

# De Sales School

*a ministry of St. Francis de Sales Church*

*Inspiring minds.  
Igniting souls.*

**Parent/Guardian/Student Handbook**

**2017-2018**



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# **Parent/Guardian/Student Handbook**

## **I. Philosophy**

### Mission Statement of the Educational Apostolate — Archdiocese of Dubuque

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to promote lifelong faith formation which challenges individuals to:

- respond to God's continuous call for conversion to Jesus Christ
- form and be formed in Christian community life
- grow in knowledge of faith
- participate in liturgical celebrations and prayer
- collaborate in the Church's mission of evangelization

## **De Sales School Mission Statement**

The mission of De Sales School  
is to provide a safe, nurturing, and  
faith-filled environment in which  
all children can learn  
to the best of their abilities.

# **Philosophy of St. Francis de Sales School**

Educators and all those responsible for Catholic education at St. Francis de Sales School strive to enable students to grow toward the following goals as they participate in programs, activities, and practices such as those listed with each goal.

## ***Spiritual Goals:***

The mission of De Sales School is to instill in each child a deep understanding of their Catholic faith and enhance their growth through the integration of faith, life, and cultures. Students are provided with an atmosphere and experiences incorporating message, community, worship, and service.

## ***Academic Goals:***

The educators of De Sales School have high expectations and teach in a developmentally appropriate/ individually appropriate curriculum that enables our students to acquire Catholic values, mastery of basic skills, and the motivation to become lifelong learners and successful, productive citizens in a diverse, technological, ever-changing global society.

## ***Citizenship Goals:***

De Sales School places high value on the development of knowledge, self-esteem, sensitivity to others, and an internalization of Gospel values, specifically those of faith, conscience, freedom, charity, and service.

Together with students, parents, community, and faculty, we seek to grow and share our Christian values. We strive to extend our students' values and talents into the community.

## **II. Admission Policies/Notice of Non-Discrimination**

### Admission

Children who are five years of age by September 15 are eligible to enroll for entrance into kindergarten. Children who are six years of age by September 15 are eligible to enroll for entrance into the first grade.

Children are charged tuition (see Operational Fees). De Sales School will accept students of any religious conviction. However, as a student, everyone is considered a part of the total school community and will be included and expected to participate in all activities scheduled as part of the class day as well as all required classes, including those of a religious nature.

### Equal Opportunity

De Sales Catholic School is an equal opportunity employer and school. It does not discriminate on the basis of race, color, national and ethnic origin, age, creed, disability, or gender.

## **III. Catholic Dimension/Uniqueness**

### Catholic Atmosphere

Religious education at De Sales School occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life of each student.

Besides classroom instruction and practice in religion, liturgical and sacramental participation is part of our school program. Celebration of the Sacrament of Reconciliation, all-school liturgies, and opportunity to participate in Mass during the week are part of the spiritual life of the school.

Parents/guardians are encouraged to become aware of and encourage their child(ren) in their faith life. The school can only support what is taught and experienced at home.

### Prayers, Practices, and Beliefs

A list of prayers and other basic beliefs and practices for students has been developed. Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers and they will be a part of our prayer at school. We encourage you to also pray with your child at home.

### Spiritual Program

The spiritual program of the school recognizes that “to provide a sound academic program which includes emphasis on Catholic teachings within the atmosphere of Christian living” cannot be gained in the formal classroom only. The formal classroom learning is the beginning.

Every Christian has the responsibility to use one’s gifts for the good of the community and to minister as Jesus did. This is the core of the Christian life.

- **Sacramental Preparation** — Preparation for the first reception of the sacraments of Reconciliation and Holy Eucharist will be given in second grade. Parents/guardians should be directly involved in the religious education of their children. Meetings are held to inform and assist parents/guardians in the sacramental preparation for their child.

- Liturgical Celebration — Students and teachers plan and participate in liturgies. Parents/guardians are always welcome to attend. The Sacrament of Reconciliation is provided during Advent and Lent, as well as in September and May.

#### **IV. Academic Policies/Programs**

##### Copyright

It is the policy of the educational programs governed by the Archdiocesan Board of Education (AB 2510) that all employees, volunteers, and students will abide by federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

1. copyright law
2. fair use guidelines
3. specific licenses or contractual agreements
4. other types of permission

Employees, volunteers, and students who willfully disregard copyright law are in violation of Archdiocesan policy, and are doing so at their own risk and assuming all liability.

##### Field Trips

Field trips aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. Students are also expected to provide a signed permission slip from their parents/guardians.

Students will leave school, remain, and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip.

##### Guidance

Our Guidance Counselor complements the academic program by offering support to students and families in a number of areas.

##### Homework

Homework is encouraged in order to teach students the importance of practice, review, and application. Homework will be in accord with the age of students and will serve to reinforce skills or to extend learning beyond the classroom. Parents/guardians should not have to instruct students but are encouraged to support the process through questions and suggestions when appropriate.

Most work can easily be completed during school hours with proper use of time. More than one late assignment in a single week may result in an after-school detention.

Homework club will be available to students in 4th-7th grade Tuesdays after school.

##### Human Sexuality Program

Human sexuality instruction is integrated into the Religion program and is presented from the Catholic perspective in the context of total growth. Parental/guardian support and involvement is an essential component of this program. Information will be sent to parents/guardians as the time for this program approaches. An option is provided for students whose parents/guardians do not want them to

participate in these classes. A request for exemption must be in writing to the principal. Parents are permitted to review the course materials at any time.

### Internet

It is the policy of educational programs governed by the Archdiocesan Board of Education to require the ethical use of the Internet and related technologies by all employees, volunteers and students. (AB 2511) Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action implemented for any violations that are unethical and may constitute a criminal offense.

### Media Center

Students have access to computers, internet, reference materials, and fiction/nonfiction books in the school's media center. Print materials, as well as computers for word processing, are available for checkout. Students are welcome to use the center after school hours upon request and necessary arrangements. The center is staffed with a full-time media aide.

### Multi-Cultural/Non Sexist/Global Education

De Sales School offers a global, multicultural, gender fair approach to the educational program.

De Sales School is committed "to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society." (AB 6144.2) The education program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the students' education.

### School Day

The school day begins at 8:15 A.M., with dismissal at 3:25 P.M.

### Special Services

De Sales School has special services provided through Keystone AEA. Requests for these services are made by parents, or by teachers in agreement with parents and the school principal. All parental rights are strictly maintained.

When your child has been referred for special education services, federal and state laws give you certain rights. Some of these are:

1. The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.
2. You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
3. The right to a full evaluation of your child's needs. If you don't agree with the school's findings you may request an outside evaluation.
4. The right to see your child's records kept at school.
5. The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are people such as your child's teacher, or other school officials engaged in planning your child's educational program.
6. The right, as much as possible, to have your child in classes with children who are not in special education programs.

7. The right to be involved in the development of your child's IEP (individual education program).
8. The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
9. The right to appeal decisions made by the school regarding your child's diagnosis or placement.

If you desire additional information, please contact your child's principal.

### Substance Abuse Education

A substance education program is one component of the guidance program. It includes basic student education reinforcing activities/events, family education (through parent meetings), and utilization of appropriate community agencies. The DARE program is offered in grade 5 and again in grade 8.

### Assessment

Students are expected to complete various standardized tests throughout the school year. Parents and guardians will be notified of upcoming tests to assure students have quality sleep and a healthy breakfast. When test results have been returned and analyzed, parents/guardians will receive appropriate information. In addition, personal conferences are available with parents to go over the results in more detail. Parents are encouraged to set up appointments if they wish more information.

## **V. Communication**

### Absence

Regular attendance is a key factor in the success of school work. The value of the work missed is difficult to make up by out-of-class work.

If a student must leave school during the day, he/she should be **picked up in the office and signed out.** Upon return or late arrival, **students need to check in at the office and sign in.**

Doctor/dentist appointments are best made for after school hours or on free days. A written request from the parent/guardian or a phone call is required any time a pupil needs to leave school before the usual time of dismissal. No child is released unless the principal knows the reason for the release and the person to whom the child is released. The school accepts no responsibility for any child who leaves without the proper permission.

When a student will be absent from school, the parent/guardian is requested to phone the school office before 9:30 AM and inform the school of the reason for the absence. For your convenience, a message may be left on the answering machine at 532-9353. If the school is not notified, we will call a parent or guardian at home or at work, if necessary. This procedure provides a measure of protection for the safety of all students. If a student will be absent for an extended time due to illness, parents/guardians should inform the principal/school.

The principal/administrative assistant approves the dismissal of pupils who are ill. Parents or guardians are notified when the illness is detected and are encouraged to call for the child or to make other arrangements.

## Communication Methods

- **Dual Parent Report** — According to AB 5124, in the case of a student whose parents' marriage has been dissolved, or a separation of a parent from the home, the name and address of **both** parents should be on file.

Unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at De Sales Catholic School (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents.

- **Parent/School Communications** — Adequate and clear communication between school and home is essential for the success of the children. Parents should feel free to call teachers about student progress or other situations of concern.
- **Parent-Student-Teacher Conferences** — Individual conferences are held after the first and third quarters. Other parent-student-teacher conferences can be scheduled by either parents or teachers as the need is recognized. Students are invited and encouraged to attend these conferences.
- **Progress Reporting** — The purpose of progress reporting is to communicate the individual student's learning growth. Effective communication is best established through parent-student-teacher conferences, appropriate phone calls/notes, and quality progress reporting. Such communications necessarily focus on the individual learner in order to determine the performance level in terms of the student's ability and background.

Because growth occurs best in a positive learning environment which enables success experiences for the student, progress in learning is reported and indicated in positive ways. Just as our learning programs are standards based with defined benchmarks, so too, reporting to parents/guardians needs to be in accord with those standards / benchmarks and in keeping with the student's abilities and needs. In such a way, reporting reflects evaluation of the individual's total growth in terms of potential and self-competition instead of competition against peers who differ in abilities and needs.

## Complaints

The following policies of the Archdiocesan Board of Education (AB) should be followed when dealing with complaints. Copies can be obtained from the Administrator, board of education chairperson, or the Office of Educational Services:

- Instructional Materials and Activities, AB 1312
- Complaints Against Teacher/Employee, AB 4119.4g
- Complaints Against Administrator, AB 4119.4h
- Complaints Against Board Members, AB 8252

## Early Dismissals, School Closing, and Late Start Procedures

De Sales School follows the South Winneshiek Community School District regarding school closings for bad weather closings or cancellations. The following radio stations will also carry such announcements: KOEL 950 AM, KVIK 104.7 FM, Q92.3 FM, KDEC 12.40 AM and 100.5 FM.

Additionally, the following TV channels will announce cancellations and late starts: KWWL Channel 7 and KCRG Channel 9.

### Student Privacy Act

In conformity with the Student Privacy Act and AB 5125, De Sales Catholic School does not send out student/graduate information to any outside organizations without written authorization of the student/graduate.

### Student Records

A permanent record of each pupil is kept on file at school in accord with AB 5125. These records are private property and are submitted only when lawfully requested. Should parents/guardians wish to see the records of their child, they should contact the principal.

### Telephone

Students are expected to have the permission of the principal/teacher/administrative assistant to use the telephone during and after school, and permission will be granted with the discretion of principal/teacher/administrative assistant. **Cell phone usage is not allowed during the school day. All cell phones must be turned off and kept either in the student's locker or in the office.** De Sales School is not responsible for loss or damage to cell phones.

## **VI. Discipline Code**

In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school and which encourages learning and helps students to develop a Christian code of personal conduct, school rules and regulations are in effect. These policies and procedures have been established by the De Sales Catholic Board of Education Their effectiveness requires the positive and voluntary cooperation of all concerned.

The knowledge of the rules and regulations, their processes, and their implementation are the responsibility and obligation of each De Sales student. Neither ignorance nor lack of understanding of the rules and regulations will release a student or parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to De Sales Catholic School, are to be respected and followed.

### Beverages, Candy, Food, Gum

Beverages, candy, food, gum etc. are not permitted in classrooms, study halls, library, or hallways during the school day except for food/beverage during lunch or with teacher approval (i.e. class party).

### Discipline Code

Discipline in a Catholic school is basically a self-discipline directed toward discipleship and service. Discipline is the responsibility of each individual student. It has the twofold purpose of providing for the common good and the individual good. Discipline helps all students contribute to a climate for learning and living. Guidelines are prepared and set by teachers in their classrooms in agreement with the total administrative policies. To assure adequate development and concern for each student, frequent communication with parents by teachers and with teachers by parents is encouraged. All procedures are based on the premises that parents and teachers must work together and support each other's efforts.

Severe misbehavior which seriously disrupts the learning environment, possibly threatens the well-being of the teacher or other students, demonstrates defiance, or breaks the law must be sent to the office with a Student Referral Form.

Unacceptable student behaviors include:

1. Use of drugs, alcohol, or tobacco
2. Personal injury (bullying, fighting, calling names)
3. Refusal to comply with a direct teacher command
4. Inappropriate bus behavior
5. Possession of a dangerous weapon
6. Truancy
7. Repeated tardiness
8. Repetitive unacceptable classroom behavior
9. Habitual late/incomplete assignments
10. Vandalism
11. Swearing, cursing, or other offensive language

Consequences may include:

- After school detention
- Service work
- Suspension from school activities or extra-curricular activities
- In-school suspension
- Suspension from school for a definite or indefinite period of time
- Probation

All consequences shall be carried out according to the AB 5144.1. (see also Gangs AB 5133)

### Gangs

In accord with AB 5133, if a student is suspected or identified as being a member of a gang, initiates or participates in any gang-related activity, or is actively involved in recruitment for a gang, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Students may be referred to the Task Force on Violent Crime (if applicable).
7. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
8. Students may be suspended and/or expelled as outlined in the school/program/ Archdiocesan discipline policies.

9. Parents/students will be held liable and financially responsible for all forms of vandalism.

### Harassment

It is the policy of the educational programs governed by the De Sales Board of Education to maintain a learning and working environment that is free from sexual harassment and/or harassment of any type. No employee, volunteer, or student associated with these programs shall be subjected to sexual harassment or harassment of any type. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Harassing conduct includes, but is not limited to, the following: 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; 3) bullying which may be emotional, physical, racist, sexual, or verbal (e.g. name calling, sarcasm, spreading rumors, excessive teasing); and 4) hazing.

Any person who alleges harassment by an employee, volunteer, or student of an educational program governed by the Archdiocesan Board of Education may complain directly to his/her teacher, immediate supervisor, principal C/DRE, Director of Catechetical Services, or the Superintendent of Schools (or designee) for the Archdiocese of Dubuque. This policy is in compliance with Iowa Code Chapter 216 and Archdiocesan Board of Education policies 2515.1, 2515.11

### School Dress Code and Good Grooming Policy

Students are expected to dress in a “businesslike” manner to encourage their personal best performance at school and maintain a sense of pride and dignity. Students with inappropriate attire may be asked to change into clothing supplied in the office.

The following expectations will be enforced:

- No flip-flops; foot must be held in place by footwear.
- No sleeveless shirts; no exposed bras, midriffs, or underwear.
- Belts and collared shirts are encouraged.
- Shorts may be worn April 1-October 15 and should extend below the fingertips when standing with arms at the side. Dress shorts/walking shorts are preferred.
- No shirts with inappropriate sayings or mention of alcohol or tobacco.
- No clothing that is restrictive in movement or is distracting.
- No pajama bottoms.
- No ripped or torn jeans

### Search and Seizure

It is the policy of the De Sales Board of Education to operate its educational programs in a Catholic and orderly environment. Recognizing that the presence of contraband on school property or on the person of a student attending school is not consistent with the above policy, De Sales School adopts

the policy as stated in AB 5145.2 which refers to the rules relating to periodic inspection, to the search of students and/or to protected student areas.

Contraband includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes by way of illustration, but is not limited to, drugs, narcotics, tobacco, liquor, weapons and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment, and/or which present a threat to the health and safety of the students and staff.

### Weapons and Dangerous Instruments

It shall be the policy of the De Sales Board of Education that weapons and other dangerous objects be taken from students and others who bring them onto the school property or from students who are participating in any school-related activity away from school premises. Parents/guardians of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property or participating in any school-related activity away from school premises shall be expelled for not less than twelve months. Further reference can be found in AB 5131.7a.

### Tobacco, Drinking, Use of Non Prescribed Drugs

Students are not to use, possess, sell, or be under the influence of drugs, beer, or other intoxicating beverages on the school grounds at any time or while they are on a school sponsored activity off campus. The use or possession of tobacco on the school grounds is prohibited.

These are matters of state law and cannot be permitted in the school, in the immediate school area, or at school related activities, or on school buses. Students' possession of tobacco, drugs, and/or alcoholic products in school, or at school activities, results in confiscation and discipline. (see also AB 5131.6, AB 5131.61, AB 5144 and/or AB 5144.1 concerning Substance Abuse, Tobacco and Discipline)

## **VII. Extracurricular Activities**

### Activity options

Students have opportunities to participate in:

- Band (gr. 5-8)
- Volleyball (gr. 7 & 8)
- Football (gr. 7 & 8)
- Basketball (gr. 7 & 8)
- Wrestling (gr. 7 & 8)
- Track and Cross Country (gr. 7 & 8)

De Sales School provides a shared program with South Winneshiek for organized sports for boys and girls. Students participating in these programs are required to have a physical and a signed statement of fitness by a physician. It is also mandatory that participating students have some kind of accident insurance coverage. Students who do not perform in accord with their potential academically; have late,

incomplete, or missing assignments; or who display consistent behavior problems will be suspended from the team until the necessary improvement is shown.

### Student Activities

In order to establish a uniform and consistent administration of activities as to student eligibility to participate, the Good Conduct/Eligibility Rules will be followed. These are handed out to all students at the beginning of each school year and must be signed by parent and student and returned prior to the first practice.

**School Attendance Prior to Activity/Practice:** To be eligible to participate in an extracurricular activity or performance on the evening of a school day, a student must have attended both the morning and afternoon sessions. The students must attend the p.m. session in order to attend a practice session. The principal and coach will review exceptions to this expectation. The parent must inform the principal, in order to obtain an exception to this rule.

### Sportsmanship

Students attending extra-curricular activities should be seated by a friend or an adult to watch the game. Playing football on the hill at football games is NOT allowed. When attending games, students held in the gym, students will be expected to watch the ball games and not loiter outside of the gym.

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity and involvement they afford the students.

Spectators will not be allowed to interfere with students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship.

Therefore the following provisions are in effect:

- Abusive, verbal, or physical conduct by spectators directed toward participants, officials, sponsors, or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors will not be tolerated.
- The use of vulgar, obscene, or demeaning language directed at students, officials, or sponsors participating in an sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities.

Further reference can be found in Archdiocesan Board of Education Policy Manual, AB 1251

## **VIII. Health/Safety Issues**

### Abuse

In compliance with School Laws of Iowa and AB 4116.30a any certificated or licensed employee of De Sales School who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to Department of Human Services (DHS) within twenty-four hours and follow the verbal report with a written report on appropriate forms.

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. A level-one investigator will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegations. The Office of Educational Services will appoint the level-one investigator (the principal) and alternate (Associate Directors of Educational Services), and will contract a trained, experienced professional to serve as the level-two investigator. This policy is in compliance with Iowa Code 280.17, School Rules of Iowa 281-102.1—.15 (280) and Archdiocesan Board of Education policy 4116.30a.

### AIDS

Children diagnosed as having any bloodborne pathogen disease, or with laboratory evidence of infection with a bloodborne pathogen associated virus (HIV-III/LAV) and receiving medical attention may attend classes in an unrestricted educational setting in accordance with AB 5141.2 .

### Alcohol/Drug Policy

The De Sales Board of Education develops guidelines that are in accordance with AB 5144 and AB 5144.1 on student responsibility and discipline. Students who self-refer for drug and/or alcohol treatment to any member of the faculty will not be subject to the disciplinary code as long as treatment is ongoing and positive.

### Asbestos

Federal regulations and AB 7113 require us to inform you that there is asbestos in the De Sales School building. The building has been inspected by a certified asbestos inspector and all the asbestos found has been sealed and encapsulated. The most recent inspection was in 2003 with a surveillance update in 2004.

### Chemical Right to Know Law

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored, please contact the principal.

### Fire and Tornado Drills

Unannounced drills are conducted at various times during the year in accordance with Iowa codes. Students are expected to leave in an orderly fashion, without talking, according to the directions of the teacher, and return the same way. State law requires four tornado drills and four fire drills each year.

### Lead in the Drinking Water

During 1991 all schools of the Archdiocese were tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health, no additional testing for lead needs to be done at this time.

### Medication

Dispensing of prescription drugs will be administered by the principal or the administrative assistant with training and with the written consent of parent(s). A physician's signed, dated authorization including the name of the student, physician, medication, dosage, and medication schedule must be given to the school on or with the original container. A record of each dose of medication administered will be documented in the pupil's health record.

Dispensing of nonprescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered.

All medication is to be kept in the school office and must be in its original container for proper identification and dispensing. No medication may be kept on the student's person or in the student's locker.

### Radon Testing

In 2010 De Sales School was tested for radon. The test results indicated the radon levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for radon needs to be done at this time.

### Smoking / Smoke Free Building

De Sales School has been designated a Smoke Free Building. At no time will smoking be permitted within the building or on the premises (including playground and parking lot).

### Visitors

Students who request to have a visitor attend school with them should:

1. Receive permission from the principal and inform their teacher(s) at least one day in advance.
2. Teachers have the right to refuse permission to a visitor if it will be disruptive to the classroom activities on a particular day.
3. Students having guests are responsible for that person's conduct. Visitors are expected to abide by all school regulations and conduct themselves properly. Visitors must dress appropriately and in accordance with the school's dress code.

## **IX. Services**

### Bicycles/Motorized Scooters

Students are permitted to ride bikes to school, but bikes may not be ridden on school grounds or sidewalks adjacent to the school. They are to be walked across the street at the main crossing by the stop sign. Once past the crossing and patrolled area, students may begin to ride their bikes.

The school accepts no responsibility for bikes parked on school property. All bike riders bring bikes at their own risk.

### Bus

Transportation is provided by the South Winneshiek Community School District. Rules established by South Winneshiek are to be followed as though they were rules of De Sales School. A student may be suspended from bus transportation for inappropriate conduct. Transporting students to school requires the cooperation of bus drivers, students, and parents to assure that high safety standards are maintained.

### Bus Expectations and Safety

The safety of all students is very important and it requires everyone's cooperation. The driver must pay attention to his/her driving responsibilities at all times. Anything that distracts the driver from the road endangers the safety of all riders. There are four basic expectations of all students who ride the bus.

They are:

1. Sit down and remain seated.
2. Keep feet and hands to yourself
3. Use a quiet voice.
4. No throwing items in bus or out window.

In addition students should observe all additional rules listed below.

1. Students are under the total authority of the bus driver.
2. All school rules/regulations/policies apply on the bus.
3. Be on time.
4. If students must cross the roadway, pass in front of the bus no closer than 10 feet, look both directions, and proceed only on signal from driver.
5. Go directly to your seat and remain seated until the bus comes to a complete stop.
6. Refrain from talking to the driver while the bus is in motion-no noise when the bus crosses railroad tracks.
7. Don't extend hands, arms, or head through bus windows and no opening/closing windows without permission of the bus driver.
8. No pushing, shoving, or fighting.
9. No swearing, using rude gestures, teasing others, or talking loud.
10. No throwing objects in or out of the bus.
11. No damaging bus and please help keep the bus clean

### State law mandates:

- No books or other property in aisles.
- School buses cannot "sit" on highway waiting for students.

**Those students who do not behave may be subject to being written up and suspended from the bus if necessary. Parents will be notified when bus write up occur.**

### Bus Passes

Parents need to send a note or call to notify the school of any change in a child's routine at dismissal, like a change of bus. The school office will issue a bus pass. For the child's safety, without proper communication, students will be expected to follow their normal dismissal procedure.

### Lockers

Lockers are to be kept clean and orderly. Valuables should not be kept in lockers. Lockers are subject to inspection by the administration.

### Lunch

• Requirements and Standards - Our program tries to provide nutritious and satisfying food at the lowest possible cost. The lunch menu is posted outside the lunchroom, is available on the school's web page at [www.desales.pvt.k12.ia.us](http://www.desales.pvt.k12.ia.us), and is published weekly in the Ossian Bee. Our school lunch offer vs. serve program is in compliance with state regulations according to the minimum requirements for each grade level.

All students are expected to eat lunch. Students may bring cold lunch from home. Milk tickets are available for purchase.

• De Sales School also provides breakfast for any student who wishes to take part. Breakfast is served from 7:50 a.m. to 8:10 a.m. daily.

Breakfast Tickets - Breakfast tickets may be purchased by the day, month (20 days), or on an as-needed basis.

Grades K-8 \$ 1.30 per breakfast, or \$26.00 for a twenty day ticket  
Reduced Breakfasts \$ .30 per breakfast, or \$6.00 for a twenty day ticket  
Adults/guest breakfast \$2.00 each

Lunch Tickets - The following prices have been established:

Grades K-8 \$2.20 per meal, or \$44.00 for a twenty day ticket  
Reduced Lunches \$ .40 per meal, or \$ 8.00 for a twenty day ticket  
Afternoon Milk (K-4) \$ .45 per carton, or \$ 9.00 for a twenty day ticket  
Adults/guest lunches \$3.50 each

• Free And Reduced Lunch Forms - Forms for free and reduced lunches/breakfasts are included in the parent registration mailing, are posted on the school website at [www.desales.pvt.k12.ia.us](http://www.desales.pvt.k12.ia.us), and are also available in the school office throughout the year. Applications should be completed and returned to the office as soon as possible at the beginning of the year. Forms are also accepted throughout the school year upon a change of financial status affecting qualification for this benefit. All families are encouraged to apply for free/reduced meals. De Sales School maintains high standards of confidentiality for free and reduced meal applications, involving only administrative and office personnel in the application process.

This institution is an equal opportunity employer and provider.

## School Supplies

A listing of school supplies recommended is included in the final registration packet available during fall registration days and is posted online. A planner/assignment book is provided for each student.

## Textbooks

Textbooks are provided to all students.

## Tuition Tax Credits:

Expenses incurred by parents qualify for tuition tax credits. Information is distributed annually, usually after the end of the calendar year.

## Tuition Grants and Assistance

No one should be denied a Catholic education because of financial need. Grants are available for parish families who cannot pay their fees and/or tuition. Please ask the principal for further information. Confidentiality is strictly maintained.(AB 3240.1) Qualifying families are urged to apply for tuition assistance through the Student Tuition Organization (STO) program.

## Operational Fees

The actual per-pupil cost of educating a child at De Sales School is approximately \$5,000.00. The full tuition cost for 2017-2018 is \$1,200 per child. Families who are able to afford the full amount are expected to pay this amount. However, **tuition assistance is available** for those who qualify, have a need, or request assistance. No child is turned away or denied a Catholic education because of finances.

We have two major sources of tuition assistance.

(1) The Student Tuition Organization (STO) is a charitable organization that allocates funds in tuition grants to Iowa school children who choose to attend an accredited nonpublic school. Applications are submitted in February and awards are granted in March for the following school year. More information is available from De Sales School.

(2) St. Francis de Sales Parish subsidizes our school through Rosary Society projects, the Sunday Bingo program, individual donations, and, in great part, by De Sales Church parishioners' regular parish budget contributions. **Therefore, it is expected and vital for each parishioner to participate actively in the parish and to support the church with regular contributions. Likewise, it is important for all school families to support our fundraising projects throughout the year.**

## **X. Staff**

### Professional Staff Listing:

- |                |                          |
|----------------|--------------------------|
| • Pastor       | Rev. Robert Gross        |
| • Principal    | Mrs. Kristin Kriener     |
| • Preschool    | Mrs. Michelle Buddenberg |
| • Kindergarten | Mrs. Kathy Becker        |
| • 1st Grade    | Ms. Elizabeth Eversole   |
| • 2nd Grade    | Mrs. Jennifer Busarow    |
| • 3rd Grade    | Mrs. Tonya Vagts         |

- 4th Grade Mrs. Mary Eileen Lofte
- 5th Grade Mrs. Heidi Buddenberg
- 6th/7th Grade/Technology Mrs. Cynthia Hansen
- Title I Reading Mrs. Marsha Winter
- Music Mrs. Katherine Gisleson
- Primary Physical Education Mr. Mark Winings
- Guidance Counselor Mrs. Lori Eastwood
- Support Staff Listing:
  - Administrative Assistant Mrs. Deborah Schmitt
  - Library Aide
  - Student Associate Mrs. Connie Bushman
  - Student Associate Ms. Ruth Cox
  - Food Service Director Mrs. Shirley Bohr
  - Food Service Asst. Ms. Helene Peters
  - Asst. Food Service Mrs. Sandy Timp
  - Asst. Food Service Mrs. Marian Wiltgen
  - Kitchen Aide Mrs. Michelle Ellingson
  - Custodians/Maintenance Mr. Terry Bohr
  - Preschool Paraeducator/Religion Mrs. Heidi Bohr

### Volunteer Aides

Volunteer Aides are an integral part of our learning program. These aides are necessary to enable the teacher to work with small groups of students, take care of clerical duties, and a wide variety of tasks related to instruction. It is our goal to involve volunteer service to the school. A short training session will be provided for those who are volunteering for the first time. They are required to sign an acknowledgment form indicating that they have received and read all Archdiocesan required notifications and to also authorize a criminal background check.

### **Prayers, Basic Beliefs, and Practices**

Below is a list of prayers, basic beliefs, and practices. The prayers, basic beliefs, and practices for each grade follow. Hopefully this will help you as you assist your child in his/her religious practices. Please know that prayers may be introduced at one grade level and students may not be expected to have them memorized until the next year. However, know that the students are expected to have an understanding of these prayers and they will be part of our prayer at school. We encourage you to also pray with your child(ren) at home.

#### **Kindergarten**

- Sign of the Cross\*
- Prayer Before a Meal
- Our Father

- Hail Mary

#### **Grade 1**

- Sign of the Cross\*
- Prayer Before a Meal\*
- Prayer After a Meal\*

- Glory Be\*
- Our Father
- Hail Mary
- Morning Prayer

### **Grade 2**

- Our Father\*
- Hail Mary\*
- Act of Contrition
- Rosary
- Communion Fast
- Ten Commandments

### **Grade 3**

- Apostles Creed
- Act of Contrition\*
- The Greatest Commandment
- Rosary

### **Grade 4**

- Act of Faith\*
- Act of Hope\*
- Act of Love\*
- Seven Sacraments\*
- Ten Commandments\*
- Beatitudes
- Mysteries of the Rosary

### **Grade 5**

- Morning Offering\*
- Seven Sacraments\*
- Memorare\*
- The Laws of Church

### **Grade 6**

- Prayer of St. Francis\*
- Corporal Works of Mercy\*
- Spiritual Works of Mercy\*
- Gifts of the Holy Spirit

### **Grade 7**

- Nicene Creed\*
- Come Holy Spirit (Prayer of the Holy Spirit)\*
- Precepts of the Church\*
- Angelus
- Holy Days of Obligation
- Mysteries of the Rosary\*
- Apostles Creed\*

### **Grade 8**

- Holy Days of Obligation\*
- Hail Holy Queen\*
- Psalm 23
- Parts of the Mass
- Liturgical Year
- Cumulative knowledge of prayer

## **Prayers, Basic Beliefs, and Practices**

### Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen

### Prayer before a meal

Bless us, O Lord, and these your gifts which we are about to receive from your bounty, through Christ, our Lord. Amen

### Our Father

Our Father, who art in heaven, hallowed be thy name; thy kingdom come, thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

### Hail Mary

Hail Mary, full of grace! The Lord is with you. Blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, mother of God. Pray for us sinners now and at the hour of our death. Amen.

### Prayer after a meal

We give you thanks, almighty God, for these and all your gifts which we have received from your bounty, through Christ our Lord. Amen.

### Glory Be

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning is now and ever shall be, world without end. Amen.

### Prayer of Sorrow

Jesus, I trust in your goodness and mercy. I am sorry for all the wrong things I have done. I am sorry for all the good things I have not done. I want to love you with all my heart.

### Morning prayer

God, my Father, I give you today all that I think and do and say. I'll work and study, have fun and pray. Jesus, be with me all through the day. Amen.

## Mysteries of the Rosary

### **Joyful**

- The Annunciation
- The Visitation
- The Birth of Jesus
- The Presentation of Jesus in the Temple
- The Finding of Jesus in the Temple

### **Sorrowful**

- The Agony in the Garden
- The Scourging at the Pillar
- The Crowning with Thorns
- The Carrying of the Cross
- The Crucifixion and Death of Jesus

### **Glorious**

- The Resurrection of Jesus
- The Ascension of Jesus into Heaven
- The Descent of the Holy Spirit upon the Apostles (Pentecost)
- The Assumption of Mary into Heaven
- The Crowning of Mary as Queen of Heaven

### **Luminous**

- The Baptism of Christ in the Jordan
- The Wedding Feast at Cana
- The Announcement of the Kingdom
- Transfiguration
- The Institution of the Eucharist

## Act of Contrition

My God, I am heartily sorry for having offended you, and I detest all my sins because of your just punishments, but most of all because they have offended you, my God, who are all good and deserving of all my love. I firmly resolve, with the help of your grace, to sin no more, and to avoid the near occasions of sin. Amen

## Communion Regulations

To receive Holy Communion a person must:

- be in the state of grace
- have the right intention and observe the Communion fast

## Communion Fast

You must not eat anything or drink any liquid (other than water) one hour before the reception of Communion. Exceptions are/can be made for the sick and elderly as needed.

## Ten Commandments

1. I am the Lord, your God. You shall not have other gods besides me.
2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the sabbath day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet anything that belongs to your neighbor

## Apostles Creed

I believe in God, the Father Almighty, creator of heaven and earth. I believe in Jesus Christ, his only Son, our Lord. He was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended to the dead. On the third day he rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

### The Greatest Commandments

1. You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.
2. You shall love your neighbor as yourself.

### Beatitudes (Matthew 5:1—10)

- Happy are the poor in spirit, the reign of God is theirs.
- Happy, too, are the sorrowing, they will be comforted.
- Happy are the gentle, they will receive all that God has promised.
- Happy are those who hunger and thirst for justice, they will be satisfied.
- Happy also are those who show mercy to others, they will receive mercy.
- Happy are the single-hearted, they will see God.
- Happy are the peacemakers, they will be called the children of God.
- Happy are those who are treated unfairly for doing what is right, the reign of God is theirs.

### Seven Sacraments

- Baptism
- Reconciliation
- Eucharist
- Confirmation
- Matrimony
- Holy Orders
- Anointing of the Sick

### Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day for the intentions of your Sacred Heart, in union with the holy sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of all our associates, and in particular for....

## Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession was left unaided. Inspired with this confidence, I fly to you, O Virgin of virgins, our Mother. To you we come, before you we stand, sinful and sorrowful. O Mother of the Word incarnate, do not despise our petitions, but in your mercy hear and answer them. Amen.

## The Precepts of the Church

1. Celebrate Christ's resurrection every Sunday (or Saturday evening) and on holy days of obligation by taking part in Mass and avoiding unnecessary work.
2. Lead a sacramental life. Receive Holy Communion frequently and the sacrament of Reconciliation regularly. Receive Holy Communion at least once in the Lent-Easter season. Confess within a year any serious, or mortal, sin committed.
3. Study Catholic teaching throughout life, especially in preparing for the sacraments.
4. Observe the marriage laws of the Catholic Church and give religious training to one's children.
5. Strengthen and support the Church: one's own parish, the worldwide Church, and the Holy Father.
6. Do penance, including not eating meat and fasting from food on certain days.
7. Join in the missionary work of the Church.

## Corporal Works of Mercy

1. Feed the hungry.
2. Give drink to the thirsty
3. Clothe the naked
4. Help those imprisoned
5. Shelter the homeless
6. Care for the sick
7. Bury the dead

## Spiritual Works of Mercy

1. Give correction to those who need it.
2. Share our knowledge with others
3. Give advice to those who need it
4. Comfort those who suffer
5. Be patient with others
6. Forgive those who hurt us
7. Pray for the living and the dead

### Prayer of St. Francis

Lord, make me an instrument of your peace. Where there is hatred, let me sow love. Where there is injury, pardon. Where there is doubt, faith. Where there is despair, hope. Where there is darkness, light. And where there is sadness, joy. O Divine Master, grant that I may not seek so much to be consoled as to console; to be understood as to understand, to be loved as to love. For it is giving that we receive, it is in pardoning that we are pardoned, and it is in dying that we are born to eternal life. Amen.

### Gifts of the Holy Spirit

1. Wisdom
2. Understanding
3. Knowledge
4. Right Judgment
5. Courage
6. Reverence
7. Wonder and Awe

### Angelus

The angel of the Lord declared unto Mary. And she conceived by the Holy Spirit.

- Hail Mary, full of grace...

Behold the handmaid of the Lord. Be it done to me according to your word.

- Hail Mary, full of grace...

And the Word was made flesh. and made his dwelling among us.

- Hail Mary, full of grace...

Pray for us, O holy Mother of God, that we may be worthy of the promises of Christ.

Let us pray: Pour out your grace into our hearts. Lord, by the message of the angel we have learned of the Incarnation of Christ, your Son. Lead us by his passion and cross to the glory of the resurrection. Through the same Christ our Lord. Amen.

### Nicene Creed

We believe in God the Father Almighty, maker of heaven and earth, of all that is seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten not made, one in Being with the Father. Through him all things are made. For us and for our salvation he came down from heaven; by the power of the Holy Spirit he was born of the Virgin Mary and became man. For our sake he was crucified under Pontius Pilate; he suffered, died and was buried. On the third day he rose again in fulfillment of the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshipped and glorified. He has spoken through the prophets. We believe in one holy, catholic and Apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead and the life of the world to come. Amen.

### Come Holy Spirit / Prayer to the Holy Spirit

Come Holy Spirit, fill the hearts of your faithful and kindle in them the fire of your love. Send forth your Spirit, O Lord, and they shall be created. And you shall renew the face of the earth. Amen.

### Way of the Cross — The Stations

1. Jesus is condemned to die.
2. Jesus accepts the cross.
3. Jesus falls the first time.
4. Jesus meets his mother.
5. Simon takes the cross from Jesus.
6. Veronica wipes the face of Jesus.
7. Jesus falls the second time.
8. Jesus meets the women.
9. Jesus falls the third time.
10. Jesus is stripped of his clothes.
11. Jesus is nailed to the cross.
12. Jesus dies on the cross.
13. Jesus is taken down from the cross.
14. Jesus is placed in the tomb.
15. Jesus rises from the dead.

### Holy Days of Obligation

- Solemnity of Mary — January 1
- Ascension Thursday — 40 days after Easter
- The Assumption of Mary — August 15
- All Saints Day — November 1
- The Immaculate Conception — December 8
- Christmas — December 25

### Hail Holy Queen

Hail Holy Queen, Mother of mercy, our life, our sweetness, and our hope. To you we cry, poor banished children of Eve; to you we send up our sighs, mourning and weeping in this valley of tears. Turn then O most gracious advocate, your eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us, O holy Mother of God.

(Response:) That we may be made worthy of the promises of Christ.

## Psalm 23

The Lord is my Shepherd; I shall not want. In verdant pastures he gives me repose; beside restful waters he leads me; he refreshes my soul. He guides me in right paths for his name's sake. Even though I walk in the dark valley I fear no evil; for you are at my side. With your rod and staff that give me courage. You spread the table before me in the sight of my foes; you anoint my head with oil; my cup overflows. Only goodness and kindness follow me all the days of my life; and I shall dwell in the house of the Lord for years to come.

### **Order of the Mass**

#### **Introductory Rites**

- Gathering Song
- Greeting
- Penitential Rite
- Gloria
- Opening Prayer

#### **Liturgy of the Word**

- First Reading (usually taken from the Old Testament)
- Responsorial Psalm
- Second Reading (usually taken from one of the letters of the New Testament)
- Alleluia or Gospel Acclamation
- Gospel (taken from one of the four Gospels and read by priest or deacon)
- Homily (an explanation of the readings)
- Profession of Faith (Nicene Creed)
- General Intercessions (Prayers of the Faithful)

#### **Liturgy of the Eucharist**

- Preparation and presentation of gifts
- Prayer over gifts
- Eucharistic Prayer (during this prayer the bread and wine become the body and blood of Jesus)

#### **Communion Rite**

- The Lord's Prayer
- Sign of Peace
- Breaking of the Bread
- Reception of Communion

#### **Concluding Rite**

- Greeting
- Blessing
- Dismissal

## Liturgical Year

- Advent–Christmas time (Christmas day until Sunday after Epiphany)
- Ordinary Time
- Lent (Ash Wednesday until Holy Saturday)
- Easter time (Easter Sunday until Pentecost, 50 days after Easter)
- Ordinary Time