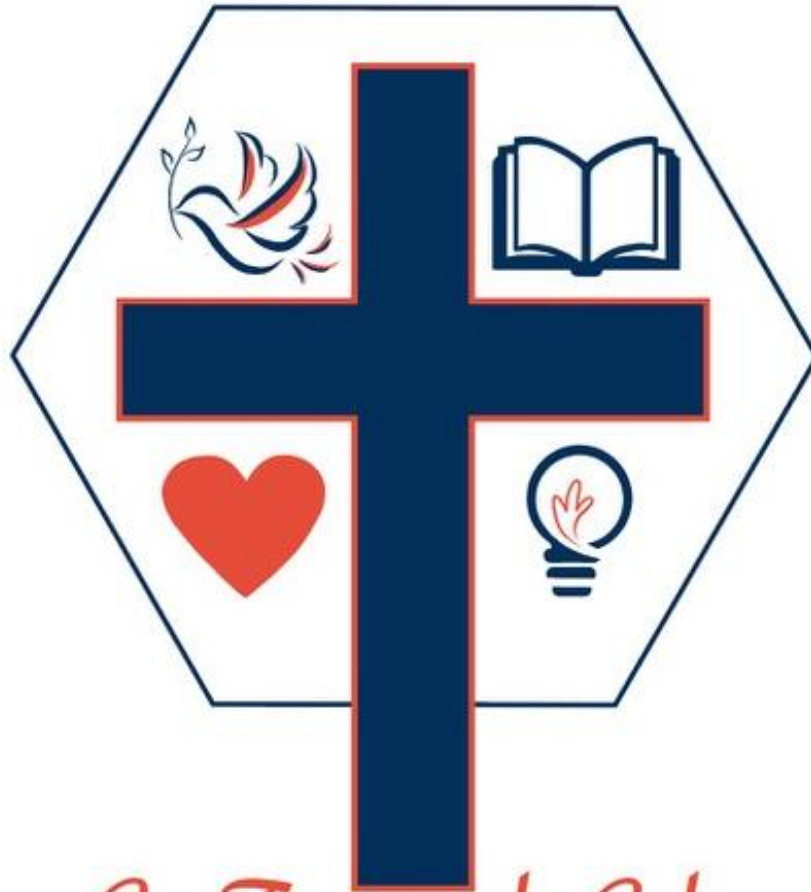


**St Francis de Sales Parish School  
Family – Student Handbook  
2020 – 2021**



*St. Francis de Sales*  
**Parish School**

130 W. Main St  
Lake Geneva, WI 53147  
262-248-2778 Phone  
262-248-8524 Fax  
[www.sfdslg.org](http://www.sfdslg.org)  
[office@sfdslg.org](mailto:office@sfdslg.org)

Greetings,

Thank you for choosing Saint Francis de Sales Parish School. Saint Francis de Sales has had a presence in Lake Geneva for over 175 years. Our school presently has several second-generation families. Our mission is to provide sound spiritual, educational, moral, ethical, healthy and social teachings. Our 3K through 8th grade school model provides a nurturing and student growth focused learning community. St. Francis de Sales is a Catholic school that is committed to communicating Christ to students through example, guidance and encouragement, while providing the highest level of academic expectations.

St. Francis de Sales curriculum is designed to meet and exceed the Milwaukee Archdiocese Core Curriculum Content Priority Standards for Education. More information can be found on our website with "A Parent's Guide to Standards-Based Assessment, Grading, and Reporting". Our dedicated and experienced staff model a love of learning through ongoing professional development and evaluation. Class sizes are small and provide for individualized attention and energetic learning experiences. The ultimate goal is to enable students to become independent learners and thinkers who are ready to compete globally at a high level. We emphasize going beyond the school walls with wide-ranging field trips and intellectual experiences to bring quality curricular and extra-curricular activities to our students.

I also tell prospective parents that St. Francis de Sales is composed of a thoughtful group of educators. As I walk through the halls and into classrooms every day, I witness a staff facilitating high academic excellence, but who also know that teaching about the qualities of being respectful, responsible and caring are equally important. We collaborate often to create an environment where students can strive, believe and achieve.

St. Francis de Sales is blessed with an active and supportive parent community. Parent involvement in the school exemplifies a strong commitment to Catholic education and contributes to the success and excellence of our school. Whether supporting our staff, organizing afterschool experiences for students, coaching, or coordinating events, parent volunteer hours are always valued and appreciated!

I am truly honored to have this opportunity to serve God and His people in such an amazing school. I look forward to having the opportunity to answer any questions you may have about visiting or attending St. Francis de Sales.

Terry Maus  
Principal  
principal@sfdslg.org

Saint Francis de Sales Parish School

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## **MISSION STATEMENT**

***Saint Francis de Sales students receive a Christ-centered Catholic education driven by faith, while empowering self-discovery and achievement in their spiritual, emotional and intellectual abilities. Our community strives to develop Disciples of Christ while preserving our proud legacy.***

Student Statement

***Guided by the Holy Spirit, we honor our past by learning in the present and becoming innovators of our own future.***

## **PHILOSOPHY**

St. Francis de Sales is committed to the concept of the Catholic School's teaching mission for the Church. This concept incorporates the theories presented by the National conference of Catholic Bishops in **To Teach as Jesus Did**, focusing on message, community and service. The task is fundamentally a synthesis of culture and faith, and a synthesis of faith and life. The first is reached by integrating all aspects of human knowledge through the subjects taught in the light of the Gospel. The second is achieved through growth in virtue characteristic of the Christian.

A well-rounded Catholic education cannot be achieved entirely in the school. The classroom is but one agency in the training of a child. The home is the primary factor in the teaching a child. The parents/family, parish school and student must cooperate and strive to attain the ultimate ends of a Catholic education.

The school personnel respect individual differences and provide for these through a variety of learning experiences. They provide educational programs based on sound learning theories supported by research. The development of the child is recognized, and instructional strategies are geared to appropriate learning needs of the individual.

Our goal is to work with parents to guide the children in developing spiritually, intellectually, emotionally, physically, and socially. This process will help lead the children to become responsible, spiritually fulfilled members of their families, church, and community.

Spiritual development is encouraged by:

- Children being involved in the planning and participation of weekly Mass celebrations and frequent prayer services.
- Clergy instruction to the students in addition to daily instruction.
- Students and staff praying together as a class daily.
- Our school community praying together every morning.

- Instructional strategies that assess the student's growth and designs programs in all subjects to meet the needs of all students.
- Multisensory teaching techniques and strategies stimulate learning by engaging students on multiple levels. We encourage students to use some or all their senses to:
  - Gather information about a task
  - Link information to ideas they already know and understand
  - Perceive the logic involved in solving problems
  - Learn problem solving tasks
  - Tap into nonverbal reasoning skills
  - Understand relationships between concepts
  - Work on Project Based Learning
  - Provide opportunities for students to participate in STREAM activities and electives
- Thoughtful assessments and evaluation developed through the selection of curriculum, goals and objectives in each curricular area.
- Children are encouraged to learn at their own rate through appropriate pacing and attention to time-on-task.
- Students are acknowledged for actively participating in their growth and achievement.
- Personal self-esteem encouraged and developed through an atmosphere of acceptance and tolerance leading children to:
  - Understand and form their own Catholic value system
  - Be respectful, responsible and caring
  - Understand their own capabilities and opportunities for growth
  - Make their own decisions and accept the results of their actions
  - Appropriate self-expression
  - Social emotional class weekly

A healthy physical environment is provided through:

- A 4k - 8th grade Physical Education program that focuses on personal health with emphasis on health-related fitness. A variety of fitness, skills, individual, and group activities will promote the development of lifetime fitness leisure skills
- A health education program built around the development of "total health"
- Team sports in intramural and interscholastic competition to have fun and develop fundamentals
- Involvement in life-time sports such as bowling, running, swimming and skiing, among others
- On-site screening services
- Involvement in an outdoor education program

Social development is fostered:

- Through encouraging children to accept others who may be different than themselves.
- Through positive interaction in work and play situations such as group study projects, student leadership and athletic activities.
- Through the development of the social skills of communication, cooperation and sharing.
- Through field trips and extra-curricular activities. An awareness of the world beyond is reinforced.
- Through weekly opportunities to discuss social & emotional skills

### **DISCLAIMER**

The following policies also represent the most recent expression of the administration of St. Francis de Sales Parish School in order to provide for equitable and consistent treatment of the students and staff. To assure that St. Francis de Sales Parish School achieves and maintains the purpose of this family handbook and to assure the organization's continued ability to meet its needs and those of its students and staff under changing conditions, St. Francis de Sales Parish School reserves the right to modify, augment, suspend or revoke any and all policies, procedures, practices and statements contained in this handbook at any time.

Furthermore, it is understood that the rules contained in this handbook are not all-inclusive. The administration and teachers may take such action as is necessary, and not forbidden by law, to ensure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school, or which affects the safety and welfare of students and staff either individually or collectively regardless of the existence or non-existence of a rule covering the offense.

### **ADMISSION POLICY**

St. Francis de Sales Parish School respects the parents/guardians as the primary educators of their children and provides opportunities in an atmosphere, which reinforces the educational, and formation priorities occurring within the home environment. Parents/guardians freely choose to share their parental authority and responsibility for the education and formation of their children with the St. Francis de Sales Parish School community in a cooperative relationship.

St. Francis de Sales Parish School respects the dignity of all children. Neither race, color, national origin, ancestry, gender, sexual orientation nor other forms of discrimination shall prevent a student from being accepted at St. Francis de Sales. Children of other religions may be accepted on a seat available basis unless attendance would cause conflict for the student because of the unique religious philosophy of these educational programs.



The following criteria will be used to fill enrollment openings in grades Kindergarten (K) – 8<sup>th</sup>. All names from the waiting list will be prioritized **at the time of the opening** to determine the order in which an offer of admittance may be made. The school reserves the rights to leave spots open if it is determined to be in the best interests of the school to do so. The school reserves the right to deny admission to a student if it is determined that the faculty and staff of the school cannot meet the student's needs. The school reserves the right to honor disciplinary proceedings from a student's previous school (i.e. suspensions and expulsions) to deny admittance. The school reserves the right to deny admittance to local transfer students to preserve the identity and cohesion of the group.

All students are on a probationary status during their first year. During the probationary period, the school shall determine whether or not it can meet the needs of the student. As such, the school reserves the right to require a parent/guardian to withdraw from the working partnership with the school and withdraw their child. The decision of the school principal is final.

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.

In the admission of students to St. Francis de Sales Parish School, priority consideration shall be given to these criteria in the following order:

1. To all children currently enrolled.
2. Families that currently have other children at St. Francis de Sales.
3. Members of St. Francis de Sales Parish. Consideration will be given to duration and quality of parishioner status.
4. Children of school/parish employees.
5. Families that formerly had children in school.
6. Members of reciprocal parishes.
7. Members of other parishes.
8. Non-Catholic families

Schools participating in any of the Wisconsin Private School Choice Programs must adhere to the admissions policies and procedures of the program in which the school participates. SFdS participates in the Wisconsin Parental Choice Program.

In the development of preferential options for the poor, schools should have financial assistance programs available for students from low income families. (See Financial Aide)

All schools shall continue and, where needed, intensify their efforts to enroll students to achieve

racial integration and cultural plurality while maintaining the Catholic character of the school.

#### Non- Catholic Students

The parish and school will develop policies at the local level regarding participation in religious education classes and classes which incorporate religious values. These policies will reflect both the school's philosophy and due respect for the belief and traditions of families and children/youth of other faiths.

The parish and school will develop policies at the local level regarding attendance at sacramental liturgical celebrations. Students of other faith traditions should not receive the Sacraments of Eucharist or Reconciliation when they participate in school liturgies because such reception represents a faith commitment to the specific faith tradition of the church in which the liturgy is celebrated.

There are procedures for allowing the reception of sacraments by baptized non-Catholics in exceptional cases. They respect both the theological and canonical teachings of the Catholic Church. Those procedures can be obtained from the Chancery Office.

### **ADMISSION OF STUDENTS**

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

Upon admission to kindergarten or grade 1, parents must provide verification of the child's age. This can be done through a birth certificate, passport, or other document that the school has indicated as acceptable. Note: Wisconsin law prohibits a school from photocopying a birth certificate or keeping a copy of a birth certificate in a student's file. A school staff member may view a birth certificate to verify and record the child's date of birth on a school admission form.

- 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.
- 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.
- 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.
- 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. Completion of 5-year-old kindergarten is a prerequisite to enrollment in first grade unless certain exemptions apply. Each school shall establish procedures, conditions, and standards for exempting a child from the requirement to complete kindergarten prior to admission to first grade.
- Children entering 3K, 4K, 5K, and 1st grade are required to meet the immunization

requirements of the state or have a signed parent health waiver on file. Neither physical nor dental examinations are required by state law.

### **Early Admission into Kindergarten and First Grade**

The State Statutes provide for admission of special cases into first grade. Wis. Stat. 115.28(8) states, "The State Superintendent shall prescribe procedures, conditions, and standards under which admissions to kindergarten and first grade may be made at ages earlier than those specified in Wis. Stat. 118.14 in exceptional cases."

The State Superintendent has recommended that each local school board adopt an admission policy which includes procedures for the admission of exceptional cases, regardless of the regular admission age requirement, and that parents be made aware of these procedures.

In Catholic schools, children who have reached age requirements are given priority for admittance into first grade or kindergarten before consideration is given to underage children.

Local schools should develop written policies that relate to whether such early entrance will be considered and if so when and how parents are to apply for early consideration. Schools participating in the Wisconsin Private School Choice Programs must adhere to the admissions policies and procedures of the program in which the school participates and therefore may not admit under-age students to kindergarten or first grade. The applicable programs are:

- Wisconsin Parental Choice Program
- Special Needs Scholarship Program

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:

- The parent applies to the principal. An interview is held to determine reasons for requesting early admission to first grade or kindergarten.
- If the school has determined by local policy that they will accept such candidates, a locally devised screen and/or assessment program shall be used to further determine the school readiness of the candidates.
- The principal informs the parent of the acceptance or denial of enrollment decision
- Admission to first grade or kindergarten is considered to be on a trial basis. If within a reasonable period of time the child does not adjust to the school situations, the principal may request that the parents withdraw the child and enroll him or her at the regular age.

## **Admission of Students with Exceptional Educational Needs**

In compliance with federal law called the Individuals with Disabilities Education Act (IDEA) the public-school district where the private school is located is required to identify children with disabilities who attend private schools in the district. Any child suspected of having a disability could be referred to the district for evaluation. The public-school district will gather an Individual Education Program (IEP) team including staff from the public and Saint Francis de Sales Parish School, parents and others for all students referred from a parochial school. When making a referral for an IEP evaluation, Archdiocesan schools will follow the guidelines established by the Department of Public Instruction.

1. Parents are informed about procedures for a referral and their verbal approval for such a referral is sought before the process begins.
2. The parochial school principal or the child's parent requests appropriate referral forms from the building principal or central office of the local public school. Written parent consent is required for districts to do evaluations. All completed forms are returned to the building principal or to the public-school central office, in accordance with the policy of the school district.
3. The evaluation must be done within 60 calendar days of when the school gets parent consent to evaluate or the date the parent was notified that testing is not needed. An IEP and placement must be developed within 30 days of deciding a child is eligible for special education.
4. The IEP team decides if the child has impairment, and whether special education services are needed. If special education services are needed, the public school district must offer a Free Appropriate Public Education (FAPE). The child does not have an individual right to special education or related services in the Saint Francis de Sales Parish School. In consultation with representatives of the Saint Francis de Sales Parish School and parents of the child, the district where the Saint Francis de Sales Parish School is located decides what services it will provide through the development of a service plan.
5. Upon receipt of the IEP report and service plan, the parochial school's Learning Support Team reviews the recommendations outlined in the report and determines if implementation of the service plan for the student is feasible if he/she continues his/her enrollment in the school.
6. If the parents elect not to follow through on the recommendations of the public-school district, the Saint Francis de Sales Parish School will determine whether the student's needs can be met and whether continued enrollment in the Saint Francis de Sales

Parish School is in the best interest of the student. This determination will be put in writing, shared with the parent, and becomes part of the student's permanent record.

## **ATTENDANCE**

Regular school attendance is of the utmost importance. A child who has been absent is always at a disadvantage because it is impossible for a teacher to repeat the experiences of on campus learning. 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.**

### **A. Absences**

In accordance with the Wisconsin Compulsory Attendance Law, 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 10 or more days in the school year. Students absent for 3 or more days will require a written excuse from his/her doctor.

If a student knows in advance that an absence will occur, a note must be brought to the Office **at least two days before** the absence. This must be done even when the absence involves only part of the day. It is also the responsibility of the student to inform the teachers of such an absence the day before the absence.

A satisfactory explanation is needed from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation must be turned into the main office and maybe obtained in person, by telephone, or in writing.

At the start of each school day, the school shall determine which students enrolled in the school are absent from school and whether each absence is excused. It is the responsibility of the school to attempt to contact the parent or guardian after it has been determined that a child is absent from school without notification to the school by the parent or guardian. All absences, excused and unexcused, must be recorded in the legal attendance records.

Students who leave and/or return during the school day (appointments, etc.) must check in/out with the log held in the School Office.

While St. Francis de Sales School accepts the parental right to keep a student home from school

for a sufficient reason, administration asserts the right to judge this reason and determine whether the absence is excused or unexcused.

The following are considered excused absences:

- Personal illness. Medical verification may be required.
- Family emergencies or crises.
- Attendance at a funeral or religious service.
- Medical and legal appointments.
- Severe weather when school is not officially closed.

The following are examples of unexcused absences:

- Working.
- Babysitting.
- Car trouble.
- Oversleeping, running late, or missed bus.

Students are allowed to complete the work missed during an absence. Students who are absent from school are not allowed to participate in 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.

## **B. Requests for excused absences**

Requests for children to be excused from school during school hours are to be sent IN WRITING to the homeroom teacher. These children will be called for by the secretary upon parent's arrival in the school office. A written note from parents or guardian is required for a child's dismissal which is different from his/her usual manner; e.g., to ride a different bus, to walk if he/she usually rides, etc.

The homeroom teacher or main office is likewise to be informed by written notice from the parents or guardian when a child is to be excused to accompany the family on a vacation.

Children are not permitted to leave the school grounds during class hours, lunch, or recess periods without the permission of the principal or designated alternate. If a child is to leave at these times, he/she must present to the principal a written request from his/her parents or guardian.

A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an adult authorized in writing by the parent for this purpose.

Please schedule medical, dental, etc. appointments for times other than during school hours.

Please schedule family vacations to coincide with school vacation days. Family weekend outings should be planned to coincide with dismissal time of school at 3:30pm.

During Virtual Learning, attendance will be documented.

### C. Tardiness

Children will be considered tardy if they are not present with their class at the specified times and places. **Students must report to the School Office upon late arrival.** Tardiness will be excused for medical reasons, late busses, and emergencies only. A tardy becomes an absence as determined by the office staff.

### D. Truancy

**The State of Wisconsin allows only 10 days per year of excused absences. Absences for any reason require that you notify the school prior to the absence.** Voice mail is available before and after school hours to notify us of an upcoming absence. If we do not contact before the absence, the absence stays unexcused. **Attendance records will not be changed for a note received more than 2 days after an unexcused absence.**

We will notify parents when a student has begun having an attendance problem. Administration will make every attempt to meet with the student to discuss attendance. When attendance reaches the "habitual truancy" level, a certified letter will be sent requiring (WI Statute Ch. 118) the parent to meet with school personnel to discuss the attendance situation.

**Under Wisconsin Statute 118.15, a student is considered to be truant if school is in session and they are not in attendance.** Students are considered to be habitually truant when they are absent unexcused for all or part of 5 or more days in a semester, **THIS INCLUDES TARDINESS.**

Truancy. (1) It shall be unlawful for any child to be a truant. (2) In this section, "truant" shall mean a pupil who is absent from school without an acceptable excuse under Sections 118-15 and 118-16(4), Wisconsin Statutes, for part or all of any day on which school is held during a school semester.

Habitual Truancy. (1) It shall be unlawful for any child to be a habitual truant. (2) In this section, "habitual truant" shall mean a pupil who is absent from school without acceptable excuse under Sections 118.15 and 118.16(4) for part or all of five or more days on which school is held during a school semester.

In accordance with Municipal Ordinance Section 15.26, the Lake Geneva Police Department may issue habitually truant students, or their parent, a ticket.

Any person who has a child under his control, which child is between the ages of six and 18 years old and which child attends school within the jurisdiction of the city municipal court is required by ordinance to ensure that the child attends school according to the provisions of W.S.A.,118.15.

In cases of habitual truancy, contact is first made with parents or guardian. The state statutes assign responsibility for truancy to the local public-school district. If a contact with a parent is unsuccessful, referral will be made to the appropriate person in the public-school district.

#### **E. Transfers: Withdrawals**

A pupil transferring to a given school presents the most recent student evaluation form (report card) as evidence of achievement in the school last attended. When the transfer is not due to a change of address, the principal enrolls the student temporarily while contacting the former school for the reasons of the transfer. Upon receiving satisfactory reasons for the transfer, the student is formally enrolled.

The receiving school requests that all of the student's cumulative and confidential records be sent from the former school. Records are mailed directly to the school in which the student is newly enrolled. Parental, Guardian or adult student written authorization for the transfer of records is not required for the records to be released and sent to the new school in which the student is enrolling. Unless there are compelling reasons for not doing so, this record transfer should take place within ten (10) days of receiving the request.

### **BUILDING SECURITY**

For the safety of children and staff, building security during the day is very important. All doors accessing the school will be kept locked during regular school hours (8:30AM – 3:30PM). Entrance into the school will be controlled from the school office. Please use the doorbell/intercom system located at door E5 to gain access to the school during the course of the regular school day. Before & Aftercare drop off and pick up will be at the door on Curtis Street into the gym area.

### **BULLYING AND HARRASSMENT**

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation.



Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment.

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public transportation regularly used by students to go to and from school.

Educational environments include, but are not limited to, every activity under school and parish supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

### **Reporting Procedure**

Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be

conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

### **BUS SERVICE**

The Lake Geneva Public School District provides bussing for all students who live in the district. The carrier is Dousman Transport Co., Inc. If you have any questions about bus scheduling or any other concerns, please call Dousman Transport Co., Inc. at 248-3289.

If a child is to ride a different bus than the one he/she rode to school, or is to get off the bus at a different stop, **TWO** notes must be sent to school (dated and signed by a parent). One note should be addressed to the bus driver and one to the classroom teacher. Both notes should be handed to the teacher before classes begin.

### **CARE OF SCHOOL BOOKS AND PROPERTY**

Students are responsible for the proper care of all parish school property, equipment and materials. If property or equipment, including computers, printers, headphones, audio-visual materials or any other technological apparatus is damaged, the student and/or parents must reimburse the school. Students are also accountable for parish school furniture, bathroom facilities and any other parish school property that is deliberately or carelessly damaged or defaced.

Any textbooks, library books, computer software and athletic uniforms that is lost or damaged must also be replaced or the student and/or parents must reimburse the school.

## **CELLPHONES and ELECTRONIC DEVICES**

The use of cell phones, gaming devices, laptop computers, tablets, smart watches or any other type of electronic communication device is not permitted to be on in or around the building during the regular school day except for the school issued or approved devices.

**Parents are asked to not contact** students via cell phones, tablets, smart watches, etc. In an emergency, we ask that you call the school and we will contact your child. This also will allow us to avoid class disruptions.

Students in grades K-8 will be allowed to carry cellular telephones at school with the following stipulations:

1. The school will not be responsible for lost, stolen or damaged electronic signaling devices.
2. Electronic signaling devices are to be shut off at the start of school and may be turned on again only at the end of the school day.
3. Electronic communication device camera photography is prohibited at all times in all buildings.
4. Use of electronic signaling devices at any time during instructional time will result in confiscation and disciplinary action, as this is a violation of our St. Francis de Sales Parish School Code of Conduct.
5. The principal/designee shall have the right to access any content, including text messages, photos, or address books on cell phones confiscated from students.

The principal or designee has the authority to confiscate an electronic signaling device. Students whose cell phones ring in a classroom or use their cell phones on school grounds during regular school hours will:

**First Offense -** The cell phone will be confiscated, and it will be kept in the principal's office until the end of the school day. Student will be referred to the principal and/or one after school detention issued. Parents will be notified. The phone will be returned to student at the end of the school day.

**Second Offense-** The cell phone will be confiscated, and it will be kept in the principal's office. Student will be referred to the principal and/or two after school detentions issued. Parents will be notified. The cell phone will be returned to the parent only after a meeting has been held with the principal.

**Any Subsequent Offense** - The cell phone will be confiscated and it will be kept in the principal's office. Student will be referred to the principal and an In-School Suspension issued. Parents will be notified. The cell phone will be returned to the parent at the end of the semester. An exception is permitted only after the student has received prior permission from the school principal.

### **CHILD ABUSE AND NEGLECT**

All school and parish employees shall immediately report cases of suspected child abuse or neglect to the appropriate authority/agency as provided by Wisconsin Statute 48.981.

According to Wisconsin State Law, Section 48.981, Stats., any pastoral or school administrator, teacher, counselor or related professional (which included functions exercised with in priestly or pastoral ministry) who has reasonable cause (that set of facts which would cause a reasonably prudent person to conclude that abuse or neglect will occur or has occurred) 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 immediately (as soon as possible but not more than 24 hours), by telephone or personal visit, to the local County Child Welfare Agency, Walworth County Department of Human Services, 3955 Highway NN, Box 1006, Elkhorn, WI 53121.

### **CHILD CARE**

St. Francis de Sales Parish School will provide childcare for children between the ages of three (3) years old and fourteen (14) years old. Childcare services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin or ancestry.

Childcare services will be provided between the hours of 7:00 to 8:10 am and 3:30 to 5:30 pm, Monday through Friday, September through June. No service will be provided on school holidays/non-attendance days and on the last day of school attendance.

A more thorough description of our childcare program is issued separately.

## **CHILD CUSTODY**

When school authorities learn that a student is the subject of a court decree, which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of this court decree. Alternately, a letter from an officer or the court stating the requirements of the court in this matter will suffice.

If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4) , in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2) (m).

## **CLASS SIZE**

Class size for 1<sup>st</sup> through 8<sup>th</sup> Grades shall be limited to twenty-five (25) students, unless an exception is granted by the principal and School Advisory Committee.

Class size for Kindergarten (K) shall be limited to twenty (20) students, unless an exception is granted by the principal and School Advisory Committee.

Class size for our 4 Year-Old Kindergarten (4K) shall be limited to eighteen (18) students, unless an exception is granted by the principal.

Class size for our 3-Year-Old Kindergarten (3K) shall be limited to ten (10) students, unless an exception is granted by the principal.

## **CODE OF CONDUCT**

The St. Francis de Sales Code of Conduct represents our vision, values, and expectations of how everyone in our school community will behave. Establishing clear rules and standards is the first step in fostering appropriate behavior. When students understand what is expected of them, they learn to make appropriate choices about how to behave in a variety of situations. Establishing consequences for inappropriate behavior teaches children that they are responsible for their behavior and the choices that they make.

Maintaining appropriate behavior needs to be a cooperative effort of the child, teacher, parents/guardians, principal and pastor. Parental cooperation will increase the effectiveness of the school environment, where each child can gain academic knowledge while learning to get

along with and respect others, while becoming a responsible person.

Many of the expectations in the Parent-Student Handbook and classroom deal with safety related issues; some emphasize respect for other people and property; and a few are labeled as good manners. They are all important in maintaining a positive school environment that is conducive to learning.

We ask that all parents/guardians discuss this code of conduct with their children and let them know that you are not only aware of the rules and the consequences for not following them, but you support enforcement of them as well.

***Form 1 Family Student Handbook Acknowledgement must be signed by all families.***

## **COMMUNICATIONS WITH PARENTS**

All school events and activities are listed on the school calendar which can be found on the SFdS website and in Option C. The lunch menu may also be found on the SFdS website and Option C, our Student Information System.

The school newsletter is emailed to families every Tuesday. The newsletter will contain the most current changes to the calendar and important announcements.

The St. Francis de Sales Parish School website should be monitored for additional school information. **SFds website:**[www.sfdslg.org/school](http://www.sfdslg.org/school)

**Option C website:** www.option.com School code 7128

Parents may email teachers and/or administration at any time with questions or concerns. Teachers and administration will respond within 24 hours but not on weekends.

## **COMMUNITY SERVICE**

It is substantial and valuable that young people witness Christ through a free-will offering of their gifts, abilities and time that we refer to as community service. This can be the foundation of a lifetime pattern of giving to and serving others. Our Lord Jesus Christ considered service and love to be the greatest of graces and gifts. What follows are the general guidelines of what, for practical purposes, can be considered the community service policy of St. Francis de Sales School:

The service must be for the good of the school, parish, or community (i.e. events organized by

school or school groups such as the Advent Breakfast, parish events such as the Parish Festival, community events such as Safety Town); one may not receive any form of remuneration for the service; it may not be done during school hours without prior approval of the principal; if in doubt as to whether a service qualifies or not, a student is encouraged to seek prior approval from the teacher, principal or pastor; unless as an act of good will, it should not be something for which someone would otherwise have to pay someone, unless it is for a not-for-profit organization.

The service, for accounting purposes, must be recorded using the booklet *"To Serve as Jesus Did"* a Catholic Students Service Journal. Progress will be monitored by the home room teacher.

While parent support is necessary and valuable the onus of initiative needs to be with the student. It is important that the student fully understand the spiritual motivation (with parental guidance) for the service requirement. Parent compulsion or the attainment of a secular reward should not be considered spiritual motivation.

A student may begin community service at any age; however, the official hour accumulation may only begin during the summer after the completion of the 5th grade. Students will need to accumulate fifteen (15) clock hours of approved service per year for a minimum of forty-five (45) hours total by the 4th quarter of the 8th grade in order to be included in whatever form of recognition is recommended by the 8th grade class and teacher, and approved by the principal. Students are encouraged to accumulate as many hours as possible, as long as it does not interfere with academic or spiritual obligations. Service hours worked by parents, while greatly appreciated, may not be applied to the total of any student.

Students who enter St. Francis de Sales after the 5<sup>th</sup> grade are bound by the 40-clock hour requirement. Extenuating circumstances will be considered by the principal on an individual basis.

Written approval of parent or guardian is required for participation of pupils in community service activities.

Community service activities shall not interfere with the regularly scheduled transportation of pupils to and from school.

The interpretation of the community service policy, as with the interpretation of all policy, is bound by the final decisions of the principal. Summer hours must be approved by the principal.

## **COMPLAINTS CONCERNING SCHOOL / RELIGIOUS EDUCATION PERSONNEL AND POLICIES**

## GRIEVANCE PROCEDURES FOR PARENTS

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in our school or parish religious education programs and an employee (e.g. principal, teacher, DRE, Youth Minister, or Catechist) of the parish. Before any formal grievance can be initiated, the parent(s) or guardians(s) must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed. An informal grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

### STEP1

If there is no resolution, the parent(s)/guardian(s) can initiate the formal grievance process by providing a letter to the employee's supervisor no later than ten (10) working days after the informal meeting noted above. The letter must contain the following:

- The date/time/place of the informal meeting;
- The name and position of the employee with whom the disagreement exists
- Factual information and background regarding the disagreement;
- Specific recommendations for resolution of the issue.

After receipt of the letter, the supervisor will provide the employee five (5) workdays to respond and then schedule a meeting of all parties within (10) days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

If resolution does not occur and involves secondary schools, please go to STEP 3. If resolution does not occur and the potential concern involves elementary schools or parish programs, proceed to STEP2.

### STEP2

If resolution does not occur in the informal meeting or STEP 1 and the concern involves elementary schools or parish programs, the parent(s)/guardian(s) will provide the Pastor with a copy of the letter noted in STEP1 within five (5) working days of the completion of STEP1.

The Pastor will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners;

1. The Pastor will convene the parties in an attempt to reach mutual agreement. (Disputes in which the Pastor is the immediate supervisor begin here).



2. The Pastor may contact the Archdiocesan Office for Schools, Child, and Youth Ministry for assistance in resolving the matter. If agreement is reached, the process is concluded.
3. The Pastor may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him.

### STEP3

If there is no resolution through STEP 2, issues of concern will be heard by the local grievance committee. The local committee of three to five members will hear all sides of the dispute no later than thirty (30) days after the parent(s)/guardian(s) forwards a copy of the letter noted in STEP 1 to the committee. The committee, appointed by the pastor (principal, or president in a secondary school) and drawn from a pool of candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties. If there is consensus of all parties, the process is concluded. If resolution does not occur a final STEP 4 may be initiated.

### STEP4

Should resolution not occur through STEPS 1, 2, and 3, the parent(s)/guardian(s) can request within ten (10) working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed. Upon receipt of the written appeal, the superintendent will determine the appropriate action and the findings will be communicated to all parties involved.

## **COMPUTERS AND TECHNOLOGY**

The use of computers and technology comes with responsibility. It is important that you and your child read the following Acceptable Use Policy for the use of Computers and Telecommunications and discuss them together. When your child is given a password for computer use, it is extremely important that the rules are followed. Inappropriate use will result in the loss of computer privileges, and other disciplinary action, if necessary. Please stress to your child the importance of using only his/her account password, and of keeping it a secret from other students. Your child should never let anyone else use his/her password to access the network. Your child is responsible for any activity that happens in his/her account.

Your student's use of the Internet will be supervised by staff, and we are using security settings available through both software and hardware settings, which are designed to limit access to inappropriate material on school campus. Please be aware, however, that there is unacceptable and controversial material and communications on the Internet that your child could access despite all our precautions. It is not possible for us to always provide direct supervision for all

students, nor can we filter material posted on every network-connected computer all over the world. We encourage you to consider the potential, however slight, of your child being exposed to inappropriate material in your decision whether or not to allow usage of the school computers and Internet. There may also be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussing with your student about your family values and your expectation about how these values should guide your student's activities while he/she is on the Internet.

### **Acceptable Use Policy for Computers and Telecommunications**

Use of computers and the Internet provides great educational benefits to students. Network and Internet access is provided to further the legitimate educational goals of this institution. Access to the Internet and the use of the computer network is given as a privilege to students. All students and their parents or guardians are required to read, accept, and sign the following rules for acceptable online behavior.

#### **Rules for Acceptable Use:**

1. Students accept responsibility to act in a moral and ethical manner when using the computer system and Internet. General school rules for behavior and communication apply.
2. Network storage areas and school issued or personal devices may be treated like school lockers or desks. Administrators may review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private.
3. The following are not permitted:
  - a. Sending or displaying offensive message or pictures.
  - b. Using obscene language
  - c. Harassing, insulting or attacking others
  - d. Tampering with or damaging computers, computer systems or networks
  - e. Violating copyright laws
  - f. Using another's password
  - g. Trespassing in another's folders, work or files
  - h. Wasting limited resources
  - i. Employing the network for personal, commercial, or non-academic purposes
  - j. Circumventing security measures on school/parish or remote computers or networks
  - k. Revealing the personal address or phone number of yourself or any other person without the appropriate prior approval
4. Violations may result in a loss of access to technology, loss of credit for the class, suspension from school, and other disciplinary action.

## CURRICULUM

The course of study at St. Francis de Sales Parish School has been developed with guidance from the Milwaukee Archdiocesan Office for Schools and in accordance with the requirements of the state of Wisconsin. The secular subjects and textbooks are similar to those used in the public schools. These are taught with a Christian approach and interpretation. All students receive regular instruction in Religion, Language Arts, Reading, Math, Social Studies, Science, Art, Computers, Music and Physical Education. Textbooks and other materials used are always available for viewing.

Religion: The religion curriculum at St. Francis de Sales is infused into the life of the school and all areas of study. Students learn about their faith through academic coursework. Students grow in their faith by diving into the connection of Catholic ideas to other fields of academic study, arts expression, socialization, discipline, and morality. They deepen their spiritual beliefs through prayer, devotional practices, and social outreach.

Religious Education is integrated into the life of each student. This is done by a continuous effort to create a Christ-centered atmosphere in each classroom and in the school as a whole. A formal religion program is taught on all levels (Kindergarten – 8<sup>th</sup> Grades).

The Director of Religious Education co-ordinates and directs all sacramental programs at St. Francis de Sales School. This is usually Reconciliation and First Communion, which are celebrated in 2<sup>nd</sup> grade, using supplemental texts. Most instruction is given during day school hours; however, some parent meetings are mandated for sacramental preparation.

The “Theme” for each grade is as follows:

**Kindergarten:** Caring

**First Grade:** Who Is God?

**Grade Two:** Reconciliation/Eucharist/Mass

**Grade Three:** Church Community

**Grade Four:** Morality

**Grade Five:** Seven Sacraments

**Grade Six:** Old Testament

**Grade Seven:** New Testament-Jesus

**Grade Eight:** Church History-Morality

Students attend Mass once a week and celebrate a monthly prayer service. These liturgies are planned by students and teachers. Holy Days which occur during the school week will be

celebrated during the school day.

**Early Childhood Kindergarten:** The kindergarten program at St. Francis de Sales School provides a welcoming and nurturing environment to promote all students to become successful learners. Our early childhood environments are specifically designed to provoke the curiosity and exploration of children at differing levels of development. By balancing play experiences with academic lessons, children learn to be flexible thinkers and to develop core social skills, such as negotiation, collaboration, and empathy. Children are guided in developing a relationship with God, learning about the world, making friends and building independence and leadership skills.

**Language Arts:** Our English/Language Arts curriculum is following the practices that view reading, writing and thinking as integrated parts of a whole. Students are guided in daily lessons of reading, writing, speaking, listening, and literary analysis with the purpose of learning to think critically, find and evaluate information, interpret, analyze, express meaning and present ideas through a variety of media and technology.

**Math:** Our math curriculum, Envision, is designed to engage students in applied quantitative thinking to make sense of numbers and mathematical ideas. Students develop understanding of numbers while using real world applications to show mastery of a skill. The course content includes number sense, geometry, measurement, statistics, probability, and Algebra.

**Science:** Science is an ongoing process of acquiring and refining knowledge. Through science and engineering practices framed in the Next Generation Science Standards, students use critical thinking, problem-solving and collaboration to master content, make discoveries and solve design challenges. The study of science allows all learners to achieve deeper insight and understanding of the world that God created.

**Social Studies:** The social studies curriculum provides a coordinated and systematic study of information, skills and concepts from the disciplines of history, geography, political science, economics, anthropology, psychology, law, archaeology, and sociology. Connections are made to how people over time have shaped the world today in aspects of science, technology, and religion.

**Spanish:** Our Spanish program emphasizes interpersonal communication by focusing on the development of the four means of communication: listening, speaking, reading, and writing. World language study is part of our core academic studies for grades 7th and 8th.

**Music:** Our music curriculum is a program that encourages students to develop an understanding of musical concepts through singing and playing instruments. Provides an opportunity to understand music in relation to history, culture, and the arts. Guides students to knowledge of musical concepts through composing and improvising. Students learn musical concepts through reading, notating, analyzing, and evaluating music.

Art: Our art curriculum is a program of sequential experiences that encourages students to develop individual styles of expression using a broad range of media and techniques. They refine their observational skills and critical thinking ability through a formal critique process . In addition to weekly art classes, collaboration with classroom teachers provides cross-curricular experiences designed to develop visual literacy across disciplines.

Physical Education: The physical education program takes a progressive approach from skill development through mastery with an emphasis on lifetime fitness. All students participate in team-building and cooperative activities that focus on and help solidify the values of teamwork and sportsmanship.

Social and Emotional Learning (SEL): The social and emotional learning program allows students to reflect on their own feelings and how those feelings impact others. Students are given opportunities to develop self-awareness and self-management skills, foster social skills to maintain healthy relationships with peers and adults, and improve decision making skills and responsible behaviors in school and community settings.

Electives 6-8: Students in 6th through 8th grade are given the opportunity to select an elective for each quarter. Students participate in electives twice a week with other middle school students. Some electives offered are coding, digital art/design, computer applications, and sign language.

## **DISCIPLINE**

In order to make the entire student body of St. Francis de Sales Parish School an active, Catholic, Christian learning community, a discipline policy must exist. Standards and rules are necessary for the successful operation of a school. If these standards and rules are established in light of reason and with foreseeable consequences, students are more likely to comply. Believing that discipline is a mutual responsibility, we the staff and administration will strive to develop students who honor, respect and are responsible to themselves, fellow students', staff and parents. We, at St. Francis de Sales, also believe that, in turn, each student should be treated with respect and dignity.

Positive concepts of discipline are built on the belief in the dignity of and respect for each person. One of our main goals as a school is to help students develop self-discipline. Self-direction, rather than external control is the ultimate objective of true discipline. A climate of mutual understanding, respect and trust based upon faith in the worth and dignity of each individual does much to promote self-discipline.

Therefore, students will be expected to show respect, dignity and cooperation to teachers, staff

members, parents and fellow students. Students must realize that they are ultimately responsible for their own actions, and they must assume the consequences.

## **LEVELS OF STUDENT OFFENSES AND CONSEQUENCES**

### Disruptive Behavior (Level I) (Applies to K –8<sup>th</sup>)

Disruptive Behavior will be handled by the intervening St. Francis de Sales faculty or staff member or referred to the principal when these offenses occur in the common areas of the school or school grounds. Disruptive Behavior that takes place in the classroom will generally be handled by the classroom teacher in charge. Although Disruptive Behavior comprises the lowest level of offense, they nevertheless require intervention in a timely manner. **Depending upon the severity of the offense, some Disruptive Behavior offenses may be classified and treated as a Serious Behavior offense**

Disruptive Behavior **offenses** include, but are not limited to, the following types of behavior (which are listed alphabetically, not in order of seriousness):

- Being present in unauthorized areas of the building or schoolgrounds
- Being consistently unprepared for class
- Bringing unauthorized items to school
- Chewing of gum/candy/food outside of cafeteria area
- Chronic late/missing assignments
- Cutting or pushing inline
- Disrupting the learning environment
- Failure to follow directions
- Dress code violations
- Library fines not being paid in a timely manner
- Littering
- Making vulgar or inappropriate noises
- Rough play (Physical contact without intent to harm)
- Running or excessive loudness in the building
- Failure to act responsively
- Unexcused tardiness
- Teasing or taunting
- Throwing Objects
- Cheating and Plagiarism (In addition to consequences listed below, the student may receive a Zero on the assignment)

The following types of **consequences** are suggested for Disruptive Behavior offenses. Please note that these consequences are listed alphabetically and are not in order of suggested use.

Consequences for Disruptive Behavior must fit the offense.

- Change of seating location
- Conference with parent(s) and/or guardian(s)
- Conference with student(s)
- Development and adherence to an individualized behavioral plan
- Loss of privileges
- Opportunity to correct actions
- Possible detention
  1. Afterschool
  2. Lunch
  3. Recess
- Probation
- Sent to office with a disciplinary referral and work there for the remainder of the day
- Telephone call to parent(s) and/or guardian(s)
- Verbal or written apology for misbehavior
- Warning or directive

Three Disruptive Behavior offenses in one academic semester will result in progression to a Serious Behavior offense for all further offenses for that academic semester.

After school detentions will be served on Tuesdays and Thursdays and will be one hour in length. There will be no exceptions made to the policy; all detentions will be served from 3:30 to 4:30 pm. It will be the parent's responsibility to provide transportation for the child from school to home on the day the detention is served. Students not bringing back the signed detention slip the following day will receive an additional detention.

Serious Behavior offenses (Level II) which occur in the classroom or in common areas of the school or school grounds will be handled either by the classroom teacher in charge and/or the principal. Serious Behavior offenses are considered to be more severe than Disruptive Behavior offenses. Depending upon the severity of the offense, some Serious Behavior offenses may be classified and treated as Severe Behavior offenses.

Serious Behavior offenses include, but are not limited to, the following types of behavior:

- Bus misconduct
- Damaging or defacing school property
- Defiance or disrespect to any St. Francis de Sales adult (Faculty, staff, parents, volunteers, substitute teachers, visitors, etc.)
- Failure to abide by corrective measures given for Disruptive Behavior offenses

- Forgery
- Inappropriate Catholic School conduct
- Leaving school grounds without permission
- Physical contact with the intent to provoke or harm
- Possession or use of tobacco or tobacco products
- Profane or inappropriate language
- Repeated Disruptive Behavior offenses
- Truant from class
- Violation of Computer/Internet agreement

Serious behavior offenses may result in the sequence of consequences listed below. The school principal and/or pastor have the authority to respond at any step in the sequence based on the circumstances and the actions of the student(s) involved. In some cases, additional consequences may be imposed.

1. Removal from class
2. Parent(s) and/or guardian(s) notified of the consequences for their child's offense
3. The local authorities may be notified
4. Possibility of consequences:
  - a. One hour after school detention
  - b. Probation
  - c. In-school suspension (1 – 5 days)
  - d. Out-of-school suspension (1 – 3 days)
5. Possible parent conference at school and/or development of an individualized behavioral plan
6. Possible removal from field trip privileges and/or social event privileges
7. Possible revocation to participate in any and/or all extra-curricular activities

In extreme cases of inappropriate behavior, the child's parents will be called during the day and informed that the child will be detained that day. The parents are responsible for picking the child up after this detention.

In the event that a child receives three behavioral detentions during one academic semester, a conference with the parent(s) will be set up. The child will be put on probation. This means that the student will not be allowed to participate in any extracurricular activities/field trips/assemblies etc., until the semester has ended.

After a student has earned three behavioral detentions during one academic semester, any further disciplinary actions will result in an in-school suspension for one day following a conference with the parents. Suspensions are justified only in unusual circumstances and are



normally an in-school suspension. An in-school suspension means that the student will sit in the office the entire day without contact with other students. All work, use of the bathroom, lunch, and recesses will be administered by the principal from the office. Students that have earned an in-school suspension are still on probation for the remainder of the quarter.

Severe Behavior offenses (Level III) that occur in the classroom or in common areas of the school or school grounds will be referred to the principal, as well as other authorities when necessary. Severe Behavior offenses include any behavior that violates federal, state or local law, compromises student safety or displays gross misconduct by a student.

Suspension and expulsion procedures may be exercised when a student's conduct endangers property, health or safety of others or is disruptive to the learning environment.

Severe Behavior offenses include, but are not limited to, the following types of behavior:

- Repeated Disruptive Behavior or Serious Behavior offenses
- Failure to abide by corrective measures given for Disruptive Behavior or Serious Behavior offenses
- Assault (verbal or written threat) which imply physical or mental harm or battery (physical attack)
- Fighting
- Harassment
- Hazing or hazing-type initiations
- Possession or use of illegal drugs and/or alcohol
- Possession or use of weapons, "look a like" weapons, or any object deemed potentially harmful to others.
- Destruction of school property/vandalism
- Any severe or inappropriate conduct on school premises or at school related activities that endangers the life or safety of another
- Gross disobedience or misconduct as determined by the school principal, pastor and/or local authorities
- Theft
- Threats, physical, verbal or written, intended to cause physical or mental harm or fear
- Gang affiliation
- Verbal abuse
- Bullying, Cyber Bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages.

Severe Behavior offense may result in the following sequence of consequences. The principal and/or Pastor have the authority to use their discretion in assigning appropriate consequences,

responding at any step in the Serious Behavior offenses sequence based on the circumstances and the actions of the student(s) involved. In some cases, additional consequences may be assigned.

- One to ten day out-of-school suspension and recommendation for expulsion.

Out-of-school suspensions are considered a rarity and are the responsibility of the school principal. State law directs that a maximum of three days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of seven consecutive school days to be served in suspension until the expulsion hearing is held. In cases of out-of-school suspension or expulsion, the procedural guidelines established by the Archdiocese will be followed.

### **DROP -OFF & PICK –UP PROCEDURE**

#### **DROP -OFF PROCEDURES:**

**Bus Riders:** Bus rider will be drop off is on Curtis Street exiting the bus near Curtis Street door near the gym. There is no parking in the designated bus area on Curtis Street during drop off.

#### **Car Riders:**

Students are not to arrive prior to 8:10am if they do not ride the bus. Students arriving before 8:10am must be dropped off at the Curtis Street gym doors to enter the gym and into the Before Care Program (at a minimal charge). Beginning at 8:10 drive through drop-off is on the upper playground parking lot. Enter fence driveway closest to Hwy 50 and loop around exiting out the opposite driveway. Please have your children exit the car in a timely manner as to not back up the flow of traffic. Parking in the upper parking lot is NOT allowed. If parking is necessary park in the Parish Center lot.

**3K, 4K and Kindergarten Parents:** 3K, 4K and Kindergarten Parents may park on Curtis Street (past the bussing lane) and enter school in through the gym door. Bring your student(s) to the school gymnasium between 8:10-8:30.

#### **PICK-UP PROCEDURES:**

**3K and 4K Parents:** 11:30 am Pick up is at the gym doors on Curtis Street for students who choose a half day option.

**PK 3 & 4 and Kindergarten:** Students will be picked up in the gym at 3:30 or will be dismissed

with an older sibling with parent permission.

**Grade 1<sup>st</sup> – 5<sup>th</sup> Parents:** Pick up students in the upper parking lot, same process as drop off.

**Grade 6<sup>th</sup> – 8<sup>th</sup> Parents:** Pick up students and siblings in the playground area, enter on East street, line up to pick up students and exit onto east street.

**See map in Appendix**

Walkers will come through gate at the main entrance across from the playground, their child will be released at that door.

## **EMERGENCY DRILLS**

### **Tornado**

- Areas have been designated for each class to move into in case of a tornado.
- Drills are held frequently to insure smooth movement for such an event.

### **Fire**

- Exits to be used in case of fire are posted in each room
- Monthly fire drills are conducted to prepare all children for a safe evacuation of the building.

### **Lockdown**

- Lockdown drills are conducted frequently to prepare students and staff in the event of lockdown being necessary.

## **EMERGENCY RESPONSE PLAN**

St. Francis de Sales School has in place a complete protocol to respond to any emergency or disaster, including, but not limited to fire, tornado, hazardous material, bomb threat, and intruder in the building, evacuation and relocation. The Emergency Operations Plan will be followed if a life-threatening emergency requires specific action to be taken to ensure the safety of students and staff. This plan is known to school personnel and for security reason will not be discussed publicly. If such a situation should occur, every effort will be made to keep families of students and staff informed.

In the event of emergency or disaster, under no circumstances should family, friends or relatives

come onto the school grounds during the crisis. We ask this for the students and staff's safety as well as your own safety. Parents will be informed via the media where to meet and a person who represents St. Francis de Sales Parish School will be located there as soon as possible.

The Emergency Operations Plan will be practiced and reviewed annually.

### **EMERGENCY SCHOOL CLOSING**

In the event of a severe storm or other emergency, Radio Stations **WLKG 96.1 FM** or **WTMJ 620 AM**, and Television Station **WTMJ 4** carries area school closings, as will the **www.620wtmj.com** website.

When school is closed due to severe weather, all after school and evening activities are cancelled.

Parents will receive an Option C alert via text, email or call depending on your personal setting in Option C.

### **EXTRA-CURRICULAR ACTIVITY ELIGIBILITY**

Extra-curricular activities include sports, plays, swing choir, talent shows, clubs, school play and Student Voice.

A student's first responsibility is to his or her schoolwork and grades. It is believed that students who do not achieve in accordance with their abilities do not have time to participate in extra-curricular activities or sports. It is further believed that students who display a negative attitude, poor conduct, or less than full effort should not be representing the school in extra-curricular activities. Therefore, participating in sports or extra-curricular activities will be allowed only as long as grades, attitude, conduct and effort warrant it.

To determine a player's eligibility status, teachers will evaluate students on a weekly basis. The judgment of student's behavior and attitude will be incorporated into their effort grade and will be based upon how well they follow the classroom guidelines; their academic status will be based upon a weekly eligibility progress report. **A teacher recommendation may indicate that a review of student's work performance and additional effort is needed, hence student will not be able to participation in sports or extra-curricular activities.**

Eligibility for participation in **sports or extra-curricular activities** will be monitored on a weekly basis. The review period for a student work performance will begin Monday morning and will

continue until Friday afternoon. Special circumstances may be appealed to the principal.

1. A student-athlete is ineligible for one FULL week (from Monday to Saturday), and may resume participating in games if they demonstrate understanding in their class performance to meet eligibility status by the following Friday (the day teachers' hand in eligibility to the office). Eligibility would resume.
2. A student-athlete **might not be allowed to** participate in practices during their ineligibility, if the Principal and Athletic Director determine it is in the student's best interest to miss practice as well to become eligible.

If a student accumulates **3 Detentions** during a semester, he/she will not be allowed to participate in school sponsored activities, field trips, in-school assemblies, sport teams, Field Day, or other extra curricular activities.

If a student accumulates **7 Detentions** during a school year, he/she will not be allowed to participate in any of the special school events named above.

### **FIELD TRIP CHAPERONE GUIDELINES**

Your primary purpose in being a field trip chaperone is to help and assist the teacher in any way that you can and to help keep all of the children safe.

Field trips are for St. Francis de Sales Parish School students only – no siblings are allowed to come on trips. School field trips are not family trips to the zoo, museum, play, etc., but **class trips**.

Chaperones are a welcome part of the field trip experience, as teachers need the extra hands for assistance, away from the school environment. Chaperones are selected by the teacher on a per field trip basis. Some field trips require many chaperones, others only a few; the teacher and the field trip destination spot determine the number of field trip chaperones allowed.

**All chaperones must be 21 years of age or older and have completed Safeguarding All God's Family training.**

Every effort is made to have willing parents accompany a class on a field trip AT LEAST ONE (1) TIME PER YEAR. Anyone volunteering but not selected for that particular field trip, will be selected for the next field trip, **if possible**.

Sometimes, chaperones are free for certain field trip, other times; the chaperones will pay a fee. This is always stated on the field trip form. Please **DO NOT** send in any chaperone fees until the classroom teacher notifies you that you will be a chaperone for that particular field trip.

You may only be assigned to chaperone one grade at a time, for example, if you have a child in 1<sup>st</sup> and 3<sup>rd</sup> grades and both are going on the same trip, and you have been asked to chaperone in the 3<sup>rd</sup> grade, you may not have your two children with you. You may only chaperone in the grade for which you have been assigned.

Chaperones are to follow preset guidelines for the field trip given by the teacher/administration.

You may not be able to chaperone your own child, although, whenever possible, the teachers will try. The primary purpose is to keep the students safe so they may have an enjoyable experience. (If this means a dad of a daughter will chaperone boys, so he may accompany them to the bathroom, and his daughter goes with someone else, then that must be okay with the parent chaperones.)

Chaperones must ride the bus with the students. (They may not drive behind the bus and meet up with the class at the destination). If you are not selected to chaperone a field trip, you should not drive on your own and meet class at their field trip. Doing so will only confuse the child as to who is in charge – is it Mom or Dad or the chaperone? Legally, it must be the chaperone assigned to that child and appointed by the teacher.

### **FIELD TRIP PROCEDURES**

Field trips and community service shall provide learning activities related to the curriculum, meeting educational objectives and goals of the school. The explicit purpose of the trip or activity and its relation to the course of study must be stated. Appropriate instruction shall precede and follow each field trip. The trip should be appropriate for the age and maturity level of the students. The school may not authorize any field trip that is strictly recreational in nature.

The principal must initially approve the planning of the field trip or outing. The principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Written permission of parent or guardian is required for participation of pupils' infield trips. (Field Trip Permission Form provided by office staff/ teacher).

Teachers shall accompany pupils on all field trips and shall assume responsibility for student safety and behavior. The school shall provide adequate supervision, a qualified adult for every 10 – 15 students, including one or more employees of the school.

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.

All field trips shall begin and end at the school. Field trips shall not interfere with the regularly scheduled transportation of pupils to and from school unless approved by principal. Students are not allowed to leave the field trip unless signed out and removed by a parent.

Appropriate educational experience and proper supervision shall be supplied for any pupils whose parents do not wish them to participate in a field trip or community service activity.

All money and permission forms for field trips should be sent in sealed envelope with student's name and classroom teacher's name by the requested date.

### **FINANCIAL AIDE: THE ANGEL FUNDSCHOLARSHIP**

The Finance Committee of the Saint Francis de Sales Parish School supports an "Angel Fund" Scholarship Program. The purpose of the program is to help Parish families in our school who are having an extremely difficult time meeting their obligations towards school tuition.

Beginning with the 2005-2006 school year, we utilize the services of Tuition Aid Data Services (TADS), to determine how much funding a student is eligible for. They will conduct the financial assessments of the families who apply. This report will be strictly confidential. The report will be sent to the Principal and he/she will disperse the funds in collaboration with the Pastor.

### **FOOD ALLERGIES**

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a Health Care Plan (refer to the Health Care Plan Form). The Health Care Plan will be kept on file in the health room/office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school.

The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction.

The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents in these grade levels requesting the snacks, lunches and treats that do not contain the allergen. Some students have a lethally dangerous allergy to peanuts, and therefore our environment must be as peanut-free as possible. Please consider this in preparing lunches. We request snacks and class treats be totally peanut-product-free for a class with a student having this allergy. For other grades, if a peanut product for snack, treat, or lunch is sent, the student(s) is instructed to wash up carefully after eating, to avoid contaminating any surface.

The school will provide an allergy-controlled table in the lunchroom for students with severe food allergies. Students may invite friends to sit with them as long as their lunch does not contain any allergic foods to other students at the table.

#### ***Form 4 Health Care Accommodation Plan and Form 5 Allergy Action Plan***

### **GRADE PROMOTION/GRADUATION**

A student will be promoted to the next grade level when he/she has successfully completed the academic requirements of the present grade level. Students need to be present and be able to complete all work assigned in order to be promoted. Failure to complete all standards or not showing academic growth may be grounds for not being promoted.

Students graduating from accredited elementary schools of the archdiocese shall receive the official diploma issued by the Office for Schools.

### **HOMEWORK**

#### **Introduction**

Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to review a student's understanding and application of priority standards. Completion of routine homework can motivate students to develop good work habits, while increasing the opportunity for individual initiative and responsibility. Homework can also stimulate creativity, critical thinking and awareness that learning can take place outside of the classroom.

#### **Homework Policy Guidelines for Students**

- Always do your best work
- Understand assignments clearly before leaving class
- Budget time properly for long-term assignments
- Complete any work missed due to absence from class
- Homework will be in core content areas only (Religion, Math, English, Science and Social Studies)
- Talk to your parents and teacher if you are having difficulty with homework
- Homework will not be assigned during school vacation except reading and reflection.

#### **Homework Policy Guidelines for Parents**

- Be familiar with the philosophy and class guidelines for homework
- Check your child's assignments
- Provide a time and place to do homework assignments with limited interruptions
- Actively supervise homework completion, assisting, but not doing the work
- Oversee completion of long-term assignments to assist in understanding time management



- Contact the teacher with questions or concerns especially if your child exceeds the allotted time frame
- Homework will be in core content areas only (Religion, Math, English, Science and Social Studies)

While it is understood that the time it takes to complete homework assignments may vary with each child, a general guideline for each grade level is 10 minutes times the grade level. If a child is in grade 3, homework should not exceed 30 minutes a night. If your child is having difficulty on a consistent basis completing assignments within the recommended time frame, please contact your child's teacher for assistance.

### **ILLNESS**

Children should not be sent to school when they are sick. It is not the responsibility of the school to determine a child's illness. Fever, nausea, rashes, earache, etc. are symptoms that a parent should check before sending a child to school.

Under no circumstances is a student to leave school when ill without first contacting the school office, who in turn will contact the parent. Arrangements must be made for someone to pick up an ill student.

Students should make arrangements with their teachers to complete assignments missed when ill. If a parent wishes to pick up their child's homework, please inform the school office when calling in the morning: the homework will be emailed at the end of the school day, 3:30pm.

Any student suspected of having chicken pox, head lice, pinkeye, impetigo or another communicable problem will be sent home immediately for care. Students with chicken pox may not re-enter school until the quarantine period is finished and not until all pox have healed. Families must disclose such problems and isolate the child for treatment for health reasons.

Students who come to school will be expected to participate fully, with the exception of students with doctor's orders for restrictions or students who become ill or injured at school and are waiting to go home. Any student that is too ill to be outside or too ill for all normal activity of the school day should be kept home from school.

Due to the Corona Virus COVID 19, separate requirements will be in place as directed by our local health department.

### **ILLNESS OR ACCIDENT REPORTING**

Any serious illness or accident is to be brought to the attention of the parish/school principal, and the school office, as quickly as possible. In sports-related injuries, the coach should contact the athletic director as quickly as possible on the same day of the accident. Information on an injured person, witnesses, and any other person or athlete involved in the injury should be documented in an accident report.

The parent or guardian will be notified. When the parent or guardian cannot be reached, the local police department or law enforcing agency is notified to assist in locating the parent/guardian.

An emergency pupil information file should be available for quick reference. Student emergency records must be updated each year and contain information listing the parents' and another competent adult's address, the telephone number at home and at work, the name and telephone number of the family physician, hospital preference and pertinent data needed in case of an emergency.

An accident report must be placed on file regarding all accidents resulting in significant injury occurring to and from the school, as well as in the school facility itself. Injuries that need to be reported include, but not limited to the following:

- Broken bones
- Head injury/concussion\*
- Serious eye injury
- Any accident or injury that results in transportation by an ambulance or by a parent to an emergency room/ urgent care clinic
- Any other serious injury that arises out of negligence or a hazardous situation

\*The effects of a concussion on student's return-to-school experience are unique to each student. Therefore, each student should have an individualized academic adjustment plan for the duration of the student's recovery. This plan should be created in consultation with the student's parents, medical professionals, and school personnel. It should address the cognitive, behavioral, social, emotional, and emotional needs of the student.

## **IMMUNIZATIONS AND PHYSICALS**

To protect students and children from diseases that are preventable by immunization, Wisconsin law requires all students to show that they have received the required immunizations or have a signed waiver. This documentation MUST be updated annually and a copy in each student's file.

A physical is required upon entrance into Saint Francis de Sales Athletics Program, again two (2) years later if they continue in athletics.

### ***Form 6 Physical Form***

## **LIBRARY POLICIES**

Lost Books – If a book cannot be found in a timely fashion the actual cost of replacement will be charged when the same book is repurchased. If the book is no longer in print, the cost of purchasing a similar book is charged.

Damaged Books - Fines are estimated by degree of damage and may result in replacement cost of book.

The student's Parent/Guardian is responsible for all fines accumulated by the student.

### **LICE POLICY**

Students with pediculosis (head lice) may be removed from classrooms and/or school until they have received proper treatment in accordance with state law, medical guidance, and established policies. This is not a "No Nit" policy. Nits do not transfer to other people.

1. First time a child is identified with lice:
  - a. The school administration will call the parent to inform them of the condition and the need for them to come to the school immediately to take the child home for treatment. A note to the parents giving treatment instructions will be sent home with the child.
  - b. The school office will check the child's entire grade level and siblings for lice.
  - c. The child's classroom will be vacuumed and cleaned according to the "Cleaning and School Environment" section on the DPI website.
  - d. The child may return to school the next day as long as the parents sign a form saying they have treated the child and their home per instructions.
  - e. The school office will check the child upon the child's return to school (the child will not be allowed in the classroom prior to checking the child). As long as the child has no living lice, the child may stay in class. All siblings of the child will also be checked at this time.
  - f. The school office may check the child every day to make sure the child does not have re-infestation.
  - g. The school office may continue to check the child every day for up to 14 days after the last lice identification.
  - h. The office will continue to check the child each day as long as nits are present.
2. If the child has re-infestation:
  - a. The school administration or designee will call the parent to inform them if a live louse is observed, and the need for them to come to the school immediately to take

- the child home for treatment. A note to the parents giving treatment instructions will be sent home with the child.
- b. The child may return the next day as long as the parent signs a form stating that the child and the home have been treated.
  - c. The school office will recheck the child and siblings the next day and the child may stay in school as long as no live louse is observed.
  - d. The school office will continue to recheck both the child and siblings as referenced in the "First Time Identification" process items 1.e thru 1.h.
3. Cases of chronic re-infestation may be referred to the Walworth County Public Health Nurse.
  4. Confidentiality:
    - a. Information will be shared with appropriate school personnel. All information shall be kept in confidence in accordance with state and federal laws and regulations. Treatment verification forms are to be considered and handled as patient health care records.
    - b. Parents of other students in the classroom will be notified of the presence of lice when more than one child is found to have been infected in the classroom.

### **LIVE ANIMALS IN SCHOOL**

The educational and therapeutic value of animals in the school setting is recognized. However, conditions must be maintained to ensure the safety and well-being of students, staff and the animals.

In an effort to provide a healthy and safe environment for all, the following applies:

- Live animals may be brought into the classroom only as part of a written curriculum, and with the prior approval of the school principal.
- There should be a clear instructional or therapeutic purpose for keeping an animal in the classroom.
- School staff (with permission from the administration) must inform parents of students in a classroom when an animal is being introduced and/or maintained.
- Exposure to feathered and furred animals must be controlled, as they can exacerbate asthma and trigger other severe allergic reactions.
- Specific restrictions regarding reptiles, undomesticated animals, birds, and stray animals apply.

In general, animals must be handled according to the recommendations of the Wisconsin Humane Society and the Wisconsin Division of Health.

Pets will be allowed outside of the school building before and after school. Pets must be on a leash and in the care of a responsible adult. An unsociable and/or aggressive pet will not be allowed on the school grounds.

**The use of Service Animals for an enrolled student must be addressed with school administration to ensure compliance with the American Disabilities Act.**

### **LOST & FOUND**

The school Lost & Found area is in the main hall. Periodically these materials will be boxed and donated to charity. If your children are missing anything, please check this area (and the office for smaller items, such as jewelry).

### **LUNCH PROGRAM**

Students have the choice to supply their own lunch or purchase a hot lunch ticket. Lunches are purchased using a five-day ticket at a cost of \$15.00 (price is subject to change). The lunch ticket can be used for any five lunches - whether five in one week, five in a month, etc. When the ticket is used up it will be sent home as a reminder to purchase another ticket. A choice of white or chocolate milk is included in the cost of the hot lunches. Students supplying their own lunches may purchase milk for .35¢ per carton (price is subject to change).

Lunch tickets are purchased by family not individual. The ticket is punched for each lunch ordered by the students.

### **Unpaid Meal Charge Policy**

The goal of the SFdS School Meal Program is to provide nutritious meals to children during the school day. Children may receive lunch at no cost to them if they are eligible for free meals or if they qualify for free meals based on Federal poverty guidelines. If, however, a student, who does not qualify based on these standards would like lunch but does not have money in their account or cash with them to cover the cost of the meal at the time of the meal service the following will take place.

- If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child will be provided a meal. The money may not be used to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
- If a child has no money on account or cash SFdS will provide an alternate meal. In this case, the following must be adhered to:
  1. Meal is provided free of charge
  2. Meal does not need to meet Smart Snacks

3. Meal cost must be funded from a non-federal source and is subject to nonprogram food regulation
4. Food Service Fund will not absorb meal cost.

### **LUNCHROOM EXPECTATIONS AND CONSEQUENCES**

1. Students will enter and leave the lunchroom quietly.
2. Students will follow and obey directions the first time they are given.
3. Students will remain seated at their table.
4. Students will finish their meal and follow directions for dismissal.
5. Students will not play with their food.
6. Students will converse in a quiet manner.
7. Students will walk at all times.
8. Students will clean the table and floor area before leaving.
9. Students buying hot lunch will not share or trade their food with students eating cold lunch. Students with cold lunch will not share or trade their food with students eating hot lunch.
10. Students will eat lunch in the lunchroom, unless eating with a teacher in their classroom.
11. Students will obtain permission to use the restrooms. All school restroom rules apply.
12. Students who use the microwaves in the lunchroom are responsible for cleaning any spills in them.
13. Lunchroom clean-up may be a consequence to violation of the lunchroom expectations.

### **MEDICATION ADMINISTRATION TO STUDENTS**

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 individual(s) administering the medication and/or the School Office.
  - a. Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or office staff.
  - b. Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or office staff.
  - c. The school office or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.

2. Medication to be given in the school must have the following information printed on the container:

- a. Child's full name;
- b. Name of the drug and dosage;
- c. Time to be given
- d. Physician's name.

3. Medication will be taken by the child at the designated time administered by the school office, or by the other individual who has been identified to do so. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.

Schools recognize 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 school staff. 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. The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. 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 for a student who requires an emergency prescription medication.

4. Only limited quantities of any medicine are to be kept at school.

5. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.

6. The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage time it is to be administered is changed from the original instructions.

7. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.

It is advisable to have in the principal's or school office staff, a list of pupils needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.

- a. An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, and the time given, and the duration.
  - b. School personnel are asked to report any unusual behavior of pupils on medication.
8. School personnel may provide aspirin or other non-prescribed medicine to students with authorization from the student's physician and/or parents.

## **NON-SMOKING**

All Catholic schools shall be 100% tobacco-free and smoke free in accordance with Wisconsin Statute 101.123(2)(a). Tobacco use prevention programs shall be an integral part of the school's substance abuse prevention efforts.

The use and/or possession of all tobacco products or paraphernalia by students, staff, and visitors are prohibited within school facilities, vehicles, grounds, and at all school sponsored events.

## **PARENT / TEACHER /STUDENT CONFERENCES**

Conferences are held with the parents/guardians of each student on an ongoing basis both formally and informally throughout the year.

During the school year the St. Francis de Sales Parish School holds two parent/ student/teacher conferences Parents, students and classroom teacher(s) will discuss the student's schoolwork and identify what correction and assistance may be needed to enable the student to perform at the highest academic and behavioral level.

Additional conferences may be held at any time between parents and teachers or parents and principal according to student's needs and/or parents/teachers' requests.

## **PARENT OPPORTUNITIES**

St. Francis de Sales Parish School, in conjunction with the Home and School Association, the Director of Religious Education and the Parish Office, periodically offer programs for the benefit, growth and education of our school parents and parishioners at large. Such programs include, but are not limited to, guest speakers on a wide variety of topics. Topics often include



understanding of curriculum and grading, social responsibility, spiritual growth, good sportsmanship, etc. Please see VOLUNTEER REQUIREMENTS in this document.

## **PERSONNEL STANDARDS**

The principal and teachers in Catholic elementary schools shall have or be working toward the highest level of Certification in religion through the Archdiocese of Milwaukee Sustaining the Mission Program.

Principals and teachers in Catholic elementary and secondary schools have appropriate certification with the Department of Public Instruction.

Principals, teachers of religion and catechists are Catholics who have admission to the full sacramental life of the church and are engaged in the community of the faithful.

## **PHOTOGRAPHY CONSENT AND AUTHORIZATION**

Throughout the year, St. Francis de Sales Parish School students participate in activities, events or projects in which students may be photographed or videotaped. This includes, but is not limited to, school portraits, field trips, special events, awards and recognition, school displays/projects, school yearbook, promotional activities, extracurricular events, etc. This list is not inclusive but serves to demonstrate situations in which students may be photographed.

By signing the Photography and Video Consent Form, you hereby give permission to St. Francis de Sales Parish School to use photographs and/or video of your child in educational publications and / or promotional materials. These include:

- **In-school Displays** - including but not limited to bulletin boards, class-made books, or student multimedia projects; students may be identified by first and last name.
- **School Yearbook** - including but not limited to portrait photographs, and possibly informal or group photos; students may be identified by first and last name.
- **Other School Publications** - including but not limited to student publications, or, publications to market and advertise the school, etc.; students may be identified by first and last name.
- **Outside Publications**-including but not limited to the St. Francis de Sales Church Bulletin, local newspapers.
- etc.; students may be identified by first and last name.
- **School Web Site** - including but not limited to main pages, class pages, or special event pages; students may be identified by **first name only**.
- **Social Media**- including but not limited to School and Parish Facebook

**If you do not want to participate in any of these photo opportunities, please notify the school**

office in writing (via the Photography and Video Consent form, writing NO and signing the note section) that you request that photographs and/or video of your child not be used.

### **PHYSICAL EDUCATION**

Physical Education is a state requirement for all students unless excused by written request of the family physician. Parents may occasionally request a 1- or 2-day excuse from physical education class with a written note. Physical education classes will be offered to all K-8<sup>th</sup> grade students two times a week.

It is advisable that each student have an extra pair of athletic shoes for gym. Students in grades 5<sup>th</sup> through 8<sup>th</sup> must wear the school PE uniform.

### **PLAYGROUND AND RECESS RULES AND EXPECTATIONS**

Our recess is a time for play and social interaction. Please follow these guidelines so everyone has an opportunity to enjoy this break during the school day.

**Remember the “Golden Rule” “Do unto others as you would have them do unto you.”**

**Matthew 7:12**

1. Be kind, ask someone playing alone to join you.
2. If someone is hurt, report it to the supervisor.
3. Children should practice solving differences of opinion peacefully, involve the supervisor on recess duty only if a resolution cannot be found.
4. Students will show respect for each other; no abusive or derogatory language, taunting, cruel teasing, or unchristian-like behavior allowed.
5. Students are to stay in the playground designated areas only. If for whatever reason you need to leave the designated area, you must have permission from a playground supervisor.
6. Please stay off the hill.
7. First bell rings, line up, second bell rings, button up.
8. No inappropriate or rough play- Rocks, sticks or objects that can do harm stay on the ground. No dodge ball!
9. Only school equipment will be allowed, please return the equipment at the end of recess.
10. No food, drinks, school textbooks, or technology should be used on the playground, and this includes toys from home.

### Winter Seasonal Reminders:

- Students may only play on flat ground during recess.
- Students may not climb on snow piles.
- Students must keep their hands and feet to themselves.
- Snow stays on the ground, snow or ice throwing is never allowed.
- Please use extra effort to keep the hallway “picked-up” with all the extra gear the students are bringing.

All children are expected to be outdoors for their scheduled recess when weather and temperature permits. If a child is well enough to be sent to school, he/she is well enough to play outdoors. There is no supervision for students to stay inside during regular outside recess.

Students will stay inside for recess during inclement weather, when the temperature outside is less than 20° and/or the wind chill is 0° or below. The principal will make the decision on whether or not recess will be indoors or out. In the event that recess is indoors, children will engage in indoor activities under the supervision of the Playground Monitors.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance is recited daily over the Public Address system by all students. We are proud to display the American Flag in every classroom at our school. Our school will participate when State or Federal Government Officials determine that the flag should be flown at half-staff.

### **PROBATION, SUSPENSION, EXPULSION AND APPEAL**

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 – A conditional enrollment during a trial period.
2. Suspension – A temporary termination of enrollment until stipulated conditions are met.  
There are two types of suspensions:
  - In-School Suspension
  - Out-of-School Suspension
3. Expulsion – A termination of enrollment permanently or for an extended period of time.

Action taken to suspend or expel students must be preceded by internal school procedures and

supported by defensible records.

Final decision to expel a student is determined in collaboration with the school pastor.

### **Probation**

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

### **Suspension**

1. Responsibility for suspending a student resides with the principal and/or pastor.
2. Suspension is justified only in unusual circumstances and is normally an in-school suspension.
3. 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.
4. 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.
5. 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. Out-of-school suspension may be given by the principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.
6. Homework assignments are expected to be completed when a student is suspended.

### **Expulsion**

- As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as 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. An extremely 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. Actions taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
2. 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.
3. The hearing committee makes a recommendation to the elementary school pastor. The recommendation will be to:
  - Expel.
  - Suggest other disciplinary actions in lieu of expulsion.
  - Exonerate the student of any wrongdoing
4. 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.
5. 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.

### **Procedural Guidelines for Expulsion Hearings in Elementary and Middle Schools**

1. The Expulsion Hearing Committee is composed of 3-4 people. Members will be chosen from various sources within the parish - former trustees or parish council members, parents of former students, at-large parishioners who have certain skills/backgrounds that would be a good "fit" for the situation. One of these hearing committee members

needs to chair/facilitate the hearing, not the pastor.

2. An expulsion hearing is not a legal proceeding; therefore, neither party may have an attorney present during the hearing.
3. The pastor is present for the entire hearing itself and during the deliberations of the hearing committee.
4. The school is represented by the principal, along with any teachers if appropriate. The school gets a certain amount of time (up to maximum of 30 minutes) to present the chronology of events that led up to the initiation of the expulsion process along with the supportive documentation and rationale as to why the expulsion is being sought.
5. The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
6. Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
7. A brief amount of time (5-7 minutes) is given to both sides for questions, responses and final summative comments. Any last questions from the hearing committee can occur at this time also.
8. The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives the pastor a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
9. The pastor can accept the recommendation totally, in part, or reject it all together. The pastor has final responsibility for the decision to expel or not.
10. The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date & time by which the expulsion becomes official are also indicated in the letter. Parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s).
11. The right to appeal to the Superintendent of Schools will be noted in the letter to the family if proceeding with expulsion.

### **RELATIONSHIP TO PARISH AND ARCHDIOCESE**

St. Francis de Sales Parish School is a Catholic School in the Archdiocese of Milwaukee School System. St. Francis de Sales is supported by and ministered to by St. Francis de Sales Parish. All parish families receive a subsidy to attend St. Francis de Sales Parish School by their membership in the parish. All parish families are encouraged to financially support St. Francis de Sales Parish to the level at which they are able.

In light of Vatican II, Church documents and the mission of the Archdiocese, staff members of the Office for Schools, Child & Youth Ministries assist Catholic schools and parishes of the Archdiocese in designing, implementing, and evaluating quality programs.

The staff provides administrative, consultative, and supportive services and programs in the areas of personnel, curriculum and instruction, planning, program development and evaluation.

## **REPORT CARDS**

Report Cards are issued at the end of each quarter and progress updates are issued at the mid-point of the quarter. Student progress will be evaluated continuously through a variety of procedures, instruments and observations, at all times taking into account individual differences among students. Parent conferences are scheduled twice a year to meet and discuss a child's ongoing progress.

Grading is a means of reporting student progress and must be based on specific data gained from a variety of assessment techniques. Grading of students is to be personalized with emphasis on a philosophy that recognizes each child's individual worth and dignity.

Children and their learning are too complex to be reduced to a simple letter grade. When used correctly, grades provide vital information to students, parents, and other interested persons that enhance both teaching and learning. Grading helps identify what learning standards have been attained and where additional work is needed. The goal is to provide a picture of the whole child: academic skills and knowledge as well as non-academic areas such as effort and behavior.

A standards-based reporting system provides a more accurate indication of academic progress and is designed to present information so that intervention or enrichment strategies can be applied to help each child learn and to honor the dignity of each student as a child of God.

The Proficiency Scale communicates the level at which students are able to demonstrate understanding and application of concepts and skills aligned with grade level standards on the report card.

### **Grades 1-3 Proficiency Scale**



3  
Proficient

- Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.
- Student can complete assigned tasks independently.



2  
Developing

- Student demonstrates partial understanding of grade level standards.
- Student can sometimes complete learning activities without assistance.



1  
Emerging

- Student needs more time to develop understanding of grade level standards.
- Student can complete learning activities with assistance.

### Grades 4-8 Proficiency Scale



4  
Advanced

- Student demonstrates understanding of concepts and skills extending beyond grade level standards.
- Student can independently complete self-directed studies.



3  
Proficient

- Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.
- Student can complete assigned tasks independently.



2  
Developing

- Student demonstrates partial understanding of grade level standards.
- Student can sometimes complete learning tasks without assistance.



1  
Emerging

- Student needs more time to develop understanding of grade level standards.
- Student can complete learning activities with assistance.

### Success Indicators

Behavioral attributes and characteristics play a significant role in learning and are closely linked with academic progress and success. It is important to place work habits and behaviors on an equal footing with academic success. Reporting and teaching the behaviors and skills needed to be successful and productive citizens grounded in the Catholic faith are a priority. They should, however, be reported out separately. By including *Success Indicators* as a separate reporting category, teachers can more honestly



communicate about such matters as behavior, participation, and responsibility without distorting a student's actual academic grades.

The Archdiocese of Milwaukee has identified three categories of *Success Indicators*: Student as Learner, Student as Citizen, and Student as Disciple. Under each category we have included statements that clearly articulate the behaviors and skills students must learn and demonstrate to reach their full potential. These statements serve as the basis for conversations with students and parents and provide guidance in identifying areas of strength and areas in need of attention.

These *Success Indicators* will be part of the 2020-21 report card revision.

**Student as Learner:**

- Transitions effectively between activities.
- Demonstrates persistence in learning tasks.
- Collaborates effectively to achieve defined outcomes.
- Accepts and applies constructive feedback.
- Completes learning tasks efficiently and independently.
- Engages in learning in various settings.
- Sets goals and monitors progress.

**Student as Citizen:**

- Demonstrates respect for people and property.
- Engages in active listening.
- Demonstrates honesty.
- Uses socially appropriate language.
- Demonstrates empathy and kindness.
- Practices appropriate conflict resolution skills.
- Considers the impact of behavior on others.

**Student as Disciple:**

- Demonstrates care for God's creation.
- Demonstrates a spirit of selfless service.
- Expresses forgiveness in word and action.
- Manifests a willingness to grow in faith and share beliefs (Middle School only).

Standards-based grading and reporting are a set of teaching and reporting practices that communicate how a student is performing against a predetermined set of expectations. Students are graded on the development of skills and knowledge (what they know and can do) rather than their completion of tasks. The primary purpose for report cards and progress reports is to give parents, teachers and students a clear picture of a child's academic progress and growth in relationship to archdiocesan standards. Grades are determined by analyzing the evidence of learning and achievement to apply knowledge. Each student's work is measured against the standard, not against the performance of other students.

## **RETENTION POLICY**

Retention of a student may be done judiciously as a final option after considering the many factors affecting the student. The Archdiocesan guidelines and procedural steps for retention will be strictly observed.

The following guidelines are to be considered for retention of students:

1. Chronological Age. The student who is in the younger half of the class is less likely to be penalized by adding a year to his/her academic life.
2. Intellectual Ability. The slow learning student (I.Q. 70/90) may achieve below grade level and retention will not alleviate this discrepancy. In addition, the slow learning student often drops out of school because of increased chronological age. The average or above average student has a better chance to benefit from retention.
3. Physical Size. The early maturing student, already larger than his or her peers, might well suffer indignities if placed with smaller students or may inflict such indignities on others.
4. Present Grade Placement. Retention should normally take place during Pre-Kindergarten or Kindergarten. Retention beyond this point usually compounds the student's problems.
5. Siblings. Family difficulties often arise when retention causes the placement of siblings in the same grade.
6. Peer Relationships. Retention may adversely affect the relationship of the student within the community/neighborhood group with which he/she closely identifies.
7. Group Decision. The Principal, school supportive personnel, parents and classroom teacher should all be involved in a decision to retain the student.
8. Child's Attitude. Ideally the student should be a partner in the group decision for retention or promotion. When the student is part of the planning, a more favorable attitude usually results.
9. Parental involvement. When retention is being considered, parents are to be contacted several times during the year to be appraised of the student's progress and needs.
10. A student should not be retained more than once during the elementary years.
11. The school must ascertain whether the retention will help or hinder the learning deficit.

### **PROCEDURAL STEPS FOR RETENTION**

Summarization of each procedural step should be retained in the administrative file and signed by those participating in the conference.

1. Procedural Step I (End of the first nine-week grading period)  
Teachers should discuss extreme learning difficulties exhibited by students with the Principal to develop a program for remedial action prior to considering retention.
2. Procedural Step II (End of second nine-week grading period)
  - o The Principal, or the teacher with the principal's approval, should discuss the

retention possibility with the parent.

- a) Conferences with parents should include the reasons for the recommendation, in addition to samples of the student's work, standardized test scores, etc.
  - b) Conference objectives should aim toward a mutual decision between the parents and the school, recognizing that the final decision rests with the Principal.
1. Procedural Step III (May1-15)
    - o A conference will be held with the parent, Principal and teacher to inform the parents of the school's final decision.

### **STUDENT ACCELERATION**

Acceleration may be granted in exceptional cases upon the recommendation of the teachers and principal and with the approval of parents. Any arrangements for acceleration are on a trial basis for a mutually agreed upon amount of time before becoming permanent.

### **SCHOOL ACCREDITATION PROCESSES**

Elementary schools shall be accredited through the Archdiocese of Milwaukee's Office for Schools, Child, & Youth Ministries and the Wisconsin Religious and Independent School Accreditation (WRISA). St. Francis de Sales Parish School participates in a planning and accreditation process.

St. Francis de Sales Parish School is fully accredited through the Office for Schools, Child & WRISA, having demonstrated that specific standards have been met.

The standards of the Office for Schools reflect the requirements for Catholic Schools as stated in the policies, regulations and statutes of the Wisconsin Catholic Conference of Bishops, the policies and regulations for the Office for Schools, Child, & Youth Ministries and the Wisconsin Department of Public Instruction.

Saint Francis de Sales will begin the Accreditation in the 2020-2021 school year.

### **SCHOOL DAY**

- School office hours are from 8:00 am to 4:00pm.
- Preschool classes begin at 8:30 am and end at 11:30 am with an option to stay to 3:30 dismissal
- Kindergarten through 8<sup>th</sup> grade class begin at 8:30 am and end at 3:30 pm for students

**Lunch periods will be staggered to support social distancing. We will begin the 20-21 school year eating lunch in our classrooms.**

- 11:00 to 11:25 will be the first lunch period
- 11:25 – 11:50 will be our second lunch period
- 12:15 – 12:45 will be our third lunch period
- Afternoon recess for students Grade is determined by the classroom teachers.
- Child care opens at 7:00 am and closes at 5:30pm.

### **SCHOOL LITURGIES & PRAYER SERVICES**

Students will attend mass once a week. These masses are prepared and involve participation by the students. Please attend whenever possible. The school also holds monthly prayer services. Please refer to the school calendar for dates and times.

### **SCHOOL ORGANIZATIONS**

#### **Home and School Association**

The Home and School Association is an organization made up of parents formed for the purpose of being a support group to the school. The main functions of the Home and School Association are to:

- Promote effective communication and cooperation between parents and teachers;
- Provide well-planned programs of information and interest to parents;
- Create a greater appreciation of Catholic Education;
- Promote cooperation between all approved Archdiocesan organizations working to advance Catholic Education;
- Organize and support appropriate fundraising activities.

Every parent of our parish school students is a member of this organization. Home and School officers are elected to their positions every two years by the members of the association.

Meetings are held every other month and are held in the Gym unless otherwise noted. Meetings are open to the public. Please check the school calendar and Tuesday's email for up to date information.

#### **School Advisory Committee**

The School Advisory Committee is a group of discerned parishioners who are dedicated to the

welfare and promotion of our school. Their function is to serve as an advisory board to the school principal and pastor for the operation and management of St. Francis de Sales School. They assist with policy development, identifying and expressing goals and objectives of the parish school community, budget planning and public relations.

Meetings are held every other month and are held in the Parish Center. Meetings are open to the public. Please check the school calendar and Tuesday's email for up to date information.

### **SCHOOL PICTURES**

A professional photographer will take pictures of every student for our school yearbook early in the fall of the school year. Parents will be able to see proofs of the pictures before deciding whether or not to purchase them. Parents are not required to purchase school pictures. All students receive a class photo. Picture retakes will take place at a date in the fall.

### **SCHOOL RECORDS**

Accumulative record for each student is kept on file in the school office. These are permanent records that include the following information: Scholastic records from Grades K-8; results of standardized tests; results from any psychological tests; attendance and tardiness records; personality and social ratings; health records; promotion and retention, and any other appropriate information. Parents may review their child's records by appointment only.

Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history throughout the school system is recorded upon it.

After a student has graduated or terminated his/her education, the permanent record will be maintained for 65 years. Thereafter the permanent records may be offered to the parish for the archives.

Information about students will be used judiciously and should always contribute to their welfare. All reports, test and evaluations, upon the request of an adult student or parents of minor students, will be shown to the in the presence of a professional person qualified to explain and interpret the records. Such an adult student or parent/guardian shall, upon request, be provided with a copy of the records.

St. Francis de Sales will follow the State of Wisconsin and the Archdiocese of Milwaukee

guidelines covering the collection, maintenance, administration and dissemination of student records with utmost care and responsibility.

An adult student and/or parent/guardian of a minor student may have full access to and the right to challenge the accuracy of data collected. If the parent/guardian disagree, they may add a written statement of disagreement to the file. No one but school personnel, adult students and parent/guardian of a minor student shall have access to student records without a subpoena or written permission of the parent/guardian.

### **Transfer of student records**

If a family plans to move from the school, the parents are to notify the principal before the actual move. The same procedure applies to parents withdrawing students for other reasons. Records can be prepared for transmission to the receiving school upon request.

It shall be the responsibility of the principal to transfer all official school records relating to a specific pupil upon receipt of one of the following:

- A written request from the student’s parent or guardian that he/she intends to enroll the student in another school or district.
- A written request signed by parent/guardian from the school or district in which the pupil has enrolled.
- A court document that the pupil has been placed in a secured correctional facility, child caring institution or group home.
- All psychological testing results will only be released after receipt of the signature of the parent or legal guardian.

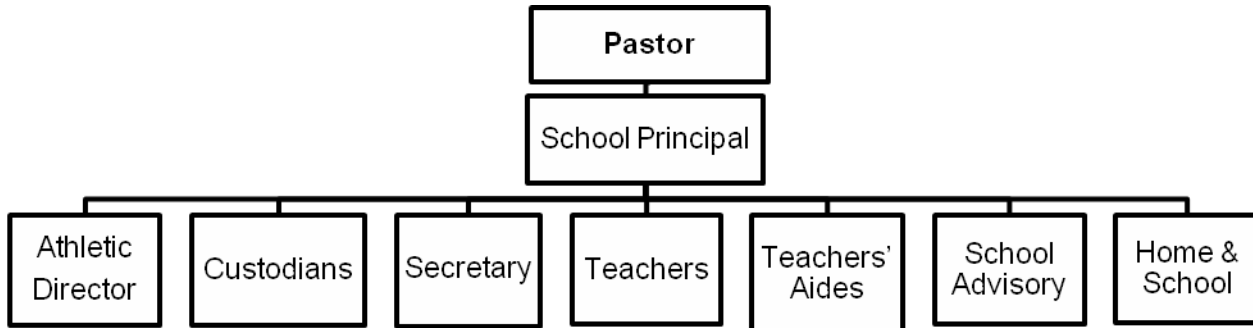
### **SCHOOL STAFF ORGANIZATIONAL CHART**

The school staff is the administrative group of the parish school and the reporting relationships are illustrated in the chart below.

The school principal is responsible for setting the direction, formulating policy, and monitoring and evaluating activities meant to accomplish the goals of the school. The principal in turn is accountable and answers to the pastor of the parish.

Organizations such as the Home and School Association and the School Advisory Committee are to be fostered as integral parts of the school and parish community and a support system for quality educational programs. A set of by-laws outlining the purposes, operational procedures, and financial accountability of these organizations are to be developed. The officers and general membership are responsible and directly accountable to the school principal in school-

based situations.



### **SCHOOLS AS WEAPON FREEZONES**

All schools will be maintained as weapon free zones 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.

### **SCHOOL WELLNESS POLICY**

#### **School Nutrition Guidelines**

Nutrition influences a child's development, health, well-being and potential for learning. To afford the students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

The policy of St. Francis de Sales School is to:

1. Provide a positive environment and appropriate knowledge regarding food.

- Ensure that all students have access to healthy food choices during school and at school functions.
  - Provide a pleasant eating environment for students and staff.
  - Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated area.
  - Enable all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
2. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
  3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
  4. Reduce student access to foods of minimal nutritional value.
    - Ensure the integrity of the school breakfast and/or lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch/breakfast programs.

Encourage the practice of good nutrition by reducing the sales or distribution of foods of minimal nutritional value through a plan that focuses on: Reducing access to non-nutritional foods and educating students about healthy foods.

The Principal shall be responsible for ensuring that the school wellness policy is implemented and that there are measurable goals.

## **Nutrition Education**

The primary goal of nutrition education is to influence students' behaviors by enhancing their knowledge and skills to help them make healthy eating and physical activity choices. St. Francis

de Sales School will provide nutrition education that is appropriate for and reflects students' cultures; is integrated into subjects such as math and reading; and provides opportunities for students to practice skills and have fun. St. Francis de Sales School will also choose education curricula that are easy to teach and foster lifelong healthy eating.

The key elements of the St. Francis de Sales Parish School's nutrition education policy are that:

1. Students receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
2. Nutrition education is offered in the school lunchroom as well as in the classroom, with coordination between the foodservice staff and teachers.
3. Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, community and media.
4. Health education curriculum standards and guidelines include both nutrition and physical education.
5. Nutrition is integrated into the health education and other core curricula (e.g., math, science, language arts.)



6. St. Francis de Sales Parish School will link nutrition education activities with the school health program.
7. Staff who provide nutrition education have appropriate training.

### **Physical Activity**

The primary goals for St. Francis de Sales Parish School's physical activity components are: to provide opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach short-and-long-term benefits of a physically active and healthful lifestyle. The key elements of the St. Francis de Sales Parish School's physical activity policy are that:

1. Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess/free-time, and the integration of physical activity into the academic curriculum.
2. Students are given opportunities for physical activity through a range of before-and/or afterschool programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.
3. St. Francis de Sales Parish School encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
4. Schools provide training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.

### **Other School-Based Activities**

The primary goal for school-based activities is to create a total environment that is conducive to healthy eating and encouraging students to be physically active.

The key elements of the school's activities policy are that:

1. The school provides a clean, safe, enjoyable meal environment for students.
2. The school provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
3. The school makes water refill stations available so that students can get water at meals and throughout the day.
4. The school encourages all students participate in school meals program and protects the identity of students who eat free and reduced price meals.
5. The school encourages fundraising efforts that are supportive of healthy eating.
6. The school provides opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.
7. The school makes efforts to keep physical activity facilities open for use by students outside school hours.
8. The school encourages parents, teachers, administrators, students, foodservice

professionals and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.

9. The school encourages and provides opportunities for students, teachers, and community volunteers to practice healthy eating and serve as role models in school dining areas.

A Triennial Assessment will be conducted.

## **SEARCH AND SEIZURE**

### STUDENT LOCKERS, CHROMEBOOKS AND DESKS

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

Lockers, desks, textbooks and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by school employees 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 principal who will determine whether further investigation is warranted.

The principal/designee 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 be 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.

## **STANDARDIZED TESTING PROGRAM**

Assessment is a comprehensive set of practices that analyze, inform, and drive student learning.

Schools will employ a system of integrated assessment that includes:

- Routine, ongoing, and developmentally appropriate formative assessment at the classroom level toward the goal of responsive instruction for each student.
- On-going summative assessments at the classroom level measuring student mastery of content standards and extending the practice of responsive instruction for each student.
- Intermittent school-wide assessment providing normative data for progress monitoring of individual students, student groups, and school improvement.
- Standardized summative assessment to direct ongoing school improvement.

**To receive accreditation, all schools shall administer standardized assessments as required by the Office for Schools and/or legally required by the Parental Choice Program. Results of the testing are reported to staff, parents, students, and school representatives on an annual basis by the principal.**

The standardized testing program in the Archdiocese of Milwaukee will include the following assessments, which are required to be administered in all elementary schools:

- All students in grades 3, 5 and 7 may be administered the Iowa Test of Basic Skills (ITBS) during the spring of every schoolyear.
- All students in grades 3, 5 and 7 may be administered the Cognitive Abilities Test in conjunction with the ITBS during the spring of every schoolyear.
- All students in grades 3, 5, and 7 will be administered the Archdiocese of Milwaukee's Religion Assessment at the time of the spring testing.
- All students in grades 8 may be administered the Aspire Exam during the fall of every school year.
- Saint Francis de Sales will administer some form of assessment for the purpose of identifying the achievement level and specific needs of in-coming students.

All in-coming Kindergarten students are screened for readiness. Achievement tests may be administered to all new students in 1<sup>st</sup> through 8<sup>th</sup> grades.

Students will take part in STAR reading and math testing three times a year. STAR allows teachers to make curriculum changes and individualize student plans.

### **STUDENT ACADEMIC PROGRESS**

The Progress of each student toward goals adopted by the school will be of central concern to the principal and staff. Student progress will be viewed comprehensively taking into consideration all aspects of child growth -- age, mental ability, personal and social needs, physical development, spiritual growth and faith development, academic achievement, and environmental factors which influence all of these dimensions.

Progress determinations will be based on the philosophical belief that recognizes the worth and

dignity of each individual. Student progress will be evaluated continuously through a variety of procedures, instruments, and observations, at all times taking into account individual differences of students.

Standardized test instruments and various other techniques used to measure achievement of a group of students for the purpose of program evaluation are not to be used in the formal evaluation of individual student progress. Diagnostic testing is done 3 times a year to identify ongoing progress and challenges.

## **STUDENT ASSESSMENT**

**Assessment** is a comprehensive set of practices that analyze, inform, and drive student learning.

Schools will employ a system of integrated assessment that includes:

- Routine, ongoing, and developmentally appropriate formative assessment at the classroom level toward the goal of responsive instruction for each student.
- On-going summative assessments at the classroom level measuring student mastery of content standards and extending the practice of responsive instruction for each student.
- Intermittent school-wide assessment providing normative data for progress monitoring of individual students, student groups, and school improvement.

The students are assessed on their daily work, projects, reports, Chapter and Unit Tests and Standardized Tests (ITBS) and STAR.

### **School Grading Practices**

Effective grading practices are necessary for improved teaching and learning. Schools will adopt local grading policies that will support the following guiding principles:

- Assessment and grading are ongoing processes that guide continuous learning.
- Grading should be standards-based and reflect what students know and are able to do.
- Grading should be transparent and promote common understanding between students, parents, teachers, and schools.
- Grading should support a growth mindset.
- Grading should only reflect student achievement.
- The purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments.

## **STUDENT ATHLETICS/ACTIVITIES**

### **Philosophy**

The St. Francis de Sales Parish School Student Athletic/Activities programs are offered by the school to help in the total development of the child. The programs are an important aspect in the schooling of the child, yet it is also a privilege. As students represent our school in the community, they will do so by modeling our schools' Christian philosophy and mission.

Athletics/Activities can be a value as a supportive element to the total education process. The process concerns the total person, the person's growth as an individual – spiritually, mentally, emotionally, physically and socially. Such activities play an important but secondary role in the education of our children and youth. These activities hopefully utilize and develop further the skills being taught in the classrooms. In addition, the development of physical skills exceeds those which can be learned in the classroom. Therefore, while extracurricular activities play a very significant role, they cannot be a substitute for primary skills.

Athletics and Extracurricular Activities should provide:

1. A learning experience.
2. A positive base for Christian development.
3. An understanding of competition, emphasizing sportsmanship and teamwork.
4. An opportunity for all participants to develop and share knowledge and skills appropriate to their level.
5. The interscholastic athletic program should be looked upon as the pinnacle and not the foundation of a school's physical education endeavors. A school should provide, first a program of physical education for all children, second an intramural sports program for all who desire some participation competitive sports, and finally an athletic program of competition in the skill sports.

Boys and girls in sixth, seventh and eighth grade are eligible to participate in athletics at St. Francis de Sales Parish School. (In the event of a shortage of players, fifth graders may be allowed to participate.) Numbers on an annual basis determines squads. Athletics offered are Girls' Volleyball, Girls' Basketball and Boys' Basketball. Flag Football, Softball and Track and Field/Cross Country are also offered to a limited extent as an extension of the physical education classes.

Any student is eligible to participate in athletics if he/she has met the following requirements:

1. Is within the age/grade level.

2. Agrees to abide by rules of the coaches and the league.
3. Returns the necessary completed forms signed by the parent/guardian and the physician prior to the first practice.
4. Pays all fees and/or deposits for uniforms/equipment.
5. Meets the Extra-Curricular Activity Eligibility requirements.

A student-athlete may participate with a non-Archdiocesan team in the same sport during the season provided that the student's priority and commitment is with the parish/school team, and the student maintains the eligibility requirements established by the school administration and published locally.

The St. Francis de Sales Athletic Handbook is available to all parents and students when they formally sign up for a particular sport.

### **STUDENT REFERRAL PROCESS**

At times students may require testing to assist in identifying student difficulties with the learning process and will follow the Response to Intervention (RTI) process. (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data. The referral process used here at St. Francis de Sales can be initiated by a concerned parent, teacher, or supportive consultant. Referral should be made to the principal. Parental permission for testing must then be obtained. If the student appears to be in need of further testing referral will be made to the Lake Geneva Public School District. Upon completion of the testing a Multi-disciplinary team meeting will meet with the parents to discuss the test results and to identify teaching strategies to be used as well as develop a Service Plan to be followed from that point forward.

### **STUDENTS WITH EXCEPTIONAL NEEDS**

Not all Catholic schools in the Archdiocese are able to offer Special Education Programs for children with Exceptional Educational Needs. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or/is presently eligible for a special education and related services available under the Individuals

with Disabilities Act (IDEA).

The admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the Learning Support Team. A student eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student's special needs.

Whenever the local plan for the identification and intervention of special needs students indicates that a child may have an Exceptional Educational Need, the child should be referred to the local public school to determine whether the child is eligible for services.

Archdiocesan parishes should offer religious education programs for persons with Exceptional Educational Needs and/or other Special Needs.

The instructional programs relative to religious education may be best served through networking, collaboration and/or clustering with other parishes.

### **SUPPLIES**

Children are expected to have all supplies that are necessary in the classroom. Supply lists for each class are available on the teacher's website, school website, Option C and in the school office.

### **TELEPHONE CALLS**

The students are generally not allowed to use the telephones or cell phones in school unless it is an emergency and only with the permission of the teachers or the office personnel. Emergency phone calls should only be allowed from the school office. Emergency messages from parents and guardians will be relayed to students. Students **will not** be called out of class to answer the phone.

### **TUITION**

We want to share a little bit of the success that Saint Francis de Sales Parish School is enjoying. For the past several years our eighth-grade graduates have consistently scored above the local and national average in their placement exams for the high school level. Obviously, we are doing something right. Our emphasis is on the basics, the smaller classes, Catholic models, and excellent teachers which all lend a hand in this end result.

Each spring much time and effort go into preparing an acceptable budget for our parish school. This is one where we are able to continue our programs, at times add new ones and still keep expenditures down. This is possible only because of the support of the parents in all our fund-raising projects, the volunteers in our many programs and the cooperation of our fellow

parishioners.

The per pupil cost for the coming year is over \$6,000. We cannot charge that amount for tuition. We do try to keep our tuition in a moderate range and have instituted an "Angel Fund" program for those who value a quality education but need financial assistance. We need your cooperation in maintaining the high quality of education. The Tuition Contract is part of your commitment to continue that standard. We continue to count on our parish and fundraisers to assist us in maintaining our budget. We encourage any donation to assist us in aligning our school budget. All parents are required to complete a Tuition Contract prior to the start of the new school year.

### 2020 - 2021 TUITION SCHEDULES

#### Registration Fee (Non Refundable): \$100 per student

	Parishioner	Non-Parishioner
1 <sup>st</sup> Child	\$3,587	\$4,129
2ndChild	\$2,841	\$3,846
3 <sup>rd</sup> Child	\$1,924	\$3,846
4 <sup>th</sup> Child	\$ 228	\$3,856

PK tuition is based on the program chosen, 3 full days, 3 half days, 5 full days or 5 half days.

A parish family's fifth and subsequent children enrolled in Saint Francis de Sales Parish School, Kindergarten through grade 8 receive their education free of tuition costs, Book/Activity Fees will continue to be collected for each child enrolled.

If at any time you are unable to meet your obligations, for whatever reason, please notify the Pastor and principal. Your children may be denied enrollment for failure to meet your tuition agreement obligations unless written arrangements are made with the Pastor and principal.

#### TUITION PAYMENT POLICIES

It is the responsibility of the parents and/or guardians to pay the school tuition and fees in a timely manner as chosen at registration. If the parent and/or guardian fail to make payments, the following steps will be taken to ensure the payment of tuition and fees:

1. At the end of the 1<sup>st</sup> academic quarter, parents/guardians failing to meet financial obligations will be sent a letter from the principal and/or Tuition Committee requesting payment of tuition and fees.



2. At the end of the 1<sup>st</sup> academic semester/2<sup>nd</sup> academic quarter, parents/guardians failing to meet financial obligations will be sent a letter from the principal and/or Tuition Committee requesting payment of tuition and fees.
3. If the parents/guardians have failed to demonstrate sufficient good faith in attempting to meet financial obligations, the parents/guardians may be required to withdraw their child(ren) from the school. The student would be allowed to complete all 1<sup>st</sup> academic semester schoolwork in progress before terminating enrollment for non-payment of tuition and fees. The Pastor will make a determination.
4. Further actions may be taken by the Parish to collect the tuition and fees. Those actions may include, but are not limited to:
  - a. The overdue amount may be submitted to a collections agency.
  - b. The overdue amount may be a case for Small Claims Court.

## **TUITION REFUNDS**

For withdrawals prior to the first day of school, a full tuition refund less a \$100 registration fee per student will be granted. With the beginning of the school year, tuition refunds, less a \$100 registration fee, will be granted based on the following considerations:

1. Previous year tuition payments are paid in full.
2. The portion of payment defined as tuition will be refunded on the following basis:
  - a. For withdrawals on or before the start of the second quarter, 75% of the tuition will be refunded.
  - b. For withdrawals on or before the start of the third quarter, 50% of the tuition will be refunded.
  - c. For withdrawals on or before the start of the fourth quarter, 25% of the tuition will be refunded.
  - d. For withdrawals after the beginning of the fourth quarter, no refund will be given.
3. In extenuating circumstances, greater tuition refunds will be granted. This will be at the discretion of the principal and Pastor.

## **UNIFORM/DRESS CODE REQUIREMENTS**

Philosophy – Dressing up for school reflects a positive image of our uniqueness and lends dignity to our most important task at school success for all students. It allows us to recognize the demands of society regarding professional dress and makes a distinction between work and recreational activities. A uniform/dress code also reduces competition in dress and eliminates distractions caused by appearance. A neat, clean appearance of the whole student body is a

factor in creating the proper learning atmosphere, promoting dignity and sensitivity towards others.

The responsibility of dressing within the uniform/dress code is that of the parents and students. Students are expected to express their individuality spiritually, academically, artistically and athletically, not through wardrobe, makeup, and jewelry or hairstyle.

The responsibility of checking for and reporting uniform/dress violations is that of each faculty member. The Principal has the responsibility to issue detentions for infractions of the uniform/dress code. The Principal has the final say in interpreting and enforcing the uniform/dress code. **Modesty is always expected.**

- All garments of this uniform/dress code are to be properly sized and worn.
- Dress and/or personal appearances which are deemed to be disruptive to the learning environment will be addressed.

School uniforms are required dress for all children in 5K (5-Year-Old Kindergarten) through Eighth grades. Uniform requirements are listed below and are optional for 4-K.

Our plaid school uniforms can be purchased from the Lands' End Uniform Catalog. School uniforms may be purchased elsewhere provided they meet Uniform/Dress Code requirements.

**School Spirit Wear with SFdS logo is allowed**– polos, track jackets, hoodies (with the exception of mass), and vests. **A collared shirt is required with all Spirit Wear when worn as part of the uniform.**

The school supports scouting, therefore, proper scouting uniforms may be worn on the day of a meeting or other scouting or patriotic event. Scouting regulations apply. Small brand insignia is allowed on clothing provided it is no larger than a quarter in diameter.

Uniform dress is expected on the first and all subsequent schooldays, unless there is a special dress day, class reward, and/or other appropriate reason to not be in uniform that is announced by the principal.

#### **Jumpers/Skirts/ Skorts:**

- St. Francis de Sales Uniform Plaid (Contact the school office for example) or Red, White, Navy Blue Jumper or Uniform Plaid or Navy Blue/Black Skirt/Skort.
- No more than **5 inches** above the knee
- Tan/Khaki jumper or skirt/skort will be allowed for Grades 6, 7 and 8
- Leggings must be worn under skirts/skorts/jumpers provided they are in solid school colors, extend down to the ankle and have no lace at the **10/15 to 04/15.**

#### **Polo Dress:**

- Navy Blue, Light Blue, Red or Light Grey Polo Dress
- No more than **5inches** above the knee
- Leggings must be worn under polo dresses. They must be white, or the same color of the polo dress provided they are in solid school colors, extend down to the ankle and have no lace at the ankle **from Oct. 15<sup>th</sup> to April 15<sup>th</sup>**.

**Pants/Slacks:**

- Navy Blue or Black (or Tan for Grades 6, 7 and 8).
- Material must be cotton or cotton /polyester, non-denim
- 4 pockets or less (non – cargo)
- All pants must be of a proper and modest fit
- Pants/slacks must meet the ankle
- Students’ pants/slacks must cover their underwear at all times.

**Blouses/Shirts:**

- Solid color Red, White, Light Blue, Light Grey or Navy Blue.
- Must have collars, sleeves and be tucked in
- Undergarments must not be visible under polo
- All blouses/shirts must be of a proper and modest fit

**Sweaters/Sweater Vests/ Sweatshirts (with or without hoods):**

- Solid color Red, White, Light Blue, Light Grey or Navy Blue.
- Collared shirt must be worn with above
- Hooded items may not be worn to mass

**Shoes/Socks:**

- Dress shoes, tennis shoes, and sandals with backs and closed toes are permitted.
- Shoes are to be clean and in good condition.
- Laces must be tied and/or straps fastened.
- For safety reasons, clogs and open-back styles are not permitted.

**Shorts/Capris:**

- May be worn from 04/15 to 10/15
- Navy Blue or Black (or Tan for Grades 6, 7 and 8).
- Material must be cotton or cotton /polyester, non-denim
- 4 pockets or less (non – cargo)
- All shorts/capris must be of a proper and modest fit

- Students' shorts/capris must cover their underwear at all times.
- Length of shorts must be no more **than 5 inches** above the knee.

**Belts:**

- Belts must be solid color only (black, brown, navy blue) plain, and adornment free (belts with spikes, glitter, adornments, etc. are not allowed).
- Belts should be worn when necessary or appropriate.
- Belts and/or belt buckles should be standard size and material.
- Belts must hang no lower than the waistband.

**Make-up and Jewelry:**

- Students must refrain from wearing make-up of any kind, including colored nail polish.
- Earrings with posts or small hoops (pencil diameter) are allowed.
- A maximum of two (2) earrings per ear is allowed.
- Earrings may only be worn on the ear.
- For safety reasons, jewelry not mentioned above is not permitted.

**Hair:**

- Hair must be kept clean, neat and combed at all times.
- Hair must be of the student's natural color.
- Severe styles, including shaved parts of the head, are not acceptable.
- Boys, hair must be no longer than the eye brows in front and the top of the collar in back.
- Parents are expected to cooperate with any reasonable haircut request made by the school.

**Headgear:**

- Headgear (hats, sunglasses, bandanas etc.) must be removed when entering the building, unless for a special event or with permission of the principal.
- Female students may wear a headband that is not distracting to the learning environment.

The Principal will announce all DRESS-UP, CASUAL, and SPIRIT days. Dress-up, casual, and Spirit days will be held at the principal's discretion. On all special dress days, we will rely on parents to help their children exercise good judgment in choosing their attire.

On Casual days the students may dress casually. Undamaged denim pants or denim skirts are allowed on Casual days. Clothing purchased by our Home and School, clubs, teams or activities may be worn on casual days. All other blouse/shirt, pants/slacks and skirt expectations must be followed.

Students are expected to wear hats and gloves out to recess for the when the weather is cold. When the snow falls you are expected to wear boots. If you want to play in the snow you must wear snow pants and boots.

**Disciplinary Action for Students out of Dress / Uniform Expectations:**

1. The teacher will send a School Dress Code notice home for a student’s first two uniform violations
2. Parents will be called by either the Principal or Secretary at home or work to tell them the student is out of uniform and to bring to school the proper uniform clothes that day on the student’s third offense.
3. On the student’s fourth offense, offenders will lose a Dress-Up or Casual Day. Parents may be called in for a conference with the Principal.

**VACATIONS**

Families should try and avoid vacations during school time. However, when family vacations do occur during the school year, notify the school principal and teacher(s) as soon as possible. Remember that lessons are sequential and there is no substitute for daily contact and class participation. Students cannot complete homework weeks in advance. Vacations are considered unexcused absences and students may receive a “0” for missed work.

**VANDALISM**

Parents of students shall be responsible for the vandalism done by their children. Vandalism comprises those acts which result in damage to parish or school property, including but not limited to burglary, theft, malicious mischief, property damage, breaking and entering, and arson.

Vandalism against parish or school property caused by students must be dealt with appropriately by the school principal.

The school principal is directed to:

- Identify the student(s) involved
- Call together persons, including the parents, needed to study the causes
- Decide upon disciplinary action and/or assessment of costs against the parents of students
- Take any constructive actions needed to prevent future vandalism

## **VISITORS TO SCHOOL**

In order to ensure the safety and well-being of students and staff, principal or office staff shall regulate all visitors to their buildings and grounds.

All visitors to the schools shall report to the school office when entering and must receive authorization before visiting classrooms and other parts of the building. This requirement does not apply when visitors are attending an athletic event or other school program in areas typically used for large group assembly such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement such as an open house or parent-teacher conferences. Parents are welcome to observe classroom activities during the school day. Please notify the school office one day in advance prior to your visit. The classroom teacher will confirm the date and time of your visit. Upon arrival at the school ALL VISITORS MUST STOP IN AT THE OFFICE TO SIGN IN AND OUT.

- Visitor badges are required for all non-school personnel.
- Messages, articles dropped off for students, etc. are to be handled through the school office to help minimize disruptions.
- Parents are also requested to make appointments with teachers with a 24 hour notice via telephone, email or in writing. Parents are not to stop by and talk with teachers during class time.
- If you wish to have a child visitor observe daily classes with your child, please send a signed and dated written request at least two days in advance. Requests must include date and time of visit and a statement that you will assume full responsibility for the visitor. Such visits are approved at the principal's discretion.
- All visitors are expected to obey all school rules.
- The school principal or other authorized school representative has the discretion to request that a visitor leave the school premises if he/she believes that the visitor's presence presents a danger to students, staff or school property or if their presence is disruptive to the operation of school. Law enforcement shall be called if persons refuse to comply.
- Students may not bring guests unless the student's parent/legal guardian and authorized school representative have granted permission to do so.
- A student is never to be permitted to leave the school with anyone who is not clearly

identified as his/her parent or an adult authorized in writing by the parent for this purpose.

## **VOLUNTEER REQUIREMENTS**

### **SAFEGUARDING ALL GOD'S CHILDREN**

The Archdiocese of Milwaukee is committed to maintaining safe environments for children to learn, pray, and grow. Our Safe Environment Office supports our parishes and schools and maintains the compliance of our archdiocese in our [Promise to Protect, Pledge to Heal](#). Every priest, deacon, parish or school staff member, teacher and lay minister that is employed by a parish or school and **any volunteer** working with minors in our archdiocese is required to meet three requirements:

- 1-Attend a Safe Environment Education Session.** This is a child abuse and maltreatment prevention program that must be attended in person. The current curriculum taught in this session is Circle of Care by the Archdiocese of Omaha.
- 2-Pass a Criminal Background Check.** This check is done at the start of employment or beginning volunteering with minors and **must be done every five (5) years subsequently**. The criminal background check is conducted through the CMG Connect portal.
- 3-Sign the Code of Ethical Standards for Church Leaders Link to Code of Ethical Standards.** This code of conduct provides volunteers and employees with expectations and guidelines for how they interact with and conduct themselves in ministry. This code must be signed prior to beginning volunteering or working in a parish or school and is **reviewed every five (5) years subsequently**.

As mandated by the Archdiocese of Milwaukee, **everyone** who volunteers to work with our children, along with our staff members at St. Francis de Sales Parish School needs to complete the Safeguarding All God's Children Requirements. (For example - Visual Arts parents, Room parents and parents that help at class parties or with class projects, chaperones for fields trips etc.) To sign up for a class log on to [cmgconnect.org](http://cmgconnect.org) . A background check will be run, and Code of Ethics can be signed.

### **Transporting a student(s)**

If you are transporting students on a field trip or for any school related reason the following must be completed.

1. Evidence of completing a Safeguarding All of God's Family class
2. Background check will be verified
3. The Be Smart-Drive Safe online defensive driving course must be completed. This may

be done by logging on to [www.CMGconnect.org](http://www.CMGconnect.org). (18 minute video) Must be done every 3 years.

4. You will be able to create a user account and the Arch/SFds will be able to confirm your training.
5. The Archdiocese of Milwaukee Volunteer Driver Information Sheet must be filled out and returned every 3 years.



APPENDIX

Asbestos Statement \_\_\_\_\_ p. A

Dismissal Map \_\_\_\_\_ p. B

Acknowledgement of Receipt of Parent -Student Handbook \_\_\_\_\_ p. C

## **ASBESTOS STATEMENT**

The St. Francis de Sales Parish School building has been inspected for asbestos and friable asbestos was found in these areas: The boiler room, classrooms and the lower level. This condition was corrected in August, 1989. Our management plan was submitted to the State of Wisconsin for review in compliance with Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763 effective August 1989. The initial inspection and management plan were performed by Wehner Construction Management, Ltd.

The management plan is available for inspection during normal business hours in the school principal's office. There is no restriction as to who will be allowed to review the plan and there will be no cost involved. The extreme size and complexity of this document may require the assistance of a staff person familiar with the plan during examination of the document in our offices.

St. Francis de Sales Parish School has contracted to have regular required asbestos inspections. These will be performed as required by the management plan.

These actions do not mean that there is an asbestos problem in the school. Asbestos related activities and public notification of these activities are mandatory as stated by the EPA Federal Register, Vol. 52, N. 210, Sec. 763.93 July 2005.





Dear St. Francis de Sales School Parents,

Our St. Francis de Sales Parish School Parent-Student Handbook is now online at our website, [www.sfdslg.wordpress.com](http://www.sfdslg.wordpress.com). The Parent-Student Handbook is in PDF Format.

You are asked to read over the Parent - Student Handbook with your child(ren). Please sign the acknowledgment sheet below and return to the school office by September 9, 2020 acknowledging that you have done so. Your cooperation will help make the first days of school better organized. If changes are made to the handbook throughout the year, you will be notified through the weekly email.

***Terry Maus***  
***Principal***

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I have read the 2020 – 2021 Parent – Student Handbook and agree to abide by and follow the policies and procedures of St. Francis de Sales Parish School. I will continue to read emails, updates and guidelines as we . By virtue of acceptance of enrollment, parents and students will commit themselves to do their part to encourage and assist in the education and formation of the children at St. Francis de Sales Parish School.

Family Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_