

Parent/Student Handbook



Mission Statement

Be it known to all who enter here That Christ is the reason for this school. The unseen but ever present Teacher in its classes. The model of its faculty. The inspiration of its students.

Purposes of Catholic Schools

The United States Catholic Bishops maintain that Catholic schools continue to be “the most effective means available to the Church for the education of children and young people.” Catholic schools afford the fullest and best opportunity to realize the fourfold purposes of Christian education:

- Provide an atmosphere where the Gospel message is proclaimed
- Create community in which Christ is experienced
- Provide service to others as the norm
- Cultivate thanksgiving and worship of our God

In Support of Catholic Elementary and Secondary Schools, USCCB, 1990 & 2005

Further, Catholic Schools are:

- the environment in which Christian education is carried out
- places of evangelization
- places of complete formation
- places of enculturation
- places of apprenticeship in a lively dialogue between young people of different religions and social backgrounds

Catholic Schools on the Threshold of the Third Millennium, 1997

16 Columbus Ave, Des Moines, Iowa 50315
Phone: (515) 243-1874 Fax: (515) 243-4467
Website: school.stanthonydsm.org

Pastor: Monsignor Frank Chiodo fchiodo@stanthonydsm.org
Principal: Jennifer Raes jraes@stanthonydsm.org
School Secretary: Darcy Swesey dswesey@stanthonydsm.org
Superintendent: Donna Bishop dbishop@dmdiocese.org

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

The Role of Parents in Catholic Education

The parent/guardian has the primary and sacred responsibility to educate his/her child/ren in the Catholic faith. The Catechism of the Catholic Church states:

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Parents have the first responsibility for the education of their children. They bear witness to the responsibility first by creating a home where tenderness, forgiveness, respect, fidelity, and disinterested service are the rule. The home is well suited for education in the virtues. This requires an apprenticeship in self-denial, sound judgment, and self-mastery—the preconditions of all true freedom. Parents should teach their children to subordinate the “material and instinctual dimensions to interior and spiritual ones.” Parents have a grave responsibility to give good example to their children. By knowing how to acknowledge their own failings to their children, parents will be better able to guide and correct them.

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Education in the faith by the parents should begin in the child’s earliest years. This already happens when family members help one another to grow in faith by the witness of the Christian life in keeping with the Gospel. Family catechesis precedes, accompanies, and enriches other forms of instruction in the faith. Parents have the mission of teaching their children to pray and to discover their vocation as children of God. The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is a privileged place for the catechesis of children and parents.

It is essential to the child’s growth and development in the Catholic Faith that the parents/guardians live the life of faith at home. The effectiveness of St. Anthony School’s education process depends upon this.

Christian Parents:

1. Participate in the Eucharistic Liturgy EVERY Sunday (or Saturday evening) with their children. The third commandment tells us to keep holy the Sabbath. The Catholic Church specifies the law of the Lord more precisely: “On Sundays and other holy days of obligation the faithful are bound to participate in the Mass” (CCC 2180). The Eucharist is the source, the heart, and the summit of Christian life.
2. Persevere in prayer. Family prayer is vital. The Christian family is the first place for education in prayer.
3. Live a life of Christian witness. This means living a moral life that reflects the values and teachings of Jesus Christ.
4. Are faithful to the teachings of Jesus Christ as presented in the doctrines, dogmas, moral teachings, and social teachings of His church. This means that it is necessary to learn the teachings of the Catholic Church.
5. Strive to be Holy.
6. Read Scripture. Ignorance of Scripture is ignorance of Christ (St. Jerome)

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ORGANIZATION

The organizational structure for St. Anthony School includes the Diocesan Board of Education and Superintendent of Schools, St. Anthony Board of Education and pastor, principal, teachers, parents, and students. In order to best serve the students with the existing facilities and faculty, grades preschool through eight are divided into Preschool 3's and 4's, a kindergarten through second grade primary unit, a third through fifth grade intermediate unit, and a sixth through eighth grade middle school unit.

ADMINISTRATION

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

FACULTY

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

SUBSTITUTE TEACHERS

When a teacher is out of school because of illness, professional meetings or personal business, a qualified, licensed substitute teacher will be hired to take that teacher's place. Occasionally, it may be necessary for the administration to hire a long-term substitute. Whenever possible, a substitute who is familiar to the students will be acquired. The substitute will work closely with the classroom teacher and the administration to ensure a smooth and consistent transition. Substitute teachers are to be accorded the same respect as regular classroom teachers. Substitute teachers have permission to follow every part of the St. Anthony discipline system. If substitute teachers have discipline concerns with students their names will be written down for the classroom teacher and a detention will be given.

RELIGIOUS FORMATION

The religious formation of children is the primary reason for existence of Catholic schools. Thus, St. Anthony School's religious education program is of special curricular importance. Scripture, doctrine, prayer, and Liturgy are related to children at their developmental levels, beginning with their own experiences. Prayer is interwoven throughout the student's day. Prayer begins and ends each day, experienced daily in religion class, before lunchtime and other parts of the day.

Children have the opportunity to celebrate Liturgy together once a week. Students plan and participate in school Liturgies. Family and friends are invited to attend school Liturgies.

Students will have the opportunity to receive the Sacrament of Reconciliation during Advent and Lent. Special service opportunities, renewal/retreat days, and seasonal activities are shared throughout the year, as well. As a community of believers, we gather together to celebrate the Eucharist. We sincerely invite all St. Anthony families to make weekend Mass attendance a part of their routine.

ADVENTURE CLUB PROGRAM

Adventure Club is the before and after school child care for St. Anthony school children. It also has wrap around care for Preschool children. Breakfast is served in the morning and a snack is served after school. The program strives to establish a safe, structured and enjoyable atmosphere for all children. Parents interested in Adventure Club, please contact Justina Glick, Adventure Club director, at 243-1874, ext. 244.

ACADEMIC INFORMATION

BAND/ CHOIR

Both a band program and choir are available for students in upper grades

HOMEWORK

Homework is an extension of the learning process in the classroom. Homework can enhance the study skills of a student and reinforce concepts learned during the school day. Quality work, the best of each student's ability, will be insisted upon. As a general rule, developmentally appropriate homework assignments will be given to students in all grades. Students are expected to write daily assignments in their planner, as an encouragement to build independent learning and organizational skills.

At all times, assignments are to be done neatly and completely with the appropriate materials. Parents are encouraged to provide their children with a suitable atmosphere, specific time, and regular location in which to study.

If a child is absent from school, he/she is responsible for completing the work missed. **Requests for homework for absent students should be made to the school office before noon and may be picked up after 3:20 PM**, or it can be requested the work be sent home with another student (i.e. sibling, neighbor, car pool).

School work or items left at home should not be dropped off at school and/or delivered to the student during the school day. Students need to be sure to be responsible and packed for the day when they leave for school in the morning. If they forget something, they'll need to have the natural consequences for not being prepared for class.

HUMAN GROWTH AND DEVELOPMENT

Human growth and development is integrated into the guidance, religion, and science curriculum at St. Anthony School. It is presented from a Catholic perspective in the context of total growth. Parent support and involvement is an essential component of this program.

SECTION 504 ACCOMMODATIONS

St. Anthony School services children whose needs fall under Section 504 of the Civil Rights Law. These accommodations are put in place for students with a physical or mental impairment that substantially limits a major life activity.

STANDARDS AND BENCHMARKS/ IOWA CORE

All diocesan schools are bound by the Standards and Benchmarks set by the diocese for each curriculum area or the Iowa Core Curriculum. All meet the criteria determined by the State of Iowa Department of Education. All diocesan schools are State of Iowa accredited. Standards and Benchmarks are posted on the Diocese of Des Moines website.

STANDARDIZED TESTING

Iowa Assessments (grades 3-8) are given to students each year. The results of the Iowa Assessments are shared with parents. Iowa Assessment standardized test results are best used for, and designed for, overall educational planning and program evaluation.

Additional Diocese of Des Moines testing includes: Constructed Response Supplement for Math for grade six and science for grade eight, Constructed Response Supplement for Reading Comprehension for fourth grade, and the ACRE faith test for grades five and eight.

TECHNOLOGY

Students are not allowed to use any technology device without a teacher present and permission.

St. Anthony students have access to technology in a variety of settings. Middle school students have their own Chromebook to use at school each day. There are ipads and tablets available throughout the school. Each classroom also has an LCD projector installed to be used for large group instruction. St. Anthony classrooms in K-5 also have at least 5 Chromebooks for student use. Classrooms can also share these so a whole classroom set can be put together. St. Anthony School is a networked and wireless building. A current acceptable-technology agreement will be on file for all students.

TEXTBOOKS

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

PROGRESS REPORT/ GRADING SYSTEM

A progress report, or report card, reflects the standards-driven education/Iowa Core Curriculum in our Diocese. This progress report format summarizes a child's educational success in the curriculum using proficiency levels.

Progress reporting is based on the following beliefs:

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

The Official Diocesan Progress Report evaluates students purely on the basis of the individual student's ability, rather than in relationship to the academic ability of other students in the same class or grade level.

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

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

1. Differentiation of instruction is necessary in order for a student to grow and progress.

2. Behavior-is not to be considered part of the proficiency level assessment. Behavior is reported in a separate area on the progress report.
3. Extra credit will not be given in any diocesan school.
4. Teachers will use “0” on a progress report when in reference to the number of correct responses provided by the student. Incomplete work will result in the use of “ID”, indicating insufficient data.
5. Homework must be meaningful, purposeful, of high quality, and aligned to specific benchmarks and grade-level expectations.
6. Incomplete work/ Late work- students are expected to complete all required work on time. If the work is not completed on time, the student will receive a late slip.
7. Formative work (process or practice - for example, assignments, practice work) - evaluated formative work guides instruction and learning. Formative work is typically not used towards the final proficiency grade or letter grade.
8. Summative work (results of what was learned – for example, projects, papers, tests) - multiple summative assessments for each benchmark/GLE (Grade Level Expectation) are used to determine a student’s performance.

Progress reports are issued three times per year, at the end of each trimester, and may be accessed on the PowerSchool parent portal.

FAILING GRADE

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

1. If the student does not improve after parental notification, a meeting will be held to gain further insight into the student’s situation. A plan of action will be developed and the student’s progress will be monitored and documented.
2. The teacher will continue to inform administration about the student’s progress.

GRADING SCALE

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

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

HELPFUL DEFINITIONS

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

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

Proficiency level assessment: Proficiency level (4, 3, 2, 1) is given to students for the benchmarks assessed during each trimester. This level is a snapshot of where a student is on each benchmark for meeting that standard. **A proficiency level of 3 means that the student is where he/she needs to be at that grade level for that benchmark.** The proficiency levels are as follows and **DO NOT** correlate to a grade (A, B, C, D, F):

- 4: Meets grade level expectation with excellence- a student has developed a solid understanding of the benchmark and can provide the teacher with in-depth knowledge and skills when given the opportunity.

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

MIDDLE SCHOOL STUDENT WORK EXPECTATIONS

STATEMENT OF PHILOSOPHY

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

ADVENTURELAND TRIP - 8TH GRADE

At the end of the school year, eighth grade students have the opportunity to attend Adventureland as a reward for the hard work they have shown throughout their time at St. Anthony School. Below are some reasons a student may not be able to attend the Adventureland trip with their peers:

1. School work is not turned in/outstanding.
2. Service hours are not turned in.
3. The student has served 2 In-School Suspensions.
4. The student has served an Out-of-School Suspension.

***Administration will have the final say on students attending the trip.**

ASSIGNMENT COMPLETION/QUALITY - LATE WORK

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

For work that is not complete, directions haven't been followed, or the work is done poorly, it will be documented as late. If too many assignments are documented as late in classes, a student will be assigned a detention. No excuses, outside of serious illness or family emergency, will be accepted for incomplete work. If a student is experiencing difficulty with an assignment, it is the student's responsibility to talk with the teacher before the class period. Again, assignment completion leads the way to responsibility.

CHEATING

Students are required to do their own work. Students should ask teachers and parents for help when they need assistance or assignment clarification. Students who copy homework, students who give assignment or test answers to another classmate, or students who take answers from another classmate will serve a detention for cheating/being a part of cheating behavior. The student who was getting the answers will have to redo the assignment, complete tasks to relearn material, or test after school.

PLAGIARISM

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

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

Consequences of Plagiarism:

The following steps will be administered

1. Redo the assignment
2. Detention (parents are notified)

DIOCESAN SCHOOL DANCES/EXPECTATIONS

Catholic schools in the Des Moines metro area take turns hosting a parochial school dance for 7th and 8th grade students. The dances are an opportunity for students from the metro Catholic schools to socialize and interact in a Christ-centered environment. The students represent the Catholic schools and are expected to act like Christians in word and deed.

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

1. Adult chaperones are present at all parochial school dances. Students must obey, without question, the direction of the chaperons.
2. Harassing/bullying words or actions will not be tolerated.
3. Improper touch or provocative dancing will not be tolerated.
4. Students are to tell an adult chaperon immediately of any improper conduct.
5. Most host schools provide refreshments for students to purchase.

Dress Code for Parochial School Dances

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

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

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

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

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

PREPARATION FOR CLASSES

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

RE-TAKES

When students take a final unit test, they may have the opportunity to retake the test in order to improve proficiency. Students may be required to meet with a teacher to show practice of the skills missed on the test before retaking.

SERVIAM/SERVICE HOURS FOR MIDDLE SCHOOL – See Appendix

ATHLETICS

See our website (school.stanthonydsm.org) to view information on Parish Athletics

Athletic Handbook URL: tinyurl.com/DMdioceseAthleticHandbook

DISCIPLINE

DISCIPLINE PHILOSOPHY

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

PBIS is a school-wide initiative program with a consistent set of expectations, with positive reinforcement and consequences for all students in grades K-8. The objective for implementing PBIS is to create a learning environment that encourages positive social interactions, active engagement, and self-regulation for every student. This will help develop and implement procedures and routines that support high expectations for student learning. Our vision for PBIS is the following statement:

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

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

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

DEFINITION AND PURPOSE

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

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

BEHAVIOR/CONSEQUENCES LEVEL MATRIX

School-wide PBIS is a set of strategies and systems to increase the capacity of schools to reduce school disruption and educate all students including those with problem behaviors. Any of the following behaviors are negative choices and will/can result in a consequence. Administration may determine the final consequence of any behavior depending on the situation.

LEVEL 1 BEHAVIORS	LEVEL 2 BEHAVIORS	LEVEL 3 BEHAVIORS	LEVEL 4 BEHAVIORS
<ul style="list-style-type: none"> -Getting out of seat - Not listening to directions - Inattentive - Getting a drink too often - Not being prepared for class - Tardy - Not following classroom procedures - Gum chewing - Negative attitude - Not working when given time during class - Tattling 	<ul style="list-style-type: none"> - Sidebar conversations/ making noises - Using pencil sharpener during class instruction - Not keeping hands to self - Lack of participation (not taking notes, not writing down assignments, etc.) - Arguing during group work - Asking questions not relevant to the topic of discussion - Failure to be responsible for duties (table captain) - Horseplay - Throwing snowballs/ ice chunks - Entering building before school w/o permission - Working on other assignments during class 	<ul style="list-style-type: none"> - Shouting out - Disrespect to adults - Disrespect to peers - Throwing things - Rudeness/ laughing at others - Put downs - Lying - Cheating - Forgery - Inappropriate language/ gestures - Inappropriate bathroom use - Public displays of affection - Inappropriate use of technology - Habitual Level 1 and Level 2 behaviors 	<ul style="list-style-type: none"> - Vandalizing school property - Bullying/ harassment- any physical, verbal, written, and/or electronic (habitual) - Actions that cause harm - Stealing - Fighting (punching, biting, hitting, choking) - Drugs/ drug paraphernalia - Weapons - Verbally or physically threatening to cause injury to person or property - Pulling the fire alarm - Leaving building without permission - Sexually inappropriate behavior - Habitual Level 3 behaviors

	<ul style="list-style-type: none"> - Talking during work times - Being loud in hallways while class is in session - Dress code violation - Disrespectful body language - Running in the building - Habitual Level 1 behaviors 		
Possible LEVEL 1 CONSEQUENCES	Possible LEVEL 2 CONSEQUENCES	Possible LEVEL 3 CONSEQUENCES	Possible LEVEL 4 CONSEQUENCES
<ul style="list-style-type: none"> - Non-verbal cue - Proximity - Verbal warning - Time out/ break 	<ul style="list-style-type: none"> - Non-verbal cue - Proximity - Verbal warning - Time out/ break - Student conference - Parent contact - Pull-a-card/clip, get a mark - Referral - Behavior contract/ plan (w/ teacher) - Quiet lunch - Teacher/ parent/ student/ conference - Restitution -walking minutes 	<ul style="list-style-type: none"> - Student conference - Timeout/ break - Parent contact - Behavior contract/ plan (w/ teacher) - Quiet lunch - walking minutes - Detention - Administrator/ parent/ student/ teacher conference - Restitution - In-school suspension 	<p>*Level 4 behaviors will result in an automatic office referral. Administration will give one of the following consequences:</p> <ul style="list-style-type: none"> - Mandatory parent conference - Consecutive detentions - In-school suspension - Contact law enforcement - Expulsion

DEFINITION OF BEHAVIOR CONSEQUENCE

- **QUIET LUNCH-** When a student is assigned to quiet lunch they will eat in the office and could spend their recess in the office, although we prefer they have recess time. During this time the student has the opportunity to think about their actions and talk through what they were thinking and feeling at the time of the incident.
- **CONFERENCING-** May be required involving parent(s), teacher(s), student, and/or Administrator.
- **BEHAVIOR CONTRACT/PLAN-** A student may be placed on a behavioral contract/ plan with a teacher or an administrator. The contract is designed to address the area of concern with a corrective action plan and a written commitment from the student to change with parental support.
- **REMOVAL FROM THE CLASSROOM** is allowed as permitted by Iowa Code
- **DETENTION-** (used for students in third through eighth grade) Detention is a consequence assigned to students who choose to behave inappropriately, or who receive multiple warnings/referrals.
 - Detention is earned as an immediate consequence assigned to students who choose to behave inappropriately. A detention notice or an email from a teacher or administrator will be sent home to inform the parent(s) of the incident, and the time and date the detention is to be served.
 - If the detention cannot be served on the given date, parental notification of the need to reschedule must be given to the teacher no later than the date the detention is scheduled to be served. If neither the form nor the parental notification is returned by the date of the assigned detention night, the detention cannot be served, and an additional detention will be issued to the student for missing the detention. (Therefore, they'll have 2 detentions to serve at that point.) Likewise, if a student does not show up to their assigned detention time, they will receive a new date for that time, PLUS an additional detention for the behavior of missing the original detention.
 - During detention, the student will be given a detention essay task to reflect on and write about their actions. They will write about what they should choose to do the next time they have a similar situation and/or what they could do to help themselves not be in the same situation.

- **EXCLUSION FROM CLASS OR ACTIVITIES-** This may include participation in school-sponsored activities or performances. Parental and/or administration notification may be given regarding exclusion.
- **IN-SCHOOL SUSPENSION-** Students may be required to serve an in-school suspension assigned by an administrator. Parents will be notified in a timely manner. The student will serve the in-school suspension in the office and will receive all assignments for that day to be completed and turned in by the end of the day.
- **EXPULSION-** Expulsion of a student shall be made upon the recommendation of the administration. A student may be expelled from school for breach of discipline, violation of the policies and regulations established by the Board, or when the presence of the student is detrimental to the best interests of the school. In addition, the priest and an administrator may expel any student whose presence in school would be injurious to the health or morals of other students or to the welfare of the school. In regard to due process rights, parents of the student may request a hearing before and prior to the final decision. Every consideration will be made in order to avoid expulsion of a student from St. Anthony School. This may include referring the student and his or her family to a local community resource for counseling. Re-admission after expulsion may not take place for 4.5 months, and only with the explicit permission of an administrator and pastor.

RESTRAINT AND PHYSICAL FORCE

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

Factors determining reasonable and appropriate actions are:

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

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

THREATS OF VIOLENCE/ DANGEROUS WEAPONS

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

ALLEGATIONS OF ABUSE/HARASSMENT

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Policy 579 – Harassment, Bullying, and Hazing

Policy 579.1 – Investigation

Policy 579.2 – Complaint Form

Policy 579.3 – Disclosure Form

Policy 579.4 – Data Collection and Report Form

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

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

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

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

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

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

CONSEQUENCES OF FOUNDED REPORTS

An administrator will determine the consequences of the action which can include, but are not limited to: (Parent notification will happen as soon as the situation allows)

- Referral
- Detention
- Community Service Time
- In-school suspension (half or full day)
- Recommendation of expulsion to the board

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

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

If students and/or personnel believe sexual harassment and abuse has occurred they may file a complaint of harassment or abuse with a Level-One investigator, a program administrator, or the Diocesan Superintendent.

 Students who wish to allege abuse from a St. Anthony employee can report the alleged abuse to any school employee they are comfortable with, the Pastor, or Associate Pastor.

Jennifer Raes, Principal, 515-243-1874

PROTOCOL

These steps will be followed in each case:

1. Teacher, parent, or student(s) report threat to a teacher or administrator.
2. Administrator or designee interviews student(s).
3. Parent(s) of the student(s) who made the threat will be called. No threat will be taken lightly.
4. In the event a student is threatened, and depending upon the nature and seriousness of the threat, the threatened student's parent(s) will be called.
5. Student(s), lockers, and personal items will be searched at any time without notice.
6. Upon investigation, if the administration determines that there is reason to believe that the threat of violence is supported by the results of the investigation, the provisions in the disciplinary policy will be followed regarding suspension and/or expulsion.
7. Any valid threat may be reported to the police. We will contact our DM police officer.
8. Parent(s) of the student who made the threat will be required to come to school as soon as practical and remove the student from the school grounds. St. Anthony will require professional counseling through the House of Mercy, Catholic Charities, or a counselor of the family's choosing approved by the school.
9. The student will not be allowed back into school until a professional counselor has provided in writing a document saying that the student is not a threat to himself/herself or others. The student may be searched daily as a condition for return to St. Anthony School.
10. Teachers will be asked to be cognizant to curtail any teasing that might come out of this disciplinary action.
11. Documentation by all involved regarding the situation and post disciplinary activities will be kept on file.
12. Any student who sells a controlled substance while on school grounds and/or at a school related function will be subject to **immediate expulsion**.

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

DRESS CODE

“The body is a sacred gift given to us from God as we are created in his likeness and image. Dressing modestly is dressing in a way that respects God’s design for our bodies and encourages all to see us as a whole person.”

A statement from Theology of the Body

1. Students are expected to come to school neatly dressed and well groomed. Uniform shirts and blouses are to be tucked in at all times (Kindergarten and 1st grade is an exception). Shoes must be worn at all times. Pants and shorts are to be worn at the waist with no sagging and should not be skin tight. Dress code will be enforced from the time students arrive until dismissal.
2. If a student wears a sweater or SAS/St. Anthony School approved sweatshirt or fleece then a collared uniform shirt must be worn underneath.
3. Hair colors, facial hair, make-up, hats or jewelry that draw undue attention or are disruptive are not permitted. Girls may wear post earrings only. Earrings are not to hang below the earlobes. Boys are not allowed to wear earrings. No body piercing is allowed. Hair should be clean and neatly groomed. Boys’ hair length should be close to or above the collar.
4. Tattoos, including temporary, washable tattoos, are not permitted. Decals, stickers, sequins, glitter may not be worn.
5. Tight fitting clothing of any kind is not considered appropriate to our environment.
6. Fashion scarves are not allowed. Scarves outdoors for cold weather are allowed.
7. Scouts may wear their uniform shirt/blouse on their meeting day.
8. Shoes must be closed toe and closed heel. No wheels. Socks should be worn.
9. Only solid color tights or leggings will be allowed under skorts, skirts, and/or jumpers. They may not be worn as pants.

BOYS DRESS CODE

PANTS:

- Navy blue or khaki dress pants.
- The following are not permitted: baggy pants or low rise.

SHORTS:

- Navy blue or khaki walking shorts.
- Shorts may be worn in March through October.
- Shorts must be worn at the waist.

GIRLS DRESS CODE

PANTS:

- Navy blue or khaki dress pants.
- Capri pants may be worn from March through October.
 - **The following are not permitted:** tight fitting/skin tight pants, spandex fabric pants, printed leggings, pants with dragging hems, or low rise pants. (These expectations are the same on regular dress, dress down and dress up days.)

SHORTS and SKORTS:

- A skort is a skirt with shorts underneath it. It looks like a skirt in the front and the back with built in shorts.
- Navy blue or khaki walking shorts or skorts.
- May be worn in March through October.
- Must be worn at the waist and must be worn at the waist and reach mid-thigh or longer (from the bend of the leg to the knee).
 - **The following are not permitted:** trendy short shorts worn at the hips, short shorts showing the buttocks when bending over, skin tight shorts/skorts.

SKIRT/Solid color JUMPER:

- Navy blue or khaki skirt or jumper is allowed. Jumpers are a dress.
- No tight fitting skirts.
- Skirts must fall mid-thigh or longer.

GENERAL DRESS CODE**SHIRT/BLOUSE:**

- Colors – light blue, navy blue, white, black, red, maroon
- **Must** have a collar and sleeves.
- **Must be tucked in** (except Kindergarten and 1st).

SWEATER:

- Color - light blue, navy blue, white, black, red, maroon
- Sweaters must be solid colored.
- Approved styles are cardigan, vest, v-neck and crew neck. Approved uniform shirt **MUST** be worn underneath.
- Must be waist length.

SWEATSHIRTS/FLEECE:

- SAS hoodie with logo or the approved gray or navy blue fleece.
- Approved uniform shirt **MUST** be worn underneath.

BELTS: 2nd through 8th grade

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

HOW TO PURCHASE DRESS CODE ITEMS:

Local Stores and On-line- You can buy clothes to fit our dress code at any store you choose as long as the above guides are followed. However, these stores do not carry the plaid jumper or SAS special made clothing.

Used Uniform Clothing

We put used/donated clothing out in the hallway at Back To School time and conferences. Anyone is welcome to take what they need. Anyone can also come to school to look through what we have anytime you need to. Parents/guardians may also donate good used uniform items at school anytime.

Image Solutions

Orders for uniform approved hoodies and fleeces, and also spirit wear, can be found at:
<http://www.imagesolutionsdm.com/stores>

MISSION AWARENESS DRESS DOWN DAY

The last school Friday each month is designated as a mission day. On this day students are allowed to be out of uniform, provided that they participate in the mission (this is giving money or goods that have been specifically asked for). We ask that the following guidelines be followed on out of uniform days:

- No baggy, tight, or torn clothing.
- No sleeveless shirts.
- No short shorts.
- No jeggings, leggings, or clothing with spandex.
- No yoga pants, or writing on the backside of pants.
- Clothing must be appropriate for a Catholic school setting.

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

PHYSICAL EDUCATION REQUIRED ATTIRE

- Kindergarten through fifth grade must have socks and tennis shoes for PE for student safety and the protection of the gym floor.
- Middle school students, grades 6-8, must change into appropriate for school athletic type clothing for all PE classes. They must also have socks and tennis shoes for their safety and the protection of the gym floor.
- Students in grades 6-8 who have P.E. first period may wear their P.E. clothes to school.

SPIRIT WEAR DAYS

St. Anthony School or Dowling Catholic High School tops may be worn on spirit wear Fridays. This are on Friday all year, unless it is a Mission Awareness Dress Down Day. Spirit wear must be worn with uniform bottoms. Spirit wear can be any color or kind of top (except sleeveless or things that are too tight) as long as it says "SAS", "St. Anthony", "DCHS", or "Dowling" somewhere on the clothing piece.

WINTER ATTIRE

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

School staff/administration has the right to hold students from field trips who are not dressed appropriately for a field trip. This includes keeping students from field trips who are not wearing a winter coat in extremely low temperatures.

ATTENDANCE

Statement of Philosophy

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

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

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

ABSENCE OR TARDY

For the safety of a student, it is paramount that parents call or email school before 8:20 AM if their child is to be absent/tardy that day. Parents may leave a voice mail message, if necessary. If the school has not been notified, the office will contact the parents to ask about the whereabouts of the student. If a student leaves the school without permission or is not in class, parents will be contacted and the student will be considered truant. The student will be required to make up that time after school, on a no school day, or comply with other disciplinary arrangements that fit the situation.

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

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

Procedure

- It is a parent's responsibility to see that their child attends school as required by the Iowa Compulsory Attendance statute.
- After three days of a child's absences, a note for the doctor must be presented to the school.
- If a student reaches **52 hours of absences in a trimester**, the parents will be notified by the administration that the possibility exists for loss of academic credit for the trimester work and that summer school may be a necessity for the loss of instructional time.
- **98.7 hours in one school year will be considered excessive absenteeism**. Students who reach 98.7 hours will place themselves in jeopardy and may have certain academic consequences.
- Students must be in attendance 5 ½ hours per day, excluding lunchtime, to receive credit for a full day of school attendance. Students who arrive after 10:00 AM or leave before 2:00 PM are counted as ½ day absent.

Tardiness - Parents are requested to call St. Anthony School before 8:20 AM to notify the school of a student's tardiness and to order a lunch. Medical or dental appointments are excused tardies when accompanied by a note from the doctor/dental office. After 8:20 AM, the students must come to the office to sign in.

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

Procedure

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

EXCUSING STUDENTS FROM SCHOOL

If a child is to be excused from school during the school day, parents need to communicate to school through an email or a note and the student must be picked up from the school office, not the classroom or playground. **For security and safety reasons, students are required to sign in and out of school from the school office.**

STUDENT ATTENDANCE FOR ACTIVITIES

It is recommended that a student be present for a minimum of ½ day to attend a school related event or extra-curricular activity.

HIGH SCHOOL TOURNAMENTS

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

1. If possible, school work for the day must be completed and turned in to the teacher prior to departure, otherwise it must be turned in the following day. Students will not receive make up work time for work assigned during their absence. Tests must be made up in advance.
2. Students are responsible for obtaining the following day's assignments and handing these in on time.

LEAVING SCHOOL GROUNDS

Students are not to leave the school building or playground, during the school day, without written permission from their parents or guardians.

MAKE UP WORK

It shall be the responsibility of the student on the day of his/her return to arrange with the teachers for make-up work. All schoolwork missed because of an absence due to illness or family emergency will be **made up within the number of school days which are double those of the absence, up to a total six (6) make-up days**. Extended valid absence or individual needs will be taken under consideration for an extension of time.

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

If a student is to be gone from school for a vacation the teacher(s) must be informed ahead of time to arrange for schoolwork and tests. **The work a student is given before the vacation must be completed within two days of the student's return to school, otherwise the work will be considered late.** Teachers may hand out additional make up work upon the return of the student to class. This additional work must be turned in upon a teacher assigned deadline. Any work not completed at this time will be considered a late assignment.

COMMUNICATION

CONTACTING TEACHERS

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

St. Anthony School encourages parents to contact a teacher as needs arise. Parents may request a conference at any time they feel a need to do so. **Please call to schedule a time that is mutually agreed upon by both parties.** Often a telephone call, note or visit can clarify points of concern about a child's progress as well as share positive things that are happening.

School matters should be conducted when the school employee is at school during school hours. To ensure the most professional and confidential of meetings, please refrain from initiating a conversation with school personnel outside of school hours/on their private time. Allow teachers time to read their emails and have time to respond. They teach all day and quite often don't have time on email during the school day.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled in Fall and Spring. Conference scheduling will again be on-line. Parents will receive an email when the site is open to schedule conferences for children in grades kindergarten through eighth. This is a very valuable time of sharing between parents and teachers about academics, growth and maturity, and the faith development of each child. It is **expected** that parents attend scheduled conferences. Students may be invited/required to attend conferences. Fall and Spring Parent-Teacher Conferences will not be rescheduled outside of the calendared conference times.

Middle school conferences will be held to five minutes due to middle school students having multiple teachers.

If more time is deemed necessary other than conferences, appointments can be made with the teacher.

Related Arts and Title teachers will be available during conferences. Part-time teachers are required to attend one night of conferences and will inform parents when they will be available.

STUDENT VISITORS

Arrangement for student visitors must be made through the administration.

VISITING CLASSES and PERFORMANCES DURING THE DAY

Parents must call the school office to make arrangements with the administration if visiting a classroom. Short visits are necessary as the integrity of the learning environment in each classroom must be maintained. We encourage parents to volunteer regularly at school.

In order to keep the school environment secure, parents and visitors must always check in at the office and wear a visitor badge before going into the school. Forgotten lunches and other items of importance should be left at the office for students and may not be delivered to classrooms by parents. This is to maintain instructional integrity and for safety of who is in the building.

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

CHILD CUSTODY

Divorced or separated parents are asked to furnish St. Anthony School with a copy of the custody section of the divorce/separation decree if there is visitation or arrangements that could affect the child's school day. This information will help the school in determining when, if ever, the child can be released to the non-custodial parent.

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

Policy 508.1

Child Custody

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

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

LUNCH

LUNCH ACCOUNTS

All families are assigned a school lunch account. Students type their personal number into the system as before they get their lunch each school day. Payment for school lunches are made through FACTS management.

LUNCHROOM PROCEDURES

1. Lunchtime should be an enjoyable, relaxing time for eating and quietly visiting at one's own table with classmates.
2. Good manners and courtesy will be practiced by all.
3. Students are to use the restroom and wash their hands before entering the lunchroom.
4. Each classroom will come to the lunchroom with their teacher and will wait quietly while they are checked in and receive their lunch. Please & Thank You's will be expected. Staff on duty will monitor the kids while they are in the lunchroom.

5. Students are to sit at their grade's assigned tables and not be up walking/running around. Students may receive a referral if they choose to be out of their seat without permission. No saving seats, it is good to get to know everyone.
6. Students will not be dismissed until the floor and table they are sitting at are cleaned up.
7. If students need help opening items, or there is a problem at their table, students need to raise their hand and an adult in the lunchroom will attend to them.
8. Table washers are assigned on a rotating basis. The table washers are responsible for wiping the table and benches after students are dismissed.
9. Students who misuse food, silverware, or who are disrespectful of the lunchroom and/or staff will be assigned a warning. Repeat offenders will receive further consequences and/or meet with administration for further discipline.

OUTSIDE FOOD

Lunches purchased from outside food providers are NOT to be brought into the school by visitors to St. Anthony students. Students can have what their parent/guardian packs in their lunch, like a sandwich from an outside food establishment, but they need to have it in their lunch when they arrive at school in the morning. Cans/ bottles of pop should not be sent in student cold lunches. Students are expected to remain on campus for lunch. Parents are welcome to eat lunch with their children. Please contact the school office NO LATER THAN 9:00 AM to be included in the daily lunch count.

WELLNESS – See Appendix

HEALTH

A school nurse is on site one day a week from 8:00 AM - 3:20 PM. Certificates of immunization are required of every new student before entrance into school. Students are expected to have a physical examination before entrance into kindergarten, grade 4 and grade 7. Examination forms are available on-line and from the school office. The nurse maintains individual pupil health records as required by the State of Iowa. Vision screening is done for grades 1, 4, and 7 each year and for students where concern is identified. An audiologist from Heartland AEA conducts hearing screenings for grades kindergarten through five annually.

ACCIDENT OR ILLNESS

If a child becomes ill or is hurt, he/she should report to his/her teacher or a SAS staff member. Students who are ill will come to the office to be seen by the nurse. The nurse will assess the student to determine if they should go home. When a child is ill or has an accident at school, the parent/guardian or emergency contact will be notified at once. No child is ever sent home until prior arrangements have been made. If a parent receives a phone call, or text message, from their child stating they are ill and need to be picked up please ask to speak to the nurse to verify this information.

COMMUNICABLE DISEASE

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

HEARING SCREENING

Hearing screenings will occur annually for all elementary students (PK-5). Students who "fail" the initial screening will receive a second screening, and perhaps additional testing by an audiologist. Parents will receive a written report of test results only if abnormal, after the second stage testing. This is a screening process only and does not identify all hearing or ear problems. If a parent's child has had hearing or ear problems recently, this information can be sent to the school nurse for the audiologist. Parents do have the opportunity to decline screening/testing, but they need to contact the school nurse prior to testing dates. Any age student can receive a hearing screening

at parent request or teacher request with parent consent. If there are any questions about the hearing testing program in the school, please contact the school nurse or administration.

LICE

We follow the state's recommendations of how to handle lice/nits. It is recommended that schools no longer send notification to the parent(s) whose student(s) is in a classroom with a student with lice. It goes against medical privacy and confidentiality, to share that information. Children are no longer mandated to stay home due to head lice. If the school becomes aware a student has lice, the family will be notified. If a family discovers their child has lice, they should let the school nurse know. The nurse is not mandated to communicate cases of head lice to anyone outside the main family, but if there are three reported cases within a classroom, there will be communication sent to the entire grade.

What do you need to know?

- Parents are to check for lice in each of their children's heads at least once a week.
- Lice do not jump. Lice cannot fly.
- Nits are non-transferable, because they are not yet live lice.
- Lice are almost always spread through direct head to head contact.
- Only ordinary household cleaning, such as, vacuuming, washing bedding and clothing in hot water is needed.
- No special cleaners are needed to clean the home.
- There is no need for students to be sent home or to miss school. If parents find live lice or nits, treatment should be started BEFORE returning to school the following day.

What is expected of parents?

- PARENTS are the key to looking for and treating head lice! The IA Dept of Public Health advises parents to spend time each week carefully looking on each of their children's heads for lice or nits.
- If parents find lice, please notify the school (although it is parental choice) so we can take precautions in the classroom.

If there are any questions regarding lice, nits, or any health concern, please feel free to contact our school nurse.

MEDICATION GUIDELINES:

In accordance with State Code

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

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

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

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

SEVERE FOOD ALLERGIES

St. Anthony School does have students with **severe, life threatening** food allergies. Due to the risk of hepatitis and individual food allergies, the Polk County Health Department has strongly suggested strict guidelines in the way treats, snacks and holiday parties are handled at school.

Please read food labels carefully. Parents are reminded that there are children with severe, life threatening food allergies at St. Anthony School. Please send treats that contain no peanut, peanut oil, or products that may have been manufactured around peanuts. Please read all food preparation labels carefully.

Thank you for helping keep ALL students safe at SAS!!!

WHEN SHOULD YOUR CHILD STAY HOME?

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

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

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

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

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

TRANSPORTATION

CAR LINE

ALL CARS MUST HAVE A LAST NAME SIGN (or multiple last names if many families are in 1 car) displayed on the dash or a visor. (Please use large font.)

HOW DO YOU KNOW WHAT SECTION YOUR CAR SHOULD USE FOR DROP OFF/PICK UP? You can use either line that loops through our large parking lot. There are two lines, one enter/exit point from the back fencing opening and one enter/exit point in the corner of the lot close to the Parish Hall. Stay with the same drop off and pick up location all year, even if one of your riders is not at school on any given day. The consistency helps the students and teachers make car line safe and efficient.

Before School

- The main outside school door opens at 7:55 am.
- Once students have exited the car and walked to the main school building, they'll proceed to the school foyer or cafeteria.
- The main inside school door opens at 8:10 am, so students can then go to their classrooms.

After school

- Students are to go directly outside and wait in their designated area.
- ALL students must walk outside to their car line areas after school unless we have announced we are holding indoor car line due to weather.

All students are to be off the school grounds by 3:40 pm unless participating in a supervised school activity. If students must wait for a ride longer, school officials must be notified. Students on the school grounds after 3:40 will be sent to the office and if parents cannot be contacted, students will be sent to Adventure Club and charged a drop in fee.

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

GENERAL INFORMATION

BICYCLES/ SKATEBOARDS/ ROLLERBLADES/ MOPEDS

Student riders must walk their bikes to the bike racks upon reaching school property in the mornings. Bikes must be parked in the racks provided and should be locked. Helmets should be kept in students' lockers.

After school, riders must walk their bikes to the property line before riding. Mopeds, skateboards and roller blades are not allowed on the parish premises.

BIRTHDAY TREATS

Birthdays are important to every child, and kids like to celebrate their special day with their classmates. Some ideas for non-food items are: pencils, erasers, stickers, bookmarks, etc. A family may choose to participate in the Birthday Book Club. This involves donating a book to the classroom library in the name of the student having the birthday. Birthday celebrations are not an expectation or requirement; however, should a student elect to bring a food or non-food item, there should be one provided for each student. Students with summer birthdays are welcome to choose a school day to celebrate their birthday. Thank you for your assistance in supporting a healthy environment for students at SAS.

CHANGE OF ADDRESS AND PHONE NUMBERS

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

CRISIS PROCEDURES

In the event of an extreme crisis at St. Anthony School, emergency procedures are activated. St. Anthony School maintains a safety/crisis manual. Student safety and well-being is at the core of all crisis procedures and decisions.

DELIVERIES

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

DELIVERY OF FORGOTTEN ITEMS

One of the goals of being at school is to build independence for students. Items that a student must have for the day, but were left in the car or at home, must be brought to the school office. Office staff will deliver them to make for the least amount of disruptions to the classroom. Examples of these needed items are: medications, glasses, band instrument. Homework, backpacks, and lunches that are left behind are not a needed drop off. The natural consequences of going without the forgotten item(s) for one day often helps reinforce the responsibility required of being a student. Parents, please do not text students that the item has been dropped off

ELECTRONICS

CELL PHONES:

Student cell phones may not be seen, heard, or used at school from 8:10 AM until car line is complete. A student violating this policy will have his/her cell phone confiscated. A confiscated cell phone will be given to the office and a parent or guardian can pick it up at their convenience. Students who continue to violate this policy will receive a detention. At afternoon car line there are students who may need to check a text concerning their afterschool plan - it is ok for students to use their phones at this time, after they have asked permission from any staff member.

If a student is sick or hurt at school, they need to tell a teacher and go to the office. The office will decide if they need to leave or talk to a parent. Students should not text or call parents from their cell phone and ask parents to come to school unless they have discussed with a staff member, preferably in the office.

TELEPHONE USE:

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

ELECTRONIC DEVICES:

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

EMERGENCY PROCEDURES (FIRE DRILL/TORNADO)

In order to provide for a safe exit from the buildings in the event of fire or tornado, regular drills are held throughout the school year. Students are expected to follow directions in an orderly manner. This is in accordance with the Iowa Code.

EMERGENCY SCHOOL CLOSINGS/SEVERE WEATHER

During times of severe weather, emergencies, or delays it is advisable to tune to KCCI Channel 8, www.KCCI.com, WHO Channel 13, www.whoTV.com, or KDSM FOX. We will also post on our St. Anthony School Facebook page. As long as we are able to access our computer system, we will also send an email and a phone message out to all families. **If there is severe weather during the school day and we need to dismiss the students, communication will come from the school office via email and the phone message system.** When the weather is threatening, please listen to the radio/television, check the internet, etc instead of calling the school or school personnel.

When School or Parish activities are cancelled due to inclement weather, all extra activities are also cancelled.

FIELD TRIPS

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

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

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

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

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

LOCKERS

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

LOST AND FOUND

Please label all of the child's belongings with his/her name and grade. Check the lost and found shelf outside of the school office regularly. Unclaimed items will be disposed of or donated a couple of times a year, after families have been given notification.

SCHOOL HOURS

	Students	Tardy	Bus kids	All other students	Carline
Drop Off	can enter	to school	Dismissed	Dismissed	over by
Starts at 7:55	8:10	8:20	3:20	3:23	3:35

Students may not be on the grounds before **7:55 AM** because there is no adult supervision until that time. Students needing to be on school grounds before 7:55 AM will need to be enrolled in our before and after care program for safety reasons unless they are involved in morning school activities. Siblings of students in morning activities are not to be dropped off before 7:55 AM.

SCHOOL PROPERTY

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

SCHOOL SUPPLIES

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

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

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

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

APPENDIX

- Wellness
- Serviam

Wellness Policy – St. Anthony School

At St. Anthony we have developed these guidelines to promote a safe, healthy environment and lifestyle across our school building. There also is a lot of research on how healthy, well fed students learn better in the classroom. We also want to be sure students are all treated as equal and fairly as possible.

VISITORS FOR SCHOOL LUNCH

If an adult is planning to visit for lunch they need to call the school office by 9:30AM of the day they plan to eat at school to sign up for lunch. Adults also need to pay \$4.00 in cash for their lunch. We love having adults visit their student(s) at school, but we do have limited space. 6 adults will be allowed per lunch period on any given day.

DRINKS WITH LUNCHESES

We have milk (both white and chocolate) available every lunch. We also have water available. If students bring a different drink for their lunch, it cannot be pop or energy drinks.

FOOD/DRINKS CONNECTED TO TEACHING

Teachers gain pre-authorization from administration for any food items to be used in the classroom to help in the learning of their Standards and Benchmarks.

SNACKS/TREATS

Parents please refer to the Safe Snack List for any snacks you send to school for either your child's individual snack or a classroom snack. Things brought to school not on this list will not be allowed.

*Please always check packaging you send to school – it should be peanut/nut free – packaging can change from time to time, so please always read labeling.

Ideas- Pretzels

Apples/grapes/bananas/oranges

carrots/celery

Baked tortilla chips

Fresh fruit - prepackaged or cutting and washing it at home is ok

Vic's popcorn

String cheese

Hard boiled egg

Protein snacks

HOLIDAY PARTIES and BIRTHDAY TREATS

Homeroom parents and teachers need to talk and be aware of the food coming to the parties so all food is safe for any students with allergies in the class(es). Birthday treats need to be safe for all students in the classroom as well. Also, they cannot be homemade, but must be store bought/packaged.

REWARD DAYS

Classrooms have reward days that often include food. Students food items need to adhere to the above SNACKS/TREATS section.

FIELD TRIPS

On permission slips there is an option to have the school lunch program provide a sack lunch to take on field trips.

Servium

“I will serve!”

“Don’t let anyone look down on us because we are young, but let us set an example for the believers in speech, in life, in love, in faith, in service, and in purity.” – adapted from 1 Timothy 4:12

SAS MIDDLE SCHOOL SERVICE REQUIREMENT

Service hours are to get the students involved in serving our greater community and world. Remember, service can include service to your environment, service to God’s creatures and service through civic opportunities as well.

Hours Required:

Students will need to complete each trimester’s hours by the end of each trimester. Each trimester’s hours, as well as a neat, thoughtful and accurate completed Servium Form(s) are graded for a test grade.

6th Grade: 6 hours (2 hrs. per trimester)

7th Grade: 9 hours (3 hrs. per trimester)

8th Grade: 12 hours (4 hrs. per trimester)

Tips for Success

- If you wish to obtain hours for an activity in which a family member would sign, you must obtain pre-approval from your Religion teacher before you undertake the activity. If approved by e-mail, the e-mail must be printed and attached to Servium Form.
- Qualifying activities are outside your home and outside the school day.
- You cannot get paid for any service hours.
- Servium Forms must be filled out completely for each service opportunity and turned in within 2 weeks of the service experience.
- Service hours completed in summer months must be turned in within the first 2 weeks of school.

SERVIAM!

“I will serve!”

“Don’t let anyone look down on us because we are young, but let us set an example for the believers in speech, in life, in

love, in faith, in service, and in purity.” – adapted from 1 Timothy 4:12

Please return this signed page to your religion teacher by

_____.

By signing this we acknowledge that we understand the “SERVIAM!” requirements, Serviam Form expectations, and how to get pre-approved for a service experience. We also understand that service hours count as a test grade each trimester.

Student

DATE

Parent/Guardian

DATE

Parent/Guardian

DATE

We have the following questions:

Service Organizations

Animal Rescue League

Arbor Springs

Bishop Drumm Care Center

Catholic Charities

Central Iowa Shelter Services

Clive Library

Connection Café

DMARC/Red Barrel

Easter Seals

Eddie Davis Community Center

Fountain West Health Care Center

Goodwill

Hope Ministries

Hospice of Central Iowa

Iowa Health Home Care/Taylor House Hospice

JOPPA Outreach

Kids Against Hunger (at Holmes Honda)

Link Associates

Mercy Medical Center

Miracle League

The Pet Pantry/Pet Project Midwest

Ronald McDonald house

Ruth Harbor Walk for Life

Salvation Army

Special Olympics

St. Mary Family Center

St. Vincent DePaul

SAS Opportunities

Adventure Club

Assist teacher before/after school

Work in the Library

A great way to check out volunteer opportunities in your community is to log on to **United Way of Central Iowa**. They have a whole page for you to check out the kind of opportunities that interest you!
<http://www.unitedwaydm.org/asp/volunteer/volunteer.aspx>