



## **St. Francis Xavier Middle School Student/Parent Handbook**

### **St. Francis Xavier Catholic School System**

The Appleton Catholic parishes have implemented a system-wide approach to Catholic education. All of Appleton's eight parishes are members of St. Francis Xavier Catholic School System. The St. Francis Xavier Catholic School System is under the direction of a president who reports to a board of trustees. The individual campuses feature parent organizations. Parent input is welcomed as an essential part of the present and future direction of the system.

### **Our Mission**

**St. Francis Xavier Catholic School System is a Christ-centered community dedicated to the faith formation, academic excellence, community engagement, and individual growth of our students in a safe environment.**

### **Accreditation**

All St. Francis Xavier Catholic Schools are members of AdvancEd – the largest school accreditation agency in the world. AdvancEd is a consortium of educational institutions that provides accreditation and consultative services to member schools and school systems.

### **Catholic Faith Development**

As a Catholic school community, we are called to express our faith through action. Students, under the direction of the Campus Minister and XMS staff, participate in retreats, liturgies, prayer experiences and service projects. The celebration of liturgy is central to our Catholic faith. Students and faculty participate in liturgies that are celebrated throughout the year. The liturgy schedule is found in the school Google calendar of events available on the school website. Family members are welcome to attend school liturgies, prayer services and any event organized by the campus ministry. In addition to weekly liturgies, students will also hold prayer services and have opportunities for the Sacrament of Reconciliation. The development of a prayer life and the practice of Christian values are integral parts of school life.

### **Admission/Registration**

The goal of St. Francis Xavier Catholic School System is to provide a Catholic educational opportunity for all students from the Appleton Catholic parishes.

- Contributing members of any St. Francis Xavier Catholic School System parish are eligible to register students from their immediate family in any St. Francis Xavier Catholic School System school. Parish affiliation is the primary criterion for choice of school.
- The St. Francis Xavier Catholic School System administrative team will annually establish closing dates for registration for St. Francis Xavier Catholic School System members. Priority will be given to students presently enrolled, in St. Francis Xavier Middle School, in a St. Francis Xavier Catholic School System program, or students of contributing parish members entering St. Francis Xavier Catholic School System for the first time. After the closing date, registrations will be taken on a first-come, first-served

basis.

- Every effort will be made to serve all students who register in our St. Francis Xavier Catholic School System. Waiting lists will be established when necessary.
- The St. Francis Xavier Catholic School System Admissions policy aligns with all admissions policies and procedures approved by the Diocese of Green Bay. The admission of students is based on the school's ability to serve the needs of each individual based on our mission. Students of appropriate age and qualifications are admitted to our schools following proper admission procedures.
- Official acceptance of students requires the receipt and review of all official school records. This includes testing for learning disabilities or other special conditions of the person. If at any time prior to or during the course of a student's education in the Xavier System, it is determined that testing for special learning needs is needed to determine our ability to meet the students' learning needs, the admission or continued enrollment of that student is contingent upon compliance with the request and the results of such testing.
- Cases where a student has been suspended or expelled from another school will be reviewed by the Superintendent and campus principal prior to acceptance.
- All students are on probation during the first 90 days of their attendance in the Xavier System. Each campus will develop a screening process for all new students entering the school. During the probationary period, school administrators will determine through this process whether or not it can meet the needs of individual students.
- Acceptance in the current year does not guarantee a student's admission in any subsequent year. Among the factors to be evaluated in deciding whether or not a student will be accepted for continued enrollment at a system campus will be the student's academic standing as well as the student's and family's overall conduct as aligned with the mission and values of the System.
- Parent(s)/guardian(s) of students in Catholic schools must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.
- All admissions appeals will be reviewed by the President.
- Families that have not met past financial obligations to the system, and have made no arrangements to meet those obligations, will not be allowed to re-enroll. All financial matters are the responsibility of the Vice President of Finance.

### **Tuition/Scholarship**

Scholarships are available for K-12 students. FACTS (grants and aid assessment) application forms are available at Central and campus offices. Every effort is made to determine an equitable distribution of available funds, based on a confidential assessment of a family's financial situation.

### **Attendance**

State law requires regular attendance. Subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Therefore, persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem

Students are expected to attend school unless there is "good cause" for absence. "Good cause" is defined as 1) ill health; 2) serious illness or death in the immediate family; 3) medical or dental appointments which cannot be otherwise scheduled; 4) special situations which arise occasionally and for which written permission has been secured from the administration.

It is the responsibility of the parent to provide reasons for their child's absence. It is the responsibility of the school attendance office to record whether the absence is excused or unexcused (truant), according to school established guidelines. A parent or guardian is required to give advance notice to the school for the student to be excused for any other type of absence. An "Anticipated Absence" form found on the web page should be

returned three days prior to the absence.

**If a student is absent for five or more consecutive days or six or more cumulative days in a quarter, the parent/guardian may be required to supply a medical excuse. The family will be notified if this type of excuse is needed.**

When a student is absent, the following procedure should be followed:

1. A parent or guardian contacts the school office by 9:00 AM @ 920-730-8849. If a parent or guardian does not contact the attendance office by the end of the school day on the day of the absence, the student will be marked unexcused.
2. Medical appointment excuses may be sent in written form to the school office or called in to the office by a parent/guardian.
3. Requests for early dismissal should be brought to the office before school begins or called in to school by parents/guardians.
4. Students leaving during the day must leave via the Student Services Office after being signed out by a responsible adult.
5. Students entering or returning to the building after the start of the school day need to be signed in at the Student Services Office before going to class.
6. Students participating in co-curricular events must be in attendance for the majority of the school day. Exceptions to this policy can be made when approved by school administration.
7. **A student is considered tardy when he or she is not in homeroom by 8:00 AM. After three “tardies” in a quarter (on the 4<sup>th</sup> occurrence), a consequence will be assigned.** Excused late arrivals are given for medical appointments, emergencies or prior notification from parents or guardians.

### **Accrual of Absences**

Absences that encompass a portion of a day accrue to half and/or full day absences.

### **Appointments**

Parents/guardians are asked to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for these appointments. A parent or guardian must report to the school office to sign out their child.

### **Family Vacations**

Families should take vacations when school is not in session. Realizing this is not always possible; XMS requests parents complete an Anticipated Absence Form (available on the school website). The form requires the signature of the principal, parents and student. Once the child returns to school they will have 7 to 10 school days to complete work and any assessments missed. No work will be given prior to leaving on the vacation.

### **Unexcused Absences (truant)**

The attendance office shall contact a parent/guardian to verify the student’s absence when unexcused. Parents have the opportunity to excuse the absence if notice is given before the end of the 2nd school day after receiving a report of an unexcused absence.

### **Truancy**

Per state statute 118.16, truancy means any absence of part or all of one or more days from school during which the school attendance office has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15. Students that have been truant five (5) parts or whole days in a semester are considered habitually truant.

## **XMS Procedures**

### **Books**

Textbooks and other materials will be issued to students as needed. These items are the property of XMS. Students are responsible for the material issued and may be charged for unusual damage or lost items.

### **Bus Policies**

Students riding buses are required to cooperate with the rules and regulations issued by the Transportation Department of the Appleton Area School District.

### **Bus Rules**

1. Use only the assigned bus and bus stop.
2. Behave appropriately at the bus stop.
3. Remain seated, facing front, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver when the bus is in motion unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter inside the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.

Infractions of the above rules will be brought to the attention of parents. Abuse of bus privileges may result in the denial of transportation. Bus routes and stops are planned and established by the Appleton Area School District Transportation Office. Parents who wish to make requests for changes in routes or stops should contact the school district or bus company. Students and parents are encouraged to notify the principal or bus company promptly of any safety hazards they observe during bus operations.

### **Cancellation of School**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The Board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk is created by unusual circumstances.

Various means are used to notify parents of an impending cancellation. The President makes the decision to close school. Local media and school messaging will be used to announce school closures. It is important that each family has current contact information in PowerSchool.

### **Cell Phones and Other Communication Devices**

Students may not use or have cell phones or other communication devices in their possession during school hours. This includes school socials and participating in co-curricular activities.

The use of cameras is not allowed during the school day or co-curricular by students participating in the activity unless permission is given by XMS staff. Staff may give students permission to use phones.

### **Violations of the policy**

First offense: the device will be confiscated and returned at the end of the school day. Second offense: the device will be confiscated, an Honor mark issued, and only a parent or guardian will be able to pick up the cellphone. After a third violation the student may not be allowed to have the device on school property.

### **Change of Address/Telephone Number**

It is very important for emergency and administrative reasons that every family maintains an up-to-date address and telephone number record at the school office. Notify the school immediately if a change of family situation

or contact information occurs during the school year.

### **Child Abuse Laws**

Wisconsin law (Child Abuse and Neglect Act, Section 48,981 of the Children's Code) specifies that all educational personnel are mandated reporters of suspected child abuse and neglect. If there is reason to suspect that a child has been abused and/or neglected or has been threatened with an injury, school staff members are mandated to report the suspicion immediately to the County Department of Social Services or the Police Department.

### **Chromebooks**

A Chromebook will be issued for each student. The Xavier Middle School Acceptable Use Policy outlines proper use of this device and this document requires a signature by the student and parent.

### **Co-curricular Policy**

Co-curricular activities are defined to include any activities when the student represents the school but in which the school does not require such involvement.

1. A student may not participate in the co-curricular program without the consent of his or her parent/guardian.
2. Students using tobacco, alcohol or illegal drugs may be subject to suspension from any co-curricular program and any recognition from that program for a period up to 30 calendar days. A second involvement subjects the student to total removal from the co-curricular program.
3. Students displaying poor conduct, use of improper language, lack of cooperation, under school discipline actions may be subject to suspension from participation for a period of up to 30 days. When exclusion takes place no awards or recognition related to the activities will be forthcoming.
4. When student removal from an activity or suspension from involvement is to take place it must have the approval of the principal. Parents must be informed.
5. Every participant is expected to have adequate insurance coverage through the school or provided by his/her parents. St. Francis Xavier Middle School will not be responsible for any medical charges incurred by a student
6. All students are required to follow the code of conduct established for co-curricular activities.

### **Co-Curricular Activities Academic Eligibility**

To participate in co-curricular activities a student must either pass all courses during the previous grading period OR have a 2.0 grade point average during the previous grading period (see below for fall co-curricular).

If a student does not meet the criteria stated above he or she will not be allowed to participate in games, contests, or performances for 10 scheduled school days and nights following the end of the marking period. During this time, the students must continue to practice, rehearse and attend meetings

After the 10 scheduled school days of ineligibility if a student has achieved a 2.0 grade average and is passing all classes he or she will be reinstated. If after 20 days of ineligibility a student has not achieved a 2.0 grade average and a passing grade in all classes he or she may be removed from the co-curricular.

Fall co-curricular participation: Fall activities may be scheduled before the academic school year has begun. During the start of the fall sports season, when a student is ineligible to participate due to academic performance from the previous grading period, they will be allowed to fully participate in co-curricular activities. A review of grades will take place after 15 school days. If the student has a failing grade in any class or a grade average below 2.0 they become ineligible and the policies above will be put into place.

## **Communication**

A newsletter will be sent to families most weeks during the school year. The primary delivery of this communication will be via email. Families wishing a hard copy of the material may request one from the school office. The school administration shall determine the content of each newsletter. Requests to place information in the newsletter should be communicated to the school principal.

A calendar has been created for all families to reference for school events, vacations, lunch menus and co-curricular events. The weekly newsletter will inform families how to access this calendar. If assistance is needed please call the school office.

When contacting a staff member either phone or e-mail is the most efficient. Please note an e-mail may not be seen or addressed during a school day. Teachers are not always able to view email during the school day. If a message needs immediate attention, please call the school at 730-8849, do not email.

St. Francis Xavier Middle School recognizes parents as important educators of their children. In doing so, we seek to establish and maintain a partnership in the best interest of the child. To this end:

1. Report cards are issued each quarter. Grades during the quarter may be viewed on PowerSchool. An ID and password for the PowerSchool account is issued to each family. Additional information and assistance can be received by contacting the XMS office.
2. Parent-teacher conferences are held at the end of the first and second quarters of the school year. Parents and guardians are encouraged to attend. Additional conferences may be requested by parents, teachers and other school staff.
3. The student assignment notebook (*The Agenda*) may be used to convey information specific to that student.

## **Counselor**

The St. Francis Xavier School Counseling and Developmental Guidance Program helps children to understand school and its expectations, to be comfortable growing up in a rapidly changing society, and to begin to explore the world of work. The curriculum follows the guidelines of the Diocese of Green Bay.

The school counselors are an advocate for the child. They seek to build trust and openness with students. The counselors cooperate with school staff, local social service agencies, health professionals and parents to promote the total well-being of the student.

## **Emergency Information**

Every family is required to provide emergency contact information to the school.

## **Field Trips**

Through field trips, students experience learning beyond what is available to them in the classroom. Field trips and school related activities conducted under the supervision of the school staff are part of the school day and an extension of a classroom activity. All such activities must have prior approval of the Principal.

## **Fire and Intruder Drills**

The signal for a fire drill is the ringing of the fire alarm bell. Students will leave quickly, quietly and in an orderly manner by the routes indicated in each room. All doors and windows are to be closed before leaving.

The Xavier System used the *I Love U Guys* program [iloveugays.org](http://iloveugays.org). Staff and students are informed and all

members of our school community practice needed drills. Intruder/lockdown drills are conducted to prepare students and staff in case of an emergency situation.

### **Grading System**

A +99-100 A 95--98 A-93-94

B +91-92 B 87-90 B-85-86

C +83-84 C 79-82 C- 77-78

D + 75-76 D 71-74 D- 69-70

P – Progress being made, but below grade level

I – Incomplete ME – Medical Excuse

Report cards are issued four times per year. Parents and students are requested to check their child's progress on-line (PowerSchool) at least monthly.

### **Guest Speakers – Guest Programs**

Guest speakers and programs enhance the curriculum as well as expand horizons, opportunities and experiences for students. All guest speakers and programs are arranged in consultation with the Principal.

### **Homework**

Homework is an important extension of the teaching and learning that takes place in school. It provides practice and drill that reinforces learning as well as opportunities for study, research, and creativity. Parents can assist their children by providing a quiet place to work and checking assignments for accuracy and completion.

An average of 10 minutes per child's grade can be expected each evening. 5<sup>th</sup> grade = 50 minutes, 6<sup>th</sup> grade = 60 minutes etc. If your child consistently exceeds these guidelines please contact his or her teachers.

Teachers will give only meaningful assignments to help students learn content and develop skills. Students are expected to complete assignments and be ready for class. Missing and late assignments will be managed per grade level policies. Extension of detention dates may be given with approval of the teacher.

### **Lockers**

Student lockers are the property of Xavier Middle School. Lockers are assigned to students at the beginning of the school year. Students are responsible for keeping lockers clean and orderly. A fee will be charged for any damage to the locker. The lockers have built-in shelves, so no portable shelves are needed. Advisors will inspect lockers when they are assigned, periodically throughout the year and at the end of the school year.

The school reserves the right to search lockers and personal belongings brought to school or to any school sponsored event.

### **Lost Items**

The school is not responsible for items that are lost or stolen. **Children are discouraged from bringing valuable items to school unless they are needed in the course of study.** Clothing items should be labeled with the child's name. Located items will be placed in lost-and-found-designated areas.

### **Lunch Program**

The school hot lunch program serves nutritious meals each full school day. In addition to the entrée, a salad and a fruit bar are also available. Students access their school lunch account with their identification card which

functions like a debit card. Parents add funds to a student's account by sending a check to the school office or St. Francis Xavier Catholic School System Office of Administrative Services. Applications for free or reduced lunches are provided to all families.

Students wishing to bring cold lunch or have food delivered to school rather than eat the school hot lunch are expected to only have enough food for a single individual. Sharing food, or providing food for multiple individuals is prohibited. Students also do not have access to school appliances to warm their food.

### **Medications**

School personnel shall give no medications to a student without a completed and filed "Medical Consent Form".

All medication, including pain relievers, needs to be kept in the school office and dispersed by a XMS staff member.

### **School Individual Photos**

Individual student pictures will be taken during the fall. Photo packages are sold to families if interested in the purchase. The purchase of pictures is optional. Students will have individual pictures in the year yearbook regardless of photo purchase.

### **Standardized Testing**

Students are periodically tested to assess academic progress. These tests are conducted in all grades and results are reported to parents. Current standard tests are STAR and ACRE (Catholic Faith Religion Assessment Knowledge). Testing accommodations may be available for qualified students through the Student Services Department of XMS.

### **Student Records**

A student's official file is kept in the school office. This file contains diocesan progress reports and/or public school records, attendance records and standardized test results. A parent/guardian wishing to review this file must give 24-hour written notice. An appointment is then set.

The school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent with access to the academic records and to the other school related information regarding the child. 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.

A formal request for transfer of records should be completed and verified at St. Francis Xavier Catholic School System Central Office (735-9380).

### **Telephone Messages**

Important messages may be delivered to a student during school hours. Students will be allowed to use the telephone when necessary. After-school arrangements should be made before the child leaves for school in the morning.

E-mail messages may not be noticed during the school day. Please call 730-8849 for important messages.



## Code of Conduct /Discipline

**A student is considered a member of the Xavier community at all times (24 hours a day, throughout the year)** and is expected to live and act in a manner consistent with mission and core values of the Xavier system.

Each student attending St. Francis Xavier Middle School will be held to a code of conduct that reflects respect to the teachings of the Catholic Church, fellow students, XMS staff, the Xavier Catholic School System, school building and property and themselves.

Examples of violations of the code of conduct are: treating others disrespectfully, cheating, plagiarizing, violence, inappropriate language, vandalism, harassment, theft, inappropriate displays of affection in a school environment, possession of or use of weapons. These and other actions determined by the administration to violate the student code of conduct shall receive disciplinary action that could lead to suspension or expulsion from school

The education of students involves the active partnership of parents, school staff members, and students. It is the vision of St. Francis Xavier Middle School that learning will take place in a cooperative, positive, Christian environment. Students, parents and school staff members will share the responsibility for developing Christian character in our students. The school promotes the development of Christian character in situations that affect the student life in and out of school. The development of Christian character encompasses the following elements:

- 1.) **Responsibility:** being accountable for who one is and what one does. Students are expected to:
  - Follow proper conduct for a Catholic School.
  - Participate in educational and spiritual opportunities.
- 2.) **Respect:** value all persons, live by the “Golden Rule”, honor the dignity, privacy and freedom of others, be courteous and polite, be tolerant and accepting of others. Students are expected to:
  - Respect and protect school facilities, property, and materials.
  - Respect and protect the property of others.
  - Demonstrate respect and courtesy toward fellow students and school staff through language and actions. There will be no tolerance for engaging in any form of harassment or intimidation towards other students or adults.
  - Abstain from using profane, obscene, or abusive language and gestures at all times.
  - Abstain from inappropriate displays of affection.
  - Assemble and conduct oneself in such a way as to avoid disrupting the education process or conflicting with school rules.
- 3.) **Citizenship:** fulfilling one’s civic duties, doing one’s share, making one’s school and community a better place, playing by the rules, respecting authority and the law, being a good neighbor, protecting the environment. Students are expected to:
  - Abide by the rules and guidelines for co-curricular activities and organizations.
  - Understand that the use of or possession of tobacco, alcoholic products, over the counter substances and illegal drugs is prohibited. No substances/products shall be ingested, injected or inhaled without medical consent from parents and/or a physician. \*
  - Keep person and property free of dangerous or illegal objects, weapons and materials. \*(\* *Violation of these items may result in immediate out-of-school suspension or expulsion.*)

- 4.) **Caring:** demonstrating kindness and compassion, expressing gratitude, forgiving others, showing sympathy and empathy, and helping people in need. Students are expected to:
  - Attend and participate in liturgies, prayer services, retreats, and service projects.
- 5.) **Trustworthiness:** being honest and reliable, having the courage to do the right thing, building a good reputation, and being loyal. Students are expected to:
- 6.) **Fairness:** abiding by the rules; sharing time, talent, treasure and self; being open-minded; listening to the ideas of others. Students are expected to:
  - Not take advantage of others or take unfair advantage of situations. What one does must be honorable and equitable.
  - Use moral standards and common sense for decision-making.

### **Bullying / Harassment Policy**

It is the goal of the St. Francis Xavier Catholic School System to provide our schools with a Catholic Christian environment, free of bullying. All students should feel welcome, safe, respected and be treated by all as children of God with all of the dignity that it entails. To establish and maintain this environment takes a cooperative effort from parents, students and the school staff.

#### **Definition**

- o Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.
- o Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or social media to send embarrassing, slanderous, threatening, or intimidating messages.
- o Bullying is a form of victimization that can be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

#### **Prohibitions**

Student-to-student, student-to-adult, adult-to-student, and adult-to-adult behavior characterized as bullying per definition above, is prohibited if it takes place at school, during a school-sponsored activity, on school buses, through the use of school equipment in the case of cyber-bullying, or if the behavior in question has a negative impact on the school environment.

#### **Complaint Procedures**

- o It is considered the responsibility of all students and school personnel to report acts of bullying in any of the above-described situations to a member of the school's administrative team (Principal, Associate Principal, or School Counselor).
- o All such reports are to be taken seriously by the party designated by the administrative team. The administrative team will support the person making such reports and protect them against any potential retaliation for making such a report. Any individual who engages in retaliatory conduct against a complainant or victim will be subject to discipline under this policy.
- o Students and adults making prompt, accurate and thorough reports, either verbally or in writing, will have those reports recorded by the staff receiving the same.
- o An investigation to determine the facts will take place as soon as practical, in order to verify the validity and seriousness of the report.

- o Filing a report in good faith will not reflect negatively upon the individual's status, nor will it affect his or her grades or employment status by the System, if the complainant is an employee. The System shall keep the complaint confidential for both the accused and the accuser.

### **Sanctions and Support**

- o Programs designed to prevent bullying behavior, redirect students from continuing to bully, and to support both victims of bullies and the bullies themselves must be in place in all System schools. The program must be re-evaluated annually for effectiveness. Program modifications should be made to keep the program aligned with best practices in the field of bully prevention and response.
- o Where it is determined that students participated in bullying behavior in violation of this policy, the administrative team may take disciplinary action up to and including parent conferences, suspension, expulsion, and/or referral to law enforcement officials for possible legal action.
- o Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of this policy. They may be subject to disciplinary action consistent with established policy or practice.

### **Disclosure and Public Reporting**

- o This policy will be disseminated annually to all parties who are subject to this policy. A summary of the policy will be incorporated into student and employee handbooks. It will also be distributed to community organizations having cooperative agreements with the schools and working with system students.
- o Data on the number and types of reports made under this prohibition, the results of investigations undertaken to verify the details made in complaints, and the sanctions imposed for incidents found to be in violation of the same are to be kept on an annual aggregated basis. No individuals, either complainants or violators, will be named in such reports.
- o Annual reports will be presented to the Board of Trustees so that modifications of this and other related policies may be made as needed. This annual report will be made available to the stakeholders upon request.

### **Dangerous Items**

Firearms, weapons and other dangerous objects are not permitted in school. Police shall be notified immediately if the use or threatened use of a firearm, weapon or dangerous object occurs on the grounds. When possible, such dangerous objects shall be taken from the person. Possession of such objects could constitute grounds for immediate suspension and/or expulsion. Parents of students found in possession of such dangerous objects shall be notified. (Diocesan Board policy #4604).

### **Racism**

All members of the Xavier community deserve to feel safe, heard, and included in the System's mission. Accordingly, all reports of racist behavior will be taken seriously. Words or actions that treat another person in a less than loving manner will bring harsh consequences. These consequences will include required education about what the Catholic Church expects, age-appropriate discipline, and potentially the removal from school extra-curricular activities. A meeting with the student offender and parents will be required as well as support for impacted students, families and/or employees. It is considered the responsibility of all students and school personnel to report racist behavior to a member of the school's administrative team (principal, associate principal, or school counselor).

## **Honor Card/Reflection Room Program**

The Honor Card/Reflection Room Program is designed to contribute to a productive learning environment. Each student has an Honor card in his/her agenda. When an infraction is observed, the staff member will talk to the student about the behavior and mark the card if they deem necessary. Advisors will check Honor cards periodically and discuss student behavior with their advisees.

The Reflection Room is designed for students who need more time to reflect on their behavioral choices. If a child receives three Honor marks, he/she will spend a period in the Reflection Room. Here they will discuss their choices with an adult and think about ways to change the behavior. Reflection Room time can also be issued for a single offense if a staff member feels it is warranted. Parents are encouraged to periodically check their child's Honor card, and they will be contacted if a Reflection Room is issued.

## **Suspensions/Expulsion**

Serious violations may result in automatic suspension and possibly expulsion. The administration will determine the seriousness of an action and assign a suspension when the behavior significantly detracts from the mission and values of the school.

Suspensions may occur in-school or out-of-school and may vary in length from one to ten days. When a student is suspended, the student's parents will be notified as quickly as possible. If a student is suspended from school, the student may not be on school property and may not attend any school/System event/activity.

Expulsion is reserved for the most serious offenses and/or when the relationship between the students and school/System is no longer mutually beneficial. The student will be given the opportunity to respond to the specific allegations but the decision to expel ultimately lies with the administration. Expulsion is noted on a student's permanent record. Cases involving expulsion may be appealed to the Board of Trustees. If a parent wishes to appeal a decision regarding expulsion, he or she must file the appeal with the President within 14 calendar days of notification of expulsion. It is the policy of the Board of Trustees to support the decision of the administration unless the Board finds that the school administration has acted in an unreasonable manner under the circumstances or the procedures specified in this handbook have not been observed.

Students who have been expelled will not be readmitted. WPCP and SNSP students who are re-enrolled will be withdrawn on the first day of class.

## **Cases not covered by specific rules:**

It is understood that these rules are not all inclusive. The administration shall take such action as is necessary to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which impairs the educational process in any way, regardless of the existence of a rule covering an offense. The administration also retains the right to make exceptions in cases in which mitigating circumstances call for a different response than the school rules state.

## **Uniform Dress Code**

Xavier Middle School, as a private educational institution, reserves the right to determine and insist upon a norm of appearance for its students. The goal of the dress code is to promote the virtues of modesty and self-respect, as well as to create an atmosphere that is appropriate to the serious task of educating young people. Students are expected to dress in a manner that indicates they understand the difference between being dressed for a day at school or being dressed for a recreational/social activity outside of school time.

If a dress code violation cannot be immediately corrected, the parents will be notified and the student will either be sent home to change or will wait in the office for appropriate clothing to be delivered. The student may serve detentions for any time missed. Honor marks may be given for dress code violations such as skirt length that can be corrected without changing.

The following guidelines do not cover every possible situation. Questionable attire will be referred to an administrator for arbitration. Since styles of clothing and hair change rapidly, the administration is open to discussions with the student body regarding the dress code policy. In addition, the administration also reserves the right to restrict fashions that are inappropriate as well as interpret what is considered to be in poor taste or distracting to the learning environment.

### **SHIRTS:**

A collared shirt, button down or polo style is required. Shirts must be long enough so that at no time, for example lifting the arms, the midriff is showing. Logos or designs may be no larger than an index card in size. Official Xavier spirit wear polo shirts are allowed. Shirts may be worn in solid colors, red (as the color in the American flag), white (not tan or beige), navy blue, black, or grey. Shirts may be short or long sleeves; sleeveless shirts are not allowed. A solid T-shirt may be worn under the polo, and it needs to be red, white, navy blue, black, or grey. Turtlenecks may be worn in place of a shirt, the same colors as above.

### **SWEATERS, FLEECE JACKETS & PULLOVERS:**

Cardigan, fleece, V-neck, crew-neck, sweater vests, quarter zip or full zip pullovers may be worn in solid colors, red (as the color on the American flag), white (not tan or beige), navy blue, black, or grey over a school dress code shirt. The sweaters need to be solid in color (no speckled or heather patterns), and the sweaters can have hoods. Logos or designs should be no larger than an index card in size. Xavier logo crew neck, front zip pullovers or fleece may also be worn in place of a sweater. Only Xavier merchandise may vary from the colors of red, white, navy blue, black, or grey. Xavier T-shirts and long-sleeved T-shirts, and non-Xavier hooded sweatshirts are not permitted as pullovers. Coats and outerwear may not be worn in the classroom.

### **DRESS PANTS:**

Dress pants colors may be navy blue, black, brown, or khaki. No jeans, cargo or carpenter pants are allowed. Also not allowed are frayed hems, faded pants, pants with holes, leggings, and yoga pants. Excessively tight pants will not be allowed.

### **SKIRTS AND SHORTS:**

Shorts and skirts may be worn in the months of August, September, October, May and June. Skirts may be worn in the winter months with solid color tights underneath. Solid colors of shorts and skirts may be navy blue, black, brown, and khaki. Walking shorts (dress shorts) with pockets and cargo style are acceptable. Capris are an acceptable option. Length must be mid-thigh and shorts and skirts must extend beyond the fingertips when arms are held straight down at the sides.

### **SHOES:**

Everyday shoes must have a closed heel and closed toe. The heel cannot be more than 1". Designs and colors need to be appropriate for a school setting. Boots are not allowed.

### **SOCKS:**

Socks in solid colors are permitted. Students are required to wear socks with their shoes

**HAIR:**

Hair must be clean, neatly combed, out of the eyes, and of reasonable style and natural shade. Sideburns must not be below the bottom of the ear. Males may not wear headbands or any other device in their hair. Males must be clean-shaven.

**CASUAL DRESS** (non-dress code days):

Casual dress is defined as non-dress code. Acceptable shirts are: t-shirts, jerseys, sweatshirts etc. No sleeveless shirts, crop tops, or tank tops are allowed unless worn with a sleeved shirt. Undergarments may not be visible. Acceptable bottoms are: jeans, cargo pants, sweatpants, athletic shorts. Yoga pants, leggings, pajama pants, and jeggings are not allowed. Shorts may only be worn in August, September, October, May, and June. Skirt and short length must be mid-thigh which typically means the garment extends beyond the fingertips when arms are held at the sides. Shoes must have a closed heel and closed toe. The heel cannot be more than 1". Clothing must be neat and in good repair. No holes, extreme, extravagant, sloppy or immodest clothing is allowed. Jeans and pants cannot have rips even if there is material beneath the rip. All clothing must be appropriate to a Catholic school setting.

**JEWELRY:**

Females may wear earrings. Body piercing, other than the ear, is not allowed.

**BANNED:**

Visible tattoos, torn/frayed clothing, outerwear, hats, caps, bandanas, head scarves, yoga pants, leggings, and jeggings. Clothing with inappropriate messages that include words or symbols about alcohol, drugs, tobacco, or sex as well as any other messages that are not in agreement with Catholic teachings are not permitted at school or any school-sponsored event.

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