



DIVINE SAVIOR CATHOLIC SCHOOL

Parent-Student Handbook

2023-2024

Education for Life...Faith for Living

**Welcome to
Divine Savior Catholic School**

Revised August 2022

Welcome to Divine Savior Catholic School

This Divine Savior Catholic School Handbook is dedicated to all the parents of Divine Savior Catholic School and contains the practical school directives, regulations, and rules to help maintain a high standard of academic excellence and moral growth.

Your help and cooperation in using this handbook will provide the best education possible for your children. Please keep this book in a handy place for easy reference. **Please note that Divine Savior Catholic School reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.**

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School Office Hours: Monday – Friday
7:00am – 3:00pm

Divine Savior Catholic School is fully accredited by the Archdiocese of Milwaukee and the Wisconsin Nonpublic School Accrediting Association and each year participates in the evaluation process of each organization.

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DIVINE SAVIOR CATHOLIC SCHOOL MISSION STATEMENT

The Mission of Divine Savior Catholic School is to provide an environment for children to excel personally, academically and spiritually. Together we share in the mission of Divine Savior Parish to foster a faith-filled community where Catholic values are learned through prayer, service and love. Our goal is to use these values to develop lifelong learners and compassionate leaders.

DIVINE SAVIOR CATHOLIC SCHOOL PHILOSOPHY

Divine Savior Catholic School, in partnership with parents, is focused on the continuous formation of the whole Christian person. Our learner-centered curriculum maintains high academic standards and nurtures the development of a life-long love of learning. Students are actively engaged through the use of a variety of instructional methods and emerging technologies that promote collaboration and higher level thinking skills. Within a welcoming, Christ-centered environment, students are made aware of their role as members of the Christian community through the teaching of Catholic doctrine, participation in liturgy and worship, preparation for the sacraments and involvement in service projects. Members of our school community are encouraged to live as Disciples of Christ, serving all people by sharing the gifts and talents received from God.

OUR BELIEFS

- We believe that it is our responsibility to provide a current and well-balanced curriculum that provides for the educational needs of every child.
- We believe that all students can be successful, according to their own abilities.
- We believe in, recognize and encourage the individual differences, the capabilities, the uniqueness and the talents in our students.

- We believe that the students can experience Jesus through prayer, Scripture, the celebration of the Eucharistic Liturgy and service to others.
- We believe in the positive development of moral and Christian values through the example and strength found in the teachings of Christ and his Church.
- We believe in encouraging respect for all life through awareness of the key principles of Catholic Social Teaching.
- We believe that students must reflect Christian attitudes and actions as they relate to each other and every member of the school community.
- We believe that the education (academic and religious) of the student is the joint responsibility of staff, parents and students.
- We believe that the school is a vital part of our parish community.

Revised February 2016

NON-DISCRIMINATION POLICY

The philosophy of Divine Savior Catholic School is based on the Christian social principles of the Gospel message – to love and to respect the rights of all people. It is the policy of the school that we shall not discriminate on the basis of race, color, and/or national or ethnic origin in the administration of our educational policies, admission policies, financial aid, athletics, and other school programs. Divine Savior Catholic School reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school, or whose behavior or attitude is disruptive to the functioning of the student body.

Rights & Responsibilities of Parents

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff. (1312)

ADMISSION, EARLY ADMISSION, REGISTRATION, TRANSFER, WITHDRAWAL

General Admission Statement

Divine Savior Catholic School respects the parents as primary educators of their children and provides opportunities in an atmosphere, which reinforces the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the parish/school community in a cooperative relationship. Divine Savior Catholic School respects the dignity of the child. Neither race, color, ethnic origin, nationality nor any other form of discrimination shall prevent a child from being accepted in our school or religious education programs.

The Catholic schools offer programs of education and formation for children and youth to all who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. The Catholic schools shall not be a refuge for parents/students who seek to avoid integration in the public schools.

1. Families are admitted into the school community when, on the basis of a personal interview, the pastor/parish director or designated authority judges the interest and motivation to be in accord with the highest order of Catholic education. The pastor/parish director is the final authority on the admission of a student into the school. This decision is not subject to appeal to the School Advisory Commission.
2. All students are on probation during the first calendar year of their attendance at a Catholic school. Schools are to develop a screening process for all new students entering the school. During the first calendar year probationary period, the school shall determine through this process whether or not it can meet the needs of the students. The principal shall make the final decision regarding the continued enrollment of the student. This decision is not subject to appeal to the School Board or School Advisory Commission.
3. Students who enter the Catholic school from a home-school program shall be placed in a grade level following an academic assessment determined by the administration.
4. In the admission of students to elementary schools, priority consideration shall be given to these criteria in the following order:
 - To all children currently enrolled
 - To children of families with siblings currently enrolled in school

- To children of parishioners (in case of a parish school)
- To children from other Catholic parishes
- To children of other religious affiliation

Divine Savior Catholic School does not have programming or staff to meet the needs of students who have emotional and/or psychological problems. Acceptance of students with such needs typically does not take place. If after time in the school, a student develops emotional or psychological problems; their continued enrollment in the school will be at the discretion of the principal. As a private school, we exercise the right to determine if DSCS can or cannot meet a given student's needs. The final decision on admission is at the discretion of the principal and pastor.

All students are on probation during the first semester of their attendance at DSCS. All new students are subject to a screening process. During the one calendar year probationary period, DSCS shall determine through this process whether or not it can meet the needs of the student.

Gender Identity

All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun". Students will be required to use the bathroom and locker room which matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student. Students may not take "puberty blockers," even if self-administered, on parish or school property, with the purpose of a potential or actual "gender assignment".

Registration

1. Registration for the new school year begins in February. Forms are to be filled out in ink or electronically, and returned as quickly as possible to the school office.
2. New Registrations: Families new to the school are asked to contact the parish office (located in the school) to complete parish membership before registering children in the school.
 - a. New families of any religion are always welcome to enter the school. Staff will be happy to arrange a meeting to better acquaint newcomers to the school.
 - b. The appropriate registration forms and records need to be completed and returned to the school office.

Admissions to Kindergarten (3, 4 and 5 yr. old) and First Grade

1. No child may be admitted to 3-year-old Kindergarten unless he or she is 3 years old on or before September 1 in the year he or she proposes to enter school. If the student enters upon turning 3 after September 1st it is required that he/she will repeat the program the next year.
2. No child may be admitted to 4-year-old Kindergarten unless he or she is 4 years old on or before September 1 in the year he or she proposes to enter school.
3. No child may be admitted to 5-year-old Kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.
4. No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1 in the year he or she proposes to enter school. (Wis. Statute 118.14)
5. No child will be admitted to any grade if not toilet trained unless under the care of a doctor.

Early Admission into First Grade or Kindergarten

It should be understood that only parents with children whose birthdays fall prior to December 1st but after September 1st may apply for early admission. The procedures for admission of underage children are as follows:

1. The parent applies to the principal. An interview is held to determine reasons for requesting early admission to first grade or kindergarten.
2. The principal informs the parent of the acceptance or denial of enrollment decision.
3. Admission to first grade or kindergarten is considered being on a trial basis. If within a reasonable period of time the child does not adjust to the school situation, the principal may request that the parents withdraw the child and enroll him or her at the regular age. (Archdiocesan Policy 5111.1)

Withdrawal or Transfer

When a student will be withdrawn or transferred to another school, please contact the school office as soon as possible. This will need to be done in writing.

The process includes:

1. Completing forms for the transfer of records to the new school.
2. Finalizing the payment of all necessary fees. Please note, early withdrawal of a registered student will be refunded based on trimester. Once a student has started a trimester, there will be no refund for that trimester. The school year consists of 3 trimesters.
3. Returning books and supplies belonging to the school.

ADVANCED PLACEMENT REQUESTS

A student may be accelerated one grade level in exceptional cases. Acceleration should be considered upon the recommendation of the student's teachers and must have the approval of parents. The principal will consult with the Office for Schools prior to making the final decision on an individual student's acceleration. Utilization of all available local resources within the school and community in the assessment and educational program modifications for the student(s) in question will be a part of the process.

Intellectual, developmental, social and emotional factors will be taken into consideration before any final decisions are made. Any arrangements for acceleration are on a trial basis for a mutually agreed upon amount of time before becoming permanent

The following will be some of the required assessments prior to any student acceleration:

1. End of the Year tests for the year being skipped are taken.
2. Beginning of the Year tests of the year entering are taken.
3. ITBS scores are taken and/or evaluated.
4. Meetings with parents to discuss the test results of all mentioned above.
5. 6 week trial period in the advanced grade.

Ongoing communication with the parents must be done to keep up with the achievement of the child. If at any time the teacher, principal and parents feel the child is not performing at the grade level he is in, the child may be placed in the appropriate grade.

ATTENDANCE, ABSENCE, TARDINESS, EARLY DISMISSAL, VACATIONS

Attendance Daily

Students are expected to be in school for all scheduled school days. Please note that an excused absence or tardy is still considered an absence. All absences/tardiness count on the child's report card as time missed. Regular attendance is expected of each student in compliance with the law.

Absence/Tardiness

In the event your child is absent, please call the School Office (262-692-2141) to inform us that your child will not be in attendance. This should be done before 8:30am.

A student is considered a ½ day absent if more than 1 ½ hours of school is missed in the morning or afternoon. Less than 1 ½ hours missed of the school day, for an excused reason, is still one full day present.

Any child absent due to illness for more than 3 consecutive days must have a doctor's note upon return.

Advance Absence/Family Vacation

For absences known in advance, please complete an Advanced Absence Form, which can be obtained in the school office.

Family Vacation

Student: Family vacations during school days are discouraged. Assignments made during such a time cannot substitute for classroom instruction. Homework is to be given prior to family vacations at the discretion of the teacher. All tests and assignments must be made up within a week of return to class.

Parent: When parents leave town and put their children in the care of other adults, please remember to send a note to school notifying the office of this. If this adult has the authority to sign permission slips, school papers, be contacted in an emergency/illness and/or pick up your child, you must inform us of this.

Archdiocesan Attendance Policy (5112, 5113, 5123)

It is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance. A pupil who is absent from school without an acceptable excuse for part or all of five days on which school is held per semester is considered habitually truant. In compliance with Wisconsin State Statute 118.15, a child may not be excused from school by a parent for more than ten days in a school year.

Absences are sometimes necessary due to illness, death in the family, a doctor or dental appointment, or whenever the principal considers that exemption from attendance is in the best interest of the pupil. All absences, excused and unexcused, must be recorded in the legal attendance records.

Principals are authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing.

DSCS may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for

enrollment of the student in the school for the remainder of the current school year or the succeeding school year.

Compulsory School Attendance does not apply to any child who is temporarily not in proper physical or mental condition to attend school but who can be expected to return to his or her program upon termination of his or her illness or condition.

The certificate of a licensed physician, dentist, chiropractor, optometrist, or psychologist shall be sufficient proof of the physical or mental condition of the child and of the expectations for the child upon termination of the child's illness or condition. An excuse shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

Pupils continually absent or tardy without sufficient cause should be referred to the school nurse, social worker, or persons assigned to the responsibility. There is no legal number of absences, which if exceeded, leads to automatic retention.

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age. Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

Process and potential consequences school may impose for excessive tardiness and/or absences

- In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.
- There is no legal number of absences which, if exceeded, leads to automatic retention of a student.
- A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.

A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused. A student who is absent from school is normally not allowed to participate in after school or evening activities. The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after school or evening activity.

School Hours

6:30 am	Morning Care begins for registered students
7:25	Children are allowed into the school and classrooms
7:35	Classes begin
10:00-10:15	Recess for Grades K3-4th
11:30	Half-day students dismissed
11:35-12:25	Lunch and Recess
2:38-2:40	Dismissal (1:38 Wednesday dismissal)
2:40	RL Bus Departs

Morning Drop Off

● Students will enter the doors from the parking lot **without** a parent. (Door #8)
(We have made an exception for only 3k students who need help getting in the door or who may have difficulty separating- it is our hope that parents will gradually bring this to an end & separate at the door once your child is ready)

● K3-K5 students will be met by a teacher or aid.

● 1-8 students will be directed by staff members to their classrooms.

If a parent needs to enter the building, they MUST enter through the office and sign in.

Leaving School During the Day

It is occasionally necessary due to doctor or dentist appointments or emergencies to leave early. If parents know about these appointments in advance, they are asked to notify the school by phone or in writing. Parents are then to come to the office to sign the student out. Please do not ask the child to meet you outside or to be waiting by the door. This serves as a form of protection and accountability.

Early Arrival

Students are not to be at school before 7:25 A.M. The school is not responsible for supervision before 7:25 A.M. Therefore, a parent/guardian needs to be with them until their class begins or students need to be enrolled in the DSCS Morning Care Program.

Late Arrival/Tardiness

The school day begins at 7:35 A.M. Arrival after 7:35 is considered tardy. All students arriving to school after 7:35 a.m. must sign in at the office before going to their classroom. Excessive tardiness will result in a communication from the principal.

ALCOHOL AND OTHER DRUG POLICY

The possession, distribution, use of, or being under the influence of alcohol or controlled substances, or the possession of drug related paraphernalia while on school premises, on school sponsored transportation, or at school sponsored activities hosted primarily for students.

“DRUGS” shall mean:

1. All controlled substances prohibited by law.
2. All alcoholic beverages.
3. Tobacco and tobacco products including cigarettes, e-cigarettes, vaping, snuff and chewing tobacco.
4. Any prescription or over the counter drug, except those for which permission to use in school has been granted in accordance to school policy.

The School and Parish prohibit the use, possession or distribution of any drug;

1. During school hours
2. On parish/school property
3. On school buses or transportation provided for school events or parish events.

BLOOD BORNE PATHOGENS

Annual training of Blood Borne Pathogens is mandatory for persons coming in contact with school children. Training sessions are scheduled by the school.

BULLYING

Divine Savior Catholic School has a Zero Tolerance Policy regarding bullying. As a Catholic School, all individuals have the right to a bully-free environment.

Bullying at Divine Savior Catholic School will be defined as an intentional, repetitive, power based behavior. It could include, but is not limited to:

- Threatening or insulting a student
- Physical aggression
- Holding someone down
- Making jokes about an individual
- Purposely ignoring someone
- Name-calling

- Making unfriendly gestures
- Spreading rumors about an individual
- Sending texts, emails or social networking to do any of the above

All adult individuals in our school community have the responsibility to come to the aid of anyone who is being bullied. Students have the responsibility to report any bullying to the adult on duty or the school Principal. Every incident of bullying, no matter how small, will result in an age appropriate consequence according to the severity of the incident.

BUILDING SECURITY

To ensure student safety, all parents, or other visitors and volunteers, who wish to enter the school building are required to ring the bell at the parish center door and sign in at the school office first. All other school doors will be locked during school hours. Divine Savior Catholic School will have one designated visitor entrance, the Parish Center entrance. Signage will be in place at school doors to direct visitors to the main entrance.

Students and staff are reminded not to open doors for anyone. Staff members will approach any person within the school building who is not recognized, introduce themselves and ask who they are and the reason they are here.

Any uncooperative visitors will be reported to the office immediately, and school personnel will take appropriate actions/steps.

Parents are not to drop off materials, lunches, etc. for their children at their classroom. This disrupts the learning process and continuity in the classroom. Please come to the school office and a staff person will deliver the materials to the students as soon as possible.

If a parent would like to visit the child's classroom, please make arrangements to do so in advance with the classroom teacher. When there is a special function and all parents are invited into the school or classroom, they may go into the school without checking into the office.

CELL PHONES/ELECTRONIC DEVICES

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone **only if absolutely necessary**.

Students are allowed to have cell phones at school. However, phones must be turned off and turned into their classroom teachers. Baskets will be provided for cell phone storage.

Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses, field trips, and extended day. Parent permission to carry a phone and/or electronic device must be on file in the school office.

- 1st infraction - students will have their cell phone and/or electronic devices taken away and returned at the end of the day and a parent will be notified.
- 2nd infraction - students will have their cell phone and/or electronic devices taken and locked up in the office until a parent can come to school to retrieve it.
- 3rd infraction - students will no longer be allowed to bring a cell phone and/or electronic devices to school until a parent conference with the principal is held.

Divine Savior Catholic School is not responsible for lost, damaged or stolen phones, iPod's or electronic gaming devices.

CHEATING

Students in all grades must complete their own work at all times. This includes special projects, long-term assignments and composition assignments.

If a child is found cheating, he/she will receive a zero for the work. A detention will be issued.

Some examples of cheating are:

- Copying another student's work
- Plagiarism
- Using cheat notes
- Turning in work that has been completed by anyone other than the student

CHILD ABUSE REPORTING/SUICIDE PREVENTION

According to Wisconsin State Law (48.981), any school administrator, teacher, or related professional who has reasonable cause to suspect child abuse or neglect or who has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will occur, is obligated to report the case within 24 hours by telephone or visit to the local County Child Welfare Agency, the County Sheriff's Office, or the City Police Department.

Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People (Article 4) requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety. (5140.1)

When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room. If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services. (6164.12)

Class Sizes

Divine Savior Catholic School will maintain class sizes with a student to teacher ratio that allows each class to succeed personally, academically and spiritually. The student's ages and needs, in addition to staff availability, will be taken into consideration when determining an appropriate class size. Divine Savior Catholic School will maintain a ratio that allows for appropriate supervision and classroom management.

COMMITMENTS TO PTA & FUNDRAISING

This source of funding contributes vitally to the generation of revenue necessary to meet the school/parish budget. Each family is required to contribute to the success of these fundraisers by choosing to participate in a designated number of fund-raising activities which would yield the budgeted profit. Based on the number of attending families, the amount of volunteer commitments, per family, will be announced at the beginning of the school year.

When you have a child at Divine Savior Catholic School you are automatically a part of the Parent Teacher Association. As a group, we have a financial obligation to the Parish. We raise this money

through fundraising. Anything raised beyond this amount is used to better the school through various purchases for the classrooms, school facility and grounds.

COMMUNICATION

Weekly Communication

A weekly Divine Dispatch is emailed each Monday highlighting the events of the upcoming week. Please read! Each student who is the oldest family member attending Divine Savior Catholic School will be given a folder during the first week of school. The purpose of this folder is to relay important information from school to parents. All notices, calendars, information, permission forms, etc. will be placed in this special folder or emailed to your designated email address. Please check it weekly for important materials! We call this their “Weekly Folder”. Please return this folder, to your child’s teacher, before the Thursday of each week, so we can work on preparing folders for the upcoming week.

Messages to Students

Parents who need to give a message to their child(ren) during the school day may do so by calling or emailing the school office and leaving a message with the secretary. The message will be delivered to the child as soon as possible. Parents please do not disturb teachers when they are teaching. We are liable for the entire class. If urgent or time sensitive, please call and speak to the secretary.

Parent and School Communication – Family Changes

It is imperative to notify the school of any changes regarding marital status, custody, address, work, phone, cell phone, and email changes so we can update your Family Health and Emergency Contact Form. In addition, if any major illnesses, hospitalizations, deaths, changes in family composition, etc., occur, please notify the school office. These matters often affect children and their learning. The office, in turn, will notify the appropriate staff.

Parent and School Communication – Parent Concerns

Parents with a concern are encouraged to first contact their child’s teacher. Please do not call teachers at home. Teachers have been advised not to take parents’ calls at home. Parents wishing to discuss concerns or a student’s progress, other than at normally scheduled conference times, may do so by sending a note or leaving a message for your child’s teacher. Parents and teachers should not conference in halls, outside classrooms, or other settings. Children deserve the time involved in holding a conference.

In listening to your child’s concerns, we ask that you listen, but not form opinions or make judgments until you have met with the teacher. Children’s perception, though very real to them, may be very different or misunderstood from what actually occurred or was said.

Appropriate channels of communication, as suggested by the Archdiocese, are as follows:

1st Level: parent and teacher meet (at either's request)

2nd Level: parent, teacher, and principal meet

3rd Level: parent, teacher, principal and pastor meet

When these steps do not result in resolution, we move to a formal grievance procedure as outlined below:

If a parent or student has a concern or complaint that has not been satisfactorily resolved at the level at which it has arisen, a grievance may exist. To maintain harmony within the Christian community, grievances should be addressed in an atmosphere of mutual respect and compassion so that an equitable resolution can be reached.

In a Catholic parish/school, grievance procedures are not legal hearings and are not intended to apply to complaints alleging criminal behavior. Neither party shall be permitted to have legal counsel at such meetings.

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within ten days of the initial meeting with the employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.

All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution. If mutual resolution does not occur, the parent or guardian may provide the pastor or school president, with written documentation of the unresolved concern and the steps already taken.

The pastor/president may attempt to resolve the situation in one of the following ways:

- The pastor/president may convene the parties in an attempt to reconcile the concern.
- The pastor/president may contact the appropriate archdiocesan office for assistance in reconciling the concern.
- The pastor/president may convene a local grievance committee to review all details of the concern.

The committee will submit a recommended resolution to the pastor/president for final consideration. Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Board of Directors, School Advisory Commission, School, and/or Parish Pastoral Council is not involved in the grievance proceedings and is not a source of appeal.

COMPUTERS AND TELECOMMUNICATIONS

Any person wishing to use the school's computers and/or telecommunications equipment is required to sign an Acceptable Use Policy before using such equipment.

COMPUTER NETWORK RESPONSIBILITIES

(As recommended by the Archdiocese of Milwaukee)

Internet Rules:

Students are responsible for good behavior on school computer networks just as they are in a classroom or hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The computer network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parental permission is required for minors. Access to the computer network and the Internet is a privilege, not a right. Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the school/parish standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they are exposed to other information sources such as television, telephones, movies, radios and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws

- Damaging computers, computer systems or computer networks
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Going to social sites
- E-mailing other than for school purposes

Depending on the violation, one or more of the following sanctions may be invoked:

- Loss of access to the equipment
- Additional disciplinary action
- Notification to law enforcement agencies

CONCILIATION/GRIEVANCE PROCEDURE

Archdiocesan policy provides guidelines to be followed if a parent were to question principal/pastoral decisions. A copy of this policy is available in the school office.

CONFERENCES

Parent-Teacher conferences are held twice a year. The first one is mandatory and must be attended by at least one parent/guardian. Specific information will be sent via Family Mail prior to conferences.

Special conferences may be requested at other times by parents or teachers. Please call the school office or leave a written message for the teacher. You are welcome to confer with a teacher between 7:00-7:20am or after 2:45pm by appointment.

There may be occasions when differences of opinion occur between a parent, a teacher or a student. The usual procedure would be to schedule a meeting between the parent and the teacher. If satisfaction is not fully reached, then a meeting should be arranged with the principal. If further concerns still remain, the principal will arrange a meeting with the pastor. Parents are encouraged to confer with the principal at any time. If an appointment is preferred, this can be easily arranged. Please email the teacher.

Telephone messages to the principal from parents will be returned as soon as possible.

CURRICULUM

Our curriculum follows the guidelines of the Archdiocese of Milwaukee and the Wisconsin Department of Public Instruction. Along with the Accreditation Process these standards for curriculum are checked and updated. To see the complete DSCS curriculum handbook, please reference our website. www.dsoll.org/curriculum curriculum guides 6143

DISCIPLINE

Let Christ's Light Shine Through Your Actions

SOAR LIKE AN EAGLE

The purpose of the DCSC Behavior Management System is to promote positive behaviors and to prevent inappropriate behaviors to create a safe and supportive environment where all students can excel personally, academically and spiritually.

DSCS Discipline Policy

Although each teacher may establish classroom rules, we have school-wide guidelines all students are expected to follow. They are:

1. We care how others feel.
2. Everyone has a right to learn and to be safe.
3. We care about our property and the property of others.
4. Jesus said, "Love one another as I love you." (John 15:12)

Divine Savior Catholic School SOAR Code of Conduct

Respect Others

(Teachers, Staff & Classmates)

Respect Your School

(School and Personal Property)

Respect Yourself

(Doing your best at all times, Using appropriate Language)

Our PBIS (Positive Behavior Intervention System) Expectations are as follows:

Strive to Shine

Own Your Words & Actions

Always Be Prepared

Respect God's Creation

Discipline problems are to be handled by the classroom teacher who will clearly state expectations and consequences to the students, reinforce, remind, and redirect students to expectations as needed. Our younger classrooms use various management systems to help students develop positive behavior. If a problem becomes severe, or no progress is being made; a) telephone parents with information and expectations (the principal is to be notified of the calls), b) arrange a teacher-parent conference, c) arrange a teacher-parent-principal conference. If problems continue, the student may lose privileges and be suspended from class.

WELCOME TO SOAR- *Let Christ's Light Shine Through Your Actions*
Grades 4th -8th

The Goals are:

- To focus the efforts of our students, parents, faculty, administration, and support staff on the same goal – educational excellence;
- To encourage our students to take responsibility for their actions and learning;
- To teach our students to treat others with respect and courtesy; and
- To provide our students with a positive atmosphere of order and discipline so they may concentrate on their primary purpose for being in school – getting an education.

With a commitment to Project STAR, we know that our students will succeed in achieving a positive DSCS experience through academic achievement, behavioral development and social awareness. We ask that our students work toward STAR academics & STAR behavior.

SOAR Overview:

Student responsibility for behavior is clearly a choice. The role of the administration, faculty and support staff is to maintain a Christian, caring and dignified approach to discipline, whereby positive student behavior is encouraged.

Students who demonstrate responsible and Christian behavior will be recognized for their accomplishments. Consequences for those who choose inappropriate behavior are clear and systematic.

Logical and understandable consequences for inappropriate student behavior will be used by all teachers and staff. A student's accumulation of demerits may determine a need for more severe consequences.

SOAR Card:

At the beginning of each trimester, students will be issued a SOAR Card by his/her teacher. The SOAR Card will be used to record demerits for inappropriate behavior. The teacher who issues the demerit will initial the SOAR Card and will date the offense. Students will then write a

reflection addressing the offense in connection to The Fruits of the Spirit and a copy will be sent home to be signed by a parent or guardian and needs to be returned. In this way, we hope to allow DSCS students the opportunity to learn from the mistakes they make and offer them a chance to see the Holy Spirit at work in their lives and actions. At the end of each trimester student's SOAR Cards will be collected and new SOAR Cards will be issued.

Teachers will review the behavior reflection sheets to look for patterns of behavior, repeated behavior concerns, etc. If problems continue a conference will be arranged with the parents, teachers and the child to develop a plan for improvement of behavior.

Students can also earn GOLD SOAR Cards for positive behavior. Teachers and staff members will be on the lookout for positive behavior in accordance with the Fruits of the Spirit. These actions will be highlighted and honored with a GOLD SOAR slip.

The Fruits of the Holy Spirit

When we cooperate with the graces and gifts we receive from the Holy Spirit, we grow as followers of Jesus. We see the effect of the Holy Spirit's presence in our lives in special qualities and attitudes that we develop as we grow in faith. The Church identifies these qualities and attitudes as the fruits of the Holy Spirit. The twelve fruits of the Holy Spirit are signs that the Holy Spirit is alive within us and helping us live the Catholic faith in our daily lives.

Love—We exhibit the virtue of charity, or love, by our unselfish devotion and care for God and our neighbor.

Joy—We live with joy when we recognize that true happiness comes, not from money or possessions, but from knowing and following Christ.

Peace—We are freed from worrying about trivial things because of the inner peace we experience with God in our hearts. We work and pray for peace throughout the world.

Patience—We demonstrate patience by treating others with thoughtfulness and tolerance. We know that we can overcome the temptations and sufferings of life because God is always with us.

Kindness—We live the virtue of kindness by treating others as we want to be treated.

Goodness—We exhibit goodness when we honor God by avoiding sin and always trying to do what we know is right.

Generosity—We demonstrate the fruit of generosity when we share our gifts and possessions with others.

Gentleness—Gentle people act calmly and avoid actions that might lead others to anger or resentment.

Faithfulness—We are faithful when we live out our commitment to the teachings of Jesus, the Scriptures, and the Catholic Church.

Modesty—We exhibit modesty by being pure in our thoughts, words, and dress.

Self-control—We exercise self-control by working to overcome the temptations we face and by trying, always, to do God’s will.

Chastity—We live the virtue of chastity when we use the gift of sexuality wisely, according to God’s plan.

Distance Learning Policy

Preparation

- It is the responsibility of the teachers to familiarize themselves with the necessary platforms to ensure that they are ready in the event that we will be teaching virtually again. Online trainings for many formats are available and should be utilized.
- Teachers will create lessons for students and parents to help them become familiar with the technology platforms. This will take place in the classroom or virtually at the start of the school year.
- Teachers will prepare some lessons and activities that can be routinely done virtually as well as in the classroom. Example: online fact practice, virtual writing journal, states & capitals practice, letter identification, online spelling & vocabulary work, etc.
- Parents will work with teachers to familiarize themselves with virtual platforms used in their child/children’s classrooms.

Technology Platforms

- 3k-3rd grade *See Saw & Zoom & Google Meets*
- 4th -8th grade *Google Classroom & Google Meets*
- Other Programs: Epic Books, Spelling Classroom, Raz Kids, Prezi, Screencastify, Screencast-o-matic, Mobymax, Commonlit (3rd-8th), Flipgrid, Mystery Science, etc.

Distance Learning Website

- If we are forced to move to virtual learning again, we will use the same website that was created in March. All teachers will create plans to be posted on the website. The plans should include any links within them and they should also be submitted to the principal in PDF format by Sunday prior to the week.

<https://divinesaviorcsdistancelearning.wordpress.com/>

Blended Learning: (Some kids in class & some kids learning from home)

- For students uncomfortable returning, or COVID quarantined, there will be a virtual learning/live streamed option available to families.
- Teachers will need to plan for students who may not be in class due to health concerns, quarantine, or isolation. Create a plan at the very start of the year so that you are ready.
- Teachers will need to communicate with parents to set a plan.
- Parents will need to be responsible to help establish and implement plans with the classroom teacher.

Virtual Face-to-Face Meetings with Students

- **Large Group-** Large group meetings for all age groups must be offered at a minimum of twice per week. This includes ALL classes. Art, Gym, Music & Elementary Spanish will offer a face-to-face meeting at least once per week. (Middle school teachers should ALL be doing virtual face-to-face meetings as often as possible while delivering content) Teachers will be asked to keep a log of meetings.
- **Small Group-** Small group and individual meetings must be offered numerous times during the week. Teachers will be asked to keep a log of meetings.

Timely Feedback & Contact with Students

- Teachers are expected to give all students timely feedback. If packets are being used, teachers must develop a way to assess the work and give students feedback virtually. (Example: Assign the worksheet and correct it over Google Meets with the student)
- Teachers are expected to make contact with students daily. Those students who are not engaging, turning in incomplete work or work that is not up to expectations or those who need extra help and support should be met with even more frequently.
- **Reading Specialist-** Classroom teachers are responsible for reaching out to the Reading Specialist to help schedule and guide virtual instruction for students who need it.

Communication with Parents/Guardians

- All teachers should engage with parents/guardians. Email, newsletters, Zoom meetings and phone calls are all ways to communicate with parents. Parents of students who are

struggling will need more communication. Parents should feel like partners in the virtual learning process.

Communication with Principal

- Teachers will need to attend virtual staff meetings and participate in the discussions.
- Teachers will invite the principal to Google Meets or Zoom meetings to observe virtual teaching.
- Teachers will keep in contact with the principal and inform the principal when there are technology issues that may hinder the teacher's ability to complete the required virtual learning requirements.

Tuition & Virtual Learning

- If DSCS is forced to make a switch to completely virtual there will be no tuition refund. Divine Savior Catholic School is prepared to offer continued instruction for our students in grades 3K-8th grade. We will provide our students with quality educational experiences.

DIVORCE/SEPARATION

All divorced/separated parents are required to provide the school office with a current copy of the official court document stating custody arrangements.

If a non-custodial parent wishes to have mailings, copies of report cards, progress report letters, etc. sent to them, he/she must contact the school office with notification of their home address and current email address and what they wish to have sent.

As children often get confused, please provide the office with a written schedule of any custody/visitation schedules. This is extremely helpful in many situations.

DRESS CODE

We believe that the physical appearance of our students sets a tone for the important task of educating the students. Clothing that is neat, clean and modest most accurately reflects the academic and spiritual environment that our students encounter daily. The DSCS dress code is designed to encourage students to dress modestly for school, minimize distractions, limit safety concerns and promote school pride.

The following clothing will NOT be allowed:

- Clothing promoting drug or alcohol use.

- Clothing with inappropriate language or themes.
- Spaghetti strap shirts or strapless (Straps that are less than 2 inches in width).
- Clothing that is low-cut exposing midriff, or is too short (must be mid-thigh length or longer)
- Hats worn in the classroom
- Flip-flops or High Heels (closed toed sandals may be worn as long as the sandals have an ankle strap.)
- (Leggings *are* acceptable as long as they are covered with an appropriate length shirt)

*Please note this list is not inclusive. Questionable attire will be left to the discretion of the teacher and principal.

Mass Days

Children should wear their Sunday best on Mass days. No t-shirts, sweat pants, blue jeans, shorts, camouflage clothing, or hooded sweatshirts may be worn on days when students attend mass. The children may change after Mass.

Dress Code Enforcement

It will be the discretion of the teacher and principal as to the inappropriateness of an outfit.

First Offense – Written warning form sent home and parent signature required. Students may be required to put on appropriate clothing provided by the DSCS office.

Second Offense - Parents will be called to bring a change of clothing if possible. If not, the student will complete the class day in the office and parents will be required to provide an appropriate change of clothing which will be kept at school.



**** Students who do not have appropriate clothing will need to locate correct garments allowing them to be outside for recess**

DRILLS:

Fire

Students participate in fire drills once a month. This drill requires them to evacuate the premises quickly. Regulations set up by the State of Wisconsin Fire Code are followed.

Intruder

Our active intruder response includes providing staff and students with an option-based model. This means our staff and students will practice and participate in active intruder drills that will consist of learning how to barricade, lockdown, and evacuate to a safe location outside the school building. We have three intruder drills per school year. As the parent/guardian, you can help support us by reminding your child to take all drills seriously. We do not want the drills to frighten our students; however, it is necessary for all of our students to understand the importance of these types of drills. We pride ourselves on maintaining a safe environment for our entire DSCS community.

Tornado

A tornado drill is held in the spring of each school year where the students are required to seek shelter in a more protected area.

EMERGENCY CLOSING OF SCHOOL

Divine Savior Catholic School observes the closing of school as determined by the Northern Ozaukee School District in case of severe weather conditions. If Random Lake School District closes and Northern Ozaukee does not, all Random Lake bus students will be given an excused absence for the day missed. The announcement of school closing will be made through the NOSD Saf-T-Net ALERTNOW phone system and the Divine Savior Catholic School network of phone calls. The announcement will be made as early as possible on the following radio stations and television channels:

- Radio: WTMJ (620AM) WOKY (920AM) WISN (1130AM)
- TV: WTMJ (CH 4) WITI (CH 6) WISN (CH 12) CBS (CH58)

Two-Hour Delay

Students should arrive no earlier than 15 minutes before classes begin. There is no morning care on these days. Many times the school does not know until the last possible time before the school buses are to go out. In case of an emergency situation within the building, the pastor and the principal will determine closing the school. Parents will be notified as soon as possible.

EMERGENCY OPERATIONS PLAN (EOP)

Divine Savior Catholic School has developed an Emergency Operations Plan to help identify potential emergency events and to develop policies and procedures to address prevention,

protection, mitigation, response and recovery. This plan has been developed collaboratively with multiple stakeholders. This EOP will be reviewed every 3 years by the governing body of DSCS. (Pastor) It will also be reviewed by the Advisory Commission.

All staff members are expected to review the EOP on a regular basis, actively participate in regular drills, actively participate in training and actively participate in the review of the EOP.

FACTS

FACTS works with schools across the country to provide tuition management services that make education more affordable. Through our programs, parents can pay tuition and fees over time, using a variety of payment methods, making it easier to afford a quality education for their children. The school office will assist you upon enrollment in setting up your account. See also: Tuition, lunch, morning care or extended day.

FAMILY LIFE PROGRAM

Our Curriculum includes the Family Life Program, a program on Christian sexuality. Students in grades 4-6 participate unless a parent opts a child out. Families are provided with consent forms for their children. Books for the program are available for review. They may be checked out in the school office at any time.

Parents please note that the pamphlet entitled Parent Note is different than your child's book. If you have questions regarding the material in your child's book, please do not hesitate to contact the office to look at a sample.

FIELD TRIPS

General Information

Field trips, excursions, retreats, mission trips, and community service are integral components to learning that support the spiritual and social development of students. Educational trips, excursions, and community service activities are provided to enhance achievement, integrate students with their community, and develop the faith, skills, knowledge, and attitudes that are essential in the learning process. Educational trips are a rich source of authentic learning for all students. Field trips, excursions, and community service activities are recognized as a source of worthwhile learning activities that broaden students' experiences. All students should have the opportunity to access field trips and excursions that enhance the curriculum. School and parish administrators are responsible for establishing and implementing regulations and procedures for educational trips and excursions that follow these guidelines:

- The purpose and activities of the trip shall ensure worthwhile learning experiences that extend learning and are consistent with Roman Catholic values.
- All educational trips, excursions, and community service activities shall have appropriate approval.
- Due regard shall be given to ensure the safety and security of participants.
- Details of the trip shall be communicated to parents and the administration.
- Written approval of parent or guardian is required for participation of students in all field trips, excursions, and community service activities.

For field trips, excursions, and community service opportunities that involve high risk activities, each high-risk activity must be individually identified, and parent or guardian permission must be given or denied for each individually identified high risk activity.

- Administration of medication to a student while on a field trip must be done by a trained staff member/volunteer or the student's parent.
- Students are not allowed to leave the field trip unless signed out and removed by a parent.
- All chaperones must be 21 years of age or older.

All parish/school employees and all volunteers who have contact with minors must be Safe Environment Certified. An individual considered to be Safe Environment Certified has met the following three (3) requirements:

- Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. If someone has attended a live Safe Environment Education Training (SEE) session in another diocese and wishes to have the training reviewed for acceptance in place of the Archdiocesan SEE requirement, verification from the other diocese can be submitted to the Safe Environment Office for review. Approval is not guaranteed and will only be granted in certain instances.
- Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years. (See 4111.1: Criminal Records)
- Has reviewed and agreed to the Code of Ethical Standards for Church Leaders in the last five years.

Permission Slips

Because of insurance purposes each student must have an individual permission slip turned in for each field trip taken. One form per student (no siblings). The permission slip must be written in ink and have the student's name listed and be signed by the student's parent or legal guardian. Photocopies of permission slips are taken on the field trip. If any medical information is to be remembered, emergency numbers noted, or medication taken, it is the parent's responsibility to include that information on the permission slip form. The school is not responsible for consequences resulting due to the absence of information on the permission slip. If they do not have a signed permission slip they will be given schoolwork to do until the class

returns. Please do not expect us to accept oral permissions over the telephone. In case of an accident, this would not be valid in a court of law.

Cancellation

Students are to be sent to school anticipating their involvement in the field trip. If the trip has to be canceled or adjusted, we will do so and have a normal school day.

Chaperones

Chaperones may not bring children with them when they are chaperoning or attending a school field trip. Chaperones must stay with the students they are assigned to throughout the entire duration of the field trip.

Only adults trained in Safeguarding God's Children may chaperone or volunteer in the school. This is an Archdiocesan Rule. Please see the section entitled, "Safeguarding God's Children".

Transportation

Students and chaperones must be transported with their assigned group via the method determined for the field trip. This generally will be walking or by bus.

In rare instances where only a few students are involved, the school may ask for drivers in accordance with Archdiocesan policy. Drivers must have a seat belt for each child, complete a driver information form, and present a copy of their automobile insurance showing the following information: 100,000/300,000 minimum liability coverage, dates of coverage (must include field trip date) and name of insured (must include driver).

Walking Field Trip Permission Slips

A walking field trip permission slip is included in the "Registration Packet". This slip allows for students' participation in all trips within walking distance of the school.

Grading - Standards Based Grading

Divine Savior Catholic School requires teachers to use assessment and grading as an ongoing process in order to guide continuous learning

- Teachers will allow students to demonstrate learning in various ways
- Time for practice must be provided
- Retakes and revisions will be used in all classrooms. *A procedure for retakes/ revision must be in place and include the opportunity for extra practice and reteaching.*

- Feedback will be provided to students to reflect progress toward learning goals and inform instruction. Teachers will not provide a summative grade without providing the student with an opportunity to respond to formative feedback
- Homework will be based on identified learning targets and be used to check for understanding
- Assessments will be used to demonstrate mastery of learning targets
- *Teachers will not determine grades by using the mathematical average of scores collected over time.*

Divine Savior Catholic School will use standards based grading. These grades will reflect what students know how to do. (A 1 to 3 scale will be used in grades k-3rd. A 1 to 4 scale will be used in grades 4th-8th.)

- Teachers will determine grades based on mastery of standards. *Standards should have 3 to 5 pieces of evidence prior to determining the grade.*
- Teachers will ensure that students know what standards they are working on. *Student friendly learning targets are expected to be shared with students in all classrooms.*
- Teachers will use a variety of methods to assess learning.
- *Assessments will always be aligned to standards and these standards will be clearly identified.*

Divine Savior Catholic School will ensure that grades are transparent and are communicated to students and parents.

- Divine Savior Catholic School will ensure that grading practices are valid, accurate and consistent
- Divine Savior Catholic School will clearly communicate grading practices to students and parents.

- Students and parents will have access to feedback and grades. Teachers will have a plan in place to ensure that proper feedback is given to students and communicated to parents.

Divine Savior Catholic School embraces a growth mindset environment. Grading practices should support this growth mindset.

- Teachers will provide opportunities for students to set learning goals and help students to track their progress toward those learning goals.
- Teachers will provide detailed feedback to help students understand their progress toward learning goals.
- ***Teachers will not give a final grade on student work without offering formative feedback and an opportunity to redo/revise the assignment.*** Procedures for this should be built into the classroom and grading practices.

Divine Savior Catholic School understands that the role of homework is to check for understanding, provide feedback, and prepare students for summative assessment.

- Teachers will only assign homework that is clearly aligned to learning targets,
- Homework will be used to check for understanding and provide feedback. It WILL NOT be graded if the purpose was to check for understanding or for practice.
- Teachers will not assign homework that does not support growth toward identified learning targets.

HEALTH

Accidents/Emergency Services

When an accident occurs on the playground, in the classroom, gym, or anywhere on the school premises, the teacher/supervisor evaluates the extent of injury to determine the type of care needed. In case of immediate danger to a child's life, 911 will be called and parents/guardians will be contacted simultaneously. For this reason, it is always necessary for emergency forms to contain the most up-to-date phone contacts with parents or others listed.

In most cases, decisions regarding the seriousness of an injury rest with the principal/designee. All head wounds and injuries to limbs will require the parent to take the child home for further observation or treatment. We are allowed to clean cuts and scrapes only with soap and water, and then apply a bandage. Ice packs will be applied when necessary. This is the only first aid that can be administered by any school personnel. An accident report is placed in the school file. The attending teacher/supervisor is responsible for the filing of the report.

Allergies

Students with life-threatening allergies must have the following forms on file in the school office. These forms are to be completed annually:

1. Indemnity Agreement: This form is required by our insurance company and must be on file in the school office, prior to the start of each school year, signed in its entirety, in order for a student to be enrolled and for enrollment to continue.
2. Severe Allergy Form – Parent
3. Severe Allergy Form – Physician
4. Health Care Plan
5. Medication Forms (see Medication for Severe Allergy, below)

Communicable Diseases

These are to be reported to the school office immediately. Parents must follow school protocol related to students remaining out of school until the student is no longer contagious.

Fever/Vomiting

All children who are experiencing fever and/or vomiting must stay home from school, even if the fever can be controlled by Tylenol/Motrin. The student is not to return to school until their symptoms have been absent for at least 24 hours without the use of fever reducing medication.

Health Room/School Office

The office staffs the health room for children who become ill during the school day.

Temperatures can be taken and ice packs/Band-Aids can be dispensed. **Parents must pick up their child if they have a temperature of 100 degrees or more, vomiting, nausea, diarrhea, a**

suspicious rash or lesions, or any other condition/injury which prevents the student from returning to the classroom.

Hour Policy for Parent Pick-Up of a Child

If a child should become ill during the school day, the school will notify the parents/guardian. For the comfort of the child, **parents/guardians are required to pick up their child within one hour of notification.**

Immunization Law

Please be aware that the Wisconsin Student Immunization Law states that students are required to meet minimum required immunizations for each age/grade level. Please see Form #PPH4021, available in the school office, for current immunization requirements.

Waivers are available for religious, health and personal conviction reasons. However, if an outbreak of a vaccine-preventable disease occurs, students with waivers may be excluded from school until the outbreak ends. For more information, contact the Ozaukee County Public Health Department at (262) 284-8170 (local) or (262) 238-8170 (metro).

Lice

Guidelines for Students Infested with Head Lice/Nits

- 1) When a student is suspected to have head lice or nits, the parent/guardian will be contacted to arrange for the student to be transported home.
- 2) An Ozaukee County Public Health Department fact sheet on lice treatment will be given to the parent/guardian.
 - a) It is the responsibility of the student's parent/guardian to confirm if the child does have lice, to administer the proper treatment and to remove all nits from the student's hair.
 - b) It is necessary that the parent/guardian monitor the student daily for at least two weeks for any signs of re-infestation (nits or live lice).
- 3) Upon completion of the treatment and nit removal, the student may return to school.
- 4) In the event of a confirmed case of head lice, the school will notify all parents stating the information and encouraging them to take appropriate steps for their children.

DSCS Mask Mandate Policy

In the event that a state mandate is implemented requiring masks to be worn at school, Divine Savior Catholic School must follow accordingly, and require all students in 5K through 8th grade to wear a mask while inside the building. Students in 3K or 4K will not be required to wear a mask.

The few exceptions to this mandate are when the children are eating, drinking, or sleeping.

If your child has a medical reason to not wear a mask during the school day, Divine Savior Catholic School will require a separate doctor's note specific to mask wearing. You may hand in a physical copy to the school office or have your doctor's office fax the note to 262-692-3085. If we do not have a doctor's note on file, your child will be required to wear a mask during the mandated time.

Mask Expectations:

- Parents will wash masks frequently and provide a clean, sanitized mask daily.
- If a child enters school without a mask, the school will provide one for the child.
- All masks must be labeled with the child's name.
- Masks must be appropriate.

Medication Administration

1. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the school office.
 - a. Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the school office.
 - b. Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the school office.
2. Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of the prescriber, the name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.
3. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian. Non Prescription medication requires a Parent/Legal Guardian Medication Consent Form.

4. Medication will be taken by the child at the designated time administered by the school office personnel.

DSCS recognizes the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of trained school staff/volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher (refer to Form 5140.2c). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication. The parent must provide the school with a copy of a health care plan (refer to Form 5140.2d) for a student who requires an emergency prescription medication.

HOMEWORK

The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom, or home.

DSCS believes that the purposes of homework are threefold: to deepen students' understanding and skills relative to content that has been initially presented to them, to prepare students for new content, or to have them elaborate on content that has been introduced.

In most cases homework should be formative, allowing students to apply what they have learned in order to determine their level of understanding and need for further instruction. Homework is a developmental learning activity which should increase in complexity with the maturity and capability of the student.

As students mature, learning should become an increasingly independent activity. This should be established through consistent assignments, which encourage students to investigate for themselves and to work independently as well as with others. Teachers will establish and communicate a homework policy, design homework assignments that clearly articulate the purpose and outcome, and provide feedback to foster growth.

Homework, properly planned and purposeful in nature, should:

- Support growth toward identified standards and learning targets

- Support individual learning needs
- Be designed to check for understanding and provide feedback to foster growth

- Generally not be graded, but used to inform instruction and assessment

Teachers will do their best to coordinate homework assignments among teachers .

Homework will not be used as a form of punishment under any circumstances.

The Amount of Homework should be in the following range:

Level Maximum Time K (optional) 10 minutes

Primary 30 minutes

Upper Elementary 60 minutes

Middle School 90 minutes

- Parent involvement in homework should be kept at a minimum.
- The purpose of homework should be identified and articulated.

IOWA BASIC TESTING/AIMS TESTING

Students in grades 3rd, 5th & 7th grade, undergo testing in early-mid April. Please avoid scheduling students to be out of school during this time as we cannot guarantee students an opportunity to make up a test. Iowa basic testing data is used to help inform instruction.

Students in grades 5k-8th grade undergo AIMS testing three times a year. AIMS testing data is used to help inform instruction.

LITURGICAL WORSHIP

We celebrate our life experiences as a Christian community through liturgy and prayer. Our children participate in:

- Daily classroom prayer using a variety of media and methods, songs, formal prayer, spontaneous prayer, Scriptural reflection, along with an all school morning prayer shared over the PA system by the 5th-8th grade class.
- Students participate in Advent and Lent prayer services, monthly prayer services, and other religious celebrations throughout the year.
- Students attend Mass weekly on Thursday mornings and on Holy days. We encourage our parents to join us for our weekly liturgy.

LOST AND FOUND BOX

This is located in the main hallway. Please have your children check it periodically for lost items. Items not claimed by the end of the school year will be donated to charity. Please label all items to help facilitate their return.

LUNCH/MILK PROGRAM

Our school has a hot lunch program. Lunches must be pre-ordered monthly and will be billed through our FACTS program or via a check to the office. Milk is available everyday at an extremely low price due to the government subsidy available to us. It is billed through FACTS at the beginning of the year. The cost is communicated at the beginning of the school year.

LUNCH/RECESS

The lunch period/recess is from 11:35am-12:30pm in the school cafeteria/playground. Children in K3, K4, K5 and 1st begin at 11:35am. Children in the upper grades will begin lunch at 11:40.

Lunchroom Rules

Bad language, inappropriate screaming or yelling in the lunchroom is forbidden. Each student is responsible for throwing away any paper or disposable products into an appropriate container. At the end of the lunch period, students will be assigned to wash tables and remove the trash to the trash container outside. The supervisor in charge is to be treated with respect and authority. (They in turn are to treat the child with respect.) Respect is to be shown to other students.

Playground/Recess Rules

Everyone is required to share the equipment and be invited to play in the games. Any disrespect, pushing, fighting, cheating is forbidden.

Everyone is to be outside during recess after lunch unless there is an emergency or it is absolutely necessary to use the bathroom. On days when the weather does not permit outside play, the children will stay indoors but must show each other the same consideration as outdoor play. If a ball goes out of the playground, a student may go after it only with permission from the supervisor. Throwing or making snowballs is forbidden. This is for each child's protection. No deliberate kicking of balls on the school or church roof. Any accident that occurs will be reported immediately to the office/principal. Accident reports will be filled out and parents notified immediately.

Students are to be prepared for outdoor recess during cold weather with proper attire:

- Boots are necessary in snowy weather
- Snow pants are required of all students who wish to play in the snow at recess. All other children are required to remain in areas cleared of snow.
- Children go outside for recess unless the temperature or wind chill factor is below 0 degrees

Students well enough to be at school should be well enough to go outside for recess. There may be exceptional cases, but generally speaking, this is true. If a child is to remain in for a period of time, a doctor's statement is required.

M.A.S.H. PROCEDURES

The needs of students who may be experiencing difficulties, academically or otherwise, are addressed through our Learning Support Team. They are normally initiated by teachers, but can also be at a parent's request. The needs of struggling students will be met with our MASH program which is held each Wednesday from 1:38-2:15. Students may also be scheduled to work with our Reading Specialist.

MORNING CARE/EXTENDED DAY/SUMMER CARE

Morning Care Program

Available to registered students from 6:30am to 7:30am when school's in session. Morning care students should be dropped off at the school door located by the church. The 1st door will be unlocked and then you will then need to ring the bell at the second locked door. A staff member will buzz you in. **This is the only acceptable entrance for our morning care program.**

After School Care Program (extended day)

Available to registered students from 2:40pm until 6:00pm (1:40-6:00 on Wednesdays) when school is in session. Parents need to pick-up using the school door located by the church prior to 6:00. The 1st door will be unlocked and then you will then need to ring the bell at the second locked door. A staff member will buzz you in. Children will not be sent up alone to exit the building. **The Parent must sign students out.** All school directives, regulations, and rules in this handbook will apply to the Morning Care/Extended Day programs.

Summer Care

Divine Savior Catholic School offers a Summer Care Program. All students enrolled in DSCS are eligible to attend. Our intention is to provide quality care for our students with working parents. Our Summer Care Program opens at 6:30 a.m. and closes at 6:00 p.m. Monday through Friday except for the Independence Day holiday. Charges for this summer will be **\$5.00 per hour for the first child in the family, \$3.00 per hour for the 2nd child, and \$2.00 per hour for each additional child.** There is a \$25.00 per child (up to \$50 per family) registration fee to help offset the cost of supplies needed for this summer.

Due to scheduling of staff, purchasing of snacks and activity planning, we need to have your child(ren)'s care schedule **before 8AM Thursday of the week prior during Summer Care** to guarantee a spot for your child(ren). Schedules can be emailed to the Summer Care email address or turned into the summer care staff. Drop-ins are accepted if space is available; call the school office or email the summer care staff to check for openings. **During Summer Care, once schedules are received you will be charged accordingly.**

Fees

Morning and after school fees are billed through the FACTS program. Pick-ups later than 6:00 pm will be charged a \$10/minute fee.

PARKING

(see Transportation Home-Parent Drivers)

PROBATION, SUSPENSION AND EXPULSION

Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance.

Such action may be of three kinds:

1. Probation
2. Suspension
3. Expulsion

Action taken to suspend or expel students must be preceded by internal school procedures, and supported by defensible records.

The actions and procedures for probation, suspension or expulsion must be published in the school handbooks.

Final decision to expel a student rests with the secondary school principal or elementary school pastor.

Probation

A student may be placed on probation for a trial period by the school principal. After conferences are held with the student's parents or guardians and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

Suspension

1. Suspension is justified only in unusual circumstances and is normally an in-school suspension.
2. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
3. In-school suspension can be directed for varying lengths of time as decided by the principal but should not exceed five days. In-school suspension conditions are to be determined by the building principal. In-school suspension students remain the responsibility of the school.
4. Out-of-school suspension is considered a rarity and is the responsibility of the principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. The principal, immediately following a serious disciplinary offense, may give an out-of-school suspension.

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. A serious single offense may also be cause for expulsion.

Students, asked not to return the following year for behavior reasons, are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. These academic requirements are well articulated in the student handbook.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

1. The actions and procedures for probations, suspension or expulsion shall be published in the school handbook.

2. Actions taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
3. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. The hearing committee composition should be such as to ensure objectivity and procedures should be clearly identified in the school handbook.
4. The hearing committee makes a recommendation to the secondary school principal/elementary school pastor. The recommendation will be to:
 - a. expel
 - b. suggest other disciplinary actions in lieu of expulsion
 - c. exonerate the student of any wrongdoing
5. Before the hearing is held the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
6. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

Appeal

The student, or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish/secondary school with a recommendation about at which step of the procedure needs to be further processed.

PROGRESS REPORTS

Progress reports are sent midway through the trimester. This report provides communication between the teacher and parent in cases where a teacher may have concerns about a student.

REPORT CARDS

Student report cards are distributed once each trimester. They are sent home in a special envelope with a place for a parent signature for the 1st through 2nd Trimesters. The envelopes are to be signed by a parent and returned to school.

RETENTION OF STUDENTS

If the school and parent agree to retain a student, (to hold a student back in a certain grade), a form will be sent to the parent to sign. If the school deems retention is in the child's best interest, and the parent disagrees, a form stating the school's position will be sent to the parent to sign. These forms must be signed and returned to the school office.

ROOM PARENTS

Each class will have a designated room parent. These parents will be the liaison between the teacher and the other parents of the children in that grade. The teacher will make known the needs of the class through the room parents, who in turn will call for assistance.

SACRAMENTAL PROGRAMS

Students are prepared for the Sacraments of First Communion and First Reconciliation in 2nd grade. If a transfer student has not made one or both of the Sacraments, parents should contact the Parish office. The second grade teacher will work with non-Catholic families based upon their religious practice.

SAFEGUARDING ALL OF GOD'S FAMILY

All school volunteers must be trained in the Safeguarding Program prior to the beginning of their service. This includes a three hour training class, a background check (conducted every 5 years), and reading material. Please contact the Parish office (262-692-9994) for further information.

Safe Environment Education

Safe environment education shall be a part of the curriculum in all elementary and secondary schools. DSCS is required to use the Circle of Grace Safe Environment Curriculum. The curriculum is required to be taught to each grade level each year.

SCHOOL FUNCTIONS OUTSIDE THE SCHOOL DAY

If students are not specifically involved with a teacher or with their class under a teacher's supervision, we request that students remain with their parents. At these events, the teachers are not there to oversee the children except when the children are under their direction.

SCHOOL PICTURES

Student pictures are taken in the fall. These pictures will be used in the yearbook and may be purchased by the parents. An online link is provided prior to picture day for direct payment to the photography studio. Any payment envelopes are handed directly to the photographer on that day.

Absentees and retakes will be scheduled a few weeks after the original picture day.

SEARCH & SEIZURE & POLICE QUESTIONING

Parishes/schools reserve the right to search anything brought onto parish/school property. Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.

The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students. Illegal or contraband materials found during a search shall be turned over to law enforcement officials. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order. (6164.12)

If students are suspected of being in possession of contraband items (alcoholic beverage, controlled substance, smoking materials, matches, knives, weapons, etc.), they may be asked to EMPTY their book bags or backpacks, as well as pockets, in the presence of two school officials for the safety of the entire student body. (WI Statutes 118.324)

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement.

A law enforcement officers may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court. Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation. (5145)

STUDENT LOCKERS

All student lockers are the property of Divine Savior Catholic School. School personnel have the right to inspect lockers at any time.

STUDENT RECORDS

There is no distinction in Wisconsin Law between custodial or noncustodial parents. Unless there is a specific provision in the divorce decree to the contrary, both custodial and noncustodial parents will have access to the student records for their minor child. The school is to be given 24 hour advance notice on student records access requests.

STUDENTS RETURNING TO BUILDING

Students should not return to the school building after school hours for books, assignments, or forgotten objects.

While in the school building for extra-curricular programs, students may not go to their classrooms or other areas of the school not involved in their extra-curricular program.

STUDENTS WITH SPECIAL NEEDS

1. If exceptional educational needs are suspected, parents are invited to a staff meeting in which they may be asked to allow the school to initiate a multidisciplinary team evaluation. The results of this evaluation are always shared with parents, teachers and principal. They mutually agree as to what type of program will best address the child's needs.
2. When Divine Savior Catholic students are identified as needing extra help in speech/language, math or reading, and with parental permission, they receive this help from staff at Ozaukee Elementary School.
3. If the needs of the child are so great that "special education" intervention is needed, it may be best for the child to be enrolled in the public school where these needs can be addressed by special education teachers.

Additional services provided by Divine Savior Catholic School are the MASH program and a Reading Specialist that offer extra help for those identified by their teacher. An elevator, ramp and handicap entrance are available for students with special physical needs.

SUSPENSION

(See Probation, Suspension and Expulsion)

TEXTBOOKS

Students are responsible for keeping textbooks in good condition. Students will be required to replace completely or partially cover the cost of any textbooks lost or damaged.

TRANSPORTATION

All bused students will be transported to and from school by means of the Northern Ozaukee School or Random Lake School bus carrier. Riteway provides bussing for NOSD, phone (262) 375-3102 and Random Lake Advantage provides bussing for RL (920) 994-9441.

Bus Discipline

Children are expected to follow certain rules while getting on, off, and during the ride:

1. Children are expected to show respect and follow the driver's rules at all times.
2. Students are to remain seated when the bus is in motion.
3. Students are to respect the property of others.
4. Fighting, bad language or inappropriate behavior is not allowed getting on, off or during the ride.

Any students who endanger others or their property will be called into a conference with their parents and the principal. If necessary, the student will be suspended from riding the bus for a given period of time and the parents will have to find alternate means of transportation for their child.

Bus Transportation Eligibility

Bus transportation is provided to grades 4K-8th grade by the Ozaukee and Random Lake School Districts and is equal to that provided to the local public schools. The criteria for busing eligibility are as follows:

- Home address must be in the Ozaukee or Random Lake School District
- Home address must be 1 mile or more from the school

Information on all 4K-8th grade students eligible for busing is given to the Ozaukee and Random Lake School District bus provider, during the summer. They in turn send bus routing information directly to qualifying families.

Bus Transportation Forms – Daycare Provider

If your child qualifies for bus transportation, and you need to make an arrangement for pick up/drop off of your child to an eligible bussing location other than your home, contact the bus company. Please remember that, even in these cases, the child must first be eligible through his/her HOME address in order to qualify for bus transportation.

Transportation Home-Parent Drivers

Please note parents should never drive students other than their own home from school or school related events without the parent's written permission. A signed note from the student's parent stating the child's name, who is driving the child, and the date it is effective, is to be brought to the school office. This is for your protection as well as ours.

When picking up your child in the back of school, the parent must meet their child at the door before the teacher will release your child. This is for the safety of your child.

Student Transportation Changes

In the case of a change in a student's regular transportation schedule, a note must be sent to the school office. If a student forgets his/her note, we cannot, by law, allow the student to deviate from the regular schedule. A photo ID will be required upon pick-up.

If the student is riding the bus home with another student, the student will need a note from the parent stamped by the DSCS school office.

While we understand that occasionally a transportation change may occur during the school day, we ask that **a parent notify the office prior to 2:00 p.m.** regarding that change. Please do not E-mail transportation changes. Transportation changes arriving via E-mail will not be honored.

Student Transportation Changes due to Change of Address

All communication regarding a change in address must go through the Bus Company.

THREATS OF SCHOOL VIOLENCE

All staff are trained in the reporting of school violence. Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat. (5140.12)

TUITION POLICY

Tuition is determined by the Advisory Commission and is approved by the Parish Council.

1. Each school of the Milwaukee Archdiocese is required to charge tuition. It represents the parent's fair share of the school's budget in addition to the support provided by the entire parish community.
2. Grants are available for tuition reduction for full time students in grades 3K through 8th who need them. Grants must be applied for yearly through the FACTS program. Parents or guardians are responsible for payments; therefore it is their responsibility to apply for a grant prior to the start of the school year or as soon as conditions of need become known. The Divine Savior Catholic School Endowment fund is to help families in need.
3. Each family receives a monthly tuition statement from FACTS.
4. All families are required to keep their FACTS account current and up to date.
5. If you have a financial hardship, please contact the school office.

Pre-Pay Discount:

Families who pre-pay their tuition before the last business day of July will receive \$100 off of each child's tuition for the school year. You must call or email the school office if you pay online to let us know that you have prepaid to receive the discount.

Recommendation Discount:

Families who recommend DSCS to a new family who ends up enrolling will receive \$100 off of their total tuition for the school year.

Welcome Folder Discount:

Families who enroll at DSCS due to the welcome folder that is mailed out to recently sold addresses in the area will receive \$100 off of their total tuition for their first school year. The postcard in the welcome folder must be brought into the school office to receive the discount.

USE OF SCHOOL FACILITIES

We are happy to share our space; however, certain guidelines must be followed. Contact the school office to reserve school space for after school use including athletic events and meetings. The school office maintains the school building use calendar and can help you arrange for a room based on your needs. Hopefully, this will avoid any conflict of building use.

- No event may be held prior to 6:00pm. Our extended school day lasts until 6:00 pm, and we must ensure that our students and staff are kept safe.

- If the back gate is latched it means that students are playing on the playground. For the safety of the students the gate is not to be unlatched for any reason. Again, our extended day lasts until 6:00 pm, and they have the right to use the playground up until that time.
- NO ONE is to use the driveway alongside of the church to drive into the playground at any time. If the gate is locked it means that children are outside playing. Parking can be found on the street.
- When you have reserved a space in the school we ask that your members remain in that space. Children should not be allowed to travel unattended through the building. This is a safety concern.
- The classrooms, the music room, and the computer lab are off limits to all groups unless it has been approved by the office. Items may not be removed from classrooms without permission of the teacher or principal.

Children should never be in the building unsupervised. If parents are in the school building, children need to be with them; they may not be in the gym, halls, etc. Siblings may not be left after school hours with brothers/sisters who are in the building for scheduled activities. There are too many possibilities for injury.

Anyone using the building for meetings, etc., needs to be responsible for checking all windows and doors. Maintenance staff is not always here. We all need to consider this building like our homes – we do not want anyone in here who should not be.

VANDALISM

Any destruction of school property will be reported to the principal immediately. Parents will be requested to meet with the principal and student, and will be responsible for any damage repair. It will be up to the discretion of the principal to file a police report for any serious vandalism.

VISITS BY FORMER STUDENTS

Periodically, we receive requests for a former student to spend the day or part of the day. Please call the office to arrange a visit. An Emergency Contact Form must be completed by the student's parents prior to the student visit. A child will not be allowed to stay without this form being completed.

VOLUNTEER GUIDELINES

Volunteers are to be Safeguarded through God's Children and work under the direction and supervision of a member of the school staff.

See also Commitments to PTA & Fundraising.

WEAPONS

Divine Savior Catholic School will be maintained as a weapon-free zone in protection of the safety of students, staff, and visitors and in accordance with Wisconsin State Statutes. It is a felony for

any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty. Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

WEBSITE

Current information regarding the school found here: www.dsoll.org/DSCS

Please note that the information on the website may change as the school year progresses.

WELLNESS POLICY

Divine Savior Catholic School Wellness Policy (updated 2022)

Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. With the future in mind where obesity rates have doubled in children and tripled in adolescents over the last two decades—Divine Savior Catholic School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. These goals will help foster good health, which in turn, will promote student attendance and education.

General Statement of Policy

- A. Divine Savior Catholic School (DSCS) recognizes that health education, nutrition, and physical activity are essential components of an educational program that fosters student attendance and education.
- B. DSCS school environment will promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. DSCS school encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Students will have access to affordable, healthy foods that are appealing to meet their health needs.
- E. All students will have opportunities, support and encouragement to be physically active on a regular basis.
- F. DSCS orders/ receives Hot Lunch from the local Public School (NOSD). These orders must be turned in for the entire month in advance.
- G. School nutrition staff will work with the Public School to attempt to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- H. DSCS will attempt to accommodate student diets for food allergies.

Divine Savior Catholic School Wellness Policy Guidelines

A. Food and Beverage Services

Students' lifelong eating habits are greatly influenced by the types of food and beverages available to them. Schools have a responsibility to help students and staff establish and maintain lifelong healthy eating patterns. DSCS will:

1. Ensure foods and beverages made available by the meal program will be consistent with current USDA Dietary Guidelines for Americans.
2. Take every measure to ensure that students' access to food and beverages meet or exceed all federal, state, and local laws and guidelines.
3. Will provide students access to handwashing or hand sanitizing before they eat meals or snacks.
4. Will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times.
5. Shall adhere to all federal, state, and local food safety and security guidelines.
6. Will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

B. Snacks- Healthy snacks are encouraged.

C. Food Safety

Minimizing the potential for the spread of infectious agents through food handling is critical to safety and health of the students and school staff. DSCS will:

1. Provide access and time for hand washing before handling food or eating meals or snacks.
2. Be sure that students are discouraged from sharing their foods and beverages with one another during meal or snack times.
3. Feature an allergy-protected table in each classroom's lunchroom section, classroom, and Extended Care room as needed

D. Vending and Concessions

DSCS does not have access to onsite vending machines or concessions.

E. Celebrations and Rewards

1. DSCS supports celebrations, recognition of academic performance, or good behavior with non-food rewards; however, on a limited basis, when food is being offered, nutritious choices are encouraged.
2. DSCS staff will not withhold foods or beverages as a form of punishment. Taking away a student's recess privileges will be on a minimal basis.

F. Fundraising

1. Fundraising efforts will be supportive of healthy eating by emphasizing the sale of healthy food items or of non-food items.
2. DSCS will make school affiliated organizations aware of the policy regarding fundraising with food and beverage items and will encourage them to adopt the same policy.

G. Nutrition Education and Promotion

1. DSCS will ensure that students in 3K-8th grade receive nutrition education including the food pyramid, which provides the knowledge needed to adopt healthy lifestyles. Nutrition education will be well integrated within a comprehensive school health education plan.
2. DSCS will encourage all students to make age appropriate healthy selections of foods and beverages.
3. Nutrition education will include reinforcement of the importance of physical activity and the health risks associated with a sedentary lifestyle.
4. DSCS will provide educational information for families, encouraging healthy eating and physical activity.
5. DSCS recognizes family members as a critical part of the team responsible for teaching children about health and nutrition.
6. Wellness concepts will be reinforced by school personnel.

H. Physical Activity

The primary goal for DSCS is to provide opportunities for every student to develop the skills and knowledge of physical activities, maintain physical fitness, regularly participate in physical activity and understand the short and long term benefits of physical activity and healthy lifestyles.

1. Students will receive regular, age appropriate physical education.
2. The DSCS physical education curriculum is designed to build interest and proficiency in the skills, knowledge and attitudes essential to lifelong physical activity.
3. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.
4. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

I. Communication with Parents

It is important that students receive consistent messages throughout school, classroom, cafeteria, home, community and media regarding good nutrition and healthy lifestyles.

1. DSCS recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. DSCS will support parents' and guardians' efforts to provide healthy diet and daily physical activity.
3. DSCS encourages parents, guardians, and students to pack healthy lunches, snacks and treats and refrain from including beverages and food without nutritional value.
4. DSCS will provide information about physical activity and will support parents' and guardians' efforts to provide their children with opportunities to be physically active outside of school.
5. DSCS will post the lunch menu on our website monthly.
6. The Parent/Student Handbook will include the Wellness Policy.
7. Information about any changes in the lunch program, reminders, and policy statements are posted in the weekly school newsletters.

J. Implementation and Monitoring

1. After approval by the DSCS Advisory Commission, the Wellness Policy will be implemented throughout the school.
2. The food service vendor providing school lunch at DSCS will ensure compliance with state and federal laws regarding service of school lunch.
3. The Principal is the ultimate supervisor and will assure compliance with these policies.

K. Staff Wellness

DSCS staff will serve as role models for students. A healthy school staff will more effectively deliver the key message of healthy life practices. Therefore, DSCS will promote staff wellness initiatives and opportunities that encourage healthy lifestyles which in turn foster exceptional role modeling.

Advisory Commission & PTA

The School Advisory Commission is a group of elected or discerned parishioners who, along with the pastor/parish director/administrator, and principal, are dedicated to the promotion and welfare of Catholic education. The School Advisory Commission is a standing commission of the Parish Pastoral Council. The School Advisory Commission is an advisory body to the school principal. The purpose of the School Advisory Commission is to assist the school principal in:

- Ensuring the school thrives and remains viable for the future
- Ensuring excellence in Catholic Culture, Academics, Whole Child Education, and the Stewardship of Resources
- Supporting the school in its efforts to collaborate with the parish.

See the list of members on our website at www.dsoll.org. Parents are welcome to attend or call representatives to discuss issues.

The **Parent Teacher Association** is a subcommittee of the Advisory Commission and deals with fund-raising activities, school/family functions, and public relations. Members are parents willing to go the extra mile to offer their time, treasure, and talent for the good of the school. All parents are expected to participate. The officers are listed on our website at www.dsoll.org.

Operational Norms and Minutes from the Advisory Board and Parent Teacher Association can be found on the website, www.dsoll.org

Please see school website for a complete listing of committee members.

Divine Savior Catholic School Student Expectations

3K & 4K

- The children will demonstrate Christian attitudes.
- The children will respect themselves, others and property.
- The children will be responsible for their actions.
- The children will become responsible for their communication folder that is transferred back and forth to school each day.
- The children will be responsible to pack up their daily folders into their backpacks, take them home, and bring them back the next day.

Kindergarten

- The children will demonstrate Christian attitudes.
- The children will respect themselves, others and property.
- The children will be responsible for their actions.
- The children will become responsible for their homework.
- Tests will be sent home for review and must be signed and returned to school.
- The children will be responsible to pack up their daily folders, take them home, and bring them back the next day.

Grade 1

- The children will demonstrate Christian attitudes.
- The children will respect themselves, others and property.
- The children will be responsible for their actions.
- The children will be required to use their best quality of work in the classroom.
- The children will become responsible for their homework. Homework includes; reading each evening, studying spelling words and practicing addition facts.
- Tests will be sent home for review and must be signed and returned to school.

Grade 2

- The children will demonstrate Christian attitudes in school, on the playground, and on the bus.
- The children will respect themselves, others, and property in school, on the playground, and the bus.

- The children will be responsible for their homework, daily assignments, and tasks. They will be completed in a timely and acceptable manner.
- Individuals who are observed to have difficulty following the above expectations may be addressed in the following manner:
 1. Meet and discuss with the teacher
 2. Recess denied for repeated behavior problems
 3. Under certain conditions, parents may be notified

Grade 3

- Students are to be responsible for themselves and respectful of others, their property, and class rules.
- Students are to participate in prayers and songs during Mass or prayer services.
- Full name and date is to be on all written work.
- Daily homework assignments and other important information are to be written in the assignment notebook.
- Assignment notebooks are to be signed by parents or guardian, Monday through Friday.
- Tests are to be signed and returned the next school day.

Failure to have homework done or assignment books and tests signed will be addressed in several ways:

1. Unfinished or missing homework, when possible, will be completed at recess.
2. Otherwise, a loss of 5 minutes during recess will result. The missing or late work will be due the next day if it cannot be completed during recess.
3. Unsigned tests or assignment notebooks will result in a 5 minute loss of recess.

GRADE 4

Behavior expectations for grades 1 through 3 still apply.

Behavior

Students are expected to have respectable behavior. The consequence of behavior that is not respectable varies from a logical consequence, loss of recess, to losing a STAR from the student's STAR Card, depending on the severity of the behavior.

Reference the STAR Card Behavior Management System for specific details

Homework Policy

Homework is expected to be turned in on time. Failure to do so will result in a late assignment

notice being given. This is to be filled out explaining why the homework was not completed on time, it is then taken home and signed by the parent. Completed homework is to be turned in the following school day, along with the parents' signature on the late assignment notice.

Continuous late assignment notices will result in a loss of recess and/or kept after school to finish the late/missing work. Late assignments will also be downgraded.

GRADE 5-8

Expectations for grades 1 through 4 still apply.

Behavior

Students are expected to have respectable behavior. The consequence of behavior that is not respectable varies from a logical consequence, loss of recess, to losing a STAR from the student's STAR Card, depending on the severity of the behavior.

Reference the STAR Card Behavior Management System for specific details

Homework Policy

Why I Assign Homework: I believe that homework is important because it is a valuable aid in helping students make the most of their experience in school. I give homework because it is useful in reinforcing what is being learned in class, prepares students for upcoming lessons, teaches responsibility and helps students develop positive study habits.

Student's Homework Responsibility: I expect students to do their best job on their homework. I expect homework to be neat. I expect students to do their work on their own and only ask for help after they have given their best effort. I expect all assignments to be turned in on time.

Teacher's Responsibility: I strongly believe in the value positive support plays in motivating students to develop good study habits. I will give students encouragement and offer helpful feedback when they do their homework.

Parent's Responsibility: Parents and Guardians play an important role in making homework a positive experience for their children. I am asking parents to make homework a top priority, provide necessary supplies, and a quiet homework environment. Please do not let your child avoid homework. Please contact me immediately if you notice a problem.

If Students DO NOT Complete Homework: The students who do not complete their homework will have the opportunity to use 2 Oops! slips per quarter. After the Oops! slips have been used, the student will be required to make an entry into the "NO HOMEWORK BINDER" and will need to fill out a slip explaining why the homework assignment was not completed. This slip will need to be signed by a parent and returned the

next day. Students may also lose recess or may be kept after school to finish the missing/late work. Late assignments may also be downgraded.