

General Information

Daily Schedule

<u>Grades</u>	<u>Entrance Time</u>	<u>Dismissal Time</u>
4-5-6-7-8	8:00 AM	2:45 PM
1-3	8:20 AM	2:35 PM
K	8:20 AM	2:30 PM
PreK-Full	8:20 AM	2:20 PM
New Beg.-AM	8:30 AM	11:00 AM

First Friday Schedule

<u>Grades</u>	<u>Entrance Time</u>	<u>Dismissal Time</u>
4-5-6-7-8	8:00 AM	12:00 N
K-3	8:20 AM	12:00 N
Pre-K	8:20 AM	11:45 AM

Office and Office Hours

Any parent who must come to the office for any reason (i.e. drop off lunch/lunch money, pick up items, bring medicine, etc.) **must do so between 8:30 and 9:00 AM. No parent is allowed to go to any classroom unless they have a confirmed appointment with the teacher.**

If your child is late, they will receive a late pass. Each building (Annex and Main) distributes their own passes. The teachers are not to be disturbed during class hours.

Calendars -- Monthly

At the beginning of each month a monthly calendar will be distributed and posted online so that updated events can be noted by parents. Please refer to this monthly calendar to keep informed of all holidays, meetings, and other school functions.

Emergency School Closings

The decision to declare an emergency closing due to inclement weather will be made locally by the District Superintendent of Schools. This decision, in most cases, will be in conjunction with the New York City Public School System. Closing notices will be made through radio stations: WCBS-AM 88 and WINS-AM 1010, or through the School Relay System. **PLEASE DO NOT CALL THE SCHOOL** for this information

Please Note: The school emergency snow chain will be started by 6:00 AM. School closings will also be posted on the school's website.

Insurance

Each child is covered by School Insurance for accidents in school as well as any incurred going to and from school. The cost of insurance is included in our General Fee. The policy has a deductible that parents are responsible for. Information is sent to families at the beginning of the school year. In the event of a claim, please call the school office.

For an additional fee, parents may buy 24 hour coverage as detailed in the brochure.

Lunch Program

St. Francis Xavier offers **two** lunch programs:

1. Program sponsored by New York City.
2. Lunch from home.

*****Whatever option you choose, you must remain with it for the full year.*****

St. Francis Xavier School must recycle its refuse; therefore, no drink may be brought into the cafeteria **unless it is a juice box**. **No soda is allowed in the cafeteria.** If your child brings cold lunch, they may purchase drinks from the NYC lunch program.

Parents **may not** deliver lunch to their child. All lunch **MUST** be delivered to the office.

St. Francis Xavier School is not responsible for any lost lunch boxes; brown bags are advised.

THE CAFETERIA RULES ARE AS FOLLOWS:

1. Students **must** remain in their seats during lunch periods.

2. NO YELLING, SCREAMING, or LOUD talking is allowed.
3. Students must not throw food, paper, etc.
4. Students must obey the person in charge.
5. Students are responsible for keeping their area clean.
6. Students will line up in a QUIET and ORDERLY manner when being dismissed.

*****Continuous failure to comply with these rules will result in lost recess time and/or the privilege of using the cafeteria.*****

Free and reduced prices are provided for those meeting the eligibility criteria for the NYC Lunch Program. This information will be available in September.

Lunch payments will be expected in advance on the first of each month with the exception of September. Lunch money is collected in the school. Each family will receive a lunch envelope at the end of September.

When volunteers are on duty in the cafeteria or play area, we ask you to remind your child about the respect that they should give to these parents.

STUDENTS ARE NOT PERMITTED TO EAT AT RESTAURANTS OR TO LEAVE THE SCHOOL GROUND TO GO TO THE STORE DURING SCHOOL TIME.

PARENTS ARE NOT PERMITTED TO TAKE THEIR CHILDREN, UNLESS THEY HAVE SIGNED THEM OUT IN THE MAIN OFFICE.

Recess

All students in grades PreK-8 use the park or play areas at lunch time. All students are required to follow directions of the lunch persons/teacher in charge. Students may not leave the grounds for any reason. They must remain within the designated areas assigned. Students are forbidden to use park apparatus (swings, climbing bars, etc.). No child is permitted to buy ice-cream or candy from Mr. Softee during the lunch period.

Failure to follow these rules can result in detention. The rules are designed for the safety of the children.

Fire Drills

A fire drill is a serious event and requires proper conduct. Students are not permitted to run or talk during the fire drill. The school will conduct twelve (12) fire drills throughout the year. Unfortunately, some will have to be conducted during colder weather; this can not be avoided.

Visitors

No one may enter the Main or Annex Buildings without an appointment. This is a legal requirement established for the protection and safety of the children.

Arrival

During the months of **January, February, and March** on days when the temperature is **extremely cold**, and on the occasion of **inclement weather**, the children will be allowed to come directly into the school.

Grades 1 - 8 will go directly to the gym.

Grades New Beginnings - Kindergarten will go directly to their classrooms **unaccompanied**. They may enter the building no earlier than **8:15 AM** on days of inclement weather.

Health Program Policy

In addition to complete immunization, each student is required to visit the dentist during the school year. All completion notes are due by April.

Our newly admitted children are screened for hearing and vision. The screening is merely a process to detect any possible audio or visual difficulties a child may be having.

If your child is referred to a doctor by the Health Department Screening Team, you are responsible for taking him/her to the doctor for a complete examination to verify these findings. All referrals must be followed through by parents and verification be sent back to school before the end of the school year.

Each child is responsible for his/her own personal hygiene. As parents, we ask you to reinforce the necessity of proper hygiene.

A directive from the Bureau of Health Service Education Department points out that the dispensing of internal medication, such as aspirin or antibiotics, to the students is not only contrary to good health policy, but it is

also contrary to nursing regulations and provisions of State Education Law.

However, the Principal may cooperate with the family physician and the parents if a written request from the physician is submitted to the school. The physician should include the frequency and dosage of the medication. The school nurse can dispense medication with the appropriate documentation.

Parents of each child will receive an Emergency Card to be filled out and returned to school immediately. In addition, should you change any phone numbers during the course of the year, it is imperative to notify the school office.

Parents Association

Parent Associations have been established to enhance and bridge the communication between school and the home.

The existing organizations at St. Francis Xavier School are:

Home School Association

Sports Council

Extra-Curricular Activities

St. Francis Xavier School offers the following programs:

Boy's Basketball

Cheerleading

Girl's Basketball

Brownies

Bowling

Cub Scouts

Girl Scouts

Breakfast Program

Choir

After-School Program

S.T.O.P. Program

Dream Program

Academic and Behavior Expectations for Participation in Extra-Curricular Activities

The following regulations will be enforced:

- 1 failure on a report card -- 3-game suspension
- 2 failures on a report card -- suspension until the following report card
- Conduct grade of "C" -- 3-game suspension
- Conduct grade of "D" or below -- suspension until the following report card

*****If a child's conduct is deemed unacceptable by the principal or teacher, he/she will not be permitted to participate in any extra-curricular activities.*****