

Saint
Francis of Assisi School

Family Handbook
2016-2017

Middle School Campus 2109 Marshall Street 683-6884

Elementary Campus &
School Central Office 1408 Waldo Boulevard 683-6892

www.sfamanitowoc.com

CONTENTS

Section 1	Mission Statement	6
	School Calendar	7
Section 2	Admission and Registration	9
	Tuition	10-12
	Extended Care.....	13
	Shuttle Bus.....	13
	Scrip	14-15
	Dress Code	15-17
	Daily Schedule	18
	School Cancellation	19
	Student Withdrawal Procedure	19
Section 3	Attendance	21
	Vacations.....	21
	Anticipated Absences.....	21
	Absentee Policy.....	21-22
	Tardy.....	22
	Food and Milk Program	22
	Noon Period.....	23
Section 4	Health and Safety.....	25
	Illness	25
	Communicable Disease	25
	Administration of Medicine.....	25
	Immunization Requirements	26
	Fire/Tornado Drills	26
	Intruder in the Building	26
	Emergency Forms.....	26
	Safety Patrol	26
	Student Assessment.....	26-27
	Standardized Tests	26
	Functional Assessment Teams/Supportive Consultants.....	27
	Report Cards	27
	Parent/Teacher/Student Conferences	28
	Homework.....	29
Section 5	Discipline	31
	Due Process	31
	School Regulations.....	31
	Anti-Bullying.....	31 -33
	Parent Expectation.....	33
	Policy on Suspension and/or Expulsion.....	33-34
	Due Process for Students.....	34

Section 6	Programs and Organizations..... 37
	Athletics 37
	SFA School Booster Club..... 38-42
	School Activities..... 42
	SFA School Parents-In-Action 43
	SFA School Board of Education 43
Section 7	General Information..... 45-49
	Class Size 45
	Promotion/Retention..... 45
	Field Trips 45
	Guest Speakers/Programs 45
	School Visits..... 45
	Friday Envelopes 46
	Lost/Stolen Items 46
	Housekeeping 46
	School and Classroom Celebrations 46
	Personal Party Invitations 46
	Pets 46
	Phone Use..... 46
	Cell Phones and Personal Music Players 46
	Publicity Disclaimer 46
	Change of Address 47
	Confidential Records 47
	Gun Free Zone..... 47
	Alcohol/Substance Abuse..... 47
	Child Abuse/Neglect..... 47
	Library/Media Center..... 48
	Volunteer Program..... 48
	SFA School Volunteers..... 48
	Equipment Use..... 49
Section 8	Curriculum 51-59
	Pre-School Curriculum..... 51
	Kindergarten Curriculum 52
	Curriculum Overview - Grades 1–5 53-55
	Course Description Sheet - Grades 6 56-57
	Course Description Sheet - Grades 7-8.....58-59
	Handbook Agreement 60

(Fr. Dave's letter)

SECTION 1

MISSION STATEMENT

SCHOOL CALENDAR

Saint Francis of Assisi School

Mission Statement:

St. Francis of Assisi School provides students in 3K through eighth grade the opportunity to learn spiritually, academically and emotionally according to the life and teachings of Jesus Christ.

Vision and Beliefs:

Students at SFA School model their lives in accordance with the beliefs of St. Francis Assisi in the following ways:

S-Spiritual

T-Talent

F-Faith-Based

R-Respect

A-Acceptance

N-Nurturing

C-Compassion

I-Individual Attention

S-Service

|

school calendar

SECTION 2

ADMISSION AND REGISTRATION

TUITION

EXTENDED CARE

SCRIP / FUNDRAISING

DRESS CODE

DAILY SCHEDULE

SCHOOL CANCELLATION

STUDENT WITHDRAWAL PROCEDURE

HOME SCHOOL STUDENTS

ADMISSION AND REGISTRATION

St. Francis of Assisi (SFA) School admits students of any religion, race, color, creed and national or ethnic origin.

Registration will be held in January for the following school year. New students may register any time by contacting the Principal in the respective school office.

1. Children attending our school for the first time are asked to bring a Baptismal certificate.
2. If a student is transferring from another school, a copy of the previous school year report card is needed at the time of registration.
3. Transfer students will be accepted into SFA School based on the availability of space and the ability of the school to meet the needs of the student. These students will be placed in the appropriate grade as recommended by the previous educational facility. The student and the parent/guardian may, within five school days, of the student not being admitted to the school, request a conference with the pastor and/or the designee from the Diocese of Green Bay.
4. Students of other faiths will be expected to participate in all religion classes and prayer services. These students will attend all liturgical services, but they will not participate in the reception of the sacraments.
5. Children enrolling in 3K must be three years old by September 1st of the school year of enrollment. A waiting list will be compiled when maximum enrollment has been reached. Openings will be filled from this list.
6. Children enrolling in kindergarten must be five years old on or before September 1st of the school year of enrollment.

Early admissions procedure is at the discretion of the principal.

The Wisconsin Religious and Independent Schools Accreditation (WRISA) accredits all school campuses of St. Francis of Assisi School.

SFA School is in compliance with Title IX of the Education Amendments of 1972 to the extent that no person on the basis of sex, race, or national origin, be excluded from participation under any educational program or activity, nor shall there be discrimination by sex, race, or national origin in the employment of personnel.

TUITION 2015-2016 SCHOOL YEAR

Elementary	\$2,110 per child	\$50 processing fee per family *
Middle	\$2,110 per child	\$50 processing fee per family *
Kindergarten	\$2,110 per child	\$50 processing fee per family *
3K	\$ 1125/3 days	\$25 processing fee per family *
4K	\$ 1,350/4 days	\$25 processing fee per family *
4K	\$ 1,530/5 days	\$25 processing fee per family *

* Please Note: All processing fees are non-refundable.

Scrip program participation options:

1. Generation of \$400 profit from the purchase of Scrip. (See page 14)
2. Parents may opt out of the Scrip purchase program by paying a \$400 additional fee. This payment is due with your scheduled tuition payments.
3. 4K families who do not have siblings already in the school have the option of participating in the Scrip program. Families need to generate \$200.00 in Scrip profit after which 50 % of profit generated over \$200.00 becomes a tuition credit for Kindergarten.

Tuition grants are available for families whose income reflects financial need and who apply for tuition grant through the School central office by March 15th.

POLICY 3240.4 TUITION PAYMENTS

Beginning with the 2003-2004 school year, options: semi-annual, quarterly, or monthly tuition payment method will be paid via ATP (Automatic Tuition Payment).
(Rev. March 2003)

POLICY 3240.4A DELINQUENT TUITION & PAYMENTS

The success of the St. Francis of Assisi School relies upon the commitment of families to:

- Make Catholic education a financial priority;
- Be involved in their student(s) education; and
- Make their tuition & other payment(s) on a timely basis

The school relies upon the tuition & payments for a substantial portion of the budget to operate an excellent spiritual and educational program. Therefore, when tuition & payments become delinquent it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition & payments commitment, it is the *responsibility of the family* to contact the administration as soon as possible. Typically, this occurs when there is a family emergency such as illness or unemployment. For the purpose of this policy payments shall include, but are not limited to, Extended Care Fees, 3K & 4K Tuition, Lunch Fees, Late Payment Fees, NSF Fees and Scrip Fees.

When payments are not made in the manner described by a parent/guardian's commitment sheet, the following steps will take place:

1. When an account becomes 30 days past due under the arrangements established by the tuition & payments commitment sheet, the family should receive written notification that their account is past due. It is the responsibility of the family to contact the administration within 15 days of receipt of the past due notice to correct the situation or make an acceptable alternate plan for payment such as but not limited to mandatory automatic transfer payment (ATP).

2. When an account becomes 60 days past due and there have been no arrangements made with the administration, students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full. In the case of those exiting, students will not be allowed to participate in the graduation ceremony until the balance is paid in full or acceptable arrangements for the outstanding debt are made. The administration will promptly contact families when this case develops. St. Francis of Assisi School reserves the right to withhold report cards, transcripts, diplomas, and/or other records of students whose parents have an outstanding debt and have made little or no effort to reconcile the account.

3. In connection with tuition & payment commitment delinquencies, the St. Francis of Assisi School Board of Education may pursue legal action against parents/guardians for failure to honor their tuition & payments commitment. Such legal actions may include but are not limited to: promissory notes, collection agents, and or small claims court. Such remedies will only be sought in an amount equal to the fair market value of the educational goods and services provided as established annually by the board of education, or the parent/guardian's unpaid Tuition & Payment commitment, whichever is less. The administration shall implement all alternative arrangements for payment of delinquent Tuition & Payment commitments in accordance with the provisions of this paragraph. If a parent/guardian refuses to act in good faith, the administration may refuse to accept the children as students in the system.

August, 2003

TUITION ASSISTANCE/SCHOLARSHIPS

A Catholic school offers parents a means by which their children can be exposed to the teachings and values of the Catholic Church on a daily basis. This constant exposure will nurture and help the child grow closer to God. Through a Catholic school, the child experiences the love of Jesus Christ and grows in both understanding and commitment to faith.

The St. Francis of Assisi School believes that a Catholic education is of great value to parents and their children. To that end, the payment of tuition is an expression of the importance of the school to the parent.

The St. Francis of Assisi School community recognizes that, due to unique economic factors, there is a need to offer financial assistance on the basis of documented need to our families.

There are several types of financial assistance available:

Tuition Assistance Grants - These are credited against the total amount of tuition owed by a family. Tuition Assistance grants are awarded on the basis of financial need. Parents are required to file a *Financial Assistance Application* and provide supporting documentation such as (but not limited to): most current 1040 tax return, W-2 forms, State Child Support payment statements, etc. Parents are encouraged to include a statement of need explaining any extraordinary circumstances. Tuition Assistance grants are evaluated and rank ordered according to several factors. These factors are (but not limited to): income, number of dependents, number of children, etc.

Special Scholarships/Grants - From time to time, local groups/organizations or families will offer a scholarship or grant. These may be *restricted* in some way such as (but not limited to): students from a particular year in school or participant in a specific event or activity. These scholarships or grants are highly variable and many times are one-time grants. Many times the group will contact the administration and ask us to identify a recipient according to their criteria or they will ask us to supply them with a list of students that we believe fulfill the restrictions for their selection. Having a *Financial Assistance Application* on file keeps you in the pool of potential recipients when this type of scholarship becomes available.

For further information, or to request an application form, please contact the St. Francis of Assisi School Office at (920) 683-6892 or by email to: kyle.kapinos@sfamanitowoc.com.

EXTENDED CARE/AFTER HOURS

The Extended Care Program provides a warm, safe, nurturing environment that is consistent with the philosophy, structure, and routines provided during the school day. The Extended Care Program is offered at both the elementary school and middle school campuses. The program operates according to the current school calendar. If the day school is closed for holidays or inclement weather, the Extended Care Program is also closed. Parents will be sent a notice to sign up for Extended Care on the days that school is dismissed early and on days when school is not in session.

The Extended Care Program hours are as follows:

Elementary School Campus 6:30 a.m. to 6:00 p.m.

Middle School Campus 6:30 a.m. to 7:45 a.m.

Fees/Billing

A non-refundable first time usage fee of \$15.00 per family will be charged to cover the costs of processing the application. Weekly charge slips will be sent home on Mondays. Weekly charges will also be listed on monthly statements. Payment is due on date specified. Payments, weekly or monthly, are to be sent to the school office. If payment is not made by the due date, students will not be accepted into the Extended Care program.

Extended Care Program Rates:

\$5.00 per hour for the first child. All billing will be done in 15 minute increments.

\$2.50 per hour for additional children. All billing will be done in 15 minute increments.

\$5.00 late fee after 6:00 p.m.

\$5.00 late fee for past due bills.

A registration form must be filled out and on file before acceptance into the program (see Extended Care handbook for additional information).

Shuttle Bus

A shuttle bus is provided, at no charge, to SFA middle school campus students as a means of transport to our elementary school campus. This shuttle bus is provided for students who: participate in the extended care program at the elementary school campus after school, students who walk home from the elementary school campus location and student who have siblings at the elementary school campus. Families wishing to utilize the shuttle bus as a means of transportation for their middle school students must contact the middle school principal for details. Once students arrive at the elementary campus the students ***MUST* go to extended care, walk home, or meet their ride in the parking lot. Failure to adhere to this will lead to loss of shuttle bus transportation privileges.**

SCRIP PROGRAM

What is Scrip?

- A real and negotiable gift certificate from participating merchants – each merchant provides its own gift certificate exactly like the ones already sold in their stores.
- Use just like cash to pay for your everyday purchases. There is no difference between scrip and cash when you go shopping – you just have a special certificate for that store.
- SFA families generate \$400 of scrip **profit** annually in addition to tuition.
- **You are not spending one cent more than what you normally would and you are not purchasing anything that you do not want or need.**

How is income earned from the scrip program?

- Income is generated by people using gift certificates rather than cash to purchase everyday items.
- The gift certificates are purchased at a discount from the participating merchants and sold to you at face value. The discount becomes an ongoing source of income for our schools.
- If a family generates more than \$400 from the purchase of scrip in one school year, 50% of profit generated over \$400 becomes a tuition credit for the following school year.
- Approximately \$7,000 of annual scrip purchases adds up to the \$400 scrip requirement per family. Remember, **scrip profit** is a percentage of each scrip certificate you purchase ranging from 1% to 25%.

Example: A purchase of \$100.00 in Copps scrip at 4% generates \$4.00 of profit.

Why do businesses participate?

- Businesses have the money “up-front” to invest – no need to depend on shopping trends.
- There are no bad debts.
- If you use a charge card instead of scrip, 4% of the purchase goes to the charge card company instead of remaining with the local business.
- Creates potential new customers and increases current customers purchases – it is a great marketing tool.
- Reduces advertising costs and increases positive public relations.
- The discount given to our schools can also be used as a corporate tax donation.

How do I use the scrip gift certificates?

- Use scrip to purchase groceries and gasoline and to pay for prescriptions and optical services.
- Use participating department store charge cards to charge your purchases – use scrip to pay your bill when it arrives.
- Scrip gift certificates make great gifts!

How do I purchase scrip?

- Daily Scrip Envelope: Use a daily order form for orders sent to school with your child to be received the same day.

- Weekly Scrip Envelope: Use a weekly order form for larger dollar amount orders and businesses not on the daily order form: Order Friday by 9:30 a.m. to be received on the following Friday.
- Parish Office Sales are: Monday 8:30a.m. – 4:00 p.m., Wednesday 12:30 p.m. – 4:30 p.m., Friday 8:30 a.m. – 12 Noon

DRESS CODE

The St. Francis of Assisi School adopted a school uniform dress code for grades K-5 (Board Policy 5132; 1989). The dress of children affects their behavior and attitude. It is the responsibility of parents to send their children to school dressed according to the K-5 dress code.

Elementary School Campus

- Uniform skirts and uniform culottes are SFA uniform navy blue or tan khaki. Uniform jumpers are SFA uniform plaid (hunter/classic navy plaid) navy blue or tan khaki.
- Uniform pants or uniform dress walking shorts are belted or belt less style dress slacks only. Colors are solid color navy blue or tan khaki. *Shorts and capri season is May 1st through September 30th.*
- Shirts, blouses, polo shirts and turtlenecks (regular & mock) are solid color navy blue, light blue or white [no aqua, turquoise or variations]. All shirts shall have a collar and long or short sleeves. Shirts must be tucked in. School name or logo is acceptable on collared shirt styles in dress code.
- Sweater or hoodless sweatshirt option is solid color navy blue, light blue or white (no aqua, turquoise or variations). School name or logo is acceptable on sweaters and sweatshirts.
- Shoes: Any athletic shoe or dress shoe. No clogs or flip flops. Physical education shoes must be tied or Velcro style and may not be platforms or slip-on styles.
- Socks: Socks must be worn. Colors are solid or printed navy blue, light blue, white or red in any style, including tights.
- Hair: Hair must be neat and clean and out of the eyes.
- Outer wear may not be worn in the school building.
- Caps or head coverings may not be worn in the school building.
- Wearing of makeup is not permitted.
- No body piercing (including earrings for boys).
- No colored hair.
- Students will be asked to remove jewelry that distracts from learning.
- The principal may announce special non-uniform days.

At all times, clothing must reflect the values of St. Francis of Assisi School. The dress code is subject to interpretation by the building principal.

DRESS CODE

The St. Francis of Assisi School adopted a school dress code for the middle school campus (Board Policy 5132; 1989). The dress of children affects their behavior and attitude. It is the responsibility of parents to send their children to school dressed according to the code.

DRESS CODE

Maintaining a dress code for a school is a partnership between school and home. It is important for both parties to work together to ensure that all students dress neatly and appropriately for school. A dress code that stresses this shows the uniqueness and pride all of us have in our Catholic School.

GIRLS

- Skirts must be modest and in good taste. Shirts and blouses must be long enough to overlap the top of pants or skirts and have sleeves. Blouses that are interpreted by the staff as too low cut are in violation of the dress code. Underwear should not be showing at any time.
- Skirts, dresses, and shorts cannot be worn if they are more than 2" above the knee. This will be enforced!!!
- Socks, stockings, or peds must be worn at all times.
- Shoes must have backs on them.
- Earrings must be appropriate and not too large. The staff will ask that large earrings be removed.
- Hair accessories must be kept to a minimum.
- Makeup should be used at a minimum. Excessive makeup will be asked to be taken off in school.
- Leggings/jeggings may only be worn under a skirt or dress.
- Leggings/jeggings worn with long sweaters are not permitted.
- Girls' pants should not be made out of blue denim material for dress code.
- Collared shirts are acceptable with a small emblem or logo on it. They just cannot have a large logo over the front and/or back of it.

BOYS

- All pants and slacks must be worn at the waist, not at the hips. Belts must be worn if pants do not fit at the waist.
- There is no underwear to be shown at any time.
- Boys are not allowed to wear earrings to school.
- Boys must wear collared shirts or sweaters on liturgy days. A small emblem or logo is acceptable; a large logo over the front and/or back of the shirt is not acceptable.

ALL STUDENTS

- Students are not to wear athletic t-shirts supporting professional and college teams. If a special day allows for T-shirts they may not advertise alcohol, tobacco, bands/musical groups, nor should they have sarcastic or demeaning sayings on them.
- Students may wear shirts that are scoop neck, V-neck, or a style that is not in the traditional T-shirt style. These shirts may not have brand names written across the front or back. Any shirt that is solid color, striped, or has a pattern of some type is acceptable.
- St. Francis or plain sweatshirts are acceptable for the dress code. No sweatshirts of any sort are allowed on liturgy days. If a child is cold, he/she may wear fleece, a sweater or jacket if it is too cold in church.
- Hats, sunglasses, and bandanas are not allowed in school.
- Any shirts that have sarcastic or demeaning sayings, alcohol, tobacco products or anything else deemed inappropriate by any staff member will not be allowed.
- No excessively tight pants are to be worn by either boys or girls.
- Hair must be of appropriate length.
- Unnaturally colored hair is not allowed.
- Shorts may be worn from the beginning of school until September 30 and from May 1 until the end of the school year. Gym shorts are not appropriate except on jeans days during this time.
- Special occasion days will be announced where students may wear Falcon, Roncalli, or other sports' teams' apparel.
- Jeans days will be determined on how compliant the student body is with the dress code. Jeans days are only on Fridays or special days as determined by the principal. Sweatpants may be worn on jeans days.

CONSEQUENCES

- A parent will be contacted regarding the questionable piece of clothing and will come for a change of clothes for the student.
- In case a parent cannot come to school, students will be provided with clothes they can wear.
- The previous measure will be used only if the parent does not bring the right clothes to school.
- If a child receives a detention or a dress code violation during the week they will not be allowed to wear jeans for that Friday.
- The school has the right to revise and adjust the dress code at any time.

***If you have further doubts, the questioned item of clothing more than likely is not appropriate for school.**

Thank you for your support of the St. Francis of Assisi Middle School Dress Code.

DAILY SCHEDULE

Elementary School Campus

8:15-3:15 (Grades K-4)

First bell at 8:15 a.m.

Second bell (start of classes) at 8:25 a.m.

School Office (920) 683-6892

School Secretary – Mary Brazzale

Principal – Kyle Kapinos

Middle School Campus

7:45 A.M. - Doors open

7:50 A.M. – Homeroom

3:00 P.M. – Dismissal

School Office (920) 683-6884

School Secretary – Brigitte Luedtke

Principal – Steven Thiele

3K – 3- Day Program (M/W/F) or (T/TH/F)

8:45 – 11:30 AM (3 & 4 year old)

4K – 4- Day Program (M/T/W/TH)

8:25 – 11:30 a.m. (4 & 5 Year Old)

12:15 PM – 3:20 PM (4 & 5 Year Old)

4K – 5- Day Program (Mon. – Fri.)

8:25 – 11:30 a.m. (4 & 5 Year Old)

SFA Central Office (920) 683-6892 1408 Waldo Blvd

(located at the Elementary School)

Administrative Assistants:

Mary Brazzale

Mary Wachholz

ARRIVAL/DISMISSAL

The school building will be open ten minutes prior to the start of the school day for the elementary campus and five minutes prior to the start of the school day for the middle school campus. Children should not be on the school grounds before that time. All students except those taking buses or who are in the extended care program will be expected to leave the building and grounds promptly at dismissal time. Unless the school has been notified of a late pick up, the parent/guardian will be called. At the elementary school campus any student not picked up by the second bell (3:25 PM) will be sent to Extended Care and will be billed accordingly. No supervision is provided after 3:25 PM. Students may not wait alone unsupervised.

SCHOOL CANCELLATION

Snow or other emergencies occurring during the night, which necessitates the cancellation of school, will be announced on the school website, Facebook page, over the local radio stations, WCUB-980 AM, WOMT-1240 AM, 92.1 FM WLTU, 102.3 FM WQTC and television WFRV channel 5, WLUK channel 11 and WBAY channel 2. Every effort will be made to make the school-closing announcement by 6:30 a.m. **In general, SFA School follows the same cancellation/delayed opening procedures as that of the Manitowoc Public School District. There may be times; however, that school closings or delays may be done at the discretion of SFA School administration. The purpose of this is to provide maximum safety for students, parents and teachers of SFA School. Please listen or watch the stations listed above for school cancellations. If the SFA School is closed, the 3K and 4K programs, kindergarten and extended care programs are also closed.**

In the event that snow, ice or cold weather emergencies develop during the day, the bus companies may notify the schools of an early release. Please note that release times may vary by building based upon bus schedules. SFA School will announce an early release on the above listed radio stations. If you see the weather deteriorating during the day, please listen to the radio and check the school website for information.

NOTE: As a parent you may decide that the weather is too severe to send your child to school. Your decision is respected and supported by the school. Please call your child in acknowledging this.

STUDENT WITHDRAWAL PROCEDURE

1. Request for student withdrawal must be directed to campus principal(s).
2. Withdrawal Form is to be completed by parent/guardian and an exit interview conducted with campus principal(s).
3. All outstanding fees must be paid when a student transfers.

SECTION 3

ATTENDANCE

VACATION

ANTICIPATED ABSENCES

ABSENTEE POLICY

TARDY

FOOD AND MILK PROGRAM

NOON PERIOD

ATTENDANCE

Students are expected to be present in school unless ill or otherwise excused. If your child is ill, please call the school office by 9:00 a.m. to report the absence. Please inform the school office when your child has a medical appointment. However, since attendance during the school day is of utmost value, we ask that parents make doctors and dentist appointments after school or on days off whenever possible. All students who leave during the school day must be signed out by a parent or guardian and signed back in when they return to school.

Vacations:

The learning process occurs as a result of interaction between students and teachers. Extended vacations disrupt this process. Parents are encouraged to take family vacations during times school is not in session.

Anticipated Absences:

In the event of an extended absence, an Anticipated Absence Form needs to be completed before the absence occurs if possible. Forms are available in the school office. Before an extended absence is taken, please contact the school principal. Any homework missed will be given upon the child's return. Please be aware that extended vacations taken during the school year could disrupt your child's learning and result in lower grades.

Absentee Policy:

1. Each absence – whether excused or unexcused -- shall be recorded on both the student's permanent record (electronic or paper copy) and on the regularly scheduled report card.
2. A written or verbal excuse from a parent/guardian is to be provided for an absence. All students who leave during the school day must be signed out by a parent or guardian and signed in when they come back to school. Not following this procedure will result in this absence being treated as unexcused.
3. Possible reasons for excused absences:
 - i. Illness
 - ii. Death in the family
 - iii. Family emergency
 - iv. Quarantine
 - v. Medical appointments
 - vi. Travel in poor weather
 - vii. Others excuses will be at the discretion of the principal
4. Any unexcused absence and frequent absences – whether excused or unexcused -- shall be examined by school personnel, with possible consultation and/or penalties imposed for unexcused absences.
5. Excessive absences (10 days or more per semester), whether they be anticipated, excused or unexcused, may make it necessary to have a conference with the principal.
6. If a student will be out longer than 3 weeks with an illness a physician's order must give a reason why the student will be out, what can be expected of the student during the time out, a projected return date, and the physician's order must be renewed every 30 days if it is a prolonged issue.
7. If a student is out for longer than a month a release to speak with the doctor must be on file.
8. Any absence that does not fit the guidelines of an excused absence is considered to be unexcused. The school reserves the right to determine if an absence is to be judged

excused or unexcused. If a student has more than five unexcused absences in a semester the student will be considered habitually truant under 118.16(1)(a)(c) of the Wisconsin State Statutes.

9. Students shall be held responsible for making up all school work missed through absences, in a set amount of time.

Tardy:

Any student tardy to school is required to arrive in the office with a parent or guardian to sign the student into school. Planned late arrivals must send a note to school the day before the appointment or call the school office. After school detention will be served in the middle school if more than 3 unexcused tardies occur per quarter. Repeated tardiness will require a parent conference with the principal.

FOOD AND MILK PROGRAM

- Hot lunch and breakfast are served daily and milk is provided with each meal at no additional cost.
- Applications for free and reduced lunch and breakfast are sent in the summer mailing and are also available at the school offices. Parents may apply any time during the year.
- Lunch and breakfast accounts are recorded on a pre-paid debit system. Each student has an i.d. number which allows access to his/her account. Deductions for lunch and breakfast are made daily. Parents will receive notification by e-mail or mail when the account reaches a minimum level. Prompt payment to the school office is necessary. This is not a credit system.
- Lunch and breakfast money should be placed in an envelope labeled with the child's name, grade, and the words "LUNCH/BREAKFAST MONEY" and given to the child's teacher.
- Payments for hot lunch/breakfast are made monthly. If a child is absent, parents may deduct the number of days from the next month's payment. Parents may also deduct for snow days.

Elementary School Campus

Monthly: \$2.50 for each school day
Daily: \$2.50
Milk for cold lunch: 40¢

Middle School Campus

Monthly: \$2.50 for each school day
Daily: \$2.50
Milk for cold lunch: 40¢

Students may purchase an additional entrée for \$1.50. **Extra entrees are not included in free and reduced prices.** Students will be billed at \$1.50 for each extra entrée ordered.

Breakfast Program

Students are invited to eat breakfast at school. Breakfast is served at 7:25 a.m. at the middle school campus and at 7:50 a.m. at the elementary school campus.

Monthly: \$1.50 for each school day

Daily: \$1.50

Applications for reduced meal costs are available.

Recess Milk

In the elementary school campus, daily recess milk is available and must be purchased by the semester. Payment for the first semester is due on the first day of school. All prices are subject to change.

In the middle school campus, 5th grade students have the option to buy milk at a cost of 40¢ purchased by the semester.

NOON PERIOD

The St. Francis of Assisi School requires that all students remain at school for the noon lunch period. Students may choose to bring a lunch from home or purchase hot lunch, which is served daily. The menu for the month is sent home in the Friday envelope and posted on the school website. Students bringing their own lunch may purchase milk for 40¢ a carton. Cold lunch milk money cannot be deducted from the student Power School lunch account. All students are expected to follow the rules of the lunchroom.

SECTION 4

HEALTH AND SAFETY

ILLNESS

COMMUNICABLE DISEASES

ADMINISTRATION OF MEDICINE

IMMUNIZATION REQUIREMENTS

FIRE/TORNADO DRILLS

SCHOOL SAFETY

EMERGENCY CONTACT INFORMATION

SAFETY PATROLS

STUDENT ASSESSMENT

STANDARDIZED TESTS

FUNCTIONAL ASSESSMENT TEAMS/SUPPORTIVE CONSULTANTS

REPORT CARDS

PARENT/TEACHER/STUDENT CONFERENCES

HOMEWORK

HEALTH AND SAFETY

Illness:

When a child leaves school due to illness or because of an appointment, **parents must sign the child out** in the school office and **sign the child back in** upon return to school.

Should a child be ill enough not to attend school, the parents are expected to call the school no later than 9:00 a.m. to excuse the child. If the parent does not contact the school by this time, the school secretary will contact the parent at home or work. Please notify the school as soon as possible if there will be an extended absence because of illness.

Sick children will be sent home only with permission from the parent/guardian and the school office. If a parent cannot be reached, the person listed on the registration form will be contacted.

Communicable Diseases:

Students should not attend school when they show signs of illness. Colds, Flu, pink-eye, chicken pox, scarlet fever, etc. are communicable diseases that attack school children most frequently. Children should not be sent to school if they are in the communicable stage of an illness or if their symptoms are too uncomfortable to be attentive in the classroom. **If students are well enough to attend school, they will be considered well enough to go outside for recess.**

Administration of Medicine

According to the Diocesan Policy #5141:

1. No prescription medication will be administered by the school personnel without the Medication Consent Form and the Physician Order for Medication. These forms can be obtained from the school office. After the form has been filled out and returned to school, the appropriate representative of the school will administer the medication. **Medication must be in the original container.**
2. Prescription medication to be given out in school must include the following information:
 - Child's full name
 - Name of drug and dosage
 - Time to be given
 - Physician's name
3. **Non-prescription medications must be in the original container and be accompanied by the School's Medication Consent Form before medication will be administered.** Cough drops are considered a medication. Cough drops on a stick are not permitted.
4. It is the responsibility of the students, if appropriate, not school personnel, to get his/her medication at the designated time.
5. Band-aids can be obtained from the teacher or the school office. Students requiring more than a band-aid for a wound will get proper attention from the school office; however, the school personnel cannot administer any antiseptic sprays or ointments on wounds unless directed by a signed physician order or direct permission of the parent/guardian.

Every effort should be made to administer medication at home.

Immunization Requirements

Records of vaccinations must be kept in the student's folder at school. Parents will notify the school office as soon as a child receives any vaccination. All students must have the following:

Fire and Tornado Drills

Fire drills are held monthly during the school year, as weather will allow. Students are instructed in the proper procedure for each school site. Tornado drills are held in the fall and spring.

School Safety

School safety plans include preventing and responding to the potential danger of an intruder in the building. All guests, **including parents, MUST report to the school office whenever entering the school building during school day hours.** This is a policy of the St. Francis of Assisi School, as well as a safety requirement for schools. If non-students, non-volunteers, or non-personnel are in school, staff members are required to ask, "Have you checked in at the office?" This is a matter of safety for the good of our children and staff members. All members of our community help to prevent an unsafe or dangerous incident by following school procedures. School doors are monitored with security cameras. Anyone entering the buildings will be recorded on camera.

Emergency Contact Information:

The emergency information form each parent/guardian fills out at registration time is used for immediate referral in case of an emergency. In the event of an accident or illness, these forms help the school personnel contact the appropriate person quickly. **If there is any change in emergency information during the school year, please inform the school office immediately.**

STUDENT ASSESSMENT

Standardized Testing Program – K-8

Our standardized testing program consists of MAP testing. This is a nationally based technology driven assessment that students in K-8 grades will take. This test allows the schools to use data more effectively in improving student learning.

ACRE Test

Students in 5th and 8th grade are given the ACRE test. This test assesses knowledge of religion concepts and faith.

NOTE: Every effort should be made to assure student attendance during the testing dates in October and April. Please **do not** schedule outside of school appointments for your child during these weeks.

Instructional Support/Response to Intervention Program:

The Instructional Support /Response to Intervention program is a school-based system designed to help all students become successful in their educational experience. It provides a way for school staff to address the varying needs of students in order to improve learning. The team consists of the principal, guidance counselor, resource teacher(s) and the classroom teacher who meet to review student referrals and recommend instructional interventions. The goal is to support teachers in developing strategies that address student needs. The team may recommend testing for a specific learning disability if a student does not progress after a variety of instructional interventions/strategies have been implemented in the general education setting.

Report Cards/Student Assessment:

Reports are sent home at the end of each quarter. Since learning is in the early developmental stage in kindergarten, report cards are considered skills/behavior reports. Grades K-2 are also skills and progress reports rather than only achievement grades.

Students in grades 3-8 are graded on achievement and effort with letter grades. Assessment is made from many evaluative techniques, including:

- direct observation
- projects
- participation
- quizzes
- self-evaluation
- pre and post tests
- homework
- portfolios

Other methods may be used, depending upon the subject and teacher. The grading scale is:

A	95-100	C	78-82
A-	93-94	C-	76-77
B+	91-92	D+	74-75
B	87-90	D	72-73
B-	85-86	D-	70-71
C+	83-84	F	Below 70

Student's grades are available on Power School. Please check students' grades on a regular basis and contact the school office if you have any question or concerns.

Parent-Teacher-Student Conferences:

Formal conferences are held twice per school year. The first conference, usually in November, is a required conference. The second conference in the second semester is by request only. Please do not wait for conference time if you have any questions or concerns about your child's progress. Contact the teacher and set up an appointment. The teacher will contact you if your child is experiencing difficulties. Conferences may be scheduled at any time whenever the teacher or parent feels it is necessary.

HOMEWORK

1. Homework is an important tool in learning and a part of the academic life of a SFA School student. Research shows that students who do homework learn more and have higher achievement rates than students who don't do homework. Homework is the opportunity for students to reinforce, review and/or research. Homework is NEVER used as a disciplinary measure. Parents/guardians may assist their child(ren) but should NOT do the homework for the child. If students are having difficulty with the homework, it is the teacher's clue to re-teach or approach the learning with a different method.
2. Each student is responsible for his/her own work. All assignments are to be handed in on time. "On time" means the deadline time given by the teacher.
3. Provisions should be made to pick up missed work for each day of absence. In the case of an extended absence, homework will be handled according to the teacher's discretion.
4. All students in grades 2-8 are required to have a special assignment notebook to record homework assignments. These assignment notebooks can be purchased at orientation day or in the school office.
5. All assignments are to be completed in a neat and legible manner and to the teacher's specifications.
6. Specific information about homework will be sent home by your child's teacher during the first week of school. Contact will be made with parents if the teacher encounters problems with the student's homework.
7. If the student consistently has incomplete or missing assignments, the teacher may use one or all of the following course of action at his/her discretion:
 - Note to parent/guardian
 - Phone call to parent/guardian
 - Parent/teacher/student conference
 - Removal of a privilege (recess, field trip, etc.)

Suggested homework model:

Grades 1-3	½ hour
Grades 4-5	1 hour
Grades 6-8	1½ hours

It is important to remember that each student uses his/her time differently and children learn at different rates. Please consider the needs of your individual child.

As soon as a parent has a concern about a pattern of excessive time required to complete homework, contact your child's teacher for a conference. If you have further concern, please call your child's principal.

SECTION 5

DISCIPLINE

DUE PROCESS

SCHOOL REGULATIONS

ANTI-BULLYING

PARENT EXPECTATION

POLICY ON SUSPENSION AND/OR EXPULSION

DUE PROCESS FOR STUDENTS

DISCIPLINE

We believe in a positive approach to discipline. Students need to feel accepted and cared for to learn self-discipline. Praise accomplishes much more than any punitive action. However, it is important to make a distinction between what is acceptable and non-acceptable behavior in the school environment.

The education of your child is a partnership between parents, child and school personnel. If, in the opinion of the administration that partnership is irretrievably broken, the administration reserves the right to require the family to withdraw.

DUE PROCESS FOR PARENTS

If a parent/guardian has a grievance to register, the following procedure is to be followed:

1. The parent/guardian confers with teacher(s), if the grievance is against the teacher(s). If not satisfied, confer with the administrator.
2. The parent/guardian confers with the administrator, if the grievance is against the administrator.
3. Appeal to local Pastor of SFA Parish and/or the SFA School Board of Education.
4. Appeal to the Diocesan Board of Education.

SCHOOL REGULATIONS

- We will not tolerate forms of disrespect. Parents/Guardians will be contacted for offenses in this area.
- We will not tolerate conduct unbecoming to a Christian student.
- School rules and classroom rules are posted in the classrooms for students to review at any time
- St. Francis of Assisi School reserves the right to discipline a student for conduct on or off school grounds that could be detrimental to the reputation of this Catholic school.
- St. Francis of Assisi School reserves the right to search anything a student brings onto the school campus.
- Violations for any school regulation will initially be handled by the classroom teacher and /or the supervisory personnel in authority during the time of the violation. The seriousness of the offense, and /or the number of occurrences of the offense, will determine the necessity of contacting the parent/guardian for a discussion of the situation.

The parent/guardian is asked to see the teacher concerning misunderstandings, which arise. Taking a child's side against a teacher only serves to undermine authority and, eventually, the parent/guardian's authority, also.

ANTI-BULLYING

SFA School strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. SFA School consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process. In order to maintain high academic standards and promote healthy relationships, acts of harassment and /or bullying will not be tolerated.

Definition – Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition – Bullying behavior is prohibited in all schools, building, property and education environments, including any property or vehicle owned, leased or used by the school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation – All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the school administrator. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the classroom teacher or nearest staff member.

Reports of bullying may be made verbally or in writing and may be made confidentially, All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying – The school administrator will conduct an investigation of the bullying report. The investigation may include interviewing the person(s)

who are the victims(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying may be notified prior to the conclusion of the investigation. SFA School shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports – If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

PARENTAL EXPECTATION

Parents/Guardians are expected to assume the responsibility for correcting their children's misconduct after being informed of misbehavior, which interferes with the safety and welfare of other students and with the educational process. When parents/guardians fail to accept responsibility for their children's conduct, the corrective measures to be employed shall be determined in each case by the classroom teacher, the principal or other appropriate educational staff members, except where School Board action is required. The corrective measures shall be consistent with diocesan and school policies.

A child causing a behavioral problem severe enough to be sent to the principal will be dealt with through the principal's normal discipline procedure:

Step 1 - Conference with the student (warning/reprimand/punishment)

Step 2 - Conference with the student – noon or after school detention, telephone call, or written note to the parent/guardian.

Step 3 - Conference with the student – after school detention, telephone call, or written note to the parent/guardian. Parent/Guardian - Teacher-Student-Principal conference.

Step 4 - Conference with student, written notice to the parent/guardian: In school suspension.

Step 5 - Suspension procedures enacted (could lead to expulsion)

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

POLICY ON SUSPENSION AND/OR EXPULSION

The reasons justifying suspension or expulsion from a Catholic School in the Diocese of Green Bay should be as serious as they are rare. Even when such reasons exist, other avenues must be explored before the decision to suspend or expel is reached.

There are general situations which may lead to suspension or expulsion; all must be verified by evidence:

1. When the moral or physical well-being of the student body or staff is endangered.
2. When there is prolonged and open disregard for school authority.
3. Where weapons of any type are involved. (State and Diocesan policy)

Suspension is of a temporary nature and should be used only until the reason for the suspension is removed.

Expulsion is permanent and must be reported to the local public school district administrator.

SUSPENSION

Suspension is a short term dismissal of a student from the school or the classroom.

1. In response to an action of a very serious nature

Or

2. After other remedial measures have been employed without success

A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus or for continued misconduct.

The following directives shall be observed:

1. Only the principal has the authority to suspend a student.
2. A student shall not be suspended for more than five school days.
3. Suspension for a one-time incident will be made under the principal's discretion depending on the severity of the incident.
4. The student and parent(s) or guardian(s) shall be informed of the reasons and decision for the suspension before the student is removed from the school.
5. A conference shall be held with the parent(s) or guardian(s) of the student.
6. A written record including date of the suspension, reasons, and notes relating to the conference with the parent(s) or guardian(s) shall be provided to the parent(s) or guardian(s).
7. As a remedial measure, the student may be provided with some additional assignments to be done during the days of suspension.
8. Tests, quizzes and all homework will be required to be made up as determined by school personnel.

DUE PROCESS FOR STUDENTS

Students shall be aware of school rules and regulations and shall always be told of the offense for which they are being punished. Therefore, all school rules shall be published and students and parents/guardians shall be made aware of the published rules.

EXPULSION

Expulsion procedures begin with suspension by the administrator with recommendation for expulsion. The long term dismissal of a student from school is an extreme measure to be taken only as a last resort.

- a. After all other efforts or motivation and counseling have failed
- b. Where circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons.

Expulsion for a one-time incident will be made under the principal's discretion depending on the severity of the incident.

The following procedures shall be observed:

1. A record shall be kept of previous measure of remediation, counseling, probation, conferences, and/or suspension. This documentation should include written communication between the school and the family. In the case of serious circumstances as described in “b” above, the student shall be immediately suspended until the process described in numbers 2-8 can be completed.
2. Parents MUST be informed by WRITTEN notice that expulsion is contemplated.
3. A conference shall be held with parents, student, principal and teacher(s) at which time the grounds for dismissal will be presented and discussed.
4. Expulsion should be determined by the principal; the decision may be appealed to the SFA School Board.
5. Once the decision has been made to expel a student, WRITTEN notification of the decision must be sent to the parents.
6. The principal shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentations shall be maintained in a file separate and apart from the student’s permanent record.
7. The student’s permanent record shall indicate that the reason for transfer was expulsion.
8. Expulsion must be reported to the local public school district administrators.

SECTION 6

PROGRAMS AND ORGANIZATION

ATHLETICS

SFA SCHOOL BOOSTER CLUB

SCHOOL ACTIVITIES

SFA SCHOOL PARENTS IN ACTION

SFA SCHOOL BOARD OF EDUCATION

PROGRAMS AND ORGANIZATIONS

Athletics

All athletes and parents should read the school website for information on events, activities, and other matters pertaining to St. Francis of Assisi Sports. SFA School provides the following after school athletics:

Sports at the elementary school campus include the following:

4th grade softball

Sports at the middle school campus include the following:

Girls

5th grade basketball

5th grade softball

6th grade volleyball fundamentals

7th grade volleyball

8th grade volleyball

6th, 7th & 8th grade basketball

Softball

Tennis

Golf

Cross Country

Soccer

Track

Boys

5th grade basketball

5th grade softball

6th grade basketball

7th & 8th grade basketball

Softball

Tennis

Golf

Cross Country

Soccer

Track

The athletic program is governed by the philosophy that participation comes ahead of winning. Students cannot develop athletically unless they are given the opportunity to do so. No one is cut from any team and students are allowed to play in every contest in a meaningful way.

Students who do not achieve a 2.0 GPA or a "C" average in academics are suspended from sports. Student athletes are students first and athletes second.

SFA School Booster Club

The St. Francis of Assisi Booster Club supports and assists the athletic director and administrative team in running an athletic program that mirrors the St. Francis of Assisi Athletic Mission Statement.

ATHLETIC MISSION STATEMENT

The athletic program of St. Francis of Assisi School provides children the opportunity to learn about sports in accordance with the life and teachings of Jesus Christ.

VISION AND BELIEFS STATEMENT

We believe that the athletic program of St. Francis of Assisi School:

- Allows Catholic Identity and Values to be the most important aspect of any sports program.
- Expects adults to model to young people high standards of Christian Ethics in sports.
- Allows an athlete to learn the fundamental skills of the game.
- Establishes opportunities for athletes to enjoy their sports experiences.
- Is an educational endeavor.
- Believes that winning is secondary to the learning process as it pertains to sports.

Any parent interested in serving on the booster club should call Steve Thiele, middle school principal at 683-6884.

EXTRA CURRICULAR ACTIVITY ACADEMIC STANDARDS

In order to be a participant in good standing the student will:

1. Have no failing grades.
2. Complete work for classes when due. This takes into account the extra time given to those out for sickness.
3. Must be in attendance in school for the entire day. Exceptions are excused absences other than illness.

FALL AND SPRING SPORTS

Power School will be checked one time per quarter to determine students' eligibility for participation. Power School will be checked every four weeks starting in late September. Teachers will also notify the Athletic Director or principal by note if a student is not meeting academic requirements for his/her classes. If a student is not in good standing, he/she will be suspended from games or matches for two weeks but will be able to practice so they are prepared to participate when they become eligible. During this time, the student should work on becoming eligible to participate in future games and matches. Should the student fail to become eligible, the student may not participate further in that sport.

When a student has regained eligibility, a reinstatement form will be signed by the teacher(s) and given to the Athletic Director. No student may be considered eligible until the reinstatement form is received by the Athletic Director. This is for all activities. The principal(s) will check Power School for grades.

WINTER SPORTS

Students must meet academic requirements in order to be eligible to participate when the season begins. Power School will be checked at the end of each quarter. Teachers will notify the Athletic Director or principal by note if a student is not meeting academic requirements in his/her classes. If a student is not in good standing, he/she will be suspended from games or matches for two weeks but will be able to practice so they are prepared to participate when they become eligible. During this time, the student should work on becoming eligible to participate in future games and matches. Should the student fail to become eligible, he/she has two more weeks to work toward eligibility. If a student does not meet eligibility after a total of four weeks of suspension, the student will not participate.

EXTRA CURRICULAR ACTIVITIES

Academic eligibility must be met by all students participating in extracurricular activities. Students will be subject to the same standards as winter sports. A student may not participate for the rest of the quarter if they have not regained eligibility within the four week suspension. They may be reinstated at the beginning of the next quarter if they meet the eligibility standards. Should the student be unable to maintain academic eligibility for a second quarter, the student will not be able to continue in extracurricular activities for the remainder of the school year. The extracurricular activity code applies to students in grades 4-8.

PLAYING TIME

All players will play a minimum of six minutes per game at all levels. With 8-10 players per team, the playing time issue should be minimized. There is a possibility of having all players sit out six minutes also but we are not sure this would work with 8-10 players. The goal of any athletic program is to provide each student as much time to participate as possible. The coaches are accountable for giving their players as much playing time as possible.

COACH SELECTION/EVALUATION

Coaches interested in volunteering their time will first fill out the online application and become Virtus approved. Then by looking at their application, calling their references along with participating in an interview with them, the athletic director will come to the determination if they fit into our philosophy about education and athletics. Once they have accepted to volunteer their time to coach, the athletic director will evaluate them through observations, surveys from parents and players and the impact they have had on our educational environment. The athletic director will also perform mid-season performance reports for each coach to give immediate feedback on the coach's performance. If the coach is found to have unacceptable performance, they may be asked to no longer continue to help in that position.

PRACTICE TIMES

The high school coaches will be asked to take a greater role in educating our coaches in the drills and strategies that would benefit the players later on if they choose to continue with their sport. One practice per week at Roncalli where all the coaches at that grade level would work together in running a practice which would be instructed by the Roncalli coaches.

NUMBER OF PLAYERS PER TEAM

Our goal would be to have 8-10 players per team to enhance skill development and game time.

PARENT MEETINGS

There would be two sets of mandatory parent meetings each school year, in the fall and spring. The meetings would be held on three different days of the week and the child must accompany the parent at these meetings. Child(ren) of parents who do not attend one of the athletic meetings will not participate in sports.

TOURNAMENTS

The league playoffs will be played as they are part of the season long league. Middle school teams may enter whatever tournaments the head coach chooses. No SFA team will be allowed to enter more than one tournament per weekend. Head coaches are NOT to ask the league to change scheduled games to accommodate weekend tournament games. There would be NO playing time rules for tournament games.

EXCUSED ABSENCES

The missing of practice time and game time will be dealt with by the head coach. The athletic director or middle school principal will oversee any issues with excused and unexcused absences.

PARENT'S UNSPORTSMANLIKE BEHAVIOR

Parents are not to confront the head or assistant coach on the day of a game in a negative manner. If parent's behavior forces the referee to remove the parent from the gym, the penalty will be an automatic one game suspension from attending the next contest and must schedule a meeting with the middle school principal and the athletic director before they will be allowed to attend another game.

CONDUCT CODE FOR COACHES, FANS, AND PLAYERS

1. An unsportsmanlike technical foul on a coach, fan, or player will result in a one game suspension for the first offense. After one game suspension, the offending party will meet with the SFA Middle school Principal and Athletic Director regarding the situation and future consequences.
2. Fans that show negative behavior will be asked to leave for the remainder of the game and will be subject to step one above.
3. Coaches are to call the Athletic Director the day after the game if there is any inappropriate conduct from coaches, players, or fans. The Athletic Director will follow up on these communications with contacting the person responsible for the inappropriate conduct. The Athletic Director will make recommendations on a course of action once the report is made. Coaches bear responsibility for the conduct of their fans.
4. Reports from other schools or referees present at SFA games will result in the procedures as listed in step three above.
5. Members of the school staff and Booster Club at times will observe fan, coach, and player conduct at designated games during the season.
6. Students who receive 4 behavioral detentions during a sport season will serve a 1 game suspension for that sport. Once a student receives 7 detentions for behavior will result in permanent suspension from the sport the student is currently in and subsequent sports for the remainder of the school year.
7. The Athletic Director and Middle School Campus Principal reserve the right to revise the Athletic Code of Conduct at anytime.

SCHOOL ACTIVITIES

The following programs are available at SFA School:

Daisy Girl Scouts-Kindergarten – Grade 1
Brownie Girl Scouts-Grades (2-3)
Junior/Cadette Girl Scouts-Grades (4-8)
Boy Scouts
School Yearbook
Photo Club
After school Enrichment Classes (K – 4)

Tiger Cubs
Cub Scouts
Tone Chime Choir (grade 4)
Student Council-Grades (5-8)
Falcon Flyer Newspaper
Middle School Musical

ST. FRANCIS OF ASSISI – PARENTS IN ACTION

The St. Francis of Assisi School – Parents in Action (PIA) is designed to be a partnership between the home and the professional staff.

Any Parent or legal guardian of a student enrolled in SFA School is a member of SFA School Parents in Action. Each member has one vote. Two all-member meetings will be held during the school year. Dates and times of meetings will be announced via the weekly student folders.

SFA SCHOOL BOARD OF EDUCATION

The St. Francis of Assisi (SFA) School Board of Education is a partnership of the Pastoral Council of St. Francis of Assisi Parish, the Pastor, Educational Administrators and Lay Board Members who are committed to preserving and promoting full-time Catholic elementary education in the city of Manitowoc. The responsibilities of the board are concentrated in two areas:

1. Policy Making: The board legislates and evaluates. Implementation of policies is the responsibility of the educational administrators.
2. Development and Marketing: The main goal is to cultivate student enrollment, community relations and stable sources of revenue.

<u>Board Members:</u>	<u>Phone #</u>
Matt Culligan	629-8485
*Bob Dewane (President)	686-9109
*Michele Frozena (Secretary)	684-2192
Chad Heyduk	683-3965
Carla Isselmann	553-6599
Mike Jagemann	684-8158
Paul Kinsella	unlisted
Scott Maternoski	652-0140
Steve Mirsberger	682-8392
Steve Prosenyak	901-5160
*Joe Pozorski (Vice President)	684-6694
Fr. Dave Pleier	684-3718
*Mandy Zeman (Treasurer)	414-975-8188

<u>Ex-Officio Board Members:</u>	<u>Phone #</u>	
Kyle Kapinos	683-6892	Elementary School Principal
Steven Thiele	683-6884	Middle School Principal
Connie Heinzen	684-3718	Parish/School Development Director

* Indicates Board Officer

SECTION 7

GENERAL INFORMATION

CLASS SIZE

PROMOTION/RETENTION

FIELD TRIPS

GUEST SPEAKERS

SCHOOL VISITS

FRIDAY ENVELOPES

LOST/STOLEN ITEMS

HOUSEKEEPING

SCHOOL AND CLASSROOM CELEBRATIONS

PERSONAL PARTY INVITATIONS

PETS

PHONE USE

CELL PHONES AND PERSONAL MUSIC PLAYERS

PUBLICITY DISCLAIMER

CHANGE OF ADDRESS

CONFIDENTIAL RECORDS

GUN FREE ZONE

ALCOHOL/SUBSTANCE ABUSE

CHILD ABUSE/NEGLECT

LIBRARY/MEDIA CENTER

VOLUNTEER PROGRAM

VOLUNTEERS

EQUIPMENT USE

GENERAL INFORMATION

Class Size

A class size limit of 20 students is to be used as a guideline for kindergarten, first and second grades and 25 students will be used for grades third through eighth. The discretion of the principals and School Administrative Team shall be used to determine whether an individual classroom is capable of accommodating more students than the guideline indicates. The grade level involved, elective nature of the class and other factors will be taken into consideration. A waiting list for prospective students will be used as a last resort when all other alternatives have been exhausted.

Ref. Policy 6151 revised April 1, 2009

Promotions and Retentions

A student may be considered for retention if he/she is not mastering academic skills to achieve grade level performance. Students may also be retained for failure in two or more core subjects, or excessive absences that there is a significant loss of class performance.

Teachers follow these procedures when considering retention:

- Give consideration to the factors that may affect the student academic performance.
- Intervention strategies have not succeeded to improve classroom performance.
- Regular communication must have taken place between the parents, the principal and the teachers showing information of the student's difficulties and the remediation efforts are being implemented.
- Discuss with parents during February conferences about the possibility of retention.
- Students with diagnosed learning disabilities are not retained. This is part of "No Child Left Behind."

Field Trips

Field trips broaden the educational experience of the students. There are field trips scheduled periodically during the school year at all grade levels. Field trips are considered part of the curriculum and a hands-on experience of what is learned in the classroom and therefore NOT considered optional. Field trips tend to expand and refine student knowledge.

Please note: No student may participate in a field trip without a signed permission slip.

Guest Speakers / Programs

Guest speakers and programs enhance the curriculum as well as expand horizons, opportunities and experiences. From time to time, SFA will have special programs or speakers to provide an educational or community building opportunity.

School Visits

Parents and families are always welcome in the school. Should a parent wish to observe a class in session, a request to the principal is required. **All parents and visitors are required to report to the school office when entering the building. They must sign in and out and obtain a badge to wear while visiting.**

Friday Envelopes and E-folder

Each week, a Friday envelope and/or an email is sent home with your child that contains important system, school or classroom information. It is important that every school family takes time to go through all the information that is sent home or emailed. If a non-school day falls on a Friday, the folder will be sent home on Thursday. Emails are sent as information needs to be communicated.

Lost/Stolen Items

The school will not be held accountable for items lost or stolen. Children are therefore encouraged not to bring anything of value to school, or items that they would not like to have broken. It is helpful when students clothing and items are labeled with the student's name.

Housekeeping

Students are expected to keep their desks or lockers; as well as any other area they use to hold personal belongings, in order. Students are considered co-tenants of their desks or lockers and therefore the school reserves the right to search this property when an occasion to do so becomes necessary.

School and Classroom Celebrations

We believe that there is value in celebrating holidays and cultural customs of our nation. Students celebrate with parades, decorations, plays, prayers, etc.

Personal Party Invitations

Invitations to off-campus parties are strongly discouraged through school. If invitations are requested to be given out at school, it is required that all members of the class receive an invitation.

Pets

Pets of any kind are not allowed on school property. Teachers may give special permission for pets to be brought to school as part of a special program or activity providing that no child's health is endangered by the presence of that pet (allergies, etc.). Under no circumstances is a potentially dangerous pet to be brought to school. Dogs are not allowed on the school parking lot when dropping off or picking up students.

Phone Use

The office phone is used for business. Students may use the phone with permission of office personnel. Necessary calls will be made before or after school or during recess time. Students are required to pay the campus fee per phone call. Parents are asked to refrain from calling school to leave messages for the child(ren) unless it is an emergency.

Cell Phones and Personal Music Players with Headsets

The use of cell phones and personal music players and items such as iPods and MP3 Players are not allowed during normal school hours unless given permission by principal or teachers.

Publicity Disclaimer

Photos, slides and videos of SFA School students, as well as examples of student work, will be used at the discretion of the school staff for purposes of publicity, unless otherwise directed by the parent in writing.

Change of Address/Phone Number

It is very important, for emergency and administrative reasons that every student maintains an up-to-date address and phone number record at the school office. Notify the school office immediately if there is a change of address or phone number during the school year.

Confidential Records

Confidential student records that include progress and behavioral reports are maintained in the SFA School offices. Progress reports are those that include the student's grades and attendance. Behavioral records are those that include ability tests, achievement tests, health records, psychological tests, personality tests and other records.

Gun Free Zone

1990 Federal Government Gun Free School Zone Act:

"It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. Whoever violates this law shall be fined not more than \$5000, imprisoned for not more than 5 years or both."

Alcohol/Substance Abuse

The possessing, distributing, using, or being under the influence of alcohol or controlled substances, possessing of drug-related paraphernalia is prohibited. Local law enforcement officials will be contacted for any of the above violations.

For purposes of this policy, "drugs" shall mean:

1. All controlled substances prohibited by law
2. All Alcoholic beverages
3. All tobacco products including snuff and or chewing tobacco
4. Any prescription or patent drug except those for which permission to use in school has been granted pursuant to school policy.

Child Abuse/Neglect

CHILD ABUSE AND NEGLECT ACT, Section 48.981 of the Children's Code specifies that all educational personnel are mandated reporters of suspected child abuse and neglect. If there is reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury, the following procedures are to be followed:

1. Notify the Administrator immediately
2. Report the situation immediately to the County Department of Social Services or the police department.
3. If the alleged offender is an employee of the school/parish, the Administrator or designee notifies the Director of Total Catholic Education or the Consultant for Child and Family Services at the Diocesan Office of Education as soon as possible.

LIBRARY/MEDIA CENTER

SFA library/media programs provide level-appropriate literature for recreational reading, for curriculum support and for the encouragement of thought and discussion of values and moral issues. It also provides consultation, instruction, reference services, access to outside resources, and audio/visual services for students, faculty and administration. The library/media center not only provides support services, but also is actively involved in the education process.

Library Policies

All library books are checked out for a two-week period. If your child is not finished with the book, it may be renewed for another two-week period, unless another student or teacher has reserved the book.

Overdue books can be subject to a fine of 25 cents per week. Weekend days will not be counted. Overdue notices will be sent out each week to your child's classroom.

There shall be a charge of no less than \$1.00 for lost or damaged materials. The charge for a lost book will be based on the price listed in "books in print" or other catalog sources. **A \$1.00 per day fine for overdue books will be charged for books overdue past the closing date of the library for the academic year.**

VOLUNTEER PROGRAM

We depend on the active support and involvement of our parents. This is essential to the success of our education system. We request that each family contribute some service to the school during the year. In order for the Diocese of Green Bay to be in full compliance with the national program to "*Protect God's Children.*" **All volunteers, this includes attending a VIRTUS training session AND completing an online application (background check) are required to be VIRTUS certified – no exceptions.**

1. **Library** - Volunteers assist students in locating materials, shelving books and reading to the younger children.
2. **Office** - Volunteers answer the phone, type or run the copy machine.
3. **Classrooms** - Volunteers are involved in tutoring students, chaperoning field trips or helping teachers.
4. **Health Programs** - Volunteers help with the health-screening program in the fall. They assist in the health room during noon hour.
5. **Labor Skills** - Volunteers assist with various projects involving the maintenance and improvement of the building.
6. **Lunch** – Volunteers assist in the lunchroom and on the playground.

SFA School Areas in Need of Volunteers

Please consider volunteering your time to help out with the following:

1. Scrip
2. Falcon Food Sale
3. Board of Education
4. Parents in Action
5. Outreach Committee
6. Lunch duty/Playground

Equipment Use

Each school building has a variety of educational, safety and janitorial maintenance equipment. Students are not permitted to use or handle equipment, unless they have official permission to do so. If school equipment is damaged because of negligence or unauthorized use, the person at fault is held financially responsible.

SECTION 8

CURRICULUM

PRESCHOOL CURRICULUM

KINDERGARTEN CURRICULUM

CURRICULUM OVERVIEW – GRADES 1 - 5

COURSE DESCRIPTION SHEET - GRADES 6 – 8

HANDBOOK AGREEMENT

3K & 4K CURRICULUM

The emphasis of the 3K & 4K program is to nurture the child's development through socializing experiences and learning through play. Each child is allowed to progress at his/her own pace.

Religion

The child's faith development is nurtured through role modeling of Christian values and by an atmosphere of love and trust.

Art and Music

The 3K & 4K child learns to appreciate the value of creative expression through various music and art activities. Children are encouraged to express themselves freely by using various art mediums. Painting, drawing and craft activities allow children to communicate feelings and ideas. Musical experiences are provided in which children can sing, listen to music and use rhythm and band instruments.

Psychomotor Development

Children develop physical coordination and control through activities that enhance large and small motor skills. Both manipulative and physical activities are used to develop these motor skills.

Language Arts

The 3K & 4K child's development of communication skills is acquired by various listening, speaking, reading and writing activities. Children are exposed to many oral language activities as well as listening to others and seeing relationships between spoken and printed material.

Mathematics Readiness

Mathematics readiness is developed through observations, discovery activities, concrete experiences and playful creativity. The preschool child learns to identify basic colors and shapes. They can compare and classify objects and solve simple mathematical problems. An understanding of time, money and measuring simple units is also developed.

Science/Health

The child's awareness and appreciation of creation is nurtured through observation and exploration. Children develop respect for themselves, each other and the world around them.

Social Studies

The importance of children learning to adjust to sharing and taking turns is a vital part of the preschool program. Children learn an awareness and appreciation of self and others. They develop an understanding of the concepts of family and community.

Computer/Technology

3K & 4K students will have exposure to a variety of technologies in a lab setting. The concepts that are taught include basic vocabulary and general functions skills.

KINDERGARTEN CURRICULUM

Religion

The spiritual needs of the kindergarten students will be met through celebration of daily prayer, weekly liturgy and concepts of faith presented through the use of the religion curriculum.

Literacy Development – Guided Reading

Students in kindergarten will have a balance of literature and writing activities through exposure to many types of stories, predicting and retelling literature, building letter and word recognition, and writing for a variety of purposes.

Math

Kindergarten students are taught basic math concepts using manipulatives (cubes, pattern blocks, geoboards, buttons, etc.). Math activities focus on concepts of counting, shape recognition, sorting, classifying, patterning, grouping, comparing and problem solving.

Science

Science in kindergarten incorporates the thinking skills of comparing, observing, problem solving, and communicating through hands-on experiences.

Social Studies

Social Studies in kindergarten focuses on the child's everyday life. Children learn about themselves and their place in the world.

Computer Technology

Kindergarten students will have exposure to a variety of technologies in a lab setting. The concepts that are taught include basic vocabulary and general functions skills.

Human Growth & Development and Health

The kindergarten curriculum includes teaching students about individuality, personal hygiene, acceptable social skills, good decision-making and emergency procedures. The SFA Guidance Counselor teaches peacemaking skills to the kindergarten students.

Art

Creating, manipulating and responding to various types of art is an important part of every kindergarten day.

General Music

Kindergarten students engage in music through performing, creating and responding.

Physical Education

Physical activities are integrated through each day as relevant to the curriculum.

Library Media

The purpose of the library/media center is to assist learners in finding, generating, evaluating and applying information to use resources appropriately and appreciate literature.

CURRICULUM OVERVIEW - GRADES 1- 4

SFA School offers a good academic program in a caring Christian environment. Our children learn the basics of Roman Catholicism as well as language arts (reading, language, spelling, writing), mathematics, social studies and science.

This core curriculum is enriched with classes in art, health, physical education, music, computer literacy and library/informational skills.

To provide each child with a positive educational experience and to develop a good self-image is the goal of our program. We strive to build good attitudes in the children. We seek to help them be aware of the presence of God in their daily lives and to grow spiritually, academically, physically, emotionally and socially at their own levels of learning.

Religion

The religious education of children involves the teaching of doctrine, the modeling of Christian attitudes and the imparting of values. All three of these areas integrate and influence each other. Religious education programs for students offer experiences of faith, sharing, worship through liturgy and prayer, opportunities to be of service and formal instruction within the context of Christian community.

Liturgies

Liturgical experiences are one of the most important dimensions of your child's faith life. All students in grades K-4 participate in Eucharistic liturgies weekly. In the elementary campus, the Eucharist is celebrated at 9:00 a.m. on Thursday. Parents are welcome and encouraged to join our school community in these liturgical celebrations.

Prayer Times

Prayer is an integral and essential part of the daily program. Our teachers provide time and opportunities for the children to nourish their faith through prayer and liturgy. The liturgical seasons of Advent, Christmas, Lent, Easter and Pentecost are celebrated in special ways. Formal, informal and spontaneous prayer experiences are afforded to our students. The goal for our children is to build a loving relationship with Jesus the Christ.

Language Arts

The study of the English language becomes the key to effective communication in the future. Our systematic study of the basic rudiments of this language enables children to become competent in the communication skills of listening, speaking, writing and the use of the media.

A holistic approach to language development provides our children with an understanding of language and integrates the various elements of communication with all the disciplines. Our language arts curriculum fosters an appreciation of the beauty of the English language. Reading is the most critical element of the entire curriculum. Reading instruction engages the reader in an interactive process. Reading instruction focuses on comprehension and development of independent readers. The link and connectedness of reading, writing and speaking is fostered in our classrooms. It reflects the integration of the entire curriculum.

Ultimately, reading becomes a meaningful and enjoyable experience, which contributes to the development of Christian persons who think, choose and act as contributing members of society.

Mathematics

In the area of mathematics education, we strive to develop the strategies necessary to solve problems for decision-making.

Our students acquire computational skills and an understanding of the basic processes. Manipulatives are used to further their mastering of the concepts of number theory, fractions, measurements, the decimal system and geometry.

Social Studies

The goal of our social studies curriculum is to develop concerned, educated Christian citizens. We empower students with vision, values, attitudes and skills to become responsible stewards and peacemakers in the world.

Our social studies curriculum provides students with basic life skills. Included are studies emphasizing citizenship, map skills, geography, global awareness, economics, history, culture and a study of Wisconsin.

Science

Our science program is permeated with a vision of faith. It creates a love for the natural world that leads to responsible stewardship and love for the Creator.

Our curriculum emphasizes moral and ethical decision-making. It includes the development of scientific knowledge and skills with an emphasis on hands-on experiences.

We encourage and enable children to observe, question, research and solve scientific problems.

Computer Education

Because computers are an essential tool, we integrate them in all curricular areas. We teach proper care and usage. We strive for creativity, initiative, and problem solving in our program. The emphasis is on keyboarding and word processing.

Music

Our program provides opportunities for children to perform, create and appreciate music. Classroom activities such as singing, moving, listening and playing instruments provide a variety of experiences.

Our curriculum includes knowledge of basic theory and an understanding of the aesthetic and cultural aspects of music. This foundation provides the context for a life-long process of music appreciation.

Band

Band lessons are available for fifth grade students. Parents are responsible for obtaining an instrument through purchase or rental. Private piano lessons are not available in our school.

Art

Visual art enables our students to learn to respond to the beauty of God's creation and to the dignity of the individual.

Our art program provides teaching in four different areas: art production, aesthetics, art criticism and art history.

Physical Education

The physical education program is an integral part of our school program. Movement experiences help to improve physical skills and fitness.

Participation in physical activities contributes to the development of self-confidence, cognitive skills, social skills and an appreciation of God's gift of life.

Health/Wellness/Sexuality

Health/wellness programs provide students with the attitudes and skills necessary for healthy Christian living.

Jesus promoted wellness in that a healthy life-style is the right and responsibility of each individual to choose behaviors that promote well-being. Through critical thinking, decision-making and problem-solving skills, our students gain control of their life now and in the future.

Choosing right and responsible behavior is the basis of the human sexuality program in our schools. Biological information is integrated with the Catholic Christian tradition regarding the dignity of the human person.

Guidance

Our comprehensive school counseling program supports students by involving families, school and our entire community to assure academic, social-emotional, spiritual growth for all students.

Spanish

In Spanish class the students will be introduced to the Spanish language and Hispanic cultures. The students will learn basic vocabulary and phrases through songs, games, and other activities. This will give the students a good foundation for later Spanish classes in middle school and high school.

SFA MIDDLE SCHOOL CAMPUS
COURSE DESCRIPTION SHEET
GRADE 6

English Language Arts (ELA) - Sixth grade applies previous knowledge to interpret challenging fiction and non-fiction materials. Students will be able to describe and use story elements such as plot, character, setting, and theme. Students also analyze the development of plot, character, setting, and theme as it pertains to the overall impact of literature. Students learn how literature is integrated into all aspects of the school curriculum. Students learn about the standard usage of tense, number, gender, and case. Students learn the fundamentals of punctuation and parts of speech. Spelling is taught, and the six-trait writing process allows students to write correctly.

Math - Students will demonstrate understanding of place values of numbers. Students will be able to communicate numbers, fractions, and decimals. They will be able to commute ratio, percent, and proportion. Students will learn how to solve problems, and use rulers, compasses, and protractors to learn geometric concepts.

Social Studies - Students study the contributions of people and society through ancient, medieval, and modern times. The main emphasis of social studies is the study of the history of the western world from ancient times to the present day.

Science - Sixth grade is an integrated approach to main scientific concepts. Students learn the basics of the scientific method, environmental science, the development of plans, and current issues in science.

Religion - Sixth grade religion centers upon the Old Testament, Liturgy, and prayer. All students participate in the preparation of Liturgies and prayer services.

Spanish - Spanish is an introduction to the study of the language of Spanish and the cultures of the countries that speak Spanish. This course includes listening, speaking, reading, and writing in the language as well as activities to give the students a chance to experience many different Hispanic cultures. 6th grade meets two times a week and 7th and 8th grade meet three times a week. Successful completion of Spanish may provide the student credit for one year of high school Spanish.

EXPLORATORY CLASSES:

ART- Students learn and recognize the visual arts as a form of communication. They will be able to know and apply elements of art, principles of design, and expressive features of the visual arts. Students know and apply appropriate use of visual arts, techniques, and other skills. A combination of drawing, sculpture, and art history are used in class. All students participate in the SFA art show in March.

PHYSICAL EDUCATION - Students learn specific skills for individual, team and dual sports. Students are taught to understand training and conditioning practices, understand the long-term effects of regular participation in physical activity, and engage in activities that develop and maintain muscular strength and endurance.

HEALTH - Students learn about main concepts of hygiene, body maintenance, nutrition and human anatomy.

GUIDANCE - Our comprehensive school counseling program supports students by involving families, school and our entire community to assure academic, social-emotional, spiritual growth for all students.

ELECTIVE CLASSES:

CHORUS - Chorus is a class that provides students the opportunity to sing and perform some of their favorite music styles and songs. This course will help to build voice and performance skills while giving students the opportunity to sing in a group. Students participate in the Christmas and Spring Concerts and a part of their quarterly grade. Students are also given the opportunity to refine musical skills through chorus and church choir.

BAND - Band is a two-semester course that provides students the opportunity to perfect their individual musical skills plus develop skills needed to perform with a group. The band performs at Christmas and in the spring. In addition, the band marches in the Memorial Day parade. Individual lessons are scheduled with the band instructor.

SFA SCHOOL MIDDLE SCHOOL CAMPUS COURSE DESCRIPTION SHEET GRADES 7 & 8

Seventh and eighth grade students are required to take the following classes:

English Language Arts
Health
Math

Physical Education
Religion
Science

Social Studies
Spanish

Students take three of the following electives:

Art	In the kNOW!	Vocal Music
Basic Photography	(Current Events)	We Love to Read and Write!
Common Cents (grade 8 only)	Guitar	World Geography (Eastern Hemisphere)
Concert Band	Life Science Mix	World Geography (Western Hemisphere)
	Sew Let's Bake – Basic	
	Sew Let's Bake – Advanced	

All subjects are aligned with the standards established by the Department of Public Instruction and the Catholic Diocese of Green Bay.

ELECTIVE COURSES FOR SEVENTH AND EIGHTH GRADES:

Art 7

Grade: 7

Elective/Two days per week/yearly

Two and three-dimensional art studies and art production are included in this course. Basic design, drawing, painting, and sculpture techniques will be explored. A concentration on the principles and elements of design, incorporated with art history and master artists will be integrated into the various art projects throughout the school year.

Art 8

Grade: 8

Elective/Two days per week/yearly

Two and three-dimensional art studies and art production are included in this course. Advanced design, drawing, painting, and sculpture techniques will be further explored. A concentration on the principles and elements of design, incorporated with art history and master artists will be integrated into the various art projects throughout the school year.

Common Cents – Money and You

Grade: 8

Elective/Two days per week/yearly

This class provides eighth graders with the opportunity to learn introductory financial concepts in subjects ranging from banking services, controlling debt, credit cards, goal setting, and values. Part of the course involves playing The Stock Market Game online. **This elective class is offered to eighth graders only.**

Concert Band

Grade: 7 or 8

Elective/Two days per week/yearly

This performing ensemble is made up of seventh and eighth grade students. Meeting twice each week, the students work on more challenging music, still with an emphasis on the fundamentals of ensemble playing, including form, style, scales, part playing, and articulation. There are two concert performances during the school year: Christmas and spring. The concert band combines with the sixth grade band for one parade each year – the Memorial Day Parade in May. Group and sectional lessons are required weekly. This course is available to first time band students.

In the kNOW!

Elective/Two days per week/one semester

Grade: 7 or 8

Do you have a passion for news and current events? This course will dive deep into the topics that are currently happening in our world, country, and community. We will explore government, military, and human interests.

May be taken only once during 7th and 8th grades.

Life Science Mix

Elective/Two days per week/one semester

Grade: 7 or 8

Students will complete a more in depth look at a variety of different sub topics within life science. Topics will include but are not limited to birds, mammals, conservation and management practices, genetics, and environmental science. Students taking this elective should have an understanding of basic sciences and understand how to use a variety of technologies (iPad, digital cameras, Power Point, etc.). **May be taken only once during 7th and 8th grades.**

Sew Let's Bake 1: Basics

Grade: 7 or 8

Elective/Two days per week/one semester

Food makes everything more fun, right? In this class, students will use math for real life situations. We will create basic recipes, learn how to read a recipe, and how an oven works to bake the food. The students will be able to sample their foods. Students will learn the basics of sewing by hand in order to make their own item. Allergies to food items will be taken into consideration. **May be taken only once during 7th and 8th grades. This course is also a prerequisite for Set Let's Bake 2: Advanced.**

Sew Let's Bake 2: Advanced

Grade: 7 or 8

Elective/Two days per week/one semester

Food makes everything more fun, right? In this class, students will use math for real life situations. We will create more advanced recipes, review how to read a recipe, and understand the science of how an oven works to bake the food. The students will be able to sample their foods. Students will apply and develop basic sewing skills in order to create one item. Allergies to food items will be taken into consideration. **Sew Let's Bake Basics must be taken before this class. May be taken only once during 7th and 8th grades.**

Vocal Music

Elective/ Two days per week/yearly

Grade: 7 and 8

This course is geared toward seventh and eighth grade students that are interested in singing, reading music, and performing music. Experiences and skills will include the following:

- Performance skills
- Voice building
- Reading musical score
- Identifying intervals
- Singing two and three part music
- Enhancement of self confidence in singing and performing
- Performing solos, duets, trios, and performing in small and large ensembles

- Learning about various styles of music and how to perform them
- Public performances in a concert setting
- Achieving the standards presented by the National Music Association for students in grades seven and eight.

We Love to Read and Write

Elective/Two days per week/one semester

Grade: 7 or 8

We love to read and write is a guided language arts elective that will allow students to explore reading and writing over and above the material covered in language arts class. Students will explore a variety of genre in both reading and writing. Book choices will include but are not limited to Newberry and Caldecott winners, classics of literature, non-fiction pieces, poetry, essays, and short stories. Students will be expected to complete one book or collection of writings per month. In addition, some kind of writing project will be completed with each piece of reading. The reading and writing assignments are in addition to whatever assignments are given in the regular language arts class. **This elective may be taken only once during 7th and 8th grades.**

World Geography I – Eastern Hemisphere

Elective/Three days per week/First semester

Grade: 7 or 8

Students will study various countries located in the eastern hemisphere. This course will challenge your critical thinking skills as you learn about people, culture, economy, government, and the physical aspects of the regions of the world. This elective will be offered first semester and may be taken as a seventh grader or eighth grader. **This elective, as well as World Geography II, may be taken during the same school year or one in seventh and one in eighth.**

World Geography II – Western Hemisphere

Elective/Three days per week/Second semester

Grade: 7 or 8

Students will study various countries located in the western hemisphere. This course will challenge your critical thinking skills as you learn about people, culture, economy, government, and the physical aspects of the regions of the world. This elective will be offered second semester and may be taken as a seventh grader or eighth grader. **This elective, as well as World Geography I, may be taken during the same school year or one in seventh grade and one in eighth grade.**

Handbook Agreement

We have read and agree to be governed by this handbook.

Student signature(s):

Parent/Guardian signature(s):

Date:

School Administration Right to Amend Handbook:

The school administration retains the right to amend the handbook for just cause. Parents/students will be given prompt notification if changes are made.

PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE BY SEPTEMBER 9, 2016.

