



**DIVINE SAVIOR  
CATHOLIC SCHOOL**

**Parent-Student Handbook**

**2017-2018**

**Education for Life...Faith for Living**

**Welcome to  
Divine Savior Catholic School**

# **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.

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**<https://www.facebook.com/divinesaviorcatholicshoolschoolfredonia/?fref=ts>**

Rev. Todd Budde  
Lynn Sauer, Principal  
Pam Smith, School and Parish Administrative Assistant

School Office Hours: Monday – Friday  
7:30am – 3:30pm

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.

# **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.

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.

## **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 1<sup>st</sup> 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. The process includes:

1. Completing forms for the transfer of records to the new school.
2. Finalizing the payment of all necessary fees.
3. Returning books and supplies belonging to the school.

## **ADVANCED PLACEMENT REQUESTS**

Occasionally, there is a parent request for a child to skip a grade. Divine Savior Catholic School does not promote this idea, but will adhere to the wish of the parent if the following is completed:

1. End of the Year tests of 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 1/2 day absent if more than 1 1/2 hours of school is missed in the morning or afternoon. Less than 1 1/2 hours missed of school, 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**

5113 (a)

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.

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.

### **School Hours**

6:30 am	Morning Care begins for registered students
7:30	Children are allowed into the school and classrooms
7:45	Classes begin
10:00-10:15	Recess for Grades K3-5th
11:30	Half-day students dismissed
11:35-12:25	Lunch and Recess
2:20	RL bus departs
2:38-2:40	Dismissal (1:38 Wednesday dismissal)

### **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 7:30 A.M. The school is not responsible for supervision before 7:30 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 7:45 A.M. Arrival after 7:45 is considered tardy. All students arriving to school after 7:45 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 aide 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.**

- 1<sup>st</sup> infraction - students will have their cell phone and/or electronic devices taken away and returned at the end of the day and parent will be notified.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> 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**

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.

## **COMMITMENTS TO HOME & SCHOOL & 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. Quotas will be announced early in the school year.

When you have a child at Divine Savior Catholic School you are automatically a part of the Home and School 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. To do this, the following are what is required by each family at Divine Savior Catholic School.

1. Volunteer to help with one revenue and one non-revenue event
  - a. Revenue: Scrip, Pizza Sale, Beer & Wine Tasting and Fire Department/DSCS Fish Fry
  - b. Non Revenue: Donut Sunday, Grandparents Day, K5/6th Grade Graduation, Parade Floats, Health Screenings, Education Committee, Recruitment & Retention Committee, Room Parent, Technology Committee and Building Committee.
2. Dinner Auction - Each family member must join a Dinner Auction Committee
3. Fish Fry - Each family is required to work 4 total shifts (shifts can be filled by parents, grandparents, aunts, uncles, family friend).

If you do not choose to do your commitments listed above, you will be strongly encouraged to give a donation based on our financial obligations to the parish.

## **COMMUNICATION**

### **Weekly Communication**

Weekly newsletter 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".

### **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. In addition, conference request forms are available through the school office. 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:

1<sup>st</sup> Level: parent and teacher meet (at either’s request)

2<sup>nd</sup> Level: parent, teacher, and principal meet

3<sup>rd</sup> Level: parent, teacher, principal and pastor meet

When these steps do not result in resolution, we move to a formal grievance procedure as outlined by the Archdiocese. A copy of this procedure is available in the school office.

## **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 insure 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 were a parent 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.divinesavior.weconnect.com/school](http://www.divinesavior.weconnect.com/school)

## **DISCIPLINE**

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)

Students in grades 3rd - 6th are issued S.T.A.R. cards to help promote positive behavior. This behavior system is based on the fruits of the spirit and encourages our students to let Christ's Light Shine Through Their Actions. Each student and parent in 3rd - 6th grade will be expected to read the DSCS Behavior Expectations handbook and sign stating they understand.

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. 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.

## **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.

## **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 drill. . 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.

## **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 are encouraged at Divine Savior Catholic School as enrichment to the student's current studies.

### **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 SCALE FOR GRADES 4TH-8TH**

The following scale is used for grading both student homework and test results:

100	A+	99–95	A	94 – 93	A-
92 – 90	B+	89–87	B	86 – 85	B-
84 – 82	C+	81–79	C	78 – 77	C-
76 – 74	D+	73–72	D	71 – 70	D-
69 – 0	F				

Parents of children in grades 3K through 3<sup>rd</sup> should talk to their child’s individual teachers for their grading policy.

# **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 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.

## **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.

## **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 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 to the school a copy of a health care plan (refer to Form 5140.2d) for a student who requires an emergency prescription medication.

## **HOMWORK**

Homework is to be given at the discretion of the teacher and according to the individual needs of the student. Quality and promptness of homework assignments are considered in the final grade at all levels. Homework should never be given as a punishment, but rather as an aide to classroom instruction. If there is a consistent problem with incomplete or poorly done homework, the parents will be contacted to discuss this problem.

## **IOWA BASIC TESTING**

Students in grades 5K through 5th grade, undergo testing every year 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.

## **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-6th 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 Tuesday 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 preordered monthly and billed through 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 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 1<sup>st</sup> 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 1<sup>st</sup> 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. **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 **\$4.00 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 by **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 insure 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 quarter. 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 quarter. They are sent home in a special envelope with a place for a parent signature for the 1<sup>st</sup> through 3<sup>rd</sup> quarters. 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 2<sup>nd</sup> 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 (262-692-2141) for further information.

## **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. A payment envelope is provided prior to picture day for direct payment to the photography studio. 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**

Student desks, coat racks, etc. are the property of the school and at no time does the school relinquish its control of desks/storage space provided for the convenience of students. Periodic general inspection of desks/storage space and any items in the desks/storage space may be conducted by school authorities (principal and staff members specifically delegated by the principal) for any reason, at any time, without notice, without student consent, and without a search warrant.

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)

## **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 which is Riteway Bus Company, phone (262) 375-3102 or (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-6th 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-6th grade students eligible for busing is given to the Ozaukee and Random Lake School District bus provider, Riteway Bus Company, 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 for, 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 Riteway Bus Company.

## **TUITION POLICY**

Tuition is determined by the Education Committee 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 K3 through 6th 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.

## **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 6:00. 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 Home & School & Fundraising.

## **WEBSITE**

Current information regarding the school found here: [www.divinesavior.weconnect.com/school](http://www.divinesavior.weconnect.com/school)

Please note that this may change as the school year progresses.

## **WELLNESS POLICY**

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—with physical inactivity and excessive calorie intake the predominant causes—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.

Therefore, it is the policy of Divine Savior Catholic School that:

- The school will engage students, parents, teachers, food service professionals, health professionals, and others interested in developing, implementing, monitoring, and reviewing school-wide nutrition and physical activity policies.
- All students in grades K3-8 will have opportunities, support, and encouragement to be physically active on a regular basis.

- Foods and beverages served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Quality school meals with an emphasis on nutritious foods will be served.
- DSCS will provide a clean, safe, and pleasant setting and adequate time for students to eat.

To achieve these policy goals, Divine Savior Catholic School will:

- Teach, encourage, and support healthy eating by students.
- Utilize science and health classes to promote healthy living.
- Promote fruits, vegetables, whole grain products, and low-fat and fat-free dairy products; healthy food preparation methods, and health enhancing nutrition practices.
- Link with a lunch program, other school food, and nutrition-related community services.
- Feature an allergy-protected table in the lunchroom and allergy protected classrooms and Extended Care rooms as need to ensure safety of all students.

Food and Beverages at Divine Savior Catholic School:

- We will encourage parents to send healthy foods as snacks for the school day. Snacks should make a positive contribution to children’s diet and health, with an emphasis on serving fruits and vegetables as the primary snack and water as the primary beverage.
- Classroom celebrations will encourage healthy or non food choices.
- Treats being used as a reward will be minimal.
- Students will be given 20 minutes to eat lunch and 20 minutes of recess time for all grades each day.

Implementation, assessment and updating at Divine Savior Catholic School:

- The lunch menu is posted on our website monthly.
- The Parent/Student Handbook will include the Wellness Policy.
- Information about any changes in the lunch program, reminders, and policy statements are posted in weekly school newsletters
- The Principal is the ultimate supervisor and will assure compliance with these policies.

#### DPI Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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## **COMMITTEES**

The **Education Committee** is comprised of elected representatives from the school and parish-at-large, in addition to our representatives from the Parish Council and the Home & School Association, as well as the principal and the pastor. The Education Committee is an advisory group to the principal and is concerned with formulating policies, setting goals, and planning for the future of Divine Savior Catholic School. See the list of members below. Parents are welcome to attend or call representatives to discuss issues.

The **Home and School Association** 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 below.

Bylaws and Minutes from the Education and Home and School Committees can be found on the website, [www.divinesavior.weconnect.com/school](http://www.divinesavior.weconnect.com/school)

Please see school website for complete listing of committee members.

# **Divine Savior Catholic School Student Expectations**

## **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 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 & 6**

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.