



St. Francis de Sales School

2022/2023 Family Handbook

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“You learn to speak by speaking, to study by studying, to run by running, to work by working; and just so, you learn to love by loving. All those who think to learn in any other way deceive themselves.”

-St. Francis de Sales

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2022-2023 St. Francis De Sales School Staff

School Phone: 715-635-2774

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Catholic Statement of Faith

Profession of Faith

I believe in one God, the Father almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate, he suffered death and was buried, and rose again on the third day in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead and his kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one, holy, catholic and apostolic Church. I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and the life of the world to come. Amen.

We believe that:

- Every human being is created in the image and likeness of God.
- Every human being is in need of salvation, on account of original sin, and our own personal sin.
- God deeply desires that we enter back into a relationship with Him and accomplish the work of our redemption in Jesus Christ.
- Baptism is the necessary means of salvation.
- God's Ten Commandments provide a moral compass – an ethical standard to live by.
- The Holy Trinity is made up of three persons – God the Father, God the Son, and God the Holy Spirit.
- The body and soul are united for each human being.
- The seven sacraments are outward signs that Christ instituted to give us grace.
- We should use tangible symbols that the five senses can recognize to be reminded of an invisible reality – the delivery of divine grace which is God's gift of unconditional love.
- The Holy Eucharist is:
 - A sacrifice because Jesus, the Son of God, is being offered by the priest to God the Father during Consecration at Mass.
 - A sacred banquet because it is food and nourishment for the soul.
 - The Blessed Sacrament because it is Christ himself – His real, true body and blood, soul and divinity, and substantial presence.
- The Bible is the inspired, error-free and revealed Word of God.
- God also speaks definitively to His faithful through the teaching authority of the Church.

Acceptance of New Students

Before the enrollment of a new student in grades K-8 (by means of transfer from another school), all behavioral, social, physical, emotional and academic information (including IEP's, behavior plans, etc.) will be provided for review by the principal. The principal will review all information provided in order to determine if the needs of the child can reasonably and adequately be met by the school. In addition, all new students are subject to a three month probationary period, which will be reviewed by the principal and pastor with regards to the student's complete enrollment into St. Francis de Sales School.

OUR MISSION AND PHILOSOPHY

Our Mission

The Mission of St. Francis de Sales School, in conjunction with the cluster parishes of St. Francis de Sales's, St. Joe's, St. Catherine's, and the Diocese of Superior, is to provide Catholic education of the highest quality to students from three-year old preschool through 8th grade in Spooner and the surrounding areas. Welcoming students of all faiths, we offer a well-rounded academic curriculum with opportunities for individualized attention in a faith based Catholic education environment. With love and respect for each one as a child of God, students are encouraged to develop their faith, talents, Christian character and the virtues of discipline, responsibility and empathy to their fullest potential. In a family-like atmosphere, St. Francis de Sales School strives to make the world a better place, starting in our own homes and surrounding community.

Our Philosophy

“Go, then, to all peoples everywhere and make them my disciples . . . and teach them to obey everything I have commanded you.” Matthew 28: 19-20

With these words, Christ commissioned his apostles and their successors to carry the Gospel message to all people. As a part of the Church, St. Francis de Sales Catholic School shares in this mission of proclaiming Christ's message.

Our Vision

St. Francis de Sales School will provide Catholic education of the highest quality in a family-like environment that is Christ centered. Saint Francis de Sales School will consider the whole child's: Mind, Body, and Spirit in order to create productive and contributing parishioners and citizens of the world who will first find inner peace through their relationship with Jesus and who will then show compassion for their neighbors through stewardship of time, talent, treasure and prayer.

These are the beliefs of the school:

- St. Francis de Sales Catholic School is a vital Christian community where teachers strive to be models for the children whose lives they touch each day.
- All children have the right to a learning environment that is safe, loving, and respectful.
- Children learn in different ways, at different rates, and with different abilities, but ALL CHILDREN LEARN.
- Parents are the primary educators of their children and work in partnership with the school to provide education for their children.
- Parents, family, and parishioners support the school with time, talent, and treasure, which form the basis of the school structure.
- The school exists as a mission of the church to serve the children of the parish and the community at large.

The following are the objectives of the school:

- Create an atmosphere enlivened by the Gospel in which the child experiences Christian living and from here brings these experiences to the home and community. The child will be an example to others of what it means to live a vibrant Christian life of love and service.
- Aid in the formation of the total human person, including moral, intellectual, emotional, and social growth, so that each child will become all that God has called him/her to be.
- Transmit the Gospel message through instruction of the religious truths and values that Christ has left us in His Church, and also to inspire all students to the practice of prayer and worship.
- Develop in the students a positive self-image, a sense of self-worth, and responsibility, which will be evident by the respect they have for themselves and for others.
- Promote a spirit of self-discipline, whereby the student guided by Christian principles will make right choices and learn to be self-directed.
- Maintain a strong academic program of the basic skills that will enable each child to achieve success according to his/her own capabilities and thus prepare the child to assume a responsible position in adult life.

St. Francis de Sales Catholic School
Profile of the Graduate

The St. Francis de Sales 8th-grade graduate has many qualities that define him/her upon graduation. The St. Francis de Sales graduate is:

Academically:

- Responsible
- Ambitious
- Organized
- Hardworking
- Focused
- Accomplished
- Tech savvy

- Empathetic to the less fortunate
- Respectful of self
- Helpful
- Optimistic
- Full of a desire and yearning for God

Religiously:

- Pious
- Faith-filled
- Devoted
- Prayerful
- Loving
- Respectful of all human life
- Knowledgeable in their faith
- Caring toward God's creation

Socially:

- Respectful of others
- Honest
- Kind
- Unselfish
- Modest
- Caring
- Cooperative
- A team player
- Adaptable
- Able to resolve conflicts peacefully

Spiritually:

- Service oriented

Physically:

- Respectful of his/her own body - treats it as a temple
- Healthy in mind, body, and spirit
- Aware of healthy habits for eating, sleeping, and grooming
- An example of good sportsmanship
- Fit

Adopted 2016

School Partnerships

Each of us has a vital role within St. Francis de Sales School. Students, parents/guardians, our Parishes, school staff, Executive Committee and Home and School Organization all hold key roles in order to ensure that the mission of St. Francis de Sales School is carried forward.

Role of the School:

St. Francis de Sales School is a Catholic learning environment in which each parent, teacher, staff and student chooses a comprehensive Catholic education. We believe in and provide opportunities for communication and collaboration, for the sharing of ideas and resources, and for supporting, reinforcing and extending learning.

Role of Parents/Guardians/Family:

As suggested by our Philosophy and Mission Statement, religion is not just another subject added to our school curriculum. As a Catholic school, our faith is at the heart of all of our subjects, and it permeates our entire educational program. Likewise, our Catholic homes are not just ordinary ones to which an additional weekday activity, Mass, is added.

The main contribution of parents toward the education of their children is to provide a home life that is Catholic to the core, as evidenced in its daily activities, its guidance and modeling, and decision-making. A close relationship between parents and teachers is essential. These adults, the greatest influences in the early life of the child, must work in harmony and be positive in words and actions. If the home and the school do not reinforce each other's Christian values, or present differing values, the child may become confused and disillusioned. The child must know that her/his family is important to the school and that every phase of her/his school life – educational, spiritual, social – is important to her/his parents.

- † Keep in close contact with your child(ren)'s teachers
- † Support the school verbally
- † Communicate with school staff regularly
- † If you are pleased with the school, tell others
- † If you are displeased with the school, talk to us so that we can work through the concern together.
- † Take an active part in school programs; attend children's activities
- † Attend conferences and meetings
- † Partake in children's Liturgies
- † Attend Home and School Organization meetings
- † Volunteer with fundraisers, classroom activities and/or field trip

Role of the Parish:

St. Francis de Sales Parish has established and continues to maintain and support our school as an essential part of its work to spread the Word of God. Our Pastor is the spiritual leader of the school as well as of the parish. He delegates the educational operation of the school to the professional education leader, the principal. The

parishes of St. Catherine of Alexandria (Sarona) and St. Joseph (Shell Lake) also provide some financial assistance to their parishioner students who attend St. Francis de Sales School.

St. Francis de Sales School, a school of the Diocese of Superior, and those individuals and groups responsible for the directing and administering of this school shall follow ecclesial (Canon) law pertinent to Catholic education and Catholic schools. (7-19-98) (Diocese of Superior Policy 1200DP).

Role of the School Staff:

The teachers at St. Francis de Sales School welcome each student with gentleness, compassion, understanding, and with a caring heart. Teachers treat each student with respect and dignity. We are dedicated to guiding each student in making positive life choices. Knowing that children learn through example, the teachers agree to be strong positive role models for students. We demonstrate respect and responsibility in how we treat students, their teachers, and each other. We know that consistency and cooperation are important elements to a successful academic environment. With parental cooperation and support, we help your child to grow in self-esteem and choose appropriate behaviors that are consistent with Christian values.

Role of the Executive Board

The St. Francis de Sales School Executive Board serves as an advisory group to the pastor and to the principal. The pastor appoints members of this committee. They strive to promote the mission of Catholic education, the message of Jesus Christ, a sense of community, and service to others. They work to encourage cooperation and communication among all school supporters and to ensure that the mission of the school is being carried out.

Role of the Home and School Organization:

All parents and teachers are members of the Home and School Association. This organization's purpose is to promote better communication between the school staff and the school families. The main functions of our parent-teacher organization is to promote parental support for the school program, and to increase mutual understanding between school staff and parents and to help meet some of the financial requests and needs of the school as indicated by the staff and school families. Meetings are held during the school year to plan for events. A volunteer sign-up is handed out in the first day packet for helping with the events throughout the school year.

School – Community Relations:

To develop and strengthen mutual understanding, every effort should be made to take St. Francis de Sales School into the community and to bring the community into the school. A comprehensive understanding of the goals of the school, of the programs initiated to reach these goals and the needs of the school tends to activate parents and members of the community and to bring them to a realization of the importance of sharing time, talents, ideas, facilities and personnel to advance the cause of the school apostolate as a part of the total parish mission. (Diocese of Superior Policy 1300DP)

PARENT RESPONSIBILITIES

Actual Cost to Educate Your Child

The operating fund of St. Francis de Sales School comes largely from St. Francis de Sales Parish support. The minimum tuition asked of families is approximately 40% of the actual cost to educate a child. All families are asked to pay the tuition. Fundraising, Scrip program, and volunteering are supportive ways in which families can help St. Francis de Sales Parish support our school.

Safe and Sacred / Background Checks

A child's safety is of the utmost importance to our schools. Teachers and staff must do everything in their power to ensure a child's safety. Details pertaining to this information are located in the *Creating Safe and Sacred Places for Children and Youth Resource Binder*.

Annually, all employees and volunteers are to receive, sign, and return a Morals and Ethics Assurance/Annual Affirmation Statement to the Principal.

All new employees (including teachers, principals, etc) and volunteers who service the parish in an ongoing capacity by working directly with children are to complete the online Safe & Sacred and have a background check completed. Instructions for doing so are available from the school office.

To help students be aware of their need to be safe, all students will receive at least one (1) hour safe environment training session each year that is age appropriate and taught in their classroom. In addition, students should have opportunities to practice skills throughout the year. Parents will receive the Diocese of Superior "Creating Safe and Sacred Places for Children and Youth: Training Permission Forms" with the appropriate information filled in regarding each child's training sessions. Parents who do not allow their child to attend the training session (for any reason) receive a copy of the *Diocese of Superior Creating Safe and Sacred Places for Children and Youth: Parent Resource Guide* to help educate them and to cover environment issues with their own children. (Diocese of Superior Regulation 620R)

Scrip

Families are asked to participate in the \$CRIP program. This is an on-going opportunity for us to raise funds for our school without costing the family. Many businesses in our community are part of the \$CRIP program and have their \$CRIP gift cards available to purchase in the church office. When making a purchase through the \$CRIP program, businesses will donate a percentage of that purchase back to our school. Please ask for more information.

WISCONSIN PARENTAL CHOICE PROGRAM

Saint Francis de Sales Catholic school does participate in the Wisconsin Parental Choice Program. The Wisconsin Parental Choice Program (WPCP), a statewide private school voucher program, was enacted and launched in 2013. The program allows students whose families meet certain income qualifications and are not assigned to the Milwaukee Public Schools or Racine Unified school districts the ability to attend a participating private or religious school of their choice, tuition free.

ACADEMICS AND HOMEWORK

Field Trips

Purpose of Field Trips

Field trips are a part of the school year and are meant to have educational value and will be directly related to the curriculum. At times, they will be of a celebratory nature (i.e. during Catholic Schools Week or the last day of school picnic at the park). The field trip will be arranged by the teacher with the consent of the principal. The cost may be defrayed by asking each child to pay his/her way. In the

event a child is unable to join his/her class or a parent chooses to not have the child accompany the class on the field trip, parents will need to make alternative arrangements for care during that time. Field trip monies will not be reimbursed due to illness or other reasons, as busing and other rates are determined by the initial count of the group.

Permission Forms

Signed permission slips are required each time a student leaves the school building to go on a class trip. Teachers will inform parents of any and all upcoming field trips. Permission slips will be emailed home for parents to sign and return. If a parent does not sign the permission slip, your child will not be able to go on the field trip.

Transportation

In most cases, school buses will be contracted to provide transportation. In these instances, the cost will typically be divided equally among all those attending. At times though, parents may be asked to help provide transportation and supervision for these trips. Parents are to have a current Safe and Sacred Training/background check, acceptable minimum vehicle insurance (\$100,000/\$300,000), and a Driver Information Sheet must be filled out by each driver and will be kept in the school office for four years. Each driver must give a copy of her/his driver license and insurance card to the office.

Homework

Students are responsible for being actively involved in their learning and for preparation, input, and follow-up for every learning activity. Assignments provide basic reinforcement, challenging, enrichment, acceleration, needed remediation, and differentiation of the classroom learning experience. Students are expected to complete a reasonable amount of homework regularly. Elementary students are provided with time throughout the day to work on assignments under their teacher's supervision. Middle school students are to **use an assignment notebook in which they are asked to daily record their homework**. Children in grades Kindergarten through Eight may have homework. The amount of time varies according to age (i.e. 6th graders could expect to have 60 minutes of homework/night.)

Parents share the responsibility of providing their child(ren) with the time, the place and an atmosphere conducive to study. Parents need to provide a certain amount of supervision and a definite interest in their child's work. For elementary children, it may involve listening to oral reading, drilling math facts or helping practice spelling words. If parents feel homework is excessive or insufficient, they should check with the teacher(s) to see how their child is using his/her time in school or if there is some other problem. When a child is absent, he/she is responsible for completing the work missed following his/her return to school. The student has two days to complete work for each day absent.

Testing

St. Francis de Sales School desires to measure its attainment of stated educational goals and objectives; therefore, testing is essential in this process. St. Francis de Sales School follows the guidelines of the Diocese of Superior regarding its testing program. Students participate in MAP (Measures of Academic Progress) testing in the fall, winter, and in the spring of each school year. The testing window dates will be made known to all parents in advance, therefore parents are asked to please avoid making appointments and taking vacation days during the time set aside for testing.

WRISA Accreditation Statement

St. Francis de Sales School is fully accredited through the Wisconsin Religious and Independent School Accreditation organization.

School Related Activities

Throughout the school year, our students participate in numerous activities outside of the school building within our community and in neighboring communities and are always considered to be representatives of the school. Students are expected to conduct themselves as Christians and to show respect for others and the property that belongs to others. A student whose conduct in or out of school involves illegal behavior forfeits the privilege of publicly participating in school activities other than those required by school attendance laws. A student who engages in improper conduct in school may also be denied such privileges.

COMMUNICATION OF STUDENT LEARNING

Communication Between Home and School

Communication is very important to us. We constantly strive to find innovative ways to keep parents informed and part of our educational partnership. Likewise, we ask parents to keep us informed of changes that may affect children's performance at school, as well as address/phone/email changes during the year.

Student Information System (SIS)

OptionC is the online Student Information System (SIS) that provides immediate communication between St. Francis de Sales School and parents. Parents have access to middle school grades and missing assignments.

Thursday Folders

As a school we continue to make great efforts to become "greener" and no longer waste so much paper (as was done with the past Thursday Folder concept), Thursday Folders will consist of the following:

- The Thursday Folder will go home with every student on Thursday afternoons (or on another designated day if the school week ends before a Friday). This Thursday folder should be returned on Friday mornings with your child with any fees or signed papers that need to be returned to the school. Please make every effort to return papers that require parental signatures in a timely fashion.
- Each Thursday afternoon, teachers will send home a class newsletter and any relevant forms pertaining to the specific grade level in which your child is enrolled. You will also receive an email with an "Out of the Office" and/or Principal Note and any other school-wide notices.

Communicating Concerns Procedure

Effective ways to communicate

- Pray for guidance before discussion with the person you have a concern with.
- Go directly to the person with whom you have the concern. It is vital that you state your concern and that you speak only for yourself. Speaking for others encourages "hearsay", miscommunication and breaches confidentiality.
- Don't discuss situations with others before you talk with the person you have the concern with out of respect for them.
- Be a good listener. Assume that we all work together for the best interest of all.
- When difficult discussions take place it is appropriate to respectfully disagree. Be willing to listen, to understand and to express thoughts/feelings in constructive ways. Sharing is meaningful and

a respectful thing to do.

- Honor each other's roles and responsibilities.
- Sometimes more than one meeting may be needed for the issue to be understood or worked through.
- Attempt to reach a common understanding and don't forget to mention good things by ending on a reflective note.

Appropriate modes of communication:

- School email
- Using a "private message" option under the Communication tab in OptionC
- Letters and notes in the Thursday Folder
- Call the school and leave a message asking for a specific staff person to call you
- Talking to each other in person, face-to-face

Procedure for Communicating Concerns

When parents have a concern about a teacher, their child's progress or any other school matter, please follow this procedure:

1. Contact your child's teacher first to discuss the concern and make attempts toward resolution/understanding before going straight to the principal. Remember that sometimes it takes more than one meeting to occur to reach an understanding.
2. If those attempts have not rectified the concern, then it is appropriate to contact the principal to discuss the issue along with whomever was previously involved with the matter.

Parent-Teacher Consultations and Conferences

As a personal means of informing parents and students of the child's development, St. Francis de Sales School schedules two conferences: in the fall and in the spring.

Individual appointments are made with teachers for students in grades 3K through 4. Conferences for the middle school level will be homeroom-based. Middle school teachers will have information from all subject areas to share progress and/or concerns regarding your middle school student. During our conference times, please respect the period of time allotted to you out of courtesy to the parent(s) waiting next and for the time of the teacher. If you and the homeroom teacher find that the time scheduled is insufficient to address your questions or concerns, another individual conference time will be scheduled. Parents or teachers always have the option to request a conference with any teacher, whenever they deem it necessary. (Diocese of Superior Guideline 5501G)

Promotion and Retention

Student's promotion, retention and graduation is determined by the student's mastery of the core curriculum, mastery of basic skills and the student's behavior. Student ability must be taken into account when making decisions regarding promotion and retention.

If the parents/guardians refuse to accept the school's recommendation for retention, the school should indicate this on the student's permanent file. The wording might include: "Against the professional advice of the teacher(s) and administrator, and at the request of her/his parents/guardians, this student moved to the next grade."

Report Cards

Report cards are distributed to students in grades K-8 for home delivery each quarter. Middle School students also receive progress notes at mid-quarter. Report cards must be signed and returned to school. Parents who

desire more information about their child's progress during the quarter are invited to contact the teacher(s) by email, or in person.

Preschool progress reports will be given to 3K students twice a year (after first and second semester) and 4K students will receive progress reports three times each year (after second, third and fourth quarter).

Special Needs Referral

Parents who suspect that their child may have a handicapping condition should communicate their concerns to the classroom teacher and vice versa. Before a referral to Spooner Area School District Special Education for assessment is made, various accommodations and/or modifications and interventions should be tried. If a special education referral is made, your child will be assessed to determine if he or she has a disability in one or more areas of learning, emotional/behavior, physical health, cognition, development, vision, hearing, traumatic brain injury or autism. To find out more about the Special Education process, contact the principal.

STUDENT ATTENDANCE

Attendance and Absenteeism: Compliance with the compulsory school attendance law by the state of Wisconsin (S.118.15) must be followed. Students enrolled at St. Francis de Sales School are subject to this law (5105.3G)

It is a duty of the school to insist upon regular attendance. The loss of even one day may be detrimental to a pupil's progress, particularly in the primary grades. Please notify the school office anytime between 7:30 a.m. and 8:30 a.m. if your child will be late for any reason or absent due to illness or an appointment. Excessive amounts of tardiness can also inhibit learning. Please have your child at school on time.

Being to school on time is important for establishing a good work ethic for life. Please see that your child arrives on time for the beginning of the day. **The morning bell rings to start school at 7:55 am. Students should be at their desks and ready to start the day by 8:00 am.**

A student is considered tardy if they are not in the classroom or under the supervision of the teacher at 8:10 am. Tardy students must stop at the office before going to class.

(Please remember to call into the school to notify the office that your child will be out for the day or it is considered an unexcused absence and the truancy laws go into effect.)

Habitual Truancy: a child is a "habitual truant" if he or she is "absent from school without an acceptable excuse for either of the following:"

1. Part or all of 5 or more days out of 10 consecutive days on which school is held during a school semester.
2. Part or all of 10 or more days on which school is held during a school semester.

Sections 118.16(1)(a) Wis. Stats., School Attendance Enforcement. Repeated tardiness could lead to truancy and the school will refer the matter to the appropriate human services department and/or the appropriate district attorney. Habitual truancy that remains a problem after discussion with the parent or guardian, or due to the parent or guardian's failure to respond to the principal's request for a discussion on the matter, is likely to result in the student's expulsion.

Absences: Full Day – student does not attend any portion of the day.

Half Day – student is at school for less than 3.5 hours in a day.

Excused Absences – parent notifies school by phone, e-mail, or note with an acceptable excuse. (Examples: illness, death in the family, medical appointment, etc...)

Unexcused Absence – no notice is given for absences.

Make-up work must be completed in a timely manner (2 days allowed per every 1 day off) , following teacher guidelines.

School Attendance

Every student is expected to be in school on days so designated by school law and the school calendar. A student is excused for absences because of personal illness or injury, or for family emergencies only with parental permission at the principal's discretion.

Scheduling appointments (medical, dental, etc.) during school hours is strongly discouraged. Parents should avoid scheduling family vacations during school days. A schedule is sent out in the summer for the upcoming school year so that parents can see when school vacations will be held. Please refer to our 2022-23 school calendar; also note the truancy policy in this Student Attendance section.

School hours are from:

- 7:55 1st Bell
- 8:00 2nd Bell
- 3:10 Dismissal (All Grades)

Absences

For safety reasons, call the school (715-635-2774) before 8:30 A.M., giving the child's name, grade, and reason for absence. If ill, please briefly describe symptoms so we can track illnesses. A student is marked tardy if arriving at school after 8:10 A.M. and is marked a half day absence if arriving at school after 11:30 A.M. Children arriving to school late need to check in at the office when they arrive at school before going to class.

Early dismissal, for any reason, must be requested in writing to the school office before the child may be dismissed. When a child is picked up early, a parent or legal guardian needs to come into the school office to sign out their child

Excused Absence

Written approval of a student's parent/guardian is required for an absence to be considered excused at the discretion of the principal. According to Wisconsin statutes, only the principal is empowered to approve a legal excuse for any student based on the following reasons:

1. Illness or injury. However, for prolonged periods of absences (3 successive days or more) or for students with excessive absenteeism, a doctor's excuse may be required by the principal. Students who miss in excess of 10 days for illness during the school year will be required to bring in a doctor's excuse for every single subsequent illness thereafter. **THEREFORE IT IS IMPORTANT TO BRING IN A DOCTOR'S NOTE FOR EVERY ILLNESS/INJURY WHENEVER POSSIBLE!**
2. Emergency medical appointments (i.e. injury while at school).
3. A death in the immediate family.
4. An illness in the immediate family, which requires the attendance of the student.
5. Emergencies that prevent attendance which are generally defined as an Act of God or other circumstances totally beyond the control of the student which, at the discretion of the principal (i.e. natural disaster).
6. Students are asked to serve as an altar server for a St. Francis de Sales Parish funeral during school hours.

Pre-Arranged Absences

The following absences will be excused only if prior written approval of a student's parent/guardian has been

received:

1. Non-emergency medical or dental appointments with a licensed physician, dentist, chiropractor, optometrist, psychologist. Parents/guardians are asked to please schedule such appointments during the student's free time, before and after school and on non-school days.
Please bring back a note from the doctor showing that they were indeed at that appointment.
2. Religious holiday
3. A court appearance or other legal procedure that requires the attendance of the student.
4. Funeral
5. Vacation
6. Other absences approved by the parent provided written approval has been received by the school prior to the planned absence.

Procedures for Pre-Arranged Absences

1. A written note should be received at the school office from the parent/guardian.
2. For middle school students, obtain a pre-excused absence form from the school office.

Other Absences

In the event that a request is made that would exceed the 10 day limit for pre-arranged absences from school a student's parent/guardian must submit the reason for the absence to the principal for review at least 1 week prior to the planned absence. This option is not available to students who are in danger of failing any course during the grading period in which the request is made.

Make Up Work Due To Absences

Students with excused absences are entitled to make up the work missed and are responsible for doing so. Students with unexcused absences will not be allowed to make up the missed work. Makeup work will be given by the student's teacher(s). When a child is absent, he/she is responsible for completing the work missed following his/her return to school. The student has two days to complete work for each day absent

When students have been given permission to participate in off-site school-related activities as music programs, drama presentations, athletics, etc., or if they have a pre-arranged absence they should not be penalized for not being present to take tests and participate in the daily work. They shall be given the opportunity to make up work that is missed.

Truancy

Truancy shall be defined as any absence of part or all of one or more days from school during which the school office personnel has not been notified of the cause of such absence by the parent/guardian of the absent student and intermittent attendance. Habitual truancy is defined as a student who is absent from school without an acceptable excuse for all or part of 5 or more days on which school is held during a school semester, will be considered truant. The parent/guardian of a student who has been truant will be notified of the situation by the principal. The parent/guardian of a student who is truant will be told to return the student to school no later than the next day school is in session or to provide a legal excuse for the absence and will be requested to meet to discuss the student's attendance issues.

Our school may deny a student credit in a course or subject solely because of a given number of unexcused absences.

In addition: If a student is considered truant, the parent/ guardian will be notified. Further action may be taken as necessary. If non-attendance continues, it will be pursued as outlined under SS.118.15(5) by a referral to the Washburn County Human Services or Law Enforcement.

School Days / School Calendar

A minimum of 435 direct pupil instruction hours for kindergarten; at least 1050 for direct pupil instruction in grades 1 to 6; and at least 1137 hours of direct pupil instruction in grades 7-8 will be scheduled for each school year. Scheduled hours include recess and time for pupils to transfer between classes but does not include the lunch period. (Diocese of Superior Policy 6100DP)

In most cases, the principal will coordinate the school's calendar with that of our local public school. Extremely severe local conditions will govern the closing of schools because of inclement weather. Please refer to the back of this handbook for a copy of the current school year calendar.

Snow Days – Inclement Weather

When Spooner Area School District cancels or delays school or class due to inclement weather, you can assume that we are closed or delayed also. Please listen to local radio and television stations every morning to watch for these sorts of messages. You will also receive a text or email message from OptionC.

Withdrawal from School Procedure

The procedure for withdrawal or transfer is:

- Parent informs the principal of the pending withdrawal verbally or in writing
- Release of Record form is completed by the parent and sent to the school office
- All school-owned materials, textbooks, library books, athletic uniforms, etc. are returned promptly
- Outstanding tuition and fees up to the date of withdrawal are obligated to be paid by family

CONDUCT AND DISCIPLINE

Absence of Principal / Teacher-In-Charge

In the absence of the principal, during the school day, a "Teacher-In-Charge" for the day will be appointed. The Teacher-In-Charge will be in charge of all the events happening at the school in the absence of the principal. The principal will inform the Teacher-In-Charge of their whereabouts.

Bullying

St. Francis de Sales School strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, on school buses and at school-sponsored events. Bullying has a harmful social, physical, psychological and academic impact on victims and bystanders. It is our desire to address bullying so that there is no disruption to the learning environment and learning process. In order to learn and grow, students need an environment free from prejudice, harassment and intimidation.

Definition

Bullying is a pattern of repeated behavior that is deliberate or intentional in using words or actions, intended to cause fear, intimidation or harm. Bullying is a repeated behavior that involves an imbalance of power. The behavior may be motivated by actual or perceived distinguishing characteristics, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)

- o Indirect (e.g. spreading rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

How do we prevent bullying at St. Francis de Sales Catholic School?

Ultimately, strategies to prevent bullying will only be effective when placed within the context of a culture in which respect for others is consistently taught and demonstrated across all facets of school life. Christian values, which represent the antitheses of bullying, must be continually affirmed in words and actions.

The staff at St. Francis de Sales School will include education about the harm and injustice caused by different forms of bullying into their curriculum wherever it is appropriate.

The Role of Teachers is to act as role models of caring and tolerant behavior; to listen to concerns about bullying; protect the victim from further harm; act to stop the behavior from recurring; and raise awareness through the curriculum.

The Role of Students: Students who are being bullied are encouraged to speak to their teacher and give him/her full details of the event. Likewise, students who witness bullying should intervene if they are able or immediately seek teacher assistance if they can't intervene.

The Role of Parents: Parents play a key role in support of both the victims and perpetrators of bullying. The school will work in partnership with parents in the disciplinary process. Parents can assist in the following ways:

- Let your child know that bullying in any form is never acceptable. Listen to your child and take their feelings and fears seriously.
- Mark sure your child knows that being bullied is not their fault.
- Avoid calling your child names, like "weak". Don't tell them "not to worry, to forget it, to toughen up."
- Avoid bullying tactics around your child, so they don't get mixed messages.
- If bullying is verbal, help your child develop the skills to ignore it so that the bully does not get the satisfaction of a reaction. Practice a supply of quick (not insulting) responses – for example 'that's your opinion'.
- Avoid the urge to take everything into your own hands unless absolutely necessary, as this will make your child feel less in control.
- Help your child feel good about the other things in his life. Feed their self-esteem.
- When it is clear that your own child is the bully, recognize the seriousness of the issue and support the school in implementing this policy.

Procedure for Reporting / Retaliation / Investigating

- Students and their parents are always encouraged to talk to their teacher and/or the school administrator about bullying concerns.
- Reports of repeated bullying may be made verbally or in writing and may be made confidentially. There will be no retaliation against individuals making such reports in good faith. Individuals engaging in retaliatory behavior will be subject to disciplinary action.
- The school administrator will investigate concerns about bullying behavior and gather whatever information is necessary to determine the facts and the seriousness of the report; this may or may not include a conversation/meeting with the person(s) who are victim(s) of the bullying, staff, parents, and the alleged person(s) engaging in bullying behavior. Parent(s) and/or guardians of

each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The findings of this process will remain confidential to parties not directly involved.

Discipline

If it is determined that the student(s) participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school principal may take disciplinary action including any internal response deemed appropriate to the situation. In severe situations, this may include suspension, expulsion and/or referral to law enforcement officials for possible legal action, as appropriate.

Christian Behavior

One of the most important aspects and indications of good training is a prevailing attitude of Christian courtesy. Courtesy involves showing respect and concern for others in attitude, work, and action, regardless of age. In a spirit of cooperation and friendliness, students are expected to address adults by their proper titles. It is when we treat others with dignity and respect then we are treated with that same dignity and respect. St. Francis de Sales School rules of good conduct are:

- † Show respect for God, others and self.
- † Be honest; tell the truth always.
- † Think before you act; make good choices with your behavior
- † Show concern for others' safety; be kind to others; not to hurt others on the inside or the outside
- † To tell your parents when you have misbehaved at school
- † To attend any meeting needed about your misbehavior, help make a plan to change misbehavior and accept consequences for misbehavior

Students are expected to practice quiet and orderly behavior appropriate to church, halls, classroom, etc. Everyone is asked to practice common courtesy of please, thank you, and excuse me.

Classroom Conduct

It is the student's responsibility to arrive at school on time and be seated in the classroom with necessary supplies for the day when the bell rings. Within each classroom and with each teacher, students should behave with respect, courtesy and cooperativeness towards meeting the teacher's expectations. Students are asked to use their "inside" voices whenever they are in the school building. Loud voices are not acceptable in the school building, but are appropriate outside.

Confiscation of Inappropriate Items

The school staff has the right and responsibility to confiscate any item deemed inappropriate brought to school by a student. Examples could potentially include: computer/electronic games, laser lights, pagers, cell phones, inappropriate information taken from the Internet, look alike weapons, lipstick, lighters, etc.

Discipline

Definition

Discipline is a code of conduct that governs one's behavior. It implies the ability to control and to direct one's actions according to the Christian norm. Each person, as a unique child of God, has the right to be respected and the responsibility to respect others.

Our Discipline Philosophy

- o The philosophy of discipline at St. Francis de Sales School is based on the underlying principle that the "heart" of discipline in our Christian tradition is discipleship. We believe a disciple is one who shares a close and definitive relationship with another. For us, this relationship is with Jesus to whom we look for our life's meaning and example.

- o We share the gospel message of discipleship by our daily witness to the meaning of Christian faith and living. We believe that communicating this message requires the example of teachers, parents and adults. These examples and lives have a profound influence upon the education and formation of our students.
- o We believe our school is a partnership of discipleship and faith in which each parent, teacher, staff and student chooses a complete Christian education. We believe in and provide opportunities for communication and collaboration, for the sharing of ideas and resources, for supporting, reinforcing and extending learning.

Positive Discipline

The essence of real discipline is personal responsibility, self-control, and development of the inner focus of control. This occurs through the normal development and maturation of the total person. Here at St. Francis de Sales School we strive to teach responsibility for personal growth. Since good discipline contributes to a Christian learning atmosphere, anything that detracts from it such as disrespectful, disruptive, or destructive behavior cannot be tolerated. Teachers handle minor disciplinary problems within their own classrooms.

Drugs and Alcohol

The presence and abuse of drugs and alcohol presents a clear and present danger to the health and safety and welfare of all students and staff in our school. The Diocese has a paramount obligation of protecting its students and staff from the dangers of drugs and alcohol. Additionally, as a Catholic Educational Institution, we must provide an environment and opportunities for redemption, rehabilitation, and reform for those students who abuse drugs or alcohol.

St. Francis de Sales School has adopted the following Drug and Alcohol Policy:

Definitions:

- The phrase "drug or alcohol" includes, but is not limited to: illegal drugs; alcohol; illicit drugs (legal drugs used for illegal or improper purposes; and look-alike drugs (substances represented as illicit or illegal drugs or alcohol).
- The term "expulsion" is termination of a student as a student from the school permanently (no opportunity for reinstatement).
- The term "dismissal" is termination of a student as a student from the school less than permanently (indefinite or for a given term).
- The term "suspension" is temporary removal of a student from the school, either as a punishment or as a precautionary measure during investigation and/or assessment.

Prohibition:

- No student may distribute, offer, and/or conduct any transactions leading to the use, possession, distribution or exchanges of drugs, alcohol or any controlled substances on school property, within 1,000 feet of school property, at or en route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.
- No student may possess or use drugs, alcohol or any controlled substances on school property, within 1,000 feet of school property, at on in route to school-sponsored or approved activities functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.
- No student may be under the influence of, or knowingly remain in the continued presence of drugs, alcohol or any controlled substances on school property within 1,000 feet of school property, at on en route to school-sponsored or approved activities functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

Any student who violates prohibition will be suspended, dismissed or expelled from school. The local authorities are charged with the responsibility of justly and equitably applying the required sanctions within each category; however, they may not fail to apply the required minimum sanction of each category. In determining within each category which sanctions to apply, at least the following shall be considered:

- Nature of the substance;
- Amount of the substance;
- Age of the student;
- Degree of risk posed to other students;
- Cooperation or lack of cooperation of the student; and
- Student's prior record.

Nothing contained herein shall require or imply that the school may not impose more severe sanctions if the totality of the circumstances dictates. The decision of the school authority is final. If there is any disagreement with the decision of the school authority, the student and/or parent has the right to administrative recourse. The following investigatory and/or remedial measures will be followed:

- The student and parents/guardians shall meet with the school principal. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to drug and alcohol testing.
- The student shall be suspended pending completion of the investigation and may be suspended during the assessment.
- The student may be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.
- Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
- For students who are suspended or dismissed: Before any student may be readmitted and continue as a student, the following minimum conditions must be met and consistently maintained:
 - The student must provide the school with a written statement from a licensed professional certifying that the student has and is fully cooperating with treatment and that the student presents no danger to other students.
 - The student must cooperate with any and all recommended actions and conditions of his/her treatment.
 - The student must refrain from any future drugs or alcohol offense.
 - The student and her/his parents/guardians must authorize the school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions. The student must cooperate with school authorities.

The following conditions/situations require reporting:

- The conduct prohibited by these policies may be illegal, therefore; contacting law enforcement authorities may be required.
- The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our school may be the victims of abuse; therefore reporting these concerns to child protective services may be warranted.

Drug and alcohol offenses are serious matters. They involve complicated and, at times, contradictory and conflicting interests. They always implicate legal issues; therefore, school authorities shall immediately report and seek consultation from the Diocese of Superior Office of Education when implementing and enforcing this policy, including approval for any dismissal or expulsion. This policy governs the minimum standards in the area of drug and alcohol abuse for students. Nothing here precludes the school from adopting more stringent standards and/or a broader application of the standards. Likewise, this policy is to be implemented in conjunction with all other student conduct codes governing other issues and is intended to supplement, not replace, those student conduct standards and procedures.

Gum Chewing

Gum chewing will be up to the teacher if it is allowed in the classroom. If gum chewing becomes a problem in the school, it will not be allowed.

Internet / Telecommunications Guidelines and Usage

Technology is a growing area of resources for accessing and providing information for curricular, personal and instructional needs. The types of technology referred to in this guideline includes: Internet, electronic presentations and news media. It is important to note that the Internet is a public place and privacy is not possible. Every message sent or received can be read by others and every "stop" made while one is exploring can be tracked by other users.

With this access comes the reality that some material accessed may not be considered of educational value in the context of the school setting. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children are expected to follow when using media and Internet resources. St. Francis de Sales School utilizes internet filtering software, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Likewise, an individual may discover controversial information through the Internet. It is not possible for the school to prevent this from occurring and it is the user's responsibility (staff and student) to not initiate access to such materials.

Our Internet policy includes the following:

- Student names should never be shown alongside their pictures on the Internet. Where names are used with student work, only first names should be shown. It is required that parent permission forms be on file to be able to show student pictures and/or with their work.
- Email addresses, phone numbers or addresses of individual students should never be shown on the public Internet.
- The principal is responsible for supervising the school website and any other media publications.

All students should specifically note the following Internet terms and conditions:

- Users shall not use the Internet for the purpose of violating copyright laws. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.
- Users shall not use the Internet for the purpose of plagiarism.
- Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, email, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Catholic and legal standards.
- Users shall not use the Internet to transmit information about the school or the school governed facilities, other than their own email address. This includes, but is not limited to: school personnel names and addresses.
- Users shall not use the school Internet in any way that violates school policies or standards of behavior.
- Users shall not use the school Internet for personal, financial or commercial gain.

- Always use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not use the network in such a way that you would disrupt the use of the network by others (i.e. using network bandwidth for non-educational purposes, spamming, vandalizing equipment, uploading or creating computer viruses, or downloading files larger than 1.4 MG, etc.).
- Installing and/or executing unauthorized programs on the school computers are prohibited.
- Users should not use the school network to access Internet chat, games or social media.
- Users should not forward or publish personal communications without the consent of the person who wrote them.
- Users should NOT reveal their personal addresses, social security numbers, telephone numbers or other identifying information, nor may they reveal such information with respect to others. Users are also advised that email is not to be assumed to be private. Persons beyond the control of the user and beyond the control of the school may have or obtain access to email.
- If you feel that you can identify a security problem on the school network you must notify the service provider or the St. Francis de Sales School principal. Do not demonstrate the problem to other users.
- Do not use another individual's password/network account or share your network account for any reason. Attempts to log onto the network as someone else or as a system administrator will result in cancellation of your user privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

No Warranties by Provider

St. Francis de Sales School makes no warranties of any kind, whether expressed or implied for the service it is providing. St. Francis de Sales School will not be responsible for any damages you suffer. This includes the loss of data resulting from delays, non-deliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. We deny any responsibility for the accuracy or quality of information obtained through its services.

Monitoring

The school reserves the right to review any materials (emails, files, and other correspondence) sent or received via the Internet for their appropriateness in light of legal, ethical and Christian standards. The school will also attempt to honor privacy to the best of their ability; though cannot guarantee this will always be the case when reviewing these materials. To this extent, users understand and consent to the monitoring of and/or interception of email or other electronic messages sent by computer by or on behalf of the school. Messages relating to or in support of illegal activities may be reported to the authorities.

Misuse Consequences

- Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
- The privilege of Internet use can be suspended or revoked at any time.

Use of School-Owned Computers by Students

Students are never to check out a Chromebook or iPad without explicit teacher knowledge. It must never be removed from the school building or it will be considered theft. Students who misuse the privilege of our Chromebooks or iPads will not be allowed the privilege of using them for a time deemed appropriate by principal.

Lunchroom Conduct

Each class prays before they eat their lunches. Lunchroom rules are:

- Lunchroom supervisors are in charge.
- Unmannerly, rude, loud behaviors (running, pushing, etc.) are not tolerated.
- Students will eat in assigned areas in the lunchroom.
- Students will clean up after themselves.

Playground Conduct

Our main concern is for student safety. For this reason, we do not allow playing with baseballs, baseball bats, skateboards, skates, golf balls, or hockey pucks (tennis balls are acceptable) or any other play equipment deemed as potential safety issues by school staff. We also do not allow throwing snow, ice balls, or rough horseplay. Students must respect the authority and decisions of the adult playground supervisors. The school will not be responsible if a student brings her/his own basketball, playground ball, etc. to school.

At no time are bicycles or skateboards to be ridden on school grounds during the school day. Bike racks are provided for students who ride to and from school. Bicycles are to be locked when parked in the racks; the school is not responsible for damage or theft. Skateboards are to be housed in the school office during the school day.

Respect for School Furniture, Property and Textbooks

Books and materials as well as desks, tables, lockers and chairs demand respect. All of these items cost money and are paid for by the people of the parish. Carving, marking, shoving, and tossing of any school materials damages those items. Students will be expected to pay for what they damage, deface or lost.

The school provides textbooks to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. However, unreasonable damage to textbooks will result in parents being responsible to replace them at the full cost including shipping and handling.

Right To Privacy

The choices presented by searching students and seizing property are difficult and expose school employees to potential legal liability. Catholic schools in Wisconsin, being private institutions, are not governed by the warrant and search and seizure requirements of the Fourth Amendment of the United State Constitution. However, Wisconsin does have laws that protect students' rights to privacy, which do apply to Catholic schools. Therefore, these guidelines are carefully followed.

In carrying out the responsibility to maintain a safe and healthy environment, the principal is sometimes faced with a decision that requires balancing the school's interest in conduct which constitutes a "search and seizure" under the law against the student's interest in freedom from intrusion into his/her privacy. When making a determination that reasonable grounds exist for a search, the following factors are to be considered and weighed in each instance:

1. The child's age, history, and school records.
2. The prevalence and seriousness in the school of the problem to which the search is directed.
3. The urgency of requiring the search without delay.
4. The probative value and reliability of the information used as a justification for the search.
5. The teachers (or administrator's) prior experience with this particular student.

Sexual Harassment/ Harassment

All students of parish Catholic schools of the Diocese of Superior are entitled to learn in an atmosphere free from harassment. Provisions:

1. Harassment is defined as any unwelcome advances, unwelcome physical contact, or unwelcome verbal or physical conduct. "Unwelcome verbal or physical contact" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive or sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to harassment including sexual harassment as a Catholic school student.
3. If warranted, any student who engages in harassment, including sexual harassment shall be subject to appropriate corrective action, including discipline.
4. Any student who believes that she/he is being harassed, including sexually, should report immediately such information to the school principal. The school principal shall report immediately such information to the pastor and Diocesan Superintendent of Schools. Any information reported shall be treated as confidential. The school principal shall promptly and thoroughly investigate all claims of harassment after consultation with the Diocesan Superintendent of Schools.
5. No student shall receive any retaliation action for reports of harassment made in good faith. (Diocesan Regulation 5703R)

Suspension and Expulsion

The suspension or expulsion of a student from St. Francis de Sales School is a very serious matter and should be invoked only in extreme cases. Suspension is ordinarily imposed for less serious offenses and is normally of fixed duration (1/2 day to three days). Suspension can occur as out-of-school suspension or in-school suspension.

Suspension may occur if the following happens:

- Displaying un-Christian behavior
- Fighting with others
- Vandalizing another's property
- Committing a crime
- Possessing drugs or intoxicants
- Being intoxicated
- Possessing a weapon
- Repeating instances of the same offense
- Refusing to comply with rules

Expulsion is permanent and is imposed only for the most serious offenses. A student may be expelled from school if the student is found guilty of doing the following:

- Repeated refusal or neglect in obeying school rules.
- Endangering the property, health, and/or safety of others while at school or under the supervision of a school authority.

There are situations when it is felt lesser actions are no longer appropriate or available. St. Francis de Sales School is committed to retaining students in the learning environment as long as it is in the best interest of all students. The principal and the pastor should be involved in the expulsion process. The Diocesan Superintendent of Schools should be notified before an expulsion action is taken. It is important to note that any rules not covered in this handbook are to be handled at the discretion of the principal and/or the pastor.

Although St. Francis de Sales School is not required by law to follow due process, concern for the student and parents implies that care should be taken that fundamental fairness is offered to the student in the process of expulsion. (Diocese of Superior Guideline 5121.1G) In accordance with State Statutes, a student may be expelled from school if:

1. The student is found guilty of repeated refusal or neglect to obey school rules

2. The student is endangering the property, healthy, and safety of others, including sexual harassment, while at school or under the supervision of school authority
3. The interest of St. Francis de Sales School demands a student's expulsion

The Catholic Church and St. Francis de Sales School both recognize parents as the primary educators of their children. The education of children at our school is a partnership between parents and school. If however, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his/her child. This is a very serious decision that will not be made lightly.

We believe our school is a partnership between students, parents, teachers and staff. Cooperation is a key to solving misbehavior. Holding this belief to be true, parents will be apprised of any discipline problems with their child. They will receive a phone call from their child, or the teacher(s) involved or the principal. The parent(s) and child may be invited for a conference to discuss the misbehavior and to develop a behavior plan.

Time Outs

There may be times when a student needs to be removed from the classroom and placed in a time-out because of misbehavior at school or at school sponsored activities. Time-outs will be held in the Principal's office. The teacher and/or principal will determine when a student needs to go into time-out and how long it will last. The teacher is responsible for giving the student clear tasks to accomplish while they are in a time-out. If a student's time-out does not result in the choice of appropriate behaviors, the teacher will confer with the principal to determine the next steps. It is our goal that time-out will be used as little as possible.

Student Referral to Principal

In the event a teacher or staff person sends a student to the principal, the principal will assist the student in resolving the situation and dispense consequences as needed. Parents will be notified through the SIS of visits to the principal's office due to misbehavior. At the principal's discretion, a phone call may be placed to the parents as well.

Weapons

Students are not allowed to bring any kind of weapon, toy that resembles a weapon, or items used as weapons, to school or on the bus. Students are not permitted to make life threats toward any person. If either of these violations occurs, the student will be disciplined and possibly be suspended or expelled from school.

HEALTH AND SAFETY

Child Abuse and Neglect Reporting

According to the law, any school personnel having reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with any injury, or that the abuse of the child may occur, shall use the following procedure to report:

1. Shall immediately contact the local county child welfare agency, the office of the county sheriff or the city police department.
2. It is up to the county child welfare agency, county sheriff or police department to follow up on the report.
3. Employees cannot be directed by a higher authority to refrain from reporting a case if the employee reasonably believes there is a case of abuse and/or neglect, nor can the person be reprimanded for making a report.
4. Any such reports are considered strictly confidential. (Diocesan Police 5700DP and Regulation 5702R)

Emergencies / Contact Information Updates

Information for emergencies is kept on file in the school office for each student. It is essential that this information be kept up to date. Please inform the office when information changes any time during the school year in terms of address, telephone numbers where responsible adults can be reached, temporary care arrangements in a parent's absence, etc.

Health

If a student becomes ill during the day, they are sent to the office. Their temperature is taken and if a student has a fever or other debilitating symptoms, the student must go home. The office will notify the parent or guardian of the illness. Parents/guardians must make arrangements to pick up the child.

Your child must stay home if they were ill during the night with vomiting, diarrhea, sore throat, fever, etc. Students should not return to school until they have been fever free ($\leq 100.4^{\circ}\text{F}$), without fever reduction medication, for 24 hours.

No students will stay inside from recess due to illness. If your child is too sick to be outside, he/she is too sick to be in school. The only exception will be with a Doctor's note for a non-communicable illness or injury. The student will spend that time in the office for supervision reasons.

The school office will make efforts to communicate communicable diseases with those potentially directly affected as we become aware of them (i.e. head lice, etc.) in a confidential manner.

COVID Policy

Our policy regarding COVID this school year. Please see Appendix B, for a copy of the form we will use to determine if a child is sick at school and needing to be sent home or isolate.

-Exposure: Contact with someone infected with Covid virus, in a way that increases the likelihood of becoming infected with the virus.

-Close Contact: Someone who is less than 6 feet away from an infected person for a cumulative of 15 minutes or more within a 24 hour period.

-Please see page 40, for a copy of the COVID symptom letter we will use if your child has symptoms at school.

*The Center for Disease Control has updated their recommendations for Covid. Students with symptoms will be asked to isolate at home until they are free of symptoms for 24 hours with no medicine. It is also suggested individuals be tested.

***IF YOU DO TEST POSITIVE FOR COVID, you will need to isolate for 5 days.**

Hearing and Vision Screening

The school provides for vision and hearing testing each fall. Each student in grades 4K through 2nd participates in vision and hearing screening; all students in grades 4, 6 and 8 participate in vision screening. Parents and teachers can request screening for other St. Francis de Sales students at the beginning of the year if they want to rule-out a concern. Parents are notified of any potential hearing or vision concerns as a result of this screening.

Hot Lunch Program

Nutritious Meals Provided On Site

St. Francis de Sales School has an excellent hot lunch program. We provide access to a variety of nutritious and appealing meals that accommodate the health and nutritional needs of our students. Qualified food service

professionals provide these services. We will support and promote good nutrition by offering healthy food choices during the school day and at school functions. Students will be strongly encouraged to try all food items offered. Students also have the option for bringing their own cold lunches on school days.

School meals are priced as a unit. Therefore, credit is not given for food items not chosen by the student as the meal is priced as a unit.

Students are encouraged to stay hydrated as an essential key to good health and will be encouraged to drink water throughout the day. Students will be offered low-fat milk, water and 100% fruit juice at meals and snack times. Soft drink consumption is not allowed by students. Only milk and water will be sold during the instructional day.

MILK

Children may take one milk with their meal. If they would like a second milk, students may request one when going through the lunch line. Cost for a second milk is 25 cents per day.

Free or Reduced Lunch

Families with low income may be eligible for free or reduced lunches, but must apply for this program each year, at any time during the year. Contact the principal for information and/or an application.

Field Trip Lunch Policy

When students are on a field trip over the lunch hour, they are required to bring a bag lunch. Meals will no longer be provided by the Hot Lunch Program for field trips. When a chaperone accompanies a field trip, they are responsible for carrying their own bag lunch/meal.

Hot Lunch Menu Postings

Our hot lunch menu will be sent home each month, they will also be available on the school website.

Lunch Accounts

Please pay for your child's lunch in ADVANCE. Parents paying weekly are asked to send a check on Fridays. Those paying monthly are asked to send a separate check on the first Friday before the end of the month. You may also pay by the semester. Payment should be placed in an envelope and labeled with your child's name, grade, amount enclosed and date. You will be notified if your child takes extra milk for lunch on the SIS. For accounting purposes, please pay for hot lunch/milk with a separate check.

We require you to keep positive lunch balances. As soon as your account reaches \$10.00 or less, a message will be sent home. This will give you time to make a payment and keep your balance positive. The principal will contact you to set up means to rectify the account if it slips below -\$10.00

Meals and Milk Cost for 2022-23

Student meals are as follows below:

\$ 2.75 for Pre-School

\$3.00 for K-8 grades

\$1.00 for lunch seconds

\$0.05 for 1st milk

\$0.25 for 2nd milk

Please Do Not Bring Fast Food To School:In accordance with our wellness policy, parents are asked to provide their students with healthy lunches rather than providing fast foods for their student's lunch. When joining our students for lunch, we ask that parents not bring fast food items into the building for themselves or other students. You may, however, bring along a cold lunch from home if you wish when joining your child for lunch at school. Please refer to our Wellness Policy summary at the end of this Student Information section.

Insurance

Every student should be covered by some type of insurance. Information on insurance was sent home in the registration packets.

Immunizations

All students are required by Wisconsin law to be fully immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis, and any other diseases identified by the law. Exceptions are made if a physician certifies immunizations might be harmful to the child or a parent/guardian objects in a written statement for religious or personal conviction reasons. All new students must provide proof of immunizations or exemptions. Written records of verification are to be kept on file in the school office. Please keep the school office updated on this information. Any students in violation of this policy by the designated date by Wisconsin Public Health each school year are not allowed back into school until the immunizations are up to date.

Medication

All medications (both prescription and over-the-counter medicines) must be provided by the parent in its original containers/boxes. All medication, including aspirin, may be administered ONLY with parent permission and instruction. The school cannot give medication to a child unless the parents complete the emergency medical card allowing the school to dispense medication.

Student medications are kept in the school office. At no time are students to have any type of medication in their possession or in their lockers (the only exception to this is an inhaler if a doctor specifically writes the order that the student should carry it on their person). If a student has medication in her/his possession, the medication will be confiscated until parents are contacted.

Please keep the school office informed of your child's health problems. This knowledge gives us the ability to properly care for her/him.

Safety Drills

Tornado and fire drills are conducted according to state and city regulations. Each class is assigned a shelter area in the school when practicing tornado drills. An escape route is posted in each classroom in case evacuation from the building is necessary during a fire or other emergency. Lock-down/crisis drills will also be practiced during the school year.

Transportation of Students

The safety of children during transportation is extremely important to us; therefore, St. Francis de Sales School abides by the following:

1. In the transportation of students, as in other matters, the rights or obligations of a school are secondary to the rights of a parent.
2. Bus Transportation will be our first option for field trips, in order to simplify the trip. If groups are not big enough to justify a bus, then parent volunteers, with the correct credentials, will be utilized.
3. When volunteers or other parents drive students, there needs to be a reasonable assurance of the driving record and ability of the drivers. St. Francis de Sales School requires the following to be on file in the school office prior to the trip:

- ❖ Diocesan Driver Information Sheet and Diocesan Parent/Legal Guardian Permission Slip
- ❖ Indemnity Agreement (Diocese Superior Guideline 5601G)

No 10 to 15-passenger vans are allowed to transport any person. They can, however, be used strictly for transport of cargo with seats removed. For eight or less students and/or passengers plus the driver, an alternate vehicle (for example, a van) can be used. The driver must hold a regular driver's license. Transportation of 9 or more students/or passengers, plus the driver, requires a yellow and black school bus that meets all school bus requirements or a motorbus. This motorbus could be a coach-type bus or bus painted with other than school bus colors. (Diocesan Regulation 5602R)

Wellness Policy

As part of the St. Francis de Sales School Wellness Plan, we wish to spread the message promoting healthier bodies and healthier minds with celebrations that focus on educational activities, creative activities or physical activities in the home or classroom that will lead to our overall health. Celebrating with healthy foods allows the nutrition lessons learned in the classroom to be carried through in other life areas.

Classroom Birthday Parties

A treat may be sent for the classroom on a child's birthday. We ask parents to provide healthy treats for your child's birthday treats. We also ask that parents be considerate of dietary needs and potential food allergies of students within the classroom when planning for birthday treats.

No Fast Food, Please!

We ask parents to not bring fast-food items or soft drinks into our school for themselves or for their children when visiting our school or in the lunchroom.

SCHOOL INFORMATION

Admission

Acceptance of New Students

Before the enrollment of a new student in grades K-8 (by means of transfer from another school), all behavioral, social, physical, emotional and academic information (including IEP's, behavior plans, etc.) will be provided for review by the principal. The principal will review all information provided in order to determine if the needs of the child can reasonably and adequately be met by the school. In addition, all new students are subject to a three month probationary period, which will be reviewed by the principal and pastor with regards to the student's complete enrollment into St. Francis de Sales School.

- St. Francis de Sales School requires all new 4K and Kindergarten students to show an original birth certificate.
- Up-to-date immunization records must be provided for students entering school. The school principal is responsible for ensuring that these records are up to date. (The principal may delegate this to the school/county nurse or another qualified person.) Wisconsin School Immunization Requirements booklet can be found at <http://dhs.wisconsin.gov/immunization/pdf/0607SchoolReqs.pdf>
- All new students need to present the proper transfer or some other appropriate notification from the school last attended.

Age for Admission

St. Francis de Sales School uses the local public school as a model for any requirements regarding admission of students that have been previously homeschooled.

A child must be four (4) years old by September 1st to enter the 4K program; five (5) years old by September 1st to enter kindergarten; and six (6) years old by September 1st to enter first grade.

Custodial Arrangements

Children from divorced/separated parents need to provide a copy of the divorce decree that outlines the custodial arrangements on behalf of the child, to the school office each time it changes.

Non-Discrimination

Catholic schools of the Diocese of Superior admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at these schools. They do not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, admission policies, scholarship policies and athletic and school administered programs (Pursuant to IRS Procedure [75-50] section 4.2a).

Catholic schools do not discriminate on the basis of sex in their educational and employment policies and practices, except where they are in compliance by religious tenets. Inquiries concerning the application of these regulations may be referred to: Diocesan Superintendent of Schools, Department of Catholic Formation, 315 5th Street, Haugen, WI 54841, 715/234 - 5044. (Diocese of Superior Policy 5001DP)

Registration

Registration may take place anytime through the school office if class seating is available.

A separate registration form is required for preschool and K-8 students. Registration is open first to the children of our existing school families, after which open registration to the general public is welcome. Waiting lists are created once maximum class size has been registered.

Arrival, Recess and Dismissal

Arrival Guidelines:

Students should not be in the school prior to the start of the school day unless they have an appointment with a teacher. Staff is not available to supervise students in the mornings, as this is a time that is used for meetings and preparing for the school day. Students stay outdoors; weather permitting until they are called into the building at 7:45. All students will begin school at 8:00 AM.

Lunch Period

All students will go outside for recess during their lunch period recess. They will only be allowed inside if they have written permission from their doctor because of medical reasons, or if the weather is inclement. All students must dress appropriately for the weather throughout the school year. A staff person is the lead outdoor supervisor at that time with the assistance of parent volunteers to monitor playground safety.

Recess

Two recess periods are scheduled during the day for grades 4K-2. Teachers are responsible for supervision during that time. Again, appropriate outdoor dress is required.

Leaving School Grounds:

Students may NOT leave school grounds without prior permission and approval by the principal. In case of illness or emergency, students are sent home only after a parent/guardian has been contacted. Leaving school without permission is classified as truancy. Parents shall be contacted immediately.

Teachers are not to release students from school without the prior approval of the principal. A student will be released during the school day upon the written request of a parent/guardian. Students are to be signed out of school in the school office.

Dismissal Guidelines:

Dismissal time will be 3:10p.m. for all grades and every student is to leave the school grounds after dismissal unless she/he remains under a teacher's supervision. Parents who come to pick up their child(ren) from school are asked to meet their child(ren) in the playground lot or alleyway.

To assist in eliminating congestion in the building, please greet your child(ren) outside of the school building in the playground lot, once she/he has left the building. Parents should not come into school to pick up their children at regular dismissal time.

Asbestos Notification

When St. Francis de Sales School was originally built, there was some asbestos containing materials used in the original construction. In compliance with federal rules, St. Francis de Sales School was inspected to determine where asbestos was located and a Management Plan was developed to address those materials.

Bus Transportation

Bus transportation is provided through Badger Bus Company. Parents are responsible for notifying the Bus Service of changes needed for pick-up/drop off for your child (715-635-8811).

Bus rules are:

- Children are to walk to and from the bus.
- Children are to be seated at all times while the bus is in motion.
- Quiet conversation is permitted on the bus.
- No food is allowed on the bus.
- Loud, disruptive behavior is not permitted and may cause a student to be removed from the bus services.

Under state law, Saint Francis de Sales School has the right to make and enforce rules governing student conduct on school buses. Enforcement of the rules is the responsibility shared by the bus driver, school officials and the Saint Francis de Sales School. All offenses will be reported by the bus driver to the appropriate school officials and the following actions taken: a warning which may be given the consequence of up to 3 days off of the bus; and for 2nd offense up to 3 weeks off of the bus.

When a child is suspended from riding the bus it is the responsibility of the parents to get the student to school on time and to pick up the student after school. The bus company prints and distributes to each family a copy of bus rules and regulations.

Cancellation of School

When the Spooner Public School is closed due to inclement weather, St. Francis de Sales School is also closed. Please tune in to the local radio and TV stations for announcements. Notice of Spooner Area School District cancellations are also made through the district auto-call system.

- WJMC Radio (96.1 FM/1240 AM)

- WAQE Radio (97.7 FM)
- WHSM Hayward (101.1FM)
- WRLS Hayward (92.3 FM)

Cell Phones and Other Electronic Devices

As educators, we love the potential educational benefits of technology ourselves, but students need to realize that there is an appropriate time and a place to use these tools.

Elementary Students: We do not allow elementary students to bring any electronic device such as ipods, nooks, kindles. Cell phones are to be turned off and in the students backpack or given to the office for the day. They are not to be used during school hours.

Middle School Students:

- The use of cell phones, pagers, iPods, cameras, and other gaming/music devices are not allowed during the school day.
- Students are not allowed to be in possession of cell phones during the school day. If a St. Francis de Sales' student brings a phone to school, that phone must be turned off and in their backpack. Or it can be turned into the office for the day and it will be returned at the end of the school day. Cell phones are not allowed during school hours.

Any student whose cell phone rings in class or in the building during the school day, or who uses it to check emails, texts or attempt to access the internet during the school day will have it removed from their possession. Any student found to be misusing electronic reading devices during class time for reasons other than reading will also have it removed from their possession. The school will not be held responsible if something happens to these items.

- First offense: Device is taken from a student and brought to the office. A parent must come to pick it up.
- Second offense: Device is taken from a student and brought to the office. A conference between parent, child and teacher and/or principal will occur before it is returned.
- Third offense: Device is taken from the student and brought to the office for the parent to pick up. Students will lose the privilege of having an electronic device in the school for the remainder of the school year.

Ceremonies and Observances

If school is in session on Holy Days of Obligation, the feast day will be properly commemorated by scheduling an appropriate liturgy for the school children. (Diocese of Superior Policy 6102DP)

DRESS CODE

Pursuing a strong education is serious business. St. Francis de Sales School provides a climate conducive to learning. Clothing and grooming help establish an atmosphere that reflects the attitudes of its learners. Attitudes are as critical to learning as effort and ability. Students are encouraged to dress for the kind of "work" they do. Their job is, for the most part, to engage in the serious business of learning. To this end, St. Francis de Sales School has established the following guidelines for dress and grooming. Please see the pictorial guide for dress code in the Appendix.

UNIFORM POLICY GUIDELINES

All students must wear the school uniform as described. Our preferred suppliers are Lands' End and JC Penney. Students will not be allowed to wear items that do not meet the uniform criteria. (Other uniform suppliers may

be used as long as ALL guidelines as to style, color, etc. are followed.) To ensure correct color, all khaki clothing items should be purchased from our preferred suppliers. Non-uniform days may be determined at the discretion of the Principal. Parents will be notified 1 week in advance of any non-uniform days that are added.

Wednesdays (Mass): Students should wear their RED Spirit shirt. Students are asked to tuck in their shirts during Mass time.

Birthdays: Students may dress following **Non-Uniform Day** Guidelines for their birthday, unless it is a Mass day. If their birthday falls on a Mass day, they can choose the day before or after.

Student Picture Day: Students should dress according to the **Special Event** Guidelines.

Hooded sweatshirts are no longer permitted inside the school during the school day.

Boys will need to have shirts tucked in.

Belts should be worn with pants.

CONSEQUENCES

Students will be required to change clothing or remove items that do not meet uniform criteria. If students are out of uniform, parents may be called to bring a uniform to school if there is not any available in their size. Parents will be notified of uniform infractions so they may help their child choose appropriate clothing.

ST. FRANCIS DE SALES SCHOOL UNIFORM

Lands' End is the uniform supplier for SFdS.

You may choose to use other suppliers as long as the dress code guidelines are followed as to style, color, etc.

Girls Grades K - 4	Boys Grades K - 4
<p>Shirts Red, or navy polo shirt, turtleneck, crewneck sweatshirt, cardigan sweater or vest</p> <p>Dresses Red and navy polo dress with logo</p> <p>Jumpers/Pants/Shorts (no exterior pockets) Navy, or Classic Navy Plaid pleated jumper, pants, skort Navy shorts or capris (Sept/May/June)</p>	<p>Shirts Red, or navy polo shirt, turtleneck, crewneck sweatshirt, cardigan sweater or vest</p> <p>Pants (no exterior pockets) Navy or khaki zip front pants or shorts (Sept/May/June) *Shirts will be tucked in. *Belts should be worn.</p>
Girls Grades 5 - 8	Boys Grades 5 - 8
<p>Shirts Red or navy polo shirt, turtleneck, crewneck sweatshirt, cardigan sweater or vest</p> <p>Skirts/Pants/Shorts (no exterior pockets) Navy, khaki, or Classic Navy Plaid pleated or A-line skirts, zip front pants, skort, shorts or capris (Sept/May/June)</p>	<p>Shirts Red or navy polo shirt, turtleneck, crewneck sweatshirt, cardigan sweater or vest</p> <p>Pants (no exterior pockets) Navy or khaki zip front pants or shorts (Sept/May/June) *Shirts will be tucked in. *Belts should be worn.</p>

Concert Attire	
<p>Girls Grades PK - 4 Dress outfits follow Special Event Guidelines.</p> <p>Girls Grades 5 – 8 Shirts White short or long sleeved oxford style shirt</p> <p>Skirts/Pants Black zip front pants or calf length or longer skirt Black shoes and socks or nylons</p>	<p>Boys Grades PK – 4 Dress outfits follow Special Event Guidelines.</p> <p>Boys Grades 5 – 8 Shirts White short or long sleeved oxford style shirt</p> <p>Pants Black zip front pants Black socks and shoes</p>
<p>Marching Band Black Zip Front Pants/School Band Shirt/Tennis Shoes</p>	
Non - Uniform Day	
Girls	Boys
Shirt (sleeved and full length) Pants (at the waist) Shorts (no more than 3" above the knee) Knee length skirt Sleeved/knee length dress Closed toe shoes and socks	Shirt (sleeved and full length) Pants (at the waist) Shorts (no more than 3" above the knee) Closed toe shoes and socks
Special Events	
Girls	Boys
Sleeved Top Dress pants Sleeved/knee length dress or skirt Closed toe dress shoe with 1" or less heel and heel support	Collared Shirt Dress pants Tie (optional) Belt Closed toe shoes and socks
<p>Note: Jewelry may be a modest necklace and non-dangling earrings. Makeup should be minimal and natural appearing eye, cheek, lip and nail colors. Socks and tights should be natural, red, white, blue or black. Non-Uniform Day Clothing may not display inappropriate wording, pictures or advertising. <u>Appropriateness of nail color, makeup and jewelry will be at the discretion of the Principal. Any student wearing makeup, nail color or jewelry that is a distraction or deemed inappropriate by the Principal will be asked to remove the inappropriate item(s).</u></p> <p><u>Undershirts, tanks, camis and so forth must be tucked in and/or NOT visible.</u></p>	

Uniform Descriptions	
Shirts	Polo or turtleneck style purchased from Lands' End, Old Navy, Target, or Walmart (uniform section online).

Sweatshirts	SFds crewneck sweatshirts purchased from Lands' End
Sweaters	Cardigan and crew neck purchased from Lands' End, Old Navy, Target, or Walmart (uniform section online).
Pants	Plain/zip front/interior pockets purchased from Lands' End, Old Navy, Target, or Walmart (uniform section online).
Capris	Capris purchased from Lands' End, Old Navy, Target, or Walmart (uniform section online).
Shorts	Plain zip front/interior pockets/knee length shorts purchased from Lands' End, Old Navy, Target, or Walmart (uniform section online).
Skirts	Pleated or A-line knee length skirt purchased from Lands' End, Old Navy, Target, or Walmart (uniform section online).
Jumpers	Pleated knee length jumper purchased from Lands' End, Old Navy, Target, or Walmart (uniform section online).
Dresses	Mesh polo dress purchased from Lands' End.
Skorts	Knee length chino skort purchased from Lands' End, Old Navy, Target, or Walmart (uniform section online).
Shoes	Loafer/Oxford//Tennis style (closed toe and heel) shoes with solid color shoelace. Suggested colors: white, tan, brown, black or grey.
Socks	Solid color navy or white socks or tights. Natural color nylons.
Belts	Up to 1 ½" width brown/navy/black plain style belt.
Jewelry	Modest necklace and non-dangling earrings.
Hair	Natural color and well groomed hair.
Make Up	Minimal, natural appearing eye, cheek, lip and nail colors.
Hats	Hats and bandanas may be worn outside of the building.
Note:	Knee length is described as no more than 2" above or at the knee bend line.

NOTES:

- *Athletic style pants are not acceptable, pants must have a zippered or buttoned front**
- *Hooded sweatshirts are not acceptable and will not be allowed, except for special dress days.**
- *Shirts will be tucked in all the time.**
- *Belts are strongly recommended.**

Outdoor Cold Weather Clothing PK through 5th Grade

Outdoor clothing would include hats, gloves, boots, and snowpants, along with a warm jacket. Snow Pants will be required whenever there is snow on the ground or required due to the temperature.

6th through 8th Grade

Outdoor clothing should include hats, gloves, boots, and a warm jacket. For those who wish to play in the snow, snow pants should be worn.

Attire for Mass

We value the time we worship together. Our attire assists us in reflecting an attitude of reverence. Students are expected to wear the school uniform on all Mass days.

Special Exception Dates

Due to warmer weather, from the first day of school until October 1st and then from May 1st to the last day of school, shorts of a length appropriate for school, capris, and sandals may be worn. Tank tops, midriff baring shirts and flip-flops are not acceptable attire any time of the year. Shoes are required to be worn at all times.

General Things To Remember

Students are expected to be neatly groomed and appropriately dressed. "Appropriate" means dressing in good taste and avoiding extremes. Excessively tight-fitting clothes are not appropriate. Middle school girls are not allowed to wear leggings to school without wearing a skirt over them. "Appropriate" means dressing with modesty. Skirts and dresses should be of an appropriate length for school. Low-ride jeans, tops with low cut necklines or spaghetti straps are not appropriate dress for school. Articles of clothing such as mesh athletic jerseys without a t-shirt or turtleneck underneath it are not appropriate. Clothing and haircuts should not draw undue attention to oneself. Makeup is not to be worn in school. The object should be to look and feel good about oneself and not to stick out noticeably in a crowd. The following are prohibited:

- o Clothing that promotes, encourages or advertises drugs, alcohol or tobacco
- o Clothing that contains profanity, verbal or pictorial
- o Clothing that is offensive ethnically, religiously or sexually
- o Clothing that contains political slogans or imagery
- o Clothing that has unnecessary attachments or could cause an injury: i.e. chains, suspenders not hanging down.

Any student violating this Dress and Grooming Code will have a note and/or phone call home to parents explaining what is not meeting our dress code. In many instances, students will be asked to call parents requesting that a change of clothing that is within this Code be brought to school so that they can change. Please see Appendix A for a pictorial view of our dress code.

Guidelines for Receiving Holy Communion at Mass

- **For Catholics:** As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently. In order to be properly disposed to receive Communion, participants should be conscious of grave sin and normally should have fasted for one hour. A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (*Code of Canon Law, Canon 916*). A frequent reception of the Sacrament of Penance is encouraged for all.
- **For Our Fellow Christians:** Because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of those churches with whom we are not yet fully united are ordinarily not admitted to Holy Communion. Eucharist sharing in exceptional

circumstances by other Christians requires permission according to the directives of the diocesan bishop and the provisions of canon law (Canon 844 – 4). Members of the Orthodox Churches, the Assyrian Church of the East, and the Polish National Catholic Church are urged to respect the discipline of their own Churches. According to Roman Catholic discipline, the Code of Canon Law does not object to the reception of Communion by Christians of these Churches (Canon 844 - 3).

- **For those not receiving Holy Communion:** All who are not receiving Holy Communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another.
- **For non-Christians:** We also welcome to this celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Holy Communion, we ask them to offer their prayers for the peace and unity of the human family.

Library Time

We are fortunate to have a wonderful public library within walking distance of our school. Many classrooms use this library on a regular basis. Students will be responsible for the books they check out from the library, including fees and fines acquired.

Liturgy

Students prepare all school liturgies and attend weekly Mass. When Holy Days of Obligation occur on school days, students attend Mass.

Lost and Found Articles

Found articles are placed in the hallway for all children to see. It is important that children look on the lost and found table for lost items as soon as the loss is realized. Articles not claimed will be given away. To help eliminate lost items it is good to have your child's name on all articles of clothing.

Personal Property – Care Of...

Personal Property of the School:

The student is responsible for any property he/she uses that belongs to the school and will be held liable for damages. All school property is to be kept free from marks and damages.

Personal Property of the Student:

The student is responsible for any property he/she chooses to bring to our school. We are not responsible for lost or stolen computers, cell phones, toys, clothing or any other personal items. Items belonging to students should always be labeled. Lost items are kept in a central place in the hallway (see Lost and Found).

Playground Attire

During the winter season, each elementary student must wear boots. A child is not to wear boots of any kind inside the classroom because this brings snow and water in and gradually ruins carpeting. Hats, mittens and snow pants are to be worn when the weather calls for such attire.

Photos and Videos

We require photo release forms to be completed by a student's parent/guardian prior to use of any image in materials or electronic materials that are used by public media.

Recess

All students are expected to go outside for recess time. We believe that outdoor play is an important part of

the school day and child development. It encourages cooperation among children, sharpens the mind, and helps prevent childhood obesity. We go out for recess every single day unless the weather is adverse. We have a cold weather policy where students can be outdoors as long as the temperature itself is zero or above and no less than a -10 wind-chill. Even when it meets those parameters, if a teacher's common sense says that it is too cold, then they should be bringing the children inside.

Please be sure your child is dressed appropriately for the weather. Students may only stay indoors with a doctor's excuse. During inclement weather, students remain indoors for recess. During recess students must abide by rules of safety, which includes no throwing of objects.

Records of Students

The principal is required to keep full and accurate records of each child's attendance and academic progress. The confidentiality of pupil's records will be maintained. Attendance records are to be made available, upon request, to the public school attendance officer(s). A student's progress through school is verified by the records that are maintained. For the safety and health of the child, access to these records is limited.

Cumulative records include:

Permanent School Record (grades and attendance); Registration Record; Picture Sheet; Report Cards; Standardized Testing Results; Copies of Legal Reports; Behavioral Reports; and other pertinent information.

Other:

Individualized Catholic Education Plans and/or Spooner School District Service Plans are kept in a separate file and include psychological tests and personality evaluation. Health Records are kept in a separate file also in the school office.

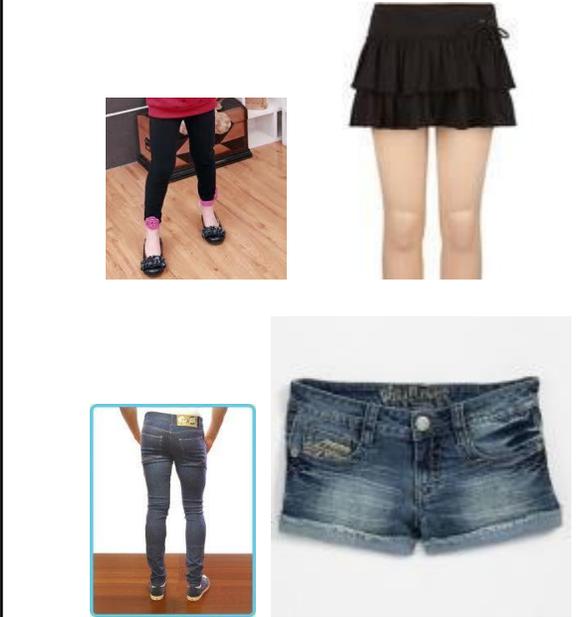
Telephone

The school office telephone must be available for necessary school business calls. Students may make only necessary calls home. Students may not use cell phones to call anyone during school day (see Cell Phones)

Visitors

Our school is a locked facility during regular school hours. All visitors are to enter the school building through the main entrance on Oak Street by ringing the doorbell. All visitors (including parents) are required to report to the school office, and sign in, upon entering the school building. Visitors that are unfamiliar with it will be greeted promptly at the door as they are buzzed through.

Appendix A

<p>St. Francis de Sale School</p> <p>Dress Code Guidelines</p>	<p>We adhere to these practices because our belief is that clothing and grooming help establish an atmosphere that reflects the attitudes of its learners, and as we know, attitudes are as critical to learning as are effort and ability!</p>	
<p>Shoes</p> <ul style="list-style-type: none"> No flip-flops or slide-on shoes No bedroom slippers All shoes must have a solid strap around heel to hold foot in place Tennis shoes are preferred for every day use 	<p>DO's</p> 	<p>DON'Ts</p> 
<p>Upper Garments</p> <ul style="list-style-type: none"> Shoulders and midriff must be covered No undergarments may show No halter-tops, spaghetti strapped shirts /dresses No low-cut shirts No mesh athletic jersey's unless it has sleeves and a t-shirt or turtleneck is underneath 		
<p>Lower Garments</p> <ul style="list-style-type: none"> Pants must fit properly and may not hang below waistline; no undergarments showing, no low-ride jeans No holes or rips in jeans No skin-tight jeans All skirts, dresses and shorts need to be of an appropriate length for school Leggings for middle school girls are only acceptable if covered by a skirt/dress 		

Appendix B



St. Francis de Sales Catholic School

300 Oak Street • Spooner, WI 54801

Dear Parents/Guardians,

_____ is being sent home/ staying home today, _____

at _____ because of the following COVID-19 Symptoms:

- Cough
- Shortness of breath
- Difficulty breathing
- New loss of smell or taste

- Fever (measured or subjective) or chills or rigors
- Muscle aches
- Headache
- Sore throat
- Fatigue
- Body aches
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

To prevent the spread of illness, please meet the criteria below before your child returns to school:

- They are symptom free for at least 24 hours without medication.
- They haven't had a fever (100.4* F or greater) in at least 24 hours without using any medication to lower fever, and
- Their symptoms are getting better

Please continue to call the school each day your child is home ill.

Thank you,

Mr. Nick Berens, Principal