

*St. Francis Xavier Preparatory School*  
33 Cross Street  
Hyannis, Massachusetts 02601

# *Family Handbook* *2020 - 2021*

**Faculty and Staff**  
**2020 - 2021 School Year**

President ..... Mr. Christopher Keavy  
Middle School Principal ..... Mrs. Elizabeth Kelley  
Assistant Principal ..... Mrs. Deborah Warms

Homeroom Teachers

Eighth Grade Homeroom .....Mrs. Maribeth Burch  
Eighth Grade Homeroom .....Mr. Daniel Wahle  
Eighth Grade Homeroom .....Mrs. Deborah Warms  
Seventh Grade Homeroom .....Ms. Susanna Downs  
Seventh Grade Homeroom.....Ms. Kristin Groves  
Seventh Grade Homeroom..... Mrs. Maureen Philbin-Crockett  
Sixth Grade Homeroom ..... Mrs. Nicole Anthony  
Sixth Grade Homeroom .....Mrs. Anne Marie Carr  
Sixth Grade Homeroom .....Miss Melanie Griswold  
Fifth Grade Homeroom.....Mrs. Jacqueline Battles  
Fifth Grade Homeroom..... Mrs. Leslie Hatton

Art Teacher .....Mrs. Deborah Mills  
French Teacher.....Mrs. Heidi Scheffler  
Spanish Teacher .....Mrs. Christine Roscoe  
Math Teacher, Grade Five .....Mr. John Sinopoli  
Band Director .....Mr. Christopher Haugh  
Dance Teacher .....Mrs. Elizabeth DiPreta  
Piano Teacher..... Ms. Laurie Uguccioni  
Strings Teacher .....Mrs. Karin Loewen  
Physical Education Teacher.....Mr. Collin Russell  
Social Studies/Technology Teacher..... Mrs. Laureen Fish  
Geography/Technology Teacher..... Miss Elizabeth McDonough  
Special Education Director/Teacher .....Ms. Lucy Foran

Nurse ..... Mrs. Laura Linnell

Admissions Director ..... Mrs. Jennifer Canzano  
Athletic Director ..... Mr. Richard Fazzi  
Business Manager .....Mrs. Margaret Keras  
Secretary .....Mrs. Mary Offiler

Building Maintenance .....Mr. Ernie Christian  
Mr. Scott Jordan  
Mr. Michael McManus  
Ms. Geovana Pinheiro

## **COVID-19 RESTRICTION POLICIES**

*The following policies and procedures are in effect for the duration of COVID-19 restrictions. Such policies may supersede ordinary school policies listed elsewhere in this Family Handbook. Termination of COVID-19 restriction policies will be communicated in writing.*

This school handbook appendix has been developed to help families of the Diocese of Fall River Catholic Schools understand how our schools will operate for the foreseeable future following the COVID-19 pandemic and public health guidelines currently in place as a response to the pandemic. There may be additional public health orders (such as reverting back to stay-at-home response phase) or additional guidance from the Diocese of Fall River Catholic Schools. Communication from the Catholic Schools Office and the individual schools will be provided to parents in a timely manner.

### **RISK ASSESSMENT AND REOPENING**

We are focused on three major areas in our reopening planning:

1. The health and safety of our school communities.
2. The ability to deliver our mission and educational excellence to our students, and
3. A sustainable reopening and long term sustainability of our schools

### **UPDATED STUDENT HEALTH POLICY**

Each school will provide a School Reopening Plan that will put forth the goal of a **safe** return of as many students as possible to in-person learning.

Agreement to abide by the terms of the Diocese of Fall River Catholic Schools Health Policy is a condition of enrollment at any Catholic school in the diocese. All schools will provide protocols for responding to specific COVID-19 scenarios this fall. In addition, schools will continue to update families as additional protocols are released by the Massachusetts Department of Public Health and the Center for Disease Control (CDC).

The following link provides Massachusetts Protocols for Responding to COVID-19 Scenarios as of July 17, 2020. [Coronavirus/COVID-19: Guidance/On the Desktop Messages](#)

### **RETURN TO LEARN**

Understanding the variety of needs and concerns of students, families, teachers and staff, as well as the potential for changing health circumstances, the Catholic Schools Office is requiring schools to prepare a reopening plan that includes three learning models: in-person learning with new safety guidelines, a hybrid of in-person and remote learning, and a comprehensive fully-remote learning model. These plans will be reviewed and approved by the Catholic Schools Office leadership team. Please refer to your school's website for more information regarding its reopening plan.

### **Attendance**

**Schools must take daily attendance whether a student is in person or remote. Schools are also required to differentiate between students attending school in-person or remotely.**

Parents/caregivers are responsible for ensuring their child(ren) attend school every day, whether in-person or remotely. Please refer to your school's regular policies concerning attendance requirements. Parents are expected to report student absences in accordance with the same current school procedures that existed before

the pandemic. Schools will continue to investigate extended absences and make and document reasonable efforts to contact the student and determine the reason for nonattendance.

### **Digital Learning Platforms**

All schools within the Diocese of Fall River currently have some form of online platform to support full delivery of remote instruction. Schools will work closely with students and families to implement online platforms and promote safe and effective use throughout the school year.

**By signing this appendix, parents are acknowledging that their student(s) will participate in remote instruction in accordance with the guidelines put forth in the school plan and herein.**

### **Remote Learning Student Requirements**

1. Students will attend remote learning classes dressed in school uniform or appropriate attire as stated by the individual school. Wearing pajamas to remote classes is strictly prohibited.
2. Students should be prepared to attend remote classes to learn and fully participate. This includes video and audio on, face fully visual on camera, seated at a table or desk, in an area free of background noise, with no eating during instructional time.
3. Students are prohibited from sharing passwords and other digital information with non-members of the school community.

### **Remote Learning Family Requirements**

1. Parents are encouraged to ensure that their students are attending and fully participating in remote learning. This includes that families will ensure that students have properly functioning devices for remote learning as required by the individual school.
2. Any type of recording of remote sessions by students, parents and caregivers is prohibited at all times in order to appropriately protect the privacy of students and teachers.
3. The home environment should not in any way disrupt the learning environment of all students in attendance. For example, other family members, television, pets and other electronic devices should not disrupt the learning environment..
4. Although schools will not record all remote learning or other sessions, the schools reserve the right to do so for security purposes and parents agree that they may do so.
5. Especially for younger children, a parent or caregiver should be nearby during all remote learning and have the ability to monitor such sessions.
6. One on one remote instruction should take place with a second adult present, but if an additional adult cannot be present then the session may be recorded for security purposes.
7. Please refer to your individual school policies for further guidance regarding remote learning.

### **Grading**

All schools will continue to assess and grade student work regardless of the model of instruction. Please refer to your individual school for grading periods.

## **SUSTAINABILITY OF OUR SCHOOLS**

### **Tuition**

Because of the rich and meaningful education program our schools will strive to provide each and every day whether it be in-person, hybrid or remote, **our schools will continue to charge and collect full tuition.**

If a family has been adversely affected financially for any reason, they are encouraged to contact their school's leader. The school and diocese will make every effort to address the tuition challenges.

## **ADDITIONAL COVID-19 RESPONSE PROCEDURES AND GUIDELINES**

### **Risk Reduction**

The school's return-to-school plan is predicted on four safeguards:

Proper physical distancing,  
Face mask usage,  
Hand sanitization/washing, and  
Disinfecting of common surfaces.

As such, student are required to adhere to the following guidelines:

1. A soft, cloth mask must be worn. Masks must have two layers, minimally.
2. Observe mask breaks under the direction of the teacher and only when 6-ft.+ physical distance and fresh air can be ensured.
3. Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal. Hand sanitizing stations are available in the classrooms, bathrooms, library, cafeteria, gym, and shared spaces, and at the end of each hallway.
4. Students must disinfect their desks with a school-provided disinfectant wipe at the end of each class and before and after lunch.
5. Follow the posted, one-way traffic flow pattern in the hallways, stairwells, and in common areas.
6. Observe maximum occupancy in restrooms and other posted areas.
7. Visit lockers only during scheduled times.

Noncompliance with the above directives will be taken seriously. In such cases, school administrators will contact parents for immediate resolution. Repeated offenses may result in the transition to remote learning.

### **Student Health Requirements**

The school relies upon "Protocols for Responding to COVID-19 scenarios in School, on the Bus, or in Community Settings (DESE's 7/17/2020)" and most recent CDC guidelines in making COVID-19 related health decisions. The following student health protocols must be followed by students and families:

- Parents/guardians should screen for temperature at home before heading to school. Students with an elevated temperature should not attend school in person but may utilize distance-learning from home. Please notify the school office should this occur.

- If a student has any of the following symptoms, the student must stay home from school (or go home from school) and get a test for active COVID-19 infection before returning to school:
  - Fever (100.0 or higher), chills, or shaking chills
  - Cough (not due to other known cause, such as chronic cough)
  - Difficulty breathing or shortness of breath
  - New loss of taste or smell
  - Sore throat
  - Headache when in combination with other symptoms
  - Muscle aches or body aches
  - Nausea, vomiting, or diarrhea
  - Fatigue, when in combination with other symptoms
  - Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms
- The school has established a COVID-19 related isolation space for students who experience symptoms. Families are required to pick up symptomatic students ASAP.
- Should a student test negative for COVID-19, he/she may return to school once asymptomatic for 24 hours.
- Should a student test positive COVID-19, he/she must remain home, notify the school, close personal contacts, assist the school in tracing efforts, and answer the call from the Board of Health or MA Community Tracing Collaborative. Students and staff members with a mild illness will need to stay in self-isolation for at least ten days and until at least three days have passed with no fever and improvement in other symptoms.
- All close contacts of COVID-positive students or staff should be tested.
- Students must receive a pass from their teacher or School Office in order to visit the Nurse's Office.

### **Attendance**

If a student is absent, tardy, or requires an early dismissal, a parent must notify the School Office. If the school is open, please call (508) 771-7200. If the school is closed, please send an email to [moffiler@sfxp.org](mailto:moffiler@sfxp.org). Attendance must be provided and taken for in-person and remote students.

Students who arrive tardy to school due to illness will be screened by the school nurse before being permitted to go to their lockers or attend classes.

### **Academic/Instructional Protocols During COVID-19 Restrictions**

Students and families may opt not to return to campus in-person and attend 100% remotely from home.

Such arrangements are made in consultation with the principal. Additionally, based upon prior consultation with the principal, families may switch to in-person or 100% remote at any time.

Students attending in-person classes will abide by standard expectations outlined in the Family Handbook. Students attending class remotely must observe the following guidelines:

- Remote mode students will be held to the same expectations as in-person students, including assignment completion, participation, and grading.
- Students must follow all SFXP academic procedures.
- All work submitted must be original work produced by the individual student unless otherwise directed by the teacher.

### **Remote Class Meetings**

- Students must have their video cameras on and must be live, with faces on camera, during meetings.
- Students must be dressed in either the SFXP school uniform or the SFXP field trip uniform.
- Students must arrive on time and stay in the meeting for the entire duration of the class.
- No eating, drinking, or chewing gum is permitted.
- Students must be seated at an appropriate learning area, such as at a desk or at a table.
- Students must ask permission to leave the meeting for bathroom breaks, etc.
- There will be no recording of meetings. As a reminder, it is illegal to record a meeting without the permission of all participants.
- Communications via cell phones or other devices during meetings is prohibited.

## ACADEMIC EXPECTATIONS

Next to holiness, academic excellence is of the highest importance at St. Francis Xavier Preparatory School. Students are expected to make a daily commitment to their academic preparation. Every day for every class, students are expected to be prepared. Students and parents should interpret "no homework" notices, academic ineligibility letters, frequent low test/quiz scores, deficiency interim reports, and low grades on the report card as warning signs of an incompatibility with the academic demands of the school.

Students are expected to keep up with the academic demands of the school. Every day, for every class, students are expected to be prepared.

Following absences, it is expected that students will take the initiative to make up missed work within one week's time of return to school.

## AFTER-SCHOOL PROGRAMS AND AFTER CARE POLICY

All students are welcome to take part in a variety of extra-curricular activities, clubs, musical productions, and in our athletic offerings. In order to participate in any club, activity, or sport, students must be academically eligible and be in good social standing at the school. Participation in any activity, club, or sport is a privilege and not an entitlement. At all times, the middle school principal reserves the right to restrict student involvement in any extra-curricular activity or sport.

Parents must pick up their children on time at the conclusion of the activity or sporting event. Habitual failure to pick up a child on time will result in the student's removal from the club or activity.

St. Francis Xavier Preparatory School offers an After-Care Program. The program is provided for students who are not picked up at the conclusion of the school day or at the conclusion of a sponsored sport event or activity. In general, parents are required to pick up their child within fifteen minutes of any school sanctioned event. Below are the specifics.

**1.** School ends at 2:51 P.M., when end-of-the day announcements are made. For students not staying for any school-sanctioned club, activity, silent study hall, or athletic event, they must be picked up by 3:15 P.M. If they are not, they will be brought to the After-Care room, where they will be supervised.

Parents will be required to sign out their children when they pick them up.

**2.** The Silent Study Hall is held almost every day except the first Tuesday of the month, which is the faculty meeting. The Silent Study Hall is held from 3:00 P.M. until 4:00 P.M. If a child stays for the Silent Study Hall, he/she must be picked-up at 4:00 P.M. There is **no charge** for the silent study hall. However, a student must stay for the full hour. Parents may not disturb the study hall to pick up a child early.

If the child is not picked up from the Silent Study Hall by 4:15 P.M., he/she will be brought to the After-Care room.

**3.** Any student staying for a school-sanctioned club, activity, or athletic event must be picked-up within fifteen minutes of the event's conclusion. If the child is not picked-up within fifteen minutes of the event's end, he/she will be brought to the After-Care room and charged accordingly.

For any extra-help session with a teacher which dismisses before 4:00 P.M., the student will be brought to the After-Care. Again, the student must be picked-up before 4:15 P.M. in order to avoid the after-care charge.

Should the event conclude early due to a change in the information which was announced to the parent, the child will be placed in the After-Care room. However, the parents will not be charged unless they arrive more than fifteen minutes after the event's scheduled conclusion.

Should an event—club, activity, or sport—be canceled during the day for some reason, parents will be notified. The school will allow the parent to make arrangements for pick-up until 4:00 P.M. without after-care charge. After 4:00 P.M., the after-care charges will apply.



4. **RATES:** The After-Care fee is assessed at the rate of \$5.00 per half hour or any part thereof. A bill will be sent for use of this service.
5. After-Care is offered until 5:30 P.M. There is a \$5.00 per minute charge for students who are not picked up by 5:30 P.M. This policy is strictly enforced.

## **APPOINTMENTS**

If a parent wishes to confer with school personnel, a written note, e-mail, or phone call should be made. Conferences must be scheduled outside regular class hours. Concerns regarding grades, class work, or behavior should be directed to the teacher responsible.

All visitors must check in at the office at all times, including before and after school. Parents should not go directly to classrooms as teachers are legally responsible for monitoring the students' safety in their rooms and hallways.

## **ATTENDANCE**

An essential component in the learning process is what occurs in the classroom daily. Therefore, regular attendance is essential for a student to succeed in school. Prolonged and frequent absences—defined as 20 or more for the year—may result in a child's failure to earn academic credit and therefore repeating a grade. Students may not repeat at St. Francis Xavier.

If a student is ill or will not be present at school on a given day, the school secretary must be notified by 9:00 A.M. by calling or e-mailing the school. **When a student returns to school after an absence, a note written and signed by a parent must be given to the homeroom teacher.** It is the school's legal obligation to collect such notes, even if there is a call or e-mail. After four consecutive days absent, a student will need a doctor's note to return to school.

Students absent for only one day should arrange to obtain homework assignments by calling classmates. The school office will not collect homework assignments for single day absences. The office will obtain assignments only in the case of prolonged absences. Following prolonged absences, it is expected that students will take the initiative to make up missed work within one week's time of return to school. A single day's absence requires all work assigned to be made up the next day and all previous assignments to come in on the day a student returns to school. In addition, when a student is absent for one day, all quizzes or tests missed must be taken on the day the student returns to school. Students must make arrangements with their teachers for make-up work following a prolonged absence. Failure to make-up any missed work will result in a "zero" for the assignments missed.

Students should arrive fifteen minutes before the beginning of school. Staff members will be on duty in the school gym. There is no supervision in the school gym prior to fifteen minutes before the first school bell. Parents must assume responsibility for unsupervised students who arrive before the designated time. The school regards punctuality as very important. School begins promptly at 8:05 A.M. Students should be in homeroom and ready for school at that time.

A school calendar is included in this handbook and was mailed to parents in late June. It also is available on the school website, [www.sfxp.org](http://www.sfxp.org). This calendar indicates all of the in-service days, holidays, and school vacations that are scheduled. Parents are requested to honor the vacations indicated.

While it is recognized that the vast majority of parents exercise very responsible control over the school attendance of their children, a few will consider it their right to excuse their child, other than for illness, as they see fit. Absence from school should be for a serious reason or legitimate illness. **Students who take unexcused vacations or the like are not given special consideration by way of homework assignments,**

**make-up exams or after-school help when they return to school.** Unauthorized absences and habitual tardiness are not tolerated.

**On a day when a student is absent from school for any reason, he/she may not participate in any extra-curricular activities. Absence from school prohibits a student from participating in any after-school or evening social, educational, or athletic events. The student must not appear at school at any time on a day of absence. To do so will result in disciplinary action. Students must put in a four-hour day to participate in any extra-curricular activity.**

**Early Dismissal:** No student will be dismissed during school hours unless a written request from a parent is received by the start of the day and the child is met in the office by a parent, legal guardian, or individual specified by the parent. Parents are asked not to come to the school unannounced for an early dismissal. **Parents are asked not to use early dismissals as a means of extending school vacations.**

Students only will be released to those individuals specifically listed on the Emergency Forms which are distributed to parents before the start of the academic year. The Emergency Form must be completed by the beginning of each school year and will be kept on file in the office. Parents with multiple children in the school will be requested to complete duplicate forms because these emergency forms accompany students on field trips and must be available in a time of need.

When possible, doctor's appointments should be made for after school hours. Students should present the "Early Dismissal Note" to their teacher and leave class in time to be at the office for their parent to arrive.

*A student may be dismissed more four times in a marking quarter without penalty. The fifth through ninth early dismissal in any quarter will result in the student spending time in "silent lunch." A tenth early dismissal in any single quarter will result in a one-hour detention.*

**Tardiness:** The homeroom teachers record tardies and absences. Attendance is taken at 8:05 A.M. All students must be in homeroom at that time. A student who arrives in homeroom after the 8:05 A.M. bell is considered late for school regardless of the reason. A student who arrives after the bell for first period, which rings at 8:12 A.M., must have a written note from a parent explaining the tardiness and the parent must accompany the child into the front door of the building. All students who ride the bus and who arrive after 8:05 A.M. must report directly to the secretary in order to be admitted to homeroom.

*A student may be tardy four times in a marking quarter without penalty. The fifth through ninth tardy in any quarter will result in the student spending time in "silent lunch." Ten times tardy in any single quarter will result in a one-hour detention.* Continued tardiness throughout the year will result in a parental conference with the child present. We do not have "excused" or "unexcused" tardiness. Therefore, doctor's appointments, power failures, etc. are built-in to the four tardies allowed every quarter without penalty.

## **BAND / ORCHESTRAL INSTRUMENTS**

St. Francis Xavier Preparatory School offers its students band, piano and string lessons, beginning in Grade Five. Private string lessons (violin, viola or 'cello) are required for all students to participate in the String Orchestra, at a cost of \$350 per semester. Students taking instrumental lessons will receive a grade on their report card. Further information regarding this program is available from the Director of Performing Arts. Lessons are required for participation in the String Orchestra.

Additionally, students who play other instruments have the opportunity to participate in the school band, however, instrumental lessons from the school or acquired outside of school are required to participate.

Students involved in the instrumental program are required to provide and maintain their own instruments, and should not leave their musical instruments in the school building overnight.

**BELL SCHEDULE**

Every morning, the bell to move to the homeroom will ring at 7:55 A.M. Dismissal every day officially is at 2:51 P.M., when announcements are made.

**The class period schedule is as follows:**

- Homeroom: 8:05 - 8:12
- Period 1: 8:12 - 8:57
- Period 2: 9:01 - 9:46
- Period 3: 9:50 - 10:35
- Period 4: 10:39 - 11:24
- Lunch 11:28 - 11:56**
- X-Block: 11:58 - 12:24**
- Period 5: 12:28 - 1:13
- Period 6: 1:17 - 2:02
- Period 7: 2:06 - 2:51

Four minutes of passing time from one class to the next is built into the schedule. Students are expected to be in their seats and ready to learn at the start of each class.

**BILLING**

Please contact Mrs. Margaret Keras regarding tuition/billing questions. The telephone number is (508) 862-6336. Tuition and fees are billed annually in May for the following school year. Payment of tuition and fees is the responsibility of the guarantor. Payment options include full payment of the balance due by June 1 for the following school year, or monthly payments through the FACTS Payment Plan. Students whose tuition accounts are unpaid, or who have outstanding obligations to the school may face restriction of student privileges. All tuition must be current in order for students to take mid-term exams and tuition, and other financial obligations such as After Care fees must be paid in full in order for students to take final exams. All outstanding obligations to the school must be satisfied prior to the start of a new school year.

**BULLYING**

St. Francis Xavier Preparatory School follows the Bullying Prevention and Intervention Plan of the Diocese of Fall River, which is outlined below.

**Bullying Prevention and Intervention Plan for the Diocese of Fall River**

*“Every human being is created in the image of God and redeemed by Jesus Christ, and therefore is invaluable and worthy of respect as a member of the human family. The body of Catholic social teaching opens with the human person, but it does not close there. Individuals have dignity; individualism has no place in Catholic social thought. The principle of human dignity gives the human person a claim on membership in a community, the human family.”* (Taken from Byron, William J. S.J., ***Ten Building Blocks of Catholic Social Teaching***. (2010). America: The National Catholic Weekly. American Press Inc.)

## **I. Definitions**

The Diocese of Fall River and St. Francis Xavier Preparatory School prohibits bullying, cyber-bullying, and retaliation as defined below. Bullying, cyber-bullying, and retaliation can occur on or off school property, and during or outside of school hours.

**“Bullying”** is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim’s property; places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school. (Massachusetts General Laws c. 71 § 370)

**“Cyber-bullying”** is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, or facsimile communications. Cyber-bullying shall also include: the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying. (Massachusetts General Laws c. 71 § 370)

**“Retaliation”** against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. (Massachusetts General Laws c. 71 § 370)

**“Hostile Environment”** is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education. (Massachusetts General Laws c. 71 § 307)

**“Aggressor”** is a student who engages in bullying, cyber-bullying or retaliation.

**“Target”** is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

**“Staff”** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. (Massachusetts General Laws c. 71 § 370)

*Bullying shall be prohibited: (I) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school and (ii) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions or programs.*  
(Massachusetts General Laws c. 71 § 370)

## II. Formal procedure for Reporting

- Students are to report any and all bullying, cyber-bullying, and retaliation to teachers or staff.
- Staff and teachers are to report any and all bullying, cyber-bullying, and retaliation to the principal or his or her designee.
- Parents, guardians, and others are to report all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

This reporting may be done verbally or in writing. This reporting of bullying, cyber-bullying, or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The principal and his or her designee will respond to and investigate all **credible** reports of bullying, and ensure proper documentation. This investigation will provide for the following:

### § Safety of the target

The principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidences. Responses to promote safety may include but are not limited to: predetermining seating arrangements in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the classroom schedule to reduce that aggressor’s access to the target. The principal or designee will take additional steps to promote safety during or after the investigation, as necessary.

### § Protection of the reporter, witness, or provider of information during the investigation

The principal or designee will implement appropriate strategies for protecting a student who has reported/witnessed or provided information during an investigation of a bullying situation. These responses may include but are not limited to the same responses noted for the safety of the target.

### § Notification, including the parents of both the target and the aggressor, as well as notification of law enforcement

- a. Parents/Guardian: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00
- b. Notice to another school: If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.
- c. Notice to Catholic Education Center: After determining that bullying has taken place, notice should be given immediately to the superintendent or his or her designee.
- d. Notice to law enforcement: At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the local law enforcement agency.

## III. Investigation

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

**IV. Determinations**

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefitting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary. Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians for the target and aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

**V. Range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation**

Each school in the Diocese of Fall River will include bullying, cyber-bullying and retaliation into the age appropriate disciplinary code that is included in the student/parent handbook. These disciplinary codes may include, but are not limited to, suspension and expulsion. Such options will apply at St. Francis Xavier Preparatory School.

**VI. Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action up to and including suspension or expulsion.**

**VII. At the discretion of the principal or his or her designee, counseling or referrals to Catholic Social Services will be made available to targets, aggressors, and/or family members.**

***\*\*Nothing in this policy is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.***

**BUS**

The Town of Barnstable provides bus transportation without charge to parents for Saint Francis Xavier Preparatory School students in grade five.

Questions regarding town busing should be referred to Mrs. Sandy Gifford, transportation coordinator, at 508-790-6498.

Our students ride with the students from the Sturgis Charter School. Parents are urged to contact our school, the Town Transportation Coordinator, and the Sturgis administration should any difficulty arise. St.

Francis Xavier cannot give permission for students from other towns to ride on the school bus, even to visit a friend’s house.

Students riding the public transportation bus are subject to all school rules and regulations regarding behavior and conduct on the public transportation bus.

Students must adhere to the rules and regulations set forth by the state and the Town of Barnstable. Whether on the Town of Barnstable buses, the Sea Line Public buses, or the Buzzards Bay bus at all times students must display courtesy and respect toward the bus driver and their fellow passengers. Students must maintain the standards of behavior of an SFXP student.

Students must remain seated while the bus is in motion. Drivers will notify the school administration of students who fail to comply with bus safety and behavior regulations. Students who fail to comply with these rules and regulations face denial of the bus riding privilege. The judgment of the driver is considered the final authority.

Students must be at the bus stop at the designated times. The procedure below was developed by the Town of Barnstable and applies to all bus-riding students, including those on the Sea Line.

**Town of Barnstable Bus Discipline Procedure**

**1. First Bus Incident Report**

The middle school principal will warn the student and send the parental copy of the infraction home. The student is liable to a loss of the bus riding privilege.

**2. Second Bus Incident Report**

Loss of bus privileges at the discretion of the middle school principal. Student, parent, and bus contractor will be informed. (SFXP disciplinary action will also be taken.)

**3. Third Bus Incident Report**

Loss of bus privileges for three or more days at the discretion of the middle school principal. Again, student, parent, and bus contractor will be informed as above. A parent conference may be held. (SFXP disciplinary action will also be taken.)

**4. Fourth Bus Incident Report**

Automatic loss of bus privileges for a period to be determined by the middle school principal in consultation with the bus contractor. (SFXP disciplinary action will also be taken.)

**5. Fifth Bus Incident Report**

Calls for parental conference with the middle school principal and parent of the student. The student will be removed from bus until conference is held and further consequences determined. (SFXP disciplinary action will also be taken.)

**INFRACTIONS:**

- Improper Boarding/Departing Procedures
- Bringing Articles Aboard Bus of Injurious or Objectionable Nature
- Failure to Remain Seated
- Refusing to Obey Driver
- Fighting/Pushing/Tripping
- Hanging Out of Window
- Throwing Objects In or Out of Bus
- Lighting Matches/Smoking on Bus
- Spitting/Littering
- Unnecessary Noise
- Tampering with Bus Equipment
- Rude, Discourteous, and Annoying Conduct
- Destruction of Property
- Other Behavior Relating to Safety, Well Being and Respect for Others

# St. Francis Xavier Preparatory School

## 2020 - 2021

Subject to Change

8/10/2020

AUGUST						
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**KEY:**

- Fac. In-Service
- No School
- Quarter Begins
- Quarter Ends
- Conferences
- Half Day



33 Cross Street  
 Ph: 508-771-7200  
 Fx: 508-771-7233  
[www.sfxp.org](http://www.sfxp.org)

August	September	October	November	December	January
24: New Parent Orientation	1: First Day for Students (5 & 7)	8: Parent Conferences	9: 2nd Quarter Begins	23: 11:30 dismissal	1: New Years Day
26: New Student Orientation	2: First Day for Students (6 & 8)	8: Delayed Opening	11: Veterans Day Obs. (No Sch.)	24-31: Christmas Break	4: Classes Resume
31: Staff In-Service (local)	3: Staff In-Service	12: Columbus Day (No School)	25-27: Thanksgiving Recess	25: Christmas Day	18: Rev. Dr. MLK, Jr. Day
	4: No School				20-22: Mid-Year Exams
	7: Labor Day (No School)				25: 3rd Quarter Begins
February	March	April	May	June	July
15-18: Winter Vacation	TBD Diocesan PD	2: Good Friday (No School)	31: Memorial Day (No School)	10: Class Night	Non-SAL snow days
	19: Staff In-Service (local)	4: He is Risen!		11: Graduation	will be added after
		5: 4th Quarter Begins		11, 14, 15: Final Exams	June 18 if needed.
		19-23: Spring Vacation		18: Last Day of School	



## CARD PLAYING GAMBLING

Unless associated with a specific, authorized school activity or class, having playing cards in school is not allowed. Additionally, gambling in any form is subject to immediate suspension.

## CATHOLIC PRACTICE AND TEACHINGS

St. Francis Xavier Preparatory School adheres to the teachings of the Holy Roman Catholic Church in all it does and undertakes. As a Catholic school it is our responsibility to develop, nurture, and instill the Gospel of Christ in the minds and lives of our students. Our religious purpose and academic purpose exist concurrently, not separately. The mission of the school is the mission of the Holy Roman Catholic Church. We also follow the procedures and policies established by the Diocese of Fall River in matters of faith formation.

All students must attend religion class and all religious services.

## CHEATING

Cheating and plagiarism are both forms of dishonesty and cannot be tolerated in a Catholic school. Copying another student's work is not "helping," unless assigned as a help session by a teacher. "Not knowing" copying is wrong is the purpose of this section of the handbook. Such copying will be considered cheating. Students would do well to check with a teacher if in any doubt as to source attribution. Similarly, submitting material from an electronic or print source without proper attribution falls under this category. Any student who is found cheating in any manner determined by the teacher will receive an "F" for that assignment and will be subject to a suspension, detention, or other disciplinary action as determined by the middle school principal. Parents will be notified. A second offense will make a student liable to further suspension or expulsion.

## CHILD ABUSE LAWS/MANDATED REPORTING

St. Francis Xavier Preparatory School abides by Massachusetts General Law chapter 119, section 51A. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Department of Families and Children (DCF). The administration, faculty, and staff of St. Francis Xavier Preparatory School are mandated reporters.

## CHRISTIAN SERVICE

Christian Service is a requirement for promotion from one grade to the next and for graduation. Students in grade five must document five hours of Christian service, six hours in grade six, seven hours in grade seven, and eight hours for students in grade eight. No more than **one** of the hours of Christian service may be performed at St. Francis Xavier Preparatory School or its related activities (e.g. used uniform help, Live Nativity, and the like). A reporting form was mailed to each family in July. Additional forms are available through the office and from the school website. This reporting form must be completed by the individual who oversaw the service being performed. **All documentation must be submitted by May 25, 2021.** Only documentation completed by that date will count for the Presidential Service Award, given at the end of the academic year. Any student who has not documented satisfactory completion of the Christian service requirement by that date will not be allowed to take final exams.

The school provides a number of service opportunities and will list other activities which are pre-approved. It is the student's responsibility to have other Christian service projects approved in advance. Parents and other family members are excluded from signing the Christian service forms. The school determines what is and what is not acceptable service to the community. **Failure to meet the requirement will result in non-readmission and in the case of eighth graders failure to graduate.**

## **COMMUNICATIONS BETWEEN HOME AND SCHOOL**

A parent-teacher conference can be initiated by either the teacher or the parent at any time. Parents are asked to call the school or send a note to the appropriate individual in order to make an appointment. Teachers will follow a like procedure.

The nature of any well-functioning group involves trust. This bond is especially important in a faith community. People living and working together in Christian charity should be able to resolve differences in an amicable manner. When a parent is unable to resolve a conflict with a teacher, the matter should be addressed with the middle school principal. If the issue cannot be resolved there, the recourse is to the head of school, who is the final arbiter.

Routinely, the school communicates with parents via the "white envelope system." Students are provided with an envelope with the St. Francis Xavier logo at the start of the school year. This envelope is sent home to parents with important announcements and school information, including the school newsletter. The envelope is to be returned by the student to the homeroom teacher the next day that the student is in school. At home, after the contents of the envelope have been removed and read, the parent is to sign and date the front of the envelope, indicating the number of items enclosed. Students will be charged a nominal fee for replacement of lost or destroyed envelopes.

Weekly informational e-mails are sent to parents who provide the school with an e-mail address. This weekly bulletin provides updated information regarding club meetings, athletic updates, and other school happenings.

Each classroom teacher has a phone at his/her desk in the classroom. A directory of extensions will be sent home in September and will be posted on the school web site.

In addition, the school uses an automated calling system to allow for all parents to be called in the case of a weather situation or other emergency, school cancellation during the day, or other general information. Parents must determine carefully which telephone number they wish to post.

From time to time, special notices or notes are sent to parents to make them aware of specific school concerns or commendations. It is not always possible to call parents about such matters. Notes from teachers, homework notices and the like should not be viewed as negatives, but simply as a method of informing parents about what is happening with regard to their child. Similarly, parents are asked to communicate with the school to express their concerns and commendations. Such items concerning the child should be addressed to the appropriate staff member.

## **CONFIDENTIALITY**

The school will not give your name, address, or telephone number to anyone requesting this information. Unless we are instructed otherwise, the Home and School Executive Board will be provided with a list of names and phone numbers in order to contact parents about class activities or other situations involving all of the students.

## **CUSTODY AND DIVORCE**

In cases where parents are separated or divorced, the middle school principal should be informed about such situations. The middle school principal also is to be informed in writing regarding which parent has custody of the child. This information is especially important should there be a restriction on visitation and/or contact with the child. For the safety and protection of the child, parents are asked to provide this information

immediately at the start of *each year*. Such information is considered confidential and will be held in strict confidence by the middle school principal. If court orders prohibit contact by one parent, a copy of the court order must be provided to the middle school principal. Absent such an order, the school cannot deny one parent rights.

The school abides by the provision of the 1975 Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child as requested by the non-custodial parent. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

The school makes every effort to comply with non-custodial parent's requests for information. However, most of the day-to-day "routine" school information (a missing homework notice, behavior slip, etc.) is sent home via the student and duplicate copies, as a practical matter, cannot be made.

## **DETENTIONS**

Detentions are issued to students for specific violations of school rules, procedures, or failure to meet minimum acceptable behavior standards. The teachers are always free to schedule individual detention times. Parents always will receive twenty-four hours notice before the detention stay. **Detentions are not postponed except in cases of illness.**

Detentions must be served before a student is permitted to participate in any extra-curricular activities. Failure to stay for a detention will result in an in-school suspension. Repeat offenders face out-of-school suspension and expulsion.

## **DISCIPLINE AND BASIC SCHOOL BEHAVIOR**

Children who are trained and raised in an atmosphere of Christian love and concern, both at home and in the school, should be led to self-discipline. The aim of the school's external policies is to develop a more mature, socially responsible person who is in accord with the basic moral and spiritual values embodied in living with Christ.

Student disciplinary measures—behavior notices, detentions, suspensions, etc. are not a part of the student's permanent record file. Such information is held in strict confidence and is destroyed upon a student's graduation from St. Francis Xavier Preparatory School.

The middle school principal is the final recourse in all disciplinary situations. There may be mitigating circumstances which would call for a different response than has been the norm in the past. The middle school principal may waive any disciplinary rule for just cause at her discretion.

Our aim is to have St. Francis Xavier Preparatory School be a happy place where each individual feels free to be him/herself, while at the same time allowing all to be free. Rules are necessary for this freedom and therefore it is expected that all students support and cooperate with these basic school rules and regulations. Students are expected to act and speak in a respectful manner to both teachers and other students. Disrespect is not Christian behavior and is not tolerated. The goal of living in a Christian environment always should be toward respect for the diverse community of others. Unkind remarks, inappropriate public displays, remarks that are racist or that demean the dignity or worth of an individual, and base comments clearly move away from that goal and have no place in a Christian environment. Such infractions immediately make a student liable to detention or suspension and could lead to expulsion.

A threat to another member of the school community—even as a "joke"—will result in serious disciplinary action, including expulsion. Students must understand "hazing" and "bullying" are criminal acts as well as serious infractions of school rules. **Students who demonstrate an inability to meet the social or spiritual standards expected by the school face non-readmission.**

Any student guilty of serious disrespect in speech or attitude toward a member of the school administration, faculty, or staff is liable to immediate suspension and possible expulsion.

*An SFXP student is expected to reflect the gospel values in word and deed and to uphold the reputation of Saint Francis Xavier Preparatory School at all times on and off school grounds. Failure to do so may result in an end to our association. Any public student action—on or off of school grounds—which holds the name of St. Francis Xavier Preparatory School in disrepute will result in disciplinary action, including dismissal.*

Similarly, any student conduct in or out of school that results in the threat to another student—physical or mental anguish—will result in disciplinary action, including dismissal. Such threat would include, but is not limited to, verbal, electronic, physical intimidation, or mental distress.

**IMPORTANT: The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken by the lack of cooperation or adherence to school rules and policies on the part of the parent as well as the student.**

### **DRESS CODE AND GROOMING CODE**

The hallmark of the dress code is neatness. The complete uniform must be worn into the school building in the morning, when leaving the school grounds in the afternoon, and at functions held immediately after school. The uniform must be kept neat, clean, intact, and worn with pride.

It is expected that students will wear their complete school dress code properly on a daily basis. *Students out of dress code are liable to detention or may be excluded from class until their parents arrive with appropriate clothing to achieve the proper dress code.* If for some reason the student is not able to wear dress code on a given day, the parent is to advise the middle school principal or homeroom teacher in writing in advance or prior to the start of the day. Excuses such as having dress code items "in the wash" or having "forgotten" certain items are not acceptable and do not lead toward teaching responsibility for the student. The dress code is as follows:

#### **ALL YEAR**

##### **GIRLS:**

- >plaid skirt from the uniform company worn at or below the knee
- >white pointed collar blouse buttoned at the neck and fully tucked in
- > girl's cross tie
- >navy blazer from the uniform company
- >navy knee socks or tights (opaque tights allowed--not sheer stockings)
- >black polished, flat-soled dress shoes (such as loafers). "Chunky-heeled" shoes are not allowed. The shoe must be solid black and with a full back (not a "slip-on"). There should be no adornments such as buckles, bows, colored laces, or colored stitching.
- > No make-up or nail polish.
- > No eyelash extensions or French manicures.

##### **BOYS:**

- >Solid gray dress pants from the uniform company. Slacks must be worn appropriately at the waist and properly sized. Slack is straight bottom, no cuff.
- >A white button down oxford shirt buttoned at the neck and worn fully tucked in
- >a boy's uniform plaid tie
- >a proper-fitting black or brown belt
- >navy blazer from the uniform company
- >navy dress socks
- >black polished, flat-soled dress shoes (such as loafers). "Chunky-heeled" shoes are not allowed. The shoe must be solid black and with a full back (not a "slip-on"). There should be no adornments such as colored laces or colored stitching.

## NOTES:

● **EIGHTH GRADE DISTINCTION:** Students in grade eight will have a distinctive SFXP blue and gold tie containing the school shield. This tie distinguishes our eighth graders as the school leaders while providing a uniform look with the rest of the school.

● **T-Shirts** and other undergarments worn under shirts or blouses are to be of solid, white colors. No lettering or designs are to show through the shirt or blouse.

● **Girls Skirts and Gym Shorts** must not be rolled.

● *Hair styles must be sensible and traditional.* “Unusual” hairstyles are not allowed. These include but are not limited to Mohawks, “tails”, “spiked” styles, bushy styles, carved designs, streaks of a different hair color, artificial color, excessively teased or long hair, and the like. Hair styles that are closely cut on the sides and back of the head but are long, spiked, or bushy on the top are not permitted. Boys’ hair length must not extend below the top of the shirt collar and must be cut cleanly around the ears. Hair bangs must not extend below the student’s eyebrows. The hair must be properly combed and neat. The school reserves the right to determine what is and what is not acceptable hair style. Girls’ hair accessories similarly must be sensible and traditional. Men’s ties, large bows, and the like may not be worn as a headband.

● **Hats are not to be worn inside the school building, even if part of an athletic uniform.**

● **Jewelry:** a religious medal and/or a simple watch is allowed; no Fitbits or Apple watches or the like; one pair of stud earrings for girls only. Girls wearing multiple earrings must have them removed. Boys are not allowed to wear earrings. Tattoos are not allowed. Because members of our school community have sensitivity to fragrance products, perfumes and colognes are not permitted.

● All “additions” to the uniform (buttons, scarves, turtle necks, and the like) generally are not permitted and are subject to a request for removal.

● **Yoga pants, leggings, and the like are not permitted at SFXP at any time for reasons of modesty.**

**FIELD TRIP UNIFORM:** When on field trips, students travel with a uniform polo shirt, *dress khakis* (must be from uniform company), white or navy socks (no peds), leather belt (or SFXP embroidered belt from school store), black shoes or sneakers (depending on the permission form specification).

**GYM UNIFORM:** St. Francis Xavier has an established gym uniform, which is ordered through the uniform company. Failure to have the proper gym uniform for class will result in exclusion from the physical education class and an academic penalty. In addition, students must have sneakers (no black soles) and white socks.

For both the physical education uniform and the regular school uniform, parents are urged to write their child’s name on the label.

The daily school uniform and the field trip uniform are to be ordered through Donnelly’s School Apparel, telephone number 1-800-498-4500.

**SPORT TEAM UNIFORM:** Only the official uniform provided by the school is to be worn by any SFXP team members. No amendments or alternations may be made to the school’s team uniforms. **Failure to have the complete school team uniform will result in a "no play" decision by the coach.**

## DANCE DRESS CODE

Specific dress code requirements will be distributed in a flyer to students prior to a school dance. Chaperones retain the right to make judgments regarding student compliance with the dance regulations. Students who do not comply with dance dress code will be asked to leave. In general neatness, modesty, and good taste should guide dress. The school administration will be the final arbiter of appropriate dress.

Girls are not permitted to wear “backless” tops, tube tops, halter tops, “spaghetti” straps, dresses with “cut-outs”, or low cut or “off the shoulder” tops. “Three-finger” width rule applies for dress straps. No bare midriff or sheer clothing is allowed. Skirt length must not be more than two inches above the knee. Yoga pants and the like are not permitted at SFXP for modesty reasons.

For safety reasons, flip-flops are not permitted. Sandals must have ankle straps.

Boys must wear clean, neat, tucked-in shirts. No tears or rips are allowed. Pants must not extend below the waist line.

For all dances, permission to wear shorts must be secured in advance.

Students who violate dance dress code policies may be required to call home for suitable dress and are liable to exclusion from subsequent dances.

### **DRUGS AND ALCOHOL**

Any evidence of use, possession, sale or distribution of alcoholic beverages or drugs of any kind, or inhalants at school or any school function will render the student liable to immediate expulsion from school. Again, a student is expected to reflect the gospel values in word and deed and to uphold the reputation of Saint Francis Xavier Preparatory School at all times on and off school grounds. Failure to do so may result in an end to our association.

Students may not have liquid “white-out” products in school.

### **ELECTRONIC DEVICES**

Electronic devices other than required tablets or Chromebooks (iPods, laser pointers, games, portable radios, mp3 players, and the like) are to be left at home unless requested by a teacher for classroom use. These electronic devices are not allowed before school, during school, after school, or on the school bus.

We are a no cell phone school. Students who must carry cell phones while traveling to and from school are required to turn their cell phones off and leave their cell phones in the office of the middle school principal upon arrival at school. Students will retrieve their cell phones prior to leaving the building for the day. At no time should a cell phone be turned on while in the building or on school grounds. Cellular telephones are never to be used on school grounds, even at after-school functions. If parents have an emergency situation in which they feel a cellular phone is necessary for a specific occasion, they must contact the middle school principal to obtain specific permission for its use. A written request from the parent must be filed. Defying this school regulation will result in disciplinary action.

**All SFXP students are required to bring their own tablet or Chromebook to school every day.** A terms of use policy must be signed and adhered to at all times. Failure to follow the SFXP policy will result in disciplinary action, including detention, suspension, or expulsion.

### **EMERGENCY FORMS**

An emergency file is kept in the nurse's office. Each parent is required to complete the form provided by the school prior to the beginning of each school year. It is vital that we have these forms on hand should any emergency occur during the school day. Copies of these forms accompany students on field trips. Should the emergency information change during the year, the school must be informed.

### **ENTRANCE INTO SCHOOL BUILDING**

Parents and guests visiting the school are asked to enter and exit the building through the far left front doors and to check in with the secretary. For security reasons, all doors are locked. After 8:15 A.M., parents must accompany their child into the building. Parents who arrive after 3:15 P.M. must come inside the school to pick-up their child. Again, this procedure is for the safety and protection of all students and will be enforced strictly.

If visiting the classroom area during the day, parents or guests must sign in and out and wear a visitor's pass.

Parents exiting the building after signing out a child in the nurse's office also are asked to exit via the same one door. During the school day, students will be directed by school personnel as to which door to use for recess periods, fire drills, and the like.



## **EXAMS**

Formal mid-term and final examinations are administered as part of the academic preparation provided at St. Francis Xavier Preparatory School. A week-long cumulative examination period occurs at the end of the school year. The exams are comprehensive in nature. Students must keep thorough notes and maintain papers such as tests and quizzes throughout the academic year in order to be properly prepared for these exams. It is the student's responsibility, not the teacher's, to prepare and review adequately for the exams. Students are not allowed to keep their final exams, but they are encouraged to ask their teachers the exam scores. As a routine, teachers review mid-term exams as part of the learning process. The mid-term exams are a significant part of the second quarter grades and the final exams are a significant part of the fourth quarter grades.

## **EXTRA-CURRICULAR ACTIVITIES AND EXTRA HELP**

St. Francis Xavier Preparatory School athletes and performing arts students are entitled to one half hour of extra help as needed prior to practices or rehearsals.

## **EXTRA-CURRICULAR ELIGIBILITY**

St. Francis Xavier Preparatory School has a number of extracurricular clubs, activities, and athletics which enhance learning and add to the total school experience. These clubs and events are announced to the students in school. Some activities are announced via the weekly school e-mail update. With a few minor exceptions, there is no fee to participate in these offerings. We encourage our students to join these activities. Participation in these extra programs is a privilege, not a right. In order to participate in extra-curricular clubs, activities, or sports programs at St. Francis Xavier Preparatory School, students must understand that academics come first. No student may participate in an extra-curricular program, club, or sport if he/she is failing in any two subjects. Similarly, three grades below 70% in any subjects will make a student ineligible to participate in extra-curricular programs, clubs, or sports. Eligibility is determined anew at the start of each academic year. Quarter grades are used to determine eligibility. Students become ineligible the day report cards are issued. Students who are academically ineligible to participate in extra-curricular programs, clubs, or sports may regain eligibility by attaining grades of 70% or higher in all subjects on the interim report card that is issued mid-quarter. Consistent academic ineligibility should be construed as a sign of incompatibility with the academic expectations of the school.

The middle school principal, with the consultation of the faculty, may determine to extend or limit student academic eligibility based upon the individual's progress. At all times, the middle school principal reserves the right to restrict student involvement in any extra-curricular activity or sport.

In addition, students who temporarily require academic accommodations due to short-term medical issues (such as concussions) may not participate in any extra-curricular or co-curricular activities while they are receiving these academic accommodations.

*On a day when a student is absent from school, he/she may not participate in any extra-curricular activities without the expressed permission of the middle school principal. To do so will result in disciplinary action. In general, a four-hour day must be attended to participate in an extra-curricular activity.*

## **FACULTY LOUNGE**

No student is to be in the faculty lounge or a faculty member's mailbox without the expressed permission of a staff member.

## **FEES**

There are no fees for textbooks at SFXP. There is no fee for any extra-curricular activity or sport at St. Francis Xavier Preparatory School. However, certain classes may require students to purchase a consumable workbook, scholastic magazine, novel for study, sketch pad, and the like. Similar consumable items may be required as part of a sport or club activity.

To promote study skills and to help with their learning, students are required to use only the St. Francis Xavier Preparatory School assignment book. This book facilitates monitoring of homework by teachers and parents alike. The first assignment pad is provided by the school. Replacements will cost \$5.00. Students may not doodle or deface the assignment pad or it will be required to be replaced.

## **FIELD TRIPS**

From time to time, the school extends its learning through field trips. These trips are extensions of the curriculum and school program and are determined by the school. They are considered privileges to be determined on student social and academic growth. No student has an absolute right to attend a field trip. Before each trip, the parent must sign a permission form prepared by the school and the Diocese of Fall River.

Only the permission form sent from the school is considered acceptable in order for a student to attend a trip. Written notes or verbal permission are not acceptable.

Cost of the field trips is the responsibility of the parent. Parents unable to afford the cost of the trip may request assistance from the middle school principal.

It is understood that a student attending any school-sponsored trip is bound by the rules and regulations stated in this *Family Handbook* and all other rules and conditions specified for the given trip. In consideration for making arrangements for any school trip, parents agree to release and hold harmless the school and all of its employees from any and all liability for any and all harm arising to their child as a result of the trip.

The official dress code for field trips is the school polo shirt, available from the uniform company, dress khaki pants (dress khaki pants must be purchased through the uniform company), black or brown leather belt, white or navy blue socks (no peds), black shoes or sneakers (depending on the permission form sent home).

## **FIGHTING**

Pushing, shoving, verbal abuse, and fighting of any nature are not permitted and certainly are contrary to our school, which is built on the foundation of Christian love. If a student is involved in fighting or threatening another student, the parent will be notified and the student will be subject to immediate suspension. A second infraction will again result in parental notification and a conference will be scheduled with the parents and student to determine whether the student may remain in school. This is a school regulation which is strictly enforced. The school staff will determine what constitutes a "fight," verbal or otherwise. Students "just joking" or "fooling around" are subject to the disciplinary consequences stated herein.

Operating *in loco parentis*, this policy applies in any portion of the way coming to or going home from school.

## **FIRE DRILLS / SAFETY DRILLS**

The school conducts routine fire drills throughout the year. Some are conducted under the supervision of the Town of Barnstable Fire Department. Students must move quickly and quietly in a single-file line when the fire alarm is rung. Each classroom posts directions to the nearest door. Students who are separated from their class should follow the nearest exit and report to the first staff member they encounter.

In addition, the school instructs students in the procedures to follow in the event of a building intruder or other unsafe situation. At least one such assembly will be conducted under the supervision of the Barnstable Police Department.



## **FOOD AND DRINK**

Food may be eaten at lunch time and in the designated eating area only. Students eating in other parts of the building are subject to disciplinary action. Students may not eat outside during recess, unless specifically permitted by a teacher.

The school does not allow students to drink caffeinated beverages in school or on school trips.

## **FORGERY/LYING**

Forgery, lying, and any form of dishonesty have no place in a Catholic school or in our society. Any student found to have forged a parent's signature, lied to a staff member, passed in another student's work as his/her own, plagiarized, or has been dishonest in any other manner as determined by the teacher will receive a detention and parents will be notified. Repeat offenders will be subject to suspension.

## **GANGS**

Any evidence of student involvement in gangs or gang-related activities will make a student liable to immediate suspension and possible expulsion.

## **GIFT EXCHANGE AMONG STUDENTS**

Gift exchanges among students may not take place in school. These seemingly innocent exchanges often can produce the opposite result, as the “haves” of our student society tend to be demonstrably evidenced over the “have-nots.”

## **GUIDANCE SERVICE**

St. Francis Xavier Preparatory School does not provide any psychological counseling nor does the Town of Barnstable provide it to the school. The school does provide assistance to students with their adjustment to SFXP and assistance to eighth graders with the secondary school admissions process. The middle school principal and homeroom teachers also are available from time to time for routine problems of early adolescence, and for more critical situations, the Saint John Paul II High School guidance counselors are available to assist.

Students are urged to view their homeroom teachers as advisors. They should feel free to contact them for assistance with day-to-day problems. The middle school principal, too, is a resource available to students and parents. "Little" things should not be let go. Nearly without exception, "little" difficulties grow. Students and/or parents should contact the homeroom teacher or the middle school principal at the first signs of academic or social difficulty.

## **GUM CHEWING**

Chewing gum is not permitted in the building, on the bus, or on the school grounds at any time. A student who is chewing gum at school, on a field trip, or at school-sponsored functions is subject to detention.

## **HALLWAY CONDUCT**

Students are dismissed from class only with the permission of the classroom teacher. They are expected to move directly from one class to the next at the period change. They must not block the corridor by stopping or holding conversations. If waiting for another class to be dismissed, students are to form a single, straight line along the corridor wall, staying to the right. Doing so will help students to move more easily through our narrow corridors. While passing in the hallway, students must not disturb any class that is in session.

Because loud talking, pushing, shoving in the hallways, classrooms, and lavatories is considered disruptive to the learning process and common sense safety, it is not permitted.

Visits to student lockers are allowed only at specified times or at other times with teacher permission.

## **HARASSMENT**

Saint Francis Xavier Preparatory School is enriched by all of its members. Basic at the school is the fact that there must exist a deep atmosphere of respect within the school community. The school recognizes and respects individual differences in background. In order to provide an environment of respect, tolerance, and sensitivity, it is important that every member of the community recognize certain guidelines for appropriate behavior. Inappropriate behavior, either verbal, written, electronic, or physical, that disregards the self-worth of others is unacceptable. Such behavior includes, but is not limited to, unwarranted verbal remarks or gestures, base notes or letters, base pictures, derogatory statements, insults, discriminatory and/or racist comments, or unacceptable physical contact. St. Francis Xavier Preparatory School complies with Chapter 269, Section 17, 18. Students in a Catholic school are expected to uphold the dignity of all students.

Sexual harassment is defined as conduct containing sexual matters or suggestions which would be offensive to a reasonable person. It includes but is not limited to the following behaviors: verbal and physical conduct such as jokes, derogatory comments, unwanted sexual advances, visual contact such as photographs, drawing, or gestures; threats or demands; retaliation for having reported or threatened sexual harassment. Students must understand “hazing” or “bullying” is a criminal act as well as a serious infraction of the school rules.

A student who is part of any such comments, notes, pictures, or gestures—even “as a joke”—is subject to disciplinary action which could lead to a student’s dismissal. Incidents which occur at home via the internet and carry over into the school will have school consequences.

All allegations will be taken seriously and promptly investigated. Confidentiality will be ensured for both the alleged victim and the alleged perpetrator. At no time is sexual harassment condoned and people are encouraged to report such incidents.

## **HEALTH CONSIDERATIONS**

St. Francis Xavier Preparatory School has full-time nurse coverage. A sick child must not be sent to school. A child must be fever-free for 24 hours before returning to school. The school nurse is responsible for maintaining all medical histories, immunization records and the like.

No medicine, prescription or non-prescription, can be kept in the classroom or on the student's person, locker, or possession. Having such medicines—even vitamins—makes the student subject to the Drugs and Alcohol provisions of this handbook (see p. 15). Prescription medicine must be delivered to the nurse’s office in a prescription container and clearly marked with the physician's name, student's name, date, type of medicine, dose, number of doses, and the time to be taken.

School personnel can give or apply any medication only when a written instruction from the child's physician has been submitted to the nurse or middle school principal. A written record is kept of such medication distribution.

Children are not to take any medication—including vitamins or cough drops—on their own during school hours. During after-school events, students must arrange for their own medications, such inhalers.

If a child becomes ill at school, the nurse or school secretary will contact the parent. If the parent cannot be reached, then the person or persons designated on the child's emergency form will be contacted to take the sick child home as soon as possible.

Because members of our school community have sensitivity to fragrance products, perfumes and colognes are not permitted. St. Francis Xavier Preparatory School is a scent-free school.

## **HOME AND SCHOOL ASSOCIATION**

The Home and School Association is our parent organization. Its mission is to contribute to the Catholic family spirit at SFXP by sponsoring events that promote community, cultural enrichment, and enjoyment. It is a vital part of our school and every parent, by virtue of having a child enrolled in St. Francis Xavier Preparatory School, is a member of the Home and School Association. **Parents are expected to pay a \$50.00 Home and School membership fee to assist with the Association's activities and programs for the students.** The Association plans activities for the school community throughout the year. Meetings are held monthly and are announced via the weekly school-wide e-mail. All parents are urged to become active participants in the activities of the Home and School Association.

## **HOMEWORK**

Homework should serve a positive purpose and be closely integrated with class work. It is not a substitute for what should be taught in classrooms, but rather serves as a review and/or enrichment of materials learned during the school day. Parents are encouraged to provide suitable time and place for their children to do homework.

Students will be expected to have a nightly homework average of about one hour or so in grade five, one and one-half hours of homework in grade six, a little less than two hours of homework in grades seven, and two hours or so in grade eight. Parents should question their child and the school if this general homework pattern is not witnessed at home. Frequent check of the student's required school assignment pad is encouraged.

Students who are absent due to illness or personal family reasons are expected to make up all homework and class assignments following their absence. It is the responsibility of the student to obtain these missed assignments. Following absences, it is expected that students will take the initiative to make up missed work within one week's time of return to school.

Teachers are not expected to provide homework for students who take vacations other than those provided in the school calendar. The school will obtain homework assignments from individual teachers in the case of prolonged student illnesses, but not for a single day's absence. Such requests must be made before 8:05 A.M.

If a student does not do homework, complete a classroom assignment, etc., parents will be notified via a school notice form. This is not seen as a negative or a punishment, but simply a method of informing parents with regard to school work. Continued problems with homework completion will result in a required after-school help session.

## **INCLEMENT WEATHER / "SNOW DAYS" ANNOUNCEMENTS**

The school follows the weather-related cancellation/delay/early dismissal announcements made by Barnstable Public Schools. On a day when school is closed early or canceled due to the weather, all after-school activities are similarly canceled.

The school reserves the right to deviate from the cancellation decisions of Barnstable Public Schools in cases not related to inclement weather.

The school uses an automated system which provides for all parents to receive telephone calls in the case of a weather or other emergency, school cancellation during the day, or other general information. Each student must know what to do and where to go should school be dismissed early due to an emergency or weather-related situation.

Since our student population encompasses many towns other than Barnstable, parents are always free to use their own good judgment in determining whether travel conditions are safe for the trip to school. If school

is canceled in your town, parents may wish to follow their town's pattern by not sending their child to school. The school respects such parental discretion.

## **INTERNET**

St. Francis Xavier Preparatory School has wireless Internet access. Students and their parents will be required to sign an Acceptable Use Form outlining the terms and conditions for utilization of the Internet and the use of personal Android tablets or iPads at St. Francis Xavier Preparatory School. Abuse of the Internet Etiquette outlined on the permission form will result in a variety of disciplinary actions, ranging from reprimand to suspension to expulsion depending upon the infraction. Such disciplinary action will be determined solely by the middle school principal after appropriate consultation with the teacher.

The school also has an official Facebook page. It is the only official page for SFXP.

***Outside of school, pictures, video, or sound clips depicting St. Francis Xavier's physical plant or any member of the SFXP community should not be posted on the world wide web without the expressed permission of the middle school principal as well as any individuals in such clips. To do so makes the student liable to possible school and/or legal action.***

## **LAVATORY FACILITIES**

The student bathrooms are located across from the nurse's office on the first floor in the hallway leading to the science lab. These facilities, and the locker room bathrooms during a student's physical education period, are the only lavatory facilities the students are to use during the day. Faculty lavatories are opposite the art room and are not to be used by students.

## **LEAVING SCHOOL GROUNDS**

St. Francis Xavier Preparatory School does not have an open campus. Sadly, within the immediate boundaries of our school, there are individuals and situations which have the potential for placing our young people at risk. At the beginning of the day, students are expected to be dropped off at the school and move immediately into the gymnasium. Parents are expected to pick up their child within fifteen minutes of school's closing. If they arrive beyond that time, parents will need to come into the building to pick up their children. Students waiting for parents or public buses may not go into town. Leaving school grounds at any time—before, during, or after school—without the school's permission makes a student liable to suspension.

## **LOCKERS**

The school has full-length lockers for students. All student belongings must be inside the locker or the student's homeroom desk. Items found on the hallway floor are sent immediately to the Lost and Found.

Students may not use luggage (with or without wheels) in lieu of backpacks or book bags, as storage of such luggage causes damage to the lockers.

It is at the students' discretion as to whether he or she wishes to place a lock on the lockers. If a lock is placed, either the combination or a second key must be provided to the student's homeroom teacher. Failure to make such provision will result in the lock being cut off at the student's expense.

In the girls and boys locker rooms, a set of lockers has been installed to accommodate a single class. Students may store and secure their personal belongings in these lockers during physical education class, to assure their safety.

**All lockers are the property of the school. At all times the school administration and the faculty are free to inspect and search the school's lockers.**

**LOST AND FOUND**

Each year, many items that are turned into the school office go unclaimed. Students who have lost anything should report that loss to the office and check the "lost and found." All pieces of clothing should be labeled, including ties. Students should also label any personal items including gym bags, notebooks, lunch boxes, etc.

Any item which a student finds in the building or on the school grounds is to be deposited in the office. **No students may keep a "found" object. Doing so is akin to stealing.** Items not claimed within two weeks are distributed to local charities. The Lost and Found is completely cleared at the end of each marking period.

**LUNCHESES**

St. Francis Xavier Preparatory School has created its own hot lunch program with the help of our Home and School Association and local restaurateurs. An on-line system makes ordering easy for parents. **Only orders placed and paid for on-line are can be accommodated.**

Volunteers always are needed for this program. Without such help, the program cannot continue. Our Home and School Association provides a snack table with desserts, chips, and the like. The school also has two juice machines available to students.

Beverages brought to school must not be in glass containers. Students should not bring caffeinated drinks to school. Students who refuse to eat their lunch or who constantly come to school without lunch place their health at risk. If this behavior is observed, someone from the school will contact the parent to alert them of our concern.

**MARKING SYSTEM**

Marks are determined by class work, homework, test results, class participation, and independent projects. St. Francis Xavier Preparatory School uses the following standardized grading system:

<u>A+</u> : 98 - 100	<u>C+</u> : 78 - 79	
<u>A</u> : 93 - 97	<u>C</u> : 73 - 77	
<u>A-</u> : 90 - 92	<u>C-</u> : 70 - 72	
<u>B+</u> : 88 - 89	<u>D+</u> : 68 - 69	<u>F</u> : Below 60
<u>B</u> : 83 - 87	<u>D</u> : 63 - 67	
<u>B-</u> : 80 - 82	<u>D-</u> : 60 - 62	

**The Honor Roll** at St. Francis Xavier is based upon the following criteria:

>1st Honors: all A's in major subjects (90% and above in those that meet every day of the week), A's and B's in all other subjects (80% and above)

>2nd Honors: all A's and B's in major subjects, A's and B's in all other subjects (80% and above in every subject)

>Honorable Mention: all A's and B's in major subjects, A's, B's (80% and above) , and **one C** ( 70% - 79%) in all other subjects

**MEDICAL INSURANCE**

All students must be covered by medical insurance. No student may participate in school sports without being insured. The school does not have individual medical insurance policies on the students. Such coverage is the parent's responsibility.

## **MISSING A CLASS**

A student may not miss a class without specific authorization from a member of the staff. Students who are feeling ill must obtain a pass to the nurse from a teacher. Only the school nurse has the authority to excuse a student from class due to illness. Any unauthorized absence from class makes a student liable to suspension. A repeat offender is liable to expulsion.

Students who miss a class due to an instrumental music lesson, or for any reason, are responsible for making up all missed classwork and homework.

## **NATIONAL JUNIOR HONOR SOCIETY**

The St. Francis Xavier Preparatory School's Chapter of the National Junior Honor Society follows the purpose and rules of the constitution of the national organization: to create enthusiasm for scholarship, to stimulate a desire to render service, to develop citizenship by encouraging participation in civic-related activities and/or organizations, to promote leadership and develop character. Membership in the National Junior Honor Society is an honor not bestowed automatically, nor based solely on students' academic standings. Saint Mother Theresa is the patron of the SFXP Chapter of the National Junior Honor Society.

A student must be in the seventh or eighth grade, and a member of St. Francis Xavier Preparatory School for at least one semester, to be considered for membership in the society. Students are invited by academic standing to apply for membership to the National Junior Honor Society. Membership is granted only to students selected by the NJHS Faculty Council.

Only students who have a cumulative grade point average of 90% (A- or better – not rounded) in the six major subjects meet the scholarship requirement. Being nominated should not be construed as being selected for membership. Students who are eligible for consideration based on academic standing must then meet standards on the basis of service, leadership, citizenship, and character. Students cannot be chosen on scholarship alone, as this is a violation of the national constitution. A member of the National Junior Honor Society should epitomize the standards set by the school. An NJHS member must be an exemplar for the school. Eligible students are given a letter informing them of their nomination for membership. Nominees must meet with the NJHS advisers who will outline the nominee's responsibility for the creation of a portfolio. All sections of the portfolio must have a written response for a candidate to be considered for membership. Submitted to the Faculty Council, the portfolios are reviewed and voted upon. A simple majority vote suffices for membership. The Council's decision is definitive; however, an appeal process is outlined in the national charter and available upon request.

The Council will notify students by letter of the decision. A detailed description of the selection process is in the Chapter's bylaws, available upon request to the Chapter Adviser.

Following induction, all members are expected to uphold the standards of scholarship, leadership, citizenship, character, and service 24 hours a day, seven days a week. Those who do not uphold the standards will be placed on probation and may be dismissed. Any students who are dismissed or resign from NJHS will never again be eligible for membership or its benefits.

## **NON-READMITTANCE**

All students are accepted to St. Francis Xavier Preparatory School on an annual basis. Students who have unsatisfactory disciplinary and/or academic records are liable to non-readmission to St. Francis Xavier for the following academic year. In addition, students with habitual absent or tardy records are liable to non-readmission.

On occasion, a student's behavior and demeanor may not warrant summary dismissal but may require a student to be readmitted on probation. Such determination rests solely with the middle school principal. In such instances the student and parent will be required to sign a probation contract outlining the terms and conditions of the probationary readmission.

## **PASSES**

Students who arrive late to a class or who wish to be dismissed early must have a written pass from a teacher or a staff member. Similarly, any student who visits the nurse's office must have a pass from a staff member.

## **PHYSICAL EDUCATION**

Physical education class is a requirement for all students unless there is a specific medical reason for non-participation. If a student is to be excused from class, a written note from a doctor or parent explaining the medical situation is to be presented to the teacher and to the school nurse. Any prescribed asthma medication must be taken prior to physical education class.

All students are to change for physical education class. Locker room facilities for students are located on the lower level of the school. Lockers are to be used only during the P.E. class or a school-sponsored sports activity. Items left in the lockers will be removed and placed in Lost and Found.

Students must wear the gym uniform to physical education class. Jewelry may not be worn during physical education class.

## **PRAYER**

Prayer should be an important part of our lives and is an important part of our day at St. Francis Xavier Preparatory School. Except during the Lenten season, there customarily is only one time during the day when everyone in our school community prays at the same time. That is during the morning prayer. During the prayer, everyone and everything stops. Parents and guests, too, in the building at that time are asked to honor this expectation. This courtesy will allow all of us better to lift our minds and hearts to God as one.

## **PRESS RELEASES/PUBLIC RELATIONS**

From time to time, St. Francis Xavier Preparatory School issues regular press releases and pictures of our school and its students. Such items include honor roll listings, pictures and stories from our special programs, awards, and the like. In addition, we prepare and publish a number of pamphlets and brochures about St. Francis Xavier Preparatory School.

On the tear page of this *Family Handbook* is a line for parents to **initial** granting or refusing permission for the use of the student's name and picture in our press releases or brochures.

## **PRINTING**

St. Francis Xavier Preparatory School does not offer printing service. If a homework assignment is required by the teacher to be printed, students must bring the assignment to school already printed.



## **RECESS**

Weather permitting, St. Francis Xavier Preparatory School has a recess option during the activity period following lunch. The procedure for this recess is to have the cafeteria proctor dismiss the students table-by-table to the recess area. Students who elect to go outside for the recess period should dress accordingly. For safety, rough-house play, pushing, or other similar activity during recess period will not be allowed. Such activities will lead to loss of the recess period and/or detention.

## **RECORDS**

Parents have the legal right to see their child's permanent records. The student's permanent record consists of basic biographical data and place of address, the cumulative grades from the previous school years, and standardized testing. Teacher grade books, daily lesson plans, disciplinary notes and forms are not a part of the permanent record and as such not within a parent's right to review. Parents wishing to review their child's permanent record must sign a request form. While the school will make every effort to honor the request immediately, it reserves a twenty-four hour period before providing the cumulative record. Student records issued to parents will be so noted.

## **RELIGION CLASSES/FUNCTIONS**

All students must attend and are expected to participate in scheduled religion classes. These classes teach the dogma and doctrines of the Holy Roman Catholic Church. St. Francis Xavier Preparatory School is true to the orthodoxy and magisterium of the Roman Catholic Church. All students must attend religion classes. They also are required to attend and participate in both liturgical and non-liturgical celebrations. Penance services are held twice a year, once during Advent and once during Lent.

## **REPORT CARDS AND INTERIM REPORTS**

The report card is one of the school's most important forms of evaluation. It indicates a student's academic progress and evaluates some personal and social traits as well as work study habits. Report cards are distributed four times a year, during the months of November, January, April, and June. The calendar enclosed in this handbook indicates the closing dates of the individual marking terms. Customarily, report cards are issued one week following the close of the marking term. The final report card is mailed home.

The school utilizes electronic grade reporting. This method of grade-reporting allows for a more full and complete reporting process for our students and parents.

Prior to the distribution of report cards, an interim report (either written or electronic) may be sent home to indicate either specific areas of academic or social concern or to indicate areas of commendation. While every effort is made to communicate via the interim report, especially in the downward turn of a student, sometimes such communication is not always possible, especially when there is a dramatic decline in the last week or two of a quarter, which customarily is the period of quarter-concluding tests and quizzes and projects. Parents are encouraged to regularly check their child's progress through our electronic grade reporting system.

## **RETENTION**

Retention is highly unusual in the middle school grades. Usually it occurs in the primary grades. If a student is not meeting the academic challenges of St. Francis Xavier, it may be best for him/her to move to a new academic environment. Such a decision is determined by the school.

In order for a student to be promoted to the next grade, he/she must receive passing marks in all subject areas. If a single course is failed, it must be remediated before the student can return to school for the next year.

***Two or more failures will result in non-promotion and in non-readmission.***



## **RETURN OF FORMS**

It is the responsibility of the student to see to it that forms, notices, absent notes etc. are returned by the designated date. Students who fail to return forms by the designated date are subject to disciplinary action including detention.

## **RIGHTS AND RESPONSIBILITIES OF THE SCHOOL**

As an institution of learning, St. Francis Xavier Preparatory School operates under the concept of *in loco parentis*, in place of the parent. The school is concerned with the safety and the well-being of its students not only while they are at school but also while not with their parents to and from school. School officials, therefore, in their capacity *in loco parentis* have the obligation and the right to make rules, to provide for their implementation, and to impose appropriate sanctions when students do not follow the rules.

## **SCHOOL HOURS**

Monday through Friday:	7:55 A.M. Bell rings to proceed to homeroom 8:05 A.M. Attendance taken in homeroom 2:51 P.M. Dismissal
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## **SEXTING**

Sexting is defined by the State of Massachusetts as “sending, receiving, forwarding sexually explicit messages, photos, or images via cell phone, computer, or other digital devices.” This can include sending intimate pictures or video via text message or through apps such as Snapchat and Instagram.

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Massachusetts Department of Children and Families (DCF) or local law enforcement for appropriate investigation as to violations of law.

## **SMOKING AND VAPING**

Massachusetts State Law prohibits smoking or vaping in a school building and on school property. Smoking or vaping is prohibited at all times in the school building, in its parking lot, playing fields and other property. This prohibition applies to faculty, staff, parents, and all visitors to the school. Smoking or vaping on the sidewalk in front of the school building is not allowed. This policy includes cigarettes, cigars, pipe or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems or any similar systems.

It is a violation of Massachusetts law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

## **SOCIAL ACTIVITIES**

St. Francis Xavier Preparatory School provides a number of social events and activities including dances at the rate of nearly once a month. All social functions must be approved by the middle school principal. It is the middle school principal who ultimately will determine the nature of social events, including time, place, and dress. **On a day a student is absent from school, he/she may not participate in any after-school activity. A four-hour day must be attended in order to participate in any after school activity.**

School dances are limited to students of St. Francis Xavier Preparatory School. Most often, dances are a privilege for students in grades six through eight only. As a tradition, fifth grade students are invited to the last dance of the year. Students are expected to be orderly and courteous toward all supervisory personnel, both faculty and parents, and toward the disc jockey. Dances are held from 7:00 P.M. to 9:00 P.M. unless otherwise noted.

### **SPORTS PROGRAMS : SFXP**

St. Francis Xavier has competitive sports programs fall, winter, and spring. They include cross country, soccer, volleyball, basketball, baseball, softball, golf, tennis, and track.

Participation in the sports program is a privilege. No student has an absolute right to be on an SFXP athletic team. At all times, the middle school principal reserves the right to restrict student involvement in any sport. It is the sole discretion of the coaches who determine the frequency of play and the team assignments. Students who miss practices and other team commitments should not expect much play time in a scheduled game. Honoring one's commitment to the team is of paramount importance.

Students who play on town teams most often also can play on SFXP teams. The relatively few conflicts which arise generally can be worked out with good communication with the coach and the athletic director. The school does require that if games conflict, students must honor their commitment to the school team's game. Please see page 28 for the policy regarding student participation in two conflicting school-sponsored activities.

Students are issued team uniforms by the school. The complete school team uniform is to be worn by the student athlete in order to participate in any game. **Failure to have the complete school team uniform will result in a "no play" decision by the coach.**

Sports are an enjoyable and important part of the total development of the child. Since studies come first, in order for a student to be eligible to play on any team, he/she must receive satisfactory grades. No student may participate in an extra-curricular program, club, or sport if he/she is failing in any two subjects. Similarly, three **D** (60% - 69%) grades in any subjects will make a student ineligible to participate in extra-curricular programs, clubs, or sports. Eligibility is determined anew at the start of each academic year. Quarter grades are used to determine eligibility. Students become ineligible the day report card is issued. Students who are academically ineligible to participate in extra-curricular programs, clubs, or sports may regain eligibility by attaining grades of 70% or higher in all subjects on the interim report card that is issued mid-quarter. *In all cases, the middle school principal has final authority as to who may play or who will be removed from a team for either academic or social reasons.*

Parental permission must be given in writing before students may participate in the school's sports programs. In addition, parents are expected to attend a meeting called by the athletic director prior to the start of the season to hear expectations and to have questions answered. Parents are expected to serve as ambassadors for St. Francis Xavier Preparatory School at sporting events. Parents and friends of St. Francis Xavier are expected to reflect the teachings and philosophy of the school in manner and conduct while at sporting events, either home or away. Inappropriate parent display of behavior cannot be tolerated. Adults must set an example as a proper Christian role model. Parents and friends of St. Francis Xavier who fail to reflect our Christian manner will be excluded from our sporting events. Continued difficulty may result in the child's dismissal from the team.

Students who are in the building for team practices must remain in the gym or other designated area, where they can be supervised by the coach.

## **STANDARDIZED TESTING**

St. Francis Xavier Preparatory School participates in the standardized testing program offered by the Diocese of Fall River. MAP Growth Testing in math, reading, and language arts will be administered three times per year.

## **STEALING**

Taking the property of another, either "as a joke" or with intent, is a serious ethical as well as moral wrong. Such actions are not tolerated at St. Francis Xavier Preparatory School. Any instance of a student's taking another person's property or committing acts such as taking cafeteria food without payment or keeping items found makes the student liable to immediate suspension from school. A second offense will make the student liable to expulsion.

Found items at school must be turned in to the office or the nearest teacher.

## **STRUCTURED ALTERNATIVE LEARNING DAY**

In cases of weather-related or other school cancellation, St. Francis Xavier Preparatory School may institute Structured Alternative Learning (SAL) days that satisfy school day requirements and minimize learning disruption. When the school institutes a SAL day, teachers will provide digital (or other) instruction via articles, textbooks, videos, chat or other teacher-provided input. Students will complete performance tasks associated with teacher-provided instruction. Teachers and students will be available to interact via discussion thread, chat, email, or other digital conversation tools. The method of electronic communication and the time frame for teacher availability is determined by the teacher and noted in the assignment directions.

## **STUDENT LEADERSHIP**

The minimum standards for seeking elected leadership positions in student organizations are the following:

- The student must be an SFXP student for at least one year. (This does not apply to students who wish to run for Student Council representative.)
- The student must have earned at least a 70% GPA the previous academic year.
- The student must not have earned more than three behavior notices during the previous academic year.
- The student must not have earned an out-of-school suspension during the previous academic year.
- The student must receive the approval of the middle school principal, who will consult with teachers.

Student leaders may be sanctioned or removed from office in the following circumstances:

- The student-leader fails any two subjects or earns three grades below 70% for the marking period. Leadership may be reinstated by attaining grades of 70% or higher in all subjects on the mid-quarter interim report.
- The student-leader is placed on disciplinary probation, is suspended, or earns more than three behavior notices.
- The student-leader's actions, on or off campus, reflect poorly on the reputation of the school.
- The student-leader's actions are in conflict with St. Francis Xavier Preparatory School's philosophy.

## **STUDENT PARTICIPATION IN TWO CONFLICTING SCHOOL-SPONSORED ACTIVITIES**

As there is always a potential for conflicts when a student is involved in more than one co-curricular activity, the school has set forth a set of guidelines to be followed in the event of a scheduling conflict. These

guidelines will be used as a process resolution whenever a conflict arises between a school-sponsored, non-athletic activity and an athletic event. In doing so, it is our intention to provide the Students of Saint Francis Xavier Preparatory School the opportunity to participate in both co-curricular activities and athletics. Any questions, appeals, or interpretation of these guidelines should be directed first to the athletic director and if necessary, the middle school principal.

1. Actual contests or performances always take precedence over a practice, scrimmage, or rehearsal.
2. When practice times conflict, the athletic director will consult with the coach and the advisor to establish an equitable schedule.
3. In the event that an athletic contest and a performance occur on the same day, but at different times, every effort should be made with the cooperation of all interested parties to provide the opportunity to participate in both if possible.
4. If both activities have a contest or performance at the same time, the student and his/her parents will select the activity for participation with the review of the middle school principal, and all parties will abide by the decision.

### **STUDENT RECOGNITION**

The school has established formal means of promoting student achievement and excellence. A Student of the Week Award is determined by the faculty each week and is presented during the Monday Assembly. In addition, "*Caught*" cards are presented to individual students who are "caught" doing something of a positive social or academic nature. A "*Free Pass*" is issued to any student who accumulates five or more "*Caught*" cards during the year. This "*Free Pass*" entitles a student—with a teacher's permission—to miss any given class and to be present in another class or other approved area. Further conditions are printed on the "*Free Pass*" card.

A concluding assembly at the end of the year provides recognition to deserving students in each of the academic disciplines and other areas of achievement, including community service.

In addition to these specific actions and activities, there are numerous, customary comments and notes from school personnel for positive reinforcement. Also, special spirit-raising events and programs are held throughout the year and especially are an integral part of Catholic Schools Week.

### **STUDENT SELLING**

On occasion, students may be asked to help support the school's fund-raising activities. Generally, this support is to lend assistance to a larger fund-raising activity sponsored by our Home and School Association. Having students share the responsibility of their privileged education provides important Christian witness to the concept of giving back for the blessings bestowed. No selling takes place without approval from the middle school principal, proper parental notification, and safety guidelines having been presented to the students.

**No student may sell anything to his/her classmates without the expressed permission of the middle school principal. Similarly, no student is to collect money for any reason without the expressed permission of the middle school principal. To do so would result in disciplinary action.**

### **TELEPHONE**

Cell phones are not permitted at St. Francis Xavier Preparatory School. Increasingly, public and private school are realizing the difficulties being created by cell phones in schools and are banning their use. They are not allowed at SFXP. For students and parents to defy this regulation suggests a disconnect with our overall purpose. If parents desire for their child to have a cell phone for a legitimate purpose, the cell phone must be placed in the middle school principal's office in the morning and retrieved in the afternoon. Student cell phones

must never be turned on in the school building or on school grounds. A cell phone found in a student's possession or in a student's locker will be confiscated and will be returned only to a parent.

Students are permitted to use the school telephone in urgent situations, but only with permission from the middle school principal or secretary. Forgetting books, gym clothes, homework, etc. are not "emergencies" nor are they acceptable reasons to use the telephone. Calling parents for such reasons does not teach responsible student behavior. Parents and students should be aware that the phones are not readily available for the students. Therefore, prior planning for the day ahead helps to teach responsibility and accountability. Unless a clear emergency, students are not called from class to receive a telephone call. In a school-wide urgent situation, our automated calling system will be used.

In addition to the school's general number for the office and administration, each teacher may be called at specific extension. A directory of extensions will be sent home in September and will be posted on the school web site.

### **TEXTBOOKS AND "APPS"**

St. Francis Xavier Preparatory School takes pride in keeping current with technology. Most of our textbooks are e-texts. E-texts require the free Pearson for Schools app, which can be downloaded from the Apple App store or the Google Play store. Students will receive log-in information in September. The cost of the e-texts is provided in the school tuition. **Students who are enrolled in high school courses have additional book fees and must purchase a graphing calculator.**

Students must download SFXP required apps; some are at no cost, while others must be purchased by the student. Apps and e-texts are used on a regular basis, therefore every student must come to school every day with their Android tablet or iPad ready to use.

Consumable workbooks, novels, and the like may be required and must be purchased by the student.

### **TRADITIONS**

St. Francis Xavier Preparatory School has a variety of established traditions. Such traditions are a part of the rich fabric woven into the cloth of Catholic education throughout the United States. The traditions that exist here are a part of the lifeblood of our school. These are:

**Awards Assembly:** The highlight of the end to the academic year is a special prayer service and presentation of academic awards. These awards include subject awards presented in every academic discipline. During the eighth grade year, the awards ceremony will be incorporated into the Class Night activities. For grades five, six, and seven, this ceremony will be held on the last day of school.

**Catholic Schools Week:** Held during the final week of January, Catholic Schools Week is a national celebration of the excellence provided in Catholic school education. Special events are held each day of the week. Activities include a Mass of celebration, student and teacher appreciation days, a spirit day, and a guest speaker.

**Class Night:** Traditionally held the night before graduation, the eighth grade Class Night is a celebration of the graduating class. Events include academic award presentations, speeches by the Class Officers, individual reminiscences, and a retrospective slide show.

**Eighth Grade Officers:** In September, members of the eighth grade class elect a president, vice president, secretary, and treasurer to lead the eighth grade in its activities and spirit. On Class night, each officer delivers a speech to the class.

**Light of Excellence Awards:** These most highly prized awards are presented to the male and female student in each grade who, in the opinion of the middle school principal and faculty, best represent the combined commitment and achievement to the ideal of academic excellence through the light of one's Christian faith. In grade eight, this award is presented at the graduation ceremony to a male and female graduate in the name of Reverend Edward J. Byington, the founding pastor of St. Francis Xavier Preparatory School.

**Monday Assembly:** At the start of each week the entire school gathers at 9:00 A.M. in the church or gym for our Monday Assembly program. This assembly is an essential part of our community building. The program begins with morning prayer and the Pledge of Allegiance. During the assembly period, students and teachers share activities and items of interest. The middle school principal delivers morning announcements and makes note of special items of school community concern. It is during the Monday Assembly that the Student of the Week Award is presented. Parents always are invited to attend the weekly assembly or any other school gathering.

**National Junior Honor Society:** St. Francis Xavier Preparatory School is a member of the National Junior Honor Society. Students earn their nomination at the beginning of their seventh grade year and are required to complete a package including personal narrative and letters of recommendation which endorse their candidacy. An induction ceremony is held to commemorate their inclusion into this prestigious national organization. (*See page 22*)

**Orientation Program:** In the summer prior to the start of a new academic year, fifth graders are invited to a morning orientation session conducted by the middle school principal. Get-to-know-you games, activities, and exercises are held to ease and orient a student to the St. Francis Xavier Prep family.

In addition, each new student receives a telephone call from a staff member sometime late in the summer, again to welcome the individual into the school community and to answer any last-minute questions or concerns by the individual in-coming student.

A final component of the orientation program is a games night, held for fifth graders on the first Friday of the new school year. This event is complemented by a Welcome Back Dance, held for students in grades six through eight, so they may renew acquaintance in a social setting.

**Parent Open House (Mini Class Night):** Parents are provided with an opportunity to return to school at the annual Open House. This event gives parents a chance to run through their child's schedule, meet the teachers, and become better acquainted with the other members of the Home and School Association, our parent group.

**Religious Observances:** In addition to celebrating Mass with parishioners St. Francis Xavier Church on all the holy days of the Catholic Church's calendar, students will develop and participate in other liturgical and prayer services. For the celebration of All Saints Day, students in grade five as part of their studies on the lives of the saints, dress in the fashion of a saint of their choice and proceed into Mass on that day.

In addition, penance services are scheduled to be held during Advent and Lent. Also, a retreat program for students is an integral part of the religious formation during the sixth through eighth grade years. Other religious events consistent with the Church and the Diocese of Fall River also are observed.

**Reunions:** A tradition has been established to provide for a four-year anniversary reunion for each graduating class before its members scatter literally around the globe. As the school grows, other hallmark reunions also will be held.

**Service:** Because service to God is the most important task of our time on earth, St. Francis Xavier Preparatory School acknowledges those students who have been elected to serve their school as eighth grade class officers and student council representatives with the presentation of service awards. In addition, all students are expected to live out their Christian faith through documented service to others. End-of-the-year awards are presented to students with fifty or more accumulated Christian service hours. The Christian service is a requirement for promotion from one grade to the next and for graduation.

## **TRANSPORTATION**

Bus information will be provided as it becomes available. Students who walk to school must have a signed parental permission slip. For the safety of our students, parents are to observe all speed limits on Cross Street and in the parking lot. Never park directly in front of the school, the crosswalk, or the "no parking" lane.

## **TUITION**

The tuition rate for the 2020 - 2021 academic year is **\$9,080.00**.

Tuition and fees are billed annually in May for the following school year. Payment of tuition and fees is the responsibility of the guarantor. Payment options include full payment of the balance due by June 1 for the following school year, or monthly payments through the FACTS Payment Plan. Students whose tuition accounts are unpaid, or who have outstanding obligations to the school may face restriction of student privileges. All outstanding obligations to the school must be satisfied prior to the start of a new school year.

**Refund Policy:** If a student withdraws or is expelled from school, tuition credits will be processed for any quarter that the student has not attended. Please note: Students who leave the school during the course of the school year forfeit 100% of school financial aid.

If for any reason a family's circumstances change during the year and they are unable to meet the tuition schedule, they are urged to contact the middle school principal to discuss the matter.

Students with unpaid tuition obligations will not be allowed to take their mid-term or final exams and may not return to St. Francis Xavier for the following year. Grades and records will not be issued or forwarded until all family tuition has been paid. Eighth graders with unpaid tuition may not take part in graduation ceremonies and will not receive their diploma.

## **VANDALISM / SCHOOL PROPERTY**

Simple respect calls for the care of the building and furnishings. Any student who does damage in any manner to school property or to other private property on school grounds or at school functions shall be held responsible for the cost of repair and/or replacement cost of the property as well as face disciplinary action. Any student who does damage in any manner to the property of another individual similarly shall be held responsible for the cost of repair and/or replacement of the property and also will face disciplinary action. Intentional vandalism by a student will result in parental notification and make the student subject to suspension.

Students never should touch items in or on a teacher's desk without explicit permission to do so. At all times students are to respect teacher property. Failure to do so will result in disciplinary action.

No student is to write in or on his/her textbooks. Students who lose textbooks, library books, or other school property must bear the cost of replacement to the school.

## **VIDEO GAMES**

Video games are prohibited at SFXP and may not be played in school or on school grounds at any time. Students will serve detention on a first offense and are subject to suspension for subsequent occurrences.

## **VISITORS: STUDENT SAFETY**

All visitors/parents are to report to and sign-in at the office upon entering the school building. No one may visit a classroom without a specific appointment and a visitor's pass.

A registered sex offender who is the parent/guardian of a student may come onto his/her child's diocesan school campus in order to transport his/her own child to and/or from school; attend Open House Nights/Back to School Nights; attend Parent-Teacher Conferences; attend school sporting events; attend school performances (i.e., school drama or musical performances) or any other school events that are listed specifically

on the school's calendar of events. If a registered sex offender who is the parent/guardian of a student receives a notification from a school teacher or school administrator to attend a meeting regarding his or her child, he/she must follow the protocol set forth in the next paragraph concerning, in general, the presence of registered sex offenders on a diocesan school campus.

In general, a registered sex offender who is the parent/guardian of a student is not allowed to come to campus for any other reason unless they have scheduled a specific appointment directly with the school's administrator/head of school. When an appointment is scheduled with and confirmed by the school's administrator, the parent/guardian must report directly to the Main Office of the school for that appointment and will be escorted by the administrator or his/her designee to the location of the meeting. The parent will be escorted back to the Main Office at the conclusion of the scheduled meeting and must leave the school premises immediately after the scheduled meeting.

### **WEAPONS**

Any student who brings a weapon (including "toys") of any kind to school is subject to immediate suspension and probable expulsion.

### **IMPORTANT**

*The regulations stated in this handbook are not to be considered all inclusive. The school reserves the right to act in a manner consistent with its other rules and regulations in any situation which might be considered contrary to the philosophy of St. Francis Xavier Preparatory School.*

**All schools in the Diocese of Fall River are subject to the policies of the Diocese of Fall River. The policy manuals of the Diocese of Fall River replace and supersede any contrary statement of policy, procedures, programs, or practices, including but not limited to, any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River.**

**The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken.**



### **Characteristics of a Successful SFXP Student:**

- ✓A successful SFXP student is a learner; the individual possesses a desire to acquire knowledge and to discover.
- ✓A successful SFXP student is an active participant in his/her faith. We are a faith community which exists because of the teachings of the Roman Catholic Church and the Gospels of Jesus Christ.
- ✓A successful SFXP student is someone who wants to be here. While it is true that the parent is the primary educator and properly should make the decisions for a child until the age of majority, a student who is opposed to being here will find our academic, social, and spiritual expectations odious.
- ✓A successful SFXP student is respectful, kind, and thoughtful.
- ✓A successful SFXP student is honest, responsible, and trustworthy.
- ✓A successful SFXP student is a good listener and has the ability to focus in class. The degree to which a student lacks self-control is the degree to which a student will find unhappiness in our setting.
- ✓A successful SFXP student is attentive. He or she absorbs what is taught and transforms the lesson into action, either academic, social, or spiritual.
- ✓A successful SFXP student is successful in test-taking and knows the value of academic rigor.
- ✓A successful SFXP student is organized. He or she is able to manage time. The individual can handle a varied program, keep track of his or her possessions, and present material in a clear and efficient manner.
- ✓A successful SFXP student is intellectually curious. He or she is a self-starter and possesses an enthusiasm for learning.
- ✓A successful SFXP student is well presented. The individual cares about his or her appearance and will take pride in the privilege of wearing a St. Francis Xavier Preparatory School uniform and the other requirements of appearance.
- ✓A successful SFXP student is confident, but with ego in check. At St. Francis Xavier Preparatory School, we believe God's plan for the worth, value, and dignity of all precludes individuals from feeling a bit "more worthy."
- ✓A successful SFXP student is one who respects life from inception to a natural death.
- ✓A successful SFXP student is committed to service for others. He or she values service to the community and is able to put others before self.
- ✓A successful SFXP student is well-rounded. He or she wants to be a part in the lifeblood of the school, its programs, and its opportunities.

## Brief School History

St. Francis Xavier Preparatory School first opened its doors in September 1996. With the vision of founding pastor, Reverend Edward J. Byington, the school opened with grades five through eight. Its first headmaster was Mr. Stephen Kenney. The first class graduated in June 1997.

In 2002, SFXP was the first Catholic school on Cape Cod to receive accreditation. The school earned a ten-year accreditation from the New England Association of Schools and Colleges, and was reaccredited in 2012.

In June 2013, Saint John Paul II High School and Saint Francis Xavier Preparatory School were united as one school under the direction of the Diocese of Fall River.

The school is steadfast in its dedication to excellence and toward providing a top notch environment which nurtures learners. Daily, the school is set on its course to live out its motto to have our Lord Teach Us holiness, wisdom, truth, humility, mercy, peacefulness, charity, patience, and kindness.

## The School Colors

Also determined by our founding pastor, Reverend Edward J. Byington, the school colors stem from our school mascot, the Blue Angels. Like the colors of the Navy Blue Angels, the blue and white symbolize the dreams and pursuits of the horizon and purity from above. The accent of gold represents a strength and firmness for righteousness and justice. We can indeed be proud to display our school colors.

## Our Patron Saint

Saint Francis Xavier was born on April 7, 1506, in the Spanish kingdom of Navarre. He was the devoted disciple of Ignatius Loyola. As a boy, Francis Xavier was fond of sports. He has been described as a youth with a fiery temperament, but also with a large heart and generous nature.



At the age of nineteen, Francis Xavier went to the University of Paris, where he met Ignatius, who was much older. A friendship formed and with time Francis Xavier eventually became one of the first members of the Society of Jesus and made his vows with Ignatius and five others on August 15, 1534. He was ordained on June 24, 1537.

Ignatius was asked by King John of Portugal to send priests to establish missions in India, newly being explored and claimed by Portugal. The task eventually fell to Francis Xavier. He saw a vast new world opening before him and his one desire was to win it to Christ. Francis Xavier brought with him few possessions to this new endeavor, except his consuming love – for God and for the souls of his fellow man. Francis Xavier deliberately chose to live in the most complete poverty and refused to accept any of the material conveniences which were offered to him. He was able to put up with the most appalling conditions on his long sea voyages and he endured the most agonizing extremes of heat and cold.

Wherever he went, Francis Xavier sought out the poor and the sick and he spent his time ministering to their needs. Yet, while he was occupied all day with these works of mercy, he would spend the greater part of the night in prayer. It is reported that Francis Xavier did all these things with good cheer and lightness of heart.

The story of his journeys reads like an epic adventure. In 1542, he arrived in Goa. From there he went to the south of India, where he spent time working among the pearl fishermen. From there he went on to the East Indies. In 1549, he set out for Japan. He died on December 3, 1552 on a lonely island, vainly seeking entry to China. Thus, in ten years he traveled the greater part of the Far East. Today, we celebrate the feast day of Saint Francis Xavier on December 3.

Many miracles are attributed to Francis Xavier. He is said to have healed the sick and even to have raised the dead, though there is no real evidence to support this latter claim. He certainly had the gift of prophecy, yet the real miracle of his life, it has been said, was his personality, by which he was able to convert thousands to Christ, winning their passionate devotion.

He was beatified by Pope Paul V in 1619 and canonized together with St. Ignatius by Pope Gregory XV on March 12, 1622. Saint Francis Xavier is now the patron saint of the missions of the Catholic Church. St. Francis Xavier is a wonderful role model for us all.



## The School Emblem

The St. Francis Xavier Preparatory School emblem was designed by our founding pastor, Reverend Edward J. Byington. The cross in the upper right half of the shield is a Celtic cross, illuminated by a circle, representing the sun and, symbolically, God as the true source of our Light. This symbol has a pagan origin, as pagans worshiped the sun. Thus, the superimposition of the cross over the sun represents Christ's baptism of non-believers. In the lower left-hand corner of the shield is the Chi Rho, representing the first two letters of Christ's name in the Greek alphabet. Thus, the Chi Rho is a representation—a kind of shorthand—for Christ. This symbol was used especially in the early days of the church. The Latin, *Domine Doce Nos*, translated means “Lord Teach Us.” Indeed, we ask our Lord Jesus Christ to teach us as he did the people with whom he traveled. We ask for ways of holiness, wisdom, humility, truth, mercy, peace, charity, patience, and kindness.

## Mission Statement

The school is a caring community that embodies the Gospel of Jesus Christ and teaches the faith and practices of the Catholic Church. An educational ministry of the Diocese of Fall River, the school serves students and families of all faiths across Cape Cod, the Islands, and southeastern Massachusetts who seek distinctive co-educational elementary, middle, and high school Catholic education. Through strong relationships and worthy example, the school recognizes students' gifts, develops their potential, and inspires their pursuit of truth through faith and reason.

## School Philosophy

Our school embraces the teaching of the Catholic Church, which recognizes parents as the primary educators of their children. As such, it is important to articulate the mission, philosophy, and vision of the school so that parents can understand our approach and determine if the school best fits their family goals.

Our school philosophy is based on five fundamental values:

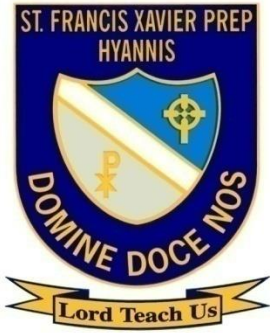
***A Community of Care and Concern:*** School culture and environment are premised on the idea that people learn best through relationships that are positive, encouraging, respectful, and professional. Therefore, the school retains qualified faculty and staff members capable of forming healthy relationships marked by mutual respect and shared goals.

***Full Personhood under God:*** From Pre-Kindergarten through Grade Twelve, we know that our most important charge is the full human formation of our students, who are created in the image and likeness of God. Such formation requires a program of intellectual, spiritual, physical, and social-emotional experiences that help students realize their worth and the central role of God in their creation, lives, and destiny.

***Academic Excellence:*** Students deserve both robust academic challenges and robust support to meet them. The school offers a thoughtfully-developed curriculum based on the Catholic liberal arts tradition and inclusive of evolving STEAM approaches. When expectations are set high, and relationships of respect prevail, students tend to meet those expectations. In equal measure, support and appropriate accommodations are provided for student success.

***Opportunities to Grow and Thrive:*** The school's philosophy of challenge and support is equally operative in the athletic, performance, artistic, and other co-curricular endeavors. Students are provided opportunities and encouraged to explore new dimensions of themselves in an environment designed for appropriate risk-taking and growth. We believe in maximizing options and activities so that students are not “waiting in line” and as a result, more readily grow through new endeavors.

***Spiritual Life and Christian Service:*** The school program is rooted in the Catholic Faith. We strive to know, love, and serve God, as Jesus taught, through prayer, worship, and service. In order to educate the whole child truly and to live our pilgrim journey on earth, developing habits of prayer, regular worship at Mass, and meaningful acts of Christian service are of ultimate value. Through prayer, worship, and service, students develop their spiritual dimension, actively engage with other persons in need, and prepare for their ultimate destiny.



**Saint Francis Xavier Preparatory School**  
33 Cross Street  
Hyannis, Massachusetts 02601

# ADDENDUM

***–Commonly Used Forms***

**St. Francis Xavier Preparatory School**  
33 Cross Street  
Hyannis, Massachusetts 02601  
508-771-7200

**HOMEWORK / CLASSWORK NOTICE**

Dear Parent:

We wish to make you aware of a concern regarding your child's academic progress in school. Of specific concern is

- \_\_\_\_\_ missing homework assignment(s)
- \_\_\_\_\_ inadequately prepared homework
- \_\_\_\_\_ inadequate class preparedness (bringing text, notebook, pen/pencil, etc.)
- \_\_\_\_\_ low quiz/test score
- \_\_\_\_\_ poor class participation
- \_\_\_\_\_ poor class attention
- \_\_\_\_\_ OTHER:

We request that you follow-up by discussing this matter. It is our hope that by addressing this difficulty now we can avoid a continued decline in your child's academic progress.

If there are questions regarding this matter, please feel free to contact the teacher who issued this notice.

Date: \_\_\_\_\_

Notice issued to: \_\_\_\_\_

\_\_\_\_\_  
signature of teacher issuing notice

\_\_\_\_\_  
signature of middle school principal

\_\_\_\_\_  
signature of parent

Please note: This notice must be returned to the teacher the next school day after being issued.

**St. Francis Xavier Preparatory School**  
33 Cross Street  
Hyannis, Massachusetts 02601  
(508) 771-7200

**HOMEWORK / CLASSWORK NOTICE**  
**Follow-Up**

Dear Parent:

Because of a continued lack of academic progress, \_\_\_\_\_ is

assigned to remain after school on \_\_\_\_\_ ,  
(day) (date)

from \_\_\_\_\_ to \_\_\_\_\_ in order to work on homework / classwork that has  
lacked adequate progress.

The specific reason(s) for the after-school session is

- \_\_\_\_\_ assignment(s) not completed
- \_\_\_\_\_ assignment(s) presented unsatisfactorily
- \_\_\_\_\_ extra help needed to understand work better
- \_\_\_\_\_ extra help needed to make up for lost class time
- \_\_\_\_\_ other: \_\_\_\_\_

We hope that this extra help session will assist your child now and can help to prevent a continued decline in academic progress.

If there are questions regarding this matter, please feel free to contact the teacher who issued this notice.

Date: \_\_\_\_\_

Notice issued to: \_\_\_\_\_

\_\_\_\_\_  
signature of teacher issuing notice

\_\_\_\_\_  
signature of middle school principal

\_\_\_\_\_  
signature of parent

Please note: This notice must be returned to the teacher the next school day after being issued.

**St. Francis Xavier Preparatory School**  
33 Cross Street  
Hyannis, Massachusetts 02601  
(508) 771-7200

**BEHAVIOR NOTICE**

Dear Parent:

We wish to make you aware of a concern regarding your child's behavior in school. Of specific concern is \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We request that you follow-up by discussing this matter at home. It is our hope that by addressing this difficulty now we can avoid a more serious disciplinary situation in the future.

If there are questions regarding this matter, please feel free to contact the teacher who issued this notice.

Date: \_\_\_\_\_

Notice issued to: \_\_\_\_\_

\_\_\_\_\_  
signature of teacher issuing notice

\_\_\_\_\_  
signature of middle school principal

\_\_\_\_\_  
signature of parent

Please note: This notice must be returned to the teacher the next school day after being issued.



**St. Francis Xavier Preparatory School**  
33 Cross Street  
Hyannis, Massachusetts 02601  
(508) 771-7200

**DETENTION NOTICE**

Dear Parent:

Your child has been issued a detention for the following reason.

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We request that you cooperate with the enforcement of the detention issued. Follow-up discussion at home concerning the specific reason for the detention is helpful and often can avoid continued disciplinary difficulty that frequently carries with it escalating consequences.

If there are questions regarding this matter, please feel free to contact the teacher who issued this notice.

Date: \_\_\_\_\_

Detention issued to: \_\_\_\_\_

Day/Date detention is to be served: \_\_\_\_\_ ,

Time of detention: From: \_\_\_\_\_ to: \_\_\_\_\_

\_\_\_\_\_  
signature of teacher issuing notice

\_\_\_\_\_  
signature of middle school principal

\_\_\_\_\_  
signature of parent

Please note: This detention notice must be returned to the teacher who issued it or to the student's homeroom teacher by 8:15 A.M. the next school day after being issued. Failure to return a detention will result in a telephone call made to the parent and a suspension from classes until a parent is contacted.

Detentions take priority over all other activities. Except for medical reasons, detentions are not postponed. Failure to stay for an assigned detention will result in a suspension.

It is the responsibility of the parent to arrange for transportation home after the detention is served.

**St. Francis Xavier Preparatory School**  
33 Cross Street  
Hyannis, Massachusetts 02601  
(508) 771-7200

**LACK OF DRESS CODE NOTICE**

Dear Parent:

The dress code is stated clearly in our *Family Handbook*. Today your child was not in dress code.

The specific violation of the dress code was \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ .

We wish to make you aware of this infraction without issuing a detention at this time. In fairness to all the students and for a consistent enforcement of the dress code, your child should not appear out of dress code again.

We must remind you that students who continue to appear out of dress code face detention and may be excluded from class until they arrange for proper dress code. We appreciate your cooperation with the dress code regulations.

If there are questions regarding this matter, please feel free to contact us.

Date: \_\_\_\_\_

Notice issued to: \_\_\_\_\_

\_\_\_\_\_  
signature of teacher issuing notice

\_\_\_\_\_  
signature of middle school principal

\_\_\_\_\_  
signature of parent

Please note: This notice must be returned to the teacher the next school day after being issued.



Lord Teach Us

# Caught!

(Doing Good!)

This certifies that \_\_\_\_\_

was observed on \_\_\_\_\_ going above and beyond  
the call of a Saint Francis Xavier student.

Specifically, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Headmaster

\_\_\_\_\_  
Teacher



Lord Teach Us

# Caught!

(In Academic Excellence)

This certifies that \_\_\_\_\_

has performed above and beyond the call of a Saint Francis Xavier  
student in academic achievement on \_\_\_\_\_ .

Specifically, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Headmaster

\_\_\_\_\_  
Teacher



Lord Teach Us

# You've Been Caught Enough!

(Now, You've Got a *Free Pass*)

\_\_\_\_\_ has been Caught!  
setting an exemplary model consistently and  
therefore is entitled to one free class period.

\_\_\_\_\_  
Headmaster

Date: \_\_\_\_\_

THE FINE PRINT: This card expires on June 1. You may simply present this card to your classroom teacher and be excused from attending his/her class. You may join another class or simply spend some relaxing time in the library or other agreed upon area. You are responsible for any missed work in the class from which you are excused. Cannot be used on the day of a test or quiz without the permission of the teacher!  
CONGRATULATIONS!

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September 2020

We, the undersigned, have read the *Family Handbook*. We realize in choosing St. Francis Xavier Preparatory School that we necessarily accept the responsibilities of its rules and regulations and agree to abide by them.

\_\_\_\_\_  
signature of student

\_\_\_\_\_  
grade

\_\_\_\_\_  
signature of parent(s)/guardian(s)

\_\_\_\_\_  
signature of parent(s)/guardian(s)

### ACKNOWLEDGMENT

By signing below I acknowledge that I have read and understand the guidelines set forth in this school handbook appendix and in the school plan referenced herein and agree to abide by them. I also acknowledge that certain remote learning or other sessions may be recorded for security purposes and agree that the school may do so.

STUDENT NAME (please print): \_\_\_\_\_

GRADE LEVEL: \_\_\_\_\_

PARENT OR LEGAL GUARDIAN (please print name): \_\_\_\_\_

SIGNATURE OF PARENT OR LEGAL GUARDIAN \_\_\_\_\_

DATED: \_\_\_\_\_

*Please remove this page and return it to the student's homeroom teacher no later than Wednesday morning, September 9.*