

# Parent-Student Handbook 2018-2019

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**\*Please be sure to read these sections that have additions/changes from the 2017-2018 Parent-Student Handbook.**

## **HOLY GHOST-IMMACULATE CONCEPTION VISION STATEMENT**

Holy Ghost-Immaculate Conception School provides a faithful and caring learning environment in partnership with parents and the community to help students achieve their full spiritual, intellectual, and moral potential so they may positively contribute to a diverse society.

## **HOLY GHOST-IMMACULATE CONCEPTION MISSION STATEMENT**

Holy Ghost-Immaculate Conception School supports our parishes and communities by meeting the individual needs of children through gospel values and academics to develop life-long learners and faith-filled citizens.

## **HOLY GHOST-IMMACULATE CONCEPTION PHILOSOPHY**

As a Catholic school striving for excellence, Holy Ghost-Immaculate Conception School provides educational opportunities to develop each child to their potential academically, spiritually, culturally, and physically. Holy Ghost-Immaculate Conception School provides a safe and nurturing environment where quality education, Catholic values and opportunities for worship are emphasized. We reinforce the belief that each student is a child of God who is responsible for serving those in need.

## **HOLY GHOST-IMMACULATE CONCEPTION CORE VALUES**

Be Respectful  
Be Responsible  
Be Resourceful  
Be Faithful to Christ

## **ACADEMIC CONTESTS**

Students in grades 4-8 compete in the local spelling bee. Students in grades K-8 compete in contests by the following organizations: Knights of Columbus, Catholic Daughters, Elks Club, Catholic Herald, Dickeyville-Paris Fire Department, Jamestown Fire Department and other local contests. Grade 5 competes in the Eco-Meet.

## **ADMISSIONS POLICY**

Holy Ghost-Immaculate Conception School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, financial aid programs, and athletic and other school-administered programs.

Holy Ghost-Immaculate Conception is a Catholic School. By sending a child here, the family is promoting the beliefs and practices of the Catholic Church. Non-Catholic children may attend school here if they and their parents agree to respect the beliefs and practices of the Catholic religion, including regular weekly attendance at the school Mass and other religious services and activities in which the class as a whole participates.

## **ANTI-BULLYING POLICY**

Holy Ghost-Immaculate Conception School is a Catholic School that provides a faithful and caring learning environment in partnership with parents and the community. We strive to maintain a safe environment for the staff and students that is respectful and free from physical, psychological and verbal

harassment. It is our mission to meet the individual needs of children through gospel values and academics to develop life-long learners and faith-filled citizens. We have four core values – Be Respectful, Be Responsible, Be Resourceful and Be Faithful to Christ. Guided by our mission and core values, bullying behavior will not be tolerated and will be dealt with in a serious and timely manner.

**Definition:**

Bullying is a deliberate or intentional act using words or actions, intended to cause fear, intimidation or harm. It may be a repeated behavior that involves an imbalance of power, creates fear and interferes with a safe, caring and respectful environment. Bullying behavior can be physical (hitting, punching, kicking, threatening behavior), verbal (teasing, name calling, intimidating language, racist remarks) or indirect (spreading cruel rumors, intimidation through gestures, social exclusion, cyber bullying).

**Prevention:**

Prevention of bullying is the intended goal. Initiatives are on-going and include classroom instruction with the religion program, Safe Environment units, Two by Two program, and a Middle School Morality/Social Justice program with the “Bullying Schools” booklet. Teacher led activities and strategies presented include identification of bullying versus conflict, role playing bullying scenarios, respectful responses to bullying behavior and encourage students to use their words to let others know what hurts them and to say “stop” when hurtful behaviors continue.

**Procedure:**

The safety of all students is the primary focus. All students being bullied are to honestly and accurately report bullying to their classroom teacher and the principal. Any student and staff member that observes or becomes aware of acts of bullying are to report these acts to the appropriate classroom teachers and the principal. Students involved shall be made aware of the incidence and dealt with individually using developmentally appropriate interventions. Information will be gathered from all of the individuals involved. A Bullying Incident Form and Discipline Form may be completed. Parents will be notified.

**ATHLETICS**

Students in grades 5 through 8 may participate in volleyball and basketball through the Holy Ghost-Immaculate Conception School program and in coordination with the Mississippi Valley League under the Diocese of Madison Catholic School Office. Specifics for these activities and all regulations are listed in the Athletic Handbook. This handbook may be found on the school website, [www.hgicschool.com](http://www.hgicschool.com), for all parents whose children are in the participating grades and others who are interested. A copy may also be requested from the Kieler campus office. The athletic program is coordinated with the Booster Club and is under the supervision of the Holy Ghost-Immaculate Conception Education Commission.

**ATTENDANCE**

When a child is absent from school due to illness, the parent is requested to call school (Kieler 568-7220 and Dickeyville 568-7790) by 8:00 AM the morning of the absence. If the school has not been notified, every effort will be made to contact a parent to verify the child’s absence. This is standard procedure to insure the safety of every child.

In the case of planned absences, for any reason, the school should be notified in writing by the parent as far in advance as possible. No homework will be sent home with a child without a note stating when the

child will be gone and for how long. Pre-planned absences include medical appointments, dental/ortho appointments, vacations, etc. Such interruptions should be kept to a minimum. Children coming or leaving school during scheduled school time must have written permission or a phone call from the parent, except in the case of illness at school or when accompanied by the parent. Students are responsible for all schoolwork during the student absence.

When students miss school due to vacations, work will be prepared ahead of time by the teachers for the students. It is recommended that students accept their assignments days ahead of their absences, rather than weeks ahead, since school schedules can be subject to frequent changes and adjustments due to inclement weather and other issues, especially during winter months.

Reminder: The State of Wisconsin compulsory school attendance law requires the parent/guardian of a child between the ages of 6 and 18 to compel the child to attend school for the full school day, every day of the school calendar. A student who is absent more than ten times due to illness must bring a doctor's verification.

Students are considered tardy if they arrive from 8:05 to 8:30 and absent a half day if they arrive after 8:30. In the afternoon, students are considered a half day absent if they leave school before 2:30. If a student leaves for an appointment and returns, the student will be marked a half day absent.

## **BAND**

Students in grades 5 through 8 may participate in the Cuba City or Southwestern School District elementary and junior high band depending on what district the student resides in. Parents need to provide the transportation of the students. Students are released from the regular classroom activities for this privilege with the understanding that they are responsible for the educational lesson, homework and materials that he or she will be missing. It is the student's responsibility to make sure all classroom information for which they are not in the regular classroom, including assignments, are known and completed.

A meeting will be held and/or information sent home in the spring for students in Grade 4 who are interested in taking instrument lessons. The weekly lesson includes a 20 minute private lesson at the Kieler campus for a cost of \$8.50 per week and group band lesson(s) each week at Cuba City School or Southwestern School. Students provide their own instruments.

Student's schedules will be set up by the lesson instructor with recommendations from the classroom teacher. Any students who wish may also participate in an individual music contest in the spring. It is expected that a student who signs up for Band is making a one-year commitment to practice and play the instrument.

## **BUS LANE**

The bus lane at the Dickeyville campus is located directly in front of the school's main entrance. Cars may not be parked in the bus lane from 7:30-8:15 AM, 11:45 AM – 12:00 PM or from 2:45-3:25 PM on days when school is in session. This includes waiting for your child in the lane. Cars may not park at the crossing guard corners where the curb is painted in yellow. This blocks the view for our Safety Patrol guards. Cars may be ticketed for these violations.

**Students and parents should cross the street at the crosswalks and not in the middle of the street. Modeling these good safety behaviors for our children is part of their education.**

The bus lane at Kieler is located at the west door. Care should be taken to monitor your child's walking path while busses are in the parking lot.

## **BUSSING**

The following rules and regulations have been established by the Cuba City and Southwestern School District. They are included here for your information as parents and to allow you to clarify proper bus behavior with your child. Please remember the goal is to provide safe transportation for everyone.

### Regulations:

- Bus transportation will be provided for all students who reside outside the village limits of Dickeyville or Kieler or who are separated from school by a state or county highway.
- Registration at Holy Ghost-Immaculate Conception gives a student permission to ride the school bus following district policies. Holy Ghost-Immaculate Conception notifies the bus company of students who need transportation.
- A student should ride the bus to which he or she has been assigned. If the student wishes to go to another's home after school that is within their resident district, a written note signed by the parent must be brought to the principal/secretary/teacher for a signature and then presented to the bus driver.
- Southwestern District students may ride the Cuba City District's transfer bus from the Kieler Campus to the Dickeyville Campus. Sign-up ahead of time is required to ride the transfer bus.
- Southwestern District students may ride Cuba City District buses to and from Cuba City District daycares that are scheduled stops on scheduled routes providing there is room on the bus. Sign-up ahead of time is required to be picked up or dropped off at a daycare in the Cuba City District.
- Cuba City District students may ride the Southwestern District bus to and from Southwestern daycares that are scheduled stops on scheduled routes providing there is room on the bus. Sign-up ahead of time is required to be picked up or dropped off at a daycare in the Southwestern District.
- Patience is requested the first few days of school until the normal timing of the bus stops is established. PLEASE have children ready BEFORE the bus stops so that students will not be missed nor the bus unduly delayed.
- Students are asked to board/leave the bus ONLY at home or on school property. Any change in this procedure requires prior written notification to the school, for the safety of the child.
- The school bus driver has the same authority as the student's teacher. Any failure to comply with the bus rules may endanger other bus riders and therefore may result in assigned seats, written notification, and/or loss of bus transportation, in the case of a third written Conduct Report being issued.
- In the event of bad weather or late start, please listen to the radio/TV first for announcements regarding delays or cancellation. Any information will be broadcast over the radio/TV as soon as it is available. **A weather delay or cancellation at Cuba City is also a delay or cancellation for everyone at Holy Ghost-Immaculate Conception School.**

Rules:

All children should know and behave by these rules. In particular, parents/guardians with children who ride the bus should review these rules carefully with each child. The rules are standard procedure for the safety of all passengers.

- Be on time for the bus.
- Be careful in approaching bus stops. (This applies to automobile drivers also.) If walking along a busy road, walk on the left shoulder facing traffic. If crossing a road, cross in front of the stopped bus after looking both ways to verify it is safe.
- Sit in assigned seats without disturbing or crowding others.
- Remain seated at all times the bus is in motion. Stand up only while the bus is stationary and only for the purpose of entering or exiting the bus at home or school.
- Be courteous to the bus driver and to all other students. Avoid loud noises and unnecessary confusion. Never allow anything to hang out of the bus window. Never throw anything on the bus or out of the bus window.
- Obey the driver IMMEDIATELY. A life may depend on it.
- Help keep the bus clean and orderly. Ask the driver for permission to eat food or chew gum on the bus. Be responsible to take all personal belongings off the bus.
- Any damage done to the bus will have to be paid for by those who caused the damage.
- The rear exit door is for emergency use only and will only be used in case of an emergency.
- In case a regular rider will NOT be riding the bus, it is important to notify the bus driver, either by calling the driver or calling the rider who boards the bus before your stop.

In the event of a violation of these bus rules, a phone call will be made to the parents or a written form will be sent home to be signed by the parents and then returned to the bus driver. A third written Conduct Report will result in suspension of rider privileges, until a meeting is held with parent(s) to resolve the problem.

Parents/Guardians are asked to impress upon their children the importance of safe and courteous bus behavior at all times.

**CANCELLATIONS/DELAYS**

On mornings when weather conditions are severe enough to cause school delays or closings in our area, this will be **determined by the Cuba City School District and Stratton Bus Company**. Please turn your radios to any one of the following stations:

WDBQ-Dubuque 1490 AM  
KDTH-Dubuque 1370 AM

KAT-FM-Dubuque 92.9  
KLYV-FM-Dubuque 105.3

Holy Ghost-Immaculate Conception School operates in conjunction with the Cuba City School District for cancellations, late openings or early dismissals. **If the Cuba City School District has a delay or cancellation, Holy Ghost-Immaculate Conception School does also.** In the case of doubtful weather, please listen to the radio or check the television to verify whether or not school is open, before sending children to school.

Parents of Kindergarten through Eighth Grade may receive notice by e-mail through TeacherEase and on Facebook of cancellations, late openings or early dismissals.

An early dismissal or cancellation due to bad weather also results in cancellation of after school or evening activities at Holy Ghost-Immaculate Conception School.

## **COMMUNICATION**

Parents are strongly urged to phone, email or arrange an appointment with a teacher and/or the principal with questions or concerns regarding school. Confidentiality is maintained within the limits of the family and staff immediately involved. Preference is given to handling all problems directly and immediately. However, phone calls and appointments should not be limited to problems. Ideas and suggestions, as well as offers of help, are all welcome.

A school-home folder will usually be sent home each Friday (with few exceptions) for parent signature and return of the folder on Monday or the next school day. Effort will be made to send information from school only in the Friday folder. This includes announcements from every source, including Booster Club notices and the monthly school calendars and menus (which will normally be sent on the last Friday of the month). Parents are asked to watch for this school folder, read its contents, and sign the line on the folder for that week to verify receiving it.

If/when a problem occurs, the expected procedure for dealing with the problem is:

Step 1 - Contact the teacher, coach, or bus driver and the adult who is immediately in charge.

Step 2 - If still concerned, contact the principal.

Step 3 - If still not resolved, contact a member of the Education Commission or Pastor.

With parent help, we work very hard to resolve problems immediately and within the school setting.

Visitors are welcome at school and are asked to stop at the office as they enter or depart from the building. Visitors are asked to drop off items for students in the office and the items will be delivered to the classroom to avoid classroom interruptions.

## **COMPUTERS, INTERNET, AND RELATED TECHNOLOGIES**

A computer lab is available for all students where instruction is given on a weekly basis in computer skills including keyboarding. Keyboarding is taught in kindergarten to eighth grade by the technology teacher. Each student at the Kieler campus has access to a Chromebook and each student at the Dickeyville campus has access to a tablet for instruction, drill and practice as needed. Internet connection is available in every classroom. **Parents and students are to sign a Device Policy at the start of each school year.** A school website is set up and can be accessed at: [www.hgicschool.com](http://www.hgicschool.com)

Acceptable Use:

The use of computers, Internet and related technologies by employees, volunteers, and students must be:

- Ethical and supportive of education, analysis, and research.
- Consistent with the educational objectives of Holy Ghost-Immaculate Conception School and the Madison Diocese.

Unacceptable Use:

- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.
- Use for commercial activities.

- Use for product advertisement, political lobbying, game playing, on-line music providers, unauthorized “chat”, or chain letter communication.
- Additional examples: pornography, information on bombs, inappropriate language and communications, flame letters, etc.
- Acts of vandalism: Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.
- Unauthorized use of another’s computer, access accounts, and/or files.
- Use of social media or unauthorized e-mail accounts by students during the school day.
- Videotaping by staff or students of any HG-IC students without principal and parent permission.
- Photographs uploaded onto any public internet domain (i.e. YouTube).

**Privileges:**

- The use of computers, Internet and related technologies is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, school disciplinary action, repair or replacement costs, and/or appropriate legal action.
- Each user who is provided access to computers, Internet and/or related technologies will participate in a discussion with assigned staff person(s) concerning their proper use. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user’s access due to unacceptable use.

**Warranties:**

- The educational programs governed by Holy Ghost-Immaculate Conception Education Commission make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions.
- Use of any information obtained via computers, the Internet and related technologies is at the user’s own risk. The educational programs governed by the Holy Ghost-Immaculate Conception School Education Commission specifically deny any responsibility for the accuracy or quality of information obtained through its services. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Internet and related technologies that is not previously approved as part of this school’s budget.

**CONFERENCES**

Parent-Teacher conferences are scheduled for all families at the end of the First Quarter and by choice, but strongly encouraged, at the third mid-quarter for grades three to eight and at the end of Third Quarter for pre-school to grade two. Parents are encouraged to contact the teacher and/or the principal at any time during the school year with concerns and/or suggestions.

**COPYRIGHT**

It is the policy of the educational programs governed by the Holy Ghost-Immaculate Conception School Education Commission that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by

- Copyright law
- Fair use guidelines
- Specific licenses or contractual agreements or other types of permission



Employees, volunteers, and students who willfully disregard copyright law are in violation of board policy, doing so at their own risk and assuming all liability.

### **DEVELOPMENT COMMITTEE**

The Holy Ghost-Immaculate Conception School Development Committee is formed of parents, staff and parishioners to ensure the continuation of our Catholic School. The committee meets monthly and attends workshops that are available and sponsored by the Diocese of Madison to work on development, operational viability, fundraising, marketing, communication, enrollment management and engagement.

The Goals of the Development Committee are as follows:

- Create and communicate the development vision
- Develop strategies for welcoming new families and retaining existing families
- Create and implement an annual school fund drive to help ensure the financial viability of HG-IC

Anyone interested in seeing the continuation of Catholic education in our parish communities and would like to join the committee, please contact either school office or e-mail at [develop@hgicschool.com](mailto:develop@hgicschool.com).

### **DISCIPLINE**

Students and Teachers of Holy Ghost-Immaculate Conception School have the right to:

- Work and learn in a safe, healthy environment.
- Take responsibility for their own behavior.
- Solve problems by cooperating, not by getting even.
- Belong by being a contributing member of the group.
- Set positive personal goals in a supportive environment.

Holy Ghost-Immaculate Conception School is committed to fostering an environment which is safe and conducive to the learning process and free from unnecessary disruptions. We also strive to maintain a safe environment for the staff and students that is respectful and free from physical, psychological and verbal harassment.

Discipline systems require progressive stages of disciplinary action. Principal and teacher will confer and phone calls to parents will be made according to their discretion. Keeping parents informed is of primary importance.

Components of our school reward program may include but are not limited to:

- Classroom Rewards: Each teacher will determine his/her classroom procedure for acknowledging student behavior in the classroom. These acknowledgements must receive prior approval of the principal and adhere to normal school policies.
- Individual Acknowledgements: Grades 4-8 Academic Honor Roll is published quarterly. Certificates/Medals/Ribbons may be given for special achievement in such areas as Presidential Academic Fitness (8th Grade), Spelling Bee, Student Council, Track Meet and/or by teacher or principal decisions.

Classroom Procedures: The HG-IC core values are the umbrella statements from which all classroom rules flow. Each teacher will determine his/her procedure for dealing with minor student misconduct. This procedure will be clearly seen/known by the students in the classroom and written out for the principal, with a copy sent home to the parent/guardian in a Friday folder the first month of school.

School Discipline Plan: All grades Kindergarten through Eighth Grade will be using Crusader Bucks. Each student will be given a certain number of Crusader Bucks at the start of each quarter. When there is an infraction of one of our core values (Be Respectful, Be Responsible, Be Resourceful and Be Faithful to Christ) by a student, one or more Crusader Bucks will be taken from that student. When a student does a random act of kindness or something good, a teacher may reward them with a Crusader Buck. Any teacher may take a Crusader Buck from a student as well as give them a Crusader Buck. At the end of the quarter, there will be a reward activity. Each student will participate in that activity based on the number of bucks they have at the end of the quarter. Every Friday, teachers or students will inform parents of the Crusader Bucks their child lost or gained during the week using the Friday folder communication sheet.

### **DRESS CODE**

The dress code for Holy Ghost-Immaculate Conception School is aimed at encouraging students to dress in clean, neat, and modest clothing. It is believed the way a person dresses both affects and reflects that person's attitudes and feelings. The students at Holy Ghost-Immaculate Conception should reflect positive Christian values in their clothing and in their behavior. School is their work environment.

Students are requested to dress up on Mass days. Please wear the orange school t-shirt or any shirt with the school logo on (no track t-shirts though) with dress pants, khaki pants, nice jeans or skirts. Student Council shirts are allowed. Jogging/sweat/swish/oversize-type pants are to be avoided. The class doing the readings and carrying of the gifts may dress in nice clothes for their Mass if they choose to do so. Watch the monthly calendar to see which class has the Mass on Wednesday or Thursday every week. If wearing sweatshirts to Mass, students should wear an HG-IC sweatshirt, plain sweatshirt, or one with as little writing or as small of a picture on as possible. Please avoid athletic sweatshirts, and sweatshirts with large print or large pictures. Students should still wear the orange school shirt or an HG-IC shirt in case they get warm and want to remove their sweatshirt during Mass.

Students may wear jeans, but are asked to avoid holes and frayed cuffs. Brand names and neat mends are treated with equal courtesy. Shirts/tops/blouses should be long enough that the midriff does not show. If wearing leggings or yoga pants, shirts must be fingertip length. Shoes/sandals must be worn at all times. Sandals should have a back strap on them or cover at least half of the foot to stay on the feet. If teachers feel that the sandals are unsafe for walking and playing, students will be asked to stand at recess and be asked to not wear them again. Sandals with a back strap or tennis shoes must be worn for recess play on the playground equipment. Also tennis shoes must be worn for gym class.

Students should dress appropriately for the weather. Shorts can be worn before October 15 and beginning April 15 when weather permits.

### **The following are unacceptable and should not be worn to school:**

- Baggy or sloppy clothing.
- All skintight clothing.
- Compression basketball tights.
- Tank Tops and Dresses: shoulder straps on tank tops and dresses should be 2-3 inches in width and not permitting bra straps to show. Low cut tops and off the shoulder tops are also inappropriate.

- T-shirts: Armholes on t-shirts or sport shirts should not be cut open or so large that the underarm and body side is showing.
- Any screen printing or words on the seat of the pants.
- Underwear or midriff should not be showing in the length of any garment.
- Shorts, rompers or skirts shorter than fingertip length with arms and legs fully extended.
- Black soled shoes that leave black marks on the floor.
- Flip-flops or other shoes that do not stay on the feet at all times or allow safe walking and playing.
- No body piercing or tattoos except for pierced ears on girls.
- Any other dress, hair color or appearance that is disruptive to the school environment or deemed inappropriate by the principal.

Students wearing clothing that is inappropriate or disruptive will be asked to make an adjustment immediately or for the future. If persistence continues, parents will be contacted for assistance with the problem.

The principal reserves the right to make changes or additions to the dress code as the year progresses if something is deemed inappropriate. If it is questionable, it is best to not wear it to school or bring a second outfit to change into.

Parents need to monitor what their children wear to school. Please be sure children are dressed appropriately for the weather. By registering at Holy Ghost-Immaculate Conception families are agreeing to abide by this school's standards for clothing, as well as for conduct and academic achievement. The dress code is reviewed by the staff and Education Commission annually in the spring. Suggestions for changes are accepted at that time.

### **DROP OFF AND PICK UP**

When dropping off students at the Dickeyville campus, you may do so in the front of school as long as you do not park in the bussing lane. Behind school, by the gym entrance is also appropriate for meeting your child after school, or on the side street past Countryside Studio. All students are to use the sidewalk in front of school and on the side street past Countryside Studio to meet their ride after school or to walk home.

When dropping off or picking up students at the Kieler campus, the parking lot is appropriate. The students are not to play there while cars and/or buses are waiting or moving there.

Students who must wait for a ride do so by the school doors until the bus has loaded and departed.

### **DRUG-FREE/SMOKE-FREE/TOBACCO FREE/WEAPON-FREE SCHOOL ZONE**

Holy Ghost-Immaculate Conception is a designated drug-free/smoke-free/tobacco free/weapon-free area. This school participates in County, State, and Federal programs to instruct our students in Self-Esteem and saying No to drug and tobacco use/abuse. Any violation of laws on school grounds will be referred to the proper civil authorities.

It shall be the policy of the Holy Ghost-Immaculate Conception School Education Commission to take positive action through education, counseling, parental involvement, medical referral and/or police referral in the handling of incidents in the school, on the bus or at school sponsored activities involving the possession, sale, and/or use of any illegal drug or intoxicant. The Education Commission reserves

the right to suspend or expel any student found possessing, distributing and/or using any illegal substance in connection with any school related activity.

Legal Ref: Wisconsin Statute 118.126 Approved: Sept. 11, 1990

Possession of a dangerous weapon, object or ammunition is prohibited. A weapon shall be defined as any object designed or used to cause harm. The principal, pastor, and Education Commission shall have the authority to determine the extent and nature of the disciplinary action based upon the student's age, the actions of the student in possessing and using the weapon, and the student's intent. A student in possession of a firearm could be expelled for up to twelve months.

#### Prohibited Look-alike Weapons:

Look-alike weapons are prohibited at school or on the school grounds. A look-alike weapon is an item that resembles an offensive or dangerous weapon or object, including, but not limited to; squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades, and other similar items. The principal shall have the authority to determine the extent and nature of disciplinary action based upon the student's age, the action of the student possessing and using the look-alike weapon, the student's intent, and the nature of the look-alike weapon's approximate resemblance to a real weapon.

### **EDUCATION COMMISSION**

Throughout this handbook, you will read about the Education Commission. The Education Commission serves as a policy recommending body for our school. Here are the current 2018-2019 members' names, phone numbers and email addresses:

Diana Schulz (President)  
608-778-1069  
[dianalynn748@yahoo.com](mailto:dianalynn748@yahoo.com)

Kenny Fleege (Vice-President)  
563-590-6373  
[Ken.fleege@racom.net](mailto:Ken.fleege@racom.net)

Hannah Brant (Secretary)  
608-568-4317  
[hbrant@pssi.co](mailto:hbrant@pssi.co)

Ben Schroeder  
414-940-8858  
[schroederbe@gmail.com](mailto:schroederbe@gmail.com)

Troy Runde  
608-732-1779  
[troy@advancepump.com](mailto:troy@advancepump.com)

Kirk Barth  
563-590-8431  
[kmbarth80@gmail.com](mailto:kmbarth80@gmail.com)

### **ELECTRONIC DEVICES**

All electronic devices are to be turned off and handed in to the classroom teacher at the start of the school day and will be returned at the end of the school day. They may be used with the express permission of a teacher in that teacher's presence. Neither the school nor the school personnel may be held responsible for these items. Students caught using the device during school hours or not turning them in, will have it confiscated and parents will have to pick up the device in the school office.

### **EMERGENCY RELOCATION**

In the event that students would need to be evacuated from the school building and not be able to return to it, students would be moved to the Sun Valley Apartments in Dickeyville or the Jamestown Fire Station in Kieler. Information will be placed on the usual radio stations for parents to pick up students.

Those not picked up will have phone calls made to parents. No child will be sent home without parent notification.

Parents are discouraged from calling the school during any emergency that may occur. School phone lines need to be kept open so that communication may be made with the proper authorities.

### **EMERGENCY/WEATHER RELATED SITUATIONS**

In the case of bad weather or other situations when school may need to be canceled during the school day without prior notification, it is imperative that parents listen to the usual radio stations to keep informed as the day progresses, or watch for an email through TeacherEase or check Facebook for grades K-8. It is equally important that each child knows that when there is an unplanned early release, how they are to proceed home, either in the usual manner or to an alternate site. Parents will receive a paper for recording this information. It is vital the school have this information on file, especially in cases where no one is at home during the school day. Please try to develop a simple, straight plan that each child can remember.

### **EXTRA-CURRICULAR ACTIVITIES**

Goals for Participation:

- Each student can learn from his/her involvement in the activity.
- Each student can enjoy his/her experience.
- Each student can fully participate in the activity.
- Each student can understand and appreciate the importance of working together as a group of people having shared goals.
- Each student can develop a healthy attitude about sportsmanship.
- Each student can share in the reality of winning and losing.

Guidelines for Participation:

- A student must maintain a 77% (C) or above in all subjects, and/or must be working up to his/her potential in order to participate in extra-curricular activities. Each student's behavior must also be an example of a good Christian and citizen.
- Participation in an extra-curricular activity is an earned privilege, not a right. The student who participates must be responsible and behave so as to reflect favorably on self, family, school, and parish.

Definitions of Terms:

- Extra-curricular activities include but are not limited to: retreats, field trips, school programs, sports (games), and Student Council.
- Working up to Potential means the student is giving his/her best effort in all areas. This includes using good study habits and appropriate classroom behavior, as well as learning the subject matter.

Procedures for Problems:

- Academic: If at any time, a student's grade in any subject drops below 77%, the student and teacher will meet and agree on student's plan of action to improve. An eligibility notification form with a warning notification on it will be sent home. **A student is allowed one warning per semester per subject.** If after one week, the grade(s) do not improve and the student's grade(s) are below 77% because of lack of effort (late/incomplete work, lack of study, etc), then

the student becomes ineligible for participation in extra-curricular activities (including practices) for one week or until the teacher sees improvement. A second eligibility notification form with an ineligible notice on it will be sent home and coaches notified. If the student shows acceptable effort and/or grade(s) improve to 77% or above by the end of one week, then the student is again eligible to participate, according to the rules of the specific extra-curricular. A second deficiency will require a conference among student, parent/guardian, and teacher.

- Behavior: All students are expected to display proper behavior and attitude at all times. This will be handled on an individual basis depending on severity and frequency. Ineligibility will be at the discretion of the teacher with principal approval and parent notification. An Eligibility Notification form will be used for behavior concerns also.

## **FACEBOOK**

Check out the Facebook page, Holy Ghost-Immaculate Conception School, to see what is happening around school and the many different activities.

## **FIELD TRIPS**

Classes are encouraged to take educational field trips, with the approval of the principal. Each student must have written permission of their parent/guardian in order to participate in a school field trip and be in good standing with their teachers and class work. This permission form will be sent home prior to the event and must be returned for the child to attend the event.

Adults who volunteer to drive for a field trip must be at least 21 years of age, have a valid driver's license, a safe driving record, have completed Virtus training and a background check by the Diocese. They must also have adequate automobile insurance (minimum of \$100,000/\$300,000), complete the form to this effect and have this form on file in the school office before transporting any Holy Ghost-Immaculate Conception children other than their own. Each school year a new form needs to be completed and on file. One form is adequate for all school-related academic and sports trips in the same school year.

The Virtus: Protecting God's Children training is required by the Madison Diocesan Board of Education to be on file in conjunction with a background check for every adult who will be alone supervising one or more school children (other than their own) in any capacity, to further insure their safety. Training sessions are available on-line. One training session is all that is required.

In addition, adults who volunteer to drive for school events may transport only as many children as their vehicle has seatbelts (1 each) and be responsible to have the children in their vehicle wear seat belts at all times the vehicle is in motion. Also children under 8 years of age, under 80 pounds or shorter than 4'9" are required to have a car seat or booster seat. This is according to Wisconsin State law.

The teacher and/or principal does have the right to deny a student attendance on a field trip due to the student's inappropriate behavior or other concerns, such as academic grades. This issue will be discussed with parents of the child. In the case where a student will not be allowed to attend the field trip, the student is still required to be in the school building or be considered absent for the day. If the classroom teacher and principal deem it appropriate, an alternate assignment will be given to the student missing the trip.

School bus transportation may be used when the number of students attending the event is large enough to merit a school bus rental and be within a reasonable cost.

When the field trips include lunchtime, the school may provide a sack lunch for the students at the usual school lunch cost of \$3.00. If taking their own sack lunch, a milk may be purchased for \$.40. Parent drivers and chaperones may also request a school sack lunch for \$3.50.

## **FUNDRAISING**

School fundraising projects must be approved by the Education Commission and/or Parish Council. Our annual projects include but are not limited to: SCRIP at both school sites, Calendar Raffle, a Fish Fry for both school sites, Vesperman Donut and Kettle Corn Sales, School Breakfasts at the Kieler Campus, the annual Book Fair, AmazonSmile and Shoparoo. These provide needed income for the school budget to help cover in-school expenses for the year and therefore, all families are requested to work, donate, buy SCRIP, and attend as much as possible to make these events successful.

SCRIP is available at the Holy Ghost-Immaculate Conception School offices for businesses where you shop. SCRIP is also available on-line. The % given to the school varies, but there is no additional cost to the purchaser. The % donation goes directly to the school. A bonus for school families is that when using SCRIP, 1% can be credited for your child's tuition at the beginning of each year if the amount is \$5.00 or greater. Additional information is available at each school office.

Every family is asked to help sell, work and buy tickets as much as possible. But students should never go door-to-door to sell. Each family is required to work two of the events (breakfasts and/or fish fries). Each family will be assigned an event to work. If that date does not work, you may switch with another family for the other date or event. Students in grades 5-8 are also needed to work when their parents work. These profits go directly into the school account to help pay expenses and salaries. **If your family cannot work one of the events, we are asking for \$150.00 for each type of event.** For example if you could not work the two events you would owe \$300.00.

There are also various Student Council service projects during the year for students to earn and/or donate for others in need. All students are encouraged to participate in these service projects to the extent that they are able.

Please be aware also of the following additional sources of income, remembering no one is requested to change purchasing habits but only to save/use if these apply.

- General Mills Box Tops for Education (save logo with this name and expiration date)
- Recycling (clean aluminum cans at both school sites)
- Computer printer cartridges (not the large ones)
- Prairie Farms milk caps for white gallon and half gallon jugs
- Milk Moola caps and bag tops for all flavors of milk and orange juice

## **GRADING AND REPORTING GRADES**

Grades are earned by students and indicate their personal effort and success in school.

When percentage and number equivalents are needed, the following are used for grades 3-8:

A	93-100	(4 pts.)	(Excellent)
B	85-92	(3 pts.)	(Very good)
C	77-84	(2 pts.)	(Satisfactory)
D	70-76	(1 pt.)	(Poor)
F	69 and below		(Unacceptable)

The following are used for grades 1-2:

V	90-100	Very Good
S	77-89	Satisfactory
U	76 and below	Unsatisfactory

The following are used for grades 1-8 for Characteristics of Successful Learners

- 1 – Exceeds Expectations
- 2 – Meets Expectations
- 3 – Below Expectations

The following will be used for Kindergarten:

I	Independent
D	Developing
N	Needs Improvement

Report cards are sent home at the end of each quarter. Mid-term reports are issued for Grades 3-8 usually on the Friday of the fifth week of the quarter. Grades for students in grades 1-8 may be viewed on-line. Students in grades 3-8 may view their own grades through their school e-mail.

Report cards and mid-term reports will be sent home in the Friday folder, unless they are given at a conference, along with a signature slip which should be signed by the parent and returned to the classroom teacher. The reports themselves may be kept at home.

Each quarter an Academic Honor Roll will be published for Grades 4-8. Letter grades for each subject are determined on percentages as indicated above, while Honor Roll is then calculated on a 4 point system.

Honors 3.0 to 3.4

High Honors 3.5 to 3.7

Distinguished Honors 3.8 to 4.0

Honorable Mention may be awarded to students who have not reached 3.0 but have worked hard and given their best effort.

Subjects included for the Honor Roll are Religion, Reading, Math, Language Arts, Spelling, Social Studies, and Science. Art, Music, Technology, Physical Education, and Spanish for grades 4 and 5 and Life Skills (which includes Spanish) for grades 6, 7 and 8 will count for one fifth of a grade included in the Honor Roll. In other words, these five subjects will be averaged for one grade toward Honor Roll.

ASSIGNMENTS are due as clearly indicated by the teacher. For grades 3-8, it is the student's responsibility to put this information in his/her Assignment Notebook (provided at school), use class study time to work, start long-term projects immediately, and hand assignments in on time. Questions



should be directed to the teacher. Assignments will be monitored by the teacher. Parents will be notified of late assignments through phone calls, notes, or e-mail. At the discretion of the teacher, assignments one day late may receive less credit than on time. Later than one day may or may not receive credit but should be handed in. Exceptions may be made for long-term illness, or other special needs. A student who is absent from school is responsible for all work missed. In the case of a planned vacation, as much schoolwork as possible should be completed before the absence, unless prior arrangements are made.

MAJOR TEST GRADES in grades 3-8 that are of poor quality or unacceptable (D or F) will be sent home for parents to see. With this additional communication, we are hopeful that student learning can be monitored more closely and motivation from both home and school can result in improvement of the quality of each student's work.

### **GUM CHEWING**

Gum chewing is NOT allowed in school, on school property, or on a school field trip due to the difficulty of cleanup. Gum may not be given as a treat during school.

### **HEALTH**

The Grant County nurse visits the school on a regular basis, about once a week. Vision screening for grades kindergarten to grade 5 and hearing screening for grades kindergarten to grade 3 are conducted once a year. Student immunizations and health records must be kept up-to-date.

If a child has any health condition including allergies of which the school should be aware, the principal, secretary and teacher should be notified. There is a form to fill out to facilitate this. Any information labeled confidential will be maintained as such.

When a child is ill, it is a parent/guardian's responsibility to keep that child home until the child is well again. A child should be fever free without medication for 24 hours before returning to school. If a child has been ill, he or she should not return to school until he or she is ready to participate in all school activities including recess. If your child cannot participate in Physical Education or outdoor recess because of a doctor's recommendation, this order must be sent to the school office.

Other problems which frequently cause headache or stomach ache are lack of breakfast and lack of sufficient sleep. Children use so much energy, it is vital they get sufficient sleep and get up early enough to eat breakfast. These are major ingredients to a child's good health.

In the case of a child absent from school for illness, that child must also miss any after school or evening activity that same day.

### **HEALTH EMERGENCY INFORMATION**

Each family is asked to complete or update health emergency information. In case of illness or accident, the school must have information on how to reach parents. In the case of inability to reach the parents, the school must know the parent's wishes on how to deal with the emergency. The school will do its best to abide by parental directives in the case of emergency, but the welfare of the child will be the overriding concern. Please consider carefully the two people to be called in case of illness or emergency because they will be called in the order indicated.

## **HEALTH INSURANCE**

Holy Ghost-Immaculate Conception School and Parishes do not carry any insurance coverage for students. Only in the case of negligence would the school be liable and be covered by insurance.

## **HOME AND SCHOOL**

All school families are members of the Holy Ghost-Immaculate Conception Home and School. Events scheduled by the Home and School board members are coordinated with the school calendar and sent home to the school families each fall. Each grade is asked to support one particular event during the school year. Several families from that grade are assigned the event by the board. All families are asked to participate as requested or to provide a substitute to the committee. Anyone interested in joining the board, contact the principal.

## **HOMEWORK**

Homework is considered to be an essential part of the educational success of Holy Ghost-Immaculate Conception. Neatness and completeness will be stressed concerning all schoolwork. Homework is also a part of your child's grade and late work has very serious consequences.

Homework time should be used wisely at all levels. If you have a primary grade child who may not have homework, then discussing the day's events and doing some reading or math facts would be beneficial. Middle and upper grade children need a quiet place to study, but also have to have a parent available for some help, consultation or review. The following 10 points are valuable to all parents no matter what grade their child is in.

- Provide prayer experiences at home.
- Listen to the content of his/her day. Discuss facts and ideas that emerged from the day's events.
- Encourage your child to share the products of the day. You will be proud of them.
- Provide a special place to put things that need to be returned to school.
- Read silently or orally with your child. Ask "how" and "why" questions.
- Help your child to study spelling words and to be aware of the use of correct spelling and grammar.
- Encourage and help with memorization of mathematical facts and the simple use of them.
- Discuss current events.
- Encourage and/or help your child look up answers to questions in reference books, textbooks and with computer services.
- Encourage writing. Use written messages and expect written responses.

Students in grades 3 through 8 use an assignment notebook from their classroom to organize this task. Parents should be aware of checking on the use of this notebook and establishing it as an organizational tool for the child. In Kindergarten, student homework is directed by the teacher through classroom procedures or a note with specific directions for an assignment. If you have any questions or concerns about your child's homework please don't hesitate to contact the teacher involved. Communication is the key to all success for our children.

## **LIBRARY**

Checking out books from the library at both campuses is once per week per class.

At the Kieler campus library, books are checked out for a two week period, renewable, if needed, unless there is a waiting list for the book. If a book is overdue, a fine is assessed at \$.05 per school day.

At the Dickeyville campus library, teachers will notify students when books are overdue. After one month, the principal will send a note asking for the replacement cost of the book if not returned. Missing or damaged books will be charged full replacement cost. Returning the book is preferred to payment.

### **LITURGY AND OTHER FORMS OF PRAYER**

Liturgy for grades K-3 and 8 will be on Wednesday at 8:15 at Holy Ghost Church. Liturgy for grades 4-7 will be on Thursday at 8:15 at Immaculate Conception Church. The eighth grade attends the Holy Ghost liturgy to support the younger children's participation at Mass. Each liturgy will be planned on a rotating basis and the grade planning it will be announced on the monthly school calendar. Your presence at these school liturgies are welcomed and appreciated.

In addition, there will be regularly scheduled prayerful celebrations of the church seasons and feast days, as the Rosary in October and May, the Stations of the Cross during Lent, May Crowning during May, among others. Students in grades 2-8 will also have the opportunity for the Sacrament of Reconciliation during Advent and Lent. Students in grade 5 will also have the opportunity to become commissioned as altar servers during the year.

### **MEDICATION POLICY**

Holy Ghost-Immaculate Conception School will administer medication in accordance with Wisconsin Statue Chapter 118.29. The school may administer any prescription medication to a student in compliance with the written instructions of a medical provider and written consent from the student's parent or guardian. Administration of nonprescription medication requires the written instruction and consent of the student's parent or guardian. Students with asthma may possess and self administer an inhaler with the written approval of the student's physician and parent or guardian. Forms may be obtained from either campus office or on the school's website, [www.hgicschool.com](http://www.hgicschool.com).

#### **Administering of Medications**

Medications will be administered by school employees. The school employees who are authorized to administer medications are immune from civil liability for his or her acts or omissions in administering medication to a student unless the act or omission constitutes a high degree of negligence.

#### **Prescription Medications**

A written signed statement from a medical provider must be on file at the school authorizing school personnel to administer any medication. The statement must include:

- Student name and date of birth
- Medication name, dose, route frequency, time/conditions and duration
- Reason for medication
- Precautions, possible reactions if applicable
- Name of medical provider
- Parent/guardian signature, medical provider signature and date

Prescription medications must be supplied in a pharmacy-labeled container indicating the correct dosage and administration instructions. Requests must be renewed each year or more often if changes occur.

### **Non-prescription Medications**

Non-prescription medication (over the counter) which is FDA approved can be administered if a written, signed statement from the parent/guardian is on file at school authorizing school personnel to administer.

Non-prescription medication must come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose. It must be supplied by the parent in the original container with the student's name affixed to it. This includes cough drops, throat drops and creams. If a parent wishes for a student to exceed the recommended therapeutic dose, they must provide a signed statement from their medical provider. Any non-prescription medication intended for long-term use on a daily basis must be accompanied by a medical provider's signature.

### **Self-administered Medication**

Students with asthma may possess and self administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the written approval of the student's medical provider and the written approval of the student's parent or guardian. A copy of this approval will be present in the student's school and maintained in the student's medical record. This approval is to be updated annually.

### **Medication Storage**

Medication will be stored in a secure location in the office. Medication will be stored to maintain quality (such as refrigeration if needed). The parent/guardian shall pick up unused portions of medication within seven days after the completion of the school year or when medications have been discontinued. After written or verbal notification, medications will be destroyed.

### **Documentation**

An individual student record of administered medication will include the following:

- Name, birth date, grade and school year
- Medication name, dose, date and time given
- Signature of person administering
- Dose changes, dated with the signature of medication administer
- Documentation of medication must be completed immediately after the administration to the student to assure accuracy.
- Documentation of medication errors must be completed immediately. An incident report should be completed along with phone notification of parents of student involved.

If a student refuses their medication, the parent or guardian will be notified immediately. The student medication record(s) will be maintained in the student medical records after discontinuation of the medication.

Designated school personnel have the right to refuse to administer medication to students when the medication administration procedures have not been completed.

This policy was approved by Julie Leibfried, RN.

## **MEMORY BOOK**

An annual memory book is put together by the eighth graders during their life skills class under the guidance of the teacher. The memory book can be ordered in the late spring when a form comes home and will be sent home or can be picked up when they are ready.

## **NON-HARASSMENT POLICY**

All persons involved in educational programs are entitled to a working and learning environment free from all forms of discrimination, harassment, and intimidation, including sexual harassment. Sexual harassment includes, but is not limited to, unsolicited and unwelcomed sexual advances, requests for sexual favors, or other sexual conduct, whether verbal, visual or physical.

If an educational employee, volunteer, or student is subjected to, or aware of, sexual harassment or intimidation, that person must immediately report the alleged harassment to the teacher and/or school administrator. If the school administrator is part of the complaint, said complaint is given to the pastor. All such complaints must be put in writing and must be investigated, maintaining as much confidentiality as possible in the given circumstances.

## **PARTIES**

Classroom parties will be of limited time and in honor of major holidays, at the discretion of the teacher and the principal. A snack may be shared on the occasion of a student's birthday, again at the discretion of the classroom teacher. At all times, healthful snacks and/or wrapped food are preferable for sharing for sanitation purposes and to avoid major cleanup problems.

Non School Parties: Words cannot express the disappointment a child feels when all or most of his/her classmates have been invited to a birthday party, slumber party, etc. and he or she has been left out. This kind of disappointment knows no age levels and is hurtful for all involved, those invited, those not invited, teachers and other staff members. If your child is going to distribute invitations at school they should go to all students or all students of the same gender in his/her class. If not, then the invitations will need to be sent by mail, done over the phone or distributed outside of the school grounds.

## **PAYMENT OF FEES**

In order to avoid any confusion or mistakes we ask that all money, whether cash or check, be sent to either school and be clearly **marked in an envelope** that includes the child's name or family's name and the purpose of the money.

For tuition, please make checks payable to Holy Ghost-Immaculate Conception School.

For milk or school lunch make checks payable to HG-IC School Lunch Program.

Please do not combine checks for tuition, school lunch or a special event. Checks may be sent to either school office.

## **PHYSICAL EDUCATION**

Growing children need physical exercise and fresh air. To meet this need, recess is scheduled each day as well as structured physical education classes. Participation is expected by all the children unless there are extenuating health reasons which must be documented in writing from the parent and/or doctor.

Written excuses must include the length of time in effect.

Tennis shoes must be worn by all students during Physical Education class. A child should not be participating in Physical Education class if they do not have tennis shoes and this will lower their grade for Physical Education. We ask that tennis shoes that do not leave black marks be kept at school. This also eliminates a child from having to wear boots all day in the winter when they forget their shoes. Shorts are acceptable clothing for Physical Education class, provided they are loose and finger tip length. T-shirts with sleeves are required. Grades 4-8 are required to bring a change of clothes and are also encouraged to bring deodorant on PE days.

### **PLAYGROUND RULES AND REGULATIONS**

- Follow the Core Values at all times.
- Play within the boundaries.
- Doorways to school are off limits, except to enter or exit the building.
- Students should take outside everything (appropriate clothing for the weather and play equipment) that they will need for the recess period.
- After recess, students should bring back into school everything they took out for recess (clothing and equipment).
- Bathrooms are off limits during recess, except in case of emergency.
- Mud, wet grass and ice are to be avoided at all times.
- Items thrown on the school roof that do not come down on their own may stay up there.
- REMINDERS: no tackling or carrying people, no spitting, no gum or food, no teasing, no taking other people's property, no hands touching basketball hoops or nets, no kicking balls against the school wall or in the gym, no using equipment in unsafe ways, no tag on the playground equipment.

### **PLAYGROUND SUPERVISION**

Playground supervisors, whether teacher or parent are responsible to ensure the safety and well-being of all students. Playground supervisors must be on the playground and vigilant at all times during the recess period. Student problems are handled immediately by the supervising teacher and brought to the attention of the classroom teacher and, if necessary, the principal.

A supervisor who must leave the playground area while students are present must first send for an adult to supervise the playground in his/her absence.

If parents are interested in helping and volunteering time to assist with this, please contact the school office. Virtus training and background checks are required to volunteer.

### **PLAYGROUND-WEATHER RELATED ISSUES**

Students must always come to school adequately dressed to participate in outdoor recess. Students are expected to go outdoors for recess except for inclement weather. The temperature guideline for staying indoors for recess is the temperature/wind chill/real feel of below 10 degrees Fahrenheit. But teachers do have the discretion of going out below 10 degrees if they feel the weather temperatures are safe for the students.

Coats should be worn when the temperature is 40 degrees or below. Hoodies, sweatshirts and fleeces are not considered appropriate outer wear for winter temperatures below 40 degrees.

Boots must be worn outside when snow is on the ground to prevent the student from wearing wet shoes all day at school. Students without boots are confined to dry areas of the blacktop. It is required that students wear shoes at all times in the school building. If remembering to bring shoes is a problem during boot weather, then the students should leave a pair at school. Students who wish to go off the blacktop on snowy days must also have an extra pair of pants or snow pants at school to avoid sitting in wet clothes the rest of the day. It is expected students wear hat and mittens or gloves during the cold weather. Please be sure students have the clothing they need for expected or unexpected changes in weather.

### **PRIVACY POLICY**

Holy Ghost-Immaculate Conception respects the right to privacy of each student and his/her family. Discipline procedures are handled within the building with the appropriate teacher(s), principal, student, and pastor, if needed. Staff from Holy Ghost-Immaculate Conception School will not discuss a student's problems with anyone except the student's own parent/guardian or in a problem solving group of professionals coming up with a plan for the future.

In return we ask that parents/guardians keep school problems within the school building. This is a matter of loyalty to one's school family, respect for self and others, and also facilitates problem solving.

### **RELEASE OF STUDENTS FROM SCHOOL**

No student will be released to anyone other than a parent/guardian without written notice or a phone call by the parent to the school office. When necessity demands and parents come to pick up a child unexpectedly, the parent/guardian should stop first in the school office. We will then notify the teacher involved and the child. Students will not be allowed to leave the premises alone during the school day without prior written parent permission. Parents are encouraged to schedule medical and dental/ortho appointments outside of school hours whenever possible. Release of students from school is coordinated with the school attendance policy.

### **SAFETY**

Children's safety is of major concern of the school, but parental cooperation is necessary to build good habits. We strongly suggest and encourage parents to discuss basic safety rules with their children: crossing the street properly, not talking to strangers, establishing a safe route to and from school, and safety procedures on the bus. Faculty and staff continually provide reinforcement of these basic rules and supervision throughout the school day for all students.

#### **Building Security:**

Students in all grades at both sites will enter and exit through the main front door. All doors of the school buildings are locked at all times during school hours at both sites. Please use the buzzers at the entrances and announce who you are. At both buildings, please proceed to the office so that we know you are on site before going anywhere else in the building. We ask that you also stop in the office before leaving by the main door.

#### **Fire Drills:**

Holy Ghost-Immaculate Conception School will conduct one fire drill at each site per month so that students are familiar with quick and safe evacuation in case of fire. One of these drills may also be

supervised by the Volunteer Fire Department and may include the use of simulated smoke so that the children can readily recognize the danger of fire and smoke and the volunteers that are there to help them.

#### Tornado Drills:

Tornado drills are held in the spring at each site every year to be prepared in the event of threatening storms. Students are instructed to proceed to areas of the building that provide for the greatest safety.

#### Lock Down Drills:

Lock down drills are held periodically to ensure safe responses from all, should the need arise.

#### Evacuation:

Teachers are in-serviced on the procedures for an evacuation should the need arise. This plan, however, is not practiced.

### **SAFETY PATROL**

Eighth grade students and teachers serve as safety patrol people for Holy Ghost-Immaculate Conception at both sites as needed. Seventh grade will be trained at the end of the year for the following year, if needed.

The Safety Patrol member's primary job is to remind children of safety rules learned in the classroom and to see that all children may cross safely. The patrol members serve for a period of time before and after school. Specific and general duties are carefully explained to patrol members at a meeting at the beginning of the school year and again several times during the year. The organization and supervision of the Safety Patrol is the direct responsibility of a supervising teacher. All students are to obey the directions of Safety Patrol members. Disregard of safety rules will be reported to the patrol supervisor or the principal for disciplinary action.

A patrol member, supervisor or school cannot be held liable for matters or activities concerning Safety Patrol. Laws of Wisconsin, Section 40.636, "No liability shall attach either to the school district or any individual, director, superintendent, teacher or maintenance, or operation of school safety patrol organized, maintained and operated under the authority of this section."

The Safety Patrol person reports to duty 20 minutes before the start of school and 10 minutes after release of students at the end of the day. Students should not cross before a Safety Patrol person is in place and they need written permission to stay beyond 10 minutes of the release of school.

Students needing to be crossed should follow these rules:

- Wait quietly on the sidewalk for the Safety Patrol's signal to cross.
- Look both ways before crossing the street.
- Listen and obey the Safety Patrol person.

It is very important that students understand the only real safety is their alertness and safe behavior when properly using the crossing areas. This is also true for walking along streets/roads.



## **SCHOOL CLEANING**

Parents are asked to help clean one of the campus buildings at the beginning of June. Parents will have a sign-up sheet indicating their choice of a campus, day and time. If a family is not able to help, they are asked to pay \$75.00 or have it added to the next year's tuition.

Families who have their last child in 8<sup>th</sup> grade may be excused from school cleaning that year if they so desire.

## **SCHOOL DAY**

The school doors open at both campuses at 7:50. Noon lunches are served at the Dickeyville campus from 11:10-11:40 and at the Kieler campus from 12:00-12:25. School dismissal is at 3:10 PM for both campuses. Parents are requested to make arrangements so students are not on the grounds unsupervised before 7:30 at either campus. Teacher supervision is from 7:30 to 7:50 at both campuses outside unless weather conditions don't allow it. We ask that students not arrive before 7:30 without consulting with the student's teacher.

## **SCHOOL LUNCH PROGRAM and MORNING MILK**

School lunch is served at Holy Ghost-Immaculate Conception School on every scheduled school day. A monthly menu is sent home in the Friday folder before the beginning of each month during the school year and on the school website, [www.hgicschool.com](http://www.hgicschool.com).

- Payments for School Lunch and Morning Drink may be made by the week, month, semester or year in the school office.
- Payments by check should be made out to HG-IC School Lunch Program.
- A parent who does not wish their child to take morning drink and/or lunch will please communicate that with the child and teacher. Morning drink choices are White Milk, Chocolate Milk, or Orange Juice.
- Lunch count is taken by 8:30 each morning.
- In case of a funeral, school lunch will be provided, but may vary from the original menu. Last minute menu changes may occur occasionally as necessary.
- A second main entree can be purchased for \$1.00. A parent who does not wish their child to take an extra entrée will please communicate that with the child and teacher.
- Seconds, excluding the main entrée, may be available for no extra charge until gone.
- The school lunch cost is \$3.00 per day. Morning milk and/or juice are \$0.40 per carton.
- One carton of milk is provided with each school lunch and does not incur an additional charge. A second carton of milk is available at \$.40.
- We ask that you please send money in a sealed envelope stating your child's name, grade and if the money is for school lunch or milk.
- Free and reduced lunch applications are available in the registration packets and at the school offices. Families who qualify are urged to apply and should do so through the principal in the school office. Families are assured that all information given on these applications is confidential. Families not on this program who experience a decrease in household income may submit an application at any time during the school year. All students getting Morning Drink and eating School Lunch are treated identically. The number of free or reduced lunches served determines our allocation in several federal programs that include private school students including E-Rate (telephone and Internet reimbursement), Title I (reading or math teacher) and Title II (professional development for the teachers).

- Parents will be notified if delinquent accounts accumulate. Notices are sent around the middle and the end of each month. If accounts become larger than \$50.00 delinquent, parents will be called and students will be asked to bring a cold lunch until account is in order.
- An adult meal is \$3.50. It needs to be paid in cash and not taken out of the student's account.
- For cold lunch, please do not send items that need microwaving. Cold lunch students may purchase a milk at \$.40 a carton.

For account payments or other information, please contact the Kieler Campus, 568-7220, or check on-line through TeacherEase.

### **SCHOOL LUNCH WORKERS**

Seventh and eighth grade students are asked to help with the School Lunch program as a service project for the year. Sixth grade students will be trained at the end of the year to assist in the following year. Students work in pairs, through the noon hour, one day at a time, taking turns throughout the school year, on a schedule prepared by the teachers. Exceptions, with prior approval by the teacher, may be made for a given day so that a particular student can participate in special school groups, such as Student Council.

### **SCHOOL PROPERTY**

All school property needs to be treated with care. There will be no writing or stickers on the desks. If textbooks are covered, no cloth bookcovers are allowed as they do not fit all of our textbooks correctly and ruin the spines of the books. White roll freezer paper or brown paper bags make durable covers.

Students are requested to use a book bag to carry textbooks and library books to and from school. All materials should be kept as neat and clean as possible.

### **SCHOOL SUPPLIES**

A list of needed supplies by grade level is given out at the end of the school year, available on the school website, [www.hgicschool.com](http://www.hgicschool.com), and in the school offices. Parents also have the option of using School Tool Box to purchase school supplies on-line.

### **SIGN RENTAL**

The school sign in front of the Kieler campus may be rented for \$5.00 a day or a weekend for your message. Make your reservation early as it is on a first come, first pay basis. Contact the Kieler campus office, 568-7220, if interested.

### **SNACK**

Student Council sells morning and afternoon snacks. Some snacks are \$.25 and others are \$.50. Parents are asked to make smart choices for their child's morning and afternoon snacks if students bring their snacks. Some of the classes have their morning snack as early as 8:30. Potato chips, brownies, candy and cookies are not good choices for the students to start their day. Please help your child pick appropriate snacks. Students are not to trade their snacks with other students. Some examples of good, healthy snacks are fruit, carrots, dry cereal, yogurt, crackers, pudding, and protein/breakfast/granola bars. Students are not to bring any drink besides water. Orange juice, white milk and chocolate milk are choices for morning snack.

## **STUDENT SOLICITATION**

Students wishing to sell items (e.g., Girl Scout cookies, Boy Scout popcorn, pizza/pie coupons, fruit, etc.) to teachers and other staff members should inform the principal or school secretary of their intent. The principal or school secretary will then contact the coordinator of the fundraiser to receive an order form that can be placed in the office for staff orders rather than having several students ask staff members to purchase items.

## **TEXTBOOKS**

Students will receive textbooks to use as needed in pursuing their studies for the year. Textbooks are numbered and a record is kept both of the number of the textbook the student receives and the condition of the book as the child receives it. Textbooks are very expensive, and students must learn proper care of them. The next students to use the books will wish to receive them in good condition.

Students are expected to take care of the textbook and to keep them clean. With the exception of paperback texts as indicated by the teacher, students should keep textbooks free of writing or any markings. The condition of textbooks will be evaluated when they are returned to the teacher. Missing books will be charged full replacement cost. Damaged books will be charged cost of repair if possible, or full replacement cost.

## **TUITION**

Tuition for Holy Ghost-Immaculate Conception is determined by the pastor, principal and Holy Ghost-Immaculate Conception Education Commission and approved by the Joint Finance Committee. In addition to tuition, parishioners are to be supporting members of the parish through their donations to the church. It is encouraged that you belong to Holy Ghost or Immaculate Conception Parish and support that parish financially. If you do not belong to either parish, your support can be discussed with the pastor in your giving of time, talent and treasure. Parish funds pay for salaries, building costs, and maintenance of the schools.

Tuition may be paid in full, by semester, quarter, or month. \$100 of the tuition per child needs to be paid as a down payment at registration time to help pay for the consumable books and items bought at the beginning of the year. Payment schedules for tuition should be arranged at the time of registration or through the school office. No refunds will be given. Parents are asked to sign the tuition contract at the time of registration. Payments may be paid to Holy Ghost-Immaculate Conception School. A quarterly report on the balance of the tuition will be mailed to each family.

For families who are registered in Holy Ghost-Immaculate Conception, tuition is as follows:

1st child	\$1325.00
2nd child	\$1225.00
3rd child	\$1125.00
4th child	\$1025.00

Parents using SCRIP will receive 1% of their total SCRIP purchases as a credit on their tuition account if the amount is \$5.00 or greater. Credit can also be given on the tuition account from any relative or friend for 1% of their total SCRIP purchases.

**Tuition assistance is available.** Applications are given in each registration packet and on the school website, [www.hgicschool.com](http://www.hgicschool.com). If there is a need, you are encouraged to apply. No child will be prevented from attending Holy Ghost-Immaculate Conception School because of inability to pay tuition. If you would like to contribute to the tuition assistance fund, please send your check to the pastor or principal.

### **UNIVERSAL PRECAUTIONS**

Included here is information from the Grant County School Health Program to help prevent spread of infectious diseases. Persons with infections do not always have outward signs and often are not aware of being infected. Therefore, use of “Universal Precautions” in all circumstances will help protect you from all infectious diseases. Given the types of infections developing today, these precautions should be standard operational procedures. Children need to understand the value of these precautions as protection of the ill person, so as not to be frightened when the health care people wear gloves.

- Wash your hands with soap and warm running water at regular times during the day. Common infectious diseases (excluding HIV infection, AIDS and hepatitis B) may be contracted from dirt.
- Avoid punctures; especially with objects that may contain the blood of others.
- Handle discharges from another person’s body (particularly body fluids containing blood) with gloves and wash hands thoroughly with soap and warm water when you are finished.
- Carefully dispose of trash that contains body wastes and sharp objects. Use special containers with plastic liners for disposal of refuse that contains body wastes or any body spills that may contain blood. As always, sharp objects must be deposited in containers that cannot be broken or penetrated.
- Promptly remove another person’s blood/body wastes from your skin by washing with soap and warm running water.
- Clean all surfaces that have blood or body wastes containing blood with the EPA approved disinfectant of a 1:10 solution of bleach/water.

### **USE OF FACILITIES**

The parish/school shall not be responsible for accidents incurred by members of any family or group using the school facilities. Each group must at all times provide adult supervision for children (not yet graduated from high school) who are using the school facilities. For example, children cannot be allowed to play unsupervised in the gym or on the gym stage, backstage, halls or stairways.

### **VOLUNTEERS**

Volunteering is one of the components that make Catholic schools work so efficiently. All parents, grandparents and interested parish members are encouraged to volunteer their services to the school. In order to do this, there is a Virtus training on Protecting God’s Children you must have watched on-line and had a background check done by the Madison Diocese. If you need information about the Virtus training, call either school office. We need people to help us during field trips, within the classroom for various projects, recess duty, office work, and with school sponsored activities that might include academics, athletics, Home and School programs and fundraising. If you have any time that you would like to share with us, please call either school office. The children and staff are always delighted to have you in school.

## **WEBSITE**

The website for the school, [www.hgicschool.com](http://www.hgicschool.com), contains very valuable information. You can meet the staff, learn about classroom information and class websites, see the various links for the facilities schedule, calendars, lunch menu, supply list, forms to use throughout the year, the handbooks and much more.

## **WELLNESS POLICY**

Implemented in 2006, Revised in 2010, Reviewed in 2018.

### **Philosophy:**

The HG-IC School wellness committee believes that the children and staff need to begin each day as healthy individuals. We support good nutrition and regular physical activity as part of our learning environment. This helps the students learn, participate and thrive with a lifelong healthy lifestyle.

### **I Nutrition:**

Academic performance and quality of life issues are affected by the choice and availability of good foods in our school. Healthy foods support student physical growth, brain development, resistance to disease, emotional stability and ability to learn.

- A. Morning and afternoon snack will be offered through Student Council.
- B. Teachers will allow water bottles in classroom.
- C. Dessert will be served sparingly in the lunch program.
- D. Morning drink is available every day.
- E. MyPlate (food groups) is served every day.

### **II Health Education and Life Skills:**

Healthy living skills shall be taught as part of the regular instructional program and provides the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.

- A. Religion curriculum is used to show how to live a healthy lifestyle.
- B. Heart rate monitors and pedometers are used in physical education to show the importance of exercise.
- C. Information is provided in the cafeteria about the meal's components.
- D. Health videos are shown in science classes and part of the puberty series.
- E. Science curriculum includes information on how lifestyle will affect a person's health.
- F. A Life Skills class is taught weekly for grades 6-7-8.
- G. CPR and AED trainings are provided for grades 7 and 8.

### **III Physical Education and Activity:**

A certified specialist shall teach physical education. A qualified staff member shall provide physical activity. Physical education and physical activity shall be an essential element of each school's instructional program. The program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity.

- A. Recess is given at least once a day.
- B. Extra-curricular activities are available.
- C. A litter walk is done once a year.
- D. A certified teacher teaches P.E.

**IV Healthy and Safe Environment:**

A healthy and safe environment for all, before, during and after school supports academic success. Safer communities promote healthier students. Healthier students do better in school and make greater contributions to their community.

- A. Monthly escape drills are performed.
- B. Virtus training and background checks for staff, parents, and volunteers is required.
- C. DARE program is offered to the fifth grade class every year.
- D. Building repairs are done promptly.
- E. Crossing guards are used at both campuses as needed.
- F. School cameras/security systems are installed in both buildings.
- G. All entrances to the school are locked throughout the school day.
- H. Staff and volunteer background checks are performed.

**V Social and Emotional Well-Being:**

Programs and services that support and value the social and emotional well being of students, families and staff build a healthy school environment.

- A. Faith Families consisting of pre-schoolers to eighth graders are formed every year.
- B. DARE program is offered to the fifth grade class every year.
- C. Red Ribbon Week is celebrated every year.
- D. Blue Ribbon Week is celebrated every year.
- E. The Diocesan Safe Environment Unit, “Circle of Grace” is used every year.

**VI Health Services:**

An effective health care delivery system that promotes academic achievement by providing a broad scope of services from qualified health care providers will improve the mental and physical health of students and staff.

- A. Dental Health presentations are done yearly for Pre-school through third grade.
- B. Grant county nurse is available as needed for students and teachers.
- C. Grant county nurse does a growth and development presentation.
- D. Grant county nurse does hearing and vision screening once a year and as needed throughout the school year.
- E. Grant County nurse does free immunizations as Grant County allows.
- F. Scoliosis screening is available when requested.

**VII Family, School and Community Partnership:**

Long-term effective partnerships improve the planning and implementation of health promotion projects and events within each school and throughout the community.

- A. A litter walk is done once a year.
- B. Immunization is required.
- C. Local fire departments and rescue squad do safety presentations.
- D. Dental Health presentations are given yearly to pre-school through third grade by parents and/or grandparents who work in the field of dentistry.

**VIII Staff Wellness:**

The school shall provide information about wellness resources and services and establish a staff committee to assist in identifying and supporting the health, safety and well being of staff.

- A. A productive work environment free from physical dangers or emotional threat is provided.
- B. Staff is encouraged to engage in daily physical activity during the workday as part of work breaks and/or lunch periods, before or after work.

**PARENT/STUDENT HANDBOOK VERIFICATION FORM**

Parents are asked to review the Parent/Student Handbook with their child(ren) and together sign the PARENT/STUDENT HANDBOOK VERIFICATION FORM stating that you and your child(ren) are aware of the school policies stated in the handbook. This form is in the registration packet.

Please look at the handbook as a resource for whenever you may have questions. A copy of the handbook is available on the school website at [www.hgicschool.com](http://www.hgicschool.com). For any clarifications on any specific item, please call the principal.

The Parent/Student Handbook of Holy Ghost-Immaculate Conception School has been approved by the Pastor and the Holy Ghost-Immaculate Conception Education Commission. Each year it is revised with consideration of suggestions from parents and teachers as addressed to the principal or Education Commission members. Your cooperation and support of the Holy Ghost-Immaculate Conception Parent/Student Handbook is appreciated with the concern for student development as stated in the school mission statement and philosophy.