

August 2011

Dear Students,

Welcome to the 2011-2012 school year!

Being students of St. Francis Xavier High School is an honor and source of pride. The privilege of being a student at St. Francis Xavier High School brings with it the responsibility to acknowledge your God-given talents and always strive to do your best for the honor and glory of God.

This Student Handbook will be a guide in understanding the mission and purpose of St. Francis Xavier High School which is to prepare young people to be Catholic and Christian leaders of the future. It is the essential source for academic information, behavioral expectations, routine procedures and general regulations. It is the responsibility of each student to read the Handbook, know its policies, and act in accordance with its requirements. Please understand that it would be impossible to cover all expectations for our school family in this handbook. The administration and Board of Trustees reserves the right to change or amend this Parent/Student handbook as necessary for the good of the school. Parents and Legal guardians will be notified of any changes in a timely manner. Should you have a question about policies please check with the administration. This is your duty as St. Francis Xavier students.

St. Francis Xavier is your school. Be loyal and take pride in its accomplishments, support its students and honor its faculty. May this academic year be one of growth, challenge, and many blessings.

In the peace of Christ,
Mrs. Susan Lavergne
Principal, St. Francis Xavier High School

Table of Contents

General School Information.....	3
Dress Code.....	7-9
Academic Policies and Information.....	9
Attendance Policies and Information.....	14
Honor & Discipline Policies.....	17
Parent Information.....	22-23
2011-2012 School Calendar.....	24-25
Handbook Acknowledgement	26

Mission Statement

St. Francis Xavier High School is a college preparatory high school, grades 9 through 12. The School's primary purpose is to prepare graduates as Catholic and other Christian leaders. St. Francis Xavier High School is Catholic in tradition and teaches in accord with the Magisterium of the Roman Catholic Church. As a Christian community, St. Francis Xavier High School welcomes, appreciates and respects the diverse racial, ethnic, and religious background of all its students.

St. Francis Xavier High School nurtures the spiritual, physical, intellectual, creative, and emotional development of each student. This is accomplished by stimulating student curiosity and critical thinking through rigorous academic work, teaching Catholic doctrine and traditions, studying scripture, and encouraging active participation in co-curricular activities, athletics and Christian service.

In keeping with the mission of St. Francis Xavier High School, the curriculum is designed to prepare students for further study at a college or university. To this end, core elements of the curriculum include all the courses required by the State of South Carolina for admission to public colleges or universities.

Vision Statement

A creative community for Christian leadership with high academic standards seamlessly integrated with Catholic/Christian theology, service, competitive athletics and quality co-curricular programs that instill the value and importance of character, personal morality and responsibility.

Religious Formation:

St. Francis Xavier High School provides many opportunities for religious formation for its students through Catholic theology classes and activities. These activities are vital to the adolescent's growth as a Christian. The goals of the Religious Formation Program are:

To provide opportunities to engage in prayer, liturgical celebrations, retreats, services on behalf of peace and justice, peer ministry, etc.

To affirm the talents of each student and help them to see their contributions to the development of St. Francis Xavier High School as a Catholic/Christian community.

To aid in preparing each student to assume personal responsibility for their continuing faith and development beyond high school.

Service Hours:

All SFX students are required to reach out to the Sumter community, their church community, and our school community through the Service Hour Program. Students are urged to keep in mind that working together as a school community builds our school family and they should make every effort to participate in school sponsored service projects. Their hours will need to be approved and documented through the advisors. Below are the required hours needed per class:

Freshman Service Program	15 hours
Sophomore Service Program	20 hours
Junior Service Program	30 hours
Senior Service Program	30 hours

I. General School Information

Accreditation: St. Francis Xavier High School is fully accredited by the South Carolina Independent School Association (SCISA).

Board of Trustees:

Chairman	Mr. Chan Floyd
Vice-Chairman	Mr. Robert Flury
Secretary	Mr. J Cabot Seth
Members:	
Mrs. Cheryl Coleman	Mr. Steve Capinas
Mr. Brian Pierson	Mr. Todd Rickabaugh
Mrs. Valerie Williams	Mr. Roger Long- Ex Officio
Mr. Robert Manning, Jr.	

Administration:

Principal	Mrs. Susan Lavergne
Adm. Assistant	Mrs. Lena Berard
Guidance Counselor	Mrs. Susan Lavergne

Faculty:

English/Creative Writing	Mrs. Ilknur Leverich
Social Studies	Mrs. Emily Baker
Mathematics	Ms. Shonda Blackwell
Religion	Mr. Charles Francis
Science	Mrs. Debra Moore-Smith
	Mr. Bill Hentges
Spanish	Ms. Barbara Hill
Computer Applications	Mr. Stan Wilk

School Hours: School Office: Open daily: 7:15AM - 3:30 PM (**On Mass days, the school office will open at 7:45 am).

Students should arrive at 7:30 AM. A bell will ring at 7:40 AM as an indication that students and faculty should gather in the dining room for Morning Prayers and the Pledge of Allegiance.

Visitors:

Any person who visits St. Francis Xavier High School must report to the school office.

Parking and Driving:

“Drop Off” and “Pick Up” area is designated as follows: Parents driving students to school are to park along School Street (in front of the school) and have students enter through the front gate and proceed to the school. Students will be dismissed in the same fashion. School staff and visitors will use the parking lot near the front door. Student drivers are the only ones who will use the Kent street parking lot.

While parking space is provided for student drivers, SFXHS is not responsible for any damage to cars while on the campus. Parking on campus is a privilege. Parking permits will be issued to those students wishing to drive to and from school. These permits are free; however, in order to receive a parking permit a student must present the following to the office:

- A valid Driver’s license
- Proof of insurance
- Signed permission statement from parent

Parking privileges on campus may be suspended or withdrawn for reasons which include the following:

- Speeding or reckless driving to and from school.
- Speeding on campus or in entering or exiting campus.
- Littering or loitering in the parking lot.
- Transporting students w/o parental permission.
- Students may **not** go to cars during the day unless escorted by an adult.

The speed limit on campus is 5 miles per hour.

Students are to leave the area via Kent Street and not School Street due to crowded conditions along School Street after school.

Students are not to loiter in their vehicles or in the parking lot.

Last driver out of the student parking lot will lock the gate.

Fire Drill Procedure:

School Alert: The fire alarm will ring continuously. Students are to move as quickly as possible as soon as the alarm sounds. Complete silence is maintained throughout the drill. Students are to walk in a single file. Each classroom has a specific route posted by the door. Teachers are instructed to use discretion as to the quickest route in specific circumstances. After exiting, students should move away from the building and remain quiet until signaled to return.

Tornado Drill Procedure:

School Alert: The fire alarm will ring intermittently – not usual long, uninterrupted ring. Students are to remain in absolute silence throughout the drill. All students should proceed to the interior main hallway where they will sit on the floor in double rows. Students should bring a textbook to put over their heads. Teachers should bring their roll books.

Closing for Inclement Weather:

St. Francis Xavier High School will be closed when directed by the Principal. A decision to close St. Francis Xavier High School may be made independent of the county schools. The closing will be announced on:

- | | | |
|----------------|---------------|---------------|
| WNOK – 104.7FM | WSSC – 1340AM | WHLZ – 92.5FM |
| WIBZ – 95.5FM | WDXY – 1240AM | |

Personnel at these stations will be contacted in time for an announcement to be made the evening before or beginning at 6:00 AM. ***A parental decision to keep a student home, based on local conditions, is always appropriate.***

In the event of mid-day inclement weather, phone calls will be made to alert all parents that the school will be closing.

School Telephone Use and Messages:

Students are permitted to use the school phone in the office before and after school. The students' phone calls must be limited to phoning a parent or guardian. No phone calls may be made during the school day. If an emergency arises the school secretary will place the call needed and give a message for the student.

Electronic Devices:

Electronic devices such as, but not limited to, cell phones, beepers, headsets, laser pointers, radios, hand-held games, IPODS, MP3 players, etc. are to remain turned OFF and in a student's locker or backpack for the entire time a student is on campus. Failure to comply will result in confiscation of the electronic device for a period of one week and an automatic after school detention.

Food and Drink:

Food and drink are to be consumed in the dining room or the outside picnic table area only. Bottled water is permitted in the classrooms. Students eating or drinking outside of the dining room may be subject to disciplinary action. When the school day is over, students may eat outside and are expected to dispose of their own trash properly.

Lunches

A student who forgets to bring his/her lunch to school or forgets money to purchase lunch from the school menu, may go to the school office and have an IOU recorded on his/her account to pay for the meal. As an alternative, parents/guardians may bring a bag lunch from home; however, **meals from outside restaurants are not permitted.** IOUs may be paid off at any time by the student or parents; however, any unpaid balance will be added to the parents' monthly tuition invoice. Parents can also set up charge accounts for student lunches with the office staff.

Chewing Gum:

Gum chewing is prohibited at all times on campus both inside and outside. Disciplinary actions will be taken for violators.

Computer Systems Policy:

Computers are available for completing classroom assignments or fulfilling co-curricular responsibilities and not for personal entertainment whether morally licit or not. The following guidelines are provided to ensure the proper usage of our computers. The Internet Use Agreement is posted on the school website (www.sfxhs.com).

Students may be in the computer lab only with adult supervision.

Students are not permitted to use personal e-mail accounts or any messenger programs while at school.

Students are not allowed to download files of any type from the Internet unless approved by the Instructor.

Students are not allowed to bring any type of computer programs from home to be installed on School computers.

Students are **not** permitted to use the printers in the school to print out homework assignments or term papers.

Students are expected to adhere to the terms and conditions stated in Internet Use Agreement, which is signed by student and parents.

We reserve the right to track the accounts of the individual students to supervise adherence to the Internet Use Agreement.

Publications:

All student publications are printed and distributed under the direction of the school.

Students may not print nor distribute materials, other than official publications, without explicit approval of the Principal.

Dress Code

St. Francis Xavier students are expected to dress modestly and in good taste during school and any school functions. Students must be neat, clean and well groomed at all times during and after school hours while on campus and at all school related functions. It is important that students keep in mind they serve as ambassadors for St. Francis Xavier High School.

In keeping with these principles, students at St. Francis Xavier High School are required to wear uniforms, and every student who accepts a place in the St. Francis Xavier student body agrees to abide by the uniform guidelines.

The school has two uniform looks: a dress uniform and a casual uniform. The dress uniform is worn on Fridays, the day the student body celebrates mass or for special occasions. Most SCISA (South Carolina Independent School Association) functions require the students to wear their dress uniform. The casual uniform is worn on other days throughout the week. All uniforms are to be kept in good repair, free of tears or stains.

Uniform pants, kilts, blouses, dress shirts, sweatshirts, school sweaters, girls' socks, and school ties are to be purchased at: **James Formal Wear (773-2320): 8 W. Hampton Avenue in Sumter**. Letter jackets are available at Simpson's Hardware on Wesmark Blvd.

St. Francis Xavier High School promotes a conservative and modest appearance as part of its dress code. This is a requirement for school as well as school sponsored functions, including athletic events where the students may be attending as spectators. Students are to be neat, clean, well groomed and modest in appearance. Brief descriptions of the uniform guidelines are as follows:

Girl's Casual Uniform to be worn Monday through Thursday:

St. Francis Xavier green or white polo shirt with white/natural colored under garments.

Dress khaki slacks-*purchased from James Formal Wear. (No other khaki pants, khaki jeans or cargo pants are permitted)* Khaki skirt with the hem of the skirt no higher than the wearer's knee.

"Leather" or suede dress shoes with a closed toe (backless shoes are **NOT** permitted).

"neutral" colored hose...i.e. white, black, dark green socks, tights, or stockings. **Neither bright colored socks nor shoes worn without hose will be allowed.** Socks must cover the ankle.

SFXHS sweatshirt, SFXHS sweater or letter jacket or "hoodie."

If a sweatshirt or hoodie is worn, a polo shirt must be worn underneath and tucked in.
Not Permitted: Jean type pants, cargo pants, hip-huggers, low slung with flare bottoms, high heels, sneakers or high top boots.

Girl's Dress Uniform to be worn on Friday:

- * St. Francis Xavier plaid kilt with the hem of the skirt no higher than the wearer's knee. (Purchased from James Formal Wear)
- * White button down blouse **from James Formal Wear** neatly pressed with white/natural under garments and tucked into the skirt.
- * Solid color (white, hunter green or black) tights, hose or knee socks (James Formal Wear).
- * Solid color dress shoes (No open toe, high heels, sandals, clogs, boots or tennis shoes/sneakers, or backless shoes).

NO hoodies are allowed with the dress uniform and no sweatshirts tied around the waist.

Boy's Casual Uniform to be worn Monday through Thursday:

St. Francis Xavier green or white polo shirt (only **solid** white undershirts). Shirt is to remain tucked into the pants as long as the student is on campus.
Khaki dress slacks worn with a belt at the natural waistline (khaki jeans or cargo pants are not permitted). These pants can be purchased from James Formal Wear
Brown or black leather or suede shoes (Not permitted: sneakers or high top boots).
Neutral colored socks worn over the ankle.
SFX sweatshirt, SFX sweater or letter jacket or hoodie.

Boy's Dress Uniform to be worn on Friday:

Khaki slacks worn with a belt at the natural waistline
White dress shirt (with only solid white undershirts) tucked in and pressed.
St. Francis Xavier tie.
Solid color socks, belts, and dress shoes in black or brown are required.
A St. Francis Xavier sweatshirt or Varsity jacket may be worn with the dress uniform, but NOT a hoodie.

Jewelry and Hair:

Girls are limited to a maximum of two earrings per ear to be worn on the ear lobe. NO larges hoop earrings allowed.
No other body piercing is permitted.
Boys are not allowed to wear earrings.
Excessive jewelry is not permitted. (One necklace)
Hair should be kept out of eyes and looking neat and clean. Boy's hair is not to extend over the top of the ear or touching the collar.
Boys are to be clean-shaven; sideburns are not to extend past mid-ear.
Boys are not permitted to color, tint or highlight their hair.
Girls are permitted to dye, tint or color their hair provided that the color is consistent with their natural hair color. Extreme colors or distracting hair styles are not acceptable.
Girls are allowed to wear a subdued color nail polish...no bright, garish colors allowed.

Dress Code for "NUT" (No Uniform Today) Days

Occasionally, the principal approves a "NUT" card day. The following guidelines for the NUT card days must be followed:

NUT cards must be used on the specified date for which they are issued and turned in to the homeroom teacher.

Clothes worn may not be tattered or torn.

Clothes must be clean.

Shirts must have a crew neck and sleeves, unless it is a polo type shirt. They must be at least waist length (no midriffs) and may be worn either tucked in or out. They must have no offensive or suggestive language written on them.

Jeans are acceptable but must be worn with a belt and may not be worn down over the hips.

Skirts must be no more than two inches above the knee and shorts must be no shorter than two inches above the knee

High heels are not permissible

Failure to abide by NUT card guidelines will result in the loss of the privilege.

The Principal's decision on all matters of appropriateness is final.

II. Academic Policies and Curriculum

Educational Program:

St. Francis Xavier High School provides a college preparatory curriculum which encourages critical thinking and integrates all aspects of human knowledge through subjects taught in light of the Gospel and Catholic tradition. The main goal of the curriculum is to prepare each graduate to successfully pursue a baccalaureate degree at a four-year college or university commensurate with his/her abilities. In striving to attain this goal, the curriculum also prepares graduates as knowledgeable Christian leaders to face the challenges of the modern world with a desire and a capacity to love God and to serve Him and society.

Graduation Requirements:

To qualify for graduation students must successfully complete a minimum of 23 units of credit. The candidate for graduation is required to include the following constants among their units of credit:

Religion*- 4 credits

English- 4 credits

History- 3 credits

Mathematics-4 credits

Science- 3 credits

Foreign Language**- 2 credits

Computer Science- 1 credit

Fine Arts- 1 credit

Physical Education- 1 credit

Electives- 3 credits

* It is mandatory that students take a religion class each year.

** All colleges/universities **require** a minimum of two years of the **same** foreign language. Some universities require 3 units of the same foreign language.

In order to receive a diploma, seniors must meet the following requirements:

-Successfully complete all St. Francis Xavier graduation requirements.

-Maintain satisfactory attendance requirements according to school policy as outlined in this handbook. (*See: Attendance Procedures*)

-Maintain a satisfactory disciplinary record.

-Pay a Graduation Fee of \$75 for 2011-2012.

-Complete the required 30 service hours.

-Tuition and other financial obligations must be fulfilled prior to day of graduation.

Course Offerings:

St. Francis Xavier High School offers one program of study: College Preparatory

A student enrolled at St. Francis Xavier can expect to progress through the following sequence of academic courses:

<u>Freshman</u>	<u>Sophomore</u>	<u>Junior</u>	<u>Senior</u>
Religion I	Religion II	Religion III	Religion IV
English I	English II	English III	English IV
Algebra I	Geometry	Algebra II	Pre-Cal.*, Stats, or Cal.
Biology	Anatomy	Chemistry	Physics * (Opt)
Spanish I	Spanish II	Spanish III	Spanish IV* (Opt)
World History	Fine Arts	Speech/Debate	
	Computer	U.S. History	Gov't/Economics

**PE

***Pre-Calculus, Physics and Spanish IV are honors courses and receive an additional weight of +.5 in the GPA. Dual enrollment courses receive an added weight of +1.0.**

**The physical education requirement is fulfilled by participation in two sports during the time at St. Francis Xavier. The coaches will record attendance and observe attitude and work ethic. The students will be graded on a Pass/Fail basis.

CORE Courses (see pg. 13) for athletic/co-curricular activities eligibility are **bolded** above.

Promotion Requirements:

A student must have accumulated:

6 Credits to be classified a Sophomore

12 Credits to be classified a Junior

18 Credits to be classified a Senior

Summer School and Transfer Credit for Courses Taken at Other Schools:

St. Francis normally awards credit for courses taken at other accredited schools when a student transfers in from another school. An eighth grade student taking Algebra I or English I must pass the course with an average of "86" in order to receive high school credit for the course.

Should a student fail a course during the school year, it is the student's responsibility to enroll in a summer school to maintain class standing. Grades earned during summer school will not replace the grade earned during the school year; however, the unit earned will count towards graduation.

The Principal must approve all college level courses and summer school courses in advance. Summer school courses may **not** be used for acceleration of class standing (i.e. 10th to 11th grade) but only for maintaining class standing if a course is failed during the school year.

Mid-Term and Final Examinations:

At the end of each semester, students will take examinations in each subject.

A teacher *may* exempt a Senior or a Junior from a final exam if the student holds a *cumulative* average of "93," and is in good disciplinary standing. No exemptions are allowed for mid-term exams or exams for one-semester courses.

Earning Course Credit:

The passing grade by which a student earns credit at the completion of a course is 70 percent. The final grade for a course is computed by assigning a value of 20% for each quarter grade and 10% for the Mid-Term exam and 10% for the Final Exam. Final grades for half-year courses are computed in the same manner.

Grades are defined as follows:

A: 93-100 (Mastery): A superior academic standard which represents the student's ability to demonstrate unusual insight regarding a body of material, analyze and interpret factual data and make an exceptional contribution to a course.

B: 85-92 (Commendable): An above-average academic standard represents a solid understanding of the concepts of a course, willingness to go beyond minimum requirements, and general thoroughness of preparation in all course areas.

C: 77-84 (Satisfactory): An average level of achievement indicates a basic understanding of conceptual material, a successful meeting of required obligations and adequate preparation of all assignments.

D: 70-76 (Below Average, Minimal Passing): A below-average level of achievement. This grade usually represents real difficulty understanding the course concepts, inconsistent preparation and/or lack of effort. Any student receiving this grade should seek extra help outside of regular classes.

Below 70 (No Credit): This is a failing level of achievement. A student will not receive credit for a course in which an "F" grade is given and may be required to repeat the course or attend summer school.

Academic Progress Reports and Review

At the end of the first four weeks of the first quarter, interim reports will be sent home with the student. Thereafter, interim reports will be sent at mid-quarter with the student. (*Check the School calendar for dates.*) Beginning with the first interim, the principal will carefully review each student's progress. If a student is not achieving at a satisfactory level, a conference may be held with the faculty to inform the parent and student of the school's concern. Recommendations for improvement will be made including after school tutoring provided by the St. Francis Xavier faculty. Review of the student's progress will continue each quarter. If no significant progress in achievement and effort is evident, the student's re-enrollment contract may be withheld, prohibiting their continuation at St. Francis Xavier the following year. Teachers submit grades for all students at the end of each quarter. These grades describe the student's progress and note areas of commendation or concern.

Communication between teacher and parent is vital to a student's success. **If a student is having academic difficulty, the first person to contact is the student's teacher.** Teachers may be contacted at the school or through their email listed on our website. It is a requirement that parents and students meet with the teacher first before requesting a meeting with the principal. Student's grades, attendance, and conduct are posted on www.mystudentsprogress.com. Parents are assigned passwords to login to the site to check their student's work.

Academic Warning

Academic Warning is an indicator to parents and the student that deficiencies exist in one or more academic areas and more serious consequences might result. A note of concern will be included with the report card and the advisor and Principal will closely monitor progress in succeeding grading periods.

Academic Probation

Students receiving one grade below 70 or more than one grade between 70-77 will be placed on Academic Probation. The student's report card will state that the student is on Academic Probation. A conference including the principal and faculty will be set up. Recommendations for improvement will be made including after school tutoring provided by the St. Francis Xavier faculty. Review of the student's progress will continue each quarter. If no significant progress in achievement and effort is evident, the student's re-enrollment contract may be withheld, prohibiting their continuation at St. Francis Xavier the following year.

Tutoring Policy

St. Francis Xavier admits students to the school capable of success in a demanding program. We encourage each student to request individual help from their classroom teacher when they do not understand the classroom work or they are falling behind. A subject teacher may consider recommending outside tutoring because of a student's extended absence or a weak foundation in the subject area.

Honors & Awards

1. Principal's List

The school recognizes superior academic achievement each quarter by naming students to the Principal's List. To earn recognition of this honor, a student must have all A's.

2. Honor Roll

The school recognizes academic achievement each quarter by naming students to the Honor Roll. To earn this honor, a student must have all A's and B's.

Valedictorian (highest ranking scholar in senior class): The senior with the highest grade point averages- GPA (based on the Uniform Grading Scale-UGS of the South Carolina) in academic coursework for grades 9 through 12 will be considered.

Salutatorian (second-highest ranking scholar in senior class): Criteria are similar to that applied to the selection of the valedictorian.

Note: the Principal will make the final decision on choice of Valedictorian and Salutatorian.

Major Honor Societies

National Honor Society (NHS): The NHS bases membership on a student's scholarship, service, leadership and character.

National Spanish Honor Society (NSHS): The American Association of Spanish Teachers founded the National Spanish Honor Society in 1953 to recognize excellence in Spanish by secondary students. The NSHS provides cultural and linguistic enrichment activities as well as college and travel scholarships.

Mu Alpha Theta: An academic mathematics society, Mu Alpha Theta bases its membership on scholastic achievement.

National Beta Club: The National Honor Society is open to incoming freshmen upon completion of their first semester with an overall B+ average.

Guidelines for Candidacy for Student Government and Class Officers:

Students who wish to be grade level representatives and officers in Student Government or Class Officers during freshman, sophomore, junior, or senior years, are subject to the following guidelines:

*The student must have a 2.0 average or better cumulative GPA, with no grade below 70 for the semester and quarter prior to elections.

*A student on disciplinary probation is ineligible to serve. A student who is suspended during a term of office will automatically forfeit his/her position and will be ineligible to resume the role during that school year.

*If a student remains in good standing for the remainder of the year, he/she may run for office the following year.

Co-curricular and Athletic Activity Eligibility

In order to meet our goal of educating the whole student, St. Francis Xavier High School makes a variety of co-curricular activities available to its students. Students are encouraged to explore and participate in one or more activities in order to develop and enhance their individual talents.

St. Francis Xavier High School offers the following clubs and activities:

Interscholastic Sports: Cross Country, Girls' Volleyball, Swimming, Boys' Basketball, Girls' Basketball, Cheerleading, Co-Ed Soccer, Girls' Softball

Clubs and Activities: National Spanish Honor Society, Mu Alpha Theta (Math), National Honor Society, Student Council, National Beta Club, Spanish Club, Yearbook, Newspaper, Choir, Bio Club, Art Club, and Chess Club.

To be eligible for participation in athletics sponsored by St. Francis Xavier High School and SCISA, all students must meet the following SCISAA Eligibility Rules and Regulations:

A student must take and pass at least four (4), one-credit CORE Courses or any five (5) one credit courses, each grading period/semester to be eligible.

To be eligible for participation in co-curricular activities sponsored by St. Francis Xavier High School and SCISA, all students must meet the following SCISA Eligibility Rules and Regulations:

A student must take and pass at least four (4), one-credit CORE Courses or any five (5) one credit courses, each grading period/semester to be eligible.

College Information

Reports to Colleges

The secondary school transcript is the principle record of a student's academic work in grades 9 through 12. It includes a listing of all courses taken, grades received and credits earned. Students are responsible for having official copies of their standardized test score reports (SAT and/or ACT) sent to colleges and universities directly from the testing agency.

College Visits

The school realizes that college visits for interviews and tours are an important part of the college admissions process. Such visits normally are limited to seniors and second-semester juniors. Students must obtain a College Visit/Absence Request from the office, secure the necessary signatures of teachers and parents, and return the form to the office at least one week in advance of the proposed date of departure. Seniors and juniors in good standing are allowed four college campus visits per year with prior approval of the Principal. A student must have a good attendance record, and be in good academic standing. A college visitation **may not** be taken immediately before or immediately after a long weekend unless the Principal grants special permission. The absence will be an excused absence and will have no bearing on perfect attendance. When a student returns to classes after a college visitation, they are required to follow the normal absence procedure in making up their school work. Failure to follow these procedures will result in the student's absence being unexcused.

Counseling:

St. Francis Xavier High School offers academic counseling and career counseling through our guidance counselor. Religious counseling is available in cooperation with the local parishes.

Transcripts

A record of high school courses, credits, activities and general character is required when a student applies for admission to college. This is called a transcript of credits. The school provides transcripts requested at no charge. All requests for transcripts must be made in writing. For the sake of accuracy in identifying students, especially with the permanent record, the legal names and Social Security numbers must be used.

College Board School Code: 411935

Students who complete College Applications or who take the SAT, PSAT or ACT will be asked to use this College Board code designated for St. Francis Xavier High School.

III. Attendance Policies and Information

Attendance Requirements

Perfect attendance is expected of each student and is important for scholastic progress. In order for a student to receive a unit of credit in a subject, they must not accumulate more than ten (10) excused or unexcused absences in a school year. Any absence in excess of ten (10) *may* cause the student to lose credit for the year. If a student is in danger of losing credit due to absences, parents should speak to the Principal. Absences for chronic or extended illness or for extreme hardships may be approved by the Principal only when verified by a physician's statement. Mass, retreats, school assemblies, class or student body meetings-all within the school day are required obligations for students.

Absence Procedures

Every effort should be made to schedule medical/dental appointments at times other than during school hours. Nonetheless, tardiness will be excused for scheduled doctor, dentist, or orthodontist appointments, illnesses and emergencies when students submit a note from the doctor or a parent to the secretary upon arrival at school.

The only reasons for an absence to be considered "excused" are the following:

Personal illness

Death in immediate family

A family health emergency

College Visits (See College Visits p. 14)

A wedding or graduation involving a member of the immediate family

A confirmed court date

Other absences may be excused on an individual basis upon request and approval of the Principal.

All other absences will be considered “unexcused.” Trips or vacations that conflict with St. Francis Xavier published class and exam schedules will not be excused. ***Running errands, tiredness or oversleeping, taking a driver’s test, car problems or attending to non-school related working obligations are not reasons for an absence to be excused.***

Within 24 hours of returning to school after an absence, the student must present to the office a note written by a parent, legal guardian or physician explaining their absence. Notes must include the dates of absence, the student’s name and the REASON clearly indicated, so that the absence may be properly documented. ***The final determination on whether or not an absence will be considered excused will rest with the Principal.***

Students who have an excused absence and have not exceeded the absentee limit must make up any tests and work missed at the teacher’s convenience. The student will receive full credit for make-up work for excused absences provided that the work is completed as assigned by the teacher upon the student returning to school. The student will have **one day grace period for each day of absence in which to turn in make-up work and take tests.**

Unexcused absences: Students are not permitted to complete academic work that is due during the time of the unexcused absences. Long-term work due on the day of the unexcused absence must be delivered to the school by the parent/guardian or other responsible third party or may be sent via e-mail to the teacher. Long-term work will not be accepted upon the student’s return unless it is work that was due on that day. In the case of group projects, the student’s grade will be reduced according to the aforementioned guidelines, but his/her absence will have no impact on the grades of the other students in the group.

Any student who is absent for more than half a day from school due to illness, or who has been sent home by the school is ineligible to participate in any co-curricular activity or sport (practice or game) for that day. **A student must be present for at least 5 class periods to received credit for a full-day and at least 4 class periods to received credit for a half day.** It is the student’s responsibility to approach each teacher in a timely manner before a planned absence to get assignments. If the required work is not made up in the time frame allotted by the Principal and teachers, the academic penalty of one grade per day will be assessed. (Example: Assignment due Monday – turned in Wednesday will have as the highest grade possible a “C.”)

Students who miss classes as a result of participation in school-sponsored activities are not marked absent. However, they are held responsible for all missed class work, tests and assignments.

Late for School (Tardy)

St. Francis Xavier emphasizes the importance of punctuality and dependability and maintains a strict policy regarding tardiness.

A student who reports to school any time after 7:45 A.M. is considered tardy. The student is required to report to the Office to get a pass for class. A student who is tardy to school will serve an automatic lunch detention that same day.

Every effort should be made to schedule medical/dental appointments at times other than during school hours. Nonetheless, tardiness will be excused for scheduled doctor, dentist, or orthodontist appointments, illnesses and emergencies when students submit a note from the doctor or a parent

to the secretary upon arrival at school. ***Tardiness will not be excused for oversleeping, tiredness, or errands.***

Tardiness may be excused by the principal or vice principal a maximum of three times per semester to account for unforeseen problems that are beyond the control of the student (e.g., transportation breakdowns, weather, etc.). Excused tardies will not be counted towards disciplinary action for excessive unexcused tardies. Students who accumulate excessive tardies to school and/or to classes will receive formal disciplinary action. **Students who accumulate excessive tardies for a medical reason are required to produce a letter from their physician explaining their condition.**

Early Dismissal

Students who have an appointment or obligation during the school day are required to bring a note signed by a parent or guardian to the Office prior to 7:45AM requesting permission for the student to miss part of the school day. The note should explain the necessity of the appointment or obligation. The Principal reserves the right to approve or disapprove the request whether the absence is excused/unexcused.

Students are required to sign out and sign back in (if they return to school) in the Office. If a student does not bring a note the parent/guardian must speak to the secretary, Vice-Principal or Principal and sign out their child in the Office. Failure to adhere to this policy will result in unexcused absences for each class missed and detention or other disciplinary action

Truancy

Truancy is an illegal or unexcused absence from school or class. A student whose parent or guardian has not called the school to report an absence is suspected to be truant. Since truancy is a serious situation, it will be handled as a disciplinary matter.

Planned Absences

The school's calendar is published in the summer. The school will not manipulate exam schedules, classes or other commitments to accommodate a student's travel or vacation plans. Because of the importance of maintaining the integrity of the academic day, **the school does not endorse absences requested for the purpose of family convenience, outside social activities, or extended vacation time.**

Daily Class Schedule

Warning Bell @ 7:40AM
Morning Assembly -7:45-7:55AM
Homeroom- 7:55-8:05 AM
Period 1- 8:09-9:00 AM
Period 2- 9:04-9:54 AM
Period 3- 9:58-10:48 AM
Period 4- 10:52-11:42 AM
Lunch - 11:46-12:18 PM
Period 5- 12:22-1:12 PM
Period 6- 1:16-2:06 PM
Period 7- 2:10-3:00 PM

Mass Day Schedule

Homeroom.....9:05 - 9:15 AM
Period 1..... 9:19 - 10:00 AM
Period 2.....10:04 -10:43 AM
Period 3.....10:47 - 11:26 AM
Period 4.....11:30 - 12:09PM
Lunch.....12:15 - 12:51 PM
Period 5.....12:55 - 1:34 PM
Period 6.....1:38 - 2:17 PM
Period 7.....2:21-3:00 PM

*Weekly Mass for SFXHS students and faculty is normally on Fridays. If a Day of Holy Obligation occurs during the week, we will attend mass on that day instead of Friday. All students and faculty are to report directly to St. Anne's Church no later than 8:00 AM. Any changes will be announced in advance.

Daily Dismissal

Students **MUST** be picked up **no later** than 3:30 PM unless they are participating in extra-curricular activities, staying after school with a teacher for tutoring or staying for detention.

IV. Student Honor and Discipline Policy

The basis of the school's Honor and Discipline Policy is the school's philosophy that students are to be nurtured to develop personal integrity and mature behavior to become self-confident individuals who will contribute significantly to the world in which they live. The foundations of the Catholic faith lay the basis for the school's philosophy on discipline and guidance of young people. Disciplinary action will be fair and effective based on clearly stated behavioral expectations and consequences. The school's rules, and the consequences and procedures for their violation, will be disseminated and applied consistently to ensure that consequences are predictable. Parents will be notified of misconduct and of the ensuing disciplinary action.

Enforcement of the school's disciplinary policy is the responsibility of the Principal. In order to be able to effectively carry out this responsibility, the Principal maintains the disciplinary records for students.

The following is a summary of the standards of behavior shared by the St. Francis Xavier School community. Violation of these during school or at any school-sponsored activity will result in strong disciplinary action.

Be honest in all matters. Lying, cheating, stealing, plagiarism, deceit, vandalism, and malicious mischief are serious offenses and will not be tolerated.

Respect the person, rights and property of others. Fighting with, intimidating, or threatening other members of the community will not be tolerated. Carrying a weapon on the SFXHS campus will result in immediate expulsion. Disrupting class through actions and/or words shows lack of respect for the learning environment and for others, and is not acceptable.

Respect the religious, ethnic, social, and economic background, as well as gender of all members of St. Francis Xavier community and the Sumter community at large. Abuse or prejudicial behavior based upon religion, race, gender, or ethnic background will not be tolerated.

Respect teachers and all other employees of the school. Students will show respect for their teachers and all other employees of the school. Disrespectful behavior will not be tolerated, in or out of class.

Practice the virtues of chastity and purity. Sexual misbehavior is not acceptable. St. Francis Xavier High School conforms to the teaching of the Catholic Church in matters of pre-marital sex. Pre-marital sexual relations are spiritually, emotionally and physically unhealthy. Dating between seniors and freshman is discouraged.

Alcohol, tobacco, or other drugs are not allowed. The purchase, distribution, and/or use of alcohol, tobacco products, and other drugs, and the presence of paraphernalia associated with either are strictly prohibited at any time on campus or at other school sanctioned activities (including off-campus activities).

Show personal responsibility and accountability. Truancy is not acceptable. All students are expected to attend their classes, mass, assemblies, extracurricular and athletic commitments, as well as all school meetings promptly and regularly.

Demerits

The school has a demerit-based system for disciplinary action. Demerits serve as corrective warnings to students that their behavior or actions are not consistent with school standards and, if not corrected, may lead to more serious consequences. Any teacher encountering a possible rule violation may turn in a discipline form on that student to the Principal who then determines the discipline.

The tally of demerits accumulates through each semester (the fall semester consisting of the first and second academic quarters, and the spring semester consisting of the third and fourth quarters). The demerit tally does not roll over into new semesters. After each semester is over, students are cleared of any outstanding demerits.

Five demerits results in an automatic detention for the student.

Misconduct	Demerits
Honor violation (see #1 below)	5 ¹
Fighting (physical; see #2 below)	5 ³
Physical or verbal intimidation/abuse towards other students (see #2 below)	5 ¹
Disruptive during class (see #2 below)	2-3 ²
Sleeping during class (see #2 below)	1-2 ²
Disrespectful language	3
Disrespect to faculty	3
Chastity violation	5 ³
Dress code violation	1
Gum/food violation	1
Possession of alcohol, drugs, or paraphernalia	5 ³
Possession of tobacco	3
Tardy to school	1 ¹
Tardy to class	1

Notes:

¹Incurs an automatic detention

²Number of demerits is at the teacher's or administrator's discretion depending on the nature and circumstances of the misconduct

³Also incurs automatic one-day suspension for first offense

Detention

A student who has accrued five demerits automatically receives a detention. In addition, the Principal has the authority to issue an automatic detention to a student if it is recognized as in the best interest of the student. After school detentions are served on Thursdays promptly at 3:00 for forty-five minutes. Parents will be notified of the detention.

After five detentions are served, a student will receive a Saturday morning detention. (See below) Detentions take precedence over all co-curricular activities. Consequently, a student is not permitted to attend athletic practices until the detention has been completed.

Failure to serve a detention when scheduled will result in an additional detention being issued and further disciplinary action, including the possibility of a suspension.

Saturday Detention

If a student has had five after-school detentions imposed, the next detention (and all subsequent detentions) will be a Saturday detention. The detention will last from 9am-12 noon and will be supervised by a faculty or staff member. The detention will involve clean-up work around the school that will NOT count toward the student's service hours. The student will be required to reimburse the faculty/staff member a \$10 supervisory fee for having to open up the school and be there. Should the student not pay the \$10, it will be added to the parent's tuition account.

If a student reaches the level of a third Saturday detention, then suspension will be considered.

In-School Suspension and Out-of School Suspension

Suspension is the temporary removal of a student from the classroom, including extra-curricular activities. The Principal may issue an in-school or out-of-school suspension if she believes that a student's behavior is serious enough to warrant this action.

A parent or legal guardian must come to the school and meet with the Principal to discuss the behaviors that warranted the suspension and to review specific expectations for the improvement of attitudes and behavior.

During the period of in-school suspension, the student forfeits his/her right to the following: classroom instruction, lunch with their peers and participation in after-school activities (athletic events, dances, club activities etc.). The student suspended must not have any contact with other students. The student will work diligently on their school work throughout the day.

Upon the second in-school suspension the principal may place the student on disciplinary probation. Probation is the school's final warning to a student and his/her parent(s) or legal guardian(s) that he/she must correct his/her behavior or he/she will be dismissed from school.

Disciplinary Probation

Disciplinary probation is a trial period during which the student must demonstrate that he/she has corrected the unacceptable behavior or attitude. The Principal will send a written notice of probation to the parents. Probation remains in effect for the entire semester (fall or spring) for which it was issued. The school board will be notified of students on probation and will be made aware of the possibility of recommendation for dismissal of that/those student(s).

Expulsion

Expulsion is the permanent dismissal of a student from St. Francis Xavier High School for disciplinary reasons. The Principal, in consultation with the Vice-Principal, and the Chairman of the Board of Trustees, may issue an expulsion. A student may be expelled for repeatedly disregarding school rules or for serious conduct unbecoming to a St. Francis' student.

General Student Harassment Policy

St. Francis Xavier High School is committed to maintaining an educational environment in which all individuals treat each other with dignity and respect. The environment will be free from all forms of intimidation, bullying, exploitation, and harassment, verbal or non-verbal, including sexual harassment. Any threats, harassment, fighting, injury or damage to a person or property of any person, by an individual or group is strictly forbidden. Such actions render the student liable to expulsion.

Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favor, and other verbal, visual or physical conduct or language of a sexual nature used toward or about another. Examples of sexual harassment include, but are not limited to, the following:

Unwanted, unwelcome physical contact of a sexual nature

(grabbing, touching, pinching, patting)

Unwelcome pressure for sexual activity

Unwelcome, repeated use of sexually oriented language (rude jokes, suggestive nicknames, etc.)

Sexual slurs or insults, verbal or written

Cornering or blocking of normal movement, or stalking

Bullying

Bullying (to include physical or verbal threats, intimidation or harassment of any kind) will not be tolerated, and all students share the responsibility to prevent bullying and /or report incidents of it to teachers or administrators. Students should not accept bullying of themselves or tolerate bullying of others.

A person who considers himself/herself to be a victim of harassment or bullying is responsible for reporting the incident(s) to the principal, vice-principal, or teacher. A complaint will be investigated and appropriate action will be taken.

Respect for Others

All students are expected to obey rightful authorities and to follow their directives and instructions. Obedience is an important virtue to be cultivated. Any disrespect or defiance toward any school authority in word or gesture will be considered a grave offense and may result in suspension or expulsion.

Disrespect to fellow students will not be tolerated. Students may face disciplinary action for disrespectful behavior which includes but is not limited to teasing, touching each other, gossip, and unwanted comments whether spoken or written. All students of the school are part of the St. Francis Xavier School family and should be treated with respect.

Classroom Rules

Teachers will have classroom rules and consequences posted in each classroom to maintain order. Immediate enforcement will be the responsibility of the classroom teacher (an exception will be a severe infraction of the Student Code or a threatening situation).

Teacher expectations may vary; however, the following rules will be enforced throughout the school:

Students are not permitted to chew gum on the SFXHS campus. Food or drinks must be consumed in the dining room or outside the building.

Students will abide by the SFXHS Dress Code. (See Uniform Policy in handbook)

Students will be on time to homeroom and class.

Students will not interfere with the learning process in the classroom.

A student who demonstrates non-adherence to the classroom rules will receive a disciplinary action.

Attendance/Participation at another School's Event: When a St. Francis Xavier High School student attends any activity at another school; they are expected to abide by that school's policies and rules. Any violation of another school's rules is considered a violation of St. Francis Xavier High School's rules and will be treated accordingly.

Athletic Guidelines

Every athletic activity should teach the player and spectator:

To be a responsible and contributing member of his/her team and school.

To make selfless efforts in working with others to reach a common goal.

To overcome barriers in the way of achieving full potential and success.

To play and live by the rules that protects the rights of all.

To show appreciation and respect for the efforts of others, whether they are teammates, opponents, officials, coaches or spectators.

To keep these activities and games in proper perspective.

In practice, this means:

*We expect coaches to serve as a positive example of fair play, sportsmanship and respect towards their own and opposing players, coaches, and game officials.

*We expect players to serve as a positive example for spectators by exercising self-control and good sportsmanship and by accepting both victory and defeat with pride and compassion.

*We expect cheerleaders and students to keep all cheers positive, to avoid the efforts to distract the opposing team's efforts, to refrain from retaliation in defeat.

*We expect students to respect the players and supporters of the opposing team in word and action before, during and after a game.

*We expect parents and other spectators to obey the St. Francis Xavier High School Rules and State Laws that forbid the sale and use of alcoholic beverages at high school contests.

Prior to trying out, practicing, and/or participating in school sports a student needs a physical.

Overnight Policy

It is the policy of St. Francis Xavier High School that overnight trips by the high school are not preferred. Overnight trips require Board approval a minimum of two weeks in advance of the scheduled trip. Earlier approval should be sought, however, in order to provide parents adequate notice and to ensure proper planning.

The written proposal for an overnight trip will include the purpose of the trip, the academic or extracurricular goal to be achieved, the budget for the trip and how expenses are to be funded, the chaperones and the plan for monitoring and supervising the students.

As a minimum, the following rules apply:

If the trip is not already in the budget, all of the expenses for the trip will be paid from the students or their families or from a fund-raising event and there will be no cost to the school.

Females will be housed on one floor and the males on another. If separate floors are not available, the boys will be on one side of the hotel or motel, and the girls on the other.

Chaperones will be at a minimum ratio of one to six.

Every effort will be made to room four students to a room.

No adults will stay in rooms of students who are not blood relatives of the student, i.e. if a mother is a chaperone, her daughter could be in her room (but not the son because the son would be required to stay in a different room and area of the hotel/motel.)

Chaperones are to be either in adjoining rooms or in close proximity.

Student Handbook policies will be in effect for the trips.

Students will travel in the "formal uniform."

Chaperones will make bed check at a predetermined hour, usually 10:00 PM. Afterwards, random hall watch throughout the night.

Other than normal sporting events, the notification of the trip and Board approval will be sought with sufficient time that the parents can be invited to the school to meet and discuss the method of rooming and transportation.

The senior faculty member of faculty sponsor on the trip will ensure that all rooms will be blocked from any adult video channels inclusive of Showtime, TMC, HBO and any other channels that may have adult content. Phones will be blocked. The hotel selected for the sight will not have adult channels which cannot be blocked and phones that cannot be blocked.

The plan to be submitted to the principal and then the Board for approval shall include acknowledgement of the above policies by the sponsoring faculty member.

V. Parent Information

Change of Address

It is important that all information regarding students and their families remain current, i.e. Emergency contacts, address, email, or phone changes. Therefore, if a student or family changes a residence or telephone number anytime during the school year; please notify the school secretary as soon as possible.

Health Services

St. Francis Xavier High School does not employ a school nurse. If a student becomes ill or injured during class, the teacher will excuse him/her immediately, and the student is to report to the school office. If the student is too ill to return to class, the parents will be called to pick up the student. No student is allowed to leave school on his/her own.

Immunization- All students are required by law to have immunization records on file before they may attend classes.

Accidents- Every injury which occurs on campus, no matter how small or trivial will be reported to the school office and an accident report will be filed.

Medication

Long Term Medication: Any student taking a medication for longer than 3 weeks must have a doctor's permission form on file with the school office. The medication must be left in the school office.

Short Term Medication: Any student taking a medication for less than three weeks must leave the medication in the school office along with a permission form.

Over the Counter Medication and other Medication: Any over the counter or any other medication must be supplied by parents along with a signed permission form from the parent or guardian. The medication container needs to be labeled with the name of the student and medication, the dosage and the time to be given. The secretary must be given to administer Tylenol, Advil, antacids and cough drops as allowed by the parent permission form.

Communicable Diseases - Any student, faculty or staff member who is diagnosed with any communicable disease or illness that may be harmful or contagious to others will be expected to remain home until the condition is no longer a hazard.

Family Illness

Parents/guardians should notify the school office about a serious illness to the student or any member of the student's immediate family. This includes parents, brothers, sisters and grandparents. If the individual is hospitalized, please inform us of the name of the individual, the hospital and room number.

Likewise, please notify the school in the event of the death of a member of a student's family.

Medical Forms

By State Law all students upon entry to St. Francis Xavier High School are to have an updated certificate of immunization. **This form is due prior to the first day of school.** A student may not attend class unless this form is submitted.

Students will be notified if they need their immunizations updated. They may not attend class until the school receives the updated immunization form.

The school reserves the right to require a doctor's note in cases of chronic absences.

The school reserves the right to require the discharge summary when a student is hospitalized.

Parents Out of Town

When parents are planning to be out of town, they should send a note to the school office with the specifics including how they can be reached in case of an emergency and the person in charge in your absence.

Parent Teacher Organization

Upon registering for enrollment at St. Francis Xavier High School, every parent is a member of the Parent Teacher Organization (PTO).

The PTO provides an invaluable service to the school. They support various functions throughout the school year and support our athletic program.

Each parent is encouraged to make the PTO meetings a priority each month. This is an important link to the school and the school functions.

Parent Newsletter

Each month the Principal will post a newsletter informing parents of the news and events of the school on the school website. It's an opportunity to highlight the many accomplishments of the students and the school. Each month a calendar for the upcoming month will also be posted on the website and/or mailed home. Please check mystudentsprogress.com for updates of events also.

Registration Forms

All forms in the registration packet, medical forms, immunization records, and other mandatory forms must be filed in the office prior to the first week of school.

Tuition and Fees

Tuition and fees are set annually to cover the school's educational costs. The timely payment of tuition and fees is expected so that the school can also be timely in meeting its financial obligations. For those families who have selected the 10-month payment plan, a \$15 late fee will be assessed on any payments made after the 10th of each month. In addition, tuition can be paid via PayPal on the school website. (There is handling fee for using this service). **No cash over \$50 will be accepted from a student. If you send payment over \$50 with your child it must be a check or money order.**

Custodial and Non-Custodial Parents Rights and Responsibilities

When parents of a student are separated, involved in divorce proceedings, or are divorced, the Principal will respect the rights of both the custodial and the non-custodial parents. Court orders concerning special restrictions made known to the administration will also be respected and followed. It is the responsibility of the custodial parent to provide the school with a copy of any such court orders if restricted access to students or student's information is requested.

For the school's purposes, the parent with whom the child resides is known as the custodial parent. If both parents claim to be the custodial parent, enrollment records will be examined. The parent who enrolled the child is considered the custodial parent until a legal document naming the custodial parent can be provided to the school.

Parents' rights include access to student records and school mailings, attendance at parent/teacher conferences, and authority to request that a student be released early or be absent from school for a legitimate reason. While both parents may see the student at school, only the custodial parent has the right to remove the student from school property.

It is the responsibility of the non-custodial parent to inform the school office of his/her name, address and phone number if they wish to be consulted regarding their child or wish to be placed on the school's mailing list.

Student Dismissal Precautions

No staff member will excuse any pupil from school prior to the end of the school day, or into any person's custody at any time, without the direct prior approval and knowledge of the Principal, who will authorize an early or otherwise irregular dismissal with consultation as needed with the student's parents or guardian.

If any police or court official requests the dismissal of a student during school hours, parents or guardians will be notified as soon as possible. No student will be placed under the custody of the police or court official without parental or guardian consent, unless the Principal is presented with a warrant or court order.

A student will be released to a non-custodial parent, guardian or other person if there is written permission for doing so signed by the custodial parent or guardian on file with the school office. The school official must be able to identify the non-custodial parent, guardian or other person by means of picture identification or other generally accepted means of identification.

St. Francis Xavier High School
2011-2012 Calendar

AUGUST

15th - 17th - Teacher In-service
15th - New Student Orientation
18th - First Day of School

SEPTEMBER

5th - Labor Day, No School
20th - Open House
24th - SCISA State Swim Meet

OCTOBER

12th - PSAT 9th-11th grades (1/2 day)
12th - Teacher In-service, No School
29th - SCISA State X-country Meet

NOVEMBER

2nd - SCISA Drama Festival
8th - Academic Quiz Bowl Competition
11th - Veteran's Day, No School
23rd - 25th - Thanksgiving Break, No School

DECEMBER

2nd - Feast Day
14th - 16th - Mid-terms (1/2 days)
19th - 31st - Christmas Break, No School

JANUARY

2nd - Christmas Break, No School
16th - MLK Day, No School
17th - SCISA Math Meet
24th - SCISA Chess Tournament

FEBRUARY

1st - SCISA Literary Meet
20th - President's Day, No School

MARCH

2nd - Diocesan Teacher In-service
8th - SCISA Music Festival

APRIL

6th - 13th - Easter Break, No School
19th - SCISA State Science Fair

MAY

28th - Memorial Day, No School
29th - 31st - Finals (1/2 days)

JUNE

1st - Teacher In-service, No School
1st - Baccalaureate Mass
2nd - Graduation
4th - Teacher Workday

2011-2012 HANDBOOK ACCEPTANCE STATEMENT

I have read the St. Francis Xavier High School Handbook, including the policies, procedures, behavioral expectations, and athletic guidelines. I agree to abide by all school rules and guidelines set forth in the Student Handbook for the 2011-2012 school year.

Signature of student

Date

Signature of parent/guardian

Date