



2011-2012  
Middle School  
Parent/Student Handbook

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## **Prayer for Peace**

Lord, Make me an instrument of your peace.

Where there is hatred, let me sow love;

Where there is injury, pardon;

Where there is doubt, faith;

Where there is despair, hope;

Where there is darkness, light;

And where there is sadness, joy.

O Divine Master,

Grant that I may not so much seek to be consoled as to console;

To be understood as to understand;

To be loved as to love;

For it is in giving that we receive;

It is in pardoning that we are pardoned;

And it is in dying

That we are born to eternal life.

St. Francis of Assisi

Saint Francis of Assisi School strives to uphold the charisma and the spirit of Saint Francis. We honor his simple spirit, his love of brother/sisterhood and his awareness of God's presence in all creatures.

The St. Francis of Assisi Board of Education affirms its support of the school student responsibility and discipline policy. Its intent is to support the school staff that enforces these policies and to hold the school staff accountable for implementation of these policies.

The provisions contained in this handbook may be changed at anytime, with or without notice. This handbook is not an all inclusive summary of all rules governing student conduct and behavior.

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**DIOCESE OF DES MOINES  
VISION STATEMENT**

Catholic Schools in the Diocese of Des Moines, based on the teachings of Jesus Christ and the mission of the Church, are collaborative communities of spiritual formation and academic excellence, where students grow in faith and wisdom and emerge as responsible citizens dedicated to the practice of life-long discipleship.

**DIOCESE OF DES MOINES  
MISSION STATEMENT**

To Develop and inspire learning for life by providing a world-class education within a Catholic environment for our students.

**BELIEF STATEMENTS**

We believe...

- ❑ Catholic schools exist to enable students to learn the traditions and doctrines of the Catholic Church and to carry out the Gospel message of Jesus Christ in their daily lives.
- ❑ Each student in Catholic schools experiences the value of human dignity and the concepts of peace and justice to enable them to be participants in global society.
- ❑ Catholic schools and parishes are partners with parents in the education of the children.
- ❑ Catholic school educators apply research-based curriculum and instructional strategies that enhance the learning of all students.

**ESSENTIAL LEARNINGS**

Students in the diocesan schools will

- ❑ Access and use information effectively
- ❑ Apply technology competently
- ❑ Think critically and creatively
- ❑ Solve problems independently and cooperatively
- ❑ Reason scientifically, mathematically and historically
- ❑ Accept church, civic and personal responsibility
- ❑ Anticipate and constructively react to change
- ❑ Communicate ideas and feelings effectively in various ways
- ❑ Demonstrate global awareness, cross-cultural understanding and social justice principles
- ❑ Cultivate an understanding and appreciation of the arts

## **St. Francis of Assisi School**

### **Goals**

#### **SPIRITUAL GOAL**

- Promote the spiritual development of the school community;
- Promote a Christian spirit in school, parish, and community;
- Encourage Christian attitudes consistent with the pillars of character among students and staff;
- Actively participates in liturgical celebrations and a variety of prayer formats;
- Incorporate Christian principles in the daily lives of the students;
- Encourage spiritual leaders of the parishes to visit the classrooms on a regular basis;

#### **ACADEMIC GOAL**

- Maintain a high quality of education;
- Encourage creative expression and critical thinking;
- Meet the needs of individual students and be sensitive to the different styles of learning through differentiated instruction;
- Expose students to cultural opportunities, including field trips, in the greater Des Moines area;
- Use the talents of the resource people in the school and community
- Encourage awareness of current events and responsible citizenship;
- Promote a love of learning;
- Promote communication between home and school.

#### **SOCIAL GOAL**

- Promote communication throughout the St. Francis of Assisi School community;
- Provide a consistent standard of discipline through PBS;
- Work with other Catholic schools;
- Continue a positive morale through the school year;
- Promote student involvement in the school and parish community;
- Promote the use of technology as a means of communication;
- Promote an awareness of multiculturalism and an appreciation of diversity.

#### **PHYSICAL GOAL**

- Continue to support the efforts of parents as they contribute to the school facility;
- Maintain a clean and wholesome school environment along with proper care of the facility;
- Promote safety in the school environment.

### **In order to reach these goals...**

*STUDENTS, as learners, strive to:*

- Respect the authority of teachers and other members of the school staff.
- Be respectful of friends, companions, and self.
- Practice Christian values to continue the ministry of the Catholic Church.
- Approach studies with seriousness of purpose and a realization that learning is work.
- Set high goals in order to be successful.
- Be prepared for class each day, both mentally and physically.
- Demonstrate skills of reading, writing, listening, and speaking to communicate effectively,
- Exhibit knowledge and understanding of the social sciences in order to become productive citizens in a global society.
- Demonstrate essential math skills to meet evolving society demands.
- Relate knowledge of the natural sciences to appreciate and preserve God's creations.
- Utilize current technology and information resources to become informed individuals.
- Apply critical thinking skills needed for problem solving.

*TEACHERS, as professional educators, strive to:*

- Develop Christian values by instilling a reverence for all creation.
- Maintain ongoing communication with parents.
- Instill a love of and appreciation for learning.
- Be a positive influence upon students by modeling Christian values in action.
- Lead with kind and purposeful discipline.
- Keep abreast of current trends and theories in education.
- Create a climate conducive to learning, incorporating a variety of learning styles.
- Form a faith community which accepts and promotes likenesses and differences, broadening the students' views of faith community.
- Recognize and enhance the uniqueness and individuality of each child.

*PARENTS, as primary educators, strive to:*

- Provide guidance in and be an example of faithful Christian living, teaching their children to be kind, generous, and responsible.
- Establish a loving home atmosphere that will promote the spiritual, emotional, social, and physical development of their children.
- Respect the individuality of their children, encouraging them to develop responsible independence.
- Maintain open communication with the teachers.
- Support the school, its programs, and teachers.
- Share time and talents with the school community to show that education is a high priority.

**St. Francis of Assisi Building Goals**

During the 2011-2012 year:

- Students will continue learning different Project CRISS strategies to build independence in their learning process.
- St. Francis of Assisi students and staff will continue to embrace PBIS (Positive Behavior Intervention Support), a consistent school-wide set of expectations using data to promote positive behavior.
- **Reading:**
  - *Our goal will be to increase the percent of 7th grade students proficient or higher on the Iowa Assessments Reading Comprehension test.*
  - Staff development on Project CRISS (year 2 of implementation)
  - Guided reading
  - Comprehension of literary and informational texts.
- **Math:**
  - *Our goal will be to increase the percent of 6th grade students proficient or higher on the Iowa Assessments Math test.*
  - Teach using Math Exemplars at all grade levels.
  - Use a variety of strategies in the problem solving process.
  - Understand and apply basic concepts of statistics and data analysis.
- **Science:**
  - *Our goal will be increase the percent of 4th grade students proficient or higher on the Iowa Assessments Science test.*
  - Inquiry based science

## ST. FRANCIS OF ASSISI BOARD OF EDUCATION

St. Francis of Assisi Board of Education oversees programming for the day school, elementary religious education including Sunday school, preschool and youth ministry. The Board is composed of nine parishioners and the pastor. Additionally, a Parish Council liaison attends Board of Education meetings. Board meetings are held the second Thursday of each month. Copies of the Board minutes are posted on the school website.

Joe Pollpeter Chair 330 58 <sup>th</sup> Court West Des Moines, IA 50266 327-1254 joe@tworiversglass.com	Eric Waters Vice-Chair 5509 Beechtree West Des Moines, IA 50266 267-0965 waterswdm@mchsi.com	Gail Koerner Secretary 6565 Woodland Drive West Des Moines, IA 50266 327-1025 gbkoerner@msn.com	Lee Pallardy 15109 Prairie Avenue Urbandale, IA 50323 369-9931 lpallardy@guideone.com
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Kelly McCarty 15075 Woodcrest Drive Clive, IA 50325 987-1411 jkcmccarty1@aol.com	Kevin Smith 12550 Sunset Terrace Clive, IA 50325 225-9767 kevin.smith@dmu.edu	Parish Council Liaison: Cassie Edgar 1400 NW 141 <sup>st</sup> Street Clive, IA 50325 508-0230 cassie.edgar@pioneer.com	<b>Rev. Robert Hoefler</b> <b>Pastor</b> 7075 Ashworth Rd. W. Des Moines, IA 50266 223-4577 rahoefer@saintfrancissch urch.org

### St. Francis of Assisi Program Administrators

Day School: Misty Hade and Adam Tjeerdsma  
 Preschool: Tammy Myers  
 Religious Education: Mary Green  
 Youth Ministry: Bill Richer

### **Superintendent of Diocesan Schools**

Dr. Luvern Gubbels, 601 Grand Ave., Des Moines, Iowa 50306,  
 237-5013

**ADMINISTRATION**

Misty Hade	Principal
Adam Tjeerdsma	Asst. Principal

**FACULTY****PRIMARY GRADES**

Lindsay Morris	K
Audra Crandell	K
Kelly Howard	K
Michelle Curtin	Grade 1
Carol Gaul	Grade 1
Diane Murphy	Grade 1
Patricia Welte-Berrie	Grade 2
Courtney Waters	Grade 2
Katie Neugent	Grade 2

**INTERMEDIATE GRADES**

Kathleen Drey	Grade 3
Darice Pamperin	Grade 3
Melissa Thornton	Grade 3
Sara Doyle	Grade 4
Shelly McCarthy	Grade 4
Lynda McLuen	Grade 4
Micki Alsin	Grade 5
Emily Behrens	Grade 5
Kristin Schaffer	Grade 5

**MIDDLE SCHOOL GRADES**

Susie Farner	Grade 6
Tori Marsden	Grade 6
Jill Westholm	Grade 6
Kerry LeWarne	Grade 7
Angela Mataloni	Grade 8
Louise Mistry	Grade 7/8
Erin Nenning	Grade 7/8
Cindy Streff	Grade 7/8
Sara LeDuc	Grade 7/8

**STUDENT SUPPORT**

Stacey King	Reading Recovery
Stephanie Larson	Enrichment
Sherry Shull	Student Support
Joni Schnoes	Student Support

**RELATED ARTS**

Jason Southward	Art
Sara Anderson	Art
Amy Spear	Band
Julie Heckle	K-5 Guidance
Meghan Osborn	MS Guidance
Mary Head	Media Center
Lee Randall	K-4 Music
Sr. Vikki Slickers	5-8 Music
Mike Hazel	K-5 PE
Sharon Hanson	6-8 PE
Rebecca Buckmiller	Spanish
	Spanish

**TECHNOLOGY**

Diane Nitzel	Coordinator
Mike Oliver	Technical

**SUPPORT STAFF****OFFICE**

Ann Aljets	Secretary
Joan Bowman	Secretary
Jill Trindle	Secretary
Maeghan Anthony	Nurse

**TEACHER ASSOCIATES**

Dorolyn Baumert	K
Dreva Rutherford	K
Megan Wupperfeld	K
Erin Burns	Grade 1
Bonnie Gilchrist	Grade 1
Debbie Shadle	Grade 1
Cindy Crowley	Grade 2
Jeanne Mullenbach	Grade 2
Kelli Recker	Grade 2

**FOOD SERVICES**

Jeannine Laughlin	Director
Cheryl Riedl	Asst. Director

**KIDS CARE**

Kathy Rasmussen	Director
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**CUSTODIAN**

Jadran Kovacevic
Hamdo Topic

The Home and School Organization supports our school in many ways. They provide and place volunteers on various committees that support curriculum instruction, existing daily school routines, and they are the major fundraiser for our school budget, including teacher needs, special projects and service/mission projects. Monthly meetings are traditionally held the third Monday of every month, alternating morning and evening meetings. We are grateful each and every day for them.

### ST. FRANCIS OF ASSISI HOME AND SCHOOL

<b>Executive Committee</b>		
<b>Principal</b>	Misty Hade	457-7167
<b>President</b>	Lisa Frazier	226-1286
<b>President-elect</b>	Sara Brinker	225-3858
<b>Secretary</b>	Cindy Hurley	987-3755
<b>Communications</b>	Laurie Cosgrove	255-7386
<b>Treasurer</b>	Katherine Hedrick	987-9872
<b>Immediate Past President</b>	Dawn Vandermillen	223-0917
<b>Other Committee Heads</b>		
<b>Entertainment Book</b>	Kelly Ryan Stacey Dorsey	987-9624
<b>Auction</b>	Ted and Heather Nahas	223-5588
<b>Homeroom Parents</b>	Mary Jo Overton Ann Spellman	223-6003 223-9075
<b>Hospitality</b>	Michelle Sheridan Michelle Weber	987-4292 987-0585
<b>Yearbook</b>	Linda Laughrun	222-6950
<b>School Spirit</b>	Lori Miller Brenda Klein	986-3951 664-9143
<b>Cafeteria</b>	Cheryl Riedl	783-5903
<b>Media Center</b>	Laurie Cosgrove	255-7386
<b>Curriculum Enhancement</b>	Liz Bedia	440-3574
<b>Playground</b>	Jennifer Annexstad	987-2390
<b>SCRIP</b>	Laura Krejchi	987-9831
<b>Box Tops</b>	Andi Hallman	987-4819

## **ORGANIZATION**

The organizational structure for St. Francis of Assisi School includes the Diocesan Board of Education and Superintendent of Schools, St. Francis of Assisi Board of Education and pastor, administrators, teachers, parents, and students. In order to best serve the students with the existing facilities and faculty, grades kindergarten through eight will be divided into a kindergarten through second grade primary unit, a third through fifth grade intermediate unit, and a sixth through eighth grade middle school unit.

### **SCHOOL ADMINISTRATION**

#### **Principal**

St. Francis of Assisi School employs an accredited, professional full-time principal licensed by the State of Iowa. The major responsibilities include: faith leader of the school, personnel director, educational leader, management/administration, public relations and planning and development. The principal is employed by the parish and has direct accountability to the pastor and St. Francis of Assisi Board of Education.

#### **Assistant Principal**

St. Francis of Assisi School employs an accredited, professional full-time assistant principal, licensed by the State of Iowa, who serves as a member of the administrative team and is available to assist students, teachers, and parents. The assistant principal will be responsible for the school in the absence of the principal. The assistant principal is employed by the parish and has direct accountability to the pastor.

### **SCHOOL FACULTY**

The faculty of St. Francis of Assisi School is comprised of fully accredited, professional teachers. All the teachers hold current licensure in the State of Iowa and are qualified to teach in the subject areas to which they are assigned. Faculty members in grades K-5 are hired primarily as self-contained classroom teachers. Middle School teachers are hired primarily in content areas. Additional specialists are employed in the areas of General and Instrumental Music, Visual Arts, Physical Education, Guidance and Counseling, Enrichment Education, Media Education, Technology, Foreign Language, and Student Support. The faculty is regularly observed and evaluated by the school administrators in accordance with diocesan policy.

### **SCHOOL GUIDANCE COUNSELORS**

St. Francis of Assisi School has a full-time guidance counselor, for students in Kindergarten through fifth grade, and a part-time guidance counselor for students in middle school. The counselors are available to consult with all students, parents and teachers. The guidance program encompasses individual sessions, group sessions and classroom units of study. Any student may request to see a counselor by asking a teacher to set up a time or they may write a note to put it in the counselors' box. A parent or teacher may also request that a counselor visit with a student. The guidance counselors, as the child's advocate, can help supply creative ways to deal with students experiencing difficulty in and out of the classroom.

### **STUDENT SUPPORT**

St. Francis School employs the services of a Reading Recovery teacher, a full-time student support teacher who serves middle school students, and a full-time student support teacher who serves students in the elementary grades.

### **SUBSTITUTE TEACHERS**

When a teacher is out of school because of illness, professional meetings or personal business, a qualified, licensed substitute teacher will be hired to take that teacher's place. Occasionally, it may be necessary for the principal to hire a long-term substitute. Whenever possible, a substitute who is familiar to the students will be acquired. The substitute will work closely with the classroom teacher and the principal to ensure a smooth and consistent transition. Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to give a substitute teacher proper respect will be sent to the principal for disciplinary action. Substitute teachers have permission to follow every part of the St. Francis Discipline Policy.

## ADMISSION CRITERIA FOR ST. FRANCIS OF ASSISI SCHOOL

The St. Francis of Assisi Board of Education offers the opportunity for a Catholic education to all who desire it. Due to space and personnel limitations and in compliance with the guidelines set by the Diocesan Board of Education please note the following policy:

### **St. Francis School Admission Criteria (Policy 501-L1)**

Priority for enrollment at St. Francis of Assisi School will be given to children of registered, tithing, active Saint Francis parish members and children of contracted parish staff members. In the event that requests exceed the number of open seats available, the following priorities will be applied:

#### **A. Parishioners:**

1. Present K-8 enrollees<sup>1</sup> whose families have fulfilled their tuition and tithing obligation.
2. Siblings of present K-8 enrollees.
3. Oldest child eligible for kindergarten<sup>2</sup>
4. Students from newly registered families with an immediate history of Catholic elementary education.
5. Children from families of St. Francis Religious Education Program.

Within each subcategory of "A" above, additional considerations will be given for longevity in the parish.

<sup>1</sup> "Present K-8 enrollees" include those St. Francis families with students enrolled at other Catholic schools due to space limitations at St. Francis.

<sup>2</sup> Including children who are not the oldest in the family, provided their older siblings maintained registration for St. Francis but did not attend because of space limitations at St. Francis, or provided their older sibling had special needs that could not be addressed by St. Francis of Assisi School.

#### **B. Non-Parishioners:**

- 1) Children from a parish without a Catholic grade school.
- 2) Others.

Policy Adopted: October 14, 1999

Policy Revised: September 12, 2002

Policy Revised: January 12, 2009

### **REGISTRATION**

Registration is held in January/February of each year for those students who will be attending or returning to St. Francis of Assisi School the following school year. A Kindergarten Parent Information Night is held for all new incoming kindergarten families. New families moving to St. Francis of Assisi Parish during the school year who desire parishioner status on tuition rates must register at the parish office and school office before students may attend St. Francis of Assisi School. Parishioners are expected to be active and tithing parish members.

### **ADMISSION AND TRANSFER OF STUDENTS**

It is the policy of St. Francis of Assisi Board of Education that a screening procedure is utilized with any new student. The screening process shall include receipt and review of the student's records from his/her previous school. Conditional enrollment may be granted where circumstances warrant. Additionally, enrollment may be full student acceptance, probationary, delayed or denied.

During conditional or probationary enrollment, through observation and evaluation, the child's teachers and the principal will determine if St. Francis of Assisi School can provide for the student's educational and social needs. If it is decided that the child could benefit more from another type of educational programming not available at St. Francis of Assisi School, permanent admission will be denied. This decision will be explained to the parents at a conference. The child's best interest will always be given top priority throughout this process.

When a child transfers to another school, parents are asked to sign a release form at the receiving school. This form gives permission to transfer a child's permanent record folder to the receiving school. Tuition is expected to be current before records will be transferred.

### **TUITION AND FEES**

St. Francis of Assisi School is financially supported directly by St. Francis of Assisi Parish through tithes and tuition. Tuition and Fees are subject to change each year. Parents may apply for financial assistance through CTO (Catholic Tuition Organization) and Project HOPE.

<b>2011-2012 Tuition</b>		<b>*2011-2012</b>	<b>Registration fee</b>	<b>Technology</b>
1 child	\$2780	1 child	\$220	\$25
2 children	\$5435	2 children	\$430	\$50
3 children+	\$7965	3 children	\$585	\$75
		4 children	\$740	\$100
		5 children	\$880	\$125

Grade K-8 Non-Parishioners: \$4325/child (tuition) \$245/child (fees)

**\*Fees are non-refundable after admission.**

At the time of registration, parents will be asked to sign a "tuition agreement" to indicate what manner of payment will be used: annual (3% discount), semester (1.5% discount), or twelve month plan. Any student transferring mid-year into St. Francis of Assisi School will pay tuition pro-rated to the nearest month.

**PLEASE NOTE:** Tuition and fees raise only a portion (approximately one-half) of the actual amount of educating a child at St. Francis of Assisi School.

### **TUITION ASSISTANCE**

Families in need of tuition assistance may obtain diocesan help from CTO (Catholic Tuition Organization) and Project H.O.P.E. (Help Our Parents Educate). Application forms are available in the school office and on-line at [ctodsmdiocese.org](http://ctodsmdiocese.org).

Those families seeking tuition assistance are required to:

- 1) Pay the remaining tuition balance, or
- 2) Make monthly good-faith payments as set by the pastor or principal.

### **SCHOOL LUNCH PROGRAM**

St. Francis School provides school lunch that is prepared in the St. Francis School kitchen. St. Francis School provides a nutritious lunch menu that has been developed by a staff, parent and student committee.

Parents are welcome to eat lunch with their children. **Parents must contact the school office NO LATER THAN 9:00 AM to be included in the daily lunch count. Lunches purchased from outside food providers may not be brought into the lunchroom for visitors or St. Francis students.** Cans/ bottles of pop should not be sent in student cold lunches. Students are expected to remain on campus for lunch.

#### 2011-2012 Lunch Times:

Grades 3-5	11:15-11:40 AM
Grades K-2	11:45-12:10 PM
Grades 6-8	12:15-12:40 PM

#### 2011-2012 Lunch Prices:

\$ 2.50	per student lunch
\$ 1.25	extra entrée (only if available, grades 3 - 5)
\$ 1.50	extra entrée (only if available, grades 6-8)
\$ 3.50	per adult visitor lunch

\$ .40 per milk

Ala Carte items are available for middle school students only at \$ .75 per item in addition to the price of lunch.

**ACCOUNT BALANCES**

St. Francis School utilizes a computer system to manage lunch accounts. The program works on a debit system which allows parents to deposit funds into a student account. Payment for school lunches can be made for a number of lunches (ex. 30 days) or for an amount of money (ex. \$100). When an account fund is low, a letter will be sent home via the student’s backpack. **TIMELY PAYMENT IS NECESSARY.** Cash or check payments may be made payable to St. Francis of Assisi School. Send payments in an envelope labeled with the student’s name and “School Lunch” noted. When an account becomes negative twice, the family will be placed on automatic withdrawal. Any family who chooses to can opt to have money for their student’s lunch deducted from their checking account on a monthly basis. Remaining balances will be rolled over for the following school year. Free and reduced lunches are available for those families who qualify.

**LUNCHROOM PROCEDURES:**

1. Lunchtime should be an enjoyable, relaxing time for eating and quiet visiting at one’s own table with classmates.
2. Good manners and courtesy will be practiced by all.
3. Students are to use the restroom and wash their hands before entering the lunchroom.
4. Each classroom will come to the lunchroom with their teacher and will wait quietly while they are checked in and receive their lunch tray. Please & Thank you’s will be expected. Staff on duty will monitor the kids while they are in the lunchroom.
5. Students are to sit at their assigned table and not be up running around. There can be 4 students to a bench. No saving seats, it is good to get to know everyone.
6. Students will not be dismissed until the floor and table they are sitting at is cleaned up.
7. If students need help opening items, or there is a problem at their table, students need to raise their hands and an adult in the lunchroom will attend to them.
8. Table captains are assigned on a rotating basis by the cafeteria coordinator. The table captains are responsible for wiping the table and benches after students are dismissed.
9. Students who misuse food, silverware, or who are disrespectful of the lunchroom and staff will be assigned to a quiet lunch. Repeat offenders will meet with the principal and assistant principal for further discipline.

**KIDS CARE PROGRAM**

Kids Care is designed for before and after school child care for St. Francis of Assisi School children. Before school hours are from 7:00 AM to 8:20 AM and after school hours are from 3:20 PM to 6:00 PM. Breakfast is served in the morning and a snack is served after school. Kindergarten Care will operate from the first day of school until the Friday before Labor Day from 11:30 AM to 3:20 PM for students enrolled in Kids Care. School lunch is included. During the school year, care is provided during some school vacations and professional development days. The program strives to establish a safe, structured and enjoyable atmosphere for all children. If you are interested in Kids Care, please contact Kathy Rasmussen, Kids Care Director, at 457-7167.

<b>Kids Care Fees</b>	<b>Time of care</b>	<b>Monthly</b>	<b>Semester (-1.5%)</b>	<b>Year (-3%)</b>	<b>Part-time (3 days or less)</b>
<b>AM &amp; PM</b>	<b>7:00 – 8:20 AM &amp; 3:20 – 6:00 PM</b>	\$270.00	\$1197.00	\$2357.00	\$162.00
<b>AM</b>	<b>7:00 – 8:20 AM</b>	\$170.00	\$754.00	\$1484.00	\$106.00
<b>PM</b>	<b>3:20 – 6:00 PM</b>	\$195.00	\$865.00	\$1702.00	\$114.00

<b>AM &amp; PM 2 or more children</b>	<b>7:00 – 8:20 AM &amp; 3:20 – 6:00 PM</b>	\$420.00 + 170.00 per each additional child	\$754.00 per child	\$1484.00 per child	\$328.00 per child

	<b>Occasional use AM or PM care</b>	<b>In-service/ No School Day</b>
<b>1 Child</b>	\$18.00	\$34.00
<b>2 Children</b>	\$34.00	\$68.00
<b>3 Children</b>	\$51.00	\$102.00

### Registration Fee

	<b>New SFA Student</b>	<b>Returning SFA Student</b>
<b>1 Child</b>	\$30.00	\$15.00
<b>2 Children</b>	\$60.00	\$30.00
<b>3 Children</b>	\$90.00	\$45.00
<b>Late Registration Fee</b>		\$10.00

Preschool students are NOT allowed in the Kids Care program due to childcare laws/licensure.

Daily activities after school include free play inside and outside in good weather, board games, arts and crafts and time for homework. A snack is also provided.

Students may leave the Kids Care program for in-building extra curricular activities providing written parental permission is on record. Fees will remain the same.

For safety reasons, parents must sign their child (ren) in and out of Kids Care daily. Parents must use the north playground entrance for Kids Care drop off and pick up.

### ST. FRANCIS KIDS CARE WEATHER NOTES

**School Closing:** When St. Francis School cancels school due to weather, Kids Care will also be closed.

**School Delay:** If school is delayed, Kids Care will also be delayed. For example, if SFA School were delayed two hours, Kids Care would open two hours later at 9:00am

**Early Dismissal Due to Weather:** Kids Care will close 1 hour after school cancellation. Please plan accordingly.

### DRESS CODE

It is a decision of the Board of Education that all students will abide by the St. Francis of Assisi Dress Code. The intention is to encourage good grooming habits and neat, clean personal appearance, and provide rules for modest attire and cleanliness as a foundation for scholastic attitude.

1. Students are expected to come to school neatly dressed and well groomed. Uniform shirts and blouses are to be tucked in at all times. Pants and shorts are to be worn at the waist with **no sagging**. Dress code will be enforced from the time students arrives until dismissal.
2. A collared uniform shirt must be worn under sweatshirts, sweaters, or fleeces. No colored T-shirts under shirts; only white short sleeved T-shirts. **No print should be visible.**
3. Hair colors, facial hair, make-up, hats or jewelry that draw undue attention or are disruptive are not permitted. Girls may wear post earrings only. Earrings are not to hang below the earlobes. Boys are not allowed to wear earrings. No body piercing is allowed. Make-up: 7 & 8 graders are allowed to wear light mascara, blush, and lip gloss.

4. Hair should be clean and neatly groomed. Boys' hair length should be at or above the collar and no longer than mid-ear on the sides.
5. Tattoos, including temporary, washable tattoos, are not permitted. Decals, stickers, sequins, glitter many not be worn.
6. Backpacks should not have wheels.
7. Tight fitting clothing of any kind is not considered appropriate to our environment.
8. Scouts may wear their uniform shirt/blouse on their meeting day.

### **Consequences (per trimester) for Violation of the Dress Code:**

K-8th grades:

- 1<sup>st</sup> time: a note will be sent home stating that the student was in violation of the dress code.
- 2<sup>nd</sup> time: another reminder note will be sent home.
- 3<sup>rd</sup> time: a phone call to parents from teacher.
- 4<sup>th</sup> time: parents must bring appropriate clothing to school.

Flagrant violations will result in the student having to call home and not being readmitted to class until the violation is corrected.

### **ST. FRANCIS OF ASSISI SCHOOL DRESS CODE**

#### **GIRLS:**

##### **SLACKS:**

- Navy blue or khaki CLASSIC dress slacks. *Corduroy or twill only.*
- Capri pants may be worn in the months of August, September and May.
  - The following are not permitted: baggy pants, extra pockets (cargo/painter), loops or ankle zippers, dragging hems, or low rise.

##### **SHORTS:**

- Navy blue or khaki CLASSIC walking shorts. *Twill or corduroy only.*
- Shorts may be worn in August, September, May and June only.
- Shorts must be worn at the waist and may not be shorter than 3" above the knee.
- Trendy short shorts worn at the hips and oversized, baggy shorts may NOT be worn. The following are not permitted: extra pockets (cargo/painter) or loops.

##### **SKORT:**

- Navy blue or khaki skort. A skort is a skirt with shorts underneath it. It looks like a skirt in front and back.
- Skorts may be worn year round and can be purchased from Carpenters Uniform.

##### **SHIRT/BLOUSE:**

- 6-8: SFA hunter green, navy, or white. **Must** have collar and sleeves and **must be tucked in.**
- Approved styles are oxford cloth/cotton button downs, polo knit, turtleneck or mock turtleneck.
- No denim or chambray. No logo except approved SFA logos.

##### **SWEATER:**

- 6 - 8: SFA hunter green, navy, or white.
- Approved styles are cardigan, vest, v-neck and crew neck. Approved uniform shirt MUST be worn underneath.
- Must be waist length, and hoods are not permitted.

##### **SWEATSHIRTS:**

- 6 - 8: SFA sweatshirts or SFA approved fleece.
- Approved uniform shirt MUST be worn underneath.

#### **BOYS:**

##### **SLACKS:**

- Navy blue or khaki CLASSIC dress slacks. *Corduroy or twill only.*
  - The following are not permitted: baggy pants, extra pockets (cargo/painter), loops or ankle zippers, dragging hems, or low rise.

##### **SHORTS:**

- Navy blue or khaki CLASSIC walking shorts. *Twill or corduroy only.*
- Shorts may be worn in August, September, May and June only.
- Shorts must be worn at the waist and may not be shorter than 3” above the knee.
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- Approved styles are cardigan, vest, v-neck and crew neck. Approved uniform shirt **MUST** be worn underneath.
- Must be waist length, and hoods are not permitted.

**SWEATSHIRTS:**

- 6 - 8: SFA sweatshirts or SFA approved fleece.
- Approved uniform shirt **MUST** be worn underneath.

**BELTS: 1<sup>st</sup> through 8<sup>th</sup> grade**

- Belts must be worn with clothing that has belt loops.
- Extra belt length must be worn in belt loops.

**SHOES/SOCKS:**

- Shoes must be closed toe and closed heel. No wheels.
- Sandals may be worn during August, September, and May.
- Sandals must have a back strap. No flip flops or pool sandals.
- Socks or tights must be worn at all times. Socks must be visible above shoe tops.

**SPIRIT WEAR DAYS**

All St. Francis of Assisi spirit shirt clothing sold by Home and School can be worn on mission day and spirit wear day. Spirit wear must be worn with uniform pants.

**MISSION DAY**

One day each month is designated as a mission day. On this day students are allowed to be out of uniform, provided that they participate in the mission. We ask that the following guidelines be followed on out of uniform days:

- No baggy or torn clothing, tank tops or short shorts, sweat/wind pants.
- Sweatpants, running suits, mesh/shiny fabric practice/sports shorts and the like are **not** allowed.
- Students need to wear socks and safe shoes, no flip flops or pool sandals.
- Clothing must be appropriate for a Catholic School Setting.

**All final dress code decisions will be determined by the administration.**

**REQUIRED ATTIRE FOR PHYSICAL EDUCATION:**

- 6-8 will dress in St. Francis shorts and t-shirts from Image Solutions. Students in grades 6-8 who have P.E. first period may wear their P.E. clothes to school. Socks and tennis shoes for PE, are required, for student safety and the protection of the gym floor.

**WINTER ATTIRE**

All students are expected to dress appropriately for winter weather. Students will be outside unless the temperature is zero degrees or below including wind chill. During the winter months, encourage students to wear mittens, hats, heavy coats and boots. For the health of each student, boots/overshoes are expected in wet and snowy weather. Students should bring an extra pair of shoes to wear inside when they wear boots.

## **HOW TO PURCHASE DRESS CODE ITEMS:**

### **Local Stores**

Local stores carry shirts, pants, shorts, capris, as well as plain sweatshirts and polo shirts. These stores include, but are not limited to Kohls, JCPenny's, Younkers, Old Navy, Sears, Target, Wal-Mart and Gap. However, these stores do not carry the plaid jumper, or coulotte.

### **Used Uniform Clothing**

Home and School will also host used uniform sales after Masses during the August packet weekend and again in the spring. Parents may also donate good used uniform items to Home and School.

### **Image Solutions**

Image Solutions carries a short sleeved polo, long sleeve polo, mock turtleneck, uniform sweatshirt, uniform fleece, PE uniform (6-8 only), and spirit wear. To see sizes and prices go on line at <http://www.imagesolutionsdm.com/stores/sfaschool>

### **Lands' End**

Visit <http://www.landsend.com/school> to see their selection of clothing that meets our dress code. Be sure to mention the Saint Francis uniform code (900058330) when placing your order.

### **Carpenter Uniforms**

Carpenter Uniforms carries plaid jumpers and skorts. They also have other plain clothing items that meet the school dress code guidelines. Items may be ordered by telephone at 515-2831985 or by going to their store located at 5801 Thornton, Des Moines Iowa.

## **SPIRITUAL DEVELOPMENT**

### **RELIGIOUS FORMATION**

**The religious formation of children IS the primary reason for existence of Catholic schools.**

Thus, St. Francis of Assisi School's religious education program is of special curricular importance. Scripture, doctrine, prayer, and Liturgy are related to children at their developmental levels, beginning with their own experiences. Prayer is an important part of the day. It begins and ends each day, is experienced daily in religion class, is said at lunchtime and other parts of the day.

Children have the opportunity to celebrate Liturgy together once a week. Liturgy is scheduled on Wednesday at 8:45 AM. Students fully participate in and plan these Liturgies. Parents, grandparents and friends are invited to attend school Liturgies which will be noted on the monthly calendar.

**Please remember that Liturgy is prayer - not a performance.  
No photography or video taping will be allowed during prayer.**

Students will have the opportunity to receive the Sacrament of Reconciliation during Advent and Lent. Special service opportunities, renewal days, and seasonal activities are shared throughout the year, as well. We cannot be a community of believers if we do not gather together regularly. We sincerely invite all SFA families to make weekend Mass attendance a part of their routine.

### **SACRAMENTAL PROGRAMS**

Since Vatican Council II, the Catholic Church has studied her origins and returned to a basic understanding of her sacramental life. The new insights that have resulted from this, as well as the new ceremonies that surround the sacraments today are the primary focus of St. Francis of Assisi's preparation of both parents and children for sacraments.

The Church recognizes parents as the primary educators of their children, as they are the first teachers in their children's lives. According to the United States bishops, parents have the "right and duty" to be

intimately involved in the sacramental preparation of their children. This obligation springs from the commitment made by the parents at the child's baptism to form him/her in the Catholic faith. During the eighth grade year, an opportunity to prepare for the Sacrament of Confirmation will be offered. All parents of children to receive First Eucharist, the Sacrament of Reconciliation, or Confirmation are expected to attend meetings in preparation for these sacramental celebrations. Furthermore, St. Francis of Assisi School, believing that parents are the first educators of their children, asks parents to avail themselves of the “updating” opportunities which St. Francis of Assisi offers.

Preparation of young people for the sacraments is a responsibility shared by parents, parish, school, and the candidates themselves. The parish programs work together with the parents to provide a comprehensive approach to formation for the sacraments. The St. Francis of Assisi Director of Religious Education oversees the sacramental preparation for ALL children of the parish and day school. Homeroom teachers and the eighth grade Religion teacher provide the classroom component of this preparation under the direction of the Director of Religious Education and support of the school principal.

## **ACADEMIC INFORMATION**

### **CURRICULUM**

St. Francis offers a variety of quality, broad curriculum. The curriculum includes the following:

Religion	Guidance	Reading/ Literature
Language Arts	Spelling/ Handwriting	Mathematics
Science	Social Studies	Spanish
Physical Education	Art	Music
Band	Keyboarding	Library Skills

Other areas integrated throughout the regular curriculum include:

Study skills	Global education/ 21 <sup>st</sup> Century Skills
Character Education/ Social skills	Positive Behavior Intervention Supports
Human Growth and Development/ Theology of the Body	

### **STANDARDS AND BENCHMARKS**

All diocesan schools are bound by the Standards and Benchmarks set by the diocese for each curriculum area. All Standards and Benchmarks meet the criteria determined by the State of Iowa Department of Education. All diocesan schools are State of Iowa accredited. Standards and Benchmarks are posted on the Diocese of Des Moines website, as well as, in the hallway and in teacher classrooms.

### **TEXTBOOKS**

Textbooks and other selected materials are utilized to support the Standards and Benchmarks and is adopted for a period of approximately seven years.

All textbooks and library books are the property of the school. Lost, soiled or damaged books will bring about assessment of fines. When textbooks are issued to students each teacher will keep a record of the number and condition of each student's textbooks. All books should be covered for protection.

### **STANDARDIZED TESTING**

Iowa Test of Basic Skills (grades 3-8) and Cognitive Abilities tests (grades 3 and 6) are given to students each year. The results of the Iowa Test of Basic Skills are charted and shared with parents. Results of the Cognitive Abilities tests are used in-house and shared upon request. ITBS standardized test results are best used for, and designed for, overall educational planning and program evaluation. Test results may also be components of identification for the Enrichment program, special needs programming, as well as the 8<sup>th</sup> grade Algebra program.

Additional Diocese of Des Moines testing includes Constructed Response Supplement for Math for grade six, Constructed Response Supplement for Reading Comprehension for fourth grade, ACRE faith test for grade five and eight, and SCASS for 8<sup>th</sup> grade.

## **SPECIAL SERVICES/STUDENTS WITH SPECIAL NEEDS**

Through the Diocesan Office of Schools, St. Francis of Assisi School has the services of the Superintendent of Schools, Director of Educational Services, and a Director of Teaching and Learning.

Through Heartland Area Education Agency (AEA), the following are among the personnel available: school psychologist, social worker, audiologist, speech therapist, occupational therapist, and educational consultant.

St. Francis of Assisi School *first* utilizes a problem solving approach through the Student Assistance Team (SAT) if students experience difficulty at school. If necessary/applicable and local problem solving is unsuccessful, St. Francis of Assisi School may also utilize the services of Heartland AEA through Waukee Public Schools for evaluation of students with parental approval. These screening and testing services are funded through taxes and available free of charge.

St. Francis of Assisi School does NOT offer a special education program. However, reasonable accommodations will be made for students with special needs based upon the following procedure. St. Francis of Assisi School will seek to jointly serve identified, qualifying students with special education needs through Heartland AEA and Waukee Schools if a cooperative effort which adequately meets the needs of the child can be established with the public school and the parents. Students who require more extensive special education services as determined through testing, Heartland AEA recommendation, and/or medical diagnosis shall be staffed to a full day public school program to more appropriately meet the needs of the child.

## **SECTION 504 ACCOMMODATIONS/ REASONABLE ACCOMODATION PLAN**

St. Francis School services children whose needs fall under Section 504 of the Civil Rights Law. However since St. Francis School does not receive federal funds for these services, students will be placed on a reasonable accommodation plan.

## **HUMAN GROWTH AND DEVELOPMENT/THEOLOGY OF THE BODY**

Human Growth and Development (as mandated by the State of Iowa) is integrated into the guidance curriculum at St. Francis of Assisi School. It is presented from a Catholic perspective in the context of total growth. Parent support and involvement is an essential component of this program. St. Francis of Assisi School uses the diocesan approved Harcourt Religion Division's *Growing in Love*. It is used as the core Human Growth and Development text. Parents are welcome to examine the materials and are counted upon to follow up with information at home. *Growing in Love* parent materials are recommended for use by families. Please contact the Guidance Department with questions.

## **ENRICHMENT PROGRAM**

An Enrichment Program is mandated by the Iowa Department of Education for all public accredited schools in the State of Iowa. St. Francis of Assisi School's program will follow the guidelines developed through the School's Office of the Diocese of Des Moines. Formal identification for students in an Enrichment Program can begin in the third grade. Identification is based on a three-fold Diocesan criterion: ITBS scores, Cognitive Abilities scores, and teacher recommendation. Students who have been identified may participate in a program of study with the Enrichment Coordinator for enriched academic work.

Additionally, we believe that ALL children have talents and gifts. Enrichment activities are planned for entire classes or subject areas on a regular basis by classroom teachers. K-8 general programming, the Enrichment program, and the St. Francis Curriculum Enhancement Committee offer whole class, small group, and individual enrichment experiences across all six areas of giftedness: General Intellectual Aptitude, Specific Academic Aptitude, Creative or Productive Thinking, Leadership Ability, Visual and Performing Arts and Kinesthetic. (St. Francis has added its own area of Spirituality.) A part-time Enrichment Coordinator may also work with a variety of identified students on an "as needed" or individualized basis as learning situations evolve throughout the academic year. Many enrichment activities are open to the entire student body, or specific grade levels. Participation for such activities will not be solely limited to identified gifted students.

## **BAND/ CHOIR**

A well-rounded band program is available for students in grades fifth through eighth. All students are tested for the most suitable instrument for their physical make-up. Regular individual lessons are given during the school day. In addition, the students rehearse in either the fifth grade or middle school band during the school day. Both bands appear in the annual solo festival, the All-City Band Festival, Dowling Catholic High School Homecoming game, and in school concerts.

St. Francis of Assisi School offers an Elementary and Middle School choir. The elementary choir is made up of students in grades third through fifth and rehearses before school. The middle school choir is for students in sixth through eighth grade and may rehearse before or during school.

## **MEDIA CENTER**

Parents are asked to join in efforts to instill in students a genuine appreciation of good literature and love of reading. St. Francis of Assisi School has a central library for the use of the entire student body. It contains a growing number of excellent fiction and non-fiction books. Each child is permitted and encouraged to check out books from the media center. The St. Francis of Assisi Media Center also contains a mini-lab of computers all of which have access to the internet for teacher directed research purposes. Students are encouraged to use the Media Center for research and investigation. The Media Center is staffed by a certified media specialist and volunteers.

## **TECHNOLOGY/COMPUTER LAB**

St. Francis of Assisi School supports an up-to-date and active technology plan developed and monitored by the SFA Technology Committee. The technology curriculum has at its focus the integration of technology in all areas of the school curriculum. The Technology Standards and Benchmarks are directed and by the Technology Coordinator with implementation by classroom teachers.

St. Francis students have access to technology in a variety of settings. Each homeroom classroom has 3 PC stations, and kindergarten through eighth grade classrooms have LCD projectors installed to be used for large group instruction. Related arts classrooms also have PCs. The middle school has two mobile labs housing 15 laptop computers to be used in classrooms. St. Francis School also has two computer labs for student instruction. This provides excellent access for student use of technology. SFA is a networked building and has direct access to the internet from every station for teacher directed research/information purposes.

All students must have written parental permission on file to use the internet.

## **SOCIAL SKILLS**

We are all human persons made in the image and likeness of God. Students are to conduct themselves in a manner consistent with basic Christian principles, their age and grade level. Appropriate conduct is expected while on school premises, while on school owned and/or operated school buses, and while attending or engaging in school activities on or off school property.

The St. Francis of Assisi School curriculum includes the teaching of social skills. A listing of these skills and their descriptors can be found in the Appendix. Enforcement and practice of these skills at home and in the community is very helpful for students. It helps them to realize the transfer and universality of these concepts and behaviors. (See Appendix)

## **HOMEWORK**

Homework is an extension of the learning process in the classroom. Homework can enhance the study skills of a student and reinforce concepts learned during the school day. Quality work to the best of each student's ability will be insisted upon. As a general rule, developmentally appropriate homework assignments will be given to students in all grades. Obviously, the amount of homework assignments will differ from the primary grades to the intermediate grades and to the middle school grades. Students in grades three through eight will be required to maintain a St. Francis of Assisi Regulation Assignment Notebook. Parents may be required to sign the assignment book every night. Students who don't use their

time well during the day may have more homework than other students. Parents are encouraged to communicate with teachers through a written note, email, or phone call should they have questions concerning homework. Parents are also encouraged to regularly ask about homework, examine the homework of their children to discuss the areas being taught and check to see if assignments have been completed. This will give the children greater confidence in what is being taught will provide home reinforcement for the concept learned and will help enforce the idea that school work has a high priority. Parents are asked to balance the amount of help they provide children during homework time. Giving a child too much help may destroy the spirit of independence, creativity, perseverance and initiative, which are necessary in a child's scholastic training.

Parents will be informed at the start of school of the homework policy for each grade level. **As a general rule, 15-30 minutes an evening is appropriate for grade K-2, for 3<sup>rd</sup> grade 30-45 minutes, 4-5 grades 45-60 minutes, and 6-8 60-90 minutes.** Long range projects, assignments, and tests will be given at the discretion of each individual teacher, but will be communicated, as well as coordinated, within the grade level. Study time may include: completing assigned work, studying math facts or spelling words, independent reading practice, oral reading/story time or family learning projects. At all times, assignments are to be done neatly and completely with the appropriate materials. Parents are encouraged to provide their children with a suitable atmosphere, specific time, and regular location in which to study.

If a child is absent from school, he/she is responsible for completing the work missed. Requests for homework for absent students should be made to the school office before noon and may be picked up after 3:20 PM.

### **PROGRESS REPORT/ GRADING SYSTEM**

A progress report, or report card, reflects a standards-driven education in our Diocese. This progress report format summarizes your child's educational success on the benchmarks using proficiency levels.

Progress reporting is based on the following beliefs:

- Progress reporting should promote self-esteem and motivate continued growth toward specific goals for each child.
- Progress reporting should provide parents and students with accurate information and encourage parental involvement.
- Progress reporting will recognize that each child has unique needs and abilities and the assessment will reflect effort, as well as actual accomplishments based on consistent norms.
- Progress reporting and conferences will provide an opportunity for interaction with the best interests of the child in mind.

The Official Diocesan Progress Report evaluates students purely on the basis of the **individual student's ability**, rather than in relationship to the academic ability of other students in the same class or grade level. Information on how your child is doing in relation to other students in the same class or grade level is best obtained in a Parent-Teacher Conference.

It is important that parents encourage their children to do their very best while at the same time accepting the children as they are.

#### **Some helpful definitions:**

**Standards:** The K-12 Diocesan Standards describe what a student should know and be able to do in a subject by the end of 12<sup>th</sup> grade.

**Grade Level Expectations (GLE's)/ Benchmarks:** These are more specific than a standard and give detail as to what content needs to be mastered in what grade level to make progress towards meeting a standard. On the progress report, the GLE's/ benchmarks are listed under the standards.

**Body of Evidence:** Teachers determine student progress by gathering a body of evidence from student work such as classroom assignments, assessments, tests, projects, and observations. By using the body of

evidence teachers can give students and parents a more accurate assessment of the level at which the student is performing in relation to the standards and GLE's.

**Proficiency level assessment:** Proficiency level is given to students for the benchmarks assessed during each trimester. This level is a snapshot of where a student is on each benchmark for meeting that standard.

**A proficiency level of 3 means that the student is where he/she needs to be at that grade level for that benchmark.** The proficiency levels are as follows and **DO NOT** correlate to a grade:

- 4: Meets grade level expectation with excellence- a student has developed a solid understanding of the benchmark and can provide the teacher with in-depth knowledge and skills when given the opportunity.
- 3: Meets grade level expectation- a student has a solid understanding of the benchmark at grade level and can demonstrate the knowledge on multiple assessments. ***This is where we want all students to be by the END of the year.***
- 2: Progressing toward grade level expectation- a student has the beginning skills of understanding the benchmark, however needs more practice to gain a solid understanding of the benchmark.
- 1: Not meeting grade level expectation- a student is not able to demonstrate an understanding of the benchmark at grade level.

In addition to a proficiency level, students in grades 6, 7, and 8 will also be graded on an A-ID system which is based on the student's overall performance in that subject area. The grading scale is:

A+	97-100%	B+	87-89.9%	C+	77-79.9%	D+	67-69.9%
A	93-96.9%	B	83-86.9%	C	73-76.9%	D	63-66.9%
A-	90-92.9%	B-	80-82.9%	C-	70-72.9%	D-	60-62.9%
ID/F	59.9% and below						

It is important that parents encourage their children to do their very best while at the same time accepting the children as they are.

**Students participating in extracurricular activities must maintain a 60% or above in all subject areas.**

Progress reporting and student assessment is based on the overall philosophy and mission statement of the Catholic Schools of the Des Moines Diocese. Progress reporting is based on the following assessment principles and guidelines (K-8):

1. Differentiation of instruction is necessary in order for student to grow and progress.
2. Behavior- is not to be considered part of the proficiency level assessment. Behavior is to be reported in a separate area on the progress report. However, behavior, such as late assignments may be reflected in the students' final letter grade (6-8 only).
3. Extra credit will not be given in any diocesan school.
4. Zeros will not be used- teachers will use ID (insufficient data) on the progress report (incomplete work). Teachers will use 0 only when the number of correct responses reflects the score.
5. Averaging- teachers will look at the median (middle score) of all the mini summative lessons (end of units of learning) to arrive at proficiency level score.
6. Homework must be meaningful, purposeful, of high quality, and aligned to specific benchmarks and grade-level expectations.
7. Incomplete work- students are expected to complete all required work. Work that is not submitted will be identified as ID (incomplete data). Teachers will give students opportunities to complete the work.
8. Formative work (process or practice - for example, assignments, practice work) - evaluated formative work guides instruction and learning. Formative work is typically not used towards the final proficiency grade or letter grade. Although most recent formative assessments may be used.
9. Summative work (results of what was learned – for example, projects, papers, tests) - multiple summative assessments for each benchmark/GLE are used to determine a student's performance.

Progress reports are issued three times per year at the end of each trimester. Third trimester report cards will be held in the school office until all academic requirements have been met by the student. Arrangements must be made in the school office for payment of all fines/bills before report cards will be issued. Consideration will be made for families receiving tuition assistance.

**FAILING GRADE**

A failing grade is used only for the student who has the ability to do the required work and receive a passing grade, but does not accomplish this.

1. The teacher will inform the parents, principal, and counselor as soon as it is evident that a student is not meeting class requirements and design an action plan.
2. If the student does not improve after parental notification, a meeting will be held to gain further insight into the student’s problems. A plan of action will be developed and the student’s progress will be monitored by the counselor or student support teacher who will meet regularly with the student and will consult with the teacher(s). Such supervision will be documented.
3. The teacher will continue to inform the principal about the student’s progress.

Remediation may take place in the following ways, but must receive prior approval from St. Francis of Assisi School Administration.

1. Student will attend approved summer school classes.
2. Student will work in the areas of failure with an approved tutor.
3. Student will do work in the areas of failure as assigned by the teacher(s).

Satisfactory completion of remediation must be presented to the principal before school begins for the following year.

**Study Club-** Study Club is for students in 3<sup>rd</sup> through 8<sup>th</sup> grade. It will be held on Monday, Wednesday, and Thursday after school from 3:20 – 4:00 PM. Study Club will be in the teacher’s classroom that has duty for the week. The location of Study Club will be announced nightly in order for the students to know where they need to report. There are two ways students can use Study Club, one of which is voluntary while the other one is mandatory. Below is a breakdown of the aspects of Study Club.

<b>Voluntary</b>	<b>Mandatory</b>	<b>Retakes/ Assistance</b>
<ul style="list-style-type: none"> <li>▪ Students may use Study Club at anytime to complete homework, work on a group project, or study for quizzes or tests.</li> <li>▪ Students are expected to stay until 4:00 PM and will not be allowed to leave early.</li> <li>▪ This environment should not be used as a place for students to go when a parent will be late picking them up from school. That is what Kids Care is for.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students who receive 3 late assignment slips, in one subject area, are automatically assigned to Study Club for one session. (Middle School)</li> <li>▪ 5<sup>th</sup> grade students- 3<sup>rd</sup> late in a subject, or 8<sup>th</sup> total late overall, will be assigned to Study Club.</li> <li>▪ 4<sup>th</sup> grade students- the 4<sup>th</sup> late in any of the following categories will result in Study Club: 1) Planner unsigned 2) Nightly reading not completed 3) Missing or incomplete work.</li> <li>▪ 3<sup>rd</sup> grade students (beginning third trimester)- the 4<sup>th</sup> late in any of the following categories will result in Study Club: 1) Planner unsigned 2) Nightly reading not completed 3) Missing or incomplete work.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students who are to retake a test/ quiz will do so in the classroom of the teacher who gave the test/quiz.</li> <li>▪ Students who need help in a subject will report to the teacher where the help is needed.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ A student who receives another late slip in the same class will be assigned to Study Club for the next session.</li> </ul>	
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When a student is assigned to Study Club, he/she will report on the next day Study Club is held. If a student **misses** Study Club, he/she will be assigned to attend the **next two sessions** (unless the miss is due to an illness). **If that same student misses those two sessions, he/she will be assigned one behavior detention with an administrator where the students will be writing an essay explaining their behavior and helping clean the school. There will be no excused Study Club sessions for extra-curricular activities.** If the student is assigned to Study Club and also has to complete a retake, the student **MUST** attend Study Club and take the retake on the next afternoon.

The intention of Study Club is to help students gain a better understanding of the importance, and the responsibility, of completing and turning in homework when it is due. Study Club also gives students the opportunity to complete homework in a quiet place, while providing the support of teachers. Study Club will begin the week of August 31<sup>st</sup> and will conclude the week of May 31<sup>st</sup>. This may be the perfect solution for busy students, in outside activities, to work on homework while the assignment is still fresh in their mind. We are hoping this is a positive experience for students, teachers, and parents.

## MIDDLE SCHOOL STUDENT WORK EXPECTATIONS

### STATEMENT OF PHILOSOPHY

Middle school years are an important time in the formation of students. There are developmental changes for students in physical, social, emotional and academic areas. The middle school philosophy of education was adopted in the Diocese of Des Moines to better address the needs of students during this period of transition. While acknowledging the characteristics of adolescence, St. Francis School believes that middle school students must continue to develop self-discipline and more responsibility in their lives both in and out of school. Middle school students will be held accountable for their behavior and academic work.

**Assignment Books:** The assignment book is a tool for academic success and a tool to aid in communication between home and school. Each student will have an assignment book that will be filled out each day. Assignments will be posted in each classroom. Students are expected to share the book with parents and parents are expected to look at the book each night. Students are required to have their assignment notebook in class and use it. Signatures may be required at the teacher discretion.

**Common Heading:** A common paper heading will be used in all classrooms in the middle school for each assignment. This heading is required to be present on all assignments. If the heading is missing or not correct, points may be deducted. Headings are posted in middle school classrooms. (Name, Date, Teacher/Subject, Assignment, Student Number)

**Assignment Completion/Late Work/Work Quality:** Completing assignments or projects is a skill that students must learn and master for success in later life. The work force requires employees to finish projects and assignments. Assignment completion in school is a way to begin developing this good habit.

For work that is not complete or done poorly, late work slips will be given. If three late slips are earned in any one class, the student will be assigned to Study Club. Any late slips the student incurs from one class after three will result in Study Club being served until the end of the trimester. All late slips will come home and are to be signed and returned to the school the following day, attached to the missing assignment. No excuses, outside of serious illness or family emergency, will be accepted for incomplete work. If a student is experiencing difficulty with an assignment, it is the student's responsibility to talk with the teacher before the class period. Again, assignment completion leads the way to responsibility.

**Preparation for Classes:** Middle school will add the challenge of switching classrooms and teachers for different subjects. In the beginning, this may be difficult for students. At the beginning of the year, teachers will help remind students of needed materials for classes; however it is the student's responsibility to come to class prepared. After a period of acclimation to the schedule and to classes, students not coming to class with the appropriate classroom materials may result in a demerit. Tardiness for class will result in a demerit.

**Cheating:** Students are required to do their own work. Students should ask teachers or parents for help when they need assistance or assignment clarification. Students who copy homework, give test answers, or take answers from another classmate will have to redo the assignment or test after school and will serve a detention after school in the office. Parents will be contacted concerning the offense by the teacher.

**Plagiarism:** *This is designed to enhance and enrich the academic and ethical education of students at St. Francis of Assisi School. The information outlined in the following policy is intended to provide students with guidelines to enable academic judgment, develop integrity, and preserve honor.*

1. **Directly Copying** the work of another person without using all of the following: (1) quotation marks, (2) proper credit immediately following the quote, and (3) listing any sources on the "works cited" page at the end of the assignment.
2. **Paraphrasing** the ideas of another person without using all of the following: (1) proper credit immediately following the paraphrase and (2) listing the source on the works cited page at the end of an assignment.
3. **Using and failing to properly credit** any work or answers that have been written, created, or developed by another person. This includes work or answers that have been generated through electronic translation engines, literary summary sources, and inappropriate collaboration with other students.
4. **Recycling previously submitted work.** *Recycling* an assignment is the resubmission of academic work that has been previously submitted by oneself or another student.
5. **Using artwork or pictures without proper citation.** Students may not use artwork or pictures, including clip art that was created by another person, without proper citation.

**Consequences of Plagiarism:**

According to the St. Francis of Assisi Positive Behavior Intervention System, plagiarism and forgery are level 2 offenses. The following steps will be administered

1. A zero on the assignment
2. Referral to the office
3. Parent Notification
4. A meeting with the principal, guidance counselor, and parents
5. 1 day in-school suspension

**Testing:** When students take tests, those that score below a 70% will be given the option of retaking the test. Retake dates will be listed on the assignment charts in classrooms for students to record in their assignment notebooks. All retakes will be given in Study Club.

**Study Hall:** Students will have quiet study hall during the day. This is time for working on schoolwork. If students have questions in study hall for a teacher other than their study hall teacher, they will be issued a pass from the teacher and can take those questions to that teacher. Students must bring all materials needed to study hall and will not be permitted to return to their lockers during study hall.

**SFA MIDDLE SCHOOL SERVICE REQUIREMENTS**  
**SERVIAM! "I WILL SERVE"**

**"Don't let anyone look down on us because we are young, but let us set an example for the believers in speech, in life, in love, in faith, in service, and in purit."- adapted from 1 timothy 4:12**

**Standard 6: The student will participate in the development of Christian Community.**

**S6B1: Demonstrate knowledge of and participate in the Church's tradition of service.**

**S6B2: Define and participate in the stewardship tradition of Catholic teaching.**

**S6B3: Participate in the Church's teaching on the stewardship of time, talent and/or treasure.**

#### **S6B4: Articulate the principles of social justice.**

##### **Hours Required:**

The object is to get the students involved in serving our greater community and world. Remember, service can include service to your environment, service to God's creatures and service through civic opportunities as well. Students will need to complete their total hours by the end of the 1st full week in May. If students do not complete their hours by that date, they will be assigned Study Club for each day they are late until they are turned in. If hours are not completed by the end of the school year, their Religion grade will be reduced on letter grade.

##### **Tips for Success:**

- Go to the "Pre-Approved Organizations" link for ideas on where to serve.
- If you wish to obtain hours for an activity not listed in the "Pre-Approved Organizations" link, you must obtain pre-approval from your Religion teacher before you undertake the activity. If approved, the e-mail must be printed and attached to the service log.
- Qualifying activities are outside your home, outside the school day, and also outside St. Francis of Assisi Church (Parish participation hours will not count towards Serviam hours).
- Service logs must be filled out completely for each service opportunity and turned in within 2 weeks of the service experience.
- Service hours completed in summer months must be turned in within the first 2 weeks of school.
- Students are allowed to complete up to 2 hours on St. Francis School grounds (must have an email or pre-approval from attached to service log.)
- Concession stand hours will not be pre-approved. Dowling Catholic High School hours will not be pre-approved.
- Students who serve at camps or week-long activities will be able to count ½ of their total required service hours for the school year. The purpose of this is to have students serve at more than one activity.
- A maximum of 2 hours for baked goods will be accepted once each year.
- Any e-mails that are received from Miss Farmer or Miss LeDuc regarding service opportunities, count for Serviam hours.

**6th grade: 6 hours-** 2 hours due each trimester

**7th grade: 8 hours-** 3 hours due 1st and 2nd trimester; 2 hours due for 3rd trimester

**8th grade: 10 hours-** 4 hours due 1st and 2nd trimester; 2 hours due for 3rd trimester

#### **Saint Francis of Assisi School Youth Education Code of Excellence 2010-2011**

Updated: August, 2010

#### **EXTRA CURRICULAR PHILOSOPHY**

The mission of St. Francis of Assisi School extra curricular programs is to provide all students an equal opportunity to learn and achieve the fundamental skills and develop the basics of an activity within the context of a quality program. Providing a foundation for future life skills, participants will also learn teamwork, responsibility, dedication and good sportsmanship. Extra-curricular activities will be open to all students who desire to participate and meet the eligibility requirements, and all participants shall learn how to represent their school and community well and extend the mission of the Diocese of Des Moines and St. Francis of Assisi School.

#### **STUDENT PARTICIPATION**

School Activities, Co-Curricular Activities and Extra-Curricular Activities are considered to be an extension of the education process. These activities are intended to help teach our students character, teamwork, responsibility, dedication, and sportsmanship. Teachers, coaches and activity leaders will focus on participation and development. In turn, Students will be expected to behave in a manner that represents our faith. The following outlines the behavior that will be expected from all students participating in St. Francis of Assisi School Activities, Co-Curricular Activities, and Extra-Curricular Activities.

*The items outlined below are intended not to replace, but rather, to help further define and work in conjunction with policies as outlined for discipline and behavior under the Board of Education and as written in the Saint Francis of Assisi School Handbook. For further information on Board of Education Policies, please contact the school office.*

### **School Activities and Events**

1. Respect for People- Swearing, displays of temper, fighting, insubordination, hazing/harassment, and other negative or destructive behavior is prohibited and may result in disciplinary action as determined by the Activity leader and/or School Principal.
2. Respect for Property- Damaging, destroying or vandalizing the property of the school or other individuals is prohibited and may result in disciplinary action as determined by the Activity leader and/or School Principal.

### **Co-Curricular Activities / Extra-Curricular Activities**

Co-Curricular Activities shall include the following St. Francis of Assisi programs: Band and Choir.

Extra-Curricular Activities shall include the following St. Francis of Assisi programs:

Girls Basketball, Girls Track, Girls Volleyball, Boys Basketball, Boys Track, Cheerleading, Student Council, and other School Endorsed Clubs.

**1. Physical/Insurance (Athletic Activities)** - A certificate of physical examination by a healthcare professional is required before an athlete can participate in any sport. The Physical is good for one school year only and allows an athlete to participate in any sport during that school year. If a student Athlete does not complete a physical examination before the season, he/she cannot participate until a completed physical form is turned into the school office. [A physical form may be obtained from the school office.] Students must have either purchased insurance through the school or have their parents sign a waiver stating they have adequate insurance at home to cover them during the participation of athletic activities.

**2. Fees**- Fees may be assessed to those students participating in Extra-curricular Activities and some Co-Curricular Activities.

**3. Attendance**- A student must attend school the half-day immediately preceding a Co-Curricular performance/event or Athletic Competition. Absences due to scheduled appointment with a healthcare professional or due to a family tragedy will be considered excused. Students must regularly attend practices and/or meetings.

#### **4. Eligibility**

**Grades**- Students will not be allowed to participate in athletic activities if they are receiving a failing grade in any class. Participation may resume when the student is no longer failing as determined by the teacher. Grade eligibility guidelines are only applicable for grades six through eight.

### **Suspension from activities**

Students at St. Francis of Assisi School should conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the St. Francis community.

Students may be suspended from St. Francis sponsored activities for any of the following behaviors:

- Possession, use or purchase of tobacco products.
- Possession, use, or purchase of alcoholic beverages.
- Possession, use, or purchase of illegal drugs or the unauthorized possession, use or purchase of otherwise lawful drugs.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
- Being suspended for more than one day during the school year for fighting, harassment, verbal abuse, aggression, use of profanity, etc.

**5. Sportsmanship (actions/swearing/etc)** - Exemplary behavior is expected at all times. Swearing, displays of temper, fighting, insubordination, hazing/harassment, and other negative or destructive behavior during the participation of all Co- Curricular Activities and/or Extra-Curricular Activities is prohibited and may result in extra disciplinary procedures, removal from an event, or removal from the activity for the remaining school year. Participation fees will not be refunded for those students that are removed from an activity for disciplinary reasons.

The possession of or consumption of tobacco, alcoholic beverages, and/or illegal or controlled substances or the commission of a criminal offense at any time during the season (on-campus, off-campus, and/or during breaks) of a Co-Curricular Activity and/or Extra-Curricular Activity will result in immediate dismissal from the activity. It is the responsibility of the student and/or parent(s) to notify the Administration and/or Athletic Director immediately when the incident occurs.

**6. Participation**- Coaches shall strive to achieve the following participation goals for actual playing time during athletic events (softball, volleyball and basketball) as follows: 6<sup>th</sup> and 7<sup>th</sup> graders shall play in approximately 50% of each game and 8<sup>th</sup> graders shall play in approximately 25% of each game. (In the event that one or more of the above mentioned Eligibility Requirements is broken, the participation goals do not apply to the student athlete until the Academic Requirements are met.)

## **FAMILY PARTICIPATION**

Families play a major role in the success of St. Francis of Assisi School Activities, Co-Curricular Activities, and Extra-Curricular Activities. St. Francis of Assisi is truly blessed with the many hours that have been, and continue to be, volunteered by our families. As it is a part of the learning process, students make mistakes from time to time, and it is how our families react that can turn these mistakes into learning experiences. The following are to serve as reminders to family members, especially parents, as they can have a very positive or negative impact on the success of these activities.

**1. Respect for Program/Activity Leaders, Teachers, Coaches, and Referees**- Remember that many of the Teachers, Coaches, Referees, and Activity Leaders are volunteering their own time for these activities and that they will also make mistakes from time to time. They should be shown respect and support at all times. Swearing, displays of temper, fighting, hazing/harassment, and other negative or destructive behavior aimed at Teachers, Coaches, Referees, and Activity Leaders is prohibited and may result in removal of a person from the activity or from all activities for the remainder of the year.

**2. Respect for Students Participating in Activities**- While many of these activities require hours of hard work and practice, they also require the courage to perform in front of people. The environment should be one where students are free to make mistakes and learn from them, free from criticism and, especially, free from humiliation. Students should feel a communal support of all those in attendance of the activity. The learning aspect of these activities is not restricted to the students of St. Francis of Assisi School. All families should support all students, including those of competitors. Swearing, displays of temper, fighting, hazing/harassment, and other negative or destructive behavior aimed at any students, St Francis or otherwise, are prohibited and may result in removal of a person from the activity or from all activities for the remainder of the year.

**3. Respect for Families Attending Activities**- Our goal is to create an inviting setting at St. Francis of Assisi School Activities for all families to attend. These activities are an opportunity to share our Christian Faith through our hospitality, even under the most competitive of circumstances.

1. **Grievance Procedure**- Student athletes are strongly encouraged to communicate with their coaches regarding any questions or concerns they may have prior to a parent contacting the coach. If a parent has a concern with a Coach, the parent is encouraged to work out the issue in a Christian manner directly with the Coach and in accordance with Policy 589-L2 (see attached) of the St. Francis of Assisi Board of Education after a 24 hour period following the incident. If the Coach and parent are unable to resolve their differences, they should meet with the Athletic Director. If the problem is still not resolved, they should schedule a meeting with the principal or assistant principal.

## **ATHLETIC COUNCIL**

The purpose of the Athletic Council is to help structure athletic activities. The Athletic Council shall consist of at least one Board of Education representative, one teacher, one parent, a school administrator (as needed), and the Athletic Director. The Athletic Council shall have a Chairperson and a Treasurer. Anyone interested in attending Athletic Council meetings is welcome. Duties of the Athletic Council include: structuring league teams; organizing practice schedules; recommending activity fees to the Athletic Director and Principal; conducting fundraising, if any; obtaining and disbursing equipment at the beginning of each sport season and collecting all equipment at the conclusion of each sport season.

## **ATHLETIC DIRECTOR**

Responsibilities of the Athletic Director, with the assistance of the athletic council, shall include: attending all league/organizational meetings (or sending a representative); contacting league personnel; maintaining records; dispersing keys to proper personnel; recording physicals; attending Athletic Council meetings; coordinating athletic schedules with the church office; submitting announcements for the parish bulletin; and performing other coordination procedures as required. The Athletic Director shall also oversee the coordination of practice schedules, the distribution of equipment and uniforms, the distribution of first aid kits, and the collection of fees.

## **DIOCSEAN SCHOOL DANCES**

### **PAROCHIAL SCHOOL DANCE EXPECTATIONS**

Each month during the school year, a Catholic school in the Des Moines metro area hosts a parochial school dance for 7<sup>th</sup> and 8<sup>th</sup> grade students. The dances are an opportunity for students from the metro Catholic schools to socialize and interact in a Christ-centered environment. The students represent the Catholic schools and are expected to act like Christians in word and deed.

The Superintendent and Parochial School Administrators expect students attending school dances to abide by the following guidelines:

- 1) Adult chaperones are present at all parochial school dances. Students must obey, without question, the directions of the chaperones.
- 2) Harassing/bullying words or actions will not be tolerated.
- 3) Improper touch or provocative dancing will not be tolerated.
- 4) Students are to tell an adult chaperone immediately of any improper conduct.
- 5) Most host schools provide refreshments for students to purchase. No other items (snacks, drinks, glow sticks, silly string, etc.) are allowed.

### **Dress Code for Parochial School Dances**

In effort to promote modesty, dignity, self respect, and respect of others, the following dress code will be enforced at all parochial school dances:

- **No shorts or skirts.** Jeans, pants, slacks, capris, corduroys are acceptable.
- **Shirts must have sleeves.** T-shirts, polo style, turtlenecks, button downs, sweatshirts, sweaters, and fleece are acceptable. No sleeveless shirts, tank tops or strapless shirts.
- **Shirts must fit appropriately.** Bare midriffs, low cut, or tight shirts are not allowed and are not appropriate attire in keeping with the guidelines of modesty and dignity.

**The parochial school dances are a privilege, not a right. This means the privilege can be taken away if a student's words, actions or attire do not merit the privilege. Students who misuse the privilege of attending the dance will be removed immediately and their parents will be contacted to pick them up.**

Seventh and eighth grade students may participate in inter-parochial dances. The following are city-wide rules: \*\*\*Sixth grade students may be invited to attend the May parochial school dance.

1. All students must have Catholic school identification cards to be admitted.
2. Once leaving the dance, there is no re-admittance.
3. Dance hours are from 7:00 to 9:00 PM and cost \$7.00 to attend Parents should arrive by 8:45 PM for pick-up.
4. Students must attend school the day of the dance.
5. Only area Catholic school students may attend.

### **Eighth Grade Adventureland Trip**

At the end of school year, eighth grade students have the opportunity to attend Adventureland as a reward for the hard work they have shown throughout their time at St. Francis of Assisi School. Students may not attend the Adventureland trip with their peers if one of the following behaviors occur during the school year\*:

1. School work is not turned in.
2. Service hours are not turned in.

3. Students do not participate in the eighth grade service trip.
4. The student has served 2 In-School Suspensions.
5. The student has served an Out-of-School Suspension.  
\*Administrators will have the final say on students attending the trip.

## **DISCIPLINE**

Discipline is defined as the training that develops self-control, character, and orderly conduct, as well as acceptance of or submission to authority and control. The home and school must work in such a way that children learn to help each person to live the truth of Christ, that he/she may be trained to conduct his/her personal life in the sanctity of truth, and to develop capacity to transform the world, that he/she may be equipped and inspired to promote Christian transformation of the world.

**“Respect for law and order should be instilled in the minds of children and be expected from the behavior of all youth. The ultimate goal is a responsible person capable of self-control and capable of the initiative to creatively attain the goals for Catholic Education.” (Vatican II Document)**

The students at St. Francis of Assisi are entitled to learn and develop in a setting which promotes respect for self, others, and property. The school environment should encourage academic and social maturation and should promote the dignity and worth of each student in preparation of the responsibilities of adulthood. The school fosters the total well-being of each person physically, emotionally, intellectually, and spiritually. School administration, staff members, parents, and students are charge with cooperating to develop mature, healthy, and responsible individuals capable of self control.

### **DISCIPLINE PHILOSOPHY**

The discipline philosophy of St. Francis of Assisi School is based on promoting Character Education and Positive Behavior Intervention Support (PBIS)

During the 2009-2010 school year St. Francis of Assisi School implemented Positive Behavior Intervention Support (PBIS). PBIS is a school-wide initiative program with a consistent set of expectations, with positive reinforcement and consequences for all students in grades K-8. The objective for implementing PBIS is to create a learning environment that encourages positive social interactions, active engagement, and self-regulation for every student. This will help develop and implement procedures and routines that support high expectations for student learning. Our vision for PBIS is the following statement:

***St. Francis of Assisi School will foster the development of a faithful and safe school where learning is the primary focus and all the members of the community are respectful, responsible and are valued in order to experience success each day.***

The school-wide PBIS in Iowa is defined as a philosophy and practice of recognizing the importance of positive relationships among all members of a school community for the purpose of enhancing learning. PBIS emphasizes prevention, active instruction, and research-validated practice for:

- a. Establishing and teaching clear expectations for all students in all settings;
- b. Establishing and teaching clear expectations for all staff;
- c. Modeling and rewarding these expectations;
- d. Helping school staff, families, and community members understand and support the diversity of students, including those students with the most intense support needs;
- e. Understanding the physical and social contexts of behavior; using data to guide decisions regarding change.

### **PBIS CLASSROOM/ TRIMESTER REWARDS**

Each trimester students will participate in a reward activity. Examples may include: extra recess, movie, snack and game activity, etc. A student who has served three behavior detentions will not be allowed to attend the reward activity.

## CHARACTER EDUCATION

### Character Counts

1. The seven pillars of character are faith, trustworthiness, respect, responsibility, fairness, caring, and citizenship. The Positive Behavior Intervention Support Program incorporates the Pillars of Character with the established goals of “Sun” sational students at SFA are Faithful, Respectful, Responsible, and Safe.
2. A person of character does the right thing even when no one is watching.
3. St. Francis of Assisi discipline is based on a collaborative approach between parents, teachers, and the students. This is based on the belief that a young person’s behavior is the product of both internal and external forces. Teachers assume the role of a cooperative leader, guiding students by offering choices, setting limits, and involving students in the process. The pillars of character and the PBS program build self-esteem through encouragement techniques.
4. Character education and Positive Behavior Intervention Support are both corrective and supportive; the key is quality interaction between teacher and student. The goal is to build cooperative relationships and attitudes in and beyond the classroom.

### DEFINITION AND PURPOSE

Following rules and practicing social skills are important in the same way as developing academic and physical skills. Important to the Catholic education are the skills of taking ownership; building trust, respect, and confidence; showing consideration for others; learning to share and accepting responsibility for the choices that are made.

1. Discipline is a fundamental in Catholic education as it is in Christian life. Good discipline originates in the home because parents are the first teachers of the child. It is a parent’s obligation to teach by example in order to develop in the child good habits of behavior as well as proper attitudes toward school.
2. School discipline is an outgrowth of good home training; therefore, **cooperation between home and school is essential.** It is the school’s obligation to expand, encourage and develop those habits and attitudes.
3. **Individual students must contribute to the good of the group, take ownership for their actions and learn to accept consequences.**
4. Discipline is based on mutual respect for each person as a human being with needs and feelings, while knowing each individual has the ability to act in a responsible manner.
5. Students have feelings, needs and rights. In addition, students need to know that teachers also have feelings, needs and rights.
6. There will be an atmosphere within each classroom and throughout the school that is conducive to learning and where healthy self-concepts can develop. A whole class should not be disrupted by the inappropriate behavior of one or several students.
7. Recognizing that there are distinct differences in acceptable conduct in the hallways, rest rooms, gym, lunch room, at assemblies, in the carline, during mass, and on the playground, absolute quiet is not demanded in these areas. However, any time classes are in session, students are expected to be quiet when moving within the building out of respect to others who are working.
8. Students are also to be respectful upon entering and exiting the building.
9. The church is always to be entered reverently in silences and respectfully bowing to the altar upon entering a pew.

### AREAS OF DISCIPLINE

The Parish/ school premises are important areas of discipline:

1. While on parish/school grounds
2. While on buses
3. While engaged in related school activities and functions, such as field trips, tours, and extracurricular activities.
4. Conduct of students away from school grounds is subject to school discipline if it directly affects the welfare of the school. **This also includes use of electronic devices for harassment and bullying purposes.**

**SFA BEHAVIOR/CONSEQUENCES LEVEL MATRIX**

School-wide PBIS is a set of strategies and systems to increase the capacity of schools to reduce school disruption and educate all students including those with problem behaviors.

LEVEL 1 BEHAVIORS	LEVEL 2 BEHAVIORS
<ul style="list-style-type: none"> <li>• Classroom Procedures               <ul style="list-style-type: none"> <li>○ Getting out of seat</li> <li>○ Not listening to directions</li> <li>○ Inattentive</li> <li>○ Not being prepared for class</li> <li>○ Lack of participation (not taking notes, not writing down assignments, etc.)</li> <li>○ Working on other assignments during class</li> </ul> </li> <li>• Disruption of Instruction               <ul style="list-style-type: none"> <li>○ Sidebar conversations/ making noises</li> <li>○ Using pencil sharpener during class instruction</li> <li>○ Talking during work times</li> <li>○ Throwing things</li> <li>○ Asking questions not relevant to topic of discussion</li> </ul> </li> <li>• Disrespectful Behaviors               <ul style="list-style-type: none"> <li>○ Disrespect to adults and/or peers</li> <li>○ Disrespectful body language</li> <li>○ Negative attitude</li> <li>○ Arguing during group work</li> <li>○ Horseplay</li> <li>○ Not keeping hands to self</li> <li>○ Being loud in hallways while class is in session</li> <li>○ Running in the building</li> <li>○ Shouting out</li> <li>○ Rudeness/ laughing at others</li> </ul> </li> <li>• Tardy</li> <li>• Gum chewing</li> <li>• Entering building before school w/o permission: Before 8:00 and after 4:00</li> <li>• Dress code violation</li> </ul>	<ul style="list-style-type: none"> <li>• Lying</li> <li>• Cheating</li> <li>• Forgery</li> <li>• Inappropriate language/ gestures</li> <li>• Public displays of affection</li> <li>• Inappropriate use of technology</li> <li>• Vandalizing school property</li> <li>• Bullying/ harassment (habitual)</li> <li>• Actions that cause harm</li> <li>• Stealing</li> <li>• Fighting (punching, biting, hitting, choking)</li> <li>• Drugs/ drug paraphernalia</li> <li>• Weapons</li> <li>• Verbally or physically threatening to cause injury to person or property</li> <li>• Pulling the fire alarm</li> <li>• Leaving building without permission</li> <li>• Sexually inappropriate behavior</li> </ul>
LEVEL 1 CONSEQUENCES	LEVEL 2 CONSEQUENCES
<p><b><u>Teacher Responses:</u></b></p> <ul style="list-style-type: none"> <li>- Non-verbal cue</li> <li>- Proximity</li> <li>- Verbal warning</li> <li>- Time out</li> <li>- Reflection</li> <li>- Student conference</li> <li>- Parent contact</li> <li>- Behavior contract/ plan (w/ teacher)</li> <li>- Quiet lunch</li> <li>- Loss of recess</li> </ul> <p><b><u>Administrative Responses:</u></b></p>	<p>*Level 2 behaviors will result in an automatic office referral. Administration/teachers will give one of the following consequences:</p> <p><b><u>Administrative Responses:</u></b></p> <ul style="list-style-type: none"> <li>- Administrator/ parent/ student/ teacher conference</li> <li>- Detention</li> <li>- Consecutive detentions</li> <li>- In-school suspension</li> <li>- Out-of-school suspension</li> <li>- Contact law enforcement</li> <li>- Expulsion</li> <li>- Refer issue to school board</li> </ul> <p><b><u>Teacher Responses:</u></b></p>

<ul style="list-style-type: none"> <li>- Administrator/ parent/ student/ teacher conference</li> <li>- Quiet lunch</li> <li>- Loss of Recess</li> <li>- Detention</li> <li>- Restitution</li> </ul>	<ul style="list-style-type: none"> <li>- Parent contact</li> <li>- Behavior contract/ plan (w/ administrator)</li> <li>- Detention</li> </ul>
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**DEFINITION OF BEHAVIOR CONSEQUENCES**

**QUIET LUNCH**

When a student is assigned to quiet lunch they will eat and spend their recess in the office. During this time the students have the opportunity to think about their actions and talk through what they were thinking and feeling at the time of the incident. The student also fills out a reflection form which is sent home for a parent signature.

**EXCLUSION FROM CLASS OR ACTIVITIES**

This may include participation in school-sponsored activities or performances. Parental and/or principal notification may be given regarding exclusion.

**REMOVAL FROM THE CLASSROOM** is allowed as permitted by Iowa Code 279.8.

**BEHAVIOR CONTRACT/PLAN**

A student may be placed on a behavioral contract/ plan with a teacher or the administrators. The contract is designed to address the area of concern with a corrective action plan and a written commitment from the student to change with parental support.

**DETENTION**

Detention is a consequence assigned to students who choose to behave inappropriately, or who receive five referrals. The student will serve detention on Monday, Wednesday, or Thursday afternoon beginning at 3:20 PM and ending at 4:00 PM. The student will be given a behavior reflection sheet to fill out about their actions, and what consequences they feel should happen next time. The reflection form will be sent home for a parent signature. If detention is not served at the assigned time, the student will need to report to the next detention day. If a student misses two assigned detentions in a row, then a Saturday School will be served with an administrator from 8:00 AM to 12:00 PM.

**CONFERENCING** may be required involving parent(s), teacher(s), student, and/or Administrator.

**IN-SCHOOL SUSPENSION**

Students may be required to serve an in-school suspension assigned by the principal or assistant principal as defined by the Code of Iowa 12.3(8). Parents will be notified in a timely manner. The student will serve the in-school suspension in the office and will receive all assignments for that day to be completed and returned to the teachers when the student returns to class.

**“SATURDAY” SCHOOL**

Saturday School may be utilized when a student has not fulfilled their responsibility of serving behavior detention, study clubs, as well as tardies and absences. The student will attend school on a Saturday morning or be assigned to school during an in-service day.

**OUT-OF-SCHOOL SUSPENSION**

Students may be assigned an out-of-school suspension by the principal or assistant principal as defined by the Iowa Code. The pastor and Board President will be notified in a timely manner. Suspension of the pupil to his/her home is intended to acquaint the parents with the seriousness of the discipline problems and to secure their cooperation in solving them. The suspended student will not be readmitted to school unless a parent confers with the principal. Credit will be given for class work that is made up.

**EXPULSION**

Expulsion of a student shall be made only by the majority vote of the Board of Education upon the recommendation of the principal. A student may be expelled from school for breach of discipline, violation of the policies and regulations established by the Board, or when the presence of the student is detrimental to the best interests of the school. In addition, the Board may expel any student whose presence in school would be injurious to the health or morals of other students or to the welfare of the school. In regard to due process rights, parents of the student may request a hearing before the Board prior to the final decision. Every consideration will be made in order to avoid expulsion of a student from St. Francis of Assisi School. This may include referring the student and his or her family to a local community resource for counseling. Re-admission after expulsion may not take place for one semester and only with the explicit permission of the Board of Education.

**It should be noted that each trimester of the school year all students begin with a “clean slate” when, accumulating detentions for missed assignments, inappropriate behavior, etc.**

### **RESTRAINT AND PHYSICAL FORCE**

Restraint is the act of physically controlling or directing the actions of a student. The professional and administrative staff may use reasonable and appropriate means of redirection or restraint as may be necessary to prevent a student from harming him/herself, another person, or property. Restraint should not cause serious or permanent harm. In accordance with Iowa Code, deliberately striking a student is specifically prohibited. The use of reasonable force in self defense or defense of another may be warranted for protection.

Factors determining reasonable and appropriate actions are:

1. Age
2. Physical stature and strength of the student
3. Previous history
4. Maturity of the student
5. Seriousness of the infraction
6. Apparent motive and state of mind
7. The nature of the danger to the student or the nature of the danger to another.

Whenever physical contact, reasonable force in self-defense, or physical restraint is used, it shall be reported immediately to the administrator, and the parent(s) shall be notified.

### **ALLEGATIONS OF ABUSE/HARASSMENT/SEXUAL HARASSMENT**

#### **Diocese of Des Moines Policy 570**

#### **STUDENT PERSONNEL**

#### **Anti-Harassment and Anti-Bullying**

It shall be the policy of the Diocesan Catholic Schools Board that all schools maintain an environment free from unlawful and undesirable verbal and physical harassment and/or bullying. Schools should develop and incorporate programs to eliminate harassment and bullying from all student and school personnel. For the purposes of this policy harassment and bullying shall mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one of more of the following conditions:

- Places the student in reasonable fear of harm to the student’s person or property;
- Has a substantially detrimental effect on the student’s physical or mental health;
- Has the effect of substantially interfering with the student’s academic performance; or
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

“Electronic” shall mean any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

The phrase “trait or characteristic” of the student as used in this policy includes, but is not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

The term “sexual orientation” means actual or perceived heterosexuality, homosexuality or bisexuality. The term “gender identity” means the gender related identity of a person, regardless of the person’s assigned sex at birth.

**Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:**

- Verbal, nonverbal, or physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student’s performance or creation of an intimidating, offensive, or hostile learning environment.

This policy shall be in effect while students are on school property, while on school owned or school-operated/leased vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

Students who believe they or another student or students are the victim of bullying or harassment should immediately report their concerns to the school principal or the principal’s designee. The school must promptly and reasonably investigate allegations of bullying and harassment. The principal or the principal’s designee will be responsible for handling all complaints by students alleging bullying or harassment.

If a staff member believes she/he is or has been bullied or harassed by a student, the staff member should contact the principal who must investigate the matter. If the staff member chooses, the matter may be reported to legal authorities. Retaliation against a person because the person has filed a bullying or harassment complaint, assisted or participated in a harassment investigation or proceeding, is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The principal or the principal’s designee is responsible for developing a system that collects data relating to incidents of harassment and bullying. The principal shall also ensure that the anti-harassment and anti-bullying policy and procedures are integrated into the school’s Comprehensive School Improvement Plan (CSIP) and shall ensure that the same is reported pursuant to the terms of the plan. Nothing in this policy shall be construed to impair the school’s ability to educate and administer consistent with the mission of the Catholic Church. Nothing in this policy is intended to condone behavior or lifestyles that are inconsistent with Catholic teachings.

**Saint Francis of Assisi School Consequences of founded reports of Harassment and/or Bullying:**

Administrators will determine the consequences of the action which can include, but are not limited to:  
(Parent notification will happen immediately)

- Warning
- Quiet Lunch/ Recess

- Referral (Classroom or Office)
- Behavior detention
- Saturday school
- In-school suspension (half or full day)
- Out of school suspension
- Recommendation of expulsion to the board

Harassment is a serious matter. All activities in the investigation will be carried out with discretion and privacy will be maintained to the fullest extent possible. Information related to these complaints will be maintained as confidential, consistent with the diocesan's obligations.

The program administrator shall normally serve as the designated Level-One investigator unless the allegation involves the Level-One investigator, in which case the Diocesan Superintendent of Schools shall be notified. The name and telephone number of the Level-One investigator and an alternate shall be published annually in the Student/Parent and Faculty/Staff and Catechist Handbooks.

If students and/or personnel believe sexual harassment and abuse has occurred but do not wish, or believe it would be inappropriate, to file a complaint of harassment or abuse with a Level-One investigator, they may inform the program administrator (Diocesan Superintendent if the allegation involves the program administrator) about the incident(s). In such case, the program administrator (Superintendent) shall handle the concern as a personnel matter. (IAC 281.102)

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 Students who wish to allege abuse from a St. Francis of Assisi employee can report the alleged abuse to any one of the following individuals: Misty Hade, Principal; Adam Tjeerdsma, Assistant Principal, Julie Heckle, Guidance Counselor; or Father Bob Hoefler, Pastor.

Level I Investigator: Misty Hade, Principal, St. Francis of Assisi School, 457-7167x160

**THREATS OF VIOLENCE/ DANGEROUS WEAPONS**

It is the goal of St. Francis of Assisi School to provide all students, staff and parents with a safe and orderly environment. For that reason St. Francis School responds to all threats of violence, or anything that could be thought of in that way as serious in intent. All threats will be investigated by the principal, assistant principal, or guidance counselor. The threat will be reported to and a meeting will be conducted with the student's parents. Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. When a dangerous weapon or a look alike is taken from a student, the parent of that student will be contacted and the student will be sent home. St. Francis of Assisi will take disciplinary action which may include a recommendation for professional counseling. The incident may be reported to law enforcement officials for further action. The Board of Education, Diocesan Superintendent, and pastors will also be notified and consulted.

**PROTOCOL**

**These steps will be followed in each case:**

1. Teacher, parent, or student(s) report threat to the administration.
2. Administrator or designee interviews student(s).
3. Parents of the student(s) who made the threat will be called. No threat will be taken lightly.
4. In the event a student is threatened, and depending upon the nature and seriousness of the threat, the threatened student's parent(s) will be called.
5. Student(s), lockers, and personal items will be searched at any time without notice. (policy 561)\*
6. Upon investigation, if the administration determines that there is reason to believe that the threat of violence is supported by the results of the investigation, the provisions in the disciplinary policy will be followed regarding suspension and/or expulsion.
7. Any valid threat may be reported to the police. We will contact our WDM 411 police officer.
8. Parent(s) of the student who made the threat will be required to come to school as soon as practical and remove the student from the school grounds. St. Francis of Assisi will require professional counseling

through the House of Mercy, Catholic Charities, or a counselor of the family's choosing approved by the school.

9. The student will not be allowed back into school until a professional counselor has provided in writing a document saying that the student is not a threat to himself/herself or others. The student may be searched daily as a condition for return to St. Francis of Assisi School.
10. The guidance counselor or designee will meet regularly with the student making the threat. Teachers are also asked to be cognizant to curtail any teasing that might come out of this disciplinary action.
11. Documentation by all involved regarding the situation and post disciplinary activities will be kept on file.

Any student who sells a controlled substance while on school grounds and/or at a school related function will be subject to **immediate expulsion.**

\*The law as to private schools and search and seizure is clear. A private school, while respecting a student's and employee's property, may, nonetheless, with or without probable cause, search person, lockers, books, bags, and other possessions since the search is not conducted by "public" authorities as opposed to "private" authorities. That is to say that search and seizure may happen at a private institution without constitutional safeguards. It is the policy of St. Francis of Assisi School to respect peoples, Constitutional rights and to balance those rights against the responsibility of the school to insure a safe environment.

## COMMUNICATION

### CONTACTING TEACHERS

The school office is open from 7:45 AM to 3:45 PM during the school year. Teachers may be reached on their own classroom phones before and after school hours. Voice mail messages may be left during regular school hours. Each teacher has his/her own extension which can be found on the website. Teachers will check messages and return calls as time allows. Remember that not all staff is full time and may have several days in a row when they are **NOT** at St. Francis. Parents may also contact teachers via e-mail. Please consult the website for e-mail addresses.

St. Francis of Assisi School encourages parents to contact a teacher as needs arise. Parents may request a conference at any time they feel a need to do so. Teachers are available to meet with parents before or after school. **Please call to schedule a time that is mutually agreed upon by both parties.** Often a telephone call, note or visit can clarify points of concern about a child's progress as well as share positive things that are happening. School matters should be conducted when the school employee is at school during school hours. For the most professional and confidential of meetings and/or conversations, please refrain from contacting school personnel about school matters at home.

### VISITING CLASSES

Parents must call the school office to make arrangements with the teacher or principal if visiting a classroom. Short visits are necessary as the integrity of the learning environment in each classroom must be maintained. We encourage parents to volunteer regularly at school. **In order to keep the school environment secure, parents and visitors must always check in at the office and wear a visitor badge before going to a child's classroom. Forgotten lunches and other items of importance should be left at the office for students and may not be delivered to classrooms to maintain instructional integrity.**

St. Francis School offers performance/display opportunities for students. Parents and other family members are often invited and welcome to attend these events. However, siblings in other classrooms at St. Francis School are to remain in class during these times.

**STUDENT VISITORS** - Arrangement for student visitors must be made through the principal.

### NEWSLETTERS

A newsletter, calendar and lunch menu will be sent out from the school office at the end of each month via the school website. Periodically, other notes will come home with each family's youngest/only child

enrolled at St. Francis of Assisi School. The school website, [www.saintfrancisschool.org](http://www.saintfrancisschool.org), contains important information for families. Families need to supply the school office with one frequently checked e-mail address.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are scheduled in fall and spring. Conference scheduling will again be on-line. Parents will receive an email when the site is open to schedule conferences for children in grades kindergarten through eighth. This is a very valuable time of sharing between parents and teachers about academics, growth and maturity, and the faith development of each child. It is *expected* that parents attend scheduled conferences. The principal will contact parents if conferences are unattended. Students may be required to attend conferences. November and February Parent-Teacher Conferences **will not be rescheduled** outside of the calendared conference times for families using conference days as vacation days. Families may call St. Francis School during their scheduled conference time while on vacation or the teacher will write/send an e-mail to parents during the scheduled time.

**Middle school conferences will be held to five minutes due to middle school students having multiple teachers.** If more time is deemed necessary other than conferences, appointments can be made with the teacher.

Due to time constraints during conferences, there will be one conference slot allotted to each child with his/her homeroom teacher. Related Arts teachers will be available during conferences. Part-time teachers are required to attend one night of conferences and will inform parents when they will be available.

### **PARISH COUNCIL**

The Parish Council is a channel through which the insights and concerns of the total parish community are brought before clergy and laity alike. The Council is the vehicle through which the parish as a whole can involve itself in the secular and religious realities of the community. The Parish Council is composed of 9 representatives.

### **PARISH BOARD OF EDUCATION**

The St. Francis of Assisi Parish Board of Education meets on the second Thursday of each month. Board of Education meetings begin at 6:30 PM in the parish education building. Meetings are open to the public. All who are interested are encouraged to attend.

The Board of Education oversees the parish 1) Day School, 2) Religious Education programming for all children of the parish including Sunday school and elementary RE programming, 3) Preschool, and 4) Youth Ministry serving grades 7-12.

The Board is composed of the pastor and 9 parishioners who are elected to three-year terms at annual parish elections. Also in attendance at meetings is a Parish Council, Home and School, and Athletic Committee liaisons as well as the program administrators. Copies of the Board minutes are posted on the parish website.

### **ST. FRANCIS OF ASSISI HOME AND SCHOOL ASSOCIATION**

Parents are encouraged to become actively involved in and support St. Francis School's parent organization. The Home and School Association meets monthly as indicated on the monthly school calendar. The mission of the Association is as follows:

- To embrace the spirituality of St. Francis, challenging us to be instruments of peace and love, and to coordinate spiritual and educational forces of home and school in a Catholic educational setting.
- To promote a cooperative/close working relationship between parents, teachers and students and the parish to further the goals of Catholic education.
- To foster understanding and communication between administration, parents and faculty so that all students may achieve their highest potential spiritually, mentally, physically, socially and academically.

- To actively support the school, faculty and the Board of Education as it relates to St. Francis of Assisi day school.
- To raise funds for the support of Catholic education and to be a resource for volunteers.

### **SCHOOL DIRECTORY**

St. Francis Home & School Association publishes a student directory and class lists annually for use by St. Francis students and their families. Information included is student name, parent name, address, phone number, and current grade.

In compliance with the Family Educational Rights Privacy Act of 1974, parents have the right to withhold their student(s) name(s) or other information from the Directory. As specified by law, all objections must be in writing.

Parents who do not wish their child(ren)'s name(s) to be included in the Directory and on class lists, must sign the form included in this document's Appendix and return it to the school office annually by August 30<sup>th</sup>.

### **CHILD CUSTODY**

Divorced or separated parents are asked to furnish St. Francis of Assisi School with a copy of the custody section of the divorce/separation decree. This information will help the school in determining when, if ever, the child can be released to the non-custodial parent.

If there is a court order specifying that there is to be no access to information given to a non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Policy 508.1**

#### **Child Custody**

The Family Educational rights and Privacy Act establishes the parents' right of access and control of their child's educational record. This means:

1. The school, though not required, will make an effort to inform parents of their student's progress (report card). The custodial parent shall receive the report card. The non-custodial parent may receive the report card if he/she requests such. A fee may be assessed for copying and mailing if the school so decides.
2. **The school is under no obligation to arrange a separate conference for the non-custodial parent.**
3. The school is considered in compliance if it makes all parental contact through the custodial parent.
4. Schools do not have to honor a standing request from the non-custodial parent unless it so chooses.
5. Non-custodial parents may request to view the school records and shall be allowed to do so unless prohibited by court order.

## **ATTENDANCE**

### **Philosophy**

In order to develop habits of self-discipline and responsibility, students are expected to attend school regularly. While it is possible for an absent student to make up most of the schoolwork missed, it is impossible to completely compensate for absences from the classroom. Regular attendance and punctuality is expected of ALL students.

In order to maintain interest and understanding in the program of instruction, students should not be absent. Students who have been absent may not understand what the teacher is currently presenting and may also become discouraged with the double burden of keeping current and making up work missed.

Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of punctuality, responsibility and self-discipline. Students with good attendance records are developing these good habits with prompt, regular school attendance.

## Procedure

- It is a parent's responsibility to see that the child attends school as required by the Iowa Compulsory Attendance statute which states that the length of the school year is 180 days or hours equivalent thereof.
- If a student reaches the **tenth day of absence for the trimester**, the parents will be notified by the principal that the possibility exists for loss of academic credit for the trimester's work and that summer school may be a necessity for the loss of instructional time
- **20 days in one school year will be considered excessive absenteeism**. Students who reach 20 days will place themselves in jeopardy and may have certain academic consequences.
- A phone call to the office on the first day of an illness and a written note from the parent which states the type of illness should be brought by the child upon his/her return to school.

## SCHOOL HOURS

	<b>1<sup>st</sup></b>		<b>Class</b>	<b>Last</b>
<b>Drop</b>	<b>Bell</b>	<b>Tardy</b>	<b>Starts</b>	<b>Bell</b>
8:00	8:20	8:25	8:30	3:20

K – 8th            8:30- 3:20 = 6.50 hours of daily contact time (including lunch)

Students may not be on the grounds before **8:00 AM** because there is no adult supervision until that time. Students on school grounds before 8:00 will be sent to Kids Care for safety reasons unless they are involved in morning school activities. Siblings of students in morning activities are not to be dropped off before 8:00 AM. In case of inclement weather, students will be permitted to come indoors at the discretion of the administration or school personnel on duty. Students will not be permitted access to the playground before school.

## ABSENCE FROM SCHOOL

As a safeguard and a check, parents are asked to phone the school before 8:30 AM if a child is to be absent that day. Parents may leave a voice mail message, if necessary. If the school has not been notified, the office will contact the parents after 9:00 AM. A verbal or written note must accompany the student's return. If a student leaves the school without permission or is not in class parents will be contacted, and the student will be considered truant. The student will be required to make up that time after school or on an in-service or vacation day or comply with other disciplinary arrangements that fit the situation.

Valid reasons for a student's excused absence from school include the following:

1. Personal illness
2. Death or serious illness in the immediate family
3. Suspension from school
4. Other reasons that can be justified from an educational standpoint may be approved in advance by the principal
5. Other verified emergencies.
6. Students involved in a school-sponsored activity off-site will not be counted absent.

Students must be in attendance 5 ½ hours per day, excluding lunchtime, to receive credit for a full day of school attendance. Students who arrive after 10:00 AM and leave before 2:00 PM are counted as ½ day absent.

## TARDINESS

Parents are requested to call St. Francis of Assisi School before 8:30 AM to notify the school of a student's tardiness and to order a lunch. Parents should send a note as to why a child is tardy. Excused tardiness will include medical or dental appointments, car trouble, etc. Sleeping in will not be considered a valid excuse. Students are tardy if they are not in their classrooms at 8:25. Students must then come to the office to sign in. After signing in, students proceed to their classrooms.

Tardiness causes interruption to classes already in session. In order to maintain instructional integrity in the classroom and facilitate a swift transition for the student parents are not to accompany tardy students to the classroom.

### **Procedure**

- Parents will receive a letter from the school office after a student's **fifth unexcused** tardy and receive a letter every time thereafter.
- Upon a student's **tenth tardy in a trimester**, a detention will be assigned for each tardy. Students/Families that are continually tardy to school will be subject to administrative and possible Board of Education action.

### **EXCUSING STUDENTS FROM SCHOOL**

If a child is to be excused from school during the school day, he/she is asked to bring a written note from home and must be picked up from the school office, not the classroom. **For security and safety reasons, students are required to sign in and out of school from the school office.**

### **MEDICAL APPOINTMENTS**

We encourage parents to make medical appointments on professional development days or before or after school. When appointments are arranged during school hours, a note indicating the appointment should be presented to the office for recording. This request in writing must state the reason for the absence, the time involved and the signature of the parent or guardian.

### **TAKE YOUR CHILD TO WORK DAY**

This event will not be an excused absence at St. Francis of Assisi School. The Diocese of Des Moines calendar allows for several all day professional development days when children are not in school for such activities. Additionally students have many opportunities to attend special events over the summer. St. Francis of Assisi School provides career education experiences during a student's course of study. Additional experiences must be outside of school time.

### **HIGH SCHOOL TOURNAMENTS**

School families are encouraged to support high school tournament teams at games that are played *outside* of school hours.

In the event that a local high school would be involved in state level tournaments students may obtain an excused absence providing the following criteria are met:

1. Advance notice is given to teachers and the office no later than **9:00 AM** the day prior to the event.
2. School work for the day must be completed and turned in to the teacher prior to departure. Students will not receive make up work time for work assigned during their absence. Tests must be made up in advance.
3. Students are responsible for obtaining the following day's assignments and handing these in on time.
4. Students may leave the building no sooner than **one hour prior to game time**. Special circumstances require prior approval.
5. Students must return to school within one hour of game's end when applicable.

### **UNEXCUSED ABSENCE**

In the event an absence is deemed unexcused by the principal, the student will be required to attend a Saturday School to make up the work missed.

### **MAKE UP WORK**

It shall be the responsibility of the student on the day of his/her return to arrange with the teachers for make-up work. All schoolwork missed because of an absence due to illness or family emergency will be made up within the number of school days which are double those of the absence, up to a total six (6) make-up days. Extended valid absence or individual needs will be consideration for an extension of time. If a student is to be gone from school for a vacation the teacher(s) must be informed **at least one week** ahead of time to arrange for schoolwork and tests. The work a student is given before the vacation must be

completed and turned in upon the return to school. Teachers may hand out make up work upon the return of the student to class. Any work missed must be turned in within a week after the students return to school.

As you examine our school calendar, you will note our scheduled vacation days and teacher professional development days. Please try to arrange family activities so that students will not miss school. Vacations that result in absence from school are strongly discouraged. Families are encouraged to schedule vacations during the time school is NOT in session, rather than taking children out of school.

## **LEAVING SCHOOL GROUNDS**

Students are not to leave the school building or playground, including Kids Care, during the school day without written permission from their parents or guardians. Students must sign in and/or out of the office or Kids Care Program.

## **HEALTH**

A school nurse, hired by the Diocesan Schools Office, is available to St. Francis School five one-half days per week. Certificates of immunization are required of every new student before entrance into school. Students are expected to have a physical examination before entrance into kindergarten, grade 4 and grade 7. Examination forms are available on-line and from the school office. The nurse maintains individual pupil health records as required by the State of Iowa. Vision screening is done for grades 1, 4, and 7 each year and for students where concern is identified. An audiologist from Heartland AEA conducts hearing screenings for grades kindergarten through five annually. 2011-2012 Nurse Hours: PM: Monday, Tuesday, Wednesday, AM: Thursday, Friday.

## **ACCIDENT OR ILLNESS**

When a child is ill or has an accident at school, the parent/guardian or emergency contact will be notified at once. Please have an alternative place for your child to go if you are unable to pick up and take care of your ill child. No child is ever sent home until prior arrangements have been made. If a child becomes ill or is hurt, he/she should report to his/her teacher or a SFA staff member.

## **WHEN SHOULD YOUR CHILD STAY HOME?**

The following are public health recommendations when deciding whether or not to send a child to school that wakes up not feeling well. *Although sometimes inconvenient, for the health of all, parents are expected to adhere to the 24 hour recommendations.*

- **Diarrhea/Vomiting** - within the last 24 hours: keep child home.
- **Fever** - 100 degrees or greater: keep child home until fever-free at least 24 hours.
- **Runny Nose** - 1) due to allergies: send child to school, 2) due to cold virus with other symptoms such as cough, sore throat, headache, yellow/green drainage from nose: keep the child home.
- **Strep Throat** - highly contagious bacterial infection - sore throat, fever (usually), aches; diagnosis is made by a throat culture: child needs to be on an antibiotic for at least 24 hours and symptoms subsiding before returning to school.
- **Pinkeye** - highly contagious and presents itself with burning, itching red eyes with yellow drainage: child should be seen by a physician and should be on medication for at least 24 hours and symptoms subsiding before returning to school.
- **Chicken Pox** - one of the most common contagious viral diseases of childhood. Symptoms include low grade fever and a distinctive rash. The rash begins as red bumps which develop into blisters that pop and form scabs. The rash causes itching which may be severe. Children should not return to school until all blisters have scabs. This usually takes 7 days or more.
- **Impetigo** - a skin infection which occurs when bacteria invade skin that is broken, scratched or burned. The areas most affected are the hands and face, especially around the nose and mouth. It usually begins as red spots which fill with fluid (blisters). The blisters rupture easily and the fluid dries and forms a honey-colored crust. Treatment is with an antibiotic ointment, oral antibiotic or both. The child should be on medication for 24 hours before returning to school.
- **Rash** - may be due to many different illnesses and may be contagious. A physician should be contacted for a diagnosis and permission for your child to return to school.

If your child is home ill for more than 3 consecutive days the school will require a note from a physician regarding the child's extended absence for illness.

If your child needs to stay in from recess more than 1 school day after an illness, a physician's note is required.

If your child requires exclusion from PE or recess for an extended period of **greater than one day**, a physician's note will be needed.

### **HEALTH CARE PLANS**

The Iowa Administrative Code 281--41.23(281) states the definition of individual health plan as "the confidential, written, preplanned and ongoing special health service in the education program. It includes assessment, planning, implementation, documentation, evaluation and an emergency plan. The plan is updated as needed and at least annually. Licensed health personnel develop this written plan with the education team." The Administrative Code further states prior to the provision of special health services a written individual health plan is on file [IAC 281--41.23(1)(b)(4)].

### **COMMUNICABLE DISEASE**

St. Francis of Assisi School policy on staff or students who may contract a communicable disease is contained in the Policy Book of the Diocese of Des Moines (Policy #411, 511). Should you need any specific information on this policy, please contact the principal.

The State of Iowa requires age appropriate education on communicable diseases. Catholic Church approved materials are used.

### **MEDICATION GUIDELINES**

In accordance with State Code 281 IAC 41.12 (11)

In order to establish and maintain a system of safe storage, handling, and dispensing of prescribed medication, the following procedures are enforced to help insure protection for the student and St. Francis of Assisi School:

1. All prescription and over-the-counter medication that is to be taken during the school day must be turned into the school office and stored in a secure area unless an alternate provision is documented.
2. Prescription medications must be in the original pharmacy-labeled container with date, pupil name, prescriber or person authorizing administration, medication, dosage and time. The pharmacy label on prescription medication is considered the prescribers instruction. If the medication is given at home and school, request a "school container" from the pharmacy.
3. A student may be considered for co-administration or self-administration with demonstrated competency and instructions from the physician, written physician and parental permission.
4. Parents must complete the parent "Request for Giving Medication" form for prescribed and over the counter medication that is to be administered at school. A separate form is to be used for each medication or when the dosage changes.
5. Over-the-counter medications must be in the original container and must be labeled with the student's name. All over-the-counter or non-prescription medications will not be administered by school personnel unless accompanied by physicians instructions and signed parent permission.
6. Parents may administer medications at school to their own children.
7. Antibiotics that are prescribed for three times a day should be given at home. There may be exceptions for those to be given with meals.

At vacation time, end of the year, or end of the dispensing time, any remaining medication will be returned to the parents or destroyed.

*Cough drops and Chapstick will be allowed in class. Individual teachers may refuse the privilege if misused.*

### **SEVERE FOOD ALLERGIES**

St. Francis School does have students with **severe, life threatening** food allergies. If parents send food or treats to school, we ask that they send foods which contain NO peanuts or peanut oils. Food labels can vary. All food labels should be checked before sending treats to school. Due to the risk of hepatitis and individual food allergies, the Polk County Health Department has strongly suggested strict guidelines in the way treats, snacks and holiday parties are handled at school.

*Please read food labels carefully. Parents are reminded that there are children with severe, life threatening food allergies at St. Francis School. Please send treats that contain no peanuts or peanut oils. Please read all food preparation labels carefully.*

***Thank you for helping keep ALL students safe at SFS!!!***

### **HEALTHY KIDS ACT**

**Background-** In 2008 the Iowa Legislature passed a law known as the Healthy Kids Act. There are three aspects to the law designed to improve the health of Iowa's youth: 1) a physical activity component, 2) detailed nutritional guidelines and 3) students receive CPR training. Compliance with the rules will be checked at DE site visits. The adopted rules are available electronically at: <http://www.legis.state.ia.us/asp/BulletinSupplement/bulletinListing.aspx>

**Physical Activity Requirements-** The law requires that all students in grades K-5 in all public and accredited non-public schools engage in 30 minutes of physical activity each school day. In grades 6-12 students must engage in 120 minutes of physical activity each week. At St. Francis of Assisi our students in K-5 receive a minimum of 20 minutes of physical activity during lunch recess. Teachers will work to ensure the other 10 minutes of physical activity will occur throughout the day. Students in grades 6-8 will have 90 minutes of PE a week, plus 20 minutes of recess three days a week. Since recess can be used as a social time rather than physical activity it will not be counted in the number of minutes of activity. To ensure that all students are receiving the required amount of physical activity please fill out and return the physical activity form which is on-line.

### **TRANSPORTATION**

#### **TRAFFIC FLOW – DROP OFF AND PICK UP**

***All drop off and pick up MUST occur from the car line on both sides of the building.  
Pedestrian traffic is dangerous during drop off and dismissal.***

#### **South Side of Building**

**Parents of kindergarten, first, fourth and fifth grade students** should enter the parking lot from the west end off of 72nd, proceed east through parking lot on the south side of the circle drive, drop off their student/s in the orange cone designated drop off zone and exit the parking lot back onto 72nd at the west end of the parking lot. **Do not enter or exit from the circle drive.** Fourth and fifth grade students will line up before school outside the south school doors that face Ashworth. Fourth and fifth grade students will be dismissed from the same south doors. Kindergarteners will line up by the main doors before school. First graders will line up before school outside the southwest Phase III doors. Kindergarten and first grade students will be dismissed from the southwest Phase III doors.

#### **North Side of the Building**

**Parents of second, third, sixth, seventh and eighth grade students** should enter the parking lot from the north end off of Woodland, proceed west through the parking lot and loop back east on the south side of the circle drive, drop off their student/s in the orange cone designated drop off zone and exit the parking lot onto Woodland at the east end. Second and third grade students will line up before school outside the north wing unit school doors that face Woodland and will be dismissed from these doors. Sixth grade students will line up before school by the far northeast doors (gym/lunchroom entrances). Seventh and eighth grade students will line up before school by the main school entrance (media center) sidewalk. Middle school students will be dismissed from the same main designated doors at dismissal time.

### **Before School**

- Older siblings should be dropped off at the youngest sibling's unit doors.
- Use the main school entrance to proceed to his/her side of the building
- Students must pass DIRECTLY through the building and out the other side.
- Students are not to proceed to other parts of the building before 8:20 AM.

### **After school**

- Older siblings should proceed through the building and exit with their younger sibling.
- Students are to go directly outside and wait in their designated area.

All students are to be off the school grounds within fifteen to twenty minutes unless participating in a supervised school activity. If students must wait for a ride longer, school officials must be notified. Students on the school grounds after 3:45 will be sent to the office and if parents cannot be contacted, students will be sent to Kids Care and charged fees. **Students waiting for rides will NOT be permitted access to playground equipment.**

If it is necessary for a student to remain after school for academic or disciplinary reasons, he/she will call parents before classes are dismissed.

### **Car Tag: Each family is asked to make a tag to be used during car line.**

- Type the last name of the child/children who will be riding in your car at pick-up time (size 72 or greater font, in all caps and bold).
- Place the name tag on the passenger side's sun visor so that it can be clearly read.
- Leave the tag visible until all students are in the vehicle. Please don't assume that everyone knows you or your car. This is a large community with teachers handling dismissal on a rotation basis.
- Wait until the line moves in front of you or until an assigned person signals you on. This will keep the car line running smoothly and safely.

### **BUSING**

The Saint Francis of Assisi Board of Education and administration reviewed route patterns, times per route, distances from school, and other components of school busing during 2007-2008. Parents were surveyed who qualified for busing as well. Very few parents were in favor of busing at St. Francis of Assisi School and preferred to continue car pooling. Bus service is not financially feasible for the 2011-2012 school year.

### **TRANSPORTATION REIMBURSEMENT**

Iowa Code requires that public school districts provide either transportation services or reimbursement to resident nonpublic school students who are entitled. When funds are appropriated by the Iowa General Assembly, and if students meet the transportation entitlement policy provisions of the public school district in which they reside, parents are entitled to reimbursement as per Iowa Code Section 285.1, Subparagraph 3 and Section 285.3. **Section 285.3 states that it is the responsibility of the nonpublic parent or guardian to notify the resident public school district that you have children attending an accredited nonpublic school and its location.**

St. Francis School families must complete the Nonpublic Parent Transportation Reimbursement Request Form twice a year and **mail them directly to their public school district offices.** Deadlines for submitting forms are December 1 and May 1. As a courtesy the first form will be provided by St. Francis School in the August family packet and the second form will be provided on-line in January.

Because of changes in the way school districts process transportation reimbursement, the school office needs to know in which public school district families reside. Also, because of the way districts compile transportation information for their State reports, the school office must have each family's name, home address, student name, grade, and, **most importantly, the exact one-way distance from home to school by the most direct route.** Mileage examples: 2.1 mi., 2 1/4 mi.

Should a family move during the course of the school year it is their responsibility to notify the school office AND the appropriate public school district. **There will be no personal reminders for families and**

**St. Francis of Assisi cannot guarantee reimbursement. Public school districts will not accept late or incorrect requests.**

## **GENERAL INFORMATION**

### **ASBESTOS MANAGEMENT PLAN**

St. Francis of Assisi School is asbestos free.

### **EMERGENCY SCHOOL CLOSINGS/SEVERE WEATHER**

*Due to the open area in which St. Francis lies, in severe winter weather situations, St. Francis School reserves the right to deviate from the West Des Moines Schools and Waukee Schools inclement weather schedule. In this event, families will still be notified by regular closing and delay broadcasts.*

During times of severe weather, it is advisable to tune to KCCI Channel 8, [www.KCCI.com](http://www.KCCI.com), WHO Channel 13, [www.who.tv](http://www.who.tv), WOI Channel 5, or to the local radio station WHO. Should any emergency closing, delayed opening, or early dismissal be necessary, these are the St. Francis School contacts, as well as receiving a call from Omnitel system. **If there is severe weather during the school day, the St. Francis School website, [www.saintfrancischool.org](http://www.saintfrancischool.org).** When the weather is threatening, please listen to the radio/television instead of calling the school or the homes of school personnel. Most TV weather stations will automatically e-mail parents about school closings once the closing is called in by the school provided parents have signed up for this free service.

**When School or Parish activities are cancelled due to inclement weather, all extra activities held at St. Francis are also cancelled.**

### **EMERGENCY PROCEDURES (FIRE DRILL/CIVIL DEFENSE/TORNADO)**

In order to provide for a safe exit from the buildings in the event of fire or tornado, regular drills are held throughout the school year. Fire drills and tornado drills are each practiced and a record of dates and times for such drills are sent to the Superintendent's office. This is in accordance with the Iowa Code. Students are expected to follow directions in an orderly manner.

### **CRISIS PROCEDURES**

In the event of an extreme crisis at St. Francis of Assisi School, emergency procedures are activated. St. Francis of Assisi School maintains and frequently reviews its Crisis Intervention Manual. Student safety and well-being is at the core of all crisis procedures and decisions.

In the event of a crisis at St. Francis of Assisi School, family information and public information will be released from Sacred Heart School, our off-site emergency contact school.

### **REQUESTING TEACHERS/CLASSMATES**

St. Francis of Assisi teachers make careful considerations when compiling class lists for the upcoming school year. Class lists are based upon many different factors. Taken into account are individual learning styles, academic and social abilities and strengths, personalities, and gender. We strive to make our classes as balanced as possible in all areas. In order to maintain the integrity of well-balanced classes, personal preferences for teachers and classmates will not be accommodated. We will do our best to think about each individual child, and their needs, as class lists are developed. *Extraordinary* circumstances or needs will be *occasionally* considered, but as a rule we do not entertain the practice of teacher or classmate requests.

Siblings in the same grade level will be separated unless a parent request and rationale are provided in writing to the principal by May 1<sup>st</sup> of each school year. Especially at the primary level, due to the uniqueness of multiples, strong consideration will be given to parent requests. St. Francis School administration has the final determination on class list make up.

## **STUDENT RECORDS**

A permanent record of each student is kept on file in the school office. According to the Family Educational Rights and Privacy Act, parents have the right to see their child's permanent record upon request. Anyone over the age of 18 has the right to see his/her records. Should parents/guardians wish to see the records of their child (ren), contact needs to be made with the principal. Student records are private property and are submitted only when lawfully requested.

## **EMERGENCY FILE**

Each family must have an emergency file at St. Francis of Assisi School. In the case of an emergency, this file states the names of persons to be notified if parents or guardians cannot be reached. Please notify the office if there is a change in your family's emergency number(s). Schools are required by law to have emergency numbers on file for all students. Families will be asked to update their emergency card each year.

## **CHANGE OF ADDRESS AND PHONE NUMBERS**

Please notify the school office promptly concerning any change of address, school districts, mileage distance, phone number, or emergency information. This courtesy will help keep records in order.

## **SCHOOL SUPPLIES**

A list of needed school supplies is listed on the website and included in the annual August family packet. In the Spring, school supplies are available to be ordered on-line.

## **EQUAL OPPORTUNITY/MULTICULTURAL ASSURANCES**

In the spirit of St. Francis, the educational system of the Diocese of Des Moines/St. Francis of Assisi School is an equal opportunity educational institution. No person at St. Francis of Assisi School shall on any grounds of race, color, age, sex, national ethnic origin or physical handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school.

Policy 101-L1

## **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment with St. Francis of Assisi School are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, age, or disability as defined in Section 504 of the Rehabilitation Act of 1973 as it applies to the diocesan schools and Title I of the Americans with Disabilities Act, as it applies to the diocesan schools, in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning St. Francis of Assisi School's compliance with the regulations implementing Title VI and Title IX of the Civil Rights Laws, the Americans with Disabilities Act or Section 504 is directed to Mrs. Misty Hade, Principal, to coordinate the schools efforts to comply with the regulations related to these laws.

Title: Mrs. Misty Hade, Principal

Location: St. Francis of Assisi School

Tel: 515-457-7167

## **Policy 589-L2**

### **GRIEVANCE POLICY**

It shall be the policy of St. Francis of Assisi Board Of Education that as a Catholic faith community, open communication between parents, students, teachers, staff and the administrators is encouraged in all programs under the Board, including the day school, preschool, religious education and youth ministry. It is the intent of the St. Francis of Assisi Board of Education that all such interactions shall be conducted in a respectful Christian manner, as we believe Christ has taught us "with all humility and gentleness, with patience, bearing with one another through love, striving to preserve the unity of the spirit through the bond of peace"<sup>1</sup>

In all such interactions, all parties involved shall strive to “be kind to one another, compassionate, forgiving one another as God has forgiven (us) in Christ.”<sup>2</sup> We believe that in following Christ’s example, we can create an environment in all our education programs that allows our children the best opportunity to grow and achieve academic, spiritual and social success.

Policy Adopted: June 12<sup>th</sup>, 2003

### **GRIEVANCE PROCEDURE**

1. Alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to the alleged grievance. 504 Grievance Forms are available through the school.
2. At St. Francis of Assisi School, such claims must be filed with: Mrs. Misty Hade, St. Francis of Assisi School, 7075 Ashworth Road, West Des Moines, Iowa 50266, Tel: 515-457-7167.
3. The person named above, the Coordinator, will appoint a mediator and arrange for an informal impartial mediation hearing within a reasonable length of time after the alleged grievance has been filed. The grievant must be apprised of the date, place and time reasonably in advance of the mediation meeting.
4. Prior to the mediation hearing, the Section 504 coordinator shall, in accordance with the Family Educational Rights and Privacy Act (FERPA), provide access to and permit duplication of all relevant records relating to decisions in regard to assisting the child.

### **WHAT TO DO IF YOU HAVE SERIOUS CONCERNS WITH CLASSROOM OR SCHOOL ISSUES:**

If an occasion arises that a parent feels a problem has occurred at school, the proper, up front and most effective procedure to use is:

1. Contact the teacher or director involved with the concern. The principal will generally refer parents to the individual directly involved if this step is not completed.
2. Contact the principal if the concern is not resolved.
3. If a parent does not feel an agreement has been reached, the concern may then be taken to the Board of Education president.

### **PARTIES**

**Middle School Information:** No holiday parties will be held in the middle school. If a student is interested in celebrating their birthday by bringing a treat to school, the same procedure will be followed as is followed in K-5.

Private party invitations are **not** to be passed out at school unless all classmates are invited or all of one gender in the class is invited. Healthy student friendships in and outside of school are encouraged. Situations which harm relationships and/or hurt feelings are to be avoided at all costs in a Christian environment. St. Francis School cannot be the distributor of invitations/flyers to privately organized events and/or parties

### **CELL PHONES, TELEPHONES, CAMERAS, ELECTRONIC DEVICES, and DELIVERIES:**

#### **CELL PHONES:**

Student cell phones may not be seen, heard, or used at school from 8:00 AM until 3:45 PM. A student violating this policy will have his/her cell phone confiscated. A confiscated cell phone will be returned to the student at the end of the school day. Students who continue to violate this policy will receive a detention.

#### **TELEPHONE USE:**

Students will not be called to the phone during school hours except in case of emergency. If there is a message you must get to your child, the office staff will see that the student gets it before the end of the day. Teachers will be called to the phone during class time only in case of family emergencies. The office phone may be used by students to call parents with adult permission.

**ELECTRONIC DEVICES:**

Unless specifically granted permission, students shall not have electronic devices such as DS, PSP, iPods, cameras, etc. during the school day. St. Francis of Assisi School is not responsible for the safety or upkeep of such items.

**DELIVERIES/ DAILY BELONGINGS GUIDELINE:**

Floral or other celebration deliveries will not be delivered to students during the school day nor will they be allowed in classrooms.

Jackets, backpacks, lunches may not be delivered to classrooms by parents during the school day. This interrupts instruction. Items may be brought to the school office for delivery, and teachers will be notified by email. However any work brought in will be considered a late assignment. The natural consequences of going without the forgotten item(s) for one day often helps reinforce the responsibility required of being a student.

**FIELD TRIPS:**

Field trips are an integral and important aspect of education and will be utilized as real-life learning experiences for students. Field trips serve the educational program by utilizing those resources of the community which cannot be brought into the classroom. Parents will be notified several days in advance of the trip. Information will be provided concerning the time, place, transportation arrangements, and cost. Signed parental permission slips for each student **must** be on file prior to the field trip. In some situations a fee will be requested to compensate for travel and admission costs. Teacher and adult supervision are provided for all trips. For SFA field trips, buses will be used and proper conduct on the bus is required at all times. For this reason the following regulations will be strictly enforced:

1. Pupils must remain seated and no hands, arms or heads may be extended from windows.
2. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
3. Pupils may not eat or drink on the bus.

Courtesy, promptness and good behavior are necessary for the safety of all who ride the bus. Misconduct will be reported to the principal and parents. Suspension of field trip privileges may result from bus misconduct.

Due to liability and responsibility, students may not leave from field trips with parents or other non-school personnel unless the request is made in writing by the parent at least the morning of the field trip.

*Students not granted permission to attend Field Trips will remain on campus and be required to complete academic assignments for the day.*

**LOST AND FOUND**

Please label all of your child's belongings with his/her name and grade. Check the lost and found box regularly. Unclaimed items will be disposed of or donated at the end of each.

**PICTURES**

Lifetouch Studios is scheduled to take pictures of the students each fall. Picture Day is arranged for the fall in order for pictures to be available for Christmas gifts. No family is obligated to purchase these pictures. This is merely a service provided by the school. Payment for pictures is due the day the pictures are taken. Fall Picture Day is a dress-up day.

**BICYCLES/ SKATEBOARDS/ ROLLERBLADES/ MOPEDS:**

Student riders must walk their bikes to the bike racks upon reaching school property in the mornings. Bikes must be parked in the racks provided and should be locked. Helmets should be kept in students' lockers. After school, riders must walk their bikes to the property line before riding. Mopeds, skateboards and roller blades are not allowed on the parish premises.

**SCHOOL PROPERTY**

Each student is responsible for the preservation and cleanliness of the school building and its contents. If through carelessness, a student damages or destroys school property or texts, the student will be expected to pay the expenses involved or personally clean up an area.

**LOCKERS**

In order to keep the lockers in good repair and to maintain a clean appearance, no outside locker decorations by students will be permitted. Tape should not be used to display anything inside the locker. Lockers are to be kept neat and orderly.

# APPENDIX

### The Six Pillars of Character

Character is built gradually and is learned by instruction, observation and interaction with people of integrity. Parents and teachers play a significant role in communicating and modeling the Pillars of Character. As a Catholic school, we at St. Francis should strive to use our Christian teachings and values as a foundation to these principles:

#### Trustworthiness

- Be honest.
- Don't deceive, cheat, or steal.
- Be reliable—do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal—stand by your family, friends, and country.

#### Respect

- Treat others with respect; follow the Golden Rule.
- Be tolerant of differences.
- Use good manners, not bad language.
- Be considerate of the feelings of others.
- Don't threaten, hit, or hurt anyone.
- Deal peacefully with anger, insults, and disagreements.

#### Caring

- Be kind.
- Be compassionate and *show* you care.
- Express gratitude.
- Forgive others.
- Help others in need.

#### Responsibility

- Do what you are supposed to do.
- Persevere: Keep on trying!
- Always do your best.
- Use self-control; be self-disciplined.
- Think before you act—consider the consequences.
- Be accountable for your choices

#### Fairness

- Play by the rules.
- Take turns and share.
- Be open-minded; listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.

#### Citizenship

- Do your share to make your school and community better?
- Cooperate.
- Stay informed; vote.
- Be a good neighbor.
- Obey laws and rules.
- Respect authority.
- Protect the environment.

## SOCIAL SKILLS

<p><u>How to Greet Someone-1st:</u></p> <ul style="list-style-type: none"> <li>● (Walk up to the person/stand up).</li> <li>● Body basics.</li> <li>● Verbal greeting saying the person's name.</li> </ul>	<p><u>How to Ask for Help-1st:</u></p> <ul style="list-style-type: none"> <li>● Body basics.</li> <li>● Raise your hand.</li> <li>● Wait for acknowledgment.</li> <li>● Say the person's name.</li> <li>● State the problem/ask for advice.</li> <li>● Listen to the response.</li> </ul>
<p><u>How to Accept "No" for an Answer-1st:</u></p> <ul style="list-style-type: none"> <li>● Say O.K.</li> <li>● Body basics.</li> <li>● No arguing, whining, pouting, getting angry.</li> <li>● If you don't understand why, ask calmly for a reason.</li> <li>● If you disagree or have a complaint bring it up later (make an appointment).</li> </ul>	<p><u>How to Participate in a Discussion-1st:</u></p> <ul style="list-style-type: none"> <li>● Body basics.</li> <li>● (Raise your hand.)</li> <li>● Wait for acknowledgment.</li> <li>● Speak/Ask a question on the topic when called upon.</li> </ul>
<p><u>How to Apologize-1st:</u></p> <ul style="list-style-type: none"> <li>● Body basics.</li> <li>● Say the person's name.</li> <li>● Say you are sorry.</li> <li>● State the behavior for which you are sorry.</li> <li>● State how you will avoid this behavior the next time.</li> <li>● Ask for forgiveness.</li> </ul>	<p><u>How to Accept Criticism, Correction, Consequences, or Negative Feedback-2nd:</u></p> <ul style="list-style-type: none"> <li>● Body basics.</li> <li>● Say O.K.</li> <li>● No arguing, complaining, whining, pouting, frowning, etc.</li> </ul>
<p><u>How to Introduce Yourself-2nd:</u></p> <ul style="list-style-type: none"> <li>● (Walk up to the person/stand up.)</li> <li>● Body basics.</li> <li>● Verbal greeting and say your name.</li> <li>● Ask for the person's name.</li> <li>● (Shake hands.)</li> </ul>	<p><u>How to Respond to Teasing-2nd:</u></p> <ul style="list-style-type: none"> <li>● Body basics.</li> <li>● Ask them to stop.</li> <li>● Say how you feel in a friendly way.</li> <li>● Give a reason for stopping.</li> <li>● If the person stops, say thanks</li> <li>● If the person doesn't stop, walk away/get help.</li> </ul>
<p><u>How to Interrupt a Conversation-2nd:</u></p> <ul style="list-style-type: none"> <li>● Body basics.</li> <li>● Stand where the person can see you.</li> <li>● Wait for acknowledgment.</li> <li>● Say, "Excuse me, may I interrupt?"</li> <li>● Say, "Thank you."</li> <li>● Say what you want to say.</li> </ul>	<p><u>How to Accept a Compliment-2nd:</u></p> <ul style="list-style-type: none"> <li>● Body basics.</li> <li>● Say, "Thank you."</li> <li>● Do not disagree with the compliment.</li> </ul>
<p><u>How to Give a Compliment-2nd:</u></p> <ul style="list-style-type: none"> <li>● Body basics.</li> <li>● State exactly what you like about the person or his behavior.</li> <li>● Wait for a response.</li> </ul>	<p><u>How to Problem Solve-3rd:</u></p> <ul style="list-style-type: none"> <li>● Body basics.</li> <li>● Define the problem in specific terms.</li> <li>● Brainstorm possible solutions to the problem.</li> <li>● List advantages of each solution.</li> <li>● List disadvantages of each solution.</li> <li>● Decide on the solution that has the most positive/least negative results.</li> <li>● Try that one first.</li> </ul>
<p><u>How to Engage in a Conversation-3rd:</u></p> <ul style="list-style-type: none"> <li>● Body basics.</li> <li>● Say what you want to say.</li> <li>● Ask the other person questions about the topic.</li> <li>● Listen to what the other person says.</li> <li>● Don't interrupt.</li> <li>● Follow up their response with a comment</li> </ul>	<p><u>How to Resist Peer Pressure/Say "No" to Stay Out of Trouble-3rd:</u></p> <ul style="list-style-type: none"> <li>● Body basics.</li> <li>● Say something positive to the person(s).</li> <li>● State that you won't do it.</li> <li>● Give a reason for not doing it.</li> <li>● Suggest something else to do.</li> </ul>

<ul style="list-style-type: none"> <li>without changing the subject.</li> <li>Make a closing remark.</li> </ul>	<ul style="list-style-type: none"> <li>If suggesting something doesn't work, ignore and walk away.</li> </ul>
<u>How to Negotiate-4<sup>th</sup> - 8th:</u> <ul style="list-style-type: none"> <li>Body basics</li> <li>State your position specifically and clearly</li> <li>Give rationales for your position.</li> <li>Listen to the other's points without interrupting.</li> <li>Suggest a way both people can get what they want (compromise).</li> <li>If there is agreement, say "thanks", if there is disagreement, accept "no".</li> </ul>	<u>How to Give Negative Feedback/ Criticism-4<sup>th</sup> - 8th:</u> <ul style="list-style-type: none"> <li>Body basics.</li> <li>Say something positive.</li> <li>State the problem clearly.</li> <li>Tell why it is a problem.</li> <li>Offer a possible solution.</li> <li>Thank the person for listening.</li> </ul>
<u>How to Disagree-4<sup>th</sup> - 8th:</u> <ul style="list-style-type: none"> <li>Body basics.</li> <li>Make an empathy or concern statement.</li> <li>State the disagreement specifically.</li> <li>Give rationales for your position.</li> <li>Thank the person for listening.</li> </ul>	

### PBS School-Wide Rules

<u>Hallway-</u> <ul style="list-style-type: none"> <li>Stay to one side</li> <li>Use Body Basics</li> <li>Walk</li> <li>Smile or wink to a friend</li> <li>Use a Level 1 voice</li> <li>Look don't touch</li> </ul>	<u>Recess/ Playground/ Blacktop-</u> <ul style="list-style-type: none"> <li>Use equipment appropriately</li> <li>Use Body Basics</li> <li>Line up when whistle blows</li> <li>Share equipment with others</li> <li>Take care of equipment</li> <li>Be problem solvers</li> <li>Follow rules of games</li> <li>Wear appropriate weather gear</li> <li>Put equipment away</li> <li>Include others in play</li> </ul>	<u>Indoor Recess Rules-</u> <ul style="list-style-type: none"> <li>Use indoor voices</li> <li>Find a seated activity</li> <li>Play kindly by including others</li> <li>Ask permission to leave the room.</li> <li>Tell adults of any problem that can't be solved by students involved.</li> <li>Clean up and return to seat when recess is over.</li> </ul>
<u>Lunchroom-</u> <ul style="list-style-type: none"> <li>Walk</li> <li>Keep food to yourself</li> <li>Use good manners</li> <li>Use a Level 2 voice</li> <li>Clean your area</li> <li>All are welcome at table</li> <li>Appropriate talk</li> <li>Be a good table captain</li> </ul>	<u>Restroom-</u> <ul style="list-style-type: none"> <li>Use good behavior</li> <li>Leave area clean</li> <li>Throw away trash</li> <li>Use a Level 2 voice</li> <li>Be quick</li> <li>Use at appropriate times</li> <li>Respect privacy</li> </ul>	<u>Classroom-</u> <ul style="list-style-type: none"> <li>Body Basics</li> <li>Sit on chairs appropriately</li> <li>Follow directions the first time</li> <li>Be quiet when others are talking</li> <li>Take care of materials</li> <li>Be prepared and organized</li> <li>Follow the Golden rule</li> <li>Think about WWJD</li> <li></li> </ul>
<u>Church/ Mass-</u> <ul style="list-style-type: none"> <li>Use Body Basics</li> <li>Use Level 1 voice</li> <li>Be prayerful</li> <li>Quietly move kneelers</li> <li>Participate appropriately</li> </ul>	<u>AM Carline-</u> <ul style="list-style-type: none"> <li>Stay in line</li> <li>Hands to self</li> <li>Use Level 3 voice</li> <li>Keep backpack on back</li> <li>Keep things put away</li> <li>Wear appropriate weather gear</li> </ul>	<u>PM Carline-</u> <ul style="list-style-type: none"> <li>Sit/ or Stand in designated spot</li> <li>Use body basics</li> <li>Pay attention</li> <li>Use Level 3 voice</li> <li>No food or drink</li> <li>Watch and listen for ride</li> </ul>

	<ul style="list-style-type: none"> <li>● Help others</li> </ul>	<ul style="list-style-type: none"> <li>● Keep things put away</li> <li>● Wear appropriate weather gear</li> <li>● Help others</li> </ul>
<p><b><u>Assemblies-</u></b></p> <ul style="list-style-type: none"> <li>● Body basics</li> <li>● Pay attention</li> <li>● Participate appropriately</li> <li>● Use a Level 1 voice</li> <li>● Keep feet quiet</li> <li>● Stay with your class</li> </ul>	<p><b><u>Restroom-</u></b></p> <ul style="list-style-type: none"> <li>● Use good behavior</li> <li>● Leave area clean</li> <li>● Throw away trash</li> <li>● Use a Level 2 voice</li> <li>● Be quick</li> <li>● Use at appropriate times</li> <li>● Respect privacy</li> </ul>	<p><b><u>Classroom-</u></b></p> <ul style="list-style-type: none"> <li>● Body Basics</li> <li>● Sit on chairs appropriately</li> <li>● Follow directions the first time</li> <li>● Be quiet when others are talking</li> <li>● Take care of materials</li> <li>● Be prepared and organized</li> <li>● Follow the Golden rule</li> <li>● Think about WWJD</li> </ul>

**SOLVING CONFLICTS**

1. Try three ways to solve the conflict on your own (ignore, walk away, stand up for yourself, avoid or compromise).
2. Ask an adult for suggestions.
3. Report back to the adult if the conflict is still not solved.

**TREATING OTHERS WITH CARE**

1. We will not bully or tease other students.
2. We will help others who are being bullied or teased by speaking out and getting adult help.
3. We will use extra effort to include all students in activities at our school.