

Regulations and Policies

Statement of Record Access

Student records are confidential. Request to view or obtain records must be done in writing to the Principal. Once a parent request has been received, a mutually agreed upon appointment will be arranged. Neither official nor unofficial copies of student records will be released without the written permission of the parents/guardians. In addition, records will not be released if money is owed to the school.

Discipline Policy

Discipline is a necessary condition in the learning process. Its purpose is to help students develop self-control, self-respect, and respect for others. We consider any violation of the school's discipline policy sufficient cause for detention, suspensions, and expulsion at our discretion.

Obedience and Respect to all persons in authority

- Students must show respect for anyone in authority as well as their classmates. We will not tolerate physical or verbal abuse of any kind.

Inappropriate language and Unacceptable behavior

- Inappropriate language (facial expressions & body language) will not be tolerated.
- Name calling, teasing, and racial slurs are demeaning and will not be tolerated.

Privacy

- Students will respect the privacy of other students and will not go into other students' desks or book bags.
- We will hold liable any students and their parents for any and all damage to persons or property.

Quiet and Orderly Behavior

- Quiet and orderly behavior is expected in **all** areas of the school (classrooms, hallways, lavatories, cafeteria, library and especially the church).
- Running, "play" fighting, snowball throwing, and gum chewing are not permitted at any time during the school day, including recess.

Rules of the Playground

- **No** loitering after school on or near school premises.
- **No** ball playing permitted after school
- Proper safety habits in **all** areas are to be followed at all times.

Cheating

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work will be confiscated. A grade of zero will automatically be recorded for **any** students involved for the test or assignment, and a detention will be assigned. The parents/guardians will be notified immediately.

Discipline Policy

Classroom teachers deal with discipline problems on their particular grade level. When rules are repeatedly disobeyed, teachers will inform parents either in writing or by phone, or will request a parent conference. If further action is required, a conference will be held with the teacher, parent, and principal so appropriate measures for improvement will be discussed.

Detention

A detention policy is in effect for grades 6,7,8. A student will be given 20 minutes lunchtime detention for disorderly conduct or lack of cooperation regarding classroom or school rules. A detention slip will be sent home for the parent to sign and return to the teacher who issued the detention. These slips will be given to the homeroom teacher each quarter. If a student receives 5 or more detentions in a quarter, he/she will receive a minimum of a "C" in conduct.

In all other grades, detention may be held by teachers on an individual basis. In such cases, notification of after-school detention will be given at least one day in advance. Detention is defined by St. Francis Xavier as a time period of 30 to 45 minutes.

Suspension

Suspension may be held in school or outside of school at the discretion of the Principal or Pastor.

1. Disrespect in class to both faculty and other supervisors.
2. Leaving the school premises without permission of the Principal.
3. Foul Language to a faculty member or other supervisor.
4. Fighting on parish property (both parties involved will be suspended).
5. Deliberate destruction of school property.
6. Smoking or carrying cigarettes, possession of alcohol, drugs, or weapons.
7. Gross insubordination.
8. Truancy (one day suspension from class and detention to make up the time).
9. Harassment of another student through physical, verbal, sexual, or electronic means.

****A child will be suspended until a conference is had with the parent, teacher and Principal.****

***** WE WILL SUSPEND ANY STUDENT WHOSE PARENTS FAIL TO FULLFILL THEIR FINANCIAL RESPONSIBILITIES.**

Expulsion

The process of expulsion begins when a student receives three (3) suspensions; commits assault or battery on school personnel; is in possession of alcohol, drugs, weapons or any illegal devices; any other infraction deemed serious.

Harassment Policy

Harassment regulations are grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

St. Francis Xavier School provides a safe environment for all. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. These threats include texts, emails, web pages, and any other electronic means. Students making such threats, even in jest, face appropriate disciplinary action including detention, suspension, or expulsion. Harassment of any kind is not tolerated. The principal investigates all complaints of harassment. If you believe that your child is being harassed, please notify the principal immediately. Teachers, also, should report threats made against them to the principal.

The school reserves the right, at any time, to suspend or request the withdrawal of any student whose conduct is deemed inappropriate or whose continued presence is considered detrimental to others.

Parent/Home Cooperation with the School; Parental Cooperation

Since parents, caregivers and those associated with them are the first teachers of their children, and because Saint Francis Xavier strives to be a faith community the importance of parental cooperation and support for the school program cannot be understated. How can the school inculcate in a student respect for authority and established procedure if the parent seems to engage in the opposite behavior when he or she deals with the school?

Ideally, parent conduct will adhere to all school procedures and demonstrate acceptable conduct at all times in dealing with school administration, faculty and staff. The following is unacceptable conduct by parents:

1. Assaulting any staff member.
2. Making threats upon any staff member.
3. Verbal or written abuse towards any staff member.
4. Harassing any staff member or any other parent(s) or student(s).
5. Engaging in any behavior related to the above.

Teachers must be told to apprise the principal of any difficult dealings with parents and seek the principal's assistance. Likewise, the principal should seek appropriate outside assistance (e.g., pastor or district superintendent) whenever necessary in their own dealings with volatile or otherwise difficult parents.

The conduct listed above could lead to a request by the principal that the family withdraw from the school. In most cases, the first episode of the above-listed conduct should lead to a warning to the family. Documentation on a subsequent episode will be submitted to the district superintendent before the family is asked to leave the school.

Conduct To and From School

At all times students should remember that their uniform identifies them with St. Francis Xavier School and their behavior should reflect that fact. If a student walks to and from school, he/she should respect the property of others and not participate in any destructive activities.

Dress Code

The school uniform confirms attendance at St. Francis Xavier School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that students take pride in their appearance by wearing the complete uniform, always remembering that by wearing it inside and outside the classroom and the school, students represent their school.

School Uniforms

Girls **K-4** *Winter* Blue plaid jumper, white blouse, navy blue knee socks/tights, navy blue cardigan school sweater, solid navy oxfords
****No sneakers or boot-type shoe****

5-8 *Winter* Blue check skirt, white polo shirt, navy blue knee socks/tights, navy blue cardigan or pullover school sweater, solid navy oxfords.
****No black shoes, sneakers or boot-type shoe.****

Miscellaneous Regulations – Girls:

- One small post earring per ear may be worn. Hanging or hoop earrings of any size are NOT PERMITTED.
- Cartilage earrings are prohibited.
- No more than one ring per hand may be worn.

- No more than one bracelet or necklace is permitted.
- No novelty jewelry of any kind.
- Make-up may NOT be worn.
- Artificial nails of any kind are not permitted.
- Nail polish of any kind is not permitted.
- Skirt length no shorter than 2 inches above the knee.

If the skirt is deemed too short, parents will have one week to lengthen the skirt. No folding or rolling of skirts is permitted.

These regulations remain in effect even when students are permitted to dress down.

Boys **K-8 *Winter* Only uniform** gray slacks (no jeans or Dockers), white shirt or SFX turtleneck, vest sweater or plaid tie, black/white socks, black oxford shoes (no boot shoes, hush puppies, or sneakers).

Miscellaneous Regulations – Boys:

- Boys are not permitted to wear earrings.
- No more than one ring per hand may be worn.
- No more than one bracelet or necklace is permitted.
- A black belt must be worn with the uniform.

These regulations remain in effect even when students are permitted to dress down.

Summer Uniform (Sept/Oct - May/June)

Girls K-4 White blouse or white polo shirt, light blue skirt, white knee socks/tights, white skippys.

5-8 White polo shirt, light blue skirt, white knee socks/tights, white skippys.

Boys White uniform polo shirt, khaki uniform pants, black/white socks, black oxford shoes.

****Boys must wear a black belt.****

Gym Uniform

The gym uniform for warm weather will be the gold St. Francis Xavier T-shirt and navy shorts with the Xavier logo. For fall and winter, the navy sweat suit (pants and sweatshirt) with the Xavier logo will be required.

****NO OTHER NAVY SHORTS OR SWEATPANTS WILL BE PERMITTED.****

****Please note that on gym days this uniform is worn throughout the day.****

School Sweater

The school sweater is part of the uniform. **No** other sweaters are permitted. SFX sports sweatshirts/jackets are not permitted.

Dress Code for Dress-Down Days

- Halter tops, tank tops and shirts with spaghetti straps are prohibited.
- Blouses/shirts must be long enough to remain tucked in or remain outside of the pants/skirts without exposing skin at the waistline.
- No offensive designs on clothing.
- No strapless sandals, no flip-flops, no heels. These pose a safety hazard.
- **Knee level** shorts may be worn for dress-down days in September, October, May and June.
- No mini-skirts.
- No ripped jeans.

****Sneakers with wheels are forbidden at any time.****

****If this dress code is not followed:**

- **Parents will be called to bring appropriate clothing**
- **Loss of privilege will occur. The student will not dress down for the next dress-down day.**

Hair Styles

Only well-groomed “traditional” styles may be worn. No **FAD** haircuts are permitted.

Hair coloring of any kind, including highlights and lowlights, is PROHIBITED.

*****If any student’s hair is colored in any manner, the parents will have ONE WEEK to reverse the hair to its natural color.*****

THE PRINCIPAL RESERVES THE RIGHT TO DETERMINE WHAT THE SCHOOL UNIFORM IS FOR ST. FRANCIS XAVIER. PLEASE CONTACT THE OFFICE IF YOU ARE UNCERTAIN.

Textbook/School Property

All students are responsible for the condition of NYS Textbooks which are loaned to them. Students who lose or damage NYS Textbooks are required to pay for their replacements. All textbooks must remain neatly covered throughout the school year. School property **must** be respected by all students. Any student found to be defacing school property will be severely disciplined.

Student's Personal Property

Students should not bring to school items such as: iPods, CD players, games, electronic games, or any other items of value which have no place in school. The school is not responsible for the loss of such items.

Student Tardiness, Absence, Early Dismissal

Prompt and regular attendance is required of all students.

If a child is absent, the parent/guardian is required to call the school by 8:30 AM - (school telephone # **718-863-0531**).

On the day the student returns to school, he/she must bring in a written note to his/her official homeroom teacher. This note must state the exact dates of absence and reason. This is a New York State Department of Education requirement.

<u>Students in Grades</u>	<u>Entrance Time</u>	<u>Late</u>
4-5-6-7-8	8:00 AM	After 8:05 AM
Pre-K through 3	8:20 AM	After 8:25 AM

Any student arriving late **must** obtain a late pass from the office before he/she can be admitted to class. Because lateness causes a disruption in class, students will receive a letter from the Principal after every **six** lateness. If a child is late **six or more times** during a quarter, he or she will receive a **D** on the Report Card for Follows School Rules.

A student may not be released from school to anyone other than his/her parent or guardian. The only condition which he/she will be released to anyone other than the parent/guardian is upon receipt of written permission from those mentioned above. This permission must state the name of the person to whom the student can be released.

Dental, optical and medical appointments during class hours are strongly discouraged. If such an appointment can only be scheduled during school hours, a written note from the parent is necessary if the child is to be released from school during the day for such appointments.