

Divine Savior



Catholic School

PARENT / STUDENT  
HANDBOOK

2017-2018

## **MISSION STATEMENT**

The mission of Divine Savior Catholic School is to provide a high-quality, personalized, Catholic-based education that inspires and empowers its learners to achieve academic excellence and develops life-long learning skills. Learners are challenged to walk as disciples in the footsteps of Christ valuing knowledge, prayer and service to others.

## **WELCOME**

The faculty, staff and administration wish to welcome you and your child to Divine Savior Catholic Elementary School. We appreciate and value the trust you have placed in us to work with you as partners in your child's educational, developmental, and spiritual growth. It is our goal to work with you and your child to provide meaningful and rewarding experiences throughout the school year.

Divine Savior Catholic Elementary School is a family with many members. Each has an important role and responsibilities to play in the education of your child. Every member strives, in his or her own special way, to provide your child with an educational program and environment where they can grow and develop to their fullest potential. It is truly a team effort and you, as parents, are the most important member of that team effort. Without your involvement, encouragement, and support we cannot meet the educational and spiritual goals you desire your child to achieve.

The Parent / Student Handbook is given to you to provide you with information about Divine Savior Catholic Elementary School, its daily operations, activities, rules and regulations. It is designed to be a reference for you and your child and should be kept somewhere in your home so that you have easy and ready access to its information.

By enrolling your child(ren) at Divine Savior Catholic Elementary School, you and your child(ren) agree to abide by the rules, regulations and policies of Divine Savior Catholic Elementary School in this handbook. All families are asked to sign a verification form indicating that as a Divine Savior School family, all family members understand and accept the contents of this handbook.

DIVINE SAVIOR CATHOLIC SCHOOL  
423 Fremont Street  
Kiel, WI 53042

E-MAIL

[divinesaviorcatholicschool@gmail.com](mailto:divinesaviorcatholicschool@gmail.com)

WEBSITE

[www.divinesaviorschool.org](http://www.divinesaviorschool.org)

ACCREDITATION

Wisconsin Religious and Independent Schools Accreditation

**SCHOOL SPIRIT**

School Mascot: Knights

School Colors: Silver and Black

## **STATEMENT OF NON-DISCRIMINATION**

Divine Savior Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, gender, or disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **SCHOOL / PRINCIPAL'S RIGHT TO AMEND HANDBOOK**

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

### **PRINCIPAL AUTHORITY**

The final decision for admission, instruction, and retention of any student rests with the principal. The principal will give careful consideration to the admission of students with special needs, but is not required to enroll, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

### **PUBLICITY DISCLAIMER**

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

### **PERSONAL PROPERTY**

The school reserves the right to search anything brought on school property.

# **SCHOOL PROCEDURES AND POLICIES**

## **ADMISSIONS**

Children entering 3K, 4K, or 5K must be three, four, or five respectively, on or before Sept. 1. Registration begins in January for the upcoming school year. New students may register at any time by contacting the school office. Registration forms include a general information form and a signed tuition agreement form. A non-refundable registration fee is required at the time of registration.

Children enrolling in 4K have the option of choosing a half-day or a full-day program. This decision must be made at the time of registration. Changes during the school year will not be made.

Non-Catholic students are expected to participate in all religion classes and prayer experiences. They will not participate in the reception of the Sacraments.

All students transferring from another school need to have a transfer of records form completed. Transfer students will be accepted based upon the availability of space and the ability of the school to meet the needs of the student. These students will be placed in the appropriate grade as recommended by the previous facility based upon the completion of the coursework and standards and benchmarks of the previous school's curriculum.

Our school welcomes students who have disabilities, and we will make reasonable accommodations for students with disabilities. Whenever a student seeks admission into Divine Savior School, the school will inquire as to whether the student has a history of or is presently eligible for special education and related services. Students with disabilities who require special education will only be admitted if a program and resources are available to meet the student's needs.

At the time of registration, parents are required to inform the school if the student has a special need or if the child was ever suspended or expelled from a previous school. Parents are also required to supply all relevant documentation and/or give written permission for the school to access the documentation.

In the event the student seeking admission has any special needs, the school principal, the parents, and any other staff or external agencies if needed, will meet to determine the level of need and necessary adjustments.

All students transferring from another school need to have a transfer of records form completed.

**NEW STUDENT PROBATION:** All new students admitted to Divine Savior School are enrolled on a probationary status for one semester. Principal and staff assessments will be made within this time period to determine if the school can meet the student's needs.

The education of a child is a partnership between the parent(s)/guardian(s) and the school. All parents are expected to actively participate in the education of their child(ren). If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require the parent to withdraw the child from the school.

## **ALCOHOL / DRUGS / SMOKING**

The possession, sale, or use of alcohol, drugs, or any other controlled substance on the school campus is strictly forbidden. Violations will be reported to appropriate law enforcement agencies.

## **ATHLETIC PROGRAM**

An athletic program is offered for students in grades 5-8. Eligibility for participation depends upon satisfactory conduct and school performance. The principal appoints an athletic director to oversee the operation of the program.

## **ATTENDANCE**

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Students arriving after 10:00 are marked absent to the nearest half-day as well.

Students who are tardy need to report to the school office upon arrival.

If a child needs to be picked up during school hours, that child must be signed out at the office.

Students are expected to be present in school unless ill or otherwise excused. Please inform the school office when the child has a medical appointment. If your child is ill, please call the school office before 8:00 stating the nature of the illness or reason your child will not be in attendance for the day. If the school does not receive a call by this time, school personnel will attempt to reach a parent to verify the absence. We need to be sure that the student is safe. It is expected that all schoolwork missed during a time of absence be made up within a time span designated by the teacher.

Please try to schedule vacations when school is not in session.

## **BICYCLES / SKATEBOARDS**

The riding of bicycles or skateboards to school is allowed. Parents should encourage students to obey all traffic regulations. The school assumes no responsibility for bicycles or skateboards. A bike rack is provided for proper parking and locking. Skateboards will be kept in a designated spot.

For the student's safety, bicycles and skateboards **MUST** be walked when on parish grounds. Students who choose not to follow this requirement will not be allowed to bring their bike or skateboard to school.

## **BOARD OF TRUSTEES**

The Divine Savior Board of Trustees is a policy making body responsible for the operation and evaluation of the education programs in the school. The Board is accountable to the Ordinary of the Diocese of Green Bay and the Diocesan Board Education. The Board meets monthly (except in July and December), usually the fourth Tuesday of the month at 6:00 pm. All meetings of the Board are 'open' except those designated as Executive Sessions. To be placed on the agenda you must submit your request to the board president or principal at least two weeks prior to the meeting.

## **BOOK CLUBS**

Teachers occasionally send home flyers to make students and parents aware of inexpensive books. Purchase is optional. When paying for Book Club orders, please make the check payable to the specific club. Example: Scholastic, Troll, Trumpet Book Club, etc.

## **BUS TRANSPORTATION**

Bus routes and schedules are planned and established by Kiel and New Holstein Transportation. Parents who wish to make requests for changes in routes or stops should contact the bus company. Students and parents are encouraged to immediately notify the principal and / or the school district or bus company of any safety hazards that they have observed during bus operations. For a complete list of busing guidelines, contact the appropriate school district in which you reside.

## **CHANGE OF ADDRESS / PHONE NUMBER**

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

### **CLASS SIZE**

The school shall accommodate any student that wants a Catholic education. In the primary grades, if the class/classroom size exceeds 13, and/or if need is warranted, an academic aide shall be employed to assist the teacher(s). In the intermediate and upper grade levels, if the class/classroom size exceeds 25 and/or if the need is warranted, an academic aide shall be employed. Hiring of the aide is contingent upon approval by the Board of Trustees.

### **COMMUNICATIONS**

A newsletter containing items of interest to parents and students will be issued each Friday and posted on the school website. Additional information of interest to school families and parishioners will also be posted on the website. Parents will receive an e-mail reminder each week to check the website for the latest school news. Families that do not have internet access should contact the school office to receive a hard copy.

Parents and guardians are encouraged to keep in close contact with the teacher(s) concerning student progress. Please do not wait for a problem to develop to express concern or seek advice or assistance.

The Pupil Progress Report is issued four times each year at the end of each quarter. Parents are encouraged to monitor student work and grades regularly on-line using Power School. Access codes will be provided to every parent and student. Conferences are scheduled twice each year and all parents are expected to attend along with the child(ren).

### **CONDUCT**

The student behavioral expectations are outlined in the school's conduct procedure/policy called P.R.I.D.E.

#### **P.R.I.D.E. PROGRAM (Personal Responsibility in Demonstrating Excellence)**

Students at Divine Savior Catholic School are expected to follow school rules and contribute to a positive learning environment.

Appropriate behavior is required in the school, on the playground, on the bus, on field trips, and all other school functions. Tardiness and failure to observe the school dress code are all expectations of P.R.I.D.E.

Students are expected to follow the example set up Jesus. As outlined in the New Testament (1 Corinthians 13) that means everyone is expected to be kind, patient, generous, humble, forgiving, supportive, and loyal.

Teachers will acknowledge outstanding displays of these virtues by issuing a P.R.I.D.E. Recognition Award. Students may redeem the P.R.I.D.E. Award for a prize at the end of each quarter.

Teachers will issue a P.R.I.D.E. Infraction Report for failure to follow school rules and expectations. Any student that receives an Infraction Report will lose his/her noon recess. A student with an Infraction Report on their record will not be allowed to participate in PRIDE reward days.

An accumulation of 3 P.R.I.D.E. points will result in a 30-minute after-school detention. An accumulation of 6 P.R.I.D.E. points will result in a 60-minute after-school detention and a parent conference.

An accumulation of 10 P.R.I.D.E. points will result in a loss of all school privileges for a minimum of 2 weeks.

Jesus preached a message of forgiveness. Since our goal is to help students learn to walk in the footsteps of Jesus, this discipline program models His message. If, after receiving a PRIDE Infraction Report, any week without another Infraction results in the removal of the PRIDE point.

Teachers will discuss all school rules and expectations with their classes and rules will be posted in the classroom. Student expectations follow:

### Student Expectations

- \* Speak and act respectfully to other students, teachers, staff, volunteers, and visitors.
- \* Use appropriate language.
- \* Do not interfere with other people's possessions.
- \* Obey the dress code.
- \* Keep hands and feet to self.
- \* On the playground:
  - no rough play, pushing, shoving, or knocking people to the ground.
  - wear boots or different shoes when snow is on the ground.
  - remain in sight of the supervisor.
  - use equipment as intended.
  - no food, drink, or gum is allowed.
- \* On the bus:
  - remain seated.
  - use quiet voices.
  - listen to and obey all directives of the bus driver.
  - do not throw objects.
- \* Anywhere, Anytime: NO THROWING OF ANY OBJECT AT A PERSON (including balls, unless part of an approved game.)
- \* In the lunchroom:
  - eat all food and dispose of waste materials in an orderly manner.
  - clean up any dropped or spilled foods at the table.
  - use indoor voices.
  - do not toss or throw any item
- \* In the hallways:
  - walk at all times.
  - move directly and quietly when exchanging classrooms, getting materials from the shelves, or using the bathrooms.
  - do not jump on the stairs.
- \* In the classrooms and other instructional areas:
  - take your seat quietly upon entering the classroom.
  - raise your hand and wait to be called upon before speaking.
  - keep your desk clean.
  - pick up paper and garbage on the floor.
  - do not interrupt others who are speaking.
- \* At all times, at all school functions, on field trips, buses, or school/parish buildings:
  - Bullying will not be tolerated
    - \* Bullying shall be defined as behavior that threatens, demeans, harasses or insults others.
    - \* Bullying is deliberate or intentional behavior by word or action or electronic means that intended to cause fear, intimidation, or harm.
    - \* Bullying may be repeated behavior and involve an imbalance of power
  - Bullying shall be reported to a teacher or the principal who will investigate and take appropriate action (including suspension or expulsion or referral to law enforcement).
  - Reports of bullying may be verbal or in writing and may be kept confidential.
  - Reports of bullying will be documented and all parents involved will be notified.

It is the policy of Divine Savior School that the educational environment reflects Catholic values in attitudes and actions at all times, and that all persons are to be treated with dignity, respect and courtesy. Our school strives to provide a safe, secure and respectful learning environment for all persons in school and parish buildings, in social media, on school and parish grounds, on school buses, and at school and parish-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school and parish consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process. It is the purpose of this policy to ensure that the educational environment is safe from physical or emotional conduct that bullies, threatens, demeans, harasses or insults students. Bullying is deliberate or intentional student behavior using words or actions, or electronic communication, intended to cause fear,

intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. Bullying behavior can be: 1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior) 2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, sexually suggestive remarks, racist remarks) 3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, organized or overt social exclusion and sending insulting messages or pictures by electronic devices – also known as cyber bullying) Bullying behavior is prohibited in the school, and any parish buildings This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Any school employee who observes or becomes aware of acts of bullying will promptly report these acts to the school principal. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to a school/parish staff member or principal who shall be responsible for discipline.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. The school or parish official receiving a report of bullying shall immediately notify the school principal. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. The principal will conduct an investigation of the bullying report as soon as possible, interview the person(s) who are the victim(s) of the bullying and the persons who are the initiators of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each person involved in the bullying will be notified prior to the conclusion of the investigation. The school or parish shall maintain the confidentiality of the report and any related pupil records to the extent required by law. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school or parish administration and board may take disciplinary action, up to and including parent conferences, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. The policy will be distributed annually to all students enrolled in the school, their parents and/or guardians and employees.

#### EXCEPTION TO THIS PROCEDURE: SUSPENSION AND EXPLUSION

Severe misbehavior may result in suspension or expulsion per diocesan rules and regulations.

For serious and recurring behavioral problems, Divine Savior School reserves the right to suspend and expel students. Pursuant to Green Bay Diocesan policy, there are two general situations that may lead to such action: (1) when the moral or physical well-being of the student body or staff is endangered (such as bullying, harassment, or violence) and (2) when there is prolonged and open disregard for school authority. Suspension is of a temporary nature and will be used only until the reason for the suspension is removed. Suspensions of up to five days will be implemented depending upon the severity of the misbehavior. Expulsion is permanent.

The following directives will be implemented regarding suspensions:

1. The suspension may be from the classroom or the school itself.
2. Suspension will be utilized only after all remedial measures have been employed without success.
3. Only the principal has the authority to suspend a student.
4. The student and parent(s)/guardian(s) will be informed of the reasons and decision.
5. A parent/guardian conference will be held.
6. A written record including the date of the suspension, reasons, and notes relating to the conference will be provided to the parent/guardian.

Due Process:

Students shall be made aware of school rules and regulations and shall always be told of the offense for which they are being punished. Therefore, school rules are published within the Family Handbook which is signed by both students and parents.

The following directives will be implemented regarding expulsions:

1. The expulsion is an extreme measure and will be used only as a last resort, following efforts of motivation and counseling have failed or where the behavior is threatening the physical or moral welfare of other persons (note above).
2. Records of previous measures of remediation, or counseling, or probation, or conferences, or suspensions shall be kept and referenced.
3. Parents/guardians will be notified in writing that expulsion is being considered prior to the final decision. A conference must be held to present the grounds for dismissal.
4. After the principal's decision is made to expel, the parents may appeal the decision to the school's Board of Trustees.
5. A written notice of expulsion will be sent to the parents noting grounds, evidence, record of conference(s), and final notice. Such communication shall be kept in a separate file apart from the student's permanent record.



6. The permanent record shall note the reason for transfer was expulsion.
7. Expulsion must be reported to the local public school district administration.

**NOTE: The school reserves the right to discipline students for conduct on and off school property if such behavior affects the school's reputation or infringes upon the learning of other students.**

### COUNSELORS

Counselors are not available to our school. The Diocese of Green Bay offers these services through Catholic Social Services and their satellite offices.

### CURRICULUM

A curriculum plan is developed and/or approved by the Diocesan Department of Education. The course of study at Divine Savior School is consistent with the state requirements for minutes of instruction.

A sequential and planned instructional program is offered in language arts, math, social studies, science, health, art, music, physical education, Spanish, technology, and religion.

The school's religion curriculum involves the teaching of doctrine, the modeling of Christian attitudes, and the imparting of values. All three of these areas integrate and influence each other. Religious education in the school offers our students experiences in faith, sharing, worship, service, and formal instruction.

Students have daily religion class or liturgy. Prayer is a regular and frequent part of each school day. Community-building and service opportunities are vital components of the school religion program.

The religion curriculum includes special instruction at all grade levels regarding safe environments. Students are made aware of dangerous situations and are taught how to deal with unsafe or threatening situations (physical, sexual, emotional, etc.). Parents have a right to remove their child(ren) from these classes by notifying the school. Unless notified, each child will receive a minimum of three classes dealing with safe environment issues. Parents that opt out of this instruction will be provided the lesson materials and will be expected to discuss the information in their home.

### CANCELLATION/DELAYED OPENING OF SCHOOL

Cancellation/Delayed Opening of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrator are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of an impending cancellation, including radio, TV and phone. In the unusual circumstance where school must be canceled during the school day, teachers will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

The Kiel District / New Holstein School District policy on school closing will be followed. The announcement will be made over the local radio and television stations between 5:00 am and 6:30 am. The following stations will announce school closings / delays:

KFIZ-1450 AM & K-107 FM – Fond du Lac  
WGEE-1360 AM & WIXX-101 FM – Green Bay  
WHBY-1150 AM & WAPL-105 FM – Appleton  
WHBL-1330 AM – Sheboygan  
WGBA-26 NBC  
WBAY-2  
WFRV-5  
WLUK-11(FOX)  
Cablevision-Public Information Channel

Because Divine Savior is part of two school districts and their busing is utilized, if one campus/school district is closed, Divine Savior School is closed. In cases of delayed opening, parents should follow the directives for their busing district.

## DAILY SCHEDULE

7:30	Earliest arrival time (Students should enter at this time and begin work.)
7:50	Classes Begin
11:00	K3 and K4 (Half-Day) Dismissal
2:45	Shuttle Bus Leaves
3:00	Dismissal

- Dismissal is one hour earlier on Wednesdays.
- Students not ready for class by 7:50 will be marked tardy.

The school assumes responsibility for the students who ride buses, from the time they arrive in the morning until they leave on the bus at the close of the school day.

Students for whom other transportation is provided or who walk to school are not to arrive at school before 7:30 AM. They are to leave the school grounds when school is dismissed. Parents/guardians are responsible for students who arrive and leave before and after these stated times and should use the child care's extended care program for supervision.

## DRESS CODE

Students are to be dressed and groomed appropriately so as to contribute to a positive Christian learning environment and fostering pride in one's appearance. Any type of clothing or grooming which is considered disruptive by school staff will not be permitted. All school clothing must be consistent with Christian modesty, neatness and cleanliness. Pants (slacks and jeans) in torn and/or ragged condition, metal studs, or sized inappropriately may not be worn. Dresses, skirts, culottes or skorts must be modest in length and fit (when standing erect, no more than 4 inches above the knee). Sundresses and other tops with spaghetti straps, or tank tops must have a shirt underneath it. All shirts/blouses must have some type of sleeve. All tops must be long enough so the top and pants do not separate at the waist. Clothing should not be skin-tight, see-through, or low-cut (a neckline no lower than 4 finger-widths below the collarbone). IF LEGGINGS ARE WORN, the top must be at least mid-thigh in length or within 4 inches above the knee. Printing on shirts and tops must be in good taste as determined by school staff. Make-up / cosmetics are permitted for students but must be used in moderation and not be distracting to the classroom / school learning environment. For safety and health reasons, flip-flops are not allowed to be worn. All shoes/sandals must be securely fastened to the foot (with a back or strap). Socks / stockings are encouraged to be worn at all times. Hats / caps are not to be worn at any time in school during school hours (unless a special day is designated). During wet weather and in the winter everyone is encouraged to wear boots. An extra pair of shoes may be kept at school to change into after recess. Gym shoes are required for physical education classes. They should be shoes that fit and that do not leave black marks.

Liturgy Days – Students should wear **APPROPRIATE DRESS CLOTHES**. Jeans, sweat clothes, wind pants, etc. are not permitted. Students may change clothing after the liturgy.

Shorts may be worn from the beginning of the school year up to October 31 and after April 1. They must be no more than 4 inches above the knee. Shorts are not permitted to be worn to any liturgy or any other service. The students may change into shorts after mass / services.

The dress code and appropriateness of clothes, jewelry, etc. will be enforced by the principal and / or teacher. The Board of Trustees gives the principal the right to make judgment decisions when a question arises pertaining to questionable dress code attire.

Teachers will issue a dress code violation notification if a student is found in non-compliance.

## EMERGENCY PROCEDURES

Divine Savior has a Crisis Plan designed to assist staff in handling the most common of emergency situations. Each teacher has a copy of the plan. Evacuation procedures and routes are posted in every classroom.

## EXTENDED CARE PROGRAM

Divine Savior offers an Extended Care program on all school days in conjunction with the school's child care operation. Contact the school office or the child care center for additional information.

## FIELD TRIPS

Field trips broaden the educational experience of the students. Through field trips, students experience learning unavailable to them within their classroom, yet highly supportive of the curriculum.

Field trips and school related activities conducted under the supervision of the school staff are part of the school day and an extension of the classroom activity. All such activities must have approval of the principal before any preparations are made.

Guidelines for field trips are as follows:

- A) Teachers are to submit to the principal a field trip request detailing the educational purpose of the trip.
- B) Expenses are to be paid by the students.
- C) Parents are informed by letter as to the purpose of the trip, type of transportation, date, approximate time of departure and return, cost and suggestions for dress, if needed.
- D) No student may participate in a field trip without a signed permission slip. Notes or letters of permission are not acceptable.
- E) Transportation arrangements must be made through the school office. Bus transportation is required for all field trips. Exceptions to this requirement must be cleared with the principal.
- F) The teacher is to arrange for an adequate number of adult chaperones. There should be at least one chaperone for every ten students. Adults should be briefed as to the responsibilities and expectations. Chaperones must have completed the Virtus training

## FIREARMS, WEAPONS, DANGEROUS OBJECTS

Students are not allowed to bring any item to school that is dangerous, is used as a weapon, or resembles a weapon. Items include but are not limited to guns, knives, pocketknives, swords, etc. Failure to comply will result in suspension or expulsion and may result in referral to proper authorities.

### 1990 Federal Government Gun Free Zone Act:

"It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. Whoever violates this law shall be fined not more than \$5,000, imprisoned for not more than 5 years, or both."

## GRADING

During the development of the marking codes for Grades 3-8, numerical equivalent for the respective letter grades was developed. The following guidelines are to be followed:

93-100:	A / A-
85-92:	B+ / B / B-
77-84:	C+ / C / C-
70-74:	D+ / D / D-
69<:	F

Other codes are used on the individual report cards.

The teachers determine grades on the basis of competency demonstrated on content knowledge, skills, and application of learning. Grades are based upon summative assessments. Summative assessments are tests, quizzes, or projects. Homework and classwork are formative pieces of assessment that teachers use to determine the level of understanding and for practice prior to a summative assessment. They will be used minimally for grading purposes.

Students that did not perform well on a summative assessment will have an opportunity for additional study and practice and will be allowed to re-take the assessment to demonstrate competency and learning.

### **GRIEVANCES**

If parents have a grievance to register, the following procedure shall be followed:

- A) Parents confer first with the teacher if the grievance is against the teacher. If not satisfied, confer with the Principal. (Suggestion: teacher, parent and student present.)
- B) Parents confer first with the Principal if the grievance is against the Principal. If not satisfied, confer with the parish director.
- C) If not satisfied, the parent may appeal to the local Board of Trustees.
- D) In appeal to the local Board of Trustees, the following procedures shall be followed:
  1. The appeal must be written and must:
    - a) Identify the person against whom the grievance is filed.
    - b) Identify the specific grievance to be heard in the appeal.
    - c) A copy of the appeal must be given to the person against whom the grievance is being filed.
  2. The Board of Trustees shall decide whether or not to hear the grievance appeal based on three questions:
    - a) Were the prior procedures (A and B above) attempted seriously?
    - b) Does the matter of the grievance have the gravity to require hearing appeal?
    - c) Is there documentation? (This includes subject matter, dates, and signatures of the involved parties.)

### **HOME-SCHOOL ASSOCIATION**

All parents/legal guardians are members of the Home-School Association. They are encouraged to become active participants in this important organization. The Home-School Association is a way of integrating the goals of home and school for the benefit of the children. All parents/legal guardians, interested grandparents and parishioners are cordially invited to attend the meetings. Members are notified in advance of any meeting date, time, and place.

### **HOMEWORK**

Homework is an important extension of the teaching / learning that takes place in school. It can contribute to practice and drill that reinforces learning and can provide opportunities for study, research, and creativity. Parents can assist their children by providing a quiet place for the students to work and checking that assignments are completed.

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

**In the event of an absence, the homework will generally be given upon the child's return.**

### **HONOR ROLL**

The Honor Roll is a special recognition for achievement in grades 3 to 8. It is based on academic grades, student effort/attitude, and Christian witness and is posted four (4) times a year. Points earned for all three of these components will determine placement on the Gold, Silver, or Bronze Honor Roll. Honor Roll students may not have a D or F in any subject area.

## ILLNESS

Sick children will be sent home only after you have been notified. If you cannot be reached, another person at the number listed on your child's registration form will be contacted.

During cold and flu season, children often are given medication. Sometimes it is necessary to have this medication given at times during the day. If your doctor does order medication for your child, check with him/her to see if the medication is to be given at school time. Often medications which need to be taken three times a day can be taken before school, right after school and then before bed. This would eliminate administering medication at school.

**COMMUNICABLE DISEASES:** If your child contracts a communicable disease, please inform the county nurse of your respective county. They need to monitor such outbreaks. Wisconsin state law requires that your child remain at home a minimum number of days. For example, the requirement for chicken pox is usually 5 to 6 days. Check with your physician or the nurse before sending your child back to school.

**FEVER:** If your child has a fever, do not send him/her back to school until he/she has been free of fever for at least 24 hours.

### **PRESCRIPTION MEDICATION**

A Medical Consent form must be filled out with all prescription medications. This **MUST** be signed by both you and your physician. (The exception is for students who require an inhaler, epi-pen, insulin, or any life threatening medical condition. If this is the case a more detailed health form is required.) The prescription medication must be brought to school in its original container. Your pharmacist can give you a duplicate container one for home and one for school, if medication is to be kept at school.

### **NON-PRESCRIPTION MEDICATION (including cough drops)**

Non- prescription medications, including cough drops, need a medical consent form filled out and signed by a parent or legal guardian. No doctor signature is necessary. Medications must be brought in its original container with your child's name written on the container. This also includes cough drops.

All medical consent forms and detailed medical consent forms are available in the school office. **NO MEDICATIONS**, prescription or non-prescription, will be administered without completed forms and signatures. In addition, school personnel must confiscate any medication a student has in his/her possession.

**All medications should be given to your child's teacher upon arrival to school. This includes cough drops.**

## IMMUNIZATION

All students of Divine Savior Catholic Elementary School must have their immunization form on file in the school office. Notification to the school when immunizations are updated is required. All immunizations must be current. State law requires all students to have their required age appropriate immunizations before they can attend school.

## INSURANCE

Divine Savior Catholic Elementary School does not provide any type of health or accident insurance for injuries incurred by your child at school. Parents should check their personal insurance carriers for coverage as they are responsible for any medical/dental costs incurred with their children while at school.

### LUNCH / MILK PROGRAM

The school participates in the federal government's hot lunch program. A nutritious meal is prepared each day. Students are encouraged to take advantage of this service.

The cost of meals and milk for cold lunches are established at the beginning of the school year and is found on the monthly menu. Each child/family has a hot lunch account. Payments can be made by the semester or for the year. **Families choosing not to do the semester or annual payment, should deposit a minimum of \$50.00 in each student's hot lunch account.** This account is used for the payment of hot lunch meals and cold lunch milk. The hot lunch manager will notify families if a student's balance falls below \$15.00.

Payments for recess milk are accepted only on a yearly basis.

Parents / guardians are invited to have lunch with their children whenever they are able. Please call the school office prior to the visit to ensure sufficient food is prepared. Parents are strongly discouraged from bringing fast food for their children for lunch.

Divine Savior Catholic Elementary School participates in a Federal Free and Reduced Lunch Program. Parents who meet the federal income guidelines may qualify for free lunch or lunch at a reduced cost. Families may qualify at any time throughout the school year and can receive an application by requesting one from the principal.

### OBJECTIONS TO SCHOOL MATERIALS

Any parent who finds school materials questionable in nature or content is encouraged to bring the concerns to the attention of the principal. A procedure is established to review such material.

### PETS

Pets of any kind are ordinarily not allowed in school. Teachers may give special permission for pets to be brought to school as part of a special program or activity providing that no child's health is endangered by the presence of that pet (allergies, etc.). Under no circumstances is a potentially dangerous pet to be brought to school.

### PROMOTIONS AND RETENTIONS

Promotions and retentions are based on each student's attendance record and the academic, physical, social and emotional growth level of the student. The decision to retain will involve consultation with parents, teacher(s), principal and any other personnel involved with students. The principal makes the final decision.

Promotion from Grade 4 to Grade 5 and from Grade 8 to Grade 9

- Requires passing all core subject areas (language arts, reading, math, science, and social studies)
- Score "basic" or high in all core subject areas on the standardized assessments

### RECORDS

A student's official file is kept in the school office. This file contains the student's registration form, diocesan progress reports and / or public school report cards, attendance records, kindergarten screening and standardized test results. A parent / guardian wishing to review this file must give a 24 hour notice by way of a written request and set an appointed time with the principal to review the file.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **SCHOOL VISITATION PROCEDURE**

- Parents and guardians are always welcome to visit the school. Classroom visitations should be scheduled at least 24 hours in advance of the visit for consideration of teacher lesson planning and testing schedules.
- All parents and visitors to the school must report to the office when entering the building and when leaving. A sign-in/out sheet will be used. All visitors must wear a school issued tag in a visible location.
- Any children visiting the school must have the approval of the principal.
- The exception to this rule is for office deliveries in which the visitor immediately leaves or for a parent picking up a child.
- All school entrances are generally locked during the day. Directions for using the bell/intercom system are posted at the main entrance which the breezeway entrance. During the school day, this breezeway entrance will be the only entrance and exit for visitors.
- The Day Care users will continue to use the porch entrance.
- These procedures have been implemented for the safety of our students and staff.

### **SEXUAL MISCONDUCT POLICY**

The Diocese of Green Bay will not tolerate the sexual abuse or sexual exploitation of a minor by a priest, deacon, other minister, employee or volunteer who is in the service of the Diocese.

A copy of the Diocesan Code of Pastoral Conduct is included with the Orientation Packet. Parents who wish to volunteer their services to the school need to sign the Volunteer Acknowledgement Section of the Family Handbook Verification Form.

Anyone aware of an incident of sexual abuse of a minor or inappropriate conduct by a priest or deacon, should report it to the Diocesan Assistance Coordinator, at:

1-877-270-8174 or e-mail at [officesafeenv@gbdioc.org](mailto:officesafeenv@gbdioc.org) or by mail at the above address.

Anyone wishing to report an incident but preferring to report it to someone not employed with the Diocese, should call the executive director of the American Foundation of Counseling Services in Green Bay and a facilitator will assist in filing the report. The number is 920-437-8256.

Any incident reported to one of the people above should also be reported to local civil authorities.

### **STANDARDIZED TESTING**

Students in grades K5 to 8 will take Measures of Academic Progress (MAP) tests three times a year. The testing schedule complies with the Diocesan and State regulations regarding testing. Results of these tests are used by the school in evaluating and planning curriculum. Copies of individual student results are placed into individual student permanent record folders.

Specialized testing is available through the district for students with special concerns and needs.

Students in grades 5 and 8 will take the ACRE Test, a national test which assesses knowledge of religious concepts and faith.

## **TECHNOLOGY USE**

All students in Grades K3-8 have access to school computers and the internet and personal devices. As computer and Internet users, students must agree to follow the rules and code of ethics while working with computers and the Internet at Divine Savior Catholic School.

ALL STUDENTS AND PARENTS MUST SIGN AN ACCEPTABLE USE AGREEMENT PRIOR TO STUDENT ACCESS TO SCHOOL TECHNOLOGY.

### **Divine Savior Catholic School Technology and Internet Acceptable Use Policy and Agreement**

This agreement is designed to serve as a guide for responsible use of technology, protecting privacy and ensuring the safety of our students and staff. This agreement applies to all technology resources including school-owned and those bringing their own device (BYOD) into Divine Savior Catholic School / grounds. Use of our technology equipment and services is a privilege, not a right.

We have the network / Internet systems available at Divine Savior Catholic School for educational purposes only. This includes classroom activities, direct and independent learning activities, individual and collaborative writing and publishing. Our school staff has the right to place reasonable restrictions on the students who can access our network and internet system and the material they may post on it. There will be sites and online communities and communications accessible as educational tools within Divine Savior School campus. The school's technology staff reserves the right to block network access to any online resources at any time. Any links to external sites shall support the educational mission of the school and the school is not responsible for the content of the external web sites.

#### **Student Responsibilities:**

When using any technology equipment in and at our campus:

1. Students may use technology equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, and cameras, with care and respect. Personally-owned devices must be powered off and remain in a classroom designated location until permission is granted to use it into the classroom.
2. The student is fully responsible, at all times, for the personally owned device /devices brought to school. Divine Savior School and staff will not be responsible for any information / product that may be lost, damaged, or stolen. Personal devices will be charged and recharged outside of school, unless specific permission is granted. Students are responsible for the condition of the device brought to school, such as updates, antivirus software, and repair.
3. Students may not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on any technology equipment of their own or belonging to the school.
4. Students may not use technology equipment of the school or their own in a manner that is a violation to local, federal or state laws.
5. Students must report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment as soon as a student becomes aware of the situation.
6. Students may not reconfigure any school hardware, software, or network settings.
7. Students must ask permission to load a file, disk, or software on any of our technology equipment. Students must have teacher/staff permission during school time to download a file, disk, or software to their device.
8. Students may only print, download, or transfer information that is approved by the teacher.
9. Students may not use technology equipment to create, store, transfer, post, or use software or electronic content in a way that violates copyright, personal information such as photographs, email accounts, passwords, home addresses, telephone number, parents' work addresses or numbers, or the name and location of our school. Our school name may be used for projects upon teacher approval.



10. Students need teacher/staff permission to use the Internet/network for school-related activities or lessons.
11. Student use of cell phones and any other mobile device for verbal/text communication is prohibited unless it is an emergency and a cell phone permission slip is handed into the office. These devices must be powered off and stored in the students backpack per school regulations.
12. Use of cell phones with internet access is prohibited during class time unless permission is granted by the teacher/staff. Device use is limited solely to classroom work. Outside the classroom the device must be turned off and placed in a designated classroom location.
13. Students must use computer netiquette\* at all times when using Divine Savior School's technology equipment and services as well as any device they bring to school.  
(\*Computer Netiquette is communicating with others via a computer or internet device with understanding, respect and courtesy.)

Any violation of this policy may result in permanent revocation of technology privileges and other disciplinary action may be taken at the discretion of the Principal. All technology use will be monitored. The teachers / staff reserve the right to inspect and / or confiscate any student's device belonging to the school or their own personal device if reasonable belief exists that the student has violated the terms of this agreement.

#### **Parent / Guardian Responsibilities:**

1. Parents / guardians are responsible for reading and reviewing the terms of this agreement with their child/ children attending Divine Savior School.
2. Parents / guardians are responsible for any damages, claims, and expenses resulting from their child's / children's misuse of the school's technology equipment. Parents are expected to communicate their expectations regarding bringing the school's devices home. The school's requirement is that these devices may be taken home if computers/laptops/etc. are not available at home and that the use of the device is limited to schoolwork only.
3. Parents / guardians are responsible to monitor any device that their child brings to Divine Savior School to be sure they have been using it in a responsible way and for classroom purposes during the school day.
4. Parent / guardian acknowledges that any failure to comply with this agreement may result in disciplinary action determined by the Principal, any or all of the student's technology privileges being revoked, and / or reporting illegal violations to the appropriate authorities.
5. Parents / guardian/student acknowledge that any student bringing their own technology device Divine Savior School does not have a personal privacy right to any information, data, file, and communications that are stored on their personal device. Therefore, personal private data, files, communication, and information should not be stored on the device being brought to Divine Savior School.
6. The camera options of the school or personal devices may not be used without teacher permission. In no case shall a picture be taken of any individual without his/her approval.

#### **TRAFFIC**

The parking lot is used as playground area for the school and day care. When using the parking lot to drop off or pick up children, remember that young children are very spontaneous. We ask you to watch for students as they enter or leave school.

When dropping off students in the morning on 5<sup>th</sup> Street, parents should use the school side of the street.

#### **TUITION AND TUITION GRANTS**

Tuition is one of the sources of revenue of funding for the operation of the school. The remaining finances are derived from fundraising, contributions, and parish financial support. Tuition is set annually by the Board of Trustees.

Tuition grants are available through Divine Savior School. Grant application forms may be obtained upon request from the school office. All tuition grant amounts are dependent upon the student maintaining academic progress during the school year and the maintaining of appropriate levels of conduct / behavior.

## **VOLUNTEERS**

Divine Savior Catholic Elementary School would find it very difficult to operate without volunteers. Your services as a valuable volunteer will be asked for throughout the year. Please be generous with rendering helping hands. Many hands make the job easier.

All volunteers must verify having read the Diocesan Code of Pastoral Conduct for Volunteers, must attend a VIRTUS training session, and complete a background check. Instructions to register for a training session are found on the last page of this handbook.

## **WELLNESS POLICY**

The Board of Trustees has established a policy to promote nutrition and wellness among the students of the school.

Divine Savior Catholic School shall strive to make a significant contribution to the general well-being, mental and physical activity and learning ability of each student and afford them the opportunity to fully participate in the education process. Divine Savior School shall promote a healthy learning environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, the school will contribute to the basic health status of the students.

### **Wellness Policy Regulations**

The goal of the Divine Savior Wellness Policy is to create and maintain an environment which supports and teaches healthy eating habits, promotes physical activity, supports the hot lunch meal program, and ensures the physical education and health curricula are integral components of the school. (Special exceptions may be granted at the principal's discretion.)

#### **Nutrition Education Goals**

- Students in K3 through Grade 8 will receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- School faculty and staff will collaborate on school nutrition education.
- Staff development will include nutrition education in the normal course of a staff in-service.
- The school staff will conduct nutrition education activities and promotions that involve parents, students, and the community.
- Parents and guardians will be encouraged to support their children's participation in making healthy nutritional choices.

#### **Physical Activity Goals**

- Students in K3 through Grade 8 will be given opportunities for physical education classes, daily recess periods for elementary students, and the integrations of physical activity into the academic curriculum.
- Students will be given opportunities for physical activity through a range of before- and/or after-school programs.
- The school will provide a quality physical education program that helps develop knowledge, attitudes, skills, behaviors, and confidence needed to be physically active for life.
- Staff development will include instruction in life-long physical activity as part of the normal course of staff in-service.

#### **School-Based Activities Designed to Promote Student Health and Wellness Goals**

- The school will provide a clean and safe dining area where students have adequate time to eat.
- The school will ensure students have access to school meals with a minimum wait time.
- Students will have access to drinking water throughout the school day.
- The use of food as a reward is discouraged; however, food that is used occasionally as a reward must be nutritional (see list below) and must be approved by the school administrator.
- Physical activity will not be used as a deterrent or punishment.
- Sufficient nutrition and ample physical activity will be provided daily.
- Fundraising efforts will support healthy eating when possible.
- The school will adhere to nutrition guidelines identified within this regulation.
- Foods and beverages offered at school functions outside of the school day will include healthy alternatives when practical.

#### **Diocesan Nutritional Standards**

The hot lunch program nutritional standards are determined by the Department of Public Instruction. The hot lunch program is required to follow all DPI regulations regarding nutritional standards for the meal program. The following guidelines apply to foods served outside of the school hot lunch meal program, such as morning snacks, parties, and treats:

##### **Food**

- The school will encourage the consumption of nutrient dense foods such as whole grains, fresh fruits, and vegetables.
- The sale or consumption of candy by students will not be permitted on school grounds during the school day. (Candy is defined as any item containing sugar, corn syrup, molasses, corn sweetener, honey, etc. as one of the first two ingredients.)

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#### Beverages

- Only milk, water, and 100% fruit juices will be consumed or sold on school grounds both prior to and throughout the instructional day.
- Drinks must be in clear, non-colored bottles with a secure cap. (Special exceptions may be granted at the principal's discretion.)
- The sale or distribution of beverages with less than 100% fruit juice may begin at the conclusion of the instructional day.

#### Snack Time – Approved Snacks

Mid-morning snacks need to promote nutritional quality and therefore should mostly be fruits or vegetables. Eating the recommended amounts of fruits and vegetables helps lower the risk of heart disease and high blood pressure. The list of approved snacks consists of the following:

- Fruit of any kind, whole or peeled
- Vegetables of any kind
- Dairy and Grains
  - Low-Fat and Fat-Free Yogurt
  - Low-Fat Cheese
  - Whole Grain Crackers
  - Granola and Cereal Bars
  - Baked Tortilla Chips
  - Rice Cakes
  - Popcorn
  - Low-Sugar Cereals
- Trail Mix, Bagels, English or Breakfast Muffins, Toast (pre-spread)

#### Birthday Treats

It is recommended that birthday treats comply with the items listed above. Other birthday treats that are non-food might include stickers, pencils, pens, bookmarks, and trinkets. If you want your child to bring "sweets" for a treat, it will be served as dessert at lunchtime.

#### Fundraising

All fundraising projects (the sale and consumption) within and prior to the instructional day will be required to follow the Diocesan Nutrition Standards when determining the items being sold. Items that are sold that do not meet these standards may be acceptable for student consumption within moderation and on an intermittent basis as allowed by the DPI. The school principal shall be responsible for granting any exceptions.

**VOLUNTEER DIRECTIONS FOR VIRTUS TRAINING**  
**AND**  
**ON-LINE BACKGROUND CHECK**

**VIRTUS Training Session**

Website: <http://www.gbdioc.org>

- Go to “Protecting Gods Children” (tab on top of page)
- Click: VIRTUS
- Go to “What is VIRTUS” (2<sup>nd</sup> paragraph)
  - To register for a class click on: virtusonline.org
  - To view/print scheduled workshops dates click on: Virtus workshop dates
- On the left side of screen click on: Registration (yellow)
- Read directions carefully and complete registration process.

**Background Check**

Website: <http://www.gbdioc.org>

- Go to “Protecting Gods Children” (tab on top of page)
- Click: Background Checks
- Go to paragraph 3 “How do I complete a background check?”
  - Click on: eAppsDB
- Login Page: if you do not have a User ID/password click on the blue - [click here](#)
- Primary Parish/School/Agency: Go to the dropdown box and scroll until you find our parish/school. These are listed alphabetically by city - click on this.
- Access Code: gbdioc04 (zero4)
- Continue to read directions and fill in boxes carefully.

(There are 10 sections that need to be completed. Each section will have a red X next to it. Once you have completed a section the red X will turn into a green check. When all 10 sections have a green check you can submit the application.)

**Read Instructions Carefully.** Make sure you fill out all information with an \*.