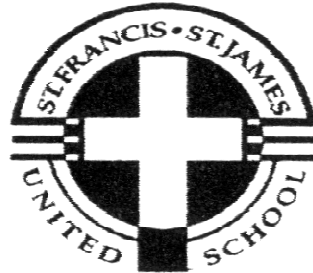


PARENT – STUDENT HANDBOOK 2007



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INTRODUCTION

St. Francis - St. James United School is a PARTNERSHIP of parents, staff and students working together to promote quality education in a faith-filled environment. This Parent - Student Handbook provides the basis for the operation of our school and outlines the standards for parent, staff and student involvement. Adherence to these guidelines will promote the spirit of commitment and cooperation, which has always been characteristic of our school community.

MISSION STATEMENT

St. Francis - St. James United Catholic School is a living faith community. Under the guidance of the Holy Spirit, we endeavor to provide an environment in which each child can grow spiritually, morally, intellectually, socially, aesthetically and physically.

PHILOSOPHY

We, at St. Francis - St. James United School, believe:

- that Jesus is Lord of our lives.
- that integration of our basic Christian principles is fundamental to our unity in the Catholic faith.
- that the unique development and growth of self-esteem, respect and talents in each individual are vital for Christian living.
- that in relating in varied ways we come to know, care for and serve one another.
- that quality education in a Christian environment requires diverse modes of teaching which prepare children to face the
- future as contributing members of society.
- that living out principles of peace and justice is essential to true Christian living.
- that the staff complements the parents in their role as the primary educators of their children.

GOALS

I. We build and strengthen a Christ-centered community in school and at home through prayer, religion class, liturgical worship, and an atmosphere of Christian living.

II. We provide an atmosphere in which students can develop an acceptance of and respect for self and others.

III. We establish and maintain communication with home, school, parish, and community.

IV. We provide a child-centered curriculum and a learning environment which supports, challenges, and meets the immediate and future needs of each student.

V. We respond to the Catholic Church's teachings on peace and justice education, beginning with family and school communities and extending to the world.

SCHOOL ACCREDITATION

St. Francis - St. James United School is accredited through the Minnesota Non-Public School Accrediting Association. Annual reports are submitted to this agency in order to meet Association standards.

SCHOOL HISTORY

St. Francis - St. James United School, located in the heart of the West Seventh Area, is a real tribute to a community of people who were and still are willing to rethink and reshape long-held traditions in order to create a future of Catholic education for years to come. In 1990 two neighborhood schools, St. Francis de Sales (106 years old) and St. James (77 years old) consolidated. The school was named St. Francis - St. James United School with Grades K-2 located on the St. James Campus and Grades 3-8 on the St. Francis Campus. This change was not easy but was accomplished with good will and dedication.

In the fall of 1997, a new vision for the school began to emerge with the formation of a Blue Ribbon Committee: Goals 2000.

After considering the ever increasing financial needs and the aging population in both St. Francis de Sales and St. James parishes, a decision was made to lease out the St. James Building and move Grades K-2 to the St. Francis Campus beginning in the 1998-99 school year. Again this change was not easy but was accomplished with good will and dedication!

The future of the West Seventh Area looks promising with the West Seventh Federation active in the planning of a number of large housing developments for the area. Thus, St. Francis - St. James United School should thrive! Then again in the Spring of 2006, the parish leadership decided to switch school buildings with TCA. SFSJUS re-opened in September of 2006 at the St. James site.

PEACE SITE

On September 15, 1999, St. Francis - St. James United School was dedicated as a Peace Site. Working with a community organization called Partners for Violence Prevention, the efforts of students and faculty led to this honor given by World Citizen Inc. The purpose of becoming a Peace Site was to support the mission of the school and be a visible peaceful place in the community. The school community strives to promote peace locally and throughout the world.

ORGANIZATIONS

BOARD OF EDUCATION

The purpose of the St. Francis - St. James United School Board of Education is to develop and define policies to govern the operation of the school. Areas of concern addressed by the Board are administrative policies, budget / finances, public relations, development and long range planning.

The Board shall be comprised of five (5) members from St. Francis de Sales Parish, five (5) members from St. James Parish, and one (1) non-parish member. The membership can fluctuate with any changes in enrollment. The pastor and the principal are ex-officio, non-voting members. Two-thirds (2/3) of the elected Board Members must be parents of children in St. Francis - St. James United School. Board Members are elected to serve a three (3) year term. Board Members may not serve three (3) consecutive full terms.

All regular meetings of the Board are open to members of the parishes and parents of children receiving their education under the auspices of the parish. Those wishing to address the Board should submit their petitions at least two (2) weeks in advance of the meeting for approval by the chairperson. Meetings are held monthly, usually the second Wednesday of the month at 6:00 p.m., in the school faculty room.

HOME and SCHOOL ASSOCIATION

HAS unites the efforts of parents/guardians and faculty to obtain for each child the best education possible in spiritual, academic, physical and social areas, and ensures continued presence and growth of Catholic education in the West 7th area.

All parents of children attending St. Francis - St. James United School are urged to become members of this group. A HAS Newsletter is published periodically which includes articles from our teachers.

ADMISSIONS

ADMITTANCE

We will guarantee acceptance of all current students for the following year provided the registration procedure is completed by mid March. Parents who are unable to meet this deadline should notify the school no later than the mid March registration deadline in order to secure a position.

Beginning after the mid March registration deadline we will start accepting registration applications for Grades K-8 from new families. New students will be accepted on a first come, first serve basis according to the following priority list:

1. Children who have siblings currently attending St. Francis - St. James United School.
2. Children of families who are registered members of St. Francis de Sales or St. James Parishes.

3. Children of families who are registered members of St. Stanislaus Parish.
4. Children of other parishes/faiths.
5. New families who have met tuition obligation at other Catholic Schools.
6. Student admittance will be on a probationary period of one quarter.

FUND RAISING

With the cost of educating a child far exceeding the amount of tuition charged, the difference is covered through parish subsidy and fund raising. Although fund raising represents less than 10% of the revenue required to operate the school, it is a very important factor in keeping a balanced budget. The Fund Raising Committee which is part of HAS will plan various fund raising activities during the school year. In order for the different activities to be successful, the cooperation of everyone, parents and students, is both expected and required.

KINDERGARTEN / FIRST GRADE ADMISSION

Students admitted to Kindergarten must be five (5) years old on September first of the school year. First Graders who have not attended kindergarten must be six (6) years old on September first of the school year. All Kindergarten students and new First Grade students are required to present a birth certificate as well as a health record at the time of registration. Proof of immunizations must be presented before the first day. Students who enter at other grade levels are required to submit the same records.

St. Francis - St. James United School requires a Baptismal certificate at this time, also. Original certificates will be returned.

Immunizations: All children entering a Minnesota public or non-public school for the first time must be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, and hepatitis B. These requirements may be waived only if properly signed medical exemption is filed with the school. The law requires a school to exclude any child who does not meet these requirements.

NEW STUDENT ADMISSIONS GRADES K-8

We welcome a new student's admission to our school program on a trial basis. To help in adjustment, a new student's progress, effort, behavior, achievement, and status will receive extra attention and review after one (1) quarter or eight (8) weeks. At this time, the faculty and principal decide to continue monitoring the student's progress or end this probationary period. In rare cases a student may be asked to leave St. Francis - St. James United School if we cannot meet the student's need or if insufficient progress has been made.

NON-DISCRIMINATION POLICY (Board Approved December 8, 1999)

St. Francis - St. James United School admits students of any gender, sexual orientation, race, national/ethnic origin, religion or disability to all the rights, privileges, programs and activities made available at the school.

St. Francis - St. James United School does not discriminate in the administration of its educational policies, athletic or school administered programs.

RELIGIOUS EDUCATION

The formal study of the Catholic religion, as well as curriculum which reflects Catholic values and traditions, are integral parts of our total education. It is St. Francis - St. James United School policy that all students, including non-Catholics, participate in religion classes and attend liturgies and other Church related activities. Classes take turns preparing the liturgies. The days and times are announced at the beginning of the school year. Parents/guardians are encouraged to attend the school Masses whenever their schedules permit. When Holy Days fall on school days, the students will attend Mass. Classroom instruction is provided to prepare students for receiving the sacraments of First Reconciliation, First Eucharist, and Confirmation.

TRANSFERS

Parents are asked to inform the school office as soon as possible when transferring a child to another school. All records will be sent directly to the new school on request of that school, but only after parents sign a record release. School Board policy requires that all tuition be paid before release of records. All school records (excluding health) will be withheld until tuition obligations are paid, including eighth (8th) grade records to high schools.

TUITION (Board Approved September 11, 1991)

Tuition payments are to be made monthly, starting in August prior to the start of the school year with final payment made in April prior to the end of the school year. Arrangements for financial assistance must be made within the specified time. Information is made available at registration. A limited amount of tuition aid is available. Timely payments of the total tuition obligation are important and necessary for the successful operation of our school.

GUIDELINES (April, 2003)

1. Payments

- a. Tuition payments are made August through April (nine payments) or July through June (twelve payments) by the 20th of each month.
- b. There will be a 5% discount if total tuition is paid by August 20th.
- c. Monthly billing statements will be sent.
- d. There will be a late fee of 10% for payments not received by the due date.
- e. A \$20 service charge will be assessed on any dishonored checks. An additional charge may be assessed after 30 days.

f. To be considered for parish rates, parish envelope numbers must be on the contract.

Tuition and other fees will be determined by April of the school year for the upcoming school year.

REGISTRATION FEE: \$50 per child (non-refundable)

Art/Science/Math ACTIVITY FEE: \$50 per child (non-refundable)

PAYMENT SCHEDULE can be either – 9 Months or 12 Months

St. Francis and St. James will follow the practice of neighboring parishes in defining what it means to be an active, contributing member of the parish eligible for the In-Parish Tuition subsidy. To qualify, a family must regularly participate in Sunday worship at the parishes, be active in some form of volunteer service to the parish. New families entering at a later date must pay the registration fee. Full tuition for the month will be charged if enrollment is before the 15th; after the 15th, that month's tuition will be one half.

Tuition Policy (Board Approved March 8, 2000)

St. Francis - St. James United School will not permit any student to be registered during open registration for the upcoming school year if there is any outstanding tuition from past years (this does not include the current year of enrollment). St. Francis – St James United School will also not permit any student to begin classes at the beginning of the new school year if any tuition is past due.

654.2

UNIFORM POLICY

UNIFORM DRESS CODE POLICY

In keeping with St. Francis - St. James United School's goal to create an environment in which students have an opportunity to experience equality, we maintain a uniform dress code. This dress code is also for students to present an image of themselves. Students are to be neat, clean and well groomed. Should a question arise, the administration will make the determination. Occasionally the administration will designate a day on which students may be out-of-uniform. The appropriate attire will be determined at that time. Students are expected to wear the uniform on school trips unless otherwise stated.

Boys K-8

Trousers - navy blue - cords or twill

Socks - navy blue or white

Girls K-8

Red/green/yellow plaid jumper grades K-5, skirt grades 6-8(appropriate length)

Slacks - navy blue - cords or twill

Blouse - yellow oxford - short /long sleeved or knit (same as red)

Socks - navy blue, yellow, white, red - knee-highs, anklets, tights

Headbands should be neat, clean and not excessive or distracting

Make-up: Grades K-5 are not to wear make-up. Girls in grades 6-8 may wear a small amount suitable to their age.

All students

School sweatshirt

Plain navy sweater

Red knit shirt - short/long sleeved

September and May (weather permitting) - navy walking shorts of appropriate length

Red turtleneck is optional

Shirts/blouses must be tucked in

No excessive or distracting body ornamentation

No excessive, distracting or unsafe footwear

No dangling earrings, studs only.

All articles of clothing should be marked with the student's name.

Students' hair should be neat, clean and presentable and should not be cut or arranged in a way that is distracting.

Girls should remove extra sweaters, shirts, blouses, jeans and other colored pants worn under the uniform. Boys are to remove extra sweaters, shirts, etc. worn under the uniform.

For health reasons, students are discouraged from wearing sweatshirts during very warm weather. Teachers may request that students not wear their sweatshirts when the temperature within classrooms is uncomfortably warm.

Non-Uniform

Out-of-uniform passes may be used only on the day designated by the principal.

However, if the class is going on a field trip where uniforms are being worn, the out-of-uniform pass may not be used. Students may not wear attire with any inappropriate language or illustrations.

If it is necessary for students to be out-of-uniform without a pass, parents must send a note with an explanation. If a student comes to school two times without a written excuse, he/she will not be eligible to participate in the next out-of-uniform day.

Board Approved: December 8, 1999

Board Revised: February 12, 2003

Board Revised: October, 2006

GENERAL INFORMATION

ABSENCE

When illness or serious obligation necessitates absence, the following procedure is to be followed:

- Parents are required to call the office before 8:00 a.m. on the day the child is absent and report the reason for the absence if the school was not previously notified. The school has voice mail so a message may be left anytime. If it is known at the time of

the initial call that the illness will require several days of absence, one (1) call is sufficient.

- On the day a student returns after an absence, a written note is required which states specifically the reason for the absence and bears the parent's signature. The note is to be given to the homeroom teacher. The school is required to keep a written excuse on file.
- In the case of a prolonged absence due to illness [fifteen (15) or more consecutive days] the principal should be notified so provisions can be made for homebound tutoring. If a student is absent fifteen (15) whole days in one (1) quarter without a signed doctor's excuse, parents will be requested to attend a conference with school personnel within one (1) week. At this time we will determine how schoolwork missed can be, if possible, completed. If this conference does not occur and/or no agreement regarding missed work is made, the student may not receive credit in those classes.
- It is the student's obligation to procure and complete work missed during the absence. For pre-arranged absences (not illness or serious obligation) the make-up work for credit must be made up within six (6) school days after returning. If the work is not turned in on time, the students will receive a lower grade and may receive a failing grade (F) for those assignments. Advance assignments are not to be expected. If a child is being taken out of school for a vacation, it is the responsibility of the parent to request the leave through the school office at which time he/she will be given a Leave Agreement Form to be completed and signed by the parent before the child leaves on vacation. The make-up work responsibilities will be spelled out on the form.

ARRIVAL / DISMISSAL

Students being transported by car and/or walking should not arrive at school until 8:00 a.m. There is NO supervision on school property until that time. Students should be dropped off in front of school on View Street. Students are not allowed to enter school until the 8:00 a.m. bell rings without permission of the supervisor and/or another faculty member. Permission must be gained the day before except for inclement weather.

Parents may accompany kindergarten students into school the first two weeks. By the third week of school, the child is expected to be walking into the school and classroom alone. All students will be dismissed from the View Street exit.

Adults picking up children at dismissal are to park along View Street. Do not park across the street or in the bus-loading zone. Students are not allowed to jaywalk.

The school cannot assume liability for students' safety to and from school.

ATHLETICS

The athletic program at St. Francis - St. James United School offers the opportunity for students with athletic ability to represent their school in athletic competition with other schools. It also provides the students the opportunity to:

1. Develop and improve their team and individual sport skills.

2. Display a positive attitude and good sportsmanship qualities to opposing teams, coaches, officials and other team members.

Commitment: All participants are expected to attend all practices and games. Participation in other activities should not conflict with scheduled games or practices. Participation in other activities may constitute an unexcused absence.

Unexcused Absence: A student receiving an unexcused absence may be disciplined by not starting in the next game or missing game time.

Teams: Sport teams depend on the number of participants in each sport each year. The number of teams offered may vary from season to season. Athletic ability, attitude and academic progress are some of the factors in considering placement of a competitive team. St. Francis - St. James United School is affiliated with the Catholic Athletic Association for the purpose of interscholastic athletic competition and must adhere to guidelines for the CAA regarding team eligibility on the basis of grade level. The final decision regarding team placement will be determined by the coach and athletic director. As teams become more competitive at the "A" level, some teams members may not play as much as others.

Season Sport Student Grades (These teams will be adjusted based on enrollment and number of student athletes.)

Fall Soccer Boys 5,6,7,8

Fall Volleyball Girls 6, 7, 8

Winter Basketball Girls 6, 7, 8

Winter Basketball Boys 6, 7, 8

Winter Intramural BB Girls/Boys 3, 4, 5

Spring Softball Girls 6, 7, 8

Spring Baseball Boys 6, 7, 8

Spring Track Girls/Boys One-Day Meet 6, 7, 8

A student must be making progress toward meeting the school's academic standards in relationship to his/her ability. It is the discretion of the principal and the athletic director to determine if the student is eligible to participate.

ATTENDANCE

All absences disrupt the sequence of learning for your child and for this reason absences for vacation or special activities are discouraged. If dental, medical, or other important pre-scheduled appointments must be handled during school hours, the school office must be informed by phone or written note concerning the matter. Students are not allowed to leave the school building during school hours unless a parent or delegated adult first reports to the office.

BICYCLES

Students in Grades 3-8 may ride bicycles to school with parents' permission. Bicycles must be locked and placed in the bike racks. The school is not responsible for damaged or lost bicycles on the school grounds. Bicycles may not be taken into the school building.

Once the student arrives on the school grounds, the bicycle is to be placed in the rack and not removed until afternoon dismissal. The bikers must cross with the walkers in the patrol lines. Skateboards, roller blades, and scooters are not allowed.

BOOKS

Some textbooks are purchased by St. Francis - St. James United School through District #625 and are on loan to students. Since it is financially impossible to purchase a complete set of textbooks each year for each student, it is expected that each student will take proper care of the books on loan. Writing in textbooks or marking up covers and pages is considered misuse of property. Students are required to pay for damaged/lost books. General school supplies are furnished by each student. Each student is given a list of required supplies for his/her grade level and is expected to maintain the supplies throughout the school year. A school or tote bag is required for taking books home. Due to limited storage, oversized book bags are not allowed. Bags with wheels are not allowed.

BUS

It is the policy of the St. Paul Public Schools to follow the provisions of Minnesota Statutes regarding transportation. To be eligible to ride the school bus, students must reside over one mile walking distance from the school building where they attend classes. Transportation to and from school, home or approved day care residence is provided only for "eligible" students (not "guests"). Students may not be dropped off for other activities such as Scouts, Kid's Club, etc. Ineligible students may not ride the school bus for any reason, which includes going to the home of a friend. If ineligible students are found riding on route busses, they will be immediately removed from the bus and may be charged with criminal trespass pursuant to statute.

Each eligible student is responsible for being familiar with his/her drop-off location and for leaving the school bus on the return trip at this location. Each eligible student is responsible for being at the assigned pick up point at least five minutes prior to the scheduled pick up time. The school bus driver cannot block traffic and wait for late students. Students must obey bus rules.

For further information, contact the St. Paul Public School Transportation office at (651) 696-9600. Bus evacuation drills are held under the supervision of the St. Paul Public Schools.

St. Francis - St. James United School follows the discipline code adopted by the public school regarding bus riders. A complete copy of the procedure is titled "Protect Your Riding Privileges/ Student Responsibilities" and is available from the St. Paul Public Schools Transportation Department. A summary is at the end of this handbook.

COMMUNICATION

- Conferences/Report Cards:
Parents are informed of their children's progress through parent-teacher conferences and report cards. Conferences are scheduled during the first and third quarters of the school year. If a parent wants more time than the regularly

scheduled conference, they should indicate this on the request form or contact the teacher. Report cards are issued to students in Grades 1-8 quarterly; Kindergarten for the 2nd, 3rd and 4th quarter.

- The grading code used in Grades 5-8 is as follows:
 - A 93 -100% Produces consistently superior work
 - B 85- 92% Exceeds grade level requirements
 - C 77 - 84% Meets grade level requirements
 - D 69 - 76% Does not meet grade level requirements
 - F 0 - 68% Failing

- The grading code used in grade 4 is as follows:

- A 92-100
- B 83-91
- C 74-82
- D 65-73
- F below 65

- Symbols to be used in Grade K – 3 or in specialty classes:
 - O Outstanding I Improving
 - S Satisfactory U Unsatisfactory
- Modified Curriculum

*Modified Curriculum: parents will be consulted if teachers believe this will provide a better education for the child.

- Handbook Agreement:

The Parent Student Handbook is an important component of communications. All families must sign and return a form indicating student and parent have read and agree to handbook contents. This form will be presented at registration time.

- Information Sent Home:

Communications will be sent home from the school with the YOUNGEST child in the family via a folder. The folder will contain pertinent information regarding school events, fundraisers, lunch menus, calendars, meetings, policy changes, etc. This is the main communication line between school and home. Folders will be sent home weekly. The folder is to be returned to school the following day. Students who do not return the folder will be charged 50¢ for a new one. Students are expected to return the family folder to the teacher who gave it to them.

Articles/flyers to be added to the folder must be in the school office by Tuesday.

- Mid-Term Reports:

Students in grades 4-8, who are doing unsatisfactory work, will be issued a mid-quarter report, which is to be signed by the parents and returned to the classroom teacher on the following school day. Consequences for not returning the slip: first day-phone call to parent by teacher; second day-white or pink slip.

Parents and teachers are urged to communicate more frequently as the need arises. Early contact may ward off more serious problems.

DIRECTORY

HAS usually distributes a family directory with parent and children's names, addresses, phone numbers and child's (ren's) grade.

Occasionally, there may be calls from other organizations also for this information. The Publicity/Directory form must be signed and returned. This form is found in the first communication envelope. The office then knows whether the above information can be published or not.

DISCIPLINE

Discipline is training, beginning in the home, which develops self-control and character. The school supports and reinforces parents in their role as the primary educators of their children. For Christians, the development of discipline includes values, respect for self, other people, property and positive attitudes, particularly toward prayer and worship.

In accordance with the policy of respect for each individual at our school, teachers / support staff are expected to use their authority in a thoughtful, Christian manner. Corporal punishment by teachers / support staff is not permitted. Reasonable physical force may be used upon a student when deemed necessary for restoring order, prevention of harm to the students and/or others, and protection of school property.

Each student makes choices about their behavior. Students at St. Francis - St. James United School are asked to make these choices on the principles of respect for all people and property.

Respecting people includes but is not limited to the following behaviors: being friendly, polite and helpful to any visitor and school community members, using good manners, obeying teachers in an appropriate manner; speaking respectfully about everyone; and not disturbing others when in hall, class, and lines. Respect includes being attentive to another's response to our actions. If a student asks another student to stop saying or doing something that is disturbing to them, respect requires honoring that request.

Respecting property includes but is not limited to the following behaviors: not going into other people's books, bags, lockers, etc., being careful not to mark or damage books, desks, or school building; and keeping tables/lockers/cubbies, etc. in an orderly manner.

A student whose willful conduct significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn may be removed from the classroom to another supervised location. A student may be removed also for willful conduct that endangers surrounding persons, including school employees, the student or other students, or property of the school. MN Stat. §1121A.61.

This includes verbal and/or physical behavior. Other consequences are explained throughout this handbook. If the behavior seriously threatens the student him/herself and/or another person, the student may be immediately suspended.

Whoever assaults a “school official” while the official is engaged in performance of the official’s duties is guilty of gross misdemeanor. “School official” includes teachers, school administrators or other employees of public and private schools. MN Stat. §609.2231

- **Consequences for Unacceptable Behavior:**

In Grades 6-8, responsibility referrals are sent home when students do not complete and/or hand in assignments on time. **THESE MUST BE SIGNED BY PARENT AND RETURNED THE NEXT SCHOOL DAY.*****

Discipline warning slips are given for behavior that disrupts the learning process and/or the rights of other people and/or property.

Any teacher who observes student(s) not following school rules in the halls, in the lunchroom, and/or the playground may give a discipline slip to that student. **THESE MUST BE SIGNED BY PARENT AND RETURNED THE NEXT SCHOOL DAY.*****

*****AFTER A WRITTEN OR PHONE CALL WARNING, UNSIGNED RESPONSIBILITY OR DISCIPLINE SLIPS WILL RESULT IN STUDENT DETENTION.**

Detention may be given without a warning slip for a serious offense. Samples of both slips are included at the end of the handbook.

1st and 2nd Offenses: A discipline warning slip is issued to the student. No detention is given. Students may receive two (2) warning slips per semester before a detention is given. This warning slip is to be signed by parent/guardian and returned to the homeroom teacher on the following day. Failure to return the slip the following day will result in a detention.

3rd Offense: A detention slip is given. Detention slips are to be taken home, signed by the parent/guardian and returned to the homeroom teacher on the following day. Failure to return the detention slip the following day will result in another detention.

Grades K-4: students in these grades serve Detentions from 2:40-3:10 p.m. on the following day.

Grades 5-8: students in these grades serve Detentions from 7:15-8:00 a.m. on the following day. For this detention, students in grades 5-8 must be accompanied by a parent/guardian. (This is required not to “inconvenience” but rather to “involve” the parent/guardian in trying to change a student’s behavior.) Upon signing in the student with a teacher at the school office, the parent/guardian is free to leave the building. The detention is not considered served unless both the student and parent/guardian arrive at 7:15 a.m. Failure to serve detention will result in two consecutive days of detention. Patrols must get their own substitutes if duty and detention fall on the same day.

4th Offense: Detention and call to parents by the student.

5th Offense: Detention and conference with parents, student, teacher, and principal scheduled by the homeroom teacher.

- **Positive Rewards:**

Positive reinforcement for appropriate behavior and academic progress is an integral part of the over-all school plan. While some rewards may be material in nature, teachers/staff praise and encouragement are considered the finest form of reinforcement.

FIELD TRIPS

Field trips expose the students to a wide variety of valuable learning experiences and will be incorporated into the curriculum when and where appropriate.

Guidelines for proposed field trips include:

- Distance traveled should be realistic in terms of the age of students, cost and time involved.
- Principal's approval is required.
- Effort must be made to avoid conditions that may be hazardous to students.
- Adequate supervision is required.
- Transportation costs and other fees maybe assumed by the students.- Signed parental permission must be on file (not a phone call).
- A student may be denied the privilege of partaking in a field trip by reason of his/her misconduct or studies not completed.
- Reservations, tickets, etc. for field trips are arranged in advance, therefore refunds to students cannot be issued.

GRIEVANCE PROCEDURE

Stage I

If at all possible, complaints, disputes or disagreements should be resolved on a person-to-person level. If this cannot be accomplished, the following steps should be taken by the person seeking relief:

1. Contact the respondent's immediate supervisor. If there is no relief, then
2. Discuss the problem with the next level of administration.
3. Any complaints to the school board concerning personnel or curriculum should be referred to the principal for resolution.

Stage II

1. The request to begin the next stage of the local conciliation procedure must be made in writing to the school administrator by the person seeking relief within ten (10) working days after conferring with the last level of administration (pastor or canonical administrator).
2. The local conciliation committee will be made of three (3) persons: one designated by the pastor; one designated by the respondent; and one designated by the person seeking resolution.
3. The local conciliation committee will meet in a time period not to exceed fifteen (15) working days of being formed to receive evidence and make recommendations. The

committee shall have the discretion to determine whether evidence shall be written, oral or both.

4. At the conclusion of the meeting, and upon due consideration (discussion, thought, prayer), the committee will write a summary of the meeting and make its recommendations in writing to the administrator who in turn will determine that no parish and/or school policies have been altered or amended. The recommendations will then be forwarded to all concerned parties.

5. The local conciliation procedure should be completed within twenty-five (25) working days. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the local conciliation committee.

Stage III

If the complaint, dispute or disagreement is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan

Due Process procedure.

Board Approved: October 10, 2001

Board Reviewed: May 19, 2003

GUM CHEWING

This is not allowed in the school, on the school grounds or during performances.

HOMEWORK

Homework is assigned to help and encourage students to reinforce basic skills, pursue individual talents and interests, supplement classroom experiences, and to develop independence and responsibility. Home study is also helpful to keep parents in touch with the school's program and with their child's progress.

Generally homework will be assigned daily. We try not to overburden the students with homework, since we know that there must be time for many other activities in the home. Maximum assigned homework should not exceed 20-30 minutes for grades 1-3, 45- 60 minutes for grades 4-5, and 1 1/2 hours for grades 6-8. We ask parents to call the teacher if a child is spending too much time on homework. It may be that the student is not using time well in school, that he/she is prolonging study time unnecessarily to avoid other responsibilities in the home, or that the teacher assigns too much work. The positive effects of homework come from teachers, students and parents working together.

- **Teacher Responsibilities:**

- Communicate to student and parents/guardians homework goals and expectations.

- Set clear and concise expectations concerning assigning, returning and evaluating homework.

- Coordinate long- term projects and chapter tests with other teachers with whom the students work and who may assign homework.

-Assign appropriate work according to student's needs.

- Student Responsibilities:

- Know and understand the purpose of the homework assignment.

- Copy assignments into an assignment notebook (Grades 3-8).

- Complete and return assignments.

- Assume the responsibility that goes with independent assignments as opposed to group assignments.

- Parent Responsibilities:

- Maintain a positive attitude toward learning and the value of homework.

- Be aware of the homework policy and individual teacher requirements.

- Help your child find time and a study area that is quiet and relatively free of distractions.

- Be patient with your child and praise him/her for any effort.

INTERNET POLICY (Board Approved April 18, 2001)

All students and parents will sign an Internet agreement prior to the student being allowed to use the Internet. This agreement will be updated annually. (Policy implementation procedure in appendix.) By state and federal law, school sites must use software filtering technology to block material reasonably believed to be obscene or child pornography. Students involved in Internet activities including, (but not limited to) threats to students, school employees or school property, are subject to discipline procedures. This also applies when the activity is generated from home-based computers and disrupts the school learning environment.

LATE ASSIGNMENTS

Grades 1-4: the classroom teacher will determine Consequences.

Grades 5-8: During the first quarter, one-day late assignments will be accepted with a 10% penalty. During the remainder of the school year, late assignments will be accepted for half credit. At the end of the quarter, missing assignments will be graded as failing.

LOST & FOUND

Students should have all their clothing and materials (lunches and backpacks) well marked. Lost articles are displayed outside the school office. Students should check in the office before and after school if they have lost an article. The school is not responsible for lost or stolen items.

LUNCH

A hot lunch program will be offered if possible each year. The price per meal will be determined by the opening of school.

a. Monthly you will receive a menu; this menu can serve as your "home calendar".

b. Lunch tickets are purchased in the school office. These are twenty (20) day punch tickets. You do not have to purchase twenty punches and once and the ticket does not

have to be used on consecutive days. Students are responsible for knowing when they are running out of punches. Students must have a ticket to eat lunch.

c. There is NO CHARGING and no borrowing of punches (except for siblings).

d. YOU WILL BE NOTIFIED IF HOT LUNCH NEEDS TO BE CANCELLED ON A GIVEN DAY.

A. On the last Friday of the month, we will celebrate all the birthdays for that month. Everyone will receive birthday cake or a special treat. When we order out for food. The cost for the meal will be \$2.00.

B. Students may bring a cold lunch.

a. When packing lunches from home, please keep in mind the child's ability to open the containers/packages you have sent.

Lunchroom supervisors are not available to open all packages or containers students cannot open themselves.

b. No glass items or sharp knives may be sent.

c. Lunch bags, thermos, etc. should be labeled with student's name and grade.

C. General guidelines:

a. No refunds will be given.

b. Sharing of food is not allowed due to health and safety concerns.

c. No pop is allowed at lunch.

d. In fairness to all students in the lunchroom, "fast food" is NOT to be brought in for the students.

e. Money is to be sent to the office in an envelope and labeled.

Example: Hot Lunch Rappe Family

Jess grade 5 Jed grade 2

MILK

Students may buy milk for lunch under the Special Milk Program. Milk will be ordered and paid in full for the entire year during the month of September. No refunds will be given on milk money during the school year. Under a Special Milk Program, kindergarten students will receive milk every school day for morning snack time at no cost. Kindergarten milk for lunch must be purchased. (MILK COST WILL BE \$10.00 per child or adjusted with cost of milk to the school each school year)

MONEY COLLECTION

The procedure to be followed whenever money is sent to school with your child is as follows:

Mark and seal the envelope with: 1) Student's Name 2) Grade 3) Purpose and 4) Amount.

Use a separate envelope/check for each purpose. Families may send one (1) check if names and grades are marked. Deadlines for collecting money are firm and must be observed. Send the correct amount of money.

PARTIES

Classroom parties are held to a minimum and require permission from the principal and the teacher. Birthday treats for classmates are permissible. Regarding edible treats, the State Health Department rules that all treats are to be commercially baked and candy is to be individually wrapped. Due to the messiness involved, the teachers in Grades K-2 ask that cakes not be brought as birthday treats.

Another birthday suggestion would be to buy a book for the classroom with your child's name inscribed. Birthday invitations that do not include the whole class should not be distributed at school. In fairness to all students, you are asked not to send big birthday gifts to the school such as a bunch of balloons, bouquets from a florist, or to take your child out for lunch.

PHYSICAL EDUCATION

Physical education is an integral part of our program. The curriculum challenges the students to learn in the intellectual, emotion and social realm as well as the physical. Students are expected to actively participate. A physician's note is necessary for a child to be excused from active participation more than three (3) days. A parent/guardian written excuse will allow non-participation for two (2) consecutive days only. Students who present this excuse will be expected to watch quietly from the sidelines during class time.

PICTURES

Student pictures will be taken in the fall of the school year. Parents have the option of purchasing the pictures. A Memory Book, including class pictures, will be available for sale.

PEACE COUNCIL AND STUDENT COUNCIL

The student council, which consists of elected representatives from 5th, 6th, 7th and 8th grade classes, exists primarily to encourage responsibility and good behavior among the middle school students. Its top priority is to foster individual accountability. The student council has also become more active in service projects in our school. Examples are: Helping serve lunch on Fridays, morning prayer, collecting food for the needy, etc.

The Student Council also helps plan quarter rewards. Junior High Students are rewarded each quarter for good behavior and making responsible choices with a day out-of-uniform and an out-of-school activity. Students earn the responsibility reward by completing and turning in assignments on time, having the appropriate supplies necessary for class, showing respect to teachers and other students (see Student Code of Conduct in appendix). Failure to meet these requirements may result in a responsibility or courtesy mark. Each quarter, a student begins with zero marks. Students receiving ten (10) or more marks against them or an "F" on their report card will not be eligible to participate in the

quarter reward. If a student receives a detention, he/she automatically becomes ineligible for the quarter reward. In addition, (a) if a student has received ten (10) or more marks by Christmas, he/she may not participate in the Christmas party, (b) if a student has received five (5) marks by mid-quarter, he/she may not come out-of uniform on Valentine's Day, © if a student receives twelve (12) or more marks during the 4th quarter, he/she may not participate in Field Day.

Peace Council: St. Francis - St. James United School is a dedicated Peace Site. Interested students in the upper grades are invited to participate in various activities through the Partners for Violence Prevention.

PLAYGROUND & RECESS

Weather permitting; students have recess outdoors on a daily basis. To ensure the safety of all those on the playground area, students are expected to obey the staff supervisor(s).

- Students should come to school with appropriate apparel to be outdoors. During the winter this includes hats, mittens/gloves and, boots if there is snow. If there is snow on the playground area, and students have only tennis shoes, these students will stand on the side to avoid getting their shoes wet. Having a child spend the afternoon in wet shoes is not healthy so we are trying to avoid this situation.
- Students must stay within playground boundaries and are not allowed to leave the school grounds.
- Individual students are allowed to stay indoors during recess only with a written excuse and must be under teacher supervision. Parent/guardian may write an excuse for two (2) consecutive days. Any further duration requires a physician's note. If a child is to be inactive, he/she can stand by the supervising teacher during the outdoor period.
- Students will not go outside for recess on truly inclement days.
- Hardballs such as baseballs, etc. are not allowed. Only plastic balls and bats or soft rubber balls may be used on the playground. Frisbees are not allowed. Students are not allowed to bring equipment from home.
- If equipment lands outside the playground, a student must get permission from the supervisor to retrieve it.
- No food, including candy, pop or gum is permitted on the playground.
- Snowball throwing/kicking is not allowed.

PROMOTION / RETENTION

For students in grades K & 1, promotion/retention will be based mainly on academic performance, but other factors such as emotional, physical, and psychological maturity will be considered. Normally, students in grades 2-8 are not retained.

When a teacher observes a student who may be having difficulty doing grade-level work, a conference with the parents and principal will be arranged to discuss the student's situation. After reviewing school data, maturity level of the student, and the adjustments the student would have to make, the school staff, in close consultation with the parents, makes a recommendation. If the school staff makes a recommendation and the parents reject it, the parents will be required to sign a waiver to this effect.

PUBLICITY / DIRECTORY

There are times during the school year when pictures are taken or videos may be made. These would be used for publicity purposes or to produce promotional or educational materials. Within the opening of school information is a publicity/directory permission form. Parent/guardian must complete this form which tells the school whether the student may be a part of promotions.

SCHOOL CLOSINGS

St. Francis - St. James United School follows St. Paul Public School District #625 regulations regarding the closing of school due to inclement weather. WCCO Radio (8.30) carries this information. Listen to the radio. If the St. Paul Public School District closes, our school will do the same. Our school name will not be announced. If Public School District #625 does not call off school and our administration considers it necessary to cancel classes at St. Francis

- St. James United School, the administration will call in the information to WCCO Radio and our school name will be announced.

SCHOOL DAY

7:50-7:55 a.m. - School Patrols Crossing

7:55 a.m. - Bus Drop-Off

8:00 a.m. - Building Open to Students - First Bell

8:10 a.m. - Tardy Bell - Class Begins

2:35 p.m. - Afternoon Dismissal

SCHOOL LOCKERS

School lockers are school property. The school may inspect locker interiors at any time, for any reason, without notice and without student consent.

SCHOOL PERFORMANCES

The student body will participate in a Christmas Concert or a Spring Concert under the direction of our music teacher.

SCHOOL RECORDS

Parents or legal guardians may ask to review the contents of any records or data collected for their child. "Records" or "data" may mean any or all of the following: a) identifying data; b) academic work completed; c) level of achievement [grades, standardized achievement test scores]; d) attendance data; e) scores on standardized intelligence, aptitude, and psychological tests; f) interest inventory results; g) health data; h) family background information; i) teacher or counselor ratings and observations; and j) verified reports of serious or recurrent behavior patterns.

Procedure:

1. The administrator is provided a reasonable amount of time to reply to a request but not to exceed forty-five (45) days.
2. The administrator is responsible for determining which records or data will be accumulated in a student's file and the length of time required (retention).
3. The administrator (or delegate) will be responsible for maintaining in the student's file (subject to the parents' review) all written requests from authorized personnel and/or agencies, the purpose for which the information is requested and the specific records to be released.
4. The administrator (or delegate) will not release a student's records without the written consent of the parents. The law requires the release of all student information to a non-custodial parent unless prohibited by court order. A copy of this order must be on file in the school office. The only exception is in the case of a student transferring to another elementary or secondary school and upon request of the receiving school system for the student's records for which they (the receiving school) have a legitimate educational interest.
5. If a parent believes that information contained in the education records of the student is inaccurate or misleading or violates the privacy or other rights of the student, he/she may request that the school amend them.

SERVERS

Students who want to be servers must have their parents' permission and be willing to accept the responsibility. Students who are late or fail to follow the schedule will be withdrawn from the schedule. Servers should be in the sacristy fifteen (15) minutes before Mass begins. Eighth grade students are encouraged to help in the training of new servers.

STUDENT COUNCIL

Student Council is available to students in grades 5-8. Two (2) students are elected from each grade to serve on the Council and officers are elected from Grades 7 & 8. The group initiates activities, which benefit the school and larger community. Student participation in this program helps develop leadership, responsibility, and school spirit.

STUDENT PATROLS

- Guidelines for Patrols

Students in grades 6-8, trained by the St. Paul Police Department, will assist students on their way to and from school. It is a mark of honor and distinction to be a member of the patrol. Parents who have a child serving on the patrol are urged to give their fullest cooperation in encouraging and helping their child to carry out their duties. Students will serve as patrols on a quarterly basis. A list of substitutes and phone numbers will be given to each patrol. If a scheduled patrol is sick, he/she must call a substitute by 7:15 a.m. If a substitute cannot be arranged, notify the school office immediately at 228-1167. A patrol substitute must substitute satisfactorily a minimum of forty (40) times in order to be eligible for the Police Parade and Picnic in May. If a patrol is in school and needs a sub, a

form must be filled out and given to the patrol supervisor by 2:00 pm. A patrol may be dismissed from duty for behavior unbecoming a patrol or neglect of safety of the students being patrolled.

- **Guidelines for Students Being Patrolled**

Students being patrolled are expected to obey the student patrols and city regulations. All students in grades K-8 are expected to walk in lines and be crossed on the assigned corners by the patrols. Children are excused only if the school receives a written note

from parents granting permission for the child not to be part of the patrol lines. Jay walking by any student will result in a consequence. Students in Grades K-8 who ride in cars should be picked up in the parking lot on the north side of the building and not the street to avoid problems. For the safety of the students, do not park across the street or in the bus loading area. A student who will not be going home in their usual manner (walking instead of bus, riding with another parent, etc.) must bring a written note to the office prior to dismissal on that day. If the temperature/wind chill at 7:00 a.m. is minus 20 degrees or colder, the morning patrols will not report for duty.

SUSPENSION/EXPULSION POLICY (Board Approved December 8, 1999)

A student may be suspended or expelled for violation of school policy(s). A pupil may be dismissed for willful conduct that significantly disrupts the rights of others to an education or the ability of school personnel to perform their duties, or school sponsored extracurricular activities, or willful conduct that endangers the pupil or other pupils or surrounding persons including school employees or property of the school. MN Stat. §121A.45

Implementation:

A. Definitions

1. Suspension

Suspension is any action taken by the teacher, administrator or school to prohibit a student from attending his/her classroom or activity for a designated period of time. Work is assigned and must be completed by the student and turned in to the appropriate teachers. Out of school suspension will not exceed ten (10) days. A conference will be held with student, parents/guardian and principal before the student returns at which time terms for continued attendance will be agreed upon.

Expulsion

Expulsion is action taken by the school to prohibit an enrolled student from further attendance at school.

B. Process

1. Suspension

A pupil may be dismissed for willful conduct that significantly disrupts the rights of others to an education or the ability of school personnel to perform their duties, or school sponsored extracurricular activities, or willful conduct that endangers the pupil or other

pupils or surrounding persons including school employees or property of the school. MN Stat. §121A.45

- a. Investigation: includes informal conference with the student. The conference will not be held if it appears to the school that the student will create an immediate and substantial danger to him/herself, other persons or property.
- b. Preparation of a written notice of suspension, which outlines grounds for suspension, and period of suspension.
- c. Notify parents/guardians and student in writing of violation and suspension.
- d. Arrange for parent/guardian, student, and school conference.
- e. Opportunity for student to be heard occurs in a or d.

2. Expulsion

- a. Conduct prompt investigation (as in a above)
- b. Notify the student and student's parents/guardians in writing of the punishable violation, names of witnesses and report on facts to which each witness testifies, proposed expulsion, and date, time and place of hearing on expulsion (must be scheduled within ten [10] days of notice)
- c. At hearing, record statements, examine witnesses and documents. Student has opportunity to present his/her own defense and to produce testimony/affidavits of witnesses in his/her behalf. Student cannot be required to testify.
- d. Make recommendation to pastor.
- e. Pastor takes action on recommendation within five (5) days.
- f. Right to a hearing may be relinquished, abandoned or waived.
- g. In event of expulsion, tuition will not be refunded.

TARDINESS

1. Students not in homeroom when the tardy bell rings at 8:10 a.m. must report to the office.
2. A written excuse or phone call from the parent is required if a student is tardy.
3. Students who arrive later than 9:00 a.m. will be marked 1/2 day absent. Students who leave before 1:45 p.m. will be counted a half day absent. If students are tardy more than five (5) times parents will be called to arrange a parent conference.

TELEPHONE USE

Parents are encouraged to call the teacher at school if there is a problem they would like to discuss regarding their child. Since teachers are in the classroom during the day, it will be necessary to leave a message. The teacher will return the call as soon as possible, usually after dismissal. Likewise, the teacher will call you if there is a problem. Voice mail is available at all times.

Students are called to the phone only in an emergency. The message should be given to the secretary to convey to the student. If at all possible, parents should not call at dismissal time. This time is reserved for announcements. The office phones are not

available to students for personal calls except in case of sickness, detention, emergency or teacher's discretion.

TESTING

SFSJUS will utilize the Learnia Achievement Testing Program,(Harcourt-Brace) which is an on-line assessment in Math and Reading. Students will be assessed throughout the school year to help determined student learning.

TRAVEL PERMISSION WAIVER

In your first communication packet, you will receive a TRAVEL PERMISSION form to sign, which gives your child/children permission to travel between the St. Francis - St. James United School and the school neighborhood. Field trip transportation is a different form and specific to each event.

TRUANCY

Truancy issues are referred to the Ramsey County Attorney's Office. Under Minnesota State Law a habitual truant is a child under the age of 18 who is absent from attendance at school without lawful excuse for 3 or more class periods on 3 days may be referred to the TIP (Truancy Intervention Project).

VALUABLES

School insurance does not cover the loss of personal possessions; therefore, students are to refrain from bringing radios, tape players, cameras, cell phones, ipods, video games, cash, etc. to school unless requested to do so by the teacher.

VISITS

All parishioners and members of the community are invited to visit the school during Open House, special programs, and special events. Guests may visit classrooms during regular hours, but are requested to contact the office to set up an appointment.

Visitors should first report to the office. Students who wish to bring visitors to school must have the previous consent of the principal and classroom teacher. Visits by St. Francis - St. James United School middle school students to a junior high or high school are to be scheduled on days there is no school at St. Francis - St. James United. The school supports the idea of students accompanying a parent to work, but only on a day there is no school at St. Francis - St. James United.

PROGRAMS

ADVENTURES IN ART

Adventures in Art is an introduction to art history and art appreciation using reproductions from the permanent collection at the Minneapolis Institute of Arts. Parent volunteers present this program. The artwork pieces represent a broad spectrum of

medias, cultures and eras. They complement many of our curriculum areas - i.e. science, religion, language arts and social studies.

BOOK and CHESS CLUB

After school activities include clubs such as Chess Club and Book Club. Chess Club is an after school group for students in grades 2-8. It is led by volunteer parents and teaches strategy and enjoyment of the game. Book Club is led by Kathy Clark for students in grades 3-5. It also helps students learn about new books and to develop a love of reading.

CAMP WIDJIWAGAN

Students in grades 5 and 6 will participate in this program every other school year. Widjiwagan is an environmental education program situated in the heart of the “north woods” and on the edge of the Boundary Waters Canoe Area, near Ely, MN. Widjiwagan, founded in 1973, is run by the YMCA of St. Paul. Each year the sixth grade class is privileged to attend Widjiwagan. The class learns about trees, tracking, astronomy, orienteering, eco-systems, cooperative skills, and wilderness survival skills. The students learn from a hands-on approach while enjoying the beauty of the Superior National Forest. The class departs for Widjiwagan on Martin Luther King Day and returns the following Friday. Parents and students are responsible for the cost of camp and transportation. See “Field Trips” for further information.

LEARNING RESOURCES

- **ACADEMIC ASSISTANCE**

The following programs are in place to provide extra assistance to those students designated by the classroom teachers: Title I,

LaSallian Readers, peer tutoring, aid, classroom helpers, and leveled computer programs. Federal/State programs are described elsewhere in this handbook.

- **COMPUTER LAB**

The school has a PC computer lab for students’ instruction and use. All students receive regular instruction on how to use a computer. This instruction is integrated with our curriculum content areas.

- **LIBRARY**

Library is an important part of the school curriculum because our students can learn lifelong skills as well as literature appreciation. Students are encouraged to use the library as a supplement to their academic learning and as a source of reading enjoyment. The resources of our library include fiction and nonfiction books, videos, audio tapes, filmstrips, book and cassette kits and magazines. Each grade has a scheduled library period each week. Appropriate behavior and responsibility are expectations for library use. When checking out materials the check-out card should be signed with name and grade. If parents check out materials a phone number is requested. Materials may be kept for 1-2 weeks and may be renewed twice. Materials should be returned before others can be checked out unless special arrangements are made with the librarian. Students must

pay for lost or damaged materials and should report these problems to the librarian as soon as possible.

Our school also has bi-monthly visits from the local Book Mobile. Various classes will be able to withdraw books with their St. Paul Public Library Card.

SANDCASTLE

Sandcastle Childcare Center provides a Nursery School Program for children age three (by September) through five years. Sandcastle provides childcare beginning at 6:30 a.m.- 6:00 p.m. for children six weeks old through five years and after school care for children of school age. Information on extended care can be obtained by calling 651-293-3945.

SQUIRT

Sustained Quiet Uninterrupted Reading Time is a program designed to encourage students to become lifelong readers. This is a period of time during which students and teachers quietly read books. No studying/homework is done. Reading materials must be appropriate for age level and our school environment.

STATE and FEDERAL GOVERNMENT PROGRAMS

There are state and federal programs that non-public school students may participate in on an equal basis with public school children. These programs are administered through the local public school district. St. Francis - St. James United School receives state and federal entitlements allocated on a per pupil basis. Programs include:

- State Income Tax Deductions - Taxpayers may file for deductions for children's education expenses such as books, tuition, and transportation costs. Directions are included in State Income Tax Manual. Receipts are necessary.
- Shared Time Program - Non-public school students may be admitted by the school district to public school programs for part of the day.
- Textbook Aid (CHAPTER 396) – The Minnesota Textbook Aid Law of 1976 provides textbooks and standardized test materials to all non-public school students wishing to participate. The per pupil rate is based on the previous year's statewide public school average for similar materials. Materials must be for individual students' use, secular, neutral, and non-ideological, and not subject to use for religious purposes. Chapter 396 also includes Health Services for all grades and*

* Counseling Services for students in Grades 7 & 8. (Counseling for Grades 1-6 is provided through the Chemical Health Program.)

Federal Programs include:

- Special Needs: The special needs of students in the non-public school are addressed through the public school in three ways:
 1. Classroom teachers see the needs of their students and consult with the Special Education teacher assigned to the St. Francis - St. James United School building. Intervention may be suggested to meet the needs of the students. The needs may be in the area of academics, speech development, behavior, health or motor skills.

2. If the interventions are not successful, the student may be referred for assessment by either the school or the parent/guardian. If the school initiates the assessment, written parental/guardian permission will be required. Once the assessment is complete a meeting is set up to report on the results and possibly develop an Individual Educational Plan (IEP).

3. The IEP may be written with the goals to help improve the area of need. The services may be direct or indirect. Indirect service is done off site and transportation is provided by the public school.

- Title I: A federally funded program which provides supplemental instruction in reading and math to educationally disadvantaged students who reside in target school attendance areas. The assistance is provided through a Computer Assisted Instruction Program and/or teacher.
- Title II: Professional Development: Workshops for teachers
- Title IV- Safe and Drug-free Schools: Non-public schools receive monies, on a per pupil entitlement basis, for programs which address drug and safety.
- Title VI (Block Grant): Non-public school receive monies, on a per pupil basis, to be used for technology-related reform programs, professional development, and other student- directed improvement programs and materials identified in the school's improvement plan.

HEALTH & SAFETY

ACCIDENTS

Emergency cards must be filled out by each family and returned to school. Serious accidents, which occur on the school grounds, should be reported to the principal as soon as possible. The school personnel will administer minor first aid. If serious injuries are involved, 911 and the parents or persons listed on the emergency cards or paramedics will be contacted, depending on the judgment of the school personnel.

No student will leave the premises without notifying the office.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act- AHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos containing building materials. SFSJUS has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, SFSJUS shall continue to maintain a safe and healthful environment for our community's youth and employees. In keeping with this legislation, all buildings (including support buildings) owned by SFSJUS were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly. Furthermore, SFSJUS has completed its 3-year Re-inspection required by AHERA. Our buildings, where asbestos-containing materials were found are under repair, removal and Operations and

Maintenance. Federal law requires a periodic walk-through (called surveillance) every six months of each area containing asbestos. Also the law requires for all buildings to be re-inspected three years after a management plan is in effect. MacNeil Environmental, Inc will accomplish this under contract. Short-term workers (outside contractors-i.e. telephone repair workers, electricians and exterminators must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

SFSJUS has a list of the location(s), type(s) of asbestos containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to your Account Manager under contract with MacNeil Environmental, Inc., Burnsville, MN at 800/232-5209.

CHEMICAL USE & ABUSE POLICY 654.1a

The possession, use, and/or distribution by students of alcohol, tobacco or mood altering substance in any form is prohibited on school property, on school buses, at school sponsored events or while in school uniform. Students are prohibited from being under the influence of any mood altering substance, which has not been prescribed by a physician or taken with the permission of the student's parent or legal guardian.

Guidelines:

If any student attending St. Francis - St. James United School is found

1. Buying, selling, or giving away mood altering substance*,
2. Under the influence of mood altering substance,
3. In possession of mood altering substance while on school grounds or attending any school sponsored event. This same student will face immediate suspension by the principal.

The principal, in such an instance will

1. Immediately notify the parents/guardians of the child's suspension,
2. Keep the student under suspension until he/she is released to his/her parents/guardians,
3. Schedule a conference with parents/guardians and student to discuss the incident, and
4. Refer the parents/guardians and student to an appropriate agency for evaluation.

Before the suspension is lifted, the parents/guardians and student will be required

1. To provide valid proof that the student is receiving professional help from a drug-counseling agency as per evaluation,
2. To agree to being placed on six (6) months probation at the school (if summer vacation probation period will extend to the next school year), and

3. To agree to immediate expulsion from St. Francis - St. James United School if a second offense against the above-mentioned drug policy should occur.

If the principal receives a substantial report that any student attending St. Francis - St. James United School is

1. Buying, selling, or giving away mood altering substance,
2. Under the influence of mood altering substance, or
3. In possession of mood altering substance even though this student is not on the school grounds or attending any school sponsored event, the principal will

1. Notify the parents/guardians of this student about the report and
2. Schedule a conference with the parents/guardians and student to discuss the report.

Following the conference, the principal has the option of

1. Taking no further action,
2. Suspending the student until he/she receives a professional evaluation from an appropriate counseling agency,
3. Placing the student on six (6) months probation after drug counseling has been received or
4. Expelling the student from St. Francis - St. James United School if circumstances warrant expulsion and/or parents/guardians or student refuse to cooperate with the rules of the school policy.

- Mood altering substance includes any substance such as drugs or alcohol that substantially changes the behavior of the person taking them.

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Board Approved December 8, 1999

Board Revised: May 19, 2003

CHILD CUSTODY POLICY 655

In the event of a custody dispute, the school recognizes that while we may offer support and understanding to the parents, and security and consistency to the children, we must remain neutral on all issues regarding all custody disputes. It is the obligation of the parent(s) or legal guardian(s) to provide current documentation regarding any and all custody arrangements, as well as access restrictions. The school may also ask that parents complete additional information forms for use by classroom and office staff. As part of efforts to remain neutral, school personnel will give testimony or records to a third party only if a subpoena is received.

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EMERGENCY INFORMATION

1. Should an accident occur at school or your child become ill, the nurse/secretary will contact you. If neither parent nor non-custodial parent can be reached, the person you have listed in case of an emergency will be contacted. If none of the adults above can be

reached, your child will be transported to the hospital you have indicated on the emergency form and the doctor will be contacted. If no hospital is listed, your child will be taken to Regions Hospital. Due to the seriousness of this matter, it is important that parents inform the school of changes in home or work phone numbers.

2. In case of an emergency, which requires evacuation of the school building, students will be provided safe shelter in the Church.

Students will be dismissed only to parents or adults whose name(s) are on the emergency sheet.

FIRE DRILLS / TORNADO DRILLS / LOCK DOWNS

Fire and tornado drills are held as directed by law. Each schoolroom has a diagram, which shows emergency exits. In the case of a drill, all occupants, including parents, visitors, school staff and students are to proceed to the designated safe area in a brisk, quiet and orderly manner. In a real emergency, the same plan for exiting will be followed. Once in a safe location, either the administrator or emergency response personnel will give further directions. The faculty, staff and students will also practice a school lock down during the school year for safety concerning an unwelcome visitor to the building.

Further information is in the school Crisis Management plan that is available in each classroom.

HARASSMENT POLICY (Board Approved December 8, 1999)

St. Francis - St. James United School is committed to providing an environment that is free from harassment and intimidation of any kind. Sexual harassment and harassment on the basis of gender, sexual orientation, race, national/ethnic origin, religion or disability by a St. Francis - St. James United School student, faculty or staff member constitutes unacceptable behavior and is in direct violation of school policy.

Harassment includes:

- Behavior, which creates an environment of fear and/or hostility.
- Using sexual, racial or ethnic slurs against a student, employee, or visitor.
- Posting or distributing written or graphic material that is derogatory of a person.
- Defacing property, in a way that is derogatory of a person.
- Verbal and non-verbal communications that harass an individual because of the individual's sex, race, ethnic identity, color, religion, handicap, age, ability, etc.

Complaints by a Student or Employee

Any person who believes he/she has been harassed should report the incident(s) either orally or in writing to an administrator or a teacher. Complaint forms are available from administration. Students should report the incident to his/her parents, also.

When a complaint is received the administrator will review the complaint and will take appropriate action consistent with state and Federal laws and the policy of St. Francis - St. James United School.

Actions That Can Be Taken Against the Harasser

Violations of this policy will be cause for disciplinary action, including probation, suspension, or expulsion.

Sexual Harassment

Sexual harassment is a form of sex discrimination. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated, physical conduct or other verbal or physical conduct or communication. Sexual violence is a physical act or aggression that includes a sexual act or sexual purpose. Each local school shall maintain learning and working environment that is free from sexual harassment and sexual violence. It shall be a violation of this policy for any student or employee to harass a student or an employee through conduct or communication of a sexual nature. It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee. The local school will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the school.

Definitions

A. "Sexual Harassment" includes actions, conduct or communications, which could be perceived as unwelcome sexual advances, request for sexual favors and other verbal or physical conduct which is directed at an individual based on his/her gender when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or a student's participation in school programs or activities; or
- Submission to or rejection of such conduct by employee or student is used as a basis for decisions affecting the employee or student; or
- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or educational environment, or creating an intimidating, hostile or offensive employment or educational environment.

B. "Sexual Harassment" as set forth in Section A above may include, but is not limited to the following:

- Verbal harassment or abuse
- Subtle or overt pressure for sexual activity
- Repeated remarks to a person, with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or job
- Sexually explicit letters, notes, graffiti, gestures, and phone calls

C. Retaliation against a complaint for making sexual harassment or sexual violence complaint is prohibited. The school will discipline any individual who retaliates against any person who reports alleged sexual harassment or sexual violence, or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or

hearing relating to a sexual harassment or sexual violence complaint. "Retaliation" includes, but is not limited to, any form of intimidation, hostility reprisal, or harassment.

Procedure

The school encourages individuals to report alleged sexual harassment to an administrator; however, persons may choose to report allegations of sexual harassment or sexual violence to other persons at St. Francis - St. James United School such as immediate supervisors, teachers, and counselors. The school encourages a reporting party to use the report form available from the school office; however, individuals may choose to make reports verbally or in other written form. Filing a grievance or otherwise reporting sexual harassment or sexual violence will not reflect upon the individual's status, nor will it affect future employment, grades or work assignments. Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the local school should report the alleged acts immediately to an appropriate school official (principal). A timely and proper investigation of student sexual harassment complaints is essential. A detailed investigation report documenting interviews, conclusions and recommendations should be placed in a school sexual harassment file.

Advise complainant, alleged harasser and parents of the outcome of the investigation in writing. Warn the harasser in writing that he/she must not retaliate against the victim. Invite complainant to report reoccurrence or retaliation and monitor the situation.

A. A substantial charge of sexual harassment or sexual violence against an employee of St. Francis - St. James United School shall subject such employee to disciplinary actions, up to and including the possibility of discharge.

B. A substantial charge of sexual harassment or sexual violence against a student of St. Francis - St. James United School shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student disciplinary code.

Sexual Harassment or Sexual Violence as Sexual Abuse

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse pursuant to Minnesota law. In such situations, school personnel shall comply with Minnesota Statutes Section 626.556, Reporting of Maltreatment of Minors.

Notification

Notice of this policy will be incorporated in students and teachers' handbooks. Training sessions on this policy and the prevention of sexual harassment and sexual violence shall be held for teachers and students on an annual basis.

HEALTH RECORDS

The nurse maintains a health record for each student, which is updated yearly when parents return the annual Health and Emergency Census card in September. Immunizations are reviewed on a yearly basis to be sure that each student is compliant with Minnesota Law. Physical examinations are recommended for students entering Kindergarten and grade 7.

ILLNESS

If a child becomes ill after reaching school, parents will be notified of the illness. In this regard, parents are requested to complete the emergency card and return it to school at the beginning of the school year so the school will then know whom to contact in case a parent cannot be reached.

IMMUNIZATIONS

All kindergarten students must provide proof of required immunizations prior to beginning school. Starting fall of 2001, state law requires 7th graders to get three (3) hepatitis B shots.

MANDATORY REPORTING

The law of the State of Minnesota provides that certain categories of persons are to report to civil authorities if they know or have reason to believe that a minor or vulnerable adult is or has been recently neglected, physically abused, or sexually abused. St. Francis - St. James United School directs its employees who are mandated reporters to comply with the requirements of the Law.

NURSE

A licensed school nurse through the school district provides health services for students. The services provided include: assessment of any physical and/or social problem which may interfere with a student's school performance, consultation with parents and community health services, and assistance to school staff in making modifications in the school environment or academic program when needed. The nurse is at school one half (1/2) day per week, but parents are encouraged to leave a message with the school secretary at any time if they wish to discuss a concern about their child's health with the nurse.

PESTICIDES

A Minnesota state law went into effect in the year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please complete and return to the school office the form in the appendix. If you have any questions, please contact the school office.

PROCEDURES for ADMINISTERING MEDICATION to STUDENTS

If under exceptional circumstances a student is required to take medication during the school hours and the parent cannot be at school to administer the medication and a

student's health may be jeopardized without it, then only the school nurse or designated persons shall administer the medication in compliance with the regulations that follow:

1. Written instructions signed by parent and physician shall be required and shall include:

- a. Student's Name
- b. Name of Medication
- c. Purpose of Medication
- d. Time to be administered
- e. Dosage
- f. Possible Side Effects
- g. Termination Date for Administering the Medication

2. The school nurse and/or designated school personnel shall:

- a. Inform the appropriate school personnel of the medication.
- b. Keep a record of the administration of medication.
- c. Keep medication in a locked cabinet.

3. The parents of the student shall assume responsibility for informing the school nurse of any change in the student's health or change in medication.

4. The school retains the discretion to reject requests for administration of medication. The school also retains the discretion to administer drugs or medication at any time if, in the judgment of the school personnel who are present or available, the risk to the student's life or health is of such nature that such drugs or medication should be given without delay.

5. The prescribing of or lack of medication as determined by a physician shall in no way affect the enrollment of a student. School personnel shall not administer other medication, such as aspirin, to students. Students taking self-administered, unauthorized medications at school shall be reported to their parents.

6. The statutory labeling and administration requirements for drugs or medication (MN Stat. §121A.22 Subd.2.Exclusions) do not apply to "prescription asthma or reactive airway diseases medications self-administered by a pupil with an asthma inhaler if the school received a written authorization from the pupil's parents permitting the pupil to self-administer the medication, the inhaler is properly labeled for that student, and the parent has not requested school personnel to administer the medication to the pupil. The parent must submit written authorization for the pupil to self-administer the medication each school year."

SCHOOL SECURITY

All doors to St. Francis - St. James United School will be locked during school hours. A security system on the front door requires identification to enter. Upon entering, all visitors must report to the office and sign in. If a visitor plans to remain in the building and not leave immediately, the visitor should wear a nametag.

SCREENING

Periodic screening programs provided by the local school district include vision, hearing, and scoliosis. Parents are notified when a potential problem needing further medical evaluation is identified.

SMOKING

St. Francis - St. James United School does not approve of the use of tobacco in any form by the students on the school grounds or at any school sponsored event. If students do so, the following consequences will occur:

1. First Offense - Reported to the office and parents/guardians are informed. A reminder of the consequences of the second offense is given.
2. Second Offense - Immediate suspension from school.

WEAPONS POLICY 654.1b

St. Francis - St. James United School takes the position of zero tolerance on real and look-alike weapons. Students and non-students, including visiting youths to St. Francis - St. James United School, are forbidden to possess, store, transmit or use any instrument that is considered a weapon or a look-alike weapon in school or affiliated with the school including events, property and transportation. Weapon means any device designed as a weapon and capable of causing harm, or any other device or instrument which, in the manner it is used or intended to be used, is calculated or likely to produce harm. The weapon will be immediately confiscated and parents will be notified by the principal/pastor.

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Guidelines: Under Minnesota law, a student who brings a firearm to school must be expelled from school for one year. (Minn.

Stat. .121A.44) Persons in possession of a dangerous weapon on school grounds can be charged with misdemeanor of gross misdemeanor MN Stat. §609.66. Dangerous weapons include firearms, loaded or unloaded or flammable liquid.

Should a student be found in possession of any of the above, the following steps will be taken:

1. The article will be confiscated.
2. Parents will be notified to come and get the child who will be suspended until: (#3)
3. A conference will be arranged with parents and child to decide further course of action.
4. Police will be called.
5. Consideration for expulsion will depend on the severity of the offense.
6. The consequences of this action will be at the discretion of the principal/pastor.

BUS RIDERS

Each transported student has the right to safe and enjoyable ride to and from school, which is free from intimidation, threat, or harassment. Good conduct of all transported

students while waiting for the school bus and while traveling to and from school is primary to a safe and enjoyable ride for all students. Only eligible students may ride the bus.

The school district has established student behavior guidelines, which apply to all transported students while on the school bus and while in school bus loading or unloading areas. Each individual student, as well as his/her parents or guardians is responsible for the behavior of that student while on the school bus and in school bus loading or unloading areas.

Transportation service is a privilege that is granted to the student contingent upon the exhibition of proper behavior according to district behavioral guidelines. Minnesota statute §121A.59 provides that transportation is a privilege not a right for eligible students. A student's eligibility to ride the school bus may be suspended or revoked for a violation of school bus safety or conduct policies, or for a violation of any other law or policy governing student conduct on a school bus. Revocation of a student's bus riding privileges is not an exclusion, expulsion, or suspension under the Fair Dismissal Act of 1974.

Parents of transported students are responsible for supervising their children until such times as the student boards the school bus in the morning and after the child leaves the bus at the end of the day.

Students who are involved in serious or repeated incidents of unacceptable student conduct on the school bus will have their riding privileges suspended or revoked. The parent/guardian of a student suspended from transportation is responsible for ensuring that the student travels safely to and from school. The District will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked.

Students who must cross the street must wait for the signal from the bus driver and must walk 10 feet out from the bumper of the school bus. This places them outside the danger zone surrounding the school bus. Students must always remain where the driver can see them.

All St. Paul school buses are equipped with a student-crossing gate. This is a device, which extends from the bumper of the bus when the entrance door is opened while making student pick-ups and drop-offs.

UNACCEPTABLE BEHAVIOR

The following is a summary. The complete listing is available from the school principal or in a brochure published by the St. Paul Public Schools entitled "Protect Your Riding Privileges/ Students Responsibilities". Each class included some offenses but is not limited to only these listed:

Class I Offenses (Most Serious)

- Possession of a weapon
- Sale or distribution of alcohol or drugs
- Assault on driver or another student

- Pushing, shoving, etc. in front of or near a moving school bus
- Igniting or attempting to ignite any object
- Other extremely dangerous and/or illegal actions, which endanger the safety of the students or others.

Class II Offenses (Serious)

- Physical aggression, or the threat of physical aggression, against another person
- Fighting, theft
- Possession of ammunition, alcohol, unprescribed drugs
- Throwing or shooting objects at bus driver or out a window
- Distracting bus driver
- Willful damage to other people or property
- Chasing, pushing or running beside a moving bus
- Failure to follow safe crossing procedures

Class III Offenses

- Vandalism to bus
- Throwing or shooting object around the bus
- Failure to follow driver's instruction
- Standing while bus is moving
- Eating or drinking on bus
- Inappropriate language or gestures (any form of harassment)
- Shouting, yelling, screaming or excessive noise
- Blocking aisle, spitting, etc.
- Not being on the assigned bus or using unassigned stop
- Possession of lighter, matches, squirt guns, water balloons, liquid containers of any type, shaving cream, eggs, cap guns, or other toy weapons

If a student commits offenses of different classes during the same incident, the consequences associated with the more serious class of offenses must be applied.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

Incidents of unacceptable student conduct on or near a school bus, or at the school bus stop, are divided into Class I, II, and III offenses, depending on the severity of the incident. The consequences to be applied are:

Class I Offenses (Most Serious)

First Offense: Grades 4-12 and Second Offense Grades K-3: Loss of bus services for the remainder of the school year or 120 days whichever is longer

First Offense: Grades K-3: Loss of bus services for 30 days and parent conference

Class II Offenses (Serious)

First Offense: Written warning and 1-5 day suspension of transportation privileges and written notification of parent/guardian

Second Offense: 3-5 days suspension of transportation privileges and parent conference

Third Offense: 10 days suspension of transportation privileges and parent conference
Fourth Offense: 30 days suspension of transportation privileges and parent conference
Fifth Offense: Loss of transportation privileges for the remainder of the school year or 120 days, whichever is longer

Class III Offenses

First Offense: Conference with principal and written notification of parent/guardian

Second Offense: Written warning or 1-5 days suspension of transportation privileges, written notification of parent/guardian and in building disciplinary consequence if no suspension of transportation privileges

Third Offense: 3-5 days suspension of transportation privileges and parent conference

Fourth Offense: 10 days suspension of transportation privileges and parent conference

Fifth Offense: 30 days suspension of transportation privileges and parent conference

Sixth Offense: Loss of transportation privileges for the remainder of the school year or 120 days, whichever is longer

In considering applications of penalties, principals may consider incidents of unacceptable student conduct, which have occurred in pervious school years.

Each student suspended from transportation services must attend a District school bus safety class and must successfully demonstrate knowledge of the school bus competencies required under MS 123B.90, Subd. 2 within 5 school days following the completion of any suspension of transportation privileges. Failure to attend school bus safety class, or failure to demonstrate knowledge of the required school bus safety competencies, shall result in denial of transportation until the student has successfully completed the class and demonstrated the required competencies. Under normal circumstances students will not be allowed to attend Saturday school bus safety class more than two times.

STUDENT CODE OF CONDUCT

Respect for others

1. No name calling
2. Accept all answers
3. Try to get along with others
4. Raise your hand, wait until called on to speak
5. Show kindness, offer help

Respect for property

1. Put borrowed things back where they belong
2. Ask others before using their property
3. Treat books well
4. If you break something, tell a teacher, replace it
5. Don't write on desks, chairs or books

Being safe

1. Be cautious and careful of what you do

2. Don't throw things
3. Don't stand on chairs
4. Cross with patrols
5. Be careful with scissors, compasses, rulers
6. Don't fight or run down the hall

Being prepared

1. Study for tests
2. Bring needed supplies to school and class
3. Get a good night's sleep
4. Check over assignments

Being responsible

1. Follow directions
2. Have assignments done on time and turned in
3. Come prepared for class
4. Make responsible decisions/choices
5. Accept consequences for your own behavior