

Academic Information

Admission Policy

1. An application/testing fee is required.
2. All children must be tested in Reading and Math before being accepted. Scores must be on grade level.
3. Latest report card and standardized test scores are required for transferees.
4. Upon acceptance a student fee will be required.
5. There will be a six week probation period for all new student to St. Francis Xavier School.

Registration/Re-registration

1. All students will be given a re-registration form to be completed by the parents and to be returned to the school office no later than the designated date with the fee marked on that form.
2. Pre-acceptance into St. Francis Xavier will be based on:
 - (a) satisfactory achievement and cooperation throughout the school year;
 - (b) payment of student tuition and fees on time.

The school office will notify parents of students who are being asked not to re-register.

At registration each family signs an agreement to pay fees as scheduled and agrees to abide by the policies of the school.

All student fees and tuition are non-refundable.

Academic Goal

As educators our primary goal at St. Francis Xavier is to encompass all aspects of human life: moral, spiritual, social, academic, and emotional. Through our daily contacts, we strive to help our children develop a more positive self-concept and to encourage them to their fullest potential. We attempt to instill in our students a respect for all of creation and a responsibility to nurture and preserve it.

Religious Education Program

All students are required to participate in the Religious education program which includes: instruction; worship and service; preparation for and reception of the Sacraments.

- Instruction ... teaching of the Faith and belief in a loving God, our Creator and Redeemer.
- Worship teaching prayers, participating in Liturgies, prayer services and other celebrations of worship.
- Service providing programs which offer a concern for others--justice, mercy and peace, involving children in service projects.
- Sacraments... Eucharist, Penance, Confirmation

In addition, parents agree to provide a Spiritual life at home for their children, especially by taking time to worship with them in their respective Church every week. All Catholics must attend Mass every Sunday and on all Holy Days of Obligation.

We will take attendance from grades one through eight. Families that attend Mass at St. Francis Xavier will complete the attendance sheets in the church vestibule. Families that attend other churches must submit a signed bulletin from that particular church. Your children must submit these bulletins to their homeroom teacher on Monday morning.

Academic Program

Instruction is given to children as required by **NEW YORK STATE** law in the following subjects:

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| Mathematics | Reading | Spelling | Writing |
| Grammar | Social Studies | Science | Study Skills |

The following special area subjects and programs are included in the school program:

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| Art | Computer | Music | Physical Education | Spanish |
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Grading Policy for Grades 1 – 8

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| Tests/Quizzes | 70% |
| Class/Participation | 5% |
| Homework | 15% |

Progress Reports

During the course of the school year, progress reports are distributed. The purpose of these reports is to notify parents of children who are having difficulties in a particular subject area. In addition, poor conduct and effort will be noted.

Report Cards

Reports are distributed four times for grades PreK-8 during the school year. The marks reflect tests, quizzes, written assignments, class participation, homework, and projects.

Awards

An Honors List will be displayed outside the Principal's office. Quarter Report Card Honors will be listed on the report card. Awards will be given to students in Grades 4-8 at the end of each quarter.

Eighth grade Honors will be awarded at Graduation for work accomplished during the entire year. In addition "Medals" are given for overall academic excellence for the entire school year.

Criteria for Academic Awards

Principal's List

An average of 95 or above in each subject.
No mark lower than B in Penmanship, Music, Art, Gym and Computer.
No Conduct or effort mark lower than A.

First Honors

An average of 90 or above in all subjects.
No mark lower than B in Penmanship, Music, Art, Gym and Computer.
No Conduct or effort mark lower than B.

Second Honors

An average of 85 or above in all subjects.
No mark lower than B in Penmanship, Music, Art, Gym and

Computer.
No Conduct or Effort mark lower than B.

Merit Award

A consistent effort in all subject areas.
No conduct mark lower than B.

The minimum passing grade is 70%. Parents of students not achieving this grade must contact the student's teacher for a conference. St. Francis Xavier reserves the right to retain students who have not progressed sufficiently to be promoted to the next grade level. In some cases we may require students to attend summer school or complete assigned independent work before promotion to the next grade.

Graduation

Diplomas will be awarded to those students who have successfully completed all course work at St. Francis Xavier School. For any/all failures, graduating students are required to attend Summer School. After successful completion of summer courses, students may pick up their diploma in the school office.

Students will not participate in any extra-curricular class activities and will not receive a diploma if any tuition or other monies have not been paid in full.

A student may be denied the privilege of participating in the Graduation Ceremonies for severe disciplinary record. The teachers and the Principal will make this decision.

Homework

Homework, in general, is a review of work done in class. All written homework should be neatly done and checked for completion by the parent. It is the child's responsibility that homework be completed. Each teacher's homework policy will be presented at the general parent meeting in September. Students in grades 6, 7, 8, will receive a lunchtime detention to complete missed homework assignments.

Incomplete homework assignments result in a deduction of points from your child's course average. Please encourage good work habits in your children with regard to completing homework assignments.

If a student is absent, parent **must call the office in the **morning** to make arrangements for their child's work. Otherwise, homework will not be prepared. If you

have an older child in the school or someone who can pick up your child's homework, please make these arrangements. For students in grades K-8, homework can be picked up in the office by 3:00 p.m.

Parent-Teacher Conference

A Parent-Teacher conference can be initiated by either parent or teacher. The purpose of such a conference is to discuss academic and/or behavioral performance. Parents should always go directly to the child's teacher, before asking for an appointment with the Principal.

These conferences are to be arranged by appointment. They must be scheduled outside of school hours. **No parent is allowed to visit the classroom at any time during the school day.**

Field Trips

Field trips must be **EDUCATIONAL** in nature. Students must obtain a permission slip signed by his/her parent/guardian in order to participate in the field trip.

NO STUDENT WILL BE PERMITTED TO GO ON A FIELD TRIP WITHOUT THIS SIGNED PERMISSION SLIP.

Teachers and the principal have the right to deny a student's privilege to go on a field trip if disciplinary/academic or financial problems exist.

Electronics

Strict guidelines regarding electronic devices must be adhered to:

- Cell phones will be collected each day for students in grades 5-8.
- If it has been determined that a phone has been turned on or is found to be outside the school bag, this phone will be confiscated and sent to the office. If a student has a phone taken from them more than once, **this student will not be allowed to carry a phone to school.**
- Electronic devices, such as electronic games, ipods, sidekicks, etc., are **PROHIBITED** on school property. If any electronic device is seen in school, it will be confiscated and sent to the office. The student will receive detention.
- The school is not responsible for lost, stolen, or damaged electronic equipment.