

Blessed Savior Catholic School Parent/Student Handbook 2020-2021



Blessed Savior Catholic School is committed to the education and formation of all our students by promoting academic excellence, character development, and faith formation.

Revised June, 2020

Blessed Savior Catholic School

East Campus- 5140 N. 55th St.
West Campus- 8545 W. Villard Ave
South Campus- 4059 N. 64th St.

Dear Parents/Guardians,

This Parent/Student Handbook serves as a means of communication that assists students, parents, faculty and staff to achieve the vision and mission of Blessed Savior Catholic School. Both parents and students should be aware of their rights and responsibilities, as well as the policies and procedures of Blessed Savior Catholic School.

Parents are expected to read this handbook along with their children. If there are any questions regarding the policies and procedures of the Archdiocese of Milwaukee and Blessed Savior Catholic School, please address them with your campus principal.

Thank you for choosing Blessed Savior Catholic School. It is our sincere hope that this handbook will serve as a practical guide and strengthen the bonds between home and school.

Sincerely,

Mrs. Barbara O'Donnell
Principal
East Campus

Mrs. Sarah Radiske
Principal
West Campus

Mrs. Nadia Pope
Principal
South Campus

Blessed Savior Catholic School Parent Code of Conduct

“Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly and for whom associations or meetings are to be established and highly esteemed.” Canon Law 796

I therefore pledge to be responsible for my words and actions and shall conform my behavior to the following 8-point Code of Conduct:

- I will ensure my child is in school on time, dressed appropriately and has the necessary school supplies. I am aware that Blessed Savior has the right to give my child proper attire if necessary.
- I will monitor my child’s telephone/cell phone, computer, social media and television use to make sure it supports positive development and interaction between my child and others
- In accordance with Canon Law 796, I will show respect for teachers and other adults in authority.
- I will especially show respect in front of my child and my child’s classmates.
- I will ensure that my child completes all assigned school work on a timely basis and maintain an awareness of my child’s attendance in the classroom and in their extracurricular activities.
- I will follow calendars, meet deadlines, attend conferences when required, and expect my child to do the same.
- I will follow all other policies and procedures as printed in the Parent Handbook.
- I will actively work to build the community of Blessed Savior Catholic School.

To support a peaceful and safe school environment, the school will not tolerate parents, guardians and visitors exhibiting the following:

- Disruptive behavior which interferes or threatens to interfere with the operations of a classroom, an employee’s office, office area or any other area of the grounds including team matches.
- Using loud / or inappropriate language and actions. This is understood to preclude the use of profanity, elevated outbursts, and/or aggressive gestures.
- Threatening to do actual bodily harm to a member of school staff, Principal, visitor, fellow parent/guardian or student regardless of whether the behavior constitutes a criminal offense.
- Abusive or threatening e-mails, texts, voicemails, phone messages, or other written communication.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.

- Defamatory, offensive or derogatory comments regarding the school or any other student, parent, and/or staff, while at the school, on Facebook or other social sites. This being the parent or the child that attends Blessed Savior Catholic School. Any concerns you may have about the school, students, and staff must be made through the appropriate channels.
- Extreme misconduct or malicious violation of this Code of Conduct may be grounds for immediate family expulsion.

I hereby agree that if I, or anyone associated with my family, fail to conform my conduct as stated above, I will be subject to disciplinary action, including but not limited to the following consequences:

- 1st Violation: Documented conference with the principal
- 2nd Violation: Disciplinary hearing with potential family removal from the school

With the help of God, I endorse and accept this Parent Code of Conduct.

April, 2018

Principal Letter

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Mission Statement

Mission

Blessed Savior Catholic School is committed to the education and formation of all our students by promoting academic excellence, character development, and faith formation.

Vision

Together, building a stronger community of lifelong learners, good citizens, and faithful disciples of Christ.

Parish Relationship

All three Blessed Savior Catholic School campuses, South, East and West, are supported by the Blessed Savior Parish. We are the educational outreach of the parish.

Accreditation Process

Blessed Savior Catholic School is accredited yearly by the Milwaukee Archdiocese and by the Wisconsin Non-Public Schools Association. Blessed Savior Catholic School is annually accredited by the Wisconsin Religious and Independent Schools Accreditation (WRISA). The program is a practical coordinated approach to ensure that our school is meeting the basic standards required by the Archdiocesan schools and to provide a process of continual planning for the development of education programs. We were involved in the accreditation process during the 2013-2014 school year.

Admission

Blessed Savior Parish has a commitment to maintain a parish elementary school for the benefit of parishioners and the community. We respect the dignity of each child and the child's need for a quality education. Neither race, nationality nor other forms of discrimination will prevent a child from being accepted in the school. Children of other religions may be accepted unless attendance would cause conflict for the child because of their religious beliefs and practices.

Our programs are for all who are willing and able to live within the religious, academic, behavioral and attitudinal beliefs of our school's mission and philosophy and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. Serving the needs of the child is the primary consideration for admission to Blessed Savior School.

Parents who wish to enroll their child in Blessed Savior School as a parish member must be active supporting members of the parish or any other Catholic parish. Children of non-parishioners will be enrolled provided they are willing to comply with the guidelines outlined by the school. (Archdiocesan Policy 5110)

Procedures for Registration

All those who wish a first priority to register their child(ren) in Blessed Savior School must

first be a registered and practicing member of the parish or any other Catholic parish. (Date of registration will be a factor.)

At the time of registration, parents of students must supply the school with the following records:

- Most recent report card (for grade placement only),
- Immunization Record,
- Completed Release of Records Form,
- Proof of income and residency if applying for Milwaukee Parental Choice Program, and
- Birth Certificate for students entering K3, K4, K5, and 1st grade.

Priorities for Registration

1. Children of families who are registered parish members:
 - who have another child(ren) already enrolled in one of the campuses of Blessed Savior School.
 - who are registering a child for the first time (K4-8th)
 - who are transferring from another Catholic School
 - who are transferring from a public school
2. Children of families who are NOT parish members and/or Milwaukee Parental Choice students.
3. Applications for the above categories will be accepted during designated open enrollment dates. For Choice seats, random selection will be held in the event that applications exceed available seats. That drawing is open to the public, but you need not be present. Parents will be notified in writing of the results.
4. Those students who are selected for Choice seats must verify their intention to attend. Only names of potential Choice students who have complete applications will be accepted. The application must include verification of income.

Early Admission Policy

In compliance with Wisconsin State Statute #118.14 and the Milwaukee Parental Choice Program regulations, please note:

To register in our Full Day 3-year-old Kindergarten program, at the South and East Campuses, your child must be three (3) years of age on or before September 1 of the year you are registering. K4 enrollment is limited to 20 or a workable number for the teacher. The number will be determined by the school principal.

To register in our Full Day 4-year-old Kindergarten program, your child must be four (4) years of age on or before September 1 of the year you are registering. K4 enrollment is limited to 20 or a workable number for the teacher. The number will be determined by the school principal.

To register in our Full Day 5-year-old Kindergarten program, your child must be five (5) years of age on or before September 1 of the year you are registering. K5 enrollment is limited to 25 or a workable number for the teacher. The number will be determined by the school principal.

To register in grades 1-8, you should prove (for grade placement only) that your child has successfully completed the previous grade and has been promoted. We will accept a report card, letter from the previous school or something comparable. Grades 1-8 enrollment is limited to **21-25** or a workable limit. The principal will be the sole determiner of this decision.

Probation

All new students are on probation for their first year of attendance at Blessed Savior. During this first year of attendance, the student's attendance, behavior, effort and academic achievement will be evaluated by teacher(s) and principal when considering continued enrollment at Blessed Savior. Students may be placed on continuing probation if behavior, etc. has not improved.

Students transferring from one Blessed Savior campus to another will be placed on probation for one academic year.

Emergency Illness Information

The emergency illness form (Student Information Form) is one of the most important records requested by the school. Current information is vital to the proper care of your child in the event of an illness or injury during school hours. A new form is required each year. Do not confuse this emergency information form with athletic forms or other requested records. Please complete the form listing each child and sign your name. The emergency contact should be someone in the Blessed Savior area who is available with transportation during the day.

Student Information Form

Any change of phone number or change of address should be reported to the school office as soon as possible so that office information can be updated on the emergency form. It is essential that the office have a current telephone number to contact someone concerning any incident involving your child.

Parent Authorization List

Each parent will be asked to fill out a Parent Authorization Form at the beginning of each school year. This form is a list of all adults authorized to pick up a student from school. If an adult arrives at school to pick up a student and their name is not on the authorization form the parent will be contacted. If the school can not get in contact with the parent, the student will not be released to the unauthorized adult. Parents may revise their authorization list throughout the school year.

Transportation

Blessed Savior School does not provide transportation for students to attend.

Tuition

Non-Parishioner: K4 - Gr. 8

1 child (K4-8):	\$2800
2 children:	\$3600
3 or more children:	\$4100

K3: \$4000 or W2 day care voucher at the East and South Campus

Tuition Payment Options:

- a. Single Payment due First Day of School, 2020 (a 3% discount will be applicable when paid in full)
- b. FACTS Monthly Payment Plan (September, 2020 - May, 2021)

This fee is paid to the FACTS Tuition Program. All tuition must be paid in full in order to re-register for the following year. No student shall be terminated during the first trimester for non-payment of the agreed upon tuition fee. Non-payment of an agreed upon prior year's tuition may result in non-admission for the following school year. (Archdiocesan Policy 2205(a)). Dismissal of a student in the second trimester for non-payment of financial obligations is used only as a last resort when the parent/guardian has failed to demonstrate enough good faith in attempting to meet their obligations. (Archdiocesan Policy 2205(b)). Failure to meet your financial obligations could mean withholding the transferal of official student records. Only those records may be withheld for the scholastic period in which the unsatisfactory financial obligation was incurred. Health records may never be withheld. (Archdiocesan Policy)

Milwaukee Parental Choice Program Application

Blessed Savior participates in the Milwaukee Parental Choice Program for low income families. Choice vouchers are available to all students that meet the eligibility criteria. Application forms are now done online.

- Parents/guardians of new students to the choice program must submit a copy of a prior year's tax form as a proof of income eligibility. Parents/guardians are notified in writing of their Choice status after the monthly random selection.
- Parents/guardians must submit residency documentation (e.g. driver's license, tax return, or utility bill.)

Tuition Refunds

Families who leave Blessed Savior during the school year shall have any paid but unused portion of their tuition refunded to them. Choice students who leave during the school year do not receive a refund from the Choice program or the school.

Returned Checks

There will be a \$25.00 fee assessed for any check returned due to insufficient funds. If a second check should be returned unpaid, all future payments will require a cashier's check payment or money order. This policy applies to all types of payments.

Attendance/Absence/Tardiness

It is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. Students are expected to attend school regularly in compliance with the law for compulsory attendance. A pupil who is absent from school without an acceptable excuse for part or all of five days on which school is held per semester is considered habitually truant. Habitual unexcused student absences

or tardies will be reported to the Milwaukee District Attorney's Office. In compliance with Wisconsin State Statute 118.15, a child may not be excused from school by a parent for more than ten days in a school year. If excessive absences and/or tardies occur, students will be put on a probationary status which could result in withdrawal from Blessed Savior.

Absences are sometimes necessary due to illness, death in the family, a doctor or dental appointment, or whenever the principal considers that exemption from attendance is in the best interest of the pupil. All absences, excused and unexcused, must be recorded in the legal attendance records.

Principals are authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing.

Pupils continually absent or tardy without enough cause should be referred to the school nurse, social worker, or persons assigned to the responsibility. There is no legal number of absences, which if exceeded, leads to automatic retention.

- Students that are not in the classroom when the bell rings are considered tardy. Children need to be in school and be ready to begin on time.
- The student must make immediate plans to do all make-up work due to absence. Their grade will reflect their absence if they do not make up the work. This is the responsibility of the student.
- Should you require a teacher to send home school work for your child who is ill you must: notify the office before 10:00 A.M. Pick up the work after 2:45 P.M. only. Do not expect to meet with the teacher at this time unless an appointment has been set up previously. Homework may be sent home with a brother, sister, neighbor, etc. provided the office is notified as well as the child.
- Family trips which involve the child's absence from school are not recommended. Make-up work following the vacation should be completed as directed by the teacher.
- Dismissal requests for appointments with dentist, doctor, oculists and other needs are not encouraged. Please try to schedule appointments for free days or after school. Parents are to pick up their child for appointments **only** at the school office.

June, 2014

Security of the Building

Our school building is secured. This means that all doors of the school building will always be locked. You may enter the building only at the main entrance. Monitors and an intercom will allow office personnel to screen visitors to the school. After being buzzed into the building, all visitors are to report to the school office. This procedure is for the safety of our students and staff.

Personnel Standards

All personnel have the appropriate degree and certification by the State of Wisconsin (Department of Public Instruction). All personnel are working toward the appropriate level

of religious education through “Sustaining the Mission”. All personnel meet the requirements for academic growth required by the Archdiocese of Milwaukee.

Communication

Most disagreements can be resolved through good communication with a spirit of mutual respect and cooperation. Parents are urged to first voice complaints and discuss problems with the teacher involved. If further concerns persist, parents may follow the following grievance procedure.

Grievance Procedures for Parents

A parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a Blessed Savior Catholic School student and an employee (e.g. principal, teacher). Before any formal grievance can be initiated, the parent(s) or guardian(s) must meet with the teacher with whom there is an issue to see if reconciliation or a meeting of the minds can occur, consistent with the philosophy of the Archdiocese. If resolution occurs, there is no need to proceed. An informal grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

Step 1

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

1. The date/time/place of the informal meeting. The name of the teacher with whom there is disagreement,
2. Factual information and background regarding the disagreement, and the
3. Specific recommendations for resolution of the issue.

The principal will provide the teacher five (5) working days to respond and then schedule a meeting of all parties within ten (10) days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

Step 2

If resolution does not occur in the informal meeting or Step 1, the parent(s) or guardian(s) will provide the pastor with a copy of the letter noted in Step 1 within five (5) working days of the completion of Step 1.

1. The pastor will immediately call on the employee for his/her response and attempt to resolve the situation.
2. The pastor will convene the parties in an attempt to reach mutual agreement.
3. The pastor may contact the Archdiocesan Office for Schools, Child and Youth Ministry for assistance in resolving the matter. If agreement is reached, the process is concluded.
4. The pastor may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him.

Step 3 (Grievance Procedures for Parents)

If there is no resolution through Step 2, issues of concern will be heard by the local grievance committee. The local committee of three to five members will hear all sides of

the dispute no later than thirty (30) days after the parent(s) or guardians(s) forward(s) a copy of the letter noted in Step 1 to the committee. The committee, appointed by the pastor (principal or president in a secondary school) and drawn from a pool of candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties. If there is consensus of all parties, the process is concluded. If resolution does not occur a final Step 4 may be initiated.

Step 4

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

Harassment Policy

Respect for the dignity of each person is essential to Catholic tradition. Blessed Savior School recognizes the need to provide a learning environment free of any form of harassment or intimidation between employees, students and others. Therefore, Blessed Savior School will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including, discipline of the offender.

Intimidation or Harassment includes, but is not limited to, the following behaviors:

Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted imitations, comments or remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation or which interfere with the recipient's academic performance.

Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures which are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation or interfere with the recipient's academic performance.

Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play which are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation or which interfere with the recipients academic performance.

Sexual Harassment is defined as unwelcome sexual advances or other inappropriate verbal, written or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction or participation in other school activities.
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances.
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance or creating an intimidating, hostile or offensive work or learning environment.

It is the responsibility of administrators, staff members and all students to ensure that these prohibited activities do not occur. All allegations will be taken seriously and promptly investigated. Any individual who believes that he/she has been the subject of prohibited harassment shall report the matter in accordance with established procedures. There shall be no retaliation against individuals who file reports under this policy. All reports shall be handled confidentially and investigated in a timely manner.

Communication with Teachers

In addition to making use of the Parent-Teacher-Student Conference scheduled, parents are encouraged to communicate with teachers any time they have questions. However, no teacher is to be disturbed during class or immediately before a class. Business of any nature between a parent and a teacher should NOT be taken care of in school hallways or classrooms when students are present. Appointments should be made in advance. Out of professional courtesy, please do not call teachers at their home unless asked to do so by a specific teacher. Parents and teachers should also use the assignment notebook as a communication tool.

Emergency Closing

In closing school for a disaster or inclement weather, Blessed Savior Catholic School will follow the decision of the Superintendent of Milwaukee Public Schools. If it is necessary in emergencies to dismiss school because of weather conditions, the announcements will be made on the news before 6:30a.m. News channels will include Channel 4, 6, and 12. If Milwaukee Public Schools are closed, Blessed Savior will also be closed. On rare occasions, one of the three campuses may be closed. In that case, watch for your specific campus' name. Parents will also be sent an email and/or text message announcing school closing.

Discipline

The members of the Blessed Savior Catholic School community believe that behavioral excellence starts with a safe respectful environment to allow them to reach their full potential. Staff and families will work together to provide consistent expectations and structure rooted in Catholic values to nurture and support a well rounded, disciplined student.

We believe that as the Blessed Savior Catholic School community:

A safe environment is:

- Fighting (see page 16),
- Free from bullying and harassment (see page 17),
- Weapons (see page 18),
- Illegal substances/ Drugs and Alcohol (see page 19),
- Throwing objects,
- And anything determined by the administration as unsafe.

A respectful environment includes:

- Students taking responsibility for their own actions,
- Respecting the rights and property of others,
- Using appropriate language
- Listening and following directions given by all adults

- Being a good friend and a good sport and
- Being a good role model for others.

That for each student to reach their full potential they need to:

- Be responsible and prepared for class,
- Have required materials for class,
- Have worked on, completed and ready for class all assignments.

Every attempt will be made to deal with the student first when behavior is not acceptable.

- If he/she accepts a correction and there is a change in behavior, no further action is taken.
- If a student does not change his/her behavior, the teacher will arrange for a conference with the student so that he/she can come up with a plan for change.
- Should the child continue in the misconduct, other conferences will be set up with the parents, the principal or the pastor depending on the nature of the offense.

Major infractions, repeated minor infractions, or continued lack of effort in school over time may result in loss of privileges: loss of the privileges of participating in school athletics, attending field trips or other extra activities that may be scheduled. The teacher(s) and the principal/vice principal will be the determiners of such action.

Fighting Policy

Fighting or violence between students will not be accepted. Students involved in a fight will be dealt with severely (i.e. suspension). A fight is defined as the striking of blows by anyone. All parties involved in a fight will be dealt with severely. This includes “play fighting”. The only way to respond if someone hits you is to get to the nearest adult and report the incident. There is no excuse for fighting. If a student feels that there is a threat of a fight, they should report it to the responsible adult in charge, teacher or principal. Standing, watching or encouraging a fight shall be considered as participation and will be dealt with also.

Fighting will result in issuance of an immediate suspension, either in-school or out-of--school, for one to three days or expulsion depending on the severity of the fight. Police may be called. Both the student and the parent will be advised of the reason for the suspension. Students who are given a suspension will not be allowed back into the classroom or involved in any extra-curricular activities without parental conference. Parents of students involved in a second fight will be asked to withdraw their child or face expulsion. New students on probation at Blessed Savior Catholic School involved in a fight, depending on the severity, can be expelled. The principal/vice principal is the sole determiner of such action. ***The fighting policy applies to students as they come to school and go home from school.***

Physical Restraint

School personnel may use any reasonable and appropriate means including the use of physical restraint.

- To quell a disturbance that threatens physical injury to any person.
- To obtain a weapon or other dangerous object within a pupil’s control.
- For the purpose of self-defense or defiance of others

- For the protection of property.

Bullying

The Blessed Savior School strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school consistently and vigorously addresses bullying so that there is no disruption to the learning environment and process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, 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:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the principal of the specific campus.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the principal of the specific campus.

If a bullying situation takes place, it should be reported immediately to an adult supervisor. This might include a teacher, playground or lunchroom supervisor, vice principal or the principal. A fact-finding inquiry will take place and will include:

- . informing parent of incident
- . interviewing parties involved

With all facts in order, a positive solution with appropriate consequence will be worked out that is beneficial to all involved.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Sanctions and supports

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

Weapon Policy

There is no justification for any student to be in possession of a weapon or facsimile of a weapon on school grounds or at any school sponsored activity at any time. For this policy a weapon is any device or instrument which, in the manner it is used or intended to be used, is capable of likely to produce bodily harm. If someone violates the weapon policy it will be viewed as a serious offense and the following actions will be taken:

1. Immediate police notification
2. Immediate parent/guardian meeting with the school principal
3. Immediate school suspension
4. Possible expulsion from school

The following will be used to determine the length of the expulsion

- Possession of a dangerous weapon,
- Possession of a dangerous weapon and threatening to cause bodily harm, or
- Possession of a dangerous weapon that causes bodily harm

Gang Activity

The issue of gangs is a serious concern in our culture. They represent values and standards contrary to our Christian faith. Blessed Savior students who demonstrate gang activity including, but not limited to, physical appearance or behavior will be subject first to a conference with the principal and their parents. The second offense will warrant a suspension. Consideration for expulsion will result if further offenses occur.

Articles Prohibited in School

Items which are hazards to the safety of others or interfere in some way with school procedures are prohibited. Students may not bring the following:

- Food, gum, or candy (exceptions will be made for birthday treats)
- Heelies (shoes with roller skating wheels in the sole)
- Fidget Spinners or Cubes
- Hats, du- rags and bandanas
- When wearing a baseball hat outside on school property, the bill of the hat must face forward.

Prohibited items brought to school will be turned over to the principal and returned to the parent at his/her request. Parents are requested to help children understand the necessity for such regulations.

June, 2017

Electronic Equipment

To avoid damage or other mishaps electronic equipment of any kind is not allowed. Possession of any of such items may result in immediate confiscation and kept in the office with possible disciplinary action. The school is not responsible for lost or stolen equipment. Only parent/guardian may then come to claim them.

Students may not bring or use the following during the school day:

- Camera
- IPad or tablets
- Laser pointers
- Hand held video games
- Sound emitting toys

- Or anything inappropriate for use at school

Cell Phones

Cell phones and smart watches are illegal according to state statutes for students to have in school. Phones and smart watches will be confiscated if seen, heard or used on school premises. If it is necessary for a student to possess a cell phone or smart watch, it must be turned in to the principal or classroom teacher, to be held securely, upon entering and returned upon leaving school. The following are consequences for violating this rule:

- First time: Parents will have to come to school to pick up the phone or smart watch.
- Second time: Parents will have a conference with the principal before the phone or smart watch can be picked up.
- Third time: The phone or smart watch will be kept until the end of the school year to be picked up on the last day of school.

If the phone is used inappropriately in school, during school functions, or affects the learning during the school day such as taking pictures or video, taking pictures of tests, text messaging, posting pictures or school information on the internet, or any other activity deemed inappropriate by the principal, the student may face suspension or expulsion.

While cell phones are the property of the student, inspection of them may take place if a situation occurs that may warrant a search. The Principal/Vice Principal or staff members delegated by the principal will conduct the search.

June, 2017

Social Media

Engagement in online blogs such as, but not limited to, Facebook, YouTube, Snapchat, Twitter, Kik etc... may result in disciplinary action up to and including expulsion if the content of the student's blog includes defamatory, harassing, or otherwise comments regarding the school, faculty, other students or parish.

Students are responsible for their own behavior when communicating on social media.

They will be held accountable for the content, for the communications that they state/ post on social media locations.

Students may not disrupt the learning atmosphere, educational programs, school activities or the rights of others. Students or parents may not use the name of the school or its logo in a negative way in any form of social media.

June, 2016

Illegal Substances/Drug and Alcohol

Blessed Savior School supports Archdiocesan policy on drug and alcohol abuse. We also further support and encourage the implementation of a drug/alcohol abuse awareness program at all grade levels. Blessed Savior School is a drug free school zone. There is no smoking in any part of the school building or on the school grounds at any time.

Students suspected of possessing, using, distributing or selling any illegal substance on school property will be immediately suspended for up to five days until an investigation can be completed. After the investigation, if the student is found to have possessed, used, distributed or sold an illegal substance on school property, the student will be expelled from Blessed Savior School.

Student Desks/Lockers

School desks and lockers are the property of the school. Periodic inspection of student's desks/lockers or anything in the desks/lockers may be made by the Principal/Vice Principal

or staff members delegated by the Principal. These may occur without notice, for any reason; without student consent and without a search warrant. (Taken from Archdiocesan Policy)

Backpacks

While backpacks are the property of the student, inspection of them may take place if a situation occurs that may warrant a search. The Principal/Vice Principal or staff members delegated by the principal will conduct the search.

Disciplinary Action Policies and Procedures- Archdiocesan Policy

Probation, Suspension, and Expulsion

Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance.

Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, "look alike" weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

Such action may be of three kinds:

1. Probation
2. Suspension
3. Expulsion

Probation

A student may be placed on probation if in the judgement of the administration, he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be

removed from probation, may have the probationary period extended, or may be dismissed from the school. The principal's decisions are final.

Suspension

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others. Suspensions from attendance at school as determined by the school administrator must include:

- An investigation by school officials prior to any suspension
- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable time period
- Notification to the parent prior to sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. The final decision regarding suspension rests with the principal/administrator.

Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. **An extremely serious single offense may also be cause for expulsion.** Students asked not to return the following year for behavior reasons are considered to be expelled.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to insure objectivity. Members from various sources within the parish/school may include current or former trustees or pastoral council members; parents of former students; or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Members of the School Board are not appropriate committee members.

- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.

- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- The pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the principal is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school officials (e.g., elementary school principal, high school dean of students, vice principal) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor can accept the recommendation totally, in part, or reject it all together. The pastor has the final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision.

Appeal

The student or his/her parent/legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor in writing with rationale for appeal. The pastor will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The School Board/Board of Directors is not involved in the expulsion proceedings and is not a source of appeal.

Health, Safety and Wellness

Blessed Savior School receives school health services from the Milwaukee County Health Department. The parent/guardian of any child in need of health services may contact the Health Department's nurse. If a student is injured or becomes ill in school, he/she should

report to the school office. Parents or the emergency contact person will be contacted promptly regarding a serious injury or debilitating illness.

Medications

To ensure the health and safety of each child, the Archdiocese has established a policy governing the administration of medication to students. Please read and follow each step carefully.

- No medication will be administered by school personnel without a “Medication Consent Form” that can be obtained from the office. The form must be filled out by the parent/guardian and returned to the school principal and/or secretary who will be administering the medication.
- The principal shall maintain an accurate medication file which includes all of these forms on each student receiving medication.
- No pills, including cough drops or medicine of any kind may be taken during the day without the written permission of parents. This permission must be approved through the school office.
- Inhalers may be in the possession of a student with the proper release form obtained from the School office. (Archdiocesan Policy)

Immunizations

Wisconsin state law requires that all students attending public, private and parochial schools must comply with the minimum state immunization requirements. The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade

Number of Doses

- Pre K (2 yrs through 4 yrs)-- 4 DTP/DTaP/DT, 3 Polio, 3 Hep B, 1 MMR⁵, 1 Var⁶
 - Grade K5 and 5-- 4 DTP/DTaP/DT/Td¹, 4 Polio⁴, 3 Hep B, 2 MMR⁵, 2 Var⁶
 - Grade 6 through 8-- 4 DTP/DTaP/DT/Td², 1 Tdap³, 4 Polio⁴, 3 Hep B, 2 MMR⁵, 2 Var⁶
1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
 2. DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
 3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine, recommended for adolescents. If your child received a dose of tetanus or diphtheria containing vaccine such as Td within the past 5 years, Tdap is not required.
 4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further

doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

Students, who are entering a Wisconsin school for the first time, must present a record of their immunizations to the school on the official immunization form.

Communicable Disease

Whenever a child is sent home with a suspected communicable disease, the local health department is to be notified. A release card from the Health Department or a communication from the family doctor is necessary for re-admittance to school.

Child Custody

The custodial parent must present a copy of the court document to the school stating joint custodial or non-custodial rights of the non-custodial parent, where it will be kept on file. A confidential form will be filled out regarding placement and will be kept on file as well.

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

Visitors

Parents or visitors coming into the school are to report to the office first. Messages, articles dropped off for students, etc. are to be handled through the office. Parents are also requested not to come in and talk to teachers during class time. Appointments should be made in writing or by phone. Business of a personal nature between a parent and teacher should not take place when students are present. Students who wish to bring a guest to school must present written permission from the guest's parents to the principal at least a week in advance of the visit. Such visits are approved at the principal's discretion. The guest must obey all school rules. The guest's host is also responsible for the guest's behavior.

Volunteer Guidelines

Meet with and be approved by the principal before being assigned to any classroom. A background check will be conducted and the Safeguarding All God's Children class will be taken before they are assigned.

Be in good physical and mental health. Disabilities will not prevent anyone from serving as a volunteer. Address any needs and concerns with school personnel.

Be of any age. There are opportunities for family members, business members, students and retirees.

Be under the supervision of a staff member. Volunteers are assigned to a staff member, classroom, or to the office staff who are responsible for the volunteer. It is the staff member's responsibility to give the volunteer a clear understanding of the type of performance or behavior expected by the students as well as any other correct knowledge needed for performance in the school setting. The Principals of the school may conduct a group or individual orientation to make sure the school's rules are being followed.

Enter through the office area and sign in. Following sign-in procedures allows school staff to know where to locate volunteers in case of emergency and documents hours of service for volunteer recognition.

Wear a nametag while serving. Proper identification allows volunteers to be recognized as special people and assures student safety.

Follow the school's policy for adult dress code. Volunteers serve as very important role models to our students. Dress comfortable, but appropriate.

Maintain confidentiality. Student confidentiality is protected by law and failure to respect a student's right to privacy has legal consequences.

Report concerns for student safety. Any indication that a student is being hurt or may hurt themselves or others should be reported.

Report any injury to the supervising teacher or the school secretary so that a report can be filed.

Volunteers Will Not:

Establish instructional objectives or lesson plans.

Administer corporal punishment or determine punishment.

Assume responsibility for an entire class in the absence of a supervising staff.

Give medication.

Use tobacco products or alcohol on school campuses and during school sponsored events.

Discipline any student; it is the sole responsibility of the school personnel.

Wellness Policy

In keeping with our philosophy to provide an environment which promotes the spiritual, educational and physical well-being of our children, we are dedicated to seeing that the following criteria are implemented, monitored and followed during our students' enrollment at Blessed Savior School. We know that while our school's primary mission is educating children, children cannot learn effectively without the foundations of health and safety.

A healthy school nutrition environment encompasses more than food and beverage choices available in the lunch line. It also includes appropriate meal schedules and serving times, dining atmosphere, food/beverage consumption in the classroom, food and beverage fund-raisers, availability of and access to vending machines, behaviors role modeled by staff, nutrition education at school, physical activity, and generally the messages about eating and physical activity that students receive at school.

We recognize that to ensure the health and academic success of our youth, we must be engaged in a coordinated effort with our students, our students' parents and our teaching staff. We know that we must develop successful relationships and partnerships that are the foundations of effective collaboration.

It is agreed that one of the ways to help children learn is to ensure that they are properly fed. That is why we are committed to establishing nutrition and health programs that support a readiness to learn.

Our commitment to nutrition and physical activity is included in the school's daily education program from pre-kindergarten through grade 8. Our health curriculum will educate students to develop the knowledge, attitudes, skills and behavior for life long healthy eating habits and physical activity. Our nutrition curriculum supports the philosophy that the quality of life is dependent upon the student's interaction with their total environment which includes their physical, mental and social well being. Our physical education curriculum teaches children the importance of physical exercise and exposes students to a wide range of physical activities, so that students develop the knowledge and skills to be physically active for life.

We are committed to high quality school meals in having our food service staff properly qualified and certified. Menus meet nutrition standards established by the USDA. Menus are planned with student input, offered at affordable prices and feature a variety of healthy choices.

Our commitment to offering healthy food options is demonstrated by making sure that all foods and beverages that are available at school contribute to meeting the dietary needs of our students. We try to encourage our parents to provide healthy bag lunches for our students. We will strive to encourage our various organizations to raise funds by selling non-food items.

We are aware that children will enjoy their food more and may try more healthy options if they can relax, eat and socialize without feeling rushed. We are committed to keeping our dining area as attractive as possible. We encourage our students to invite their parents or other friends and/or relatives to join them for a meal whenever possible. It is encouraged that the lunchroom environment be a place where students have an adequate space to eat and pleasant surroundings as well as adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch from the time they are seated); and convenient access to hand washing facilities before meals.

We are committed to seeing that our students in all grades receive high quality, interactive nutrition education that teaches the skills they need to adopt healthy eating behaviors. Nutrition education is offered in the lunchroom and in the classroom, with coordination between school food service staff and teachers. Students receive nutrition messages throughout the school that are consistent and reinforce each other.

To reinforce the nutrition education provided, we are stipulating that all fund raising projects be encouraged to follow established Nutrition Standards. All fundraising projects for sale and consumption within and prior to the instructional day will be expected to make every effort to follow the Nutrition Standards when determining the items being sold. Strong consideration should be given to nonfood items as part of any teacher-to-student

incentive programs. Should teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to the

Nutrition Standards

We strongly encourage our students' parents to follow these same Nutrition Standards when sending a bag lunch to school with their child and when providing a "meal" to their child's classroom for a special occasion.

We are committed to promoting consistent health messages. We feel that we are best able to meet these needs by implementing strong communication tools. We are looking to develop a monthly nutrition newsletter to keep both our students and parents aware of not only what we are doing to meet the nutritional needs of our students but also to provide our school families with useful information to promote and provide better nutritional guidelines for personal use.

Nutrition Education

The primary goal of nutrition education is to influence students' behaviors by enhancing their knowledge and skills to help them make healthy eating and physical activity choices. Blessed Savior Catholic School provides nutrition education that is appropriate for and reflects students' cultures; is integrated into subjects such as math and reading; and provides opportunities for students to practice skills and have fun. We choose education curricula that are easy to teach and foster lifelong healthy eating.

The key elements of Blessed Savior's nutrition education policy are that:

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

School Nutrition Guidelines

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

The policy of our school is to:

- Provide a positive environment and appropriate knowledge regarding food.
- Ensure that all students have access to healthy food choices during school and at school functions.
- Provide a pleasant eating environment for students and staff.

- Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated area.
- Enable all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
- When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
- When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
- Reduce student access to foods of minimal nutritional value.
- Ensure the integrity of the school breakfast and/or lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch/breakfast programs.
- Encourage the practice of good nutrition by reducing the sales or distribution of foods of minimal nutritional value through a plan that focuses on: Reducing access to non-nutritional foods and educating students about healthy food.

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

Physical Activity

The primary goals for the Blessed Savior Catholic Schools' physical activity components are: to provide opportunities for students to develop the knowledge and skills for specific physical activities, to maintain physical fitness, to ensure students' regular participation in physical activity, and to teach short-and-long-term benefits of a physically active and healthful lifestyle.

The key elements of our school's physical activity policy are that:

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

Other School-Based Activities

The primary goal for our school-based activities is to create a total environment that is conducive to healthy eating and encouraging students to be physically active. The key elements of the school's activities policy are that:

1. The school provides a clean, safe, enjoyable meal environment for students.
2. The school provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
3. The school makes drinking fountains available so that students can get water at meals and throughout the day.
4. The school encourages all students participate in school meals program and protects the identity of students who eat free and reduced-price meals.

5. We provide opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.
6. We make efforts to keep physical activity facilities open for use by students outside school hours.
7. We encourage parents, teachers, administrators, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
8. We encourage and provides opportunities for students, teachers, and community volunteers to practice healthy eating and serve as role models in school dining areas.

After-school programs will encourage physical activity and healthy habit information. Local wellness policy goals are considered in planning all school-based activities (such as school events, field trips, dances and assemblies).

Support for the health of all students is demonstrated by hosting health clinics, health screenings and helping to enroll eligible children in Medicaid and other state children's health insurance programs.

Fire and Tornado Drills

Wisconsin Law requires school to hold fire drills and submit a report to the Department of Public Instruction and the local Fire Chief. Fire drills will be held and timed by the principal. Tornado drills are also held during the school year.

Crisis Plan/Lockdown

Blessed Savior Catholic School has a **detailed** crisis plan **for each campus** if a disaster should happen while your children are at school. (A disaster may be a weather related one, such as a tornado or any man-made disaster, such as the 9/11 disaster in New York.)

In the case of a disaster, the school children will be removed from the school building as quickly as possible. Contact your individual campus for their crisis plans.

If an unsafe person is in the school building or if we need to have a "lock in", a special message will be announced to all staff. Students, staff and visitors will then be asked to enter and remain in the locked classroom until a second announcement to notify the teachers and staff that it is all clear.

School Asbestos

Blessed Savior Catholic School complies with the Federal Asbestos Regulations. We DO NOT have any exposed asbestos in any of our school buildings.

Student Information

In Kindergarten through Grade 2, children learn many of the skills that will form their educational foundation. It is in these years that children develop a love of learning. At Blessed Savior Catholic School, your child will be challenged to meet a high level of success. Our classrooms are nurturing communities where your child will learn to grow and flourish.

In Grades 3 through 8, students build upon the educational foundation established in the primary grades. The ability to interpret, analyze and solve problems are key skills reinforced in all subject areas. At Blessed Savior Catholic School, your child will continue to benefit from our nurturing classroom communities as academics become increasingly rigorous.

The students will be challenged in all academic areas. The challenge presented to them, each day, will be to plan, work and complete assignments. This is the student's responsibility. In all classes, students are encouraged to express their ideas and opinions openly and respectfully so that learning can take place.

June, 2014

Standards Based Grading

Standards-based grades are more flexible and can change to reflect a student's learning. It will fluctuate to reflect the progress a student makes in mastering one set of concepts and skills and moving on to new or more complex concepts and skills. Standard-based grading does communicate up-to-date information about a student's current level of knowledge and can show how a student's learning has progressed over time. It does not average scores from weeks past, before a student's learning progressed. It does not penalize a student for not knowing something before it was taught.

School Grading Practices

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

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

(Archdiocesan Policy 5121)

Standards Proficiency Key Grades 1 - 3

3 Proficient	Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. Students can complete assigned tasks independently.
2 Developing	Student demonstrates partial understanding of grade level standards. Student can sometimes complete learning activities without assistance.
1 Emerging	Student needs more time to develop understanding of grade level standards. Students can complete learning activities with assistance.
	Not assessed at this time.

Standards Proficiency Key Grades 4 - 8

4 Advanced	Students demonstrates understanding of concepts and skill extending beyond grade level standards. Students can independently complete self-directed studies.
3 Proficient	Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards. Students can complete assigned tasks independently.
2 Developing	Student demonstrates partial understanding of grade level standards. Student can sometimes complete learning activities without assistance.
1 Emerging	Student needs more time to develop understanding of grade level standards. Students can complete learning activities with assistance
	Not assessed at this time.

May 2020

Benchmarks

KINDERGARTEN BENCHMARKS

K4-K5

Social Development

- Accept and adjust to a classroom setting
- Share with others: toys, games and experiences
- Take turns and follow rules
- Care for self and belongings

Reading & Writing

- Make life connections and comparisons to text
- Share thoughts in group discussion
- Draw and print to show ideas and consequences
- Print alphabet, name, and numbers

Mathematics

- Count by 2's, 5's, and 10's to 100
- Identify and copy patterns
- Solve story problems with manipulatives

Science

- Understand weather and seasons
- Examine animals and habitats
- Make predictions and conduct experiments

Social Studies

- Learn about various countries, cultures, and communities
- Understand similarities and differences among people
- Care for our school community

Religion

- Know about God through His gift of people, the earth, animals, plants, and God's gift of ourselves

Art

- Learn the primary colors and color mixing
- Use a variety of media to depict ideas, feelings and moods

Music

- Respond to and describe different types of music
- Express self through creative movement
- Use classroom instruments

Technology

- Develop beginner keyboarding techniques
- Use draw, paint, type and graphics software

Physical Education

- Learn to follow rules in games
- Play simple organized sports
- Introduce basic exercises and stretching methods

Primary Benchmarks

GRADES 1-2

Reading & Language Arts

- Strengthen comprehension skills using strategies, such as, retelling, summarizing, inferences, and background knowledge
- Use predicting, clarifying, questioning, and summarizing skills
- Use context clues and phonics to comprehend newly acquired vocabulary

Mathematics

- Add and subtract three-digit numbers
- Understand concepts of length, weight, and volume using standard and metric systems
- Tell time in various increments
- Begin to explore concepts of multiplication and division

Science

- Set-up and conduct experiments
- Analyze results of experiments
- Explore earth, life, physical, and space sciences

Social Studies

- Name and locate major geographic landforms of the globe
- Develop social skills, such as, self-control, decision-making, citizenship, and empathy
- Understand basic structure of government and how laws are made

Religion

- Explore the gifts that God gives to each person
- Plan prayer services and celebrate with the school community
- Identify and celebrate Catholic holy days and seasons
- Explore different forms of prayer as a class community

Art

- Make art that reflects an understanding of self and the world
- Make art using a variety of methods, including: drawing, painting, sculpture, collage and printmaking

Music

- Produces rhythm, pattern, beat and melody
- Develops basic understanding of staff and music notes
- Explore music across different cultures

Technology

- Develop touch-keyboarding techniques
- Demonstrate proper care and use of equipment

- Create charts and visuals

Physical Education

- Emphasize teamwork, sportsmanship and basic strategies
- Improve motor skills and hand/eye coordination

Upper Elementary Benchmarks

GRADES 3-5

Language Arts

- Demonstrate critical thinking skills in written responses
- Acquire proofreading, revising, and visualizing skills
- Engage in independent reading and literature circles

Mathematics

- Work with fractions and decimals
- Compute three-digit multiplication and division
- Interpret information from patterns and graphs
- Understand basic Geometry

Science

- Develop skills required for making scientific measurements
- Investigate problem solving strategies
- Study Physical, Life and Earth Sciences and Astronomy

Social Studies

- Learn about similarities and differences of self and others throughout the world
- Develop reasoning, analytical, and critical thinking skills
- Understand exploration of the western hemisphere and its effect upon the world
- Learn about the history of the United States

Religion

- Acquire knowledge about Catholic beliefs, worship and prayer
- Understand the sacraments and their importance in tradition and ritual
- Develop a greater understanding of the liturgical year and seasons

Art

- Use increasing sensitivity, perception and visual expression in artwork
- Identify the work of various Fine Artists
- Use a variety of techniques to reflect individual development of art literacy

Music

- Understand advanced musical elements, including diminuendo, crescendo, forte
- Investigate the lives of musicians and their musical contributions

Technology

- Demonstrate efficient word-processing skills
- Use the Internet to navigate and research topics
- Move textual data from on document to another

Physical Education

- Emphasize teamwork, sportsmanship and basic strategies
- Improve motor skills and hand/eye Coordination

Middle School Benchmarks

GRADES 6-8

Reading

- Evaluate, interpret, and draw conclusions in fiction and non-fiction
- Map out a story and identify the basic story elements of character, setting, plot, conflict, and theme
- Demonstrate critical thinking skills in verbal and written responses
- Write clear, justified evaluations and interpretations

Language Arts

- Write quality essays to persuade, inform, and entertain
- Write a research paper including a formal class presentation
- Analyze and produce forms of mass media communication

Mathematics

- Use probability and statistics to predict outcomes
- Collect and organize data
- Problem solve using Algebra
- Analyze and solve linear equations and inequalities

Science

- Apply scientific inquiry method to work and experimentation
- Study Biology, Chemistry and Geology

Social Studies

- Identify the rights, duties and responsibilities of US citizens
- Understand early American history and the formation of the Constitution and Bill of Rights

Religion

- Describe the major traditions of our Catholic, Christian roots
- Recognize holy people of other traditions
- Integrate the skill of peacemaking in daily actions

Art

- Identify different styles of art
- Visualize and draw real objects
- Understand proportion and distance

Music

- Understand and demonstrate rhythm
- Know the instruments in an orchestra
- Explore modern music
- *Technology*
- Build keyboarding skills
- Develop skills in word processing, spreadsheets and slideshow presentations

Physical Education

- Participate and demonstrate sportsmanship in team sports
- Understand the importance of physical fitness and exercise

June, 2014

Assessment of Student Learning

“An excellent Catholic school uses school-wide assessment methods and practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instruction practices.”

-NSBECS, Standard 8

Assessment is a comprehensive set of practices that analyze, inform, and drive student learning. Schools will employ a system of integrated assessment that includes:

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

(Archdiocesan Policy-2018)

Responsibility of Students, Parents and Teachers

Student:

- Carries assignment notebook home with the day's assignments listed,
- Completes work accurately, neatly and thoroughly,
- Plans for a routine time to do homework during the week, and
- Recognizes some assignments are for studying, not all are written
- Correct grammar, spelling, penmanship and neatness are expected on all assignments.

Parent:

- Supervises a routine time, place and availability of resources for homework,
- Looks over completed work and shows interest,
- Assists student in applying knowledge in everyday life,
- Communicates with teacher if student is spending more or less time than recommended on homework, and
- Motivates and encourages child to do his/her best

Teacher:

- Assigns purposeful work that students can do independently,
- Gives directions clearly and specifically, and
- Motivates students to accomplish their work

Student Records

The school has the responsibility to keep educational records for each student which will reflect the interrelationship of the physical, emotional, social and intellectual aspects of the student's development.

Cumulative records are maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history in school is recorded. Records will be requested for student's transferring into Blessed Savior School from previously attended schools.

Progress reports for current students are kept in file cabinets in the school office. Progress reports for students that leave the school or graduate from the school are also kept in the school office for seven years.

In the event Blessed Savior School would close permanently, parents would be notified by letter. Student records would be transferred to the Archdiocese of Milwaukee. These records will be kept at The Archdiocese of Milwaukee for seven years. To ensure all parents/guardians know where their child's/children's records are stored, they would be required to sign a "Consent to Transfer Student Records" form. This signed consent form will be added to the student file, and a copy of it will be sent to the Department of Public Instruction (DPI).

Blessed Savior School will follow State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with care and responsibility.

School Transfers

If a family is going to move and transfer to another school, parents are required to notify the school office in advance so that the necessary forms can be completed before the child leaves the school. Transcripts will be sent to the receiving school upon official request and notification that the parents want the school to release the records.

If a family transfers from one campus to another, all outstanding bills must be paid before the transfer can occur.

Homework

The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom, or home.

The purposes of homework are threefold: to deepen students' understanding and skills relative to content that has been initially presented to them, to prepare students for new content, or have them elaborate on content that has been introduced. In most cases, homework should be formative, allowing students to apply what they have learned so they find out what they really do understand and return to class to ask questions about what was not understood.

Homework is a developmental learning activity which should increase in complexity with the maturity and capability of the student. With increased maturity, learning should become an independent activity. This should be established through consistent assignments which encourage students to investigate for themselves and to work independently as well as with others.

Homework, properly planned and purposeful in nature, should:

- Deepen students understanding and skills relative to content that has been initially presented to them,
- Prepare students for new content or have them elaborate on content that has been introduced,
- Help students develop good study habits and organizational skills,
- Foster positive attitudes toward school,
- Communicate to students that learning takes work at home as well as at school, and
- Communicate to parents what is being emphasized in class, what is expected of

students, and how students' work will be evaluated.

The following should guide in the use of homework:

Level	Time
K (optional).....	10 minutes
Primary.....	30 minutes
Upper Elementary.....	60 minutes
Middle School.....	90 minutes

- Parent involvement in homework should be kept at a minimum.
- The purpose of homework should be identified and articulated.
- When homework is assigned, approaches to providing feedback should vary.

As a rule, homework is not given over the weekends unless class work is not completed or it is a long-range assignment. Parents whose children say they never have homework should feel free to check with the teacher. Even if there is no written assignment, reading and the study of basic math facts, spelling and prayers are always to be done.

(Archdiocesan Policy)

Standardized Testing

All Archdiocesan elementary schools participate in the mandatory program of standardized achievement and intelligence testing. The testing program is a comprehensive program designed to measure and evaluate our total school performance. Individual and group results are used to strengthen overall curriculum and provide a complete understanding of individual student achievement.

Students with Special Needs

If a student is having trouble in the classroom, either academic, behavior, social or emotional, the teacher will try to assess the problem and deal with it. If the teacher feels that he/she needs help in dealing with the situation, the administrator is advised. Parents are informed. If more professional help is needed there are three options:

- The child can be tested through the Milwaukee Public Schools. (A conference will be held with parents once the testing is finished to determine the best course of action for the child.)
 - The child can be tested by a private psychologist, psychiatrist or family doctor.
- A service (personal learning) plan will be created for those students with an IEP (Individual Education Plan) from Milwaukee Public Schools.

Conferences

Progress reports are sent home in the middle of the trimester. Student evaluations (report cards) are given out at the end of each trimester. Progress reports are given at conferences. Refer to the school calendar for conference dates.

Parent/Teacher/Student Conferences are scheduled during the first two trimesters. Parents are always welcome to visit the teacher after school. However, it is important to make an appointment before hand if possible. A conference with parents may not take place during school time when the teacher is responsible for a classroom of children. Please call the office. The school secretary will communicate your request for a

conference to the teacher so that a meeting can be arranged.

When a problem arises, please go directly to the teacher. Take time to talk directly with the teacher. Telephone calls to other parents are not always the best way to resolve problems. Take time to think through the situation before you react. Often a little thought can best help you understand the why. Negative criticism about the matter to other parents or children is only detrimental to your child, the teacher, the school and yourself. If your problem remains unresolved take the concern to the school principal.

Retention

Retention of a student may be done judiciously as a final option after considering the many factors affecting retention. A student's chronological age, intellectual ability, physical size, present grade placement, peer relationships, and siblings must be factored into a decision about whether the retention will help or hinder a child. When retention seems likely, parents are contacted several times during the year. Final decisions on retention will rest with the principal.

(Archdiocesan Policy)

Graduation

A student participates in graduation exercises and receives a diploma upon successful completion of the school curriculum at the end of the eighth grade. Participation in the graduation ceremony is a privilege. Students need to successfully complete grade level expectations and attend school daily. Any student absent more than 10 days throughout the school year will be in jeopardy of not participating in the graduation ceremony. Attendance and grades will be taken into consideration for any awards given at graduation. The diploma is the school's way of indicating that the student receiving the diploma is a student in good standing with average to above-average grades in all curricular areas. All fees and tuition must be paid before a child may participate in any of the graduation activities. Participation is up to the discretion of each campus principal.

Field Trips

Field trips enrich the instructional program by using community resources, which are related to the school curriculum. Such trips are mandatory because they reinforce and enrich the teaching-learning process. The field trip may not be strictly recreational in nature. (Archdiocesan Policy). Field trips are considered a part of the standard school day, so if a student is restricted from going on the field trip for serious academic or behavioral reasons, the school will provide supervision within the school building. Students not attending are required to be in school and alternate assignments may be required. Written permission of parents or guardian is secured before students participate in field trips. If we don't receive a signed permission slip, your child will not be allowed to go on the field trip.

Technology Acceptable Use Policy

The use of technology resources at Blessed Savior Catholic School is a privilege, not a right. The privilege of using the technology resources provided by Blessed Savior is not transferable or extendible by students to people or groups outside Blessed Savior and terminates when a student is no longer enrolled. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

Blessed Savior will use technology protection measures to block or filter content that is not safe, not educational, and not Christ-centered. Blessed Savior reserves the right to monitor users' online activities and to access, review, copy, store or delete any electronic communication or files and disclose them to others as it deems necessary. At any time, any of the Blessed Savior staff can review and/or delete any file from the network in order to maintain system integrity or to enforce this acceptable usage agreement. Users should have no expectations of privacy regarding their use of Blessed Savior property, network, and/or internet access or files, including email.

If a person violates any of the tenets named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension or expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities

- Talk to your children about the values and standards that they should follow on the use of all media such as television, telephones, movies, and radio.
- Remind your children that misuse or damage to school owned technology is the financial responsibility of the family and that great care should be taken to treat the equipment properly.

School Responsibilities

- Provide Internet and email access to all students.
- Provide Internet blocking of inappropriate materials while on the school's network.
- Provide network data storage areas. Blessed Savior reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance with the Acceptable Use Policy.
- Help ensure that any pictures, video, and audio recordings of any student or staff member are allowed only for school related purposes and with written consent.

Student Responsibilities

- Using all technology devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Use of any information obtained via Blessed Savior's designated Internet system is at your own risk. Blessed Savior 's specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.
- Monitoring all activity on their account.

- If a student receives an email or any other message containing inappropriate or abusive language or if the subject matter is questionable, they should inform the school administration.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or public law.
- Sending, storing, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
 - Taking or manipulating pictures, video, or audio recordings of any student or staff member without consent or staff permission.
- Taking or using pictures, video, or audio recordings of any student or staff member at any time in locker rooms or restrooms.
- Internet/video games during school when not specifically permitted by a staff member.
- Changing restricted settings (exceptions include unlocked personal settings such as font size, brightness, etc.)
- Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission of or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing Blessed Savior's web filter by any means. This includes, but is not limited to, the use of portable hotspot devices, or connecting to any other Wi-Fi network or ISP while at school.

Consequences for Student Misbehavior

Any student activity with technology deemed inappropriate by a faculty or staff member will result at minimum in the following consequences. Depending on the circumstances, further disciplinary action may include, but not limited to, a detention, suspension, or expulsion from Blessed Savior Catholic School.

Minor Offenses -Examples of these types of offenses include, but are not limited to, refusing to immediately and courteously hand your chrome book to any staff member that requests it at any time, playing games or other activities that a faculty or staff member considers off task during class or other school functions, or use of inappropriate images as wallpaper or background images on the device.

Major Offenses -Examples of these types of offenses include, but are not limited to, hacking or jailbreaking the device or any other attempt to gain rights and resources beyond

those permitted to students at Blessed Savior, posting pictures, video, or audio recordings of any student or staff member to the Internet or any other network, or storing, taking, or manipulating pictures, video, and audio recordings of any student or staff member without consent or staff permission.

Any activity described as a misuse of technology by this document or deemed inappropriate by the administration will be subject to consequences determined by the administration in the manner they feel is the most appropriate for all concerned. Examples of these consequences include, but are not limited to, detention, suspension, and expulsion.

May 2020

Parental Education

Parental education is provided by workshops and materials provide by our Title I provider, Catapult Learning. Catapult Learning's family involvement workshops focus on supporting connections between families and school. Topics range from focusing on instruction in reading and math, to introducing parents to concepts such as learning styles, creating successful school relationships, and helping their students prepare for tests.

General School Information

Breakfast/Lunch

Blessed Savior Catholic School has both a BREAKFAST and HOT LUNCH PROGRAM. All students are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2019-2020 school year. No further action is required of you.

Lunch must be eaten at school or with written permission, a student may leave the school grounds. Children are not to bring cans of soda/juice or bottles to school for safety and disposal reasons. Menus will go home monthly. Since many of our students are throwing away their food at lunch because they are eating snack foods that others are bringing, snacks other than single serving size in a cold lunch, will not be allowed during the lunch hour. Their hot lunch is a balanced lunch and meant to be good for them. **The rule has always been that each child is to eat their own food and they are not to ask others for their food or accept food from anyone else. Snacks, independent of their lunches, will not be allowed at lunch time.**

In the operation of the child nutrition programs, no child will be discriminated against because of race, color, sex, national origin, age, or disability. If any member of a household believes they have been discriminated against, they should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

Lunch guidelines

A few lunchroom guidelines are as follows:

- Eat and handle food properly,
- Remain in one seat during the entire eating time,

- No rough or rude behavior,
- Clean up after yourself when leaving the lunchroom,
- Always walk, and
- Show respect and courtesy toward all supervision.

Those students who consistently do not exercise these common courtesies will be denied the privilege of using the cafeteria facilities for a period of time. Parents will be notified in the event of such action.

Students may also bring a lunch from home. Please pack nutritious lunches and send them with the children in the morning. Lunches from fast food restaurants are not allowed per regulations of the National Hot Lunch Program, for children at lunch time. Soda and candy are not allowed as a part of a school lunch. No food will be allowed out of the lunchroom onto the playground.

Recess

Weather permitting, recesses are provided for students. In cold weather, parents are asked that children be dressed warmly including boots, caps, scarves, and mittens. If a child is well enough to be sent to school, he/she is well enough to play outdoors.

Liturgical Life and Prayer

Blessed Savior School is a Christian school in the Catholic tradition. Exposure to personal, group, class, grade and all-school prayer is of major importance and is given a high priority in student life.

All students who attend our school are expected to attend mass and prayer services on designated days. Parents and other parishioners are cordially invited to join the school children on these scheduled days. Important occasions are celebrated at an all-school mass.

Sacramental Preparation

Catholic students attending Blessed Savior Catholic School can be prepared to receive the sacrament of First Eucharist and First Reconciliation once they are baptized. Once children have received the sacraments, teachers encourage the children to attend mass and receive the sacraments regularly. Parental example and encouragement are also important in this instruction. Both sacramental programs are coordinated through the religious education program of the parish. Sacramental meetings for parents are required to ensure understanding of these important sacraments.

School Property

Students are responsible for the reasonable care and use of school property and facilities. Students who break, damage or deface school property, facilities, or equipment through carelessness or neglect will be assessed the replacement cost. Students may also be required to engage in a service project to the school because of the misuse of facilities or equipment. (This refers to writing on walls, desks, books, lavatory stalls, fixtures, window breakage or any other act that requires repair, attention or replacement.) Parents of students shall be responsible for the vandalism of their children.

Textbooks

All textbooks are property of the school and need to be taken care of. Book covers are always required on all textbooks. The pupil's name, the year, the condition, and the number of the book should be written in ink, at the beginning of each year. Any student writing in, marking or defacing any portion of a book will be responsible for the damage. The replacement cost of textbooks can be obtained at the office.

Supplies

A list of general student supplies has been included in the post registration materials given to parents. Parents are asked to purchase the necessary supplies, and assure that students have the adequate replacements during the year. If you would like to donate school supplies or art supplies, please bring them to the office.

We encourage students and parents to make sure the child's name is on all items. Proper care of school supplies will be reinforced by teachers as part of our daily emphasis on organization skills, respect, and responsibility.

Lost and Found Articles

Items which have been lost are placed in each campus' lost and found. Only small items (i.e. watches, jewelry, etc.) are kept in the school office. Parents are asked to clearly mark their children's clothing and equipment so that misplaced items can be easily retrieved from the box. Those items not claimed will periodically be given to programs which assist the needy. We are not responsible for lost and stolen items.

Phone Calls

Children will only be able to contact their parents by phone with written permission to the school office from the classroom teacher. This will only be done in case of an emergency. Children should make their plans with parents before they come to school, not via the phone after school.

No student will be given permission to call home for forgotten books, assignments, etc. Under exceptional circumstances, permission may be granted by the principal to use the phone.

After School Care

Blessed Savior School has available day care for students at each campus.

South Campus: The South Campus has an after-school Day Care which is licensed by the state of Wisconsin. The Day Care operates on regular school days from 3:00 p.m.-6:00 p.m.

East Campus: The East Campus has a before and after school Day Care which is licensed by the state of Wisconsin. The Day Care operates on regular school days from 6:00 a.m. until school begins and from 3:00 p.m.-6:00 p.m.

West Campus: The West Campus has an after-school Day Care. The Day Care operates on regular school days from 3:00 p.m.-5:30 p.m.

****All campus's Day Cares provide child care following early release days.****

Statement of the Day Care

This is a Day Care designed to provide supervision and safety under a structured program of activities for our children while their parents are at work or not available.

Location

The Day Care will be in an appropriate room. Other areas will be utilized as needed specific for each campus.

Emergency closing

The program will follow the school's directions regarding snow days. If school is canceled, so too is the Day Care.

Snacks

An afternoon snack and beverage will be provided.

On 1/2 days, children must bring a bag lunch (unless otherwise notified). Milk will be provided. The afternoon snack will be served as usual.

Illness

We ask that good judgment be used by you, the parents, as to when to keep a sick child home. Fevers of 100 degrees, diarrhea, or vomiting are all reasons not to send a child to school. If a child becomes ill while at the Day Care, the parents will be called to come for the child. In case of a communicable disease, the parents must notify the Director, who will then post a notice.

Injury

Parents must provide the name of their child's doctor or medical facility, which will be utilized in case of injury. In case of a life-threatening injury, the Rescue Squad will be called to transport the child immediately to the nearest appropriate facility. Parents will be notified and a staff member will accompany the child. In the case of serious but not life-threatening injury, the parents will be called and must accompany the child in the Rescue Squad. Minor injuries will be handled by the staff and parents will be notified in a reasonable time frame.

Sign in/Sign out

State law demands that all children must be signed out by a parent, guardian or designated other. The enrollment form provides for the parent to indicate who may pick up the child. No child will be released to any other person. Older siblings may sign out a younger child with written parental permission and at the discretion of the Director. If the designated other is unknown to the Day Care staff, they may be asked to show identification. This is to ensure the safety of the child. Parents or designated other must come into school and sign out the child when picking up.

After school activities

Staff will escort children to any scheduled activities on parish premises (scouts or athletic practices.) The leader of that activity is expected to escort the children back to the Day Care.

School Activities

Athletic Program

Interscholastic athletics can be of value as a supportive element to the total educational process. This process concerns the total person, the person's growth as an individual—spiritually, mentally, morally, emotionally, physically, and socially.

The principal has the ultimate responsibility for all extra-curricular activities. The immediate supervision of a program may be delegated to qualified staff members or competent adults. Parents and other adults who serve as coaches and moderators must constantly recognize the authority of the principal in all school-related activities.

The parish provides a very active sports program that is run by the Athletic Advisory Committee. Among the sports offered are basketball, volleyball, softball, and soccer. Eligibility of day school youngsters in the program is contingent upon their academic effort and school behavior. A failing report card grade in ANY subject will result in suspension from athletics, until a passing grade is achieved. Inappropriate behavior at school may also affect a student's eligibility. The final decision on eligibility issues will be made by the principal after communication with the teachers and Athletic Association leadership.

The priorities and goals of the Blessed Savior Parish Sports Program are:

- To create an opportunity for positive Christian development
- To learn basic skills of the game
- To teach constructive competition, emphasizing sportsmanship and teamwork
- To have all children participate in the program sharing their knowledge and skills appropriate to their level/ability
- To provide for fun and enjoyment
- (Archdiocesan Policy)

Specific guidelines for every student player include:

Gym No one is allowed in the gym until the coach arrives. Only the players who are practicing will be allowed in the gym. Observers will be allowed at the games but not at practices. No food or drink is allowed. Players are to leave the gym and school grounds immediately after the practice or games.

Practice If a player intends to miss a practice or game, he/she will let the coach know by note or phone call to explain the absence.

Uniforms Uniforms are worn for games only. If a uniform is lost or damaged by negligence, the player must pay for its replacement. Uniforms are purchased by parents.

Good sportsmanship is a must when dealing with fellow players, coaches, referees, etc. All girls and boys are welcome to participate whether they are in the day school or Whole Community Catechesis.

Coaches determine which tournaments the teams will enter in compliance with Archdiocesan policy.

Any student absent from school, part or all of a day may not participate in sports or other

extra-curriculars that evening. If a student is absent on a Friday, he/she may not participate in week-end sporting activities.

It is crucial to the development of our children that the academic component is prioritized above the extra curricular component. This develops a healthy attitude regarding the relationship between class work and sports programs.

Those students who fail to approach their academic work in a serious manner will be denied sports eligibility. Students who are experiencing difficulties in individual classes will not be denied eligibility if they are serious about school and their behavior is appropriate.

Sportsmanship Policy

“The Catholic school and parish athletic programs offer an opportunity for young people to associate with dedicated adults who not only foster the development of athletic skills but also serve as role models of Christian living. The true goals of athletic competition are sportsmanship, leadership, and team play...The ‘win at all cost’ philosophy will not be tolerated” [Archdiocesan Policy].

Criteria:

- Positive, Christian behavior is always expected by players, fans, parents, and coaches. Unacceptable behaviors may include but are not limited to; use of profanity, verbal abuse, theft, vandalism, fighting. The use of any unacceptable behaviors will result in immediate suspension from play.
- Consistent, positive effort will be directed at all schoolwork, in all classes, and with all assignments turned in on time.
- In order to participate, students shall attend school each day unless the absence is excused.
- Constructive competition, emphasizing sportsmanship and teamwork will always be practiced.
- There shall be no arguing with referees/umpires at any time. Their word is final and accepted by players, fans, parents, and coaches. If a problem does arise, the coaches will handle it in a quiet/private manner.
- Each day of out-of-school suspension shall result in ineligibility to participate in the next scheduled contest/practice date.

Video/Photographs

Blessed Savior School reserves the right to video and photograph its educational and extra-curricular activities. Footage and photographs will be used for publicity, promotion and education purposes. **Parents or Guardians not wanting their students to appear in any videos or photographs will need to contact the school office.**

Uniform Policy

Parents/guardians of Blessed Savior Catholic School students have a fundamental responsibility to reinforce expectations for proper dress. This is an integral aspect of the preparation of your daughter/son for life in future professional, academic, and religious environments. The uniform policy was established to help students project a positive self-image, strengthen the educational environment, help to eliminate peer pressure, and enhance the overall image of Blessed Savior School.

Parents are to see that the SCHOOL UNIFORM POLICY IS ADHERED TO by their child/children. Students are to come to school dressed for an academic setting. Clean

clothes and personal hygiene must be a number one priority. Students may be sent home if they are out of uniform. This is up to principal discretion. This policy applies to all students grades K4-8.

Pants

Acceptable

- Solid khaki or navy blue dress pant, tailored, cargo or zipper corduroy.
- Pants must have standard pockets but with no designs on them.
- Pants must fit properly around the waist with a belt.
- Pants must be free of holes or tears (including dress down days).

Unacceptable

- Tight leg or skinny pants.
- Excessively long or baggy pants, sweatpants, athletic, wind pants, denim or fleece pants.
- Pants with stitching, printing, extra zippers, or logos.

Shirts

Acceptable

- Logo polo shirts purchased at school are to be worn every day.
- Shirts must be tucked in.
- Shirts may be long-sleeved or short sleeved. (Sleeves are 3 inches or more.)
- Undershirts worn under the logo shirt must be white, navy blue, or red with no pictures or lettering.
- Wildcat spirit wear may only be worn on Wednesday.

Shorts

Acceptable

- Solid khaki or navy blue dress shorts, walking shorts, cargo shorts, or capri-style pants may be worn until October 1st and after May 1st.
- Length of shorts will be within 2 inches of the knee.

Unacceptable

- Denim or athletic types of shorts.
- Shorts that are excessively long, short, baggy, or tight.

Sweaters /Vests/Sweatshirts

- Sweaters or vests must be navy blue, red, or white.
- Sweaters are to be cardigan, V-neck, or crew neck.
- Sweaters must be tight knit.
- Only Blessed Savior logo sweatshirts are allowed.

- Blessed Savior logo polo shirts must be worn underneath the sweater, vest, or sweatshirt.
- Wildcat sweatshirts are only worn on Wednesday.

Skirt/Jumper

- Girls may wear a khaki or navy blue skirt or jumper.
- Girls may wear uniform pants under their skirt or jumper for recess. The pants need to be removed during the school day. Pants may not be rolled up under the jumper or skirt. Leggings must be solid red, navy blue, white, or black if worn during the school day.
- Skirt or jumper must cover the midsection.
- Must be no shorter than 2 inches above the knee.

Footwear/Socks

- Dress, casual, and athletic shoes are acceptable.
- Shoes must allow safe movement. Shoes must have backs to them.
- Sandals, flip flops, clogs, hiking or combat boots, shoes containing above a one inch heel, and light-up shoes are not permitted.
- Boots used in the snow are not to be worn in the school building for school wear.
- Shoes that scuff the floor or leave black marks may not be worn.
- Shoes should be tied appropriately at all times.
- Socks must always be worn with footwear.
- Socks may be low-cut, knee highs, tights or nylons.

Miscellaneous

- Hats and headphones are not worn in the building at any time.
- Du-rags, bandanas or scarves are not allowed. Head bands must be red, white, blue, black, or gray, plain in design, and not more than two inches wide.
- Hair needs to be well groomed, clean, and appropriate for school. Hair style, accessories, and color that causes disruption in the classroom will not be permitted.
- Only natural occurring hair colors (blond, brunette, auburn and black) will be allowed. Examples of unacceptable hair colors include, but are not limited to, red, burgundy, blue, green, and purple.
- Hair styles not permitted include but are not limited to Mohawks or Fohawks.
- Hair art on boys needs to be appropriate for school. Hair picks and sticks are not allowed.
- Jewelry (necklaces, bracelets, earrings) must not be of an excessive length.
- No more than a total of 2 earrings may be worn in each ear. One of these may be a stud and worn at the top of the ear and the other one must be at the ear lobe and be no larger than the size of a dime and not hanging lower than 1 inch.

- No other piercing (other than the ears) will be allowed.
- Only one necklace or bracelet is allowed. Any accessories that cause disruptions in the classroom will not be permitted.
- Tattoos (permanent or otherwise) are not permitted.
- Drawing on the body with pens, markers, etc. is not permitted at any time.
- Purses in the classroom will not be permitted.
- Glasses must be prescription only.
- No makeup will be allowed. This rule includes, but is not limited to, mascara, eye shadow, lipstick, body glitter, eye liner, or lip liner/gloss.
- Fingernails should be no longer than a ½ inch in length.
- Eyebrows should be in their natural state- no designs.

Kindergartners

- K3 (South and East Campuses) are not required to wear the school uniform but may do so if a parent chooses. Students in K4 and K5 are required to wear the school uniform.

Out of Uniform Days

Some days throughout the school year will be designated as “out of uniform” days. On these days, appropriate clothing will be allowed. Torn jeans, shirts with inappropriate words or pictures, shirts and tight-fitting clothing, tank tops, blouses with spaghetti straps, or short shorts may not be worn. All clothing should be clean, modest, in good repair, in good taste, and consistent with Christian standards/values.

Birthdays

Students and staff are given a Free Dress Pass for their birthday. If their birthday falls on an off day, they may choose the day before or after for their Free Dress Day. Students with a summer birthday will have his/her Free Dress Day at the principal’s discretion.

If an item of clothing is questionable, contact the school office before wearing it. The principal or vice principal will be the sole determiner of appropriateness of clothing worn in school. Any student who violates the uniform policy will receive uniform clothes for the day from the office or be sent home to change. Students should not be out of uniform for doctor or dentist appointments.

This policy was updated in June of 2020.