



# Parent/Guardian-Student Handbook

2018-2019

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Appleton, WI 54915

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Office Hours: 7:30am – 4:00pm  
3K & 4K: 7:55am – 11:05am  
K-8: 7:55am – 3:15pm

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

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## Parent/Guardian-Student Handbook 2018-2019

### 1. Philosophy

#### Diocese of Green Bay Mission Statement

As friends and followers of Jesus, we are devoted to fostering households and communities of discipleship through the mission and ministry of the Catholic Church.

#### Diocese of Green Bay Department of Education Mission Statement

Instill a strong Catholic Identity through education, prayer, service and worship.

#### Diocese of Green Bay Department of Education Vision Statement

Catholic Schools will continue to welcome all students and are committed to a partnership with parents and guardians. Our schools will embrace the Gospel imperative of service to others. Students will be missionaries who are spreading the gospel and defending their faith. Graduates will be known for their excellent academic preparation through the standards, benchmarks and assessments set forth.

#### Holy Spirit Catholic School Mission

The mission of Holy Spirit Catholic School is to serve God by providing a challenging academic education within the Catholic tradition.

#### Holy Spirit Parish Mission

With gratitude, we reach out with loving compassion by serving, guiding, and celebrating sacraments and giving witness to the Kingdom of God.

#### Education Committee

Holy Spirit Catholic School functions under the jurisdiction of the Holy Spirit Catholic School Education Committee. The committee meets on the third Tuesday of each month, August through June, and is open to the public. Anyone wishing to have an item included on the agenda may do so by contacting the chairperson or school administration at least five days prior to the meeting.

Holy Spirit Education Committee is committed to assist in the accomplishment of the school and parish missions in the following ways:

- Build understanding and support for Catholic educations in all its forms;
- Develop the educational budget in collaboration with the local Parish Councils in accord with the Archdiocesan Pastoral Council Guidelines and Archdiocesan board procedures;
- Adopt and oversee the implementation of the annual educational budget;
- Retain personnel according to established policies of the Archdiocesan Office and Education Committee
- Consult with and support administrators who operate parish educational programs;
- Work with the Parish Councils in planning, operating and maintaining facilities and in planning and building new educational facilities;
- Serve as a liaison body with public authority as appropriate;
- Ensure that Archdiocesan and Education Committee policies are being implemented effectively;
- Periodically evaluate the accomplishment of goals and objectives and evaluate the effectiveness of internal functioning as an Education Committee.

## **2. Catholic Dimension/Uniqueness**

### Catholic Atmosphere

Religious education at Holy Spirit Catholic School occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life of each student.

Besides classroom instruction in religion, liturgical and sacramental participation is part of our school program. Celebration of the Sacrament of Reconciliation, all school mass, retreats, prayer services and opportunity to participate in Mass are part of the spiritual life of the school.

Parents/guardians are encouraged to become aware of and encourage their child(ren) in their faith life. The school can only support what is taught and experienced at home.

### Prayers, Practices, and Beliefs

A list of prayers and other basic beliefs and practices for students has been developed. Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers and they will be a part of our prayer at school. We encourage you to also pray with your child at home.

### Spiritual Program

The spiritual program of the school recognizes that “to provide a sound academic program which includes emphasis on Catholic teachings within the atmosphere of Christian living” cannot be gained in the formal classroom only.

Every Christian has the responsibility to use one’s gifts for the good of the community and to minister as Jesus did. This is the core of the Christian life.

Parents/guardians are always invited to the school liturgies which are held on most Wednesdays at 8:15am. If there is a Holy Day of Obligation during the week the school liturgy will be on the Holy Day rather than Wednesday.

### Sacramental Preparation

Preparation for the first reception of the sacraments of Reconciliation and Holy Eucharist will be given in second grade. Parents/ guardians should be directly involved in the religious education of their children. Meetings are held to inform and assist parents/guardians in the sacramental preparation for their child.

Parent meeting schedules will be published in the weekly news or per teacher email. An up-to-date baptismal certificate is required before the reception of the sacraments.

First Eucharist will be celebrated at Parish Liturgies after Easter. Specific dates will be announced.

### **3. Admission Policies/Notice of Non-Discrimination**

#### Admission

The admission age of children entering 3 year-old preschool at Holy Spirit School is three (3) years of age on or before September 1 and they also need to be fully potty-trained. The admission age of children entering 4 year-old preschool is four (4) years of age on or before September 1 and they also need to be fully potty-trained. The admission age of children entering Kindergarten is five (5) years of age on or before September 1. Children entering first grade need to be six (6) years old on or before September 1. This policy is in accordance with the Wisconsin State Statutes 118.14. Any exception or request for early admission will need to be reviewed and approved by the administration.

Children are charged tuition. Holy Spirit School will accept students of any religious conviction. However, as a student, everyone is considered a part of the total school community and will be included in and expected to participate in all activities scheduled as part of the class day, and all required classes even those of a religious nature. Holy Spirit School reserves the right to limit class size. The facilities and faculty available to the school will determine class size at the time. Admission criteria will be as follows:

1. Families with children currently in school will have first priority in enrolling their children in Holy Spirit School. This would include faculty members' children even if they belong to a parish other than Holy Spirit.
2. Active parish members seeking initial enrollment of a child (or children) in the school, will be registered on a first come, first served basis.
3. Families from parishes other than Holy Spirit, as well as non-Catholic families, who wish to enroll for the first time, will be admitted in classes where space is available. Families that are included in points 1 and 2 above will have priority of registration through May 31. Families from outside the parish will be placed on a waiting list until June 1. At that time, those from outside the parish will be placed in classes where space is still available. Parents will be notified of the status of their enrollment request at this time.

#### Equal Opportunity

Holy Spirit School is an equal opportunity employer and school. No student will be discriminated against because of his/her race, creed, color, sex, sexual orientation, gender identity, national origin, religion, socio-economic status, or disability. However, students are required to meet the school's academic and financial requirements as a bona fide religious institution, educational programs governed by the Archdiocesan Catholic School Board may consider a student's religion, sexual orientation, and/or gender identity for qualification for enrollment when such qualifications are related to a bona fide religious purpose. If a child has any developmental, language, motor skill or physical challenges, please contact the principal to discuss further.

#### Registration

Registration will be held early in the calendar year for the upcoming school year. New families may enroll for the coming school year during this time, pending the registration of existing students. New students wishing to enroll during the course of the school year must contact the principal. Parents/guardians need to make sure the forms required by the school are on record and kept up-to-date: immunization, health status, sacramental, tuition contract, emergency contact, etc. The school calendar is available on the [website](#).

#### **4. Academic Programs/Policies**

##### Art

A variety of art media is taught for all grade levels by an art specialist or classroom teacher.

##### Assessment

Students in grades K-8 will take the MAP (Measuring Academic Progress) test in Fall and again in late Spring. This testing schedule complies with the State Statute regarding testing. Results of these tests are used by the school in evaluating and planning curriculum and by teachers to better meet the needs of the individual student. Individual student results will be sent to parents. Specialized testing is available through the district for students with special concerns and needs.

##### Attendance

Regular attendance is essential to a student's success in school. Most subject areas are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a serious problem. Therefore, extended absences are discouraged unless justified (e.g. serious illness). If the student is absent, the parent(s)/guardian(s) must notify the school office before one half hour elapses after the morning session begins. A note signed by the parent(s)/guardian(s) must accompany the student on return to school explaining the absence. Per the Diocese, if a student is absent more than 10 school days (WI Stat. Sec. 118.15 (3) (C) due to an illness, they must obtain a doctor's excuse for each subsequent absence.

- Teachers/Administrators monitor student attendance and make a referral as needed. The student's attendance record is reviewed.
- After review of the attendance records, the parent(s)/guardian(s) will be notified. Documentation of the notification will be placed in the student's cumulative folder.

##### Band

Students in grades 4-8 are offered an opportunity to learn a band or string instrument. Students in grades 4-5 are in Spirit Band while students in grades 6-8 are in Varsity Band. The band fee is \$80 per semester. A limited instrument rental program is available. All band fees, non-refundable, must be paid at the beginning of each semester.

##### Computer/Technology

Students in grades 4K-5 participate in weekly computer classes while integrating technology with other areas of the curriculum. Grades 6-8 have the option of participating in Enrichment courses. Computer labs are available for student use from 7:45am-3:30pm.

##### Equipment Usage

Our school has a variety of educational and janitorial maintenance equipment. Students are not permitted to use/handle equipment unless they have official permission to do so.

If school equipment is damaged because of negligence or unauthorized use, the person at fault is held financially responsible.

##### Field Trips

Field trips aid the instructional program by enabling the children to experience educational resources not found in the classroom. All students are expected to observe school policies when they are on field trips. Expenses incurred are to be paid by the students. To aid us in our bookkeeping, please write

separate checks for each student and trip. Parents will be informed by letter as to the purpose of the trip, type of transportation, date, approximate time of departure and return, cost and suggestions for dress if needed. Students must provide a signed permission slip from their parents/guardians. Students will leave school, remain, and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip. Teachers will arrange for an adequate number of adult chaperones. Bus transportation is required for all fieldtrips – exceptions to this requirement must be cleared with the administration. Fieldtrips are a privilege, it may happen that a student will be denied the privilege. If necessary, the teacher will arrange with the administration for the supervision and work of students who do not accompany the class. Students not on the fieldtrip are required to be at school.

### Fundraising

Fundraising shall be limited to activities approved by the administration with consultation from the Education Committee when necessary.

### Homework

Homework is encouraged in order to teach students the importance of practice, review, and application. Teachers will try to assign homework in accord with the age of students. Parents/guardians should not have to instruct students but are encouraged to support the process through questions and suggestions when appropriate. There may be occasions when a student may need to spend more time than usual on homework. Other activities may have taken the study time, or a student may not have exercised responsibility in using his/her time well. If the latter occurs, parents are advised to confer with the teacher.

Occasionally, teachers may assign long-term projects and assignments. The purpose of these projects is to encourage research and to teach children how to budget their time. If a student procrastinates, he/she may find that there is far more work on a given night than a teacher had actually intended.

Students in grades 3-8 will be required to use an assignment notebook provide by the school to record daily assignments and provide accountability to parents for completion of assignments on a daily basis. It is our hope that through the use of assignment notebooks, the communications between school and home remains open and with daily use, students are helped to complete assignments on time.

Teachers are more than willing to assist students with work that has been missed because of a legitimate absence. These help times will be scheduled before or after school, or during lunch recess. Students who have been ill for long periods may, at the discretion of the teacher, have their assignments tailored to their individual abilities so that they can complete the past assignments, as well as any new ones, and still catch up with the rest of the class.

Class work missed during a planned absence of three days or more will need to be made up after the student returns to school. While the teachers feel a responsibility to assist students to make up learning they have missed, they are not expected to provide the assignments and lessons in advance. Vacation during school days is discouraged. School work missed during the time of absence must be completed within a reasonable amount of time after the student returns to school.

### Internet

It is the policy of educational programs governed by the Green Bay Diocese to require the ethical use of the Internet and related technologies by all employees, volunteers and students. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

### Library/Learning Media Center

The media center is an important part of our school curriculum. Students participate in library skills class where they learn about the library, how to find and access information, conduct research and apply technology skills. Students are encouraged to use the library/LMC during regular library hours with the permission/supervision of their classroom teacher. They may utilize the LMC to read, check out books, return books, use audio-visual materials, or research work.

The library operates on the “library habit” which is designed to have students return and/or check out books any day versus once a week.

In the event that books/materials are lost, the student to whom they are checked out will be responsible for reimbursing the school for the cost of replacement materials.

### Music

Students in grades 4K-5 participate in general music classes twice a week. Grades 6-8 students have the option of participating in enrichment courses.

### Parent/Sign-In

Any parent/guardian entering the school building during school hours must first report to the school office and sign in. This is to ensure the safety and protection of you, your child, and the school. If parking in the back of the building, walk around to the front entrance. You must sign-in immediately at the office.

If anyone other than a parent is to meet the child at school, please inform the school office. This is for your child’s safety.

If a child is to be picked up during the school day due to illness or an appointment, the child is to wait in the school office. The parent/guardian must sign out the child.

### Personal Property/Valuables

Items not related to educational purposes are not to be brought to school unless requested by the teachers. All clothing and other personal belongings should be marked with the child’s name. The school is not responsible for lost or damaged valuables. For added security, valuables that are requested to be brought to school may be kept in the school office.

### Pets

Pets of any kind are not allowed at school, unless teachers give special permission for pets to be brought to school as part of a special program or activity providing that no child’s health is endangered by the presences of that pet (allergies, etc.). Under no circumstances is a potentially dangerous pet to be brought to school. There is an annual “Blessing of the Pets” which takes place in the parking lot one morning before school begins, dates will be shared closer to the event.

### Physical Education

All children in grades 3K-8<sup>th</sup> are required by DPI guidelines to participate in physical education and health classes. The only exception to non-participation is a dated note from the family doctor, present to the physical education teacher, stating reasons for non-participation. **All students for the 2018-2019 school year will be required to have a separate pair of shoes which will be kept at school to be used exclusively for physical education class.**

### Pictures

School pictures will be taken during the first weeks of school. Packages will be on a prepaid basis. All children have their pictures taken for school records and the yearbook.

### Playground & Recess

All students are expected to follow the Be Attitudes (Be Faithful, Be Respectful, Be Responsible and Be Safe)

The following items are not allowed on playground areas: electronic devices, toys, skateboards, in-line skates, roller skates, knives, blades or anything else that is deemed dangerous.

Students are expected to:

- Stay within the boundaries of the playground
- Play on the playground areas designated by the supervisors
- Refrain from using inappropriate language
- Line up immediately after bell or being notified by supervisor. When recess is over, all children must collect equipment and line up quietly to enter school
- Refrain from engaging in any game or sport which involves tackling or physical contact during school hours
- Be respectful of those around them. Throwing snowballs, ice, mulch is never allowed on school premises before, during or after regular school hours
- Use the playground equipment in a safe manner
- Wear snow pants and boots if they wish to play in the snow

### PowerSchool

Holy Spirit Catholic School utilizes PowerSchool software to maintain records, attendance, hot lunch programs as well as calculate grades. Each family will have an account that they are able to login and access their child(ren) account(s).

### School Day

- Students are tardy if they are not in their classroom when the final bell rings at 8:05am.
- Dismissal is at 3:15pm.
- Parents are asked to use the WEST driveway only as the ENTRANCE to the playground/parking lot for dropping off students and to EXIT using only the EAST driveway when leaving the playground/parking lot.
- NO DROPPING OFF in the circle driveway in the front of school prior to 8am, this is strictly for buses and for the maintenance of a safe zone for students.
- Students walking to school must cross County Road KK, if necessary, at the crosswalk. Town of Buchanan crossing guard is positioned in the front of school at the designated crosswalk.

- Students should not arrive at school before 7:45am and may enter through the back doors of school until 8:00am. After 8am, students must be signed in at the front office. A supervisor is on duty beginning at 7:45am. Students must leave for home promptly after being dismissed at 3:15pm unless under the supervision of a coach/staff member.
- At 3:30 any student not picked up in the back of school will be escorted to the aftercare room by the supervising staff member. You may be charged a fee of \$10. You must sign in and pick up child through the childcare entrance of the school.

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### 3K-4K School Dress Code

Shirts/Blouses: Shirts must have a sleeve and touch the collar bone. Shirts that display messages or phrases are not allowed. Plain or patterned and shirts with a picture on-with no message-are allowed.

Pants: Comfortable athletic/wind pants, dress pants, jeans, and sweatpants are all acceptable with no holes or patches. Leggings or other tight fitted pants are not allowed, unless worn with a skirt or dress.

Skirts/Dresses: Footless leggings or shorts need to be worn under all dresses/skirts. Not allowed: see through tights and formal dress and/or special outfits.

Shorts: May be worn until the end of September and beginning again in May. Any color or pattern including jean, and athletic/sweats, and dress shorts.

Shoes: Must be tennis shoes. All students for the 2018-2019 school year will be required to have a separate pair of shoes which will be kept at school to be used exclusively for physical education class.

### K-8 School Dress Code

Proper dress reflects self-respect and the dignity of the learning environment. Parents/Students are asked to promote personal hygiene, cleanliness and good grooming at all times.

Shirts/Blouses: Collar and sleeves required at all times, any color or pattern. Turtle necks/mock necks replace collars.

Sweaters/Sweatshirts/Fleece: Any color, pattern, or style are allowed. MUST have a collar or be worn with a collared, sleeved shirt or turtle neck/mock turtle neck. **Pullover Hooded** sweatshirts are **NOT** to be worn in school

(only as outerwear)

**Name Brand or school logos, writing, numbers or pictures ALLOWED only if less than 3 inches in diameter. Dress code approved Spirit wear tops may be worn any day.**

Pants: Any color or pattern. Form-fitting pants, such as leggings, jeggings or skinny-style may ONLY be worn with a dress code top that comes to mid-thigh. Blue jeans, athletic/sweats or yoga-style pants are ONLY allowed on designated Dress-down days. NOT allowed: loungewear, camouflage or military style.

Skirts/Dresses: Skirts/Dresses must be mid-thigh or longer. All dresses must be worn to the collarbone. Skirts are to be worn with a collared shirt. Leggings, shorts or colored tights are to be worn under skirts/dresses at all times. This assures appropriate coverage for activities and recess time.

Shorts, Capris: Modest length (mid-thigh or longer), any color or pattern, may be worn during September, May and June, including **Mass Days**, or when announced because of warm weather. Denim (any color), mesh, or nylon athletic style shorts/capris are only allowed on Dress-down days. Spandex, tight-fitting styles are **Never Allowed**.

Hats: May NOT be worn in school unless announced as part of a relaxed dress code day.

Shoes: Dress shoes, sandals with back straps or tennis shoes in good condition, are required.

**Socks are optional.**

Gym clothes (Grade 5-8): Students must wear athletic-style shorts or sweatpants and sleeved t-shirts or sweatshirts for PE. Shorts must be of modest length. T-shirt neckline must be to collarbone. No ripped/cut-off style clothing or spandex allowed.

Gym Shoes (3K-Gr. 8): All students for the 2018-2019 school year will be required to have a separate pair of shoes which will be kept at school to be used exclusively for physical education class.

**Special Relaxed Dress Code Days**

Special days will be announced or scheduled in advance on which students will be allowed to wear jeans, non-dress code shirts, sweatshirts, sweatpants, athletic warm ups etc.. Ex: PUDD (“Pay Up, Dress Down Day”), Packer Days, Red Ribbon Week, Catholic Schools Week, etc. **Clothing is expected to be modest and promote the mission of our Catholic school.**

**NEVER ALLOWED**

1. Clothing that is too tight, too loose or reveals the midriff or cleavage area
2. Clothing that promote musical groups, alcohol, drugs, inappropriate language, taverns, resorts, etc.
3. Tank tops, tube tops, spaghetti straps, sleeveless shirts, and underwear style tee shirts

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Clothing for Outdoors: During the winter months all students are expected to wear boots, scarves, hats, and mittens/gloves in the interest of good health and safety. Students without proper outdoor wear will be required to stay under the carport area during recess.

School Parties

Special occasion parties may be scheduled in classrooms by the staff if approved by administration. Parents or guardians may be called upon to assist. Nutritional snacks are encouraged whenever treats are sent to school.

If your child is going to bring invitations to school for a party at home, make sure that all children in the class are invited. Otherwise, make other arrangements to distribute invitations.

Snacks

A healthy snack list will be provided by homeroom teachers and posted on the school website. We encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits, and vegetables.

Special Services

The service of a psychologist, speech therapist and other services are available through the Kimberly School District. Requests for these services are made by parents, or by teachers in agreement with parents and the school principal. All parental rights are strictly maintained.

## Student Assemblies-School Liturgies

All school assemblies and liturgies are part of our school program. When any person is before the assembly to address the group, (Mass, assembly), there is to be no talking among students or improper behavior: shouting, whistling, excessive noise, or body movements, and whispering are discourteous acts.

The liturgy is an important part of a student's Catholic Christian formation. Students celebrate the Eucharist once weekly (Wednesdays) and are usually involved in the preparation. If a Holy Day of Obligation falls on a school day, the Eucharist is celebrated on that day rather than the usual Wednesday. Other forms of liturgical services are celebrated throughout the year. Parents are always welcome and encouraged to attend school liturgies. In an effort to keep a prayerful, reverent atmosphere, photography, both still and video, is not allowed during the liturgy.

## **5. Communication**

### Absence

Regular attendance is essential for students to be successful. However, no one should attempt to attend when ill. **Students must be fever-free without the use of medication for 24 hours prior to returning to school.** This includes 'low-grade' fevers. In addition, students may not attend school until they are vomit-free for 24 hours.

Please remember that it is important for your child to be in school unless he/she is truly ill. The Wisconsin Compulsory Education Law (Wisconsin Code 118.15) states: "Unless the child has a legal excuse or has graduated from high school, any person having under his/her control a child between the ages of 6 and 18 years of age who has not graduated shall cause such child to attend school regularly, during the full period and hours, religious holiday excepted, that the public or private school in which such a child should be enrolled is in session until the end of the school term (year), or semester of the school year in which he becomes 18 year of age."

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of ten (10) or more days on which school is held during a school year.

When a child returns to school, a note from the parent or in some cases, a doctor, explaining the absence must accompany the child.

School administration approves the dismissal of pupils who are ill. Parents or guardians are notified when the illness is detected.

**Parents must enter the building and sign-out their child who is leaving school because of illness or appointments. No student will be allowed to leave the building on his/her own.**

If a student falls into one of the following categories during the course of a regular school day, he/she will be marked as having a half-day absence:

1. If a student arrives 90 minutes after the start of the school day
2. If a student misses 90 minutes or more of the afternoon school session
3. If a student misses 90 minutes or more of instructional time during the course of the regular school day

**Children are to be in their classroom by the final bell of 8:00am.**

### Communication Methods

**Dual Parent Report** - in the case of a student whose parents' marriage has been dissolved or a separation of a parent from the home, the name and address of both parents should be on file unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at Holy Spirit Catholic School (i.e. notices of school functions, progress reports, newsletters etc.) will be made available to both parents. Please call the school office to arrange for dual parent reporting.

**Facebook** – Please join our [parents page on Facebook](#) called Holy Spirit Parents U-Knight for a current calendar or events, hot lunch menu, discuss upcoming events and to ask questions!

**Knight News** – Knight News is sent on Wednesday afternoons. If you would like to have anything included in the weekly newsletter, please submit to Stacey Thein in the office by noon on Tuesday.

**Parent-School Communications** - Adequate and clear communication between school and home is essential for the success of the children. Parents should feel free to call/e-mail teachers/principal/guidance about student progress or other situations of concern.

When parents/guardians have questions, they are urged to first make an appointment with the teacher. If this does not solve the issue, a conference with the parent(s)/guardian(s), teacher and principal can be arranged. The child may also be present at the meeting if deemed necessary or helpful.

School staff wishing to speak to the parent(s)/guardian(s) concerning a student will make contact via a note, e-mail or phone call.

Parents are asked to provide an email address to the school for receipt of school electronic communications. The school newsletter (e-bulletin), lunch menu, and most communication from the school are sent electronically or will be posted on the school website. Parents who need to access a computer to check their email or visit the school website for school related communications are welcome to utilize a school office computer. Please contact the office to schedule a time to use the school computer to check for school related email/website data.

**Parent- Teacher Conferences** – Mandatory parent/teacher conferences are scheduled in October. Optional conferences will be available again in February. Additional conferences may be scheduled by either parents or teachers as the need is recognized. If for some reason the parent is unable to attend the scheduled conferences it is important that an additional conference time be set in advance with the teacher. Conferences afford parents, as well as the teacher, an opportunity for discussion about student progress and planning strategies to helping the child achieve goals that are realistic and appropriate. Holy Spirit School uses a web-based system for scheduling parent/teacher conferences. Notification and instructions will be sent electronically to parents a few weeks prior to the conference dates.

**Progress Reporting** - Student progress reports are issued four times a year at the end of each quarter. The purpose of progress reports is to communicate the individual student's learning growth.

### Contact Information

It is very important for emergency and administrative reasons that every student maintain an up-to-date address and phone numbers in the office. Please notify the school if you have any changes.

### Early Dismissals - School Closing-Late Start-Procedures

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. Administrators are aware of the hardship that can be caused by an abrupt cancellation; therefore, school will not be cancelled unless a safety risk has been created by unusual circumstances.

**Holy Spirit Catholic School follows the Kimberly School District regarding school closings-bad weather.** Do not call the parish or school. Listen to the local radio stations or TV channels for official announcements – WHBY 1150AM, WEMI 919.FM, WOZZ 93FM, WIXX 101.1 and Channels 2, 5 and 11. If weather becomes severe during the day necessitating early dismissal, that announcement will also be made by the TV and radio stations. Parents are strongly encouraged to be aware of the possibility of an early dismissal and make arrangements to provide transportation for their children promptly at the time of early dismissal.

Parents will be required to complete an “Emergency Release Form” at the beginning of each school year. This form will indicate to school personnel the option for your child in case of an emergency early dismissal.

### Home & School Committee

Families with children in our school are invited to join the Home & School Committee. The Home & School Committee is a volunteer organization made up of parents and guardians of Holy Spirit School students that oversee school volunteer opportunities. It provides support for students, teachers, and staff at the school through fundraising and the promotion of various opportunities for learning and enrichment.

### Leaving School Premises

Students may not leave the school grounds during recess or at any other time unless they have permission from their parents and the principal. If a student must leave for an appointment, a signed note must be submitted to the office. The student’s parent(s)/guardian(s) must come into the building and sign out the student. No student will be allowed to leave the building unless a parent or other designated adult accompanies the student. When the student returns to school, he/she must first sign in at the office.

### Messages and Deliveries to Students & Teachers

Deliveries and messages for students/teachers during the school day are discouraged. However, when necessary, office personnel will deliver any message to a student or teacher. Please do not deliver the message yourself as this disrupts the flow of the class and interrupts the teaching process. Teachers may be contacted before 7:50am. and after 3:15pm. Students are not called to the telephone during school hours.

### Student Privacy Act

In conformity with the Student Privacy Act of the Green Bay Diocese, Holy Spirit Catholic School does not send out student/graduate information to any outside organizations without written authorization of the student/graduate/guardian.

### Student Records

A permanent record of each pupil is kept on file at school. This file contains the student's diocesan progress reports and/or public school report cards, attendance records, standardized test results and writing portfolios. A parent(s)/guardian(s) wishing to review this file must give a 24 hour notice by way of a written request and set an appointment with administration to review the file. These records are private property and are submitted only when lawfully requested per the Buckley Amendment.

### Tardiness

The school day begins promptly at 8:05 am, and any student not in his/her classroom at that time is considered tardy. When a student is tardy, he/she must report to the school office and the daily classroom attendance record is marked with a T. If the student's bus is late, the student is not considered tardy.

### Telephone

Students are expected to have the permission of the principal/teacher to use the school telephone before, during, or after school. Student cell phones should be kept in the student's backpack/locker (if necessary to be at school) and turned off. Cell phones should not be used during the day by students without teacher permission.

Communication with administration and staff members is encouraged. Messages can be left via email or through the school office.

### Transfer

When transferring to another school, records will be issued upon receipt of a written request from the new school or upon receipt of a form requesting records be sent to the new school. All financial responsibilities (i.e. tuition, hot lunch, fees, etc. must be met prior to release of records).

### Vacation

We encourage parent(s)/guardian(s) to plan vacations when school is not in session. If it is unavoidable, the office must be notified as soon as possible.

Assignments missed during vacations are the responsibility of the student who, with the approval of the teacher, sets a deadline date. Because it is impossible to know exactly what will be covered while the student is absent, teachers are not required to prepare work ahead of time for a student taking a vacation. Please talk to your student's teacher to make arrangements for homework.

### Visiting School

We welcome and encourage parent visitation. All visitors to the building must comply with the following guidelines:

1. **Please enter through the front doors of the school – the back doors of school are for staff or childcare pickup only.** All visitor's must sign-in and obtain a visitor's badge before proceeding to the classroom.
2. Please obtain prior approval from the classroom teacher in scheduling your volunteer or visitation times.
3. Please visit only the classroom where you are scheduled to work/visit. Visiting other rooms can be disruptive to the teaching process.
4. Visitors hindering the educational process will be asked to leave the premises. The safety of students and staff in the school and the continuing function of the educational process are priorities.

## 6. Discipline Code

School rules are in effect in order to a) provide and maintain an atmosphere which permits the orderly and efficient operation of the school and b) encourages learning while enabling students to develop a Christian code of conduct. These policies and procedures have been established by the Holy Spirit Catholic School Education Committee, Policy Committee and administration after consultation with Holy Spirit Catholic School faculty, parents and students. Their effectiveness requires the positive cooperation of all concerned.

The knowledge of the rules and regulations, their processes, and their implementation are the responsibility of each Holy Spirit Catholic student. Neither ignorance nor lack of understanding of the rules and regulations will release a student or parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to Holy Spirit Catholic School, are to be respected and followed.

### Discipline Code

Severe misbehavior, which seriously disrupts the learning environment, possibly threatens the well-being of the teacher or other students, demonstrates defiance, or breaks the law must be sent to the office.

Unacceptable student behaviors include, but are not limited to the following:

- Use of drugs, alcohol, tobacco
- Personal Injury (bullying fighting, calling names)
- Refusal to comply with a direct teacher command
- Inappropriate bus behavior
- Possession of a dangerous weapon
- Truancy
- Repeated tardiness
- Repetitive unacceptable classroom behavior
- Habitual late/incomplete assignments
- Vandalism
- Bullying/Harassment

Consequences include, but are not limited to:

- In-school suspension
- Suspension from school for a definite time
- Suspension from school for an indefinite period of time
- Probation

### Bullying/ Harassment

It is the policy of the Green Bay Diocese and Holy Spirit Catholic School to maintain a learning environment that is free from any type of harassment/bullying. No student associated with the educational programs governed by the Diocese shall be subjected to any type of harassment/bullying while on school/parish property, at any school/parish function, or at a school/parish sponsored activity regardless of location.

It is a violation of policy for any school employee, volunteer or student to harass/bully a student through conduct or communications as defined below.

“Harassment” and “bullying” shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) places the student in reasonable fear of harm to the student's person or property, 2) has a substantially detrimental effect on the student's physical or mental health, 3) has the effect of substantially interfering with a student's academic performance, 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program.

It includes but is not limited to 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and 3) name-calling, sarcasm, spreading rumors, excessive teasing and hazing.

“Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student in the same or similar circumstances would find the conduct intimidating, hostile or abusive. It is not necessary to show that the victim was psychologically harmed.

Any school employee, volunteer, parent, guardian or student who witnesses or becomes aware of conduct in violation of this policy should file a complaint in writing directly to the victim's or perpetrator's teacher, immediate supervisor, principal, or the Superintendent of Schools of the Green Bay Diocese. The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident.

### Cell Phones/Electronic Devices

***Specific for Elementary school children (PK-5<sup>th</sup> grade):*** If your child has a legitimate reason to bring a cell phone to school, it will be necessary for you as the parent(s)/guardian(s) to write a letter to the Principal explaining why your child needs to bring their cell phone to school with them. Holy Spirit Catholic School Principal is the only school official who can approve a parent letter and grant permission for a child to have a cell phone on campus.

Acceptable reasons for a child bringing their cell phone to school include:

- The child walks home from school by themselves
- Current family emergency or situation
- The child is staying after school for extra-curricular activities or athletics

If your child has been given permission to bring their cell phone to school and an approved parent letter is on file in the school office, then the student must turn their cell phone in to the office every single day immediately at the start of the school day. Cell phones will be returned to the student at the end of the school day. The student will not be allowed access to their cell phone at any time during the school day.

**Additionally, iPods/MP3 Players, iPads/Tablets, Apple Watches/Fitbits and electronic gaming or entertainment devices are not allowed to be brought to school or to be used in the classroom at any time without permission from teacher and/or principal.**

If your child is caught with a cell phone or electronic device during school hours the cell phone or device will be confiscated and the parent/guardian will be called and will be required to come to the school office themselves to retrieve the cell phone or device. Confiscated cell phones and electronic devices will not be returned to the students (only to the parent/guardian) under any circumstances.

***Specific to Middle School students (6<sup>th</sup>-8<sup>th</sup> grade):*** Students may bring cell phones/ electronic devices to school. Students may not use cell phones or electronic devices in classrooms, unless permission is granted by a teacher. **Cell phones/ electronic devices may NOT be carried during the day** and may be used for communicating, with permission, in the school office, **but are to be turned off** and kept out of sight in their locker or backpack during school hours. During school hours, parent(s) wishing to contact students must call the school office. Holy Spirit Catholic School is not responsible for any lost or stolen cell phones or electronic devices.

If a student fails to follow the guidelines for cell phones/electronic devices, the consequences are as follows:

- 1<sup>st</sup> offense – confiscation of the cell phone/electronic device, which can be picked up from administration after school and responsibility card mark
- 2<sup>nd</sup> offense – confiscation of the cell phone/electronic device, which can be picked up from administration after school by a parent/guardian and responsibility card mark

- 3<sup>rd</sup> offense – confiscation of the cell phone/electronic device, which can be picked up from administration after school by a parent/guardian, loss of privilege to bring a cell phone/electronic device to school for a length of time determined by administration and responsibility card mark

No expectation of confidentiality will exist in the use of cell phones/electronic devices on school premises/property. Administration reserves the right to check the content of confiscated cell phones/electronic devices. If the cell phone/electronic device is password protected, the student must enter the password for administration and unlock it. If the cell phone/electronic device was used to cheat or if inappropriate material is found on it, consequences may be imposed.

Fire Extinguishers – Any student handling or discharging a fire extinguisher at any time other than in an emergency will be fined \$50.00.

#### School Dress Code Enforcement Policy

1. Children in K, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grade will be given 3 warnings. Once the third notice is sent home, the homeroom teacher will notify the administrator that this is the third infraction. The administrator will contact the parents or guardian by phone to meet with them regarding the noncompliance and determine why the family is not adhering to the dress code policy.
2. Children in 4<sup>th</sup> and 5<sup>th</sup> grade will be given one warning regarding dress code violations. This means only one notice will be sent home regarding an infraction. Upon the second infraction, the student will be sent to the office to call home for appropriate clothing and will remain in the office until appropriate clothing can be brought for the child. If a third infraction occurs, the administrator will contact the parents by phone to meet with them regarding the noncompliance and determine why the family is not adhering to the dress code policy.
3. If someone still chooses not to comply with the Dress Code Policy, a meeting will be set up with the administrator and a representative from the Education Committee to determine if the family needs to seek other sources for their educational needs.

#### Search and Seizure

It is the policy of Holy Spirit Catholic School to operate its educational programs in a structured Catholic environment. Recognizing that the presence of contraband\* on school property or on the person of a student attending school is not consistent with the above policy.

Under special and specific situation, it may be necessary to ask a student to show what they are carrying in their pockets, back packs, purse or clothing. Such a request should be made only when the teacher or administrator has a reasonable suspicion the student is concealing contraband. Searches under the above identified situation should be witnessed by a third party whenever possible. Body or strip searches will not be conducted by the school's employees. Such searches shall be turned over to the proper law enforcement authorities with proper notification to the parent(s)/guardian(s).

\*Contraband includes substances or items which, if found on school property, violate the law and school regulations, or are detrimental to an orderly environment at school. Contraband includes by way of illustration, but is not limited to, drugs, narcotics, tobacco, liquor, weapons and stolen property. It consists of substances or items which may cause a substantial disruption of the school environment, and/or which present a threat to the health and safety of the students and staff.

### Tobacco/Drinking/Use-of-Non-Prescribed Drug

Students are not to use, possess, sell, or be under the influence of drugs, beer, or other intoxicating beverages on the school grounds at any time or while they are on a school sponsored activity off campus. The use or possession of tobacco on the school grounds is prohibited.

The administration of Holy Spirit Catholic School reserves the right to suspend or expel a student for any action deemed in violation of Diocesan Board of Education Policy 5114, which states that students can be suspended or expelled when the moral or physical well-being of the student body or staff is endangered (i.e. possession, consumption of or being under the influence of drugs/alcohol, possession of weapons, or any overt forms of sexual harassment) and if there is prolonged and open disregard for school authority.

### Vandalism

Willful damage or destruction of school and/or parish property is cause for immediate suspension and possible expulsion. The school requires that restitution be made by the student(s) according to the terms determined by the school administration.

### Weapons and Dangerous Objects

It is the policy of Holy Spirit Catholic School that weapons and other dangerous objects be taken from students and others who bring them on to the school property or from students who are participating in any school-related activity away from school premises. Parent(s)/guardian(s) of students found in possession of a weapon or dangerous object shall be notified. Confiscation of weapons or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property, or participating in any school-related activity away from school premises shall be expelled.

### Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent/guardian.

## **7. Extracurricular Activities**

### Activity Options & Eligibility

Students have additional opportunities to develop their gifts and talents through their involvement in Athletics, Kids Stage, Boys Scouts, Girls on the Run, Girls Scouts, Lego League etc. Students may be excused from attendance due to illness, a true emergency situation, or with prior approval due to extenuating circumstances. All students must meet the academic performance standards in order to be eligible for inter-scholastic athletics, and/or other extracurricular activities.

- Academic Performance Standards – All students are expected to maintain a minimum grade point of at least 2.0 on a 4 point system with a passing grade in all courses.
- Students are also expected to display appropriate effort and attitude both in school and at school functions.

### Athletics

Parents/guardians are responsible for transporting their child(ren) to and from practices and/or games. Students are to leave the premises immediately after practices and/or games. Children who are not signed up for sports may not be in the gym during practice. Students must be in attendance for the entire school day to participate in practices and/or contests held that day. Exceptions to this requirement included scheduled appointments or prearranged permission from the principal and athletic director.

The sports fee of \$40 per sport per student must be paid prior to the issuing of uniforms. Maximum sports fee is \$80 per student per year.

### Public Conduct on School Premises

School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students.

Spectators will not be allowed to interfere with students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship.

Therefore, the following provisions are in effect:

- Abusive, verbal, or physical conduct by spectators directed toward participants, officials, sponsors, or at other spectators will not be tolerated.
- Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors will not be tolerated.
- The use of vulgar, obscene, or demeaning language directed at students, officials, or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated.

If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an activity, the individual in charge of the event may remove the spectator from the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities.

### Student Activities

We are all identified with Holy Spirit Catholic School. What students do outside of school and at school related events is not in all cases beyond the jurisdiction of the school.

## **8. Health/Safety Issues**

### Abuse

In compliance with Wisconsin State Statute 48.981 and Green Bay Diocese Policy Code 5060, any certified or licensed employee of Holy Spirit Catholic School who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse verbally to the Department of Human Services (DHS) within 24 hours and follow the verbal report with a written report on appropriate forms.

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, towards students. Holy Spirit Catholic School is committed to protecting all students from all types of abuse. If you believe that a student is suffering from any type of abuse, please contact the principal, so that this can be reported to trained investigators.

#### Alcohol/Drug Policy

The possession, sale, or use of alcohol, drugs or any other controlled substance by students on the school campus is strictly forbidden. Violations will be reported to appropriate law enforcement agencies. Use on school grounds or at any school functions will result in parents being contacted immediately and possible suspension. Counseling will be recommended and in some cases mandatory counseling will need to take place if a student is to stay at Holy Spirit Catholic School. Every effort will be made to work cooperatively with families in crisis.

#### Allergies

We are an allergy aware school. We request that all students do not bring any food that contains tree-nuts of any kind. If you have a child with allergy sensitivities, please notify the school so we can work together to prevent cross-contamination. The hot lunch program does not prepare foods containing peanuts or tree-nuts.

To learn more about our allergy policies, please contact the principal.

#### Asbestos

Per the Green Bay Diocese, it is the responsibility of the school to designate and ensure proper training of a person to assume the responsibilities of asbestos management who is to complete the Department of Health Services checklist yearly. If any violations or management issues are discovered, the designee must report them to the school administrator and then contact a local asbestos abatement company to rectify the issue. Per federal regulations we are required to inform you that there is asbestos in the Holy Spirit Catholic School building/church. The building has been inspected by a certified asbestos inspector and all the asbestos found has been sealed and encapsulated.

#### Chemical Right to Know Law

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored, please contact the principal.

### Emergency Information

Every student is required to provide the school office the following information, which is kept on file in case of an emergency:

- Parent(s)/guardian(s) name(s)
- Complete up-to-date residential address and email address
- Any phone numbers where the parent(s)/guardian(s) can be reached – home, cell, work
- Phone/cell number of relative/friend to call in an emergency if parent(s) or guardian(s) cannot be reached.
- Physician’s name and phone number.

Please notify the school if you have any changes. It is the parent(s)/guardian(s) responsibility to keep this information up-to-date.

### Illness and/or Injury at School

In case of illness or injury, school personnel will give only temporary first-aid treatment to the child. If it is determined that the illness or injury warrants being sent home, a parent or guardian will be notified. If contact cannot be made, an attempt to reach someone listed on the emergency card will then follow. If emergency medical treatment is necessary and a parent(s)/guardian(s) or emergency contact cannot be reached, the school will call 911. In an extreme case of emergency, 911 may be called first. It is the school’s policy to call parents if a child has received an injury or head injury even if we’ve determined the child can stay in school. This is a safety measure since the head is delicate and symptoms could develop later.

### Immunizations

It is required that parents provide documentation to the satisfaction of all State of Wisconsin Immunization requirements prior to the child’s first day attending Holy Spirit Catholic School. State statutes state that all students through Grade 12 must meet minimum immunization requirements. These requirements can be waived only for reasons of health, religion, or personal conviction.

Students must have required immunizations before entering kindergarten. It is also recommended that they receive a vision and hearing test before entering kindergarten.

The following are the minimum required immunizations for each age/grade level.

<b>Age/Grade</b>		<b>Number of Doses</b>	
Entering PreK (3 – 4 years)	4DTP/DtaP/DT	3 Polio 1 MMR3 Series Hep B	1 Var
Grades K-5	4DTP/DtaP/DT	4 Polio 2 MMR3 Series Hep B	2 Var
Grades 6-8	4DTP/DtaP/Td	4 Polio 2 MMR3 Series Hep B	2 Var

Verification of the chicken pox or vaccination is required of all students. **Communicable diseases must be reported** to the school office immediately so as to keep our health records up to date. These include, but are not limited to chicken pox, pink eye, and lice.

If a review of your child’s health record shows that immunization are missing, we will send a form letter to you indicating what is needed in order to bring the record up-to-date according to the law. If you do not hear from us, you can assume the requirements for your child have been completed.

### Media Consent

In the school registration paperwork is a section where parent(s)/guardian(s) giving consent to Holy Spirit Catholic School to use your son/daughter's name, image, and/or voice recording for publicity in advertising campaigns, publications and/or productions (i.e. newsletters, annual report, brochures, student directory, website). Questions regarding this, please contact the office.

### Medication

#### **Prescription:**

School personnel are forbidden by Wisconsin State Law to administer to students any drug or medication that is taken internally unless explicit and written permission (with directions) are given to the parent(s)/guardian(s) and attending physician. Forms are available in the school office. All prescription medications must be in the original prescription containers and are made available from the office.

#### **Non-Prescription:**

Parents must send a signed note to the office requesting the use of non-prescription medication by a student. THIS INCLUDES COUGH DROPS. These types of non-prescription medication for grades preschool-8<sup>th</sup> are kept in the office. If a child is enrolled in the childcare program, the medication may be stored in the center. Holy Spirit Catholic School designates the school secretary to administer medication. In her absence the principal/teacher will administer medications. We will not administer any medication that does not have the drugstore label or over-the-counter label on the container. Please clearly label the package with the child's name.

### Safety Drills & Emergency Procedures

Unannounced drills are conducted at various times during the year in accordance with Wisconsin codes. Per Wisconsin codes... they are to be once a month. Students (all occupants of the building) are expected to leave in an orderly fashion, without talking, according to the directions of the teacher and return the same way. Announced Lock-Down Drills are also held at least once a year.

Emergency procedures for fire, tornado, bomb threat, hazardous spills and crisis situations are on file in the office and located in every teacher's handbook. Evacuation routes are posted in every classroom.

### Smoking / Smoke Free Building

Holy Spirit Catholic School and Grounds have been designated a "Smoke Free Building". At no time will smoking be permitted within the building or on school property. This also includes private vehicles parked on school property.

### Supervision

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

Students for whom other transportation is provided or who walk to school are **not to arrive** at school **prior to 7:45am**. They are to leave the school grounds when school is dismissed. Parent(s)/guardian(s) are responsible for students who arrive and leave before and after these stated times.

## Vehicle Safety

In the event that a parent volunteer transports students on behalf of the school, the following must be adhered to – volunteer operators must:

- Be at least 21 years of age
- Have a valid, non-probationary driver’s license and no physical disability that would impair his/her ability to drive the vehicle safely.
- Complete a Volunteer Driver Form/Driver Information Sheet from Catholic Mutual Insurance (provided). If “YES” is answered to any part of the “Driving Information” section, the individual will not be allowed to drive.
- Ensure that all passengers adhere to the current state of Wisconsin safety belt laws and regulations.

**Use of cell phones and other electronic devices, including “hands free” are not permitted while operating a motor vehicle while transporting students on behalf of the school.**

## 9. Services

### Bicycles/Motorized Scooters

Students are permitted to ride bikes to school. Bikes may not be ridden on school grounds or on sidewalks – they must be walked on the school grounds at all times. This is for safety reasons, students who ignore the observance of safety and courtesy rules while riding bicycles to and from school will forfeit this privilege. No bikes/motorized scooters are allowed where buses load and unload. The school accepts no responsibility for bikes on school property, or for any student who may be riding a bike. Bicycles must be parked in the bike racks.

### Bus

Busing varies within your school district. For information regarding busing, call the transportation department in the school district which you reside.

Kaukauna: Bob Schaefer 920-766-6100

Kimberly: Lamers Bus Lines 920-832-8800

Rules established by any busing agency or school district are to be followed as though they were rules of Holy Spirit Catholic School. A student may be suspended from bus transportation for inappropriate conduct. Transporting students to school requires the cooperation of bus drivers, students, and parents to assure that high safety standards are maintained.

The busses will run on days that we have early dismissal. Parents using other transportation methods on early dismissal days are asked to make sure their child understands those arrangements prior to leaving the house in the morning.

### Childcare Services

Holy Spirit School provides before/after/during/wrap-around care services for the students who need supervision outside of the normal school hours. The program is open from 6:30am – 5:45pm during days in which school is in operation. Care is also provided on early dismissal afternoons. Please contact [childcare@holyspiritknights.org](mailto:childcare@holyspiritknights.org) for more information. Additional information about lunch-bunch, fees and hours are available on childcare page of the [school website](#).

### Lockers

Lockers are assigned to students in grades 5-8, and are to be used solely and exclusively for the storage of outer garments, footwear, and school related materials. Lockers are to be kept clean and orderly. Valuables should not be placed in a student locker. No decals are to be pasted on lockers nor may scotch tape or paste be used for pictures – painting tape may be used. Lockers are subject to inspection by the administration. Lockers are to be used by the student to whom they have been assigned. If any damage is incurred during the year, the damage will be charged accordingly. Interior locker decorations must be in good taste representing school values. School locks will be issued to each student. Lockers are to be locked at all times to ensure safety of personal and school property.

### Lost & Found

All students need to be taught to be responsible for their personal belongings. An effort is made to find the owners of articles of clothing, lunch boxes, etc. – all clothing items should be labeled with the child's name. There is a large container of found articles near the front entry-way if parents wish to check it. Periodically, any unclaimed items will be given to the needy.

The school will not be held accountable for personal items lost or stolen. Children are therefore encouraged not to bring items of value to school.

### Lunch

Lunch is available at the school through the hot lunch program. Free and reduced lunches are available through the program. Applications are in available in the office and parents are welcome anytime during the school year to fill out a form. All records are kept confidential.

Parents may join their student for lunch however reservations and payment must be made to the school office prior to 9 am. Due to the food regulations, fast food may never be brought to the school cafeteria (applies to parents and students).

Parents are required to keep an adequate balance in their student's lunch account. It is recommended that a deposit of \$50 per student be made monthly to the family's hot lunch account. Students from the same family use the same account number. Always include your family account number when making deposits to your food service account.

Each family will be notified when account deposit is below \$5. Questions regarding your account can be clarified by calling Joan Boots in the parish finance office, 920-788-7640. Payment for lunch can be made to the school office.

A monthly hot lunch menu will be posted on the school [website](#), sent out in the Knight News and posted on the Holy Spirit Parents U-Knight Facebook page.

### Cafeteria Guidelines:

- Students are expected to speak in conversational tones (inside voices).
- Students are expected to be in the cafeteria during lunchtime.
- Students are expected to keep their place neat.
- Teachers will have students use bathroom facilities before going to lunch. This helps with good health habits and provides an opportunity for hands to be washed prior to eating.
- Due to possible allergies, students are not to share food.

- Students can stay and finish eating even if their grade has been dismissed.
- Students are not allowed to take food out of the cafeteria.

### School Supplies

A supply list is posted on the school [website](#). New families who register during the summer receive it at the time of registration. Students must replace supplies as needed throughout the school year.

### SCRIP

Scrip is an excellent program that benefits families, school and our parish. Half of the profit that your purchases generate will be credited towards tuition. The other half of the profit goes to the parish. The following procedure is staying in compliance with the Diocese of Green Bay financial system checklist.

Each registered full-time family is required to raise \$250 (preschool families \$125) in SCRIP credit above and beyond tuition for the 2018-2019 school year. Any funds raised beyond goes directly to reducing tuition.

Locations and times for the sale of SCRIP is posted on the parish website [www.holyspirit-parish.org](http://www.holyspirit-parish.org)

### Textbooks

Textbooks are provided to all students. Materials such as workbooks may be charged to the student at cost. Undue wear, damage, or loss will require payment at the end of the school year. Books belonging to the school are to be covered at all times.

### Tuition

The tuition for students is determined by the Holy Spirit School Education Committee, Holy Spirit School Finance Committee & Holy Spirit Parish Finance Committee. Parents/Guardians are offered three different payment methods:

- Full tuition on Orientation Day
- 50% payment of tuition on Orientation Day, 50% remaining balance due February 2, 2019
- 25% payment of tuition on Orientation Day, 8 equal payments of the balance of tuition due 1<sup>st</sup> of the month (October-May) Electronic Funds Transfer (EFT) required.

All tuitions are to be paid in full by May 1<sup>st</sup>.

### **2018-2019 Holy Spirit School Tuition**

Holy Spirit Member		Non-Holy Spirit Member	
3K (T/Th)	\$1150	3K (T/Th)	\$1350
3K (MWF)	\$1500	3K (MWF)	\$1800
4K (M-F)	\$1850	4K (M-F)	\$2350
K– 8 <sup>th</sup> Grade	\$2850	K-8 <sup>th</sup> Grade	\$3850
3 <sup>rd</sup> child discount of \$250			
4 <sup>th</sup> child discount of \$1250			

**Childcare Rates** (available for registered students Pre3-Gr. 5) \* Electronic Funds Transfer Required

Before School Care- \$6.00 a session per child.

Lunch Bunch- \$6.00 a session per child.

After School Care- \$9.00 a session per child. (includes snack)

Extended Care- \$32.00/day per child.

\*These are contracted rates; there is an additional cost for drop in.

All Inclusive Care-A child attending both a PreK program and Extended Care **five days a week** is eligible to receive this discounted rate of \$ 6700/\$37per day (includes tuition & childcare).

This rate includes the 180 school days. The Non-school days, if needed, will be available at the \$40 rate.

**Non-School Days**

(3K – 5<sup>th</sup> Grade)

**\$40/All Day**

(6:30 am – 5:45 pm)

**\$32/Early Dismissal**

(11:30 am - 5:45 pm)

**(Max. 10 hrs/day)**

(NO legal holidays included)

*minimum per session: 6*

**Tuition Assistance**

No one should be denied a Catholic education because of financial need. Grants are available for those families who cannot pay their fees and/or tuition through the *Fr. Fuller Fund*. A tuition assistance application must be completed and returned to the administration by April 15<sup>th</sup>. Review of all tuition assistance applications is done in strict confidence. A letter of confirmation will be sent to those applying for assistance.

**Volunteer Requirements**

Volunteers are an intricate part of our school community. Parents or guardians have an opportunity for a variety of activities throughout the year, including fieldtrips, lunch supervision, special events and classroom activities (as requested by staff).

On June 14, 2002, the United States Conference of Catholic Bishops (USCCB) approved a Charter for the Protection of Children and Young People. The Charter addresses the Church’s commitment to deal appropriately with cases of sexual abuse of minors by church personnel, past and present.

The Charter also mandates that all dioceses throughout the United States provide safe environments for minors. The archdiocese is audited annually to assure compliance of the Charter.

Therefore, the following requirements are mandated for all new employees and volunteers in the Archdiocese of Green Bay who interact with minors:

1. Background Check
2. Signed Verification Form (formerly called Acknowledgement Form)
3. Attend a VIRTUS training

Background Check – Prior to employment or volunteering, all new employees or volunteers must complete a background check through the Green Bay Diocese.

Signed Verification Form – Prior to employment or volunteering, all new employees or volunteers must read the Sexual Misconduct Policy and Standards of Conduct. After reading these documents, they must sign the Verification Form indicating both policies have been read and agreed to.

**VIRTUS Training** – One of the goals of the Office of the Protection of Children is to provide a safe environment for children. We do this by training all adult employees and volunteers using a program entitled VIRTUS. VIRTUS training can be found on the Green Bay Diocese website. All VIRTUS trained volunteers are to sign a new form

## 10. Staff

### Preschool & K-8 Staff

3K	Miss Jenni Hebbe	Aides: Mr. Luke Harris/Mrs. Sue Scherer
4K	Mrs. Patti Athanas Mrs. Amanda Haering	Aide: Mrs. Tara Kaufman Aide: Mrs. Wanda Schreiber

Kindergarten	Miss Lexy Kuepper	K-3 Aides: Mrs. Kris Sprangers & Mrs. Jeannie Brehmer
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1 <sup>st</sup> Grade	Ms. Stephanie Naranjo
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2 <sup>nd</sup> Grade	Ms. Denise Umlauf
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3 <sup>rd</sup> Grade	Mrs. Betty Van Asten
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4 <sup>th</sup> Grade	Miss Madelyn Stumpf Mrs. Sarah Crowe
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5 <sup>th</sup> Grade	Mrs. Alexa Zook
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### Middle School Staff

Social Studies	Mr. Jake Coenen
Science	Mr. Jake Coenen
Math	Mrs. Sarah Mooren Mrs. Kari Burns
Language Arts	Mrs. Shelley Meyerhofer

### Specials Teachers

Art	Mrs. Kris Van Roy
Band	Ms. Hannah Geniesse
Librarian	Mrs. Kris Sprangers
Music	Ms. Katie Krych
Physical Education	Mr. Jon VanGrinsven
Spanish	Miss Jenni Hebbe
Technology	Mrs. Kari Burns

### Support Staff

Food Service	Mrs. Kris Nollenberg
Playground	Mrs. Kourtney Lamers
Childcare	Mrs. Amanda Haering, Mrs. Sue Scherer, Mr. Luke Harris Miss Breanna Hooyman, Miss Brooke Westphal, Mrs. Wanda Schreiber Mrs. Jeannie Brehmer, Mrs. Tara Kaufman
Maintenance	Mrs. Sherrie Grogan, Mr. Richard Depies

**Holy Spirit Catholic School Handbook Agreement  
2018-2019**

I have read and understand the policies outlined in the Holy Spirit Catholic School Parent/Guardian-Student Handbook. If I cannot yet read, my parent or guardian has explained the rules in the Handbook. I will follow the rules stated in the Holy Spirit Catholic School Handbook.

Signature of Student \_\_\_\_\_

Grade \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Signature of Student \_\_\_\_\_

Grade \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Signature of Student \_\_\_\_\_

Grade \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Signature of Student \_\_\_\_\_

Grade \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Signature of Student \_\_\_\_\_

Grade \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

I have read and understand the policies outlined in the Holy Spirit Catholic School Family Handbook. I will support Holy Spirit Catholic School by following these policies and by encouraging my child/ren to follow these policies.

Signature of Parent/Guardian \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

THIS FORM WILL REMAIN IN EFFECT UNTIL NEXT SCHOOL YEAR.