ST. FRANCIS OF ASSISI SCHOOL

A Rochester Catholic School

Family Handbook
2026-2027

Saint Francis of Assisi School is part of the educational mission of the Catholic Church.

This handbook is intended to serve as a resource and guide for parents, students and staff as we learn and grow this year together.

The handbook communicates procedures and expectations of the school.

We believe it will assist all stakeholders in their understanding of the day to day operations of the school.

The orderliness of our school assists in our teaching and living the faith ~ in community and service to one another.

The Rochester Catholic Schools Board of Trustees formulate and approve policies for the governance of the school system. The policies of Saint Francis of Assisi School shall therefore not contradict nor hinder the policies of RCS.

The RCS Policies and this St. Francis of Assisi School Handbook are both available on the RCS website. Families are notified as updates and changes are made.

INTRODUCTION

EDUCATIONAL MISSION OF THE CATHOLIC CHURCH

“Catholic schools afford the fullest and best opportunity to realize the fourfold purpose of Christian education, namely to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated.” (Renewing Our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium, §2, 2005)

DIOCESE OF WINONA-ROCHESTER CATHOLIC SCHOOL MISSION STATEMENT

The Catholic Schools in the Diocese of Winona-Rochester are learning communities rooted in the teaching mission of the Catholic Church offering academic excellence and Gospel values in a diverse and nurturing environment.

ROCHESTER CATHOLIC SCHOOLS MISSION STATEMENT

Rochester Catholic Schools (RCS) develops the spiritual, social, emotional, and academic growth of young people. RCS partners with parents and the Catholic faith community to nurture the development of a Christ-centered learning environment that fosters a culture of excellence where students grow in wisdom, courage and character. Rooted in Gospel values, RCS students are challenged and supported to become critical thinkers, collaborative problem solvers, creative visionaries and servant leaders who bring hope to the world.

SAINT FRANCIS OF ASSISI BELIEF STATEMENT

We believe Saint Francis of Assisi School to be a Catholic community of believers educating every child to model Christ. We recognize our school as integral to the educational mission of the church. Working in relationship with parents, students, parish and greater community, we offer quality Catholic education for all students regardless of economic status, ethnic origin, or religious affiliation.

We understand our responsibility to live the Franciscan values in order to give witness to our faith, to promote peace and justice, to nurture community within our school, and to achieve academic excellence.

Through worship, gospel message, service, and Catholic values, we share the presence of Jesus with one another and strive to reveal the Christian message by knowing God, loving God, and serving God.

We commit ourselves to the holistic development of each child as a unique individual in order that each person may become a caring, contributing member in today’s society, aspiring for union with God in heaven.

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FAITH

WORSHIP

Students celebrate Mass each week. Masses are planned by teachers and students. Student participation might include reading scripture, preparing and offering petitions, presenting the offertory gifts, serving, making banners, playing instruments or singing with a selected choir group. Priests from Saint Francis of Assisi and Resurrection parishes take turns celebrating Mass with us. Adoration is generally once per quarter following Mass, with Benediction at 2:30 pm on those same Adoration Days.

The Weekly Broadcast, RCS website and parish bulletins publish dates and times of the weekly Masses. Parents are invited to join the students at Mass.

SERVICE

As Catholic Christians, we are called to use our time, talent, and treasure to serve the needs of others. God designed us to make a difference with our lives and expects us to give something back. Service to others is a gift we continually call upon to help those in need. Our stewardship activities include numerous opportunities to serve our school, parish, local community, and the world.

The school provides many opportunities for service including collections and prayer. Individual classrooms are encouraged to promote service learning opportunities for students and families. Such opportunities may include Nursing Home visits, Catholic Relief Services, Feed My Starving Children, Ronald McDonald House, Catholic Charities, Operation One More, Adoration and many more.

PRAYER

At St. Francis of Assisi School we believe that friendship with God is built by sharing all of our life experiences with Him in prayer. Our goal is to “pray continually" (Thessalonians 5:17), conversing with God while we teach, study, learn, and play, in fellowship with one another throughout our day. Prayer at St. Francis of Assisi School includes:

- Beginning each day with a scripture reading, reflection, and prayer
- Prayer space in each classroom and beginning each religion class with prayers of praise and petition for the needs of others
- Beginning all school gatherings with prayer, including sporting events and practices
- Prayer before and after lunch
- Ending each day with a sending forth prayer

In addition to these daily activities our students also:

- Participate in Advent prayer services, Lenten Stations of the Cross and celebrate the Sacrament of Reconciliation twice a year

- Travel to the Church of the Resurrection for Mass and May Crowning. This tradition of bringing flowers to a statue of Mary and 'crowning' her, is one way to express our great love and devotion to the mother of Jesus
- Engage students in biblical study weekly, as we preview the Sunday Gospel and then discuss the homilies on Monday mornings

CORNERSTONES OF CATHOLICISM

Each quarter, our school community learns about a tenet of the Catholic faith. These topics are rotated each year:

- Pillars: Creed, Sacraments, Morality and Prayer
- Cardinal Virtues: Prudence, Justice, Fortitude and Temperance
- Gospels: Matthew, Mark, Luke and John

ACADEMICS

ACADEMIC AND BEHAVIOR EXPECTATIONS

Student behavior at St. Francis should exemplify high standards, reflect a desire to learn and model Christ's teaching.

Our academic life speaks to a well-rounded education, encompassing religion, family life, language arts, math, science, social studies, music, physical education, Spanish, art, guidance, technology and STEM courses.

In order for students to learn in an accepting, positive, enriching environment and gain full advantage of educational resources, we reinforce and expect that students exhibit academic honesty at all times.

Failure to meet academic and behavior expectations may result in loss of privileges or disciplinary action.

ACCREDITATION

Saint Francis of Assisi School is fully accredited through the Western Catholic Educational Association. The mission of WCEA accreditation is to advance quality Catholic education for all students in member schools and arch/dioceses through an accrediting process that promotes the primacy of faith formation, the rigor of educational excellence, and the vitality that comes through continuous school improvement.

BULLYING PREVENTION/SECOND STEP

RCS has adopted the Second Step Bullying Prevention Program. This program is designed to change the norms around bullying behaviors and language. K-6 students are part of weekly classroom meetings that teach tools for preventing, addressing and stopping bullying behavior and language.

CURRICULUM

The RCS curriculum develops the whole child - spiritually, academically, emotionally, physically and socially. Our Catholic faith is the foundation and lens through which we deliver the content. Students are engaged through formal instruction, multi-disciplinary units of study, presentations, technology, small and large group projects, and individual research opportunities.

RCS offers core subject curricula in the areas of religion, math, language arts, social studies, and science. Through the thoughtful selection of the market's finest educational resources combined with the highest quality instruction, our faculty seeks to provide a learning environment that is based on high, yet pragmatic expectations. This excellence is achieved through the RCS Collaborative Curriculum Committee, made up of teachers and administration.

FIELD TRIPS

Each teacher is encouraged to have educational field trips a year. Field trips are a direct outgrowth of concepts studied at each grade level. The need for Virtus-trained chaperones will be handled by the teacher arranging the field trip. Due to liability purposes, buses are typically used to transport students on all field trips.

Field trips are a privilege. Behavior expectations remain the same when students are out of the building, as they are a reflection of St. Francis of Assisi School and the community. Students will wear uniforms, unless excused by the building principal.

GRADING

Grading procedures for each grade are shared with parents/guardians at the beginning of each school year. Kindergarten utilizes an S, D, N (Secure, Developing, Not yet) scale. Grades one through three utilize an E, S, N (Excellent, Satisfactory, Needs Improvement) scale. Grades four through eight use letter grades (A,B,C,D,F) based on percentage scores. Conduct and Effort reports are included with the Academic Progress Report at each grade level, kindergarten through sixth.

St. Francis of Assisi School asserts that grades reflect an accurate depiction of what a student earns in his or her classes. Reported grades are not rounded. Exact percentages are reflected in letter grades that appear on all school reporting records.

Formal academic reports are made on a quarterly basis. The following scale will be used to calculate grades:

93%	A	87%	B+	77%	C+	67%	D+	<59%	F
90%	A-	83%	B	73%	C	63%	D		
		80%	B-	70%	C-	60%	D-		

Grade Reports
Students and parents are expected to monitor homework completion and grades on a regular basis via the RCS Portal. Teachers are expected to keep their gradebooks up to date.

HOMEWORK POLICY

Students are expected to complete homework, projects and test preparation on a regular basis. On average, students may be asked to complete 10 minutes of homework per day per grade. The load may be higher or lower depending on the time of the school year, the scheduling of assessments, projects or other major assignments.

INDIVIDUAL CLASSROOM/COURSE GUIDELINES AND EXPECTATIONS

Each teacher establishes specific expectations for individual classes. These expectations include but are not limited to, behavior, grading procedures and standards of academic performance and honesty. Teachers have the right to adjust policies during the course of the school year.

PROFESSIONAL DEVELOPMENT DAYS

During the school year teachers attend various workshops for professional development. These important days and times are set aside for faculty and staff growth and development. If a professional development staff day has been indicated on your calendar, teachers may be unavailable for calls and conferences.

RETENTION/FAILURE

Retention, in itself, is not necessarily the answer to a student's school problems. Because retention is a controversial issue, a thorough discussion of the matter by the parents/guardians, teachers, administrator and school counselors will take place. A retention decision will be made only if a consensus can be reached.

Students may be required to repeat a grade or complete additional summer work for the present grade when two and one-half (2 ½) or more core classes are failed. One-half class is equal to a class which does not meet daily (e.g. world language, physical education, music, and art). If this occurs the recommendation may be to repeat the grade at another school.

If a student fails in a particular subject area, coursework will be assigned and must be completed during the summer to better prepare him/her for the upcoming school year.

SPECIAL EDUCATION SERVICE/STUDENT LEARNING PLAN

Students who qualify for services in Speech, Learning Disabilities, Emotional and Behavioral Disorders and Multi-Language Learners are serviced through Independent School District #535. Classroom teachers work with ISD #535 staff to follow the student's Individualized Education Plan (IEP). Students who qualify for services are transported to Riverside or Willow Creek.

Sometimes a student may have a diagnosis that requires accommodations to the learning environment, but is not significant enough to receive direct services through an IEP. The school, together with the family, may create a Student Learning Plan, whereby accommodations to assist the student in maximizing their potential may be made within the regular classroom. A plan may be developed using the template from the Diocese of Winona-Rochester.

STANDARDIZED TESTS

Standardized assessment provides valuable information regarding academic growth and curriculum strengths and weaknesses. Tests are administered in fall, winter and spring of each year and are required by our accrediting association (WCEA). RCS follows Diocesan mandates with regards to the tests that are being administered. Currently, all diocesan schools take the NWEA standardized test. Test results are mailed to parents/guardians.

TIMES FOR SILENCE

- Silence is to be observed during fire drills, tornado drills, and lockdowns.
- Silence it to be observed during announcements at the beginning and end of the day.
- Silence is to be observed during study hall time unless permission is given to talk.
- Silence is to be observed going to McCarthy Hall during a Funeral and/or adoration.
- Appropriate silence and courteous behavior are to be observed at assemblies, during performances, and in the library.
- Students are to observe appropriate silence and reverent behavior for all liturgies and prayer services. Silence is expected when in the church proper.

TITLE ONE

The Title One program is designed to provide supplemental help in reading and mathematics to children who qualify in grades one through five. Title One funding is available to Saint Francis of Assisi School based on the number of our families who qualify for free and reduced hot lunches. Because this number changes annually, our Title One program funding is first designated to grades one through three Reading and Math, then to grades three through five Reading and Math. The school follows federal guidelines for admittance to the program and designs the offered services as needs are identified and funds are available.

ATHLETICS AND ACTIVITIES

ATHLETICS/EXTRACURRICULARS AT A HIGH-SCHOOL LEVEL

It is an honor and privilege to be asked to participate in high school activities (including, but not limited to athletics and Fine Arts.) However, RCS believes that the participant is an elementary/middle school student first. In the event there is a conflict between an elementary school activity and an extracurricular activity, it is the expectation that participation in the elementary school activity takes precedence.

CONCERTS

The students annually perform two concerts each year – one at Christmas and one in the spring. The Christmas Concert is typically on a December evening at Lourdes High School for our K - 6 students. The K-8 Spring Concert is held at school and will have two performances, one in the afternoon and one in the evening. Students are expected to be present at all Music Concerts.

ELIGIBILITY

Students involved in extracurricular activities are expected to make satisfactory academic progress congruent with the expectations of RCS and the individual abilities of each student as well as behavior expectations.

St. Francis of Assisi School provides many extra-curricular opportunities for our students. Many of the events take place before and after the school day. Students are expected to participate in the activity they are here for. If the activity does not begin directly after dismissal (3:05 p.m.), parents are responsible to arrange supervision for, or supervise, their children until the activity begins. Students are not allowed to leave school grounds between dismissal and the activity unless they are accompanied by an adult. Students are not allowed to stay on school grounds unless their practices are immediately after school or supervision has been arranged.

A student is ineligible if he or she has an F in more than one course on the formal mid-quarter or quarter posting. Ineligibility means that a student may attend practice, rehearsal or club meetings, but may not participate in any game, performance, or competition. Starting the school day after the formal posting, the student will remain ineligible for seven calendar days.

At the end of seven days, the student must bring a progress report form to all of his/her teachers for classes he/she is failing and have them:

- Indicate what the student has done to improve his or her academic performance;
- Current grade
- Provide a teacher signature

The student will bring the completed progress report to his/her principal to be signed.

Once it is documented that the student is passing all courses, the principal will inform the Activities Director that eligibility can be restored. It is not possible to restore eligibility before the seven calendar days have passed. At the end of seven days, if the student is still not passing, he or she will be ineligible for another seven days. Once the second set of days has passed, the student must follow the instructions regarding the progress report.

Improvement must be demonstrated within the seven day period in order to retain eligibility. If, after the seven day period, the student has not demonstrated progress, he/she will remain ineligible and must follow the course of action stated above.

OFF-CAMPUS BEHAVIOR

RCS Activities are governed by the Minnesota State High School League guidelines which extend to behavior occurring outside of school. St. Francis of Assisi School will enforce MSHSL consequences resulting from off-campus violations in addition to the procedures set forth in this handbook. This includes, but is not limited to: online (internet, social media) behavior, cyber-bullying, substance distribution and/or abuse and pertains to the posting or sending images or messages that negatively impact the Rochester Catholic Schools, St. Francis of Assisi School, Lourdes High School, or any members of the community. Additionally, parents are also expected to abide by these policies or consequences may result.

All students are expected to behave in a manner that reflects our Catholic, Franciscan charism at any RCS sponsored event. It is expected at athletic events that our students will stand in a respectful way for the National Anthem, our school song, the school song of our guests, and will only use cheers that are appropriate and positive. Harassment of game officials or coaches and players of either team will not be tolerated. When cheering at games, we expect students to follow the guidelines of NO NAMES, NO NUMBERS, NO NEGATIVES. Our faith calls us to celebrate our gifts and talents and encourages us to refrain from envy and negativity toward our neighbor.

Any student found misbehaving at any RCS sponsored event will lose the right to attend such events. Any student involved with violence related to poor sportsmanship at any athletic contest will be subject to dismissal from the school. Incidents will be reported to school personnel and forwarded to the Activities Director. The Activities Director, in consultation with administration, will arrive at appropriate consequences.

OTHER EXTRACURRICULARS

Saint Francis of Assisi School relies on parent and staff volunteers to offer additional extracurriculars to our students. Examples include, Chess Club, Math Counts, Math Masters, LEGO Robotics, etc. We also offer an annual spelling bee, science fair and play performance. Students are welcomed and encouraged to participate in these activities. Communication will be made through Weekly Broadcast emails, as well as announcements through the school building. Any school-related activity absence will be excused. All travel arrangements, however, should be coordinated with the parents of the respective students.

STUDENT COUNCIL

The Saint Francis of Assisi School Student Council is an elected group of students in grades 5 - 8 under the direction of faculty advisors. This group represents the entire student body and plans activities and service projects that support the mission of the school. Elections take place in the fall and each term runs through the current school year. Any student in grades five through eight is eligible to run for office.

ATTENDANCE

ABSENCE POLICY

When a student will be absent for any reason, the office must be notified via a phone call (288-4816) or email (stfattendance@rcsmn.org) by 8:55 a.m. A written note may also be sent. The school will contact parents by 9:15 a.m. if notice has not been received. Advanced notice for planned absences is appreciated.

Regular attendance at school is essential for all students. Parents are responsible to ensure that their children are in school. The first bell rings at 8:15 a.m. with prayer and announcements at 8:25 a.m. At 8:25 a.m., students are expected to be in their homerooms. Students will be considered tardy if they are not in their classroom by 8:25 a.m. If students are late because of appointments, they will not be considered tardy.

If students arrive after 8:25 a.m. they must report to the office before going to the classroom.

Persistent tardiness and/or unexcused absences will result in communication with the parent/guardian(s) to determine a plan to remedy the situation. If the problem persists, disciplinary action/loss of student privileges may be taken.

APPOINTMENTS

If a student has an appointment that lasts one-half day or more, he/she will be considered absent.

Students must have written or verbal permission to be absent from all or part of a class. Permission is granted when a legitimate reason exists. Teachers have the right to refuse permission if an event or reason is determined to be unsuitable (examples of acceptable reasons are student appointment/illness noted by parents, liturgy practice, concert rehearsal, service projects, and functions of this nature). Students who need to leave school for specific appointments will meet their parent/guardian in the school office at a designated time. Students must be signed out by an adult when leaving the building during school hours. Students will not be released without written, email or verbal permission. If the student will be leaving with someone other than the parent/guardian, a written permission or email must be sent with the student, with the name of the person who will be picking them up. When students return from appointments, they should report to the school office and receive a pass to admit them to their class.

ILLNESS

Absence due to illness prohibits a student from participating in any extracurricular practice or event for that day. If a student is absent from 50% of classes for reasons other than illness or appointments, they are not allowed to participate in the practice or event. Exceptions to this would be absences from school due to participation in a school-related activity.

Student materials necessary to complete school work can be sent home to an absent student upon parent request via a brother, sister, or classmate, or it can be picked up in the front office by a parent. It is a student's responsibility to check the RCS Portal, Google Classroom, and/or other classroom communication methods, while away from school. When returning to school after an illness, the student must check with teachers to set due dates for missing work. A student generally has as many days to make up the class work/assignments as the number of days they were absent.

VACATION

Families may take vacations during the school year and sometimes request homework in advance. Because of the ever changing nature of classroom pacing, it's a challenge to accurately predict homework more than a couple of days in advance. Teachers will do their best to give assignments when requested but are under no obligation to provide school work in advance. Students are welcome to check online portals (Google Classroom, Blackbaud, etc.) for any work that may be posted.

Please provide a week's notice if you are requesting work in advance. It is the expectation that any work given in advance will be completed upon the student's return. Some teachers may prefer students make up work upon their return, and this is up to teacher discretion. This will be communicated to the student when they request work in advance.

Students MUST check with each teacher within two days of returning to school after any absence to set due dates for missing work/grades. If work/grades are not completed by the due date, the grade recorded may be an F.

COMMUNICATION

ANNOUNCEMENTS

The school day begins and ends with prayer and announcements. It is important for students, staff, and parents to be attentive during that time. Individuals in the hallways during this time are asked to stop and listen/pray with the school community. Students should be in their classrooms, ready to pray by 8:25 a.m. If you wish to leave a message for your child, we ask that you call the school office no later than 2:45 pm so we have ample time to make sure your child gets his/her message before end of day announcements. Please do not email or text your child during the school day.

CALENDARS

Both RCS and Saint Francis of Assisi School publish their academic calendar on the RCS website (www.rcsmn.org). Additionally, they are communicated through Broadcast messages.

CANCELLATION OF SCHOOL

Saint Francis of Assisi School will follow the inclement weather and school dismissal policy of ISD #535. These decisions will be made by ISD #535 and the Office of Transportation and announced on the local radio/tv stations. Families who participate in the RCS notifications system will receive information via RCS as emails, text messages and/or voicemail messages. Announcements will be aired over those same stations if Saint Francis of Assisi School requires a late start or early dismissal for non-weather related reasons.

COMMUNICATION PLATFORMS

Since parents and teachers are partners in the educational process, it is important to communicate with each other. The following are opportunities that provide for this communication:

- **BLACKBAUD** RCS uses a student database called Blackbaud, commonly referred to as the RCS Portal. Each student, parent and staff has access to the portal. Student grades and assignments are available through the portal. Parents will receive an email notification if a student has a missing assignment or failing grade. If parents have questions, after discussing this with their student, the teacher should be contacted.

- **MID-QUARTER REPORTING** Mid-quarter grades are posted for grades 4-8 at the midpoint of each school quarter to provide parents/guardians with information on academic grades. Notice will be sent home that grades are posted. Parents are expected to sign on to the RCS Parent Portal and review grades when they are notified of the posting. If students are receiving a D or F in a subject area, teachers should have been in contact with parents expressing their concern prior to the grades being posted.

- **REPORT CARDS** Grades will be posted at the end of each quarter on dates published by the school. Parents/students are expected to log in to the RCS Portal and view report cards for students in grades 4-8. Printed reports cards are sent home for students in grades K-3. Kindergarten students receive a 1st quarter checklist and report cards for subsequent quarters. A final printed report card for all K-8 students will be mailed home at the conclusion of the school year.

- **STUDENT FOLDERS** In some subject areas and grades, students keep folders that include graded papers. Parents are expected to ask their child to bring these folders home periodically so that subject material and test grades may be reviewed.

- **GOOGLE CLASSROOM** Google classroom is a hub for classroom teaching and learning materials, listing assignments, worksheets, online turn-in, notes and presentations. Parents in grades 4-8 will be invited to receive a weekly summary of their child's class announcements and assignment list directly from Google Classroom. Your child's homeroom teacher will send an email with the invitation to sign-up at the beginning of the year.

- **BROADCASTS** Weekly Broadcast messages will be sent via email to all families on the last day of the school week. Important updates are included in the broadcasts and families are expected to review it each week.

- **ADDITIONAL COMMUNICATIONS** Communication throughout the school year may also be made via email, written correspondence, voicemail, phone calls, the “Weekly Take Home Folder” and the RCS Portal. At any time during the school year, parent(s) may email or call a teacher to check on a child’s progress.

CONFERENCES

Parent/Teacher conferences are held two times per year, once in the fall and once in the spring. Parents are encouraged to contact teachers anytime they have questions or concerns.

MEET THE TEACHER

Each fall before school begins, all students and parents are invited to the school to visit the classroom and meet the teachers and staff. Parents are given an opportunity to return forms, drop off medications, order Spirit Shop items, and check out the HSA sponsored used uniform sale.

COUNSELING AND MEDICAL SERVICES

ACCIDENTS

In case of accidents or illness at school, parents/guardians will be notified as soon as possible. If the parents/guardians cannot be reached, the listed emergency number will be called. In the event of a serious accident or illness, 911 will be called. Accidents during the school day that result in significant student injury are documented by an adult witness via an Accident Report. A copy of this report will be sent home. Families are asked to please use the RCS Portal to update any phone numbers or emergency contacts and notify the school office when any phone numbers or emergency contacts change.

COUNSELOR

A counselor is typically available on campus. The counselor supports the guidance curriculum and assists students and teachers with academic and social support. Students may arrange to see the counselor by informing their teacher or the school office. The counselor may initiate the visit based upon a request by the staff or administration.

HEALTH SERVICES

Health services offers vision screening in grades one through three and upon request, and hearing screening upon request. A nurse is available in the middle of each school day (approximately 10 a.m. to 1 p.m.) to assist with meeting daily health needs of the students. Daily health needs are taken care of by our office staff the remainder of the day. The school office staff are trained in First Aid and CPR and are available to assist students in the absence of the school nurse.

HEALTH GUIDELINES

If your child is coming down with a communicable disease, remaining at home may prevent infecting the rest of the students as well as possibly shortening the length of the illness. Staying at home and getting rest permits the body to combat the illness more quickly and effectively. Generally, the student must be symptom-free for 24-hours before returning to school. More information will come home at the beginning of each school year regarding when to keep your child home.

MEDICATIONS

In order to administer any medication, including all over-the-counter and prescription medications, special forms need to be completed and signed by a physician and/or parent/guardian. All medications must be kept in a locked cupboard in the school office during the school day. All medications must be distributed by authorized personnel only. ***The medication must be brought in the original container in which it was purchased and labeled with the student's name. Prescription medications must be in the original pharmacy container with the label intact.*** The policy applies to all medications. Students may use cough drops as instructed per parent note, however, the cough drops must be kept in the school office. For special situations, parents/guardians may contact the school nurse.

DISCIPLINE

Each student at Saint Francis of Assisi School is responsible and accountable for his/her behavior and actions. Positive reinforcement will be used freely; likewise, consequences will be imposed when necessary.

Saint Francis of Assisi School has high academic and behavior expectations of our students. Behavior should exemplify high standards, reflect a desire to learn and model Christ's teaching. Failure to meet these expectations may result in the following:

- Verbal reminder
- A consequence according to teacher's classroom policy
- Detention
- Written assignment
- Seat assignment
- Individual meeting with principal, teacher, and parents
- Principal or Counselor referral
- Loss of recess
- Re-do assignment or grade
- Replacement of property

If a student is referred to the school office, a yellow Behavior Report will be sent home and/or parents may be contacted. If a yellow Behavior Report is sent home, parents need to sign the form and return it to the school office the next day. At times, a detention may be warranted.

Students in grades five through eight may receive a detention for repeated misuse or abuse of school expectations, or infractions that require a more significant consequence. These may include:

- leaving the school grounds without proper authorization
- disrespect to classmates or staff
- disruptive behavior in the classrooms, halls, library, lunchroom, etc.
- abusive or crude language
- improper playground behavior (i.e. fighting, throwing snowballs, etc.)
- destruction of property – school, church, or personal
- neglecting school work
- doing poor quality work
- continued disregard of the dress code
- other conduct in violation of rules or lacking common courtesy

DETENTION

Detention slips will be issued (by teaching staff, support staff and/or the school principal) to students who repeatedly disobey or disregard the rules governing school behavior and expectations. Students may receive an after school detention for any misuse or abuse of school regulations. The student must have the detention slip signed by the parents and returned to school the next day.

A student who returns without the signed detention slip will be sent to the office, and the school will contact the student's parents/guardians. Detentions will be monitored by a staff member and will be approximately thirty to forty-five minutes in length. Prior to serving the detention it is the student's responsibility to make arrangements for transportation with the parents/guardians.

If a student persists in displaying a negative attitude or showing inappropriate behavior, the teacher and student will work together toward a resolution. If the problem continues, the principal/counselor will meet with the student and teacher to reach a resolution. Parents/guardians will be notified, and may be asked for input in seeking a resolution.

SUSPENSION

If detention(s) prove ineffective or if a situation warrants a more severe consequence, an in-school or out-of-school suspension will follow. A brief report giving the cause and dates of the suspension will be kept on file in the principal's office. The principal typically monitors in-school suspensions. If the situation requires an out-of-school suspension, the parents are responsible for providing student supervision. The student will be responsible to complete any work or assignments missed.

EXPULSION

A student will be expelled from Saint Francis of Assisi School in the event that detentions and suspensions prove ineffective or when conduct is of such a nature that continuance of the

student in school will, in the school's determination, pose a significant problem to orderly school activities. Parents/guardians, students, RCS President and the Pastor will be notified by the principal.

FACILITIES

ARRIVAL AND DISMISSAL

There is NO hallway or outside supervision of students before 7:55 a.m. The school will claim NO responsibility for accidents***. Students should not be dropped off before 7:55 a.m. unless registered and attending the Extended Day AM Supervision Program, participating in a club or activity, attending a meeting, or keeping an appointment with a classroom teacher.***

EXTENDED CARE

Extended Care AM and Extended Care PM Supervision Programs are offered as an extra service for students in grades kindergarten through eight (K-8) for an additional fee. Sign-up is available on the RCS website (www.rcsmn.org) for those interested. Students who are not registered for the programs may not arrive before 7:55 a.m. and must leave the building at dismissal (3:05 p.m.), unless prior arrangements have been made with a teacher. Students who are not picked up on time may be sent to the Extended Care PM Supervision Program and parents will be charged for this service. Students should not loiter or roam around the lobby, stairwells, hallways, bathrooms, gym, classrooms, or any other common area of the school prior to the start of the school day or after dismissal.

FINES

Loss or damage of textbooks, materials, lockers, or other property may result in a monetary fine established by the school. Vandalism/damage to any school property will result in a fine and responsibility for maintenance/repair/cleaning of the item or equipment.

GENERAL SAFETY

Saint Francis of Assisi School treats the safety of our students with utmost importance. There is an active Crisis Committee comprised of multiple staff members that meet frequently to review and discuss the school's written plan of procedures and physical arrangements to be followed by all school personnel in case of an emergency. This plan includes safety protocols for practice of fire, natural disasters, medical emergencies, intruder drills, and other safety issues.

LAVATORIES

Behavior in all bathroom areas will show respect for others and their privacy as well as respect for school property. We ask that students use the facilities and bathroom fixtures appropriately and keep the lavatories clean from litter. If there is a problem or issue in one of the restrooms (i.e., broken or running toilet, leaky sink, vandalism, etc.), students should report it immediately to an adult in the school.

LIBRARY

Saint Francis of Assisi School employs a certified Media Specialist as our part-time librarian. Students in preschool through grade 5 have a scheduled library period each week. The following guidelines are used:

- Students in preschool through grade 5 will check out books for one week
- There will be no fines for late returns
- Students will pay for lost and damaged books
- The price of lost and damaged books will be a non-refundable replacement cost
- Books may be renewed one time
- Students may have only two items on reserve

Monetary gifts for the library may be given through the building principal. Donations of books must be vetted by the school librarian.

LOST AND FOUND

Lost and found articles are placed in an area in the front lobby. Students are periodically reminded to check for unclaimed clothing and other items. Unclaimed lost and found articles will be periodically given to charity unless we can easily determine the owner. Please make sure your child's belongings are labeled with his/her name. It is suggested that you check the lost and found periodically for any items your child may be missing.

LUNCHROOM

Students have the right to eat lunch in a clean, quiet, and relaxing atmosphere. Students are not allowed to bring carbonated beverages or any electronic devices into the lunchroom. All students will be expected to adhere to behavior expectations. After all students have been served lunch, students in grades 5-8 may be given the option to purchase a la carte items. It is expected that students finish all of their lunch food before purchasing a la carte items. Students must walk to the a la carte line in an orderly fashion. Students may not share food or purchase food for others.

PERSONAL BELONGINGS

Students are discouraged from bringing large amounts of money or expensive personal items to school. Any items brought to school for personal reasons are the sole responsibility of the student. Items used as a "show-and-tell" article or a resource to be shared with the class or school group may not be traded or sold for any purpose. Families are encouraged to put first and last names on all belongings coming to school.

PESTICIDES NOTICE

As required by law, schools that apply certain pesticides on school property must maintain an estimated schedule of pesticide applications and make the schedule available to parents and guardians. RCS is under an Integrated Pest Management Program (IPM). This means that our schools will be inspected quarterly for rodents, insects and other pests in and around the building. The pest management program consists of inspection, monitoring, recommending

sanitation and maintenance practices, utilization of non-chemical measures and applications of EPA registered pest control materials, when needed. State law also requires that you be told that the long-term health effects of children from the applications of such pesticides or the class of chemicals to which they belong may not be fully understood.

PLAYGROUND

All students are scheduled for a lunchtime recess. Students are expected to be outside of the building unless they have teacher permission to remain inside. **Students must be accompanied by a teacher to be indoors for recess time.** Students are expected to respect the authority of the playground supervisors and obey all rules and expectations.

- No food or gum. Students will be asked to dispose of it in the garbage.
- Students will stay on the Big Toy or the main playground area, not the parish center or residence lawns, gardens or sidewalk. Students must have permission from a supervisor to leave the playground for any reason. No student should ever run in the street or be on the outside of the playground fence.
- Playground balls and other outdoor play items will be provided on the playground. No items from home are allowed. If equipment is being used improperly, the supervisor will take it away. Similarly, if games are inappropriate or dangerous, the supervisor will ask that they stop (e.g., tackling, piling up, pulling on clothing, pretend shooting).
- Playground equipment should be returned to the bin/cart when students are finished with it; not kick the game balls away, leave equipment for someone else to pick up, etc.
- Students should not pick up mulch, rocks or sticks.
- Students should observe any “off-limits” areas designated by the supervisors. Minnesota weather conditions can be unpredictable and supervisors will make judgements about the safety of using certain equipment/spaces.
- Students at all times should show courtesy and respect to each other and to the supervisors.

Indoor Recess

- Students MUST stay in homerooms.
- Students must be seated in classrooms, whether in a chair or on the floor.
- Students must ask permission from the teacher/paraprofessional to use the bathroom or go to their locker.

POSTERS AND ANNOUNCEMENTS

All posters and publicity materials placed within the school building or on the school property, must be approved by the principal. Publicity for events that conflict with school sponsored activities are not allowed. The text on all posters must reflect the spirit and philosophy of a Catholic school. Vulgar words, phrases, or symbols are never allowed. Posters and announcements should be placed on notice boards or cork strips in designated areas.

GENERAL INFORMATION

BIRTHDAY GUIDELINES

We will announce the student's name during morning announcements (unless you have asked us not to) and celebrate your child's birthday in their classroom in a special way. If you are planning a private party for your child, birthday invitations, thank yous, etc. must not be distributed at school. This includes teachers sending email invitations and/or thank you notes on parent's behalf. No food or treats are allowed to be shared at school.

BOOK ORDERS

Occasionally classroom teachers will send home advertisements from book clubs. You are under no obligation to purchase items from these book clubs. If the teacher chooses to participate, they will send instructions detailing deadlines and the process for payment.

BUDDIES

In order to enhance our school family, our eighth graders have first grade buddies, seventh graders have second grade buddies, and our sixth graders have kindergarten buddies. The buddies participate in several get-togethers during the year and often attend Mass together.

CONFLICT RESOLUTION/CLIMATE

The students, faculty and staff members use a consistent Conflict Resolution process. The process is used in solving conflicts in the classroom and on the playground and is reviewed periodically.

Respect for each other and our learning environment is an important value. We use the Diocesan Safe and Respectful Schools Program called Circle of Grace, Virtues program/curriculum, and the Second Step Bullying Prevention Program to help us learn and live respectfully.

CUSTODY ARRANGEMENTS

At times families may have legal custody arrangements. The school will need to have a copy of the legal agreement on file in the office in order to follow it. If you have specific questions or concerns, please contact the school principal directly.

DIRECTORIES

School Directories which include parent/guardian names and email addresses are published on an annual basis. Families are asked to indicate their preference for inclusion on their Authorizations Form that is completed upon enrollment.

ENROLLMENT

Saint Francis of Assisi School will accept students of any religious conviction or ethnic background. Every student is considered part of the total Catholic Christian school community and is therefore expected to participate in all classes and activities.

According to the school laws of Minnesota, a child who is five years of age, or will reach five years of age on or before September 1st is eligible for kindergarten. Similarly, a child who is six years of age or who has successfully completed kindergarten, or who will reach six years of age on or before September 1st, is eligible for grade one (Minnesota Statute 120A.20 Subdivision 1 Section (b) on Age Limitations).

For information regarding the RCS preschool and kindergarten programs contact the RCS Central Office at 507-424-1817 Parents interested in one of the RCS preschool programs are asked to enroll by the deadline as spaces are limited.

Individual meetings and tours of the school for prospective parents/guardians will be arranged through the building principal or the RCS Department of Admissions. Families are invited to contact the building principal and/or teacher with specific questions and concerns regarding enrolling at Saint Francis of Assisi School.

Annually, current families are re-enrolled for the following year and are given priority over new families. Families are asked to complete an opt-out process should they decide their student will not return. The RCS Department of Admissions directs these activities via the RCS Parent Portal.

"This institution is an equal opportunity provider. No Child Will Be Discriminated Against Because of Race, Color, National Origin, Age, Gender or Disability"

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Each of the RCS Schools will respond to a request to view educational records within 45 days and cooperate with a parent or student to correct any factual errors. FERPA controls disclosure of personally identifiable information to third parties without consent.

GRADUATION

A graduation ceremony is held annually for our eighth grade students. Eighth grade teachers and students plan and prepare the eighth grade ceremony, and seventh grade parents and students plan and host their reception. Eighth grade graduation is typically the evening prior to the last half day of school.

GUESTS

At times, guests may be invited to visit classrooms as speakers, presenters or visitors. We ask that all visits are pre-arranged with the teacher, or an appointment is made with the individual you are hoping to see. Guests must observe the established school procedures for entering the building - buzzing for entrance, signing in via the volunteer binder, wearing a visitor or volunteer

badge and checking in with the office. Lunch and recess times are for students to socialize and interact with one another. We, therefore, prefer that guests refrain from visiting at those times of the day.

HARASSMENT

Saint Francis of Assisi School shall maintain a learning environment that is free of harassment. We are called as Catholic Christians to value each person, to be accepting of others, and to respect the differences that make each of us unique. The following actions are unacceptable: bullying, teasing, name-calling, ridiculing, making threats, using offensive language and any other actions that may hurt or harm another person. In cases of reported harassment, the student will meet with faculty, counselor and/or administrator. If the behavior is severe or pervasive, disciplinary actions will be taken, and parents/guardians will be contacted.

LUNCH PROGRAM

Our food service program is run by Taher, Inc. which is a contract food service management company providing K-12 school lunch management. For the 26-27 school year, one lunch meal will be provided free for every student in kindergarten through 8th grade. Any second helpings or a la carte items will be charged to the student's account. Funds can be added to student accounts through the RCS parent portal. Email and/or paper reminders will be sent home when your family account has a low balance. Students will not be allowed to purchase/charge a la carte items once the lunch account balance is negative. You must "pre-pay" the hot lunch fund. Each student is limited to two items per day and may only purchase items for themselves. If you do not want your child(ren) to utilize the a la carte option, please let your child(ren)'s teacher know.

The hot lunch menu is available on the RCS website (www.rcsmn.org) and shared with students at the end of each day. Students with special dietary needs may be eligible for individual meals. Please contact the school office to discuss options.

Free or reduced hot lunch is available for families who meet eligibility guidelines. We encourage families to fill out the application even if they are unsure if they qualify or not. Because lunch is free for all students this year, your application may help the school qualify for education funds and discounts.

Lunchroom volunteers may assist in serving lunch, help with condiments and/or clean tables and trays. Each week a student from each classroom will be assigned to wash lunch tables in grades 4-8.

MEMORY BOOK

Each year the school produces a Memory Book. The Memory Book includes class pictures and pictures taken throughout the year of classroom and school events.

PARTIES

Parties will be planned by the classroom teacher and room parents. ***Classrooms that have children with food allergies will work with the parents of those children to select treats that are safe for all children.***

PARENT/GUARDIAN EXPECTATIONS

The school and parents are partners in the education of your child. As with any partnership, mutual cooperation and shared responsibility are critical to the success of your child's education. ***It is the responsibility of each parent and student to carefully read all communication from the school on a regular basis.***

Parents are expected to set rules, times, and limits so that your child:

1. Arrives at school on time and is picked up on time at the end of the day.
2. Is dressed according to the school uniform/dress code policy.
3. Completes assignments on time.

In addition, parents are expected to:

- Actively participate in school activities such as Parent-Teacher Conferences
- Notify the school when the student has been absent or tardy
- Notify the school office of any changes of address or important phone numbers.
- Meet all financial obligations of the school
- Inform the school of any special situation regarding the student's well-being, safety, and health
- Complete and return to school any requested information promptly
- Read school notes and newsletters and to show interest in the student's total education
- Support the religious and educational goals of the school
- Support the guidance services provided by the school counselor
- Support and cooperate with the discipline policy of the school
- Treat teachers with respect and courtesy in discussing student problems
- See that the student pays for any damage to school books, technology, or property due to carelessness or neglect on the part of the student
- Contact your child during school hours (only) through the office

Failure to adhere to these requests may result in communication, meetings, and possible consequences.

PARENT GRIEVANCE PROCEDURE

If you have a concern about your child's schoolwork or behavior, contact the teacher first. Use the RCS Portal to track your child's progress and attendance. If the issue is not resolved, contact the building principal and set up an appointment to meet in person. If it is an athletics/activities issue, please arrange a meeting with the RCS Activities Director.

Parents who have a formal grievance are asked to follow these steps:

1. Meet with the teacher to discuss the issue. The teacher will respond with a written

summary of the meeting and a description of steps which will be taken to resolve the conflict.

2. If parents are dissatisfied with the process in Step 1, they will arrange to meet with the building principal. The principal will respond with a written summary and action steps.
3. If parents are dissatisfied with the process in Step 2, they will arrange to meet with the RCS President.

ROOM PARENTS

The homeroom teachers ask for parent volunteers willing to serve as core room parents. Each classroom depends on the assistance of parents for planning events during the school year. The room parents are responsible for a variety of activities which include assisting the teacher, planning parties, assisting with field trips, and organizing the class carnival booth and workers.

At times, planning for events and enlisting workers requires that the core room parent email other parents in their child's classroom. The core room parent should always use BCC (blind carbon copy) to send emails.

SAINT FRANCIS OF ASSISI HOME AND SCHOOL ASSOCIATION

The mission of the Saint Francis of Assisi HSA is to serve as a support team and communication link between the home and school environments.

GOALS

- Promote quality education within the Catholic faith community.
- Plan and/or sponsor fundraising, social and educational events.
- Encourage parent involvement in school and parish activities.

MEMBERSHIP

All parents of Saint Francis of Assisi School students are members of HSA. To see all active HSA board positions and members, click on the link here.

FINANCIAL POLICIES

- The fiscal year concurs with the fiscal budget at Saint Francis of Assisi School: July 1 – June 30
- The Treasurer and President are authorized to sign checks
- HSA facilitates a Christmas collection to be given as gifts to the school staff
- Special funding requests for non-budgeted HSA funds must be made through the building principal at the monthly meeting of the Executive Committee
- All purchases must have receipts on file.

SCHOOL SUPPLIES

Each student is expected to provide his/her own basic supplies. A yearly school supply list is sent home and posted on the RCS website (www.rcsmn.org). Please check with your child occasionally to see if they need to replenish supplies. All supplies and clothing brought to school should be labeled clearly with the student's name. The school often has extra supplies for those who are in need.

RaiseRight

RaiseRight (formerly $CRIP) is simply gift certificates that can be used like cash at merchants in the $CRIP program. Each merchant uses its own certificate. The RaiseRight pages are located on our website at www.rcsmn.org. Rebates are given to defray your tuition and fees based on the amount of RaiseRight you purchase. Please consider using RaiseRight and donating your rebate to a parish or our school if you do not need it for your personal tuition bill.

STUDENT IDS

Student ID cards are issued to each student following School Pictures each Fall. Students may use their ID card to access and attend RCS sponsored events. ID cards are non-transferable; students may only use their issued ID card.

TUITION/TUITION ASSISTANCE

Tuition for the RCS System is set annually by the RCS Finance Committee which is made up of representatives from each school community. Tuition amounts are published in the enrollment information in January. RCS contracts with Blackbaud to collect and manage tuition payments. This information is included in the enrollment packet. Any family requesting financial assistance needs to apply through Financial Aid Independent Review (FAIR). Information regarding this online application is available on the RCS portal. If a family applies for financial assistance and is not allocated the amount they need, they may also apply through the Diocesan Seeds of Faith Scholarship program. This application is available on the RCS portal and must be approved by your pastor before submitting. The Rochester Catholic Parishes also provide an annual grant called a “Parish Grant” that is available to all participating members of one of the Rochester Catholic Parishes. RCS has a policy for pro-rating tuition. Please refer to the RCS website for this policy (www.rcsmn.org). The use of RaiseRight can help defray your tuition.

A line item in the school budget, along with fundraising efforts and generous donors, support the Tuition Assistance Program. Any adult is welcome to donate any sum of money to help pay the tuition of a student whose family cannot afford the current tuition. Families requesting Tuition Assistance of any type need to complete the FAIR process in the spring.

VOLUNTEERS

Saint Francis of Assisi School welcomes many volunteers, including parents, grandparents and friends. These special people are vital in maintaining and improving the quality of programs offered at the school. Opportunities are available during the school day and outside school hours to help in many ways. Volunteer information is sent home during the year by classroom teachers, and in school broadcast emails for all families to sign up to volunteer for various events or projects throughout the school year.

All volunteers must follow the volunteer requirements established by the Diocese of Winona-Rochester. The Diocese of Winona-Rochester requires volunteers to complete the required Virtus Training and a Criminal Background Check. Please visit www.virtusonline.com to sign up for training.

TECHNOLOGY

Technology is an integral component of the educational experience. The purpose of technology use at school is academic in nature. All devices, whether provided by the school, or personal devices brought from home, are to be used in a manner consistent with this purpose. At all times, students are expected to use their devices respectfully, in a manner that does not distract from their own or other's learning.

RCS provided Chromebooks, tablets and other devices available to students are to be used solely in accordance with the *RCS Technology Use Agreement,* and classroom rules. Violations of the use of the devices may result in consequences, up to and including the loss of the device privilege.

CHROMEBOOKS - BEHAVIOR AND EXPECTATIONS

- Put away or close your Chromebook when asked.
- Only YOU are allowed to use YOUR device.
- Put your Chromebook on the classroom cart for charging every night.
- Bring your Chromebook to class every day and keep on your desktop during class.
- Use appropriate language and behavior online.
- Take care of your Chromebook.
- Bring physical problems to the office as soon as it is noticed.
- Games are NOT to be played when work is to be done. You must have the teacher give you permission to play games, listen to music etc.
- All Chromebooks have a school-issued protective case. Chromebooks must remain in protective cases at all times.

CELLULAR PHONES, PERSONAL DEVICES

Personal devices, such as cell phones, iPods, etc. are to be turned off and in backpacks during the school day. Cellular devices are a distraction to learning and are not allowed to be used by students at any time while in the school building. Students that choose to bring a personal device, do so at their own risk. RCS is not responsible for lost, broken, or stolen devices. Airpods, or any other wireless headphones, are not permitted to be worn or used by students at any time. Headphones and earbuds should be connected to Chromebooks during usage. Personal devices will be collected from the student if used during the school day. Parents may be asked to pick up the device after school. Cell phones are only permitted after school with staff permission to contact family.

Parents, family members, and friends are expected to refrain from sending text messages, phone calls, or emails to their child during the school day. If you need to get a message to your child during school hours, please call or email the school office.

ONLINE BEHAVIOR

Ethical use of technology is an important part of our technology use. If inappropriate content is detected or reported, including, but not limited to, defamatory comments, depictions, or references regarding the school, faculty, other students, the Order of Saint Francis, other RCS communities, etc. it will be examined and may lead to disciplinary action. Please refer to the technology use agreement on the RCS website for further information.

TRANSPORTATION

BUS

All bus arrangements are made directly with the ISD #535 transportation office. Concerns or questions should be directed there. (507) 328-4260
For the 2026-2027 school year, ISD #535 will provide transportation for students who live in the designated boundary. Students using buses will be supervised at no extra cost until buses arrive.

Appropriate and respectful behavior on the bus is expected of all students, whether traveling to home or on a school-sponsored field trip. Students are to follow all school bus safety curriculum rules.

CAR

Parents/guardians who drop off or pick up their children will follow the established Arrival/Dismissal Plan.

PARKING LOT PROTOCOL FOR ARRIVAL AND DISMISSAL

Preschool parents MUST park their cars and walk to the classroom at arrival and dismissal times. K-8 students will follow the protocol below.

Driveway #1: South entrance on 11th Ave. SE

Driveway #2: North entrance on 11th Ave. SE

Driveway #3: Parish Center entrance off 3rd Street SE

Arrival Procedures (cars entering to drop off students)
Cars entering to drop off students must enter next to the Parish Center off of 3rd Street SE (**Driveway #3**) and exit out of the North exit onto 11th Ave. SE (**Driveway #2**). One lane only please.

Cars must stay in line, one lane please, and not pass other cars waiting for students to exit.

Students must walk in front of the car they are exiting from, walk inside the orange cones and onto the “safe zone” of the parking lot. Students going to the big toy area will remain on the

inside of the cones until they reach the sidewalk by the Gathering Space entrance. They will then walk around the front of the church and go to the big toy area.

Cars should stop to drop off students before they turn right to exit the lot.

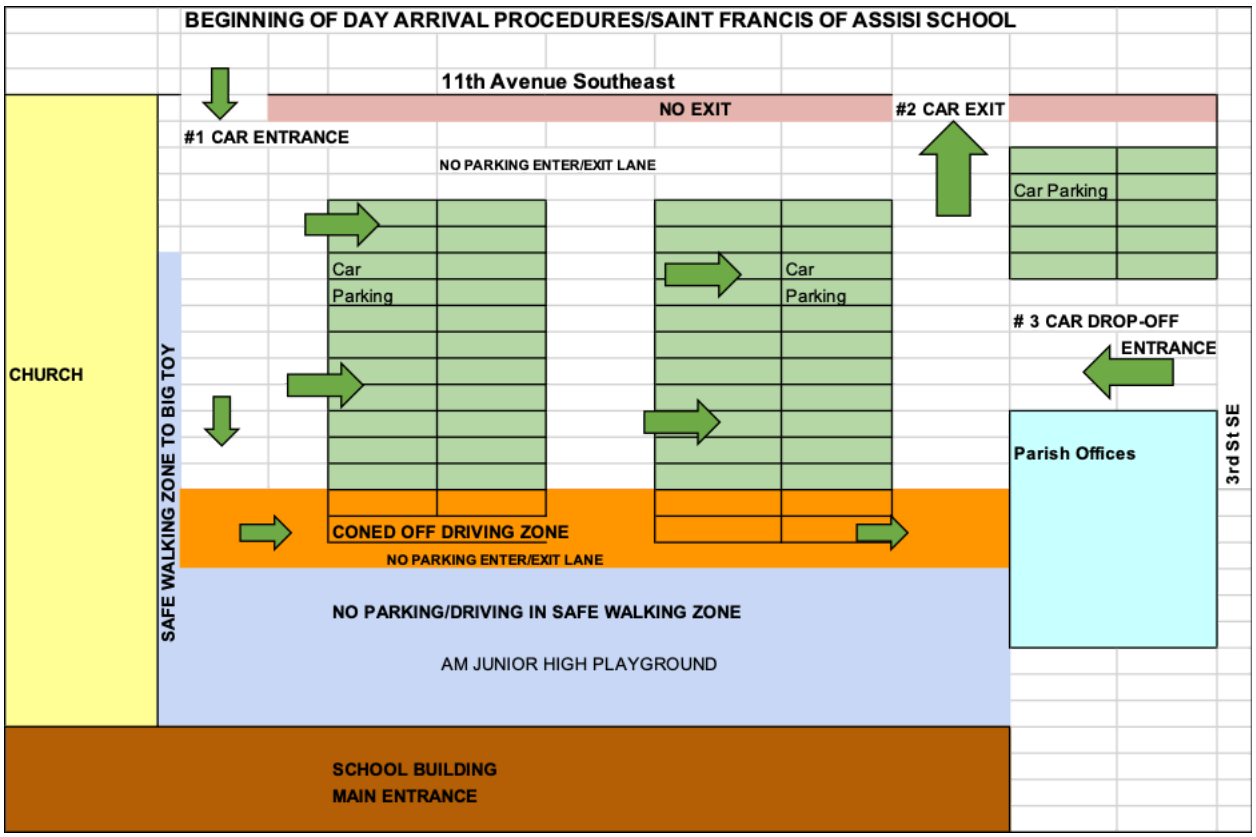
Cars should drive in the lane furthest from the Parish Center.

Arrival Procedures (cars desiring to park)
Cars must enter the lot through **Driveway #1** and park on the main body of the lot.

Cars must not park in spaces designated as “enter/exit” lanes (refer to drawing).

Cars must exit the lot by joining in the line of cars exiting out driveway #2 onto 11th Ave, by turning right.

Cars must **NOT** drop off students unless they are parked in a parking stall. DO **NOT** stop in the exit lane or in the handicapped stalls in front of the church gathering space to have students exit.



Dismissal Procedure
Cars must enter the lot using **Driveway #1** off 11th Avenue and park in a designated area. **Please do not stop in the driveway.**

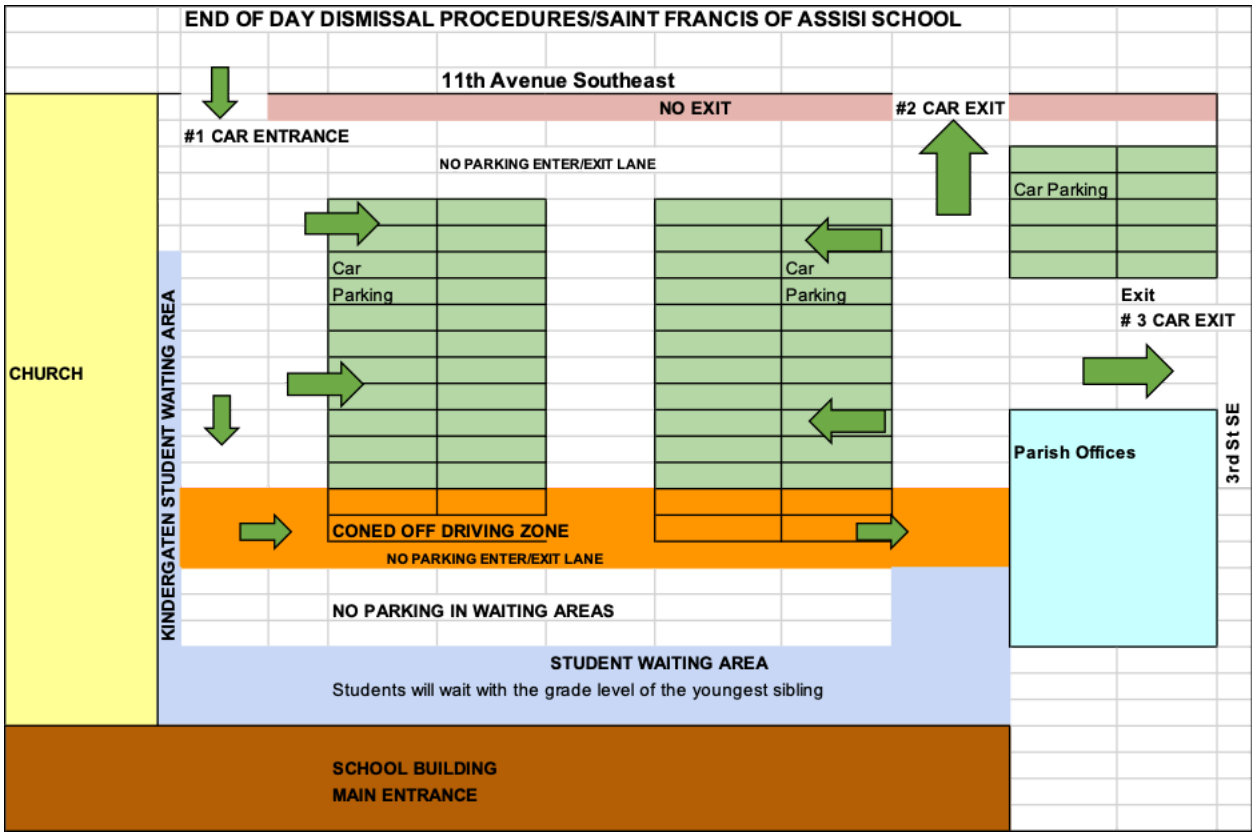
Cars must not park in areas designated as “enter/exit” lanes or “student waiting area” (see map).

Cars must stay to the west of the cones as they enter the lot to park.

Cars must all exit onto 11th Avenue using the north car exit, **Driveway #2**, and turn right.

Students will be dismissed by grade level, starting with kindergarten, each grade waiting to dismiss until the grade prior to them has dismissed.

Students waiting for pick-up must remain on the sidewalk by the elementary and Jr. High building entrances.
Please notify the office with the license plate, and/or name of individuals not adhering to this process.



WALKERS

Crossing guards are not assigned to intersections near our school. Walkers are encouraged to use crosswalks. Walkers should not arrive prior to 7:55 a.m.

UNIFORM/DRESS-CODE

DRESS CODE

RCS does have Dress Code Guidelines for our students. In order to promote a positive learning environment, students are held accountable for being in compliance with the dress code. School uniforms may be ordered through Donald's Uniform Company. The uniform company hosts a sale each summer, typically in June. Dates for this sale will be shared as they become available. The HSA has used uniforms available, and will be on display during Meet the Teacher and each night of conferences during the school year. New school sweatshirts and physical education (PE) uniforms (grades 7-8) can be purchased directly from the RCS Spirit Shop located at Lourdes High School.

Students that are not in compliance with the uniform/dress code policy will receive a notice from the school to alert them of changes that need to be made.

PE UNIFORMS

A PE uniform is required for all seventh and eighth grade (7-8) students only. Uniforms are available for purchase at the RCS Spirit Shop located at Lourdes High School. Students are given a few minutes at the start of PE to change uniforms.

NON-UNIFORM DAYS

Out-of-dress-code days may be scheduled at the discretion of the school administrator/ teachers. On those occasions, the following non-uniform dress is expected:

On non-uniform days we expect our students to be in modest attire. This includes shirts that are not torn or worn off the shoulder, no tank tops, or shirts that bare the midriff. Shorts need to be at least mid-thigh length (if not longer). Pants with holes, and t-shirts with inappropriate logos/writing are not acceptable. Leggings may not be worn unless they are worn with a loose shirt or dress that is no shorter than mid-thigh and completely covers the individual's bottom. Spandex (including bike shorts) is not appropriate attire for school.

COLD WEATHER DRESS GUIDELINES

61º F and above	Your choice
41º F - 60º F	Sweatshirt or light jacket
21º F - 40º F	Coat, hat, & gloves

20º F and below	If no snow on ground: K - 4: Coat, hat, & gloves If snow on ground K - 4: Coat, hat, gloves, snow pants, & boots 5 - 8: Coat, hat, & gloves - boots recommended if snow on ground

When snow is on the ground, snow pants and boots are required to play in the snow (no matter the temperature)

Everyone goes outside each day unless it is raining, storming, 0º F and below, or -10º F wind chill and below. Please make sure that your child is dressed appropriately.

APPENDIX: MIDDLE SCHOOL SPECIFIC POLICIES

SAINT FRANCIS OF ASSISI MIDDLE SCHOOL PILLARS

To help our middle school students achieve the utmost success, we emphasize the importance of the following:

- Begin each class on time, prepared and ready to learn.
- Demonstrate respect for self, others and surroundings.
- Be an active learner.
- Uphold classroom and movement expectations.
- Demonstrate reverence.

ACADEMIC HONESTY POLICY

At St. Francis of Assisi School, each student should have respect for him/herself, for others, and for the institution. He or she should act with integrity in all domains of activity and with personal honor in all matters. Instances of cheating, plagiarism, fabrication, or other forms of academic dishonesty violate the principles of integrity, demonstrate a lack of respect for school and self, and are a serious breach of our values.

Violations of Academic Integrity include, but are not limited to:

- Copying, sharing written homework, or use of a teacher's edition when the expectation is that each student is to do the work by him or herself.
- Cheating: being in possession of a "cheat sheet," paper or electronic, using a "cheat sheet," looking at another student's answers, or asking another student for answers on homework, quizzes, or tests.
- Sharing quiz or test questions with other students who have not yet taken the quiz or test.
- Plagiarism: submitting material that in part or whole is not one's own work without stating the source.
- Using materials that are intended to circumvent assignments in literature, such as Cliff Notes, Spark Notes, digital resources and other materials used to replace an honest effort to gain knowledge.
- Falsifying lab data
- Forging a signature
- Buying and selling assignments
- Using online translators in World Language courses without express permission from the teacher.
- Unauthorized use of information stored in a calculator, such as formulas.
- Use of information stored in a cell phone, iPad, or other electronic device.
- Using a cell phone, iPad or other electronic device to take a picture of a test or quiz.
- Lying to a teacher or administrator about work.

When a violation occurs, the teacher will confront the student(s), confiscate the assignment, paper, electronic device, quiz, or test, report the incident to the principal and counselor, and

notify parents by phone or in a face-to-face meeting. If necessary, the principal will meet with the student. A student who violates academic integrity may receive a zero for the work in question without any chance of resubmitting for credit.

After a second offense, the student may be suspended and may be required to meet with the parent and a member of the administration.

ACTIVE LEARNING POLICY

At St. Francis of Assisi School, it is not unusual for students to be challenged in their classes. The transition to middle school, the rigor of courses, increased reading, longer written assignments, the need for daily study and review, and the need for students to have the ability to take ownership of their learning all contribute to the challenging academic environment.

In order to address these challenges, students are expected to:

1. Take initiative to see his or her teachers if he or she is having trouble understanding the material, or not doing well on written assignments, quizzes, and tests;
2. Follow his or her teacher's advice regarding homework, studying, class participation, and preparation for quizzes and tests;
3. Check his or her personal organization, attention in class, attendance, and time spent on homework and studying.; and
4. Be ready for class and turn his or her work in on time.

Students are allowed (and expected) to make corrections on tests or quizzes, but it may not be calculated into the original grade. For the purposes of learning the materials for the next quiz, test, or exam, it is advisable for students to work with their teachers on learning the material they initially missed. In addition, each teacher has made a determination about the educational need for retakes.

BAND

Students in grades 5-8 are invited to participate in instrumental music. Lessons are weekly during school hours. A band concert is held in the winter and spring. There is a fee to take band lessons. Sign-up and payment information will be available in the summer email.

Instruments are the responsibility of the individual student. The school owns several larger instruments which may be available for a student to use. Students interested in using one of the school owned instruments should check with the band instructor. When students miss class for a band lesson they are responsible for completing classwork and homework in the classes that they miss.

DANCES/SPECIAL EVENTS

Each 7th and 8th grade will plan the dances/events for the calendar year. The St. Francis Student Council plans one per calendar year for 7th and 8th graders. (St. John's plans one per year as well). Student Council advisors will work with the building principals to determine a

schedule and rotation. Classroom teachers will review dance rules with students prior to each dance.

- I understand that if I leave the dance, I cannot return. Parents will be notified.
- I will respect my fellow classmates in words and actions.
- I will respect the chaperones in words and actions.
- I will say “yes” (or respectful “no”?) to a person on the first offer of a dance.
- I will keep food and beverages in the lobby.
- I will not bring alcohol, drugs or weapons to the dance.
- I will refrain from violence of any kind.
- I will stay off the stage and out of the hallways.
- I will respect the privacy of school lockers, hallway displays and personal belongings.
- I will respect the bathroom facilities and honor the “two students in a bathroom at one time” rule.
- I will arrange to have an adult pick me up at the specified end time of dance.
- I will follow the school dress code policy at the dance.
- I will follow the school cell phone policy at the dance (cell phone usage will be allowed only for parent pick up at the end of the dance).

Chaperone Placements and Responsibilities

- Please arrive fifteen minutes before the start of the dance
- We will go over rules and expectations for chaperones and students.
- Please plan to stay until all students have been picked up.
- Chaperones will be placed in the following areas:
    - Serving refreshments at table in lobby and monitoring entrance doors of the gymnasium
    - Collecting money and checking in students
    - Monitoring hallway and bathroom
    - Monitoring stage doors left
    - Monitoring stage doors right
    - Monitoring outside gymnasium doors
    - Roaming on dance floor and side bleachers

INCOMPLETES

Upon the approval of the principal as a result of extenuating circumstances, a student may receive a grade of Incomplete (INC) if all work for a class is not finished by the end of the quarter. If this happens, the student has two weeks to complete the work for class. For incompletes given at the end of the school year, the student has two weeks into the summer to finish the work. Unless special arrangements have been made with the principal, failure to complete work in the specified time will result in the incomplete grade becoming an “F” and no credit will be given for the class.

LATE WORK

We hold all students to high standards and expectations regarding the submission of assigned work/tasks including: homework, quizzes, tests, projects, presentations or any other task assigned by the teacher. Assignments are expected to be turned in on the day they are due. Up to 10% per week deduction for late work applies. Work is accepted no later than four weeks after the original due date or the end of the unit, whichever comes first.

LOCKERS

Lockers should be used appropriately throughout the school day. Care should be taken when opening and closing locker doors. Students may not have mirrors, magnets and inappropriate pictures inside lockers. Sticky tack (rather than tape) must be used to secure items to the locker surface. Lockers may periodically be checked by the staff and/or administration. Students should remove signs, greetings, etc. from the front of their locker doors by the end of the school day. Students should only open their own lockers and stay out of other student's lockers. **Students may not use personal locks, as staff members may access lockers at any time.**