



Rhetoric School Student Handbook 2024-2025

Rhetoric Students have the concepts and logic to criticize their own work and persuade others. According to Aristotle "Rhetoric is the counterpart of dialectic." It is concerned with finding "all the available means of persuasion." Students have learned to reason correctly in the Logic stage so that they can now apply those skills to Rhetoric. Students read and emulate classical authors in learning how to present their arguments well.

The Rhetoric Stage focuses on learning the science of communication and the art of expression. In the grammar stage children learned facts; in the logic (dialectic) stage children began to understand those facts, and in the rhetoric stage children learn to express what they now understand in the most compelling manner possible.

This is the stage where abstract thought reaches its zenith. The unknown can be explored because the known is understood; the hypothetical can be introduced and grasped with the mind. The mental jump can be made from the natural to the spiritual, from the practical to the theoretical. Self-expression finally comes into its own in the language arts; "hard" sciences and advanced mathematics are more easily mastered; history can be applied to economics and political science.

Emphasis is placed on:

- New Contexts
- Awakened Imagination
- Synthesis over Analysis
- Appreciation over Criticism
- Contemplation of the Strengths and Limits of Logic and Reason

Welcome!

Xavier Charter School offers a different kind of educational program for our students, one that emphasizes rigorous academics, strong character and service to others. The curriculum leads to students taking responsibility for their learning through in-depth study of classical studies and fine arts.

The aim of Xavier is to teach students. “Student” derives from the Latin word *studēre*, which means “to give attention to: “to take pains with,” “to apply oneself to,” “to strive after,” “to pursue,” “to desire.” Students, then, are by definition diligent in, attached to, and zealous for their studies. We simply expect students to live up to their name.

The Xavier Difference

<i>Our Curriculum</i>	<i>Our Students</i>
<ul style="list-style-type: none">· Teaches you how to reason, not just regurgitate<ul style="list-style-type: none">· Uses discussion as a tool of learning· Teaches you how to write using language, logic and evidence effectively· Uses original sources in history and complete works of great literature instead of only a textbook· Requires Latin to build English vocabulary and grammar· Teaches the concepts behind mathematical and scientific problems in addition to the procedures and formulas· Is based on the concept that real learning comes from total engagement, not from filling out worksheets<ul style="list-style-type: none">· Most classes are taught at a college-prep level	<ul style="list-style-type: none">· Are serious about their education· Work diligently on meaningful assignments<ul style="list-style-type: none">· Are in class to learn· Enjoy spirited discussions and debate· Are articulate, thoughtful and hard-working· Read books – serious books!<ul style="list-style-type: none">· Are college-bound

We reject the fashionable notion of self-esteem as the objective of education. Genuine self-esteem arises only through self-respect – the result of academic accomplishment, right behavior, and proper regard for others. Those students who thrive at Xavier will be the ones who understand-and whose parents understand-the *effort* necessary to attain a classical education. Parents and students not in agreement with the mission, philosophy, and policies of the school may not be able to adhere to the stated policies of the school. In such cases a different educational opportunity may be more appropriate.

Xavier Classical Education Tenets

1. Classical Education and Western Civilization

- At Xavier Charter School Western Civilization study is the cornerstone of all subjects.
- Xavier’s primary founding purpose is to provide students with a coherent narrative of the United States of America’s rise, looking for historical evidence of who America is as a nation.
- Historical education is Xavier Charter Schools’ core civic responsibility.
- It is the fundamental responsibility of a Classical Education to preserve a nation’s civic culture, national identity, and its store of historical artifacts.
- The classical education approach is pro-human and pro-humanity.
- Xavier does not glorify conquest, enslavement, oppression, social injustice, and similarly hopeless characteristics.
- The purpose of the study of Western Civilization at Xavier Charter School is to educate students in the classical tradition, preparing them to lead full and virtuous lives.

2. **American Classical Education** -- Classical education in America promotes American culture and ideals.
 - a. Traditional Ideals
 1. Respect for the Founding Fathers' intellectual virtue
 2. Individual self-government
 3. Responsibilities of citizenship
 - a. Virtuous Personhood
 - b. Support and defend the Constitution of the United States
 - c. Participate in society as an informed voter, juror, and taxpayer
 - d. Preserve liberty for future generations of Americans
 - e. Revere and obey the law
 - f. Service to his/her fellow man
 - g. Respect individual human worth and dignity--There is a fundamental importance to each individual human life. Each individual, no matter what his or her station in life, is a separate and distinct being and has value. This concept of the dignity and worth of the individual is of overriding importance in American thought and civic duty.
 4. Understanding of American primary sources including the nation's founding documents
 5. American Agency
 - a. The American ideal that people are able to fulfill their own destiny, rely on themselves rather than others, and that they believe in the promise that through hard work and perseverance life can be different and better; the idea that through self-reliance individuals have control over the course of their lives.
 - b. Xavier Charter School teaches that America has common knowledge, virtues, ideals, language, and commitments
 - c. Xavier Charter School is patriotic and promotes a sense of national loyalty as opposed to being citizens of the world.
 - d. Individuals participate in the world as citizens of America first
3. **Religion**
 - a. Ancient religions are studied-- Judaism, Christianity, Buddhism, Hinduism, Islam and major mythologies.
 - b. The ancient religions are worth studying to see the cause and effect in history at a particular time in a particular era.
 - c. To speak of religion in a historical context is relevant, appropriate, and truthful.
 - d. Care is taken not to present religion so that students can equalize them, or to find their common ground, but to understand their impact on humanity throughout the ages.
4. **Reason and Logic**
 - a. The correct use of reason and logic is taught at Xavier Charter School.
 - b. Logic's purpose is to clarify understanding while seeking truth.
 - c. Logic's purpose is to restrain emotional reactivity.
 - d. Logic cultivates reason to better enable human beings to distinguish good from evil, truth from falsehood, better from best.
 - e. "Dialectic," or logic, is "the search for truth through resolution of disagreement through rational discussion. It results in probable truth or the most reasonable resolution of opposite opinions." (Cheryl Swope)

5. Classical Virtue versus Modern Values

- a. Modern Values embrace characteristics society most prizes: tolerance which encompasses being kind, non-judgmentalism, happiness, comfort/convenience and fairness.
- b. Aristotle defined virtue as “excellence at being human.” Historically it is also described as, “the study of Man as he is, but also Man as he ought to be.”
- c. Four Cardinal Virtues –
 - i. Temperance – virtue of the appetites (moderation)
 - ii. Prudence – virtue of the intellect (wisdom)
 - iii. Fortitude – virtue of the will (heart)
 - iv. Justice – harmony of the soul (right ordering of the other three)

6. The True, the Good and the Beautiful

- a. Xavier Charter School teaches students to seek and discover truth so that they can then act on what is good and beautiful in this life.
- b. The good of anything is found in its ability to accomplish for what it was created, to realize its purpose for existence.
- c. The good is possible only in the light of truth. Not truth as it is often defined today, by personal preference or popular consensus, but truth as defined by logic and reason, independent from opinions and emotions.
- d. The love and appreciation for beauty are not left to chance or whim but are acquired by the virtuous ordering of one’s affections.

7. The Great Conversation

- a. The Great Conversation is the name given to the exchange of ideas throughout human discourse.
- b. The ideas have to do with our world, relationships, truth, knowledge, existence, hope, despair, and purpose - in short, who we are and why we live.
- c. Socratic Discussion and Response based on logic and reason through the spoken and written word is both the process and culmination of classical training.

General Expectations

All policies regarding student conduct and discipline flow from this general principle:

Students must fully engage themselves in the education Xavier offers them.

The following are a few of the more important policies/procedures that pertain to our students here at Xavier – please refer to our web page for a complete listing of the board policies.

Eight Expectations

Our Great Expectations model is one of educators helping students achieve excellence by holding themselves and their students to the following expectations:

1. We will value one another as unique and special individuals.
2. We will not laugh at or make fun of a person's mistakes nor use sarcasm or putdowns.
3. We will use good manners, saying "please," "thank you," and "excuse me" and allow others to go first.
4. We will cheer each other to success.
5. We will help one another whenever possible.
6. We will recognize every effort and applaud it.
7. We will encourage each other to do our best.
8. We will practice virtuous living, using the Nine Pillars of Character.

Academic Programs

The Rhetoric School will feature an advanced arts and sciences curriculum. The arts are the tools, the ways of doing; the sciences are the subjects to be done.

The goals:

Virtue – develop habits that are good for you; pursue excellence
Wisdom—
knowledge and experience
A perceptive and disciplined mind

Content and skills are emphasized in that they allow students to grapple with *ideals* which will free them from the tyranny of unlimited and unrestrained content.

College prep: the trained mind is gradually prepared for specialization in the "subjects" which, when the Trivium is completed, it should be perfectly well equipped to tackle on its own.

The Rhetoric curriculum is designed to explore issues and texts intensively rather than to offer a superficial “covering.” The humanities program will be centered on a coordinated Western civilization sequence. In all humanities courses, priority will be given to original sources and great works as opposed to textbooks. Mathematics and the sciences will offer rigorous training in the fundamentals and theories of these disciplines. Students will receive extensive training in analytical thinking and the scientific method. *In all subjects textbooks will be used as a resource, not as the basis of the curriculum.* The curriculum will exceed the Idaho State Content Standards.

Graduation Requirements

Xavier Rhetoric School Graduation Requirements Graduating Class of 2021 -2023 Classes		Xavier Rhetoric School Graduation Requirements Graduating Class of 2024 and All Subsequent Classes	
50 total credits to graduate		52 total credits to graduate	
Math	6	Math	6
Language Arts	8	Language Arts (Xavier Charter School Seminar)	8*
Speech/ Rhetoric	1	Speech/ Rhetoric	1
Science	6	Science	6
Social Studies <i>(Western Civ. 4, US History 2, US Gov. 2)</i>	8	Social Studies (Xavier Charter Seminar) <i>(Western Civ. 4, US History 2, US Gov. 2)</i>	8*
Economics	1	Economics	1
Health	1	Health	1
Fitness <i>(PE or Dance Hum)</i>	2	Fitness <i>(PE or Dance Hum)</i>	2
Foreign Language	2	Foreign Language	2
Humanities	2	Humanities	2
Music	1	Fine Arts (Music, Dance, Drama, Art) At least 1 Music credit and 1 Art credit required	4
Art	1		
Electives	10	Electives	10
Senior Compendium	1	Senior Compendium	1
Additional Requirements		Additional Requirements	
1. 4-Year Plan		1. 4-Year Plan	
2. Complete Senior Classical Project		2. Complete Senior Classical Project	
3. Pass United States Citizenship Test With the minimum of 60% or higher		3. Pass United States Citizenship Test With the minimum of 60% or higher	
Additional Recommendations		Additional Recommendations	
1. 4 Foreign Language credits need to be completed in 2 consecutive years for admission to various colleges		1. 4 Foreign Language credits need to be completed in 2 consecutive years for admission to various colleges	

*All students are required to take a grade level Language Arts Seminar class and Social Studies Seminar class on campus beginning with the Class of 2024 and all subsequent Classes when enrolled in Xavier Charter School. If a student takes their grade level class outside of Xavier Charter School, it will only be transcribed as an elective or humanities credit if applicable.

Grades

Teachers will assign grades in order to accurately reflect student ability and knowledge. Grade inflation will be discouraged. The following letter grades have these meanings:

A= 4.0	Mastery
B= 3.0	Proficiency
C= 2.0	Sufficiency
D=1.0	Insufficiency
F= 0.0	Failing

Withdraw Failure Grade

Courses offered by Xavier Charter School: If a 7th -12th grade student requests to withdraw from a course after the drop-course deadline date the student will receive a grade of “WF” (Withdraw Failure). This means the student fails the course, because the student has withdrawn from the course after the approved withdrawal period. A grade of “WF” will be treated the same as an “F” when calculating a student’s Grade Point Average (GPA). The drop-course deadline will be set after the first two-weeks of the semester. The “WF” grade will be waived upon teacher approval if the student has been placed in the incorrect class or the student has experienced a life-changing event that seriously affects the student’s ability to continue with the course. If a waiver is approved, then a grade of “W” (Withdrawal) will be entered into the student’s transcript; and the student’s GPA would not be affected.

Dual credit courses offered out-of-district: If a student withdraws from a dual credit course that is out-of-district, the out-of-district school’s withdrawal policy will apply and the out-of-district school’s grade will be transcribed to the student’s Xavier School transcript. Policy 2620

Idaho Digital Learning Academy Classes

At the discretion of the Head of Schools or designee, students may be recommended to take IDLA courses who:

1. Need to make up credits in order to graduate on schedule;
2. Are eligible for hospital or homebound programs;
3. Are interested in advanced placement or dual credit courses not offered at Xavier Charter School;
4. Want to supplement their curriculum by taking courses not offered at their school;
5. Have scheduling conflicts which, **in the judgment of the administration**, cannot be resolved in a different manner and will likely delay graduation.; or
6. To facilitate early graduation by taking additional courses.

Students will not be recommended for IDLA enrollment if their academic and behavioral record does not indicate the academic ability and self-discipline needed to succeed in online classes.

Tuition / Fees: Xavier Charter School shall pay the IDLA costs associated with students who take IDLA classes as part of their normal school day when the school has required it of them (i.e. Health or Economics classes). Xavier Charter School will only pay attempt per student of such required courses. Otherwise, students are responsible for paying all IDLA costs in full at registration.

Scheduling: All students are required to have a full course load regardless of enrollment in an IDLA course(s). The school may designate a particular class period(s) during the normal school day for supervised IDLA coursework. If this designated scheduling opportunity is not utilized by the student, for whatever reason, the IDLA course(s) will be considered Independent IDLA study and must take place outside of the regular school day under parental supervision.

Withdraw Failure Grade: A withdrawal will be reported to the Xavier Charter School registrar if a student is withdrawn from the course prior to the drop deadline. If a student withdraws from the course after the IDLA drop deadline, they will have a “W” reported to the local school, and the “W” will be transcribed to the student’s Xavier School transcript. *Policy 2395*

Homework

Homework prepares students to fully participate in class. Lack of participation inhibits learning. Therefore, all assignments **should be completed on time**. Work up to three days late may be accepted for partial credit at the department’s discretion; this is an exception for unusual circumstances in a student's life and must be communicated in advance of a class starting. For poor/uncompleted work, teachers may require students to redo assignments. When absent, students have **one** school day for each day missed to make up missed work. Self-responsibility is a fundamental behavior expectation.

The average homework time allotment for the Rhetoric School (grades 9-12) is 2 hours per day for the average student.

This is a guideline and may vary depending on the time of year, a student’s organization and study habits, and the nature of the assignments and the class. Parents are expected to support their children as they learn how to efficiently manage their homework time.

For grades 7-12 it is highly recommended that the student has access to a home computer and internet. Written work will be submitted in a typed format. Computers will be available for student use before and/or after school if needed. Students are always encouraged to seek after school help from teachers if they require additional assistance.

Student Fees

A fee will be assessed to all students that will cover basic student supplies. In some courses students will be required to purchase books and/or additional supplies. All fees are set and approved annually by the Board of Directors. **These fees are voluntary and are non-refundable. The fees are used for a variety of items and activities depending on the grade level. Examples include: field trips, class event day activities, student prizes, medals, graduation expenses, diplomas, Pemberley Ball, student awards, Shakespeare presentations, supplies for music and dance classes, etc.**

If enough funds are not collected, activities will be removed and items will need to be removed accordingly.

Grade	Fee
9-12	\$30

Additional Fees	
Course Fees	Replace Student ID \$5.00
7-12 grade art classes \$20 (voluntary)	Dance Shoe Rental \$2.00
7-12 grade science class lab fees \$20 (voluntary)	NSF Check FEE \$35.00

***Art and Science fees are voluntary, the types of labs and art activities/projects offered to students are influenced by the amount of voluntary fees collected.

After School Activities

All students that stay after school for activities, extra help, or for any other reason must be supervised by a teacher. Any student that is wandering the hallways or that is otherwise not engaged in a school activity that is being actively supervised by a teacher must leave the school building by 3:15 pm. Students may not remain on campus wandering after this time. Disciplinary action may apply if students are found wandering hallways unsupervised after 3:15 pm.

Closed Campus

Students shall remain on school grounds from time of arrival until close of school unless officially excused.

School Lockers

- 1) Locks are available upon request.
- 2) Lockers are provided as a convenience and are subject to search, without notice.

Attendance

XCS Policy No. 3050

The general welfare of all students is best served by regular attendance.

NOTIFICATION

A telephone call, or a note, written or electronic, from either parent, guardian or custodian is necessary when a student is absent or late for any reason. Notes must be given immediately to the registrar or assistant registrar. When a student arrives late the student is required check in at the office prior to reporting directly to class. All absences and tardies will be recorded on the report card.

All medical practitioner's notes must be submitted to the front office no later than **two school days** after a student returns to school to qualify for an attendance policy exemption.

STUDENT CHECK-OUT

Students may NOT be taken from the school or playground unless the parent, guardian, or custodian have signed them out in the office. Students who are the age of 18 or older may sign themselves out in the office. School-sponsored activities require a teacher or sponsor to be responsible for the students. Therefore, if a parent, guardian, or custodian desires to take their student at the completion of an activity, written notification must be given to the teacher or sponsor. Students may only leave the activity or event with their own parent, guardian, or custodian unless prior written authorization is given to the teacher or sponsor.

TARDIES

Three tardies occurring within the same semester will be equal to one unexcused absence. A tardy in excess of 10 minutes in a period will be counted as an un-excused absence. Tardiness to school or class may result in additional disciplinary action. Parents, guardians, or custodians are expected to have their students at school a minimum of 5 minutes prior to the start of class.

ABSENCES

Rhetoric School students who have accumulated more than 10 excused or unexcused absences for any class (3 tardies=1absence) within a single semester will be assigned to the next scheduled **Academic Make-up Day (Saturday School)**. If absences are accumulated after the 11th absence within any class period during a school day additional Saturday School days will be assigned. (1 Saturday School day = 1 or more absences during a single school day) The dates of Saturday School will be determined by the administration. Saturday School will be held from 8:00 am to 12:00 pm. If a student does not attend an assigned Saturday School the student will be suspended for two days following the no-show.

If the student continues to accumulate absences and/or tardies, administration may assign additional consequences per school policy; including, but not limited to, referral to the Attendance Review Committee, referral to Truancy Court, withholding credit for the semester, or assigning semester grades of “incomplete/FA”.

Discipline Procedures and Consequences

Good behavior and kindness, politeness, honesty, and integrity, are the expectations for every student. When a student chooses to disregard these attributes, steps will be taken to correct the behavior.

Steps to insure correct behavior can include, but are not limited to, the following:

1. Positive reinforcement
2. Teacher intervention
3. Parental contact
4. Referral to Principal
5. Recess/Lunch Detention
6. Out of School Suspension
7. Expulsion

Academic Honesty

XCS Policy No. 3335

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty and building administrators will have the responsibility for monitoring the above actions.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of the Lead Teacher, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to Lead Teacher and then to the Head of Schools and/or designee.

Cheating

Cheating is defined as and includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report.
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students.
3. Obtaining test questions and/or copies of tests outside the classroom test setting.
4. Lending and/or copying from another student's work (homework, tests, projects, assignments).
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading).
6. Allowing another student to copy answers during a test situation.
7. Collaborating with other students on an assignment in direct violation of teacher's instructions.
8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions.
9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher.
10. Submitting work previously presented in this course or in another course.

Plagiarism

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including the internet, without citing the source, or citing the source but omitting quotation marks.
2. Paraphrasing the source without proper citation.
3. Copying stories, in whole or part, which appear in books, magazines, television or film.
4. Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.
5. Submitting papers written in whole or part by someone else, including the internet.
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.
7. Submitting a paper purchased from a research or term paper service, including, but not limited to the internet.

HAZING, HARASSMENT, INTIMIDATION, BULLYING, and CYBER BULLYING XCS Policy No. 3290 & 3295

It is the policy of this district to provide a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties, regardless of the specific nature of the behavior, is strictly prohibited and shall not be tolerated in Xavier Charter School. Xavier Charter School places a high priority on maintaining a safe school environment for all students while attending school, riding the school bus, and attending district-sponsored activities on school premises or at other locations.

DEFINITIONS

XCS Policy No. 3295P

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in Xavier Charter School business, such as employees of businesses or organizations participating in cooperative work programs with

Xavier Charter School and others not directly subject to Xavier Charter School control at Xavier Charter School athletic competitions or other school events.

2. “Charter School” or “School” includes school facilities, school property, buses, electronic technology or electronic communication equipment on Xavier Charter School computers, networks, or forums and non-school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school or where the employee is engaged in school business.
3. “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any school-sponsored activity or grade level attainment. Examples of hazing include: total or substantial nudity on the part of the person, compelled ingestion of any substance by the person; wearing or carrying of any obscene or physically burdensome article by the person; physical assaults upon or offensive physical contact with the person; participation by the person in boxing matches, excessive number of calisthenics, or other physical contests; transportation and abandonment of the person; confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas; sleep deprivation; or assignment of pranks to be performed by the person.
4. “Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic, or physical nature on the basis of age, race, religion, disability, or gender.
5. “Harassment, intimidation or bullying” means any act that substantially interferes with or disrupts the educational environment or impinges on the rights of other students at school, a student’s opportunities, or performance, that takes place on or immediately adjacent to school grounds, school property, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
 - a. Harming a student or damaging a student’s property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
 - c. Is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, abusive, or a hostile educational environment.
6. “Cyber bullying” includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs through Xavier Charter School’s computer network and the internet, whether accessed on campus or off campus, during or after schools hours. In the situation that cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be reasonably expected to materially and

substantially interfere with or disrupt educational environment of the school or impinge on the rights of other students at school and/or in violation of Xavier Charter School policy or state law. In addition, such conduct must also be in violation of a school policy or state law. Administration shall in their discretion contact local law enforcement.

7. “Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of age, race, religion, disability, or gender.

Investigation

The school administrator or designee will investigate any allegations of misconduct that are reasonably characterized as harassment, intimidation, or bullying. At the discretion of the Head of Schools and/or Assistant Head of Schools, the alleged perpetrator(s) may be suspended pending the outcome of the investigation.

Disciplinary Action

Students who engage in hazing, harassment, intimidation, bullying, or cyber bullying will be disciplined as determined to be appropriate. Depending on infraction and available evidence disciplinary action may include:

- a. Conference with offending student
- b. Parent conference with parents of offending student
- c. Recess Detention (K-6)
- d. Saturday School (7-12)
- e. No Contact Contract
- f. Out of School Suspension
- g. Expulsion

Title IX

The purpose of policies 3085 and 3280 is to promote working and learning environments that are free from sex and gender-based harassment, discrimination, and retaliation, and to affirm Xavier Charter School’s commitment to non-discrimination, equal opportunity for education and equal opportunity for employment.

Title IX Coordinator:

Gary Moon
Office of the Head of Schools
1218 North College Road
Twin Falls, Idaho 83301
208-734-3947
gmoon@xaviercharter.org
www.xaviercharter.org

Report to Law Enforcement

The Head of Schools and/or Assistant Head of Schools may refer allegations of bullying to law enforcement if he/she depending on infraction and available evidence.

****How to Report****

If you are being harassed, report it immediately to someone in authority (a Teacher, Counselor, Principal, Assistant Head of Schools, or Head of Schools). Disciplinary actions will be enforced on a student who has been harassing other student(s) and legal charges may be filed for reoccurrences of harassment.

Alcohol, Tobacco, Drug Policy

In accordance with Federal law, the Board of Directors hereby establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of Xavier school property. In accordance with Xavier School Board Policies 3300 & 3320 <https://xaviercharter.org/board-policies/>, the Board prohibits the use, possession, concealment, delivery, or distribution of any drug, or drug-related paraphernalia. Use, possession, concealment, delivery, or distribution of alcohol or tobacco products at any time on school property, or school related functions is prohibited in accordance with Xavier School Policies 3320 and 3330.

Weapons Policy

XCS Policy No. 3330

No person shall possess a firearm or other deadly or dangerous weapon while on school property or in those portions of any building, stadium or other structure on school grounds which, at the time of the violation, are being used for an activity sponsored by or through a school in this state or while riding school provided transportation. This also applies to students of schools while attending or participating in any school sponsored activity, program or event regardless of location. The Board specifically authorizes an exception to this policy for student members in good standing and faculty mentors of the XCS Trap and Skeet Club, who may possess and use a shotgun during practice sessions and competitive events related to this club and of the XCS Archery Club, who may possess and use a bow and an arrow with a target tip during practice sessions and competitive events related to this club.

As used in this section of this policy only:

- (a) "Deadly or dangerous weapon" means any weapon as defined in United States Code. Such term does not include a pocket knife with a blade of less than 2 ½ inches in length.
- (b) "Firearm" means any firearm as defined in United States Code.

Any person who possesses, carries or stores a weapon in a school building or on school property, except as provided below, shall be referred to law enforcement for immediate prosecution, as well as face disciplinary action by Xavier Charter School.

The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry or store a weapon in a school building shall present this request to the Board in a regular meeting. It is solely within the Board’s discretion whether to allow a person to possess carry or store a weapon in a school building.

Internet/Computer Use Policy

The appropriate and scholarly use of computers and the internet is expected and required. Students will be required to sign an acceptable use policy to be kept on file in the office. Refer to Policy 3270 for details.

Cell Phones/Small Electronics

XCS Policy No. 3265

In order to accommodate concerns about student safety while traveling to and from school, Xavier Charter School will allow students to possess cell phones/small electronic devices provided the following rules are strictly adhered to:

- The use of all cell phones/small electronic devices on the school campus or during a school activity from the the time the school is opened (7:40 AM) to the end of the last period is strictly prohibited.
- Cell phones/small electronic devices should be stored turned off and out-of-sight. The device may be stored in a locker but not on the student’s body including purse or backpack. If the device “goes off” on the school campus or during a school activity during school hours, it is considered “in use” and a violation of school policy.
- Parents should call the school office for any emergency situation, and not contact students by cell phone. Likewise, students who need to contact their parents during the day should ask to use a school phone and not use their personal device.

Photography teachers will take extra caution before approving the use of cameras in the classrooms setting and will notify the administration in writing prior to granting approval. All participants in any type of photographed or filmed project must have completed the school’s media release.

- The use of cameras, video equipment, or any type of recording phone or device is strictly forbidden in private areas at any time, such as locker rooms, restrooms, dressing areas, and offices. Such use may also be in violation of the criminal code.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

Xavier Charter School shall not be responsible for loss, theft, or destruction of devices brought onto school property.

Students who violate the provisions of this policy, are subject to disciplinary action, including losing the privilege of bringing the device onto school property, detention, suspension, or expulsion. In addition, an administrator will confiscate the devices, which shall only be returned to the student’s parent(s)/guardian(s). Where appropriate, police authorities may be contacted.

Bus Discipline Procedures

Correct bus behavior is crucial to the safety and well-being of those on board. All bus students are apprised of bus procedures when school begins each year and are expected to respond appropriately at all times. If it should become necessary for action to be taken in regard to misbehavior, the following steps will be pursued:

Verbal Warning (first incident):

When a student’s actions jeopardize the safety and welfare of other students or the operation of the bus, the driver will personally and verbally address that student.

Yellow Ticket (second incident):

After one verbal warning by the bus driver, a yellow ticket will be given to the student. A student presented a yellow ticket on the morning ride will go directly to the front office, hand the ticket to the Principal, and discuss the issue that led to the ticket before returning to class. If a yellow ticket is

issued on the afternoon ride, the student should follow the above procedure upon arrival to school the morning following the incident.

The Principal will email the parent/guardian explaining the situation as it occurred with a warning that any future ticket will result in suspension from bus privileges for a period of time determined by the Principal.

The bus driver will keep a written record of student bus incidents to be collected weekly by a Principal.

Red Ticket (third incident):

If a red ticket is presented to a student, it is understood that loss of bus privileges will follow. Students follow the same procedure as a yellow ticket. A parent/guardian phone call will immediately ensue. Length of bus suspension shall be determined by the administration on a case by case basis. Administrative decisions shall be final.

Student Dress Code 9-12
XCS Policy No. 3261

While students are responsible for their clothing and appearance, it is the parents who are responsible for providing the conditions required for meeting the dress code. Parents are urged to understand the dress code and to ensure that their children go to school each day in the right attire from head to toe. It is an uncomfortable experience for a child to be corrected for a dress code violation, and repeated issues can become an enormous distraction for students. Our students should dress their best, look their best, and do their best. All clothing must be clean, neat and in properly fitting condition. If a child is deemed to be wearing attire that does not meet the XCS dress code, the parent will be notified, and a change of clothing may be required for the student to return to class. If in doubt about an article of clothing, check with a school administrator. Decisions about apparel may be referred to the Head of Schools or designee whose decision will be final. The school will make specific exceptions to the dress code as required. Parents should address specific concerns with the administration as soon as possible.

Students must stay in dress code whenever they are on campus (including the parking lot) during a school day, 7:30 AM – 3:30 PM and at all Xavier Charter School activities. This means arriving on campus fully in dress code and leaving campus fully in dress code. Students may only change out of dress code after school with teacher permission to participate in an approved curricular or school-sponsored event that requires an immediate change in dress.

This dress code policy applies to the regular school hours from 7:30 AM – 3:30 PM and at all Xavier Charter School activities.

In order to promote the ability of our students and staff to participate in the educational process without interruption or unreasonable distraction, school Administration is directed to prohibit any of the following if it is determined by Administration that it unreasonably interferes with the educational process at Xavier:

- This dress code policy applies to the regular school hours from 7:30 AM – 3:30 PM and at all Xavier Charter School activities.
- Students are not to wear or carry items of apparel (clothing, accessories, cosmetics, tattoos, jewelry including body piercing) which depict or allude to, by picture, symbol, or word: drugs, including alcohol and tobacco, controlled substances, drug paraphernalia, gangs, violence, sexually explicit, lewd, indecent, or offensive material, or illegal acts.
- The wearing, using, or displaying of any gang clothing or attire (based upon the administration's reasonable belief that gangs may be present in the school) jewelry, emblem, badge, symbol, sign,

codes or other things which evidence membership or affiliation in any gang is prohibited on the school premises or at any school sponsored activity, regardless of location.

- Hair should be neat and clean in appearance. Hair is to be worn in a way that does not obstruct the natural vision of the student.
- No hats in the school building during school hours, 7:30 a.m. to 3:30 p.m.
- Two piercings in each ear and/or one small nose stud is allowed. No visible body piercings or gauges allowed.
- Outerwear: Jackets, coats, and full-zip hooded sweatshirts must not be worn in the classroom.

Dress Code for Grades 7 – 12

Tops

- Shirts, quarter zip sweater or fleece, turtlenecks, vests, or blouses can be worn in any combination in any solid color or pattern.
- Tops worn over leggings must be no higher than 3” above the kneecap.
- Shirts may reveal no cleavage and necklines must not be lower than 2” below the clavicle.
- Crewneck sweatshirts without graphics are allowed with a collared shirt.
- Outerwear: Jackets, coats, and full-zip hooded sweatshirts must not be worn in the classroom.

Bottoms

- Pants, slacks, shorts, skorts, capris, jumpers, dresses, skirts, can be worn in any combination in any solid color or pattern.
- Skirts, dresses, and shorts must be no shorter than 3” above the kneecap, measured while standing.
- Skirts and dresses worn over leggings must be no higher than 3” above the kneecap.
- Leggings must be opaque and can be any color.
- Leggings may not be worn as bottoms on their own.

Other items of clothing

- Clothing must cover the midriff while standing with hands at sides.
- All clothes must be clean with no rips or holes.
- Open-toed shoes/ sandals are permitted.

Xavier Wear

- Xavier wear may be worn Monday through Thursday as long as the clothing meets the 7-12th grade dress code requirements, and the logo is no larger than a square with sides measuring 4 inches in length.
- Any type of Xavier wear, including club-specific wear, may be worn on Fridays. Club-specific Xavier wear may also be worn on calendared club-specific event days.

The following are not permitted:

- o- Visible undergarments
- o- Sweatshirt hoodies on campus.
- o- Blankets
- o- Sleeveless shirts, tank tops, shirts with open backs.
- o- T-shirts with graphics.
- o- Trenchcoats
- o- Tights

- o- Logos larger than a *square with each side measuring 4 inches in length*.
- o- Athletic wear such as gym shorts, sweatpants, warm-up pants, sweatshirts, hoodies, and joggers (except in dance and P/E classes with the permission of the instructor).
- o- Flip flops, slippers, or Crocs
- o- Pajamas or sleepwear of any kind
- o- Blue denim pants, shorts, or skirts.
- o- Tie dye or camouflage patterns

Interpretation and Implementation of Policy

The Head of Schools and faculty shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the Head of Schools shall be final.

Enforcement

The enforcement of the dress code policy will take place during the school day 7:30 a.m. to 3:30 p.m. and at all Xavier Charter School activities. Dress code violations will be handled on a tiered basis similar to other disciplinary issues. Students who repeatedly violate the dress code may be subject to disciplinary action up to and including suspension or expulsion, depending on the facts and circumstances, for violating the standards of student conduct.

Temporary Exceptions

As is customary at Xavier Charter School, many educational activities highlighting our Classical Education model take place that are direct exceptions to this policy. Such activities are considered appropriate and enhance the academic experience of the students. The administration has the authority to grant temporary exceptions to this policy.

Dance Code of Conduct

Students who would like to invite a guest to a dance must submit the dance/guest form to the office no later than 3:00 PM on the day prior to the dance. A guest dance form must be filled out for each guest and for each dance during the school year. Only Xavier Charter School alumni who graduated the previous year may attend as a guest if the guest form is approved by the administrator. Upon entering the dance venue, the guest must present a valid school ID. Only students enrolled in a secondary school and do not have discipline offenses will be allowed to attend the dance.

The general dance dress code must comply with the Xavier Charter School standard of modesty.

The dress code guidelines for semi-formal dances are the following:

- Dress pants or khakis.
- Button-up shirt with a collar.
- Ties, vest, and suspenders allowed.
- Dresses, appropriate for a semi-formal event.
- Dress length must be mid-thigh length or longer. Dresses that require stretching down to be the appropriate length are unacceptable. A good measure is the dress must be at least fingertip length when your arms are at your side with shoulders relaxed.
- Backless dresses may not be lower than the waist.
- No cut-outs exposing the skin from the back or side view.
- Entire front midriff must be covered.
- No see-through fabric (see-through sleeves are acceptable)
- No kerchief style tops.

- No plunging neckline (no extreme cleavage).

Students must respect the dance facilities. Students must be mindful of others with the dance refreshments, supplies, and party favors and follow all directions given by dance chaperones. There will be no public displays of affection. All dancing must be school appropriate and respect those around you. Students will not push/ shove, body surf, or ride on anyone's shoulders, "grind" (freak dance), bend over, straddle a dance partner, twerk, remove his/her clothing, or perform any other sexually suggestive act. Students will be respectful to teachers, parent chaperones, and administrators. All students attending the dance will have an identifying marker ie. paper bracelet, hand stamp. If students leave the dance venue they will not be allowed to return. Students must stay within the designated dance area. Students who do not follow the school rules will be required to leave the dance and may not be allowed to attend any future dances for the current school year.

Student Participation in Extra- Curricular Activities

9 – 12 STUDENT ELIGIBILITY REQUIREMENTS TO PARTICIPATE IN XAVIER CHARTER SCHOOL EXTRACURRICULAR ACTIVITIES AND/ OR IDAHO HIGH SCHOOL ACTIVITIES (IHSAA).

Academic Requirements

- On target to graduate.
- Pass all classes during the previous semester prior to the activity season. The Head of Schools may make exceptions to this requirement as long as the decision is in compliance with XCS and/or IHSAA rules.
- Maintain a 2.5 GPA during the semester of participation. The Head of Schools may make exceptions to this requirement as long as the decision is in compliance with XCS and/or IHSAA rules. The Assistant Head of Schools will begin grade checks after the first three weeks of the activity. If the grade check reveals that the student's GPA is below 2.5, the student will receive a warning and be placed on academic probation for one week. The student may continue to participate in the activity during this period. If the student's GPA continues to be below 2.5 after the next week, the student will not be able to participate in the activity until the student's GPA is raised to at least 2.5.
- Be in school for at least 4 periods on the day of an activity.

Behavior Requirements

- Meets required attendance for all classes during the previous semester.
- If a student is suspended from school he/she may not attend practice, travel to the activity or organization, and/or participate in any interscholastic activity during the suspension.
- If a student is truant from school or class on the day of the activity, the student may not participate in the activity.
- The student has turned in all school issued equipment or paid for lost or damaged equipment from a previous season.
- A student who is participating in any XCS and/or IHSA activity shall not attend or remain at parties or other functions where alcohol, drugs, or tobacco are being used contrary to the provisions of Idaho Law. When a student discovers that alcohol and/or drugs are being used illegally he/she shall promptly remove him/herself from the premises. Sufficient evidence for disciplinary action would include, but is not limited to the following: the observation of a staff member, or administrator, investigative evidence, the report of a police officer, and/or admission of a violation by a student.

Participants must ride the transportation provided by the district to the event.

High School Activities to which these rules apply but are not limited to:

Student Council
Cross-Country Trap and
Skeet
Club Gaming Club
Jazz Band
Sustainability Club
Drum Corps
Fencing Club
Ski Club
Junior MDT
Archery

Dissemination of Information and Photo Consent

Any person responsible for coordinating any special classroom event must give appropriate information to the front office and receive approval prior to the event. Unless written notice is received by the school office, a student's photograph or video image may be used in school-related publications, including the annual, website, newspaper, video or television advertisement.

Class/Birthday Parties

In some schools, classroom parties have become time-gobblers and education distracters. Xavier does not permit birthday celebrations or deliveries of gifts/flowers to classes. Xavier has chosen to preserve valuable teaching time by forgoing birthday and holiday celebrations, gift exchanges and deliveries of gifts/flowers to classes.

Time is a precious commodity for teachers. Most teachers would argue that they never have enough time to reach every student. Therefore, every second teachers have with their students should be meaningful and productive.

Holidays

In Xavier 9-12 classrooms and schoolwide, holidays are not generally celebrated. This includes Valentine's Day, St. Patrick's Day, Ecology Day, Easter, Christmas, etc. Xavier **does observe** Veteran's Day, Martin Luther King Day, Presidents' Day, Memorial Day and other days that speak to America's heritage.

Food

Xavier does not serve food in the classroom during regular school hours. Students are not rewarded with candy/sweets or trinkets for doing what is expected. A **healthy** midmorning snack may be supplied by parents. Vending machine use is for 7-12 students only between classes. K-6 students may participate in food sales sponsored by the school during EXALT Week and at the end of the school year only. Gum is never allowed on campus.

Visitors/Shadowing

Administration may, at his/her discretion, allow a non-Xavier student to "shadow" a Xavier student for a day (or a portion of a day) if the student is seriously considering enrollment and would like to experience firsthand the classical program. Prior arrangements must be made and will include a conversation with the future student's parents.

All visitors are required to sign in at the office and receive and wear a visitor's pass when inside the school building.

Administration of Medications

Designated school personnel must have written permission from parent or guardian to assist in a student's self-administration of over the counter medications. Prescription medications must also be accompanied by written instruction from a physician. Direct administration of medications must be done by an authorized individual and pursuant to the written authorization of a physician or dentist, as well as the written authorization of a parent or guardian. See policy 3510 for additional details and exceptions.

Role of the Parent

Parent involvement is vital to a child's success in a classical education environment. We understand that families come to Xavier because they want the best for their children. Each year it is our desire to provide our students a classical education that will support both intellect and virtue. We cannot do this alone.

To give students the best possible opportunity of success we ask our parents to:

- Demonstrate good character
- Help their children develop study skills and work habits
- Oversee and monitor student progress in reading, writing, and math - especially in grades K-8
- Promote Socratic discussion at home by asking questions and having active dialogue about what students have learned on a consistent basis
- Hold high expectations of their student's performance
- Support Xavier by having children to school on time with the necessary supplies, books, and homework in hand
- Gain understanding of the mission and philosophy of Xavier Charter Schools by reading the monthly newsletter, reading recommended books and articles on classical education (some can be checked out at the office), and attending any parent training sessions offered by the school

A classical model of education calls for students to participate in serious work at home. Homework including reading assignments and test preparation that Xavier requires of students is not busy work. It is 'work with a purpose' that prepares them for the following day's discussion and learning in class. We understand that in our techno-reliant world we compete daily for our student's attention. All sorts of distractions compromise real learning and the maturation process. From television to music to computer/video games, we are bombarded with diversions of all kinds. It is absolutely essential that students have a place to work at home that is free from the distractions of other people or the clamor of media. Of course, Xavier cannot police student's behavior away from school. We would, however, offer a few suggestions to help parents ensure their children's success in a classical environment:

- Television is a distraction. The TV should be turned off while children are studying. The idea that a student can give thoughtful attention to school work while watching television is a complete illusion. In the case of young children, television compromises the imagination. Far more beneficial to a child is reading, drawing, and observing natural phenomena which invite the imagination to pursue further study. Therefore, the amount of time in front of the TV should be restricted. Our recommendation is no more than one show per day. Movies are a bit different. Classic films can be both entertaining and educational. Movies however, even good ones, can be equally destructive if used without discretion. No more than one or two quality movies per week are highly recommended. An additional suggestion would be to check out movies that are not under the 'new release' heading. For a good discussion of television and its impact, we recommend Neil Postman's *Amusing Ourselves to Death*.
- Music speaks directly to the passions. It can inspire us to fall in love, fight a battle, or act with

dignity. Music can also invite us to hate other people, engage in drugs, or commit suicide. We must therefore be careful what sorts of music our young people listen to. We strongly urge parents to not only monitor the time spent listening to music but the quality of that music. We further recommend that while studying, students turn music off unless it is unobtrusive in nature such as classical or other music without words. Parents who wish to be informed about what is at stake in our modern culture might read Allan Bloom's *The Closing of the American Mind* and William Kilpatrick's *Why Johnny Can't Tell Right from Wrong*.

- Video games have little if any value in the greater scheme of life. The time they consume should be restricted. Children who spend an extraordinary amount of time playing video games have difficulty thinking about anything else when in an educational setting. It goes without saying that children should not be allowed to go from one mind-numbing activity to another – one television show, followed by a CD, followed by half an hour of video games, followed by half an hour on the phone with a friend. Computers have their place, but unrestricted use of the internet and e-mail is highly questionable.

Encourage healthy living:

Students need healthy foods to promote strong cognitive function:

1. Consider having regular family meals. Knowing dinner is served at approximately the same time every night and that the entire family will be sitting down together is comforting and enhances appetite.
2. Cook more meals at home. Eating home cooked meals is healthier for the whole family and sets a great example for kids about the importance of food.
3. Make a variety of healthy snacks available instead of empty calorie snacks. Keep plenty of fruits, vegetables, whole grain snacks, and healthy beverages (water, milk, pure fruit juice) around and easily accessible so kids become used to reaching for healthy snacks instead of empty calorie snacks like soda, chips, candy bars, or cookies.

Regular physical activity promotes an alert and focused mind. Physical activity also helps control weight, builds lean muscle, reduces fat, promotes strong bone, muscle and joint development, and decreases the risk of obesity. Students aged 6-17 need to be physically active at least 60 minutes a day, five days a week. Exercise, exercise, exercise! Go for hikes, ride your bikes, swim, etc. as a family.

Nothing in this Handbook shall be construed to supersede Xavier School Board policy or Idaho Code.

**XAVIER CHARTER SCHOOL
ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES**

Thank you for taking the time to carefully read the 2023-2024 Xavier Charter Rhetoric School Student Handbook. If you have any questions about this handbook, please contact the school office at (208) 734-3947.

We have read, understand, and agree to abide by the policies and procedures outlined in the 2023-2024 Xavier Charter Rhetoric School Student Handbook and all other policies and procedures detailed in the school's official documents.

IMPORTANT:

Please print, sign below, and return to your First Hour teacher by Friday, September 8, 2023.

DATE: _____

FIRST HOUR TEACHER: _____

STUDENT:

Print Name:

x _____

Student's Signature:

x _____

PARENT/GUARDIAN:

Print Name:

x _____

Parent/Guardian Signature:

x _____

Xavier Charter School Chain of Command

To facilitate proper communication and enhance the decision making process, it is imperative that faculty and staff follow the established chain of command. Teachers should report to their respective administrator(s), para professionals should report to their assigned teacher, and other staff should report to their assigned supervisor. Issues or concerns that may require the involvement of another department should first go through their appropriate Elementary or Secondary Dean and then to the other department.

Area of Concern	Level 1	Level 2	Level 3	Level 4	Level 5
Academics/Curriculum	Teacher	Elementary Academic Dean K-6 Secondary Academic Dean 7-12	Elementary Dean K-6 Secondary Dean 7-12	Head of Schools	Board
Scheduling	Dean of Counseling	Head of Schools	Board		
Athletics	Coach	Elementary Dean K-6 Secondary Dean 7-12	Head of Schools	Board	
Attendance	Administrative Assistant	Elementary Dean K-6 Secondary Dean 7-12	Head of Schools	Board	
Business Office	Business Mgr.	Head of Schools	Board		
Cafeteria	Kitchen Manager	Head of Schools	Board		
Discipline	Teacher	Elementary Dean K-6 Secondary Dean 7-12	Head of Schools	Board	
Facilities	Facilities Manager	Head of Schools	Board		
Guidance	School Counselor	Dean of Counseling	Head of Schools	Board	
Instruction	Teacher	Elementary Academic Dean Secondary Academic Dean	Elementary Dean K-6 Secondary Dean 7-12	Head of Schools	Board
Special Education	SPED Teacher	SPED Supervisor	Elementary Dean K-6 Secondary Dean 7-12	Head of Schools	Board

Student Concern	Teacher	Elementary Dean K-6 Secondary Dean 7-12	Head of Schools	Board	
Technology	Information Technology Director Tech Integration Specialist	Elementary Dean K-6 Secondary Dean 7-12	Head of Schools	Board	
Testing	Testing Coordinator	Elementary Dean K-6 Secondary Dean 7-12	Head of Schools	Board	
Transportation	Administrative Assistant	Transportation Supervisor	Head of Schools	Board	

Board Members

Melissa Crane, Board Chairman
 Lisa Thompson, Board Vice-Chairman
 Nicole Wilson, Treasurer
 Amy Wendler, Secretary
 Sarah Ahrens, Member
 Becky Baird, Member

Head of Schools	Gary Moon
Elementary Dean	Megan Choate
Secondary Dean	Elizabeth Parker
Dean of Counseling	Kelsie Rogers
Business Manager	Angie Carter
Accounts Payable/Board Clerk	Sharea Eccles
Registrar	Stacey Young
Administrative Assistant	Devon Norris
HR/Payroll	Ashley Wilkes
Elementary Academic Dean	Hillary Harm
Secondary Academic Dean	Angela Banks
Facilities Manager	Brian Loosli
Elementary Counselor	Jessica Labat
Spec. Ed.	Heidi Sorensen

Kitchen Manager

Shellie Burk

Information Technology Director

Jeremy Bennett