

Parent Handbook

**Posted on School Website
www.holyspiritknights.org**



**HOLY SPIRIT SCHOOL
2016-2017**

Welcome to Holy Spirit School!

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



Address and Phone Numbers

Address.....W2796 County KK Appleton, WI 54915
School Office.....920-733-2651
School Fax.....920-733-5440
Parish Office.....920-788-7640
Website.....www.holyspiritknights.org

Accredited by Wisconsin Religious and Independent Schools

DIRECTORY OF SCHOOL PERSONNEL

Pastor: Father Bob Kollath

Principal: Mr. Richard Krainz

FACULTY AND STAFF

Preschool 3.....	Mrs. Sara Burns /Aide: Mrs. Sue Scherer
PreK 4 A.M/PM.....	Mrs. Jeannie Brehmer / Aide: Mrs. Wanda Schreiber
PreK 4 A.M.....	Mrs. April Neuville /Aide: Ms. Amy Flunker
Kindergarten.....	Ms. Gina Vetsch/Aide: Mrs. Brittany Rietveld
Grade 1.....	Ms. Stephanie Naranjo
Grade 1.....	Mrs. Rachel Fischbach
Grade 2.....	Mr. Jake Coenen
Grade 2.....	Ms. Denise Umlauf
Grade 3.....	Mrs. Betty Van Asten
Grades K-2 Reading Resource.....	Mrs. Bonnie Guhl
Grade 4.....	Ms. Steffi Thiem
Grade 4.....	Ms. Madelyn Stumpf
Grade 5.....	Mrs. Sarah Crowe
Middle School Social Studies.....	Mr. Tim Brumm
Middle School Science.....	Mr. Darel Schoening
Middle School Math.....	Mrs. Sarah Mooren
Middle School Lang. Arts.....	Mrs. Shelley Meyerhofer
Art.....	Mrs. Kris Van Roy
Band.....	Mr. Sean Bergholz
Music.....	Ms. Katie Krych
Physical Education.....	Mrs. Kathy Weigman
Computer Technology.....	Mr. Darel Schoening
Librarian.....	Mrs. Kris Sprangers
Spanish.....	Mrs. November Gomez
Administrative Assistant.....	Mrs. Stacey Thein
Food Service.....	Mrs. Kris Nollenberg
Playground Supervisors.....	Mrs. Kourtney Lamers
Childcare.....	Mrs. April Neuville, Mrs. Sara Burns, Mrs. Sue Scherer, Ms. Breanna Hooyman, Ms. Brooke Westphal
Maintenance.....	Mrs. Sherrie Grogan, MR. Richard Depies

HANDBOOK CONTENTS

ABSENTEE PROCEDURES

Regular attendance is essential for successful schoolwork. However, no one should attempt to attend when ill. In case of illness, the parent is required to call 733-2651 **before 8:30 a.m.** Children are to be in their classroom by the final bell at **8:05 a.m.** and the appointed time after lunch or they will be marked **TARDY**.

Generally accepted excuses for school absence without advance notification include: personal illness, family illness, death in the family.

The student is required to give advance written notice to the school in order to be excused for any other type of absence i.e. doctor appointment, vacation. Students who find it necessary to have such an appointment during school time should be present as soon as the appointment is completed. **Parents/Guardians** are asked to sign their child/ren out at the school office and sign him/her in when the student returns.

Assignments missed are the responsibility of the student who, with the approval of the teacher, sets a deadline date.

ADMISSIONS

The age required for children entering kindergarten is five years old by September 1. Registrations for Pre K and Grades K-8 begin the end of January. Parents are strongly encouraged to register their child/ren at this time as it helps with planning for the following year.

AFTER SCHOOL CARE

An After School Care program is being offered daily when school is in session for a full day. The program runs 3:15-5:45p.m. Please refer to the Wrap Around Childcare handbook for information about registering and policies.

ALCOHOL/DRUGS/SMOKING

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

The administration of Holy Spirit 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.

ARRIVAL/DISMISSAL

- 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 during morning drop off/afternoon pickup. This is strictly for buses and for the maintenance of a safe zone for students.
- Students walking to school must cross County KK, if necessary, at the cross walk. Our crossing guard is positioned in the front of school at the designated crosswalk.
- Students should not arrive at school before 7:45a.m., at which time a supervisor is on duty. Students must leave for home promptly after being dismissed at 3:15 p.m. 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 school office by the supervising staff member. Parents will be called and required to pick up in the front of school.

ASSIGNMENT NOTEBOOKS

Students in grades 3-8 are provided an assignment notebook by the school. Teachers will work with the students on keeping the notebook up-to-date. We hope that you, as parents, help your student(s) by checking their assignment notebooks and talking to them about their homework.

ATHLETIC/EXTRA CURRICULAR ELIGIBILITY

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 (based 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.

If an infraction of any of the above policies takes place, consequences, as stated in the Athletic Handbook distributed to student athletes and their parents at the beginning of each season, will be implemented.

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 include scheduled appointments or prearranged permission from the principal and athletic director.

The sports fee of \$40.00 per sport per student and must be paid prior to the issuing of uniforms. Maximum sports fee is \$80.00 per student per year.

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. Assignments for students who are absent may be picked up in the office at the end of the day. Per request of parent, students absent more than 15 days, due to illness must obtain a doctor's excuse for each subsequent absence. Administration will contact parents to discuss the truancy and work to resolve any issues.

BICYCLES

Bicycles must be parked in the bike racks. It is recommended that all bikes have locks. The school assumes no responsibility for stolen or damaged bicycles.

Bicycles are to 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.

BOOKS

Students are supplied books that are needed for the different curriculum areas. We ask that they be responsible for the care of these materials. A charge will be assessed for any books that have been damaged beyond the normal wear and tear. Students will be responsible to pay the cost of replacement for any lost book/s.

BUS

Passenger rules are established by the school district or the bus company. Continual abuse of bus privileges may result in the denial of transportation.

Bus routes and stops are planned and established by the Kimberly School District and the bus companies (Lamers & Kobussen).

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.

CANCELLATION OF SCHOOL

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.

When school is closed or there is an early dismissal because of inclement weather, parents will be notified through WHBY 1150AM, WEMI 91.9FM, WOZZ 93FM, WIXX 101.1FM, and Channel 2, 5, and 11. **We follow the Kimberly School District cancellation procedures.**

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.

1. Child will stay at school until a parent/guardian comes to pick them up
2. Ride bus #_____ home as usual
3. Walk home
4. Go to babysitter’s house: Name _____ Phone: _____

CHANGE OF ADDRESS/PHONE NUMBER

It is very important for emergency and administrative reasons that every student maintain an up-to-date address and phone numbers in the office. Please notify the school if you have a change of either one or both.

CHILD ABUSE LAWS

Wisconsin State Statute 48.981 requires us to report any suspected child abuse or neglect which we encounter in the course of our professional duties.

CLOTHING FOR OUTDOORS

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

COMMUNICATIONS

Communication from the school will be posted on our website, www.holyspiritknights.org Thursdays by 10:00 am. Materials to be included in the weekly communication must be approved and submitted by noon on Monday.

Parents without internet access at home or work should request a hard copy of weekly communications.

When returning items (forms, deposits, etc.) they must be sent to the office in a clearly marked envelope.

CONDUCT

The Christian behavior expected from students at school is a reflection of the values of common courtesy and safety considerations. Students are expected to follow the Be Attitudes (Be Faithful, Be Respectful, Be Responsible, Be Safe).

Respect individual rights and the rights of others in a comfortable and pleasant atmosphere.

Maintain proper behavior during class hours and school related activities.

Respect school/parish property.

Students are expected to observe all school procedures. Our goal is that students take responsibility for their actions. Discipline is not primarily concerned with punishment or fear. Our ideal in this area is to equip students with the self-control needed to enable them to feel at ease and act properly in all situations they meet in life.

The administrator and faculty members maintain control and are to insure responsible behavior on the part of all students within the context of what it means for the entire school.

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 Parents/Guardians, the teacher and the principal can be arranged. The child may also be present at the meeting if deemed necessary.

CONFERENCES

Parents/Guardians are encouraged to keep in close contact with the teacher concerning the progress of their child/ren. Contact can be made through notes directed to the teacher, telephone calls, e-mails or conferences with the teacher before/after school. Please seek advice or assistance as soon as a concern develops.

Teachers will not be called to the telephone during the school day, since their primary responsibility is the education and supervision of their students. Messages can be relayed via e-mail or note to the respective teacher to be addressed during a non-teaching or non-supervisory time. Emergency needs are an exception.

When a concern arises, a conference is a way to insure sufficient time for discussion. A spontaneous visit may not allow the time needed.

A Parent/Guardian who has a concern that includes the principal should contact the office for an appointment.

School staff wishing to speak to the Parent/Guardian concerning a student will make contact via a note, e-mail or phone.

The Student Progress Reports are issued four times a year at the end of each quarter.

Mandatory Parent/Teacher Conferences are scheduled in October. Optional conferences will be available again in February. 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.

CURRICULUM

A complete religious and academic education program is offered by a degreed and state certified teaching staff. The teaching staff is also required to meet Diocesan Religion Certification Standards.

1. Religious Education

We are a Catholic school. Our philosophy influences all facets of our education. We believe that students will develop a relationship with God and be able to understand and communicate the message of the Gospel and implement this message through worship, prayer, and active service in the home, school, and local/global communities.

Students participate in weekly liturgies/prayer services. Family members are invited and encouraged to celebrate these prayer opportunities with their children.

2. Academics

The core curriculum courses offered include religion, math, literacy, science, and social studies. In addition, students receive recommended instructional time in the following areas:

*** Art**

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

*** Band**

Students in grades 4-8 are offered an opportunity to learn a band instrument. Students in Grades 4-5 are in Spirit Band while students in Grades 6-8 are in Varsity Band. The band fee is \$80.00 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 PreK-5 participate in weekly computer classes while integrating technology with other areas of the curriculum. Gr. 6-8 have the option of participating in Enrichment courses. Computer labs are available for student use from 7:45-3:30 pm.

• Library/LMC

The library is staffed by a coordinator who provides library opportunities and programs for students in grades K-5. 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.

• Music

Students in grades PreK-5 participate in general music classes twice a week. Grade 6-8 students have the option of participating in Enrichment courses.

• Physical Education/Health

All children in grades PreK-8 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, presented to the physical education teacher, stating reasons for non-participation.

DISCIPLINE POLICY

Appropriate behavior is expected of every student. Students who are courteous and considerate of others seldom have conflicts with others. Along with the right to learn in a safe environment, each student has certain responsibilities. Those responsibilities include knowing and following school rules. School rules and the consequences for not following those rules are listed below.

School Rules: Level I Offenses

- Students are to be prepared for class with the necessary materials. Assignments and homework issued to students are expected to be completed at the designated time.
- Students are expected to be in class on time. When in school, students should be where their schedule dictates at the correct time, not in areas where they do not belong.
- Snacks and beverages should be consumed in designated areas at the designated times, not during class time.
- Students must follow the rules that have been established for the cafeteria, playground, hallways, before and after school, and special school functions. There will be no throwing of any objects such as but not limited to stones, ice chunks, snowballs, wood chips, food, or school materials.
- Students are expected to be attentive in class. Continual disruption of classes or school activities will not be tolerated. Respect for faculty and students is expected at all times.
- No electronic communication devices are allowed during school hours without proper permission from a faculty member.
- Students are to conform to the dress code established by the school.

School Rules: Level II Offenses

- Rude, disrespectful, abusive, and inappropriate language will not be tolerated whether or not it is directed toward someone. Verbal harassment, taunting, and name-calling is not acceptable behavior.
- Physical harassment, disrespectful actions, and inappropriate physical contact such as the shoving, pushing, or tripping of others. Fighting is not accepted behavior. Inappropriate public displays of affection, as well as solicited and unsolicited physical contact that is sexual in nature are not allowed.
- Stealing, damaging, defacing, or the unauthorized use of school property or another person's property is unacceptable.
- Students may not leave school grounds or be absent from a class without permission. Students are considered unexcused if a parent/guardian has not notified the school office by 8:30 am the day of the absence.
- Respect towards teachers is expected. Harassment, taunting, defiance, lying, and disrespect of faculty and staff members is not acceptable behavior.
- Firecrackers, minor explosive devices, lighters, matches, spraying devices, etc. will not be allowed on school grounds. Look-alike weapons will not be allowed on school grounds. A look-alike weapon is defined as a toy gun, non-working replica of a weapon, cap gun, popper, or any object which could be mistaken for an actual weapon regardless of whether it is manufactured for that purpose. Sexually explicit material on school ground is not allowed.
- Cheating, plagiarism, and forgery are not acceptable behavior.

School Rules: Level III Offenses

- Inappropriate sexual contact, harassment, and related actions that are considered illegal by state law will not be tolerated.
- Statements, comments, and written communications that are made which threaten the life or safety of another person are unacceptable.
- State laws and school policy prohibits students from the use, evidence of possession, or transfer of the following products on school property or at school-sponsored activities:
 - a. All tobacco products
 - b. All alcoholic beverages
 - c. All illegal drugs or other illegal substances
- Weapons or instruments that can be used as weapons will not be allowed on school property.
 - a. Weapons are defined as a firearm (loaded or unloaded), knife, razor, martial arts device, explosive device, metal knuckle, or any object that is used with the intent to inflict bodily harm.
 - b. Two exceptions to this rule will be weapons that are under the control of law enforcement personnel, and legal weapons that are being used for educational purposes with the administrator's authorization.
- Multiple unexcused absences by a student will result in contact of the local police liaison officer. The truancy will be addressed by local law enforcement officials.

Elementary Level Consequences for Level I and II Offenses:

Consequences for Level I infractions may be issued at the discretion of the school staff. Generally, students in the elementary grade levels who violate Level I rules will lose recess or other privileged times and opportunities.

Repeated offenses will result in a Discipline Slip being sent home with a description of the habitual infractions. Level II offenses will result in a Discipline Slip being sent home immediately with similar consequences being issued, such as the loss of recess or privileged times and opportunity. With a third Discipline Slip being sent home within a month, students will serve an in-school suspension. Habitual in-school suspensions may merit an out of school suspension. In this type of situation, a conference with the parent, teacher and administration will be held.

Middle School Consequences for Level I and II Offenses:

Middle school students are issued a responsibility card for every month of the school year. Students begin the month with 0 points. For varying offenses, a prescribed number of points are added. Upon gaining 10 points in a month's time, parents/guardians will be contacted by the homeroom teacher and the student will serve one detention during lunch time. A reflection form will be completed by the student, signed by the parent or guardian, and returned to the teacher. Upon gaining 15 points in a month, students will serve a second lunch time detention and a parent/guardian and teacher conference will occur, preferably with the student present. Upon gaining 20 points within a month's time, students will serve an in-school suspension and a conference will occur with the administration and parents/guardians. Repeated in-school suspensions may result in expulsion by the pastor. If a student is expelled, the local public school, and the Green Bay Diocese will be notified. For certain infractions, students may receive an out-of-school suspension or be placed on probation. A monthly reward for demonstrating acceptable behavior will be issued to the students when applicable. Also, students may have points subtracted (credited) as reward for demonstrating improved behavior for prescribed time period.

Consequences for All Students for Level III Offenses:

With most offenses at this level, the students parents/guardians will also be notified immediately, and the student will not be allowed back to school until a conference is held with the parents/guardians and the appropriate school personnel. Disciplinary action may include an in-school or out of school suspension, or expulsion if necessary. Certain Level III offenses may be criminal in nature, and will be addressed by the local law enforcement officials.

Every effort should be made to resolve questions, concerns, and problems at the earliest stage in a manner appropriate for Christians.

Special Consequences for Bullying/Harassment: Four Step Policy

Definition "repeat unwanted verbal or physical"

Level 1 = Bullying or harassment situation is discussed with Principal. Student is asked to stop behavior immediately, including discussion of incident with friends.

Level 2 = Student meets with Principal to discuss continued bullying. Conference is held with parents to decide on how the student will conduct themselves at Holy Spirit in the future.

Level 3 = Student meets with Principal, parents and Police Liason Officer to discuss legal ramifications, including possible charges, of bullying/harassing behavior.

Level 4 = Student is in-school suspended – out of school suspended, then expelled.

Procedures to follow for parents/guardians with questions or concerns regarding a situation that involves his or her child are as follows:

- a. Contact the appropriate staff member to discuss the situation and work with the teacher to arrive at a possible solution. Appointments with the staff member should be made by written note, email or phone call to the school office and asking that the staff member return the call as soon as possible.
- b. If the concern cannot be resolved with the staff member, the parent/guardian should then request a conference with the Principal. After discussing the situation with both parties, the Principal will act as a facilitator, making every effort to resolve the problem.
- c. If a resolution has not been achieved after discussing the problem with the staff member and the Principal, or the parent/guardian feels that the complaint has not received proper consideration, the pastor will be asked to assist in resolving the situation.

Every effort should be made to resolve questions, concerns, and problems at the earliest stage in a manner appropriate for Christians.

EMERGENCY INFORMATION

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

1. Parent(s)/Guardian(s) name(s)
2. Complete up-to-date address & email (with notification of changes).
3. Home phone/cell phone and Parent(s)/Guardian(s) work phone (with notification if any changes)
4. Phone/cell number of relative(s) or friend(s) to call in an emergency if parent(s) or guardian(s) cannot be reached.
5. Physician's name and phone.

EMERGENCY PROCEDURES

Emergency procedures for fire (fire drill), tornado (tornado drill), 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.

Fire drills and tornado drills are taken very seriously and are practiced by the entire school body throughout the year. Each classroom has escape routes posted in the event of fire. In the fall and spring of each year, proper tornado safety precautions are practiced. *If a parent is within the school building and a fire or tornado bell is sounded, s/he must follow the school procedures and move to the appropriate designated area with the students and staff.*

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.

FAMILY VACATIONS

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 the teacher to make arrangements for homework.

FIELDTRIPS

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

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

Guidelines for fieldtrips are as follows:

1. Teachers are to obtain approval from the administration for a fieldtrip, detailing the educational purpose of the trip.
2. Expenses incurred are to be paid by the students. To aid us in our bookkeeping, please write separate checks for each child and trip.
3. 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.
4. No student may participate in a fieldtrip without a signed permission form filed in the office. Students are expected to meet any type of deadline requirements stated on the information form to be able to participate in the fieldtrip. If the deadline is not met, they will forfeit going (exceptions i.e. absent on the day the information slip was distributed, family emergency, etc.)
5. Transportation arrangements must be made through the school office. Bus transportation is required for all fieldtrips. Exceptions to this requirement must be cleared with the administration.
6. The teacher will arrange for an adequate number of adult chaperones. **CHILDREN Pre K AGE OR YOUNGER AND STUDENTS OF OTHER GRADES (UNLESS THEIR GRADE IS GOING) MAY NOT ACCOMPANY CHAPERONES.** There should be approximately one chaperone for every ten students. Adults should be briefed as to responsibilities and expectations.

7. 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 in school. (exceptions ie. illness, family emergency, scheduled appointments, etc.)
8. The teacher will have a plan for emergencies. S/he will be aware of special needs or medications of students.
9. The teacher will inform the office when the class is leaving for the fieldtrip and also when the class has returned.

FINANCIAL ASSISTANCE

Financial Aid is available for those who choose a Catholic school education for their child/ren and are not able to pay the full cost. A tuition assistance application must be completed and returned to the administration by April 15th. Review of all tuition assistance applications is done in strict confidence by the principal and pastor only. A letter of confirmation will be sent to those applying for assistance.

FUNDRAISING

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

HEALTH RECORDS

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.

2016-17 SCHOOL YEAR

<u>Age/Grade</u>	<u>Number of Doses</u>			
Entering PreK (2 thru 4 years)	4 DTP/DtaP/DT	3 Polio	1 MMR	3 Series Hep B 1 Var
Grades K-5	4 DTP/DtaP/DT	4 Polio	2 MMR	3 Series Hep B 2 Var
Grades 6-12	4 DTP/DtaP/Td	4 Polio	2 MMR	3 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 immunizations 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.

HOME/SCHOOL COMMITTEE

Officers:

- Beth Dunphy
- Kristy Kendall
- Holly Rutchik
- Kari Ley
- Jana Schreiber
- Candy Damm
- Courtney Watry
- Amanda Neumeier-Kist

All parent(s)/guardian(s), and school staff are members of Home & School. Participation in this important organization is strongly encouraged. Home & School meetings are held quarterly, in addition to other sponsored events.

The mission of Home & School is ... **partnership**. It seeks to establish an effective partnership between school personnel and parent(s)/guardian(s) so that together we can provide a quality Catholic education for the children.

The elements of any good partnership, therefore, become the specific goals or tasks of the Home & School. These goals are the following:

1. Affirmation and support for administration and faculty.
2. Communication among parents, administration and faculty.
3. Parent formation.
4. Community building.
5. Auxiliary services.

Each year Home/School sponsors several fundraisers. These funds allow the group to provide family events, fieldtrips, and teacher's classroom materials.

HOMEWORK

Homework is an important extension of the teaching/learning that takes place in school. It can contribute to practice and drill that reinforces learning. It can provide opportunities for study, research and creativity. Parents/Guardians can assist their children by providing a quiet place for the students to work for a specific time and by checking assignments that are completed. The following is the guideline for homework: Primary: 15-30 minutes

Intermediate: 30-60 minutes Middle School: 60-90 minutes

Research shows us that students who do homework experience more success in school.

HOT LUNCH OPPORTUNITIES **\$2.95 Per meal A la carte milk \$.35**

It is recommended that a deposit of \$45.00 per student be made monthly to the family's hot lunch account. Each family will be given a supply of deposit slips for making tuition and hot lunch payments.

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 will be clarified by contacting the parish finance office, 788-7640.

A monthly hot lunch menu will be posted on the school website.

The following procedures are followed in the cafeteria:

1. Students are expected to speak in **conversational tones** (inside voices).
2. Students are expected to be in the cafeteria during lunchtime. Students who need to stay in the building due to medical reasons must have a written note from home which has been approved by their teacher.
3. Students are expected to keep their place neat.
4. Teachers will have students use bathroom facilities before going to lunch. This will help with good health habits (washing hands).
5. Students are expected to stay seated until dismissed for recess.
6. Those taking hot lunch can share with others taking hot lunch, however, they cannot share with cold lunch. This is a requirement of the Federal Hot Lunch Program. Due to possible allergies and parent guidelines, students are not to share food.
7. Students can stay and finish eating even if their grade has been dismissed.
8. Students are not allowed to take food out of the cafeteria.

HOURS-OFFICE/SCHOOL

Office Hours: 7:30 a.m. – 4:00 p.m.

PRE-K

7:55-11:05 am Session

GRADES K-8

7:55 -3:15

ILLNESS OR INJURY

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/Guardian 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 blow to the head 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.

LEAVING CAMPUS

Students are not allowed to leave the school campus during school hours without the written consent of their parent/guardian and without being “signed out” by an adult. The Off Campus Sign-Out Log is in the office.

LIBRARY / LEARNING MEDIA CENTER

Students are encouraged to use the library/media center during regular library hours with the permission/supervision of their classroom teacher. They may use the media center/library to read, check out books, return books, use audio-visual materials, or research work. Students are financially responsible for lost or damaged books/materials.

LITURGIES:

Students will celebrate a weekly Mass at 8:30am on Wednesdays with the exception of special feast/celebration days.

LOCKERS/DESKS

- Lockers are assigned to students in Gr. 5-8, it is to be used solely and exclusively for the storage of outer garments, footwear, and school related materials. Personal belongings including electronics, ex. cellphones, ipods, ipads. These items are to be turned off during school hours.
- School locks will be issued to each student. Lockers are to be locked at all times to ensure safety of personal and school property.
- The locker assigned to a student is not the student’s private property or under his/her exclusive possession. The locker may be inspected and opened by staff or administration.
- The Principal may conduct general locker inspections or individual locker inspection. Individual lockers may be inspected if there is a reasonable suspicion that the locker contains stolen property or items that might be harmful to the individual, other students, or school employees.
- The Principal shall alert the student body to this policy and develop an operational guideline that takes into account such items as reasonableness, gender sensitivity, recording and handling of material removed, witness to inspection, and health and safety of student/s.

LOST OR STOLEN ITEMS

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. Children are encouraged not to bring items that will be a distraction to the learning process.

All Clothing items should be labeled with the child’s name. Items found will be placed in a designated lost and found area. Please have your child/ren check this resource when an item is lost.

MEDICATIONS

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 by the parent/guardian and attending physician. Forms are available in the school office. All prescription medications must be in the prescription container 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 P-8 are kept in the office. If a child is enrolled in the childcare program, the medication may be stored in the center.

Holy Spirit School designates the school secretary to administer medication. In her absence the principal/teacher will administer medication. **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.

NUTRITIONAL STANDARDS

All Diocesan schools including Holy Spirit School will follow the guidelines as outlined by the USDA in the National School Lunch Program and / or the Dietary Guidelines for Americans 2005 available through the U.S. Department of Health and Human Services, U.S. Department of Agriculture at www.healthierus.gov/dietaryguidelines This document is updated every four years.

The following guidelines apply to foods served outside of the lunch program.

Food:

- Encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits, and vegetables.
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat and no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.
- Holy Spirit is a peanut/peanut product free school. No products containing peanuts/oil will be used to prepare food in the Hot Lunch program.

Beverages:

- The consumption of beverages that are not nutrient dense is strongly discouraged.
- Milk, water, and 100% fruit juices may be sold on school grounds both prior to and throughout the instructional day.
- The sale or distribution of beverages with less than 100% fruit juice may begin at the conclusion of the instructional day.

Candy:

- The sale or distribution of candy to students will not be permitted on school grounds during the school day.
- Candy is defined as any item that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose (dextrose), high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar (sucrose), syrup) listed as one of the first two ingredients and is not nutrient dense.

A healthy snack list will be provided by homeroom teachers and posted on the school website.

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. During inclement weather admission may be granted through the back door using the intercom system. Person entering must come directly to the office to sign in.

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.

PARTIES

Special occasion parties may be scheduled by the staff if approved by the 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.

PETS

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

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, or anything else that is deemed dangerous.

The following are procedures to be followed:

1. Students are expected to stay within the boundaries of the playground.
2. Students are to play on the playground areas designated by the supervisor. (limits must be given for safety reasons)
3. Use of inappropriate language is not acceptable.
Students are expected to line up IMMEDIATELY after bell or being notified by the supervisor. When recess is over, all children must collect equipment, and line up *quietly* to enter school.
5. Students are not to engage in any game or sport which involves tackling or physical contact, i.e., tackle football, blocking, contact basketball, etc., during school hours.
6. Students are not to carry, or have in their possession, knives, blades, etc.
7. Throwing snow, snowballs, or ice is never allowed on school premises before, during or after regular school hours. Participation in dangerous snow activities is not acceptable.
8. Students wishing to play in the snow must wear snow pants and boots.
9. Playground equipment is to be used in a safe manner.
10. Appropriate behavior is expected for the safety of all students. There are consequences for those who choose to behave irresponsibly.

In the event of inclement weather, below zero degrees or windchill below zero degrees, students will not go outside for recess. On these days, a supervisor may choose to take students out for a quick walk.

Recess is a regular part of the school day. A short break is necessary physically and mentally. There is no supervision in the classroom during the outdoor recess periods. With this in mind, we ask that it be a rare request that a child stay in for recess. A doctor's excuse is the only guarantee of permission. Student will then be supervised in school office.

PROGRESS REPORTS

Students in grades 4-8 are able to monitor progress on a daily basis using our online grading system. We use an online grade management system to monitor student progress. Students in grades 4-8 are given a user name and password to login. Grades are updated in the program daily. Report cards are printed quarterly for K-Gr. 4. Grades 5-8 view report cards online with an end-of-year printed copy sent home.

PROMOTIONS AND RETENTIONS

Promotions and retentions are based on each student's academic, physical, social, and emotional growth and involve consultation with parents, teacher(s), principal, and any other personnel involved with students.

RECORDS

A student's official file is kept in the school office. 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/guardian wishing to review this file must give a 24-hour notice by way of a written request and set an appointed time with administration to review the file.

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

RELIGIOUS INSTRUCTION

Religion is taught in each classroom. Students plan and participate in liturgy, prayer services and retreats. Sacramental preparation is a parish responsibility and is coordinated with the parish religious education administrator.

SACRAMENTAL PREPARATION

First Reconciliation

Children who have the desire and readiness are welcome to receive the Sacrament of Reconciliation. Sacramental preparation is offered to all 2nd graders, but not celebrated until parental permission determines that the student is fully prepared for the celebration of the sacrament.

This sacrament is in conjunction with sacrament of First Eucharist.

First Eucharist

Children who are to be raised in the Catholic tradition and have the desire and readiness are welcome to celebrate their First Communion. Parent sessions are scheduled to discuss the preparation process, theology of Eucharist and home program. Parent-child/family sessions follow at home.

Fees and parent meeting schedules will be published in the weekly news or per teacher email.

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

SCHOOL EDUCATION COMMITTEE

The Education Committee is the advisory body responsible for discussing operation and evaluation of the education programs at Holy Spirit School and accountable to the Diocesan Board of Education. The Council's monthly meetings are "open" except those designated as executive session. Non-members attending council meetings are observers. The right of non-members to address the Council shall be limited to those whose petition has been approved by the Chairperson at least 5 days in advance.

Members of the 2016-17 Education Committee

Chair: Bill Van Nuland

Joe Baldwin

Brian Kist

Kay Woelfel

Sondra Norder

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 COMMITMENT

Scrip is an excellent program that benefits families, school and 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 (part-time families \$125) in SCRIP credit above and beyond tuition for the 2016-17 school year. Any funds raised beyond goes directly to reducing tuition.

If **parents, grandparents and other individuals** purchase Scrip directly from the sponsoring organization for their **own use** and then allocate a portion of the profits to a student's **school** tuition account and/or Scrip requirement there are **no tax consequences**. However, if parents, grandparents and other individuals purchase Scrip from the sponsoring organization and then **resell** the Scrip to other individuals, any profit directed to a student's tuition and/or Scrip requirement is in effect a commission the purchaser is receiving for their efforts to resell the Scrip. The exact income and tax withholding requirements in this case will depend on all of the specific facts and circumstances.

Locations and times for the sale of SCRIP will be posted on the parish website.

STANDARDIZED TESTING

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.

STUDENT SEARCHES

- Under special and specific situations, 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 that the student is concealing an item or substance that could be harmful to him/herself or others. Reasonable suspicion shall be based on concrete observation.
- Searches under the above identified situations 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 and with proper notification to the parents/guardians.

This policy shall not be construed to abridge an individual's rights in specific and/or special situations.

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 **before 7:45 a.m.** 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.

In the event of inclement weather or below zero temperatures (regular or windchill), students will be supervised in the school building during specified arrival and dismissal time.

SUSPENSIONS/EXPULSIONS

Please refer to the Discipline Policy in this handbook.

TARDINESS

Students in grades K-8 who are not in their classrooms at 8:05 a.m. are tardy.

TELEPHONE CALLS

Faculty: Communications with administration and staff members are encouraged. Messages can be left via e-mail or through the school office.

Students: Only emergency messages may be delivered to a student during school hours. Students will be allowed to use a telephone only in the case of an emergency. Students will not be allowed to call home for, i.e. permission to go to a friend's house, personal questions, forgotten homework, gym clothes, lunches, or instruments unless deemed necessary by administration or staff. Arrangements should be made **BEFORE** the student leaves for school in the morning.

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.

TUITION

The following is the tuition schedule for this year:

<u>Parish Member</u>		<u>Non-Parishioner</u>	
Pre 3 yr. old (2 days)	\$1,015.00	Pre 3 yr. old (2 days)	\$1,215.00
Pre 3 yr. old (3 days)	\$1,305.00	Pre 3 yr. old (3 days)	\$1,600.00
PreK 4 yr. old M-F	\$1,625.00	PreK 4 yr. old	\$2,115.00
All-day Kindergarten	\$2,395.00	All-day Kindergarten	\$3,400.00
Grades 1-8	\$2,395.00	Grades 1-8	\$3,400.00

\$150.00 per family non-refundable registration fee is applicable to tuition if registrations are received by March 1, 2017.

**ALL TUITIONS ARE TO BE PAID IN FULL
BY May 1 OF THIS SCHOOL YEAR**

Tuition is reevaluated yearly by the Finance Sub-Committee with a recommendation to the Education Committee where the final decision is made.

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.

VISITING SCHOOL

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

1. Please be sure to sign-in and obtain a visitor's badge at the school office before proceeding to the classroom. If parking in the back of the building, please walk around to the front entrance. The intercom system is only for preschool/kindergarten pick up and student/staff admittance. (or extreme weather conditions)
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.

Parents and other visitors desiring an individual conference shall make an appointment in advance with the staff member. Visitors to classrooms are asked not to disrupt classes in any way or to disturb students. The educational process as directed by the teacher shall not be impeded. Visitors hindering the educational process will be asked to leave the premises. The safety of students and staff in the schools and the continuing function of the educational process are priorities.

VOLUNTEERS

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). Volunteers will be required to attend a diocesan-sponsored VIRTUS training session. The Administrator will provide details regarding this session.