE LIKE CHRIST.



SCHOOL LETTER FOR EXCESSIVE ABSENCES/TARDIES



Dear _____,

As you know, one important factor contributing to children's success in school is consistent, punctual attendance. We have noted the following information regarding your child's attendance.

Student's Name/Class _____

Attendance Problem as of _____:
(date)

Absences _____ Tardies _____ Early Dismissals _____
(Number) (Number) (Number)

When children miss all or part of any school day, there is a gap in the learning process due to missed instruction. Please refer to the attached school handbook information regarding our attendance policies.

In order for children to get the most that they can from St. Francis, they need to be here punctually and regularly. We are notifying you in writing of your child's attendance problem so that you can correct it immediately. Thank you very much for your attention to this very important matter.

Sincerely,
Ms. Ortenzo Mr. Reynolds St. Francis Xavier School Faculty

ATHLETIC ELIGIBILITY CONTRACT

To participate in St. Francis Xavier School sports the following Athletic Eligibility Contract must be signed by each team member. As a member of a St. Francis Xavier School athletic team, I agree to fulfill the following requirements:

REQUIREMENTS TO TRY OUT , PRACTICE OR PLAY:

1. Students may participate on their own grade level team only; for example, 5th & 6th graders may not play on a 7th & 8th grade team.
2. A student may have no more than one subject area grade average of 60-69%.
3. A team member may rejoin a team based upon the administration’s and teacher’s assessment of his/her effort and grades.
4. ****Diocesan regulations require all team members to provide a physical evaluation. Forms available through Mr. LoVerde, on the SFX webpage, and in the front office.**

CONDUCT REQUIREMENTS:

All athletes must demonstrate a cooperative attitude and a good effort to play as a member of the team, as determined by the coach. Parents will be notified when the athlete’s attitude or team effort is lacking. A suspension automatically disqualifies a student from further participation on his/her current team. The student may try out for subsequent sports teams.

1. Athletes must maintain acceptable grades in conduct at all times; therefore, “5’s” on progress reports or report cards make a team member ineligible to remain on the team.
2. A “4” in conduct will be examined on an individual basis. Two or more “4’s” or any 5’s on progress reports or report cards make students ineligible to play.
3. Administrators and the Athletic Director will determine athletes’ status on an individual basis.

MONITOR SCHEDULE: Requirements are monitored at progress report and report card times.

DETENTIONS:

1. No more than two per season.
2. Based upon the number and/or reason for detentions, the school administration and athletic director will determine the student’s team member status.
3. The student will not participate at the next scheduled game for each behavioral detention or two non-behavioral detentions.

ATTENDANCE:

1. The athlete must attend all practices and games. Should circumstances arise beyond the control of a parent or guardian, a written excuse is required from the parent or guardian.
2. Absences due to illness will be handled on an individual basis.

SPORTSMANSHIP:

1. I agree to conduct myself as a Christian athlete exhibiting a high level of good sportsmanship at all times.
2. The severity of any infraction (judged by administration & Ath. Dir.) determines the status of the athlete.
3. I, the parent or guardian, will volunteer a minimum of one hour per sport season to the St. Francis Xavier Booster Club.

I understand that failure to meet any of these requirements disqualifies me from participation in the St. Francis Xavier School Sports Program.

(Student’s Signature)

(Homeroom) (Date)

(Parent’s or Guardian’s Signature)

(Date)

(Coach’s Signature)

(Date)

A Parent's Prayer

O Heavenly Father, please make me a better parent.

Teach me to understand my children, to listen patiently to what they have to say, and to answer all their questions kindly.

May I ever be mindful that my children are children and that I should not expect from them the judgement of adults.

Let me not rob them of the opportunity to learn to do things for themselves or to make decisions.

Bless me with the generosity to grant them all their reasonable requests,
and the courage to deny them privileges that I know will do them harm.

Make me fair and just and kind.

And fit me, O Lord, to be loved and respected and imitated by my children.

Amen.