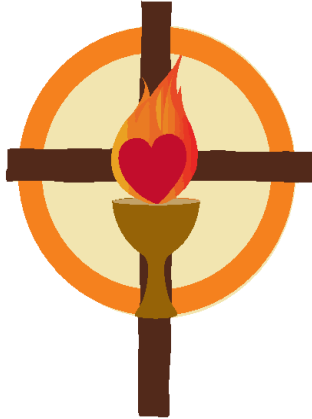



Most Precious Blood Parish Catholic School

***“Sharing our Catholic Faith in Christ by developing
minds to grow, hearts to love, and hands to serve”***



2021-2022 Policies and Procedures School Family

The Holy Spirit produces this kind of fruit in my life: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. (adapted from Galatians 5:22-23)

<h3>School Prayer</h3> 
<p>Dear God, Bless our school. Bless our teachers. Bless our pupils. Bless our families. Please help us to be kind and help us to always try our best. Let us remember, as many hands make a house, So many hearts make a school. Amen</p>

WELCOME

On behalf of the Total Board of Catholic Education and the entire school staff, we would like to take this opportunity to welcome you to a new school year. Our school consists of students in 4 year old Kindergarten through Grade Eight. The education of your children is a joint responsibility between you, the parents, and the school staff. To be successful, we must work together as partners to create the best possible learning atmosphere. God, your children, and a quality, Catholic education come first at Most Precious Blood Parish Catholic School.

MOST PRECIOUS BLOOD PARISH CATHOLIC SCHOOL 2021-2022 Policies and Procedures

INTRODUCTORY INFORMATION

DIRECTORY OF PERSONNEL

BOARD MEMBERS

HOME AND SCHOOL OFFICERS

DISCLAIMER AND ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK (available online)

****Sign & return this page to the school office**

School Contact Information:

Most Precious Blood Parish Catholic School
Office Hours: School Days 7:30AM - 3:30PM
120 E. Washington Street
New London, WI 54961

Email: mpbcs@mpbparishnl.org or sdyer@mpbparishnl.org
rmgorman@mpbparishnl.org

Web site: www.mostpreciousbloodschool.com

Phone: 920- 982-2134

Facebook: <https://www.facebook.com/Most-Precious-Blood-Catholic-School-1588299324726363>

Parish Contact Information:

712 S. Pearl Street
New London, WI 54961
Pastor: Father John Kleinschmidt
Parish Center: 920-982-2346 email: parish@mpbparishnl.org
www.mostpreciousbloodchurch.com
www.facebook.com/mpbchurch

GREEN BAY DIOCESE MISSION STATEMENT

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

PARISH MISSION STATEMENT

Our Mission is: Growing lives in Jesus Christ to live His Gospel.

SCHOOL MISSION STATEMENT

board approved 5/19

The Mission of Most Precious Blood Parish Catholic School: Sharing our Catholic Faith in Christ by developing minds to grow, hearts to love, and hands to serve.

SCHOOL PHILOSOPHY

board approved 3/06

Most Precious Blood Parish Catholic School strives to develop strong Christian principles, values, and academic excellence for the benefit of all students with assistance from the family, Catholic Church, and community.

As a unique creation of God, each child is given instructional approaches to meet the child's individual needs in order to promote and maximize the student's growth and development in all individual, social, and human dimensions: spiritual, moral, intellectual, emotional, and physical.

Our school is committed to educating in a safe Christian atmosphere where faith is attained through service to others. We permeate our classrooms with a Catholic environment and the teachings of Christ, to assist our students to grow in love, knowledge, and service to our Lord Jesus. It is the school's purpose, in cooperation with the parents, to provide conditions by which each child might be led to fulfill a personal call to love God and all people.

Through continued professional development and best practice use our staff will engage the student in his or her educational experience and be a model by ensuring what is best for our students and others as well.

STATEMENT OF NON-DISCRIMINATION

State Statute 111.321 Prohibited bases of discrimination; WANS legal Handbook Safety Wisconsin Employees Right to Know, P1-2

Most Precious Blood Parish Catholic School is in compliance with title IX of the Education amendment to the extent that no person shall on the basis of sex, race or national origin be excluded from participation in or denied the benefits of, not be subjected to discrimination under any educational program or activity, nor shall there be discrimination by ethnicity, sex, race, or national origin in the employment of personnel.

DISCLAIMER / ACKNOWLEDGEMENT OF POLICY and PROCEDURE HANDBOOK FORM

After parents/guardians have read through and discussed this handbook with their children, the disclaimer form needs to be completed and returned to the school office.

ADMINISTRATOR'S RIGHT TO AMEND THE POLICY and PROCEDURE HANDBOOK

The administrator retains the right to amend the handbook for just cause. Parents/students will be given prompt notification if changes are made. Your cooperation and support of our school procedures is appreciated.

DIRECTORY OF PERSONNEL

SCHOOL

All school employee email is the staffs first initial last name @mpbparishnl.org

Example: mgorman@mpbparishnl.org

Pastor	Father John Kleinschmidt
Principal	Mrs. Marie Gorman
School Secretary	Mrs. Suzan Dyer
4K/5K & Grade 1	Mrs. Miranda Stern
Grades 2 & 3	Miss Alexis Kelbert
Grades 4 & 5	Mrs. Danielle Traeger
Grades 6, 7, & 8	Mrs. Katie Riehl
Music	Mrs. Denise Klemp
Phy. Ed.	Teacher Team
Learners Aide	Mrs. Kattie Kurszewski

FAITH FORMATION Coordinator of Religious Ed./Youth Ministry ... Mrs. Joan Stemler

TOTAL BOARD OF CATHOLIC EDUCATION (As of July 2021)

President	Carrie Schneider (2nd term complete)
	Gwen Abel (1st term complete)
	Joe Geniese (1st term complete)
	Debbie Martin (1st term complete)
	SarahRose Van Camp (1st term complete)
	Mike Abel (year 1 in 3 year term)
	Wendy Krueger (6 months in 3 year term)
	Michelle Hutchison (3 months in 3 year term)

(Term for a board member is 3 years)

HOME AND SCHOOL OFFICERS (Parent Teacher Organization) (As of July 2021)

President	Heidi Stein
Vice President	Laurie Sloma
Secretary	Tabitha Wirth

(Term for an officer position is 1 year)

POLICIES AND PROCEDURES

ACCREDITATION

Most Precious Blood Parish Catholic School is an accredited school by the Wisconsin Religious and Independent Schools Association (WRISA).

ADMISSIONS (Diocese of Green Bay Policy 5005:Admissions)

Admission is open to current children first, beginning near Catholic Schools Week and will open to others next. Limitations, when applied, should not result in the exclusion of any particular persons or groups based on race, or national origin. Though we are a Catholic school that teaches Christian values, students do not have to be of the Catholic faith to attend our school. The pastor and the principal make decisions with regard to enrollment restrictions. Every effort will be made for early notification to allow families to plan for their long-term educational needs. Refer to Appendix A

APPOINTMENTS/EARLY RELEASE

If you need to schedule appointments for your child during the school day it is important that you notify the student's teacher prior to the appointment. Parents must sign the child out and back in the school office when students will be leaving the school building during school hours. We ask that you notify the school with the appointment information ahead of time so that the teacher can have the student ready to leave for his/her appointment.

ARRIVAL/DISMISSAL

Students should not arrive at school before 7:45 a.m. and should leave for home promptly at **3:00 p.m.** unless under the supervision of their parents or are staying for an after school activity. We ask that parents use the utmost care when driving in the parking lot before and after school. **There will be a staff member supervising the children from 7:45 - 8:00 a.m.** Parents are required to make sure any family members/others who may be responsible for watching students are aware of the policies within this manual. Should the need arise due to an outbreak of an illness, the school will revert to our 2020 school Re-Open Plan.

The parking lot door (DOOR 3) will be the door all students use for exiting at the end of the day. After Care students will use the front doors (DOOR 1) to be taken over to Lincoln Elementary School at the end of the day.

ASBESTOS

Under Federal Guidelines Most Precious Blood Parish School is required to do an asbestos inspection every three years. Our last inspection was done by Nova Consulting Group, Inc. We were found in compliance with no problems. Periodic inspections are done to make sure no problems arise.

ASSEMBLIES

Assemblies are planned periodically as special events. Such programs enhance the curriculum and student horizons, opportunities and experiences. Special attention to proper behavior and good manners is expected of all students. All guest speakers and assembly programs must be arranged in consultation with the administrator. The administrator must approve calendar dates.

ATTENDANCE AND TARDIES

Student attendance is necessary to assure the most success in school. As a parent you are obligated to call the school when your child is sick or tardy. Parents are to **call the school office at 982-2134 or email sdyer@mpbparishnl.org by 8:00 a.m.** indicating the reason for your child's absence. If your child is going to be absent for an extended period of time

(vacation), notify the school prior to the absences. **A child is considered tardy if not in the classroom when the bell rings at 8:05 a.m. School begins at 8:00 a.m.** Attendance will be taken twice daily, morning and early afternoon, when students are learning virtually from home. **Updated Attendance Policy: *Virtual or blended course offerings may use nontraditional data, such as course progress, engagement, synchronous instructional time, system activity, student logs, etc. to create an equivalency that can meet the rules of traditional reporting. Teachers will continue to take daily attendance when students are in session based on their cohort assignment for each course using our Powerschool student information system.***

Leaving Campus

During the school day students should be picked up and dropped off at Door 1 or Door 3. Students are not allowed to leave the school grounds during school hours without being signed out in the school office by an authorized adult.

BAND

Students in 5th, 6th, 7th and 8th grade may participate in band through the School District of New London. Band students will be driven to and from band by staff of Most Precious Blood. (Unless driven by parents, depending on band time.)

BICYCLES

When traveling to and from school, parents should encourage students to obey all traffic regulations and wear a helmet. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bicycles by requiring them to be properly parked and locked in the bicycle rack. There is to be no bike riding on the playground during school. Students are to walk bicycles across the school or church campus.

BOOK CARE

A student retains books which are issued to them in the fall for the entire year. The student must pay for any text or library books that are damaged or lost while in their possession. All books should be transported to and from school in a book bag to protect them from the weather.

BULLYING/HARASSMENT/TEASING (Diocese of Green Bay Policy 5160:Bullying/Harassment Policy)

To maintain a positive school environment that encourages positive growth and development for all children, students who display tactics that disrupt the learning atmosphere and emotional well being of any student will be dealt with appropriately. Anyone who feels they are being harassed or bullied should speak with their classroom teacher or the school administrator. **Bullying and Harassment will not be tolerated.** Substantiated cases of either will be dealt with according to policy. Refer to Appendix B

BUS

Safe transportation of school children is provided by the New London School District. **School bus transportation is a privilege** provided by the district. It will be denied to those who disregard the policies and regulations which have been established in the interest of safe transportation.

1. Use only the bus and bus stop assigned.
2. Behave appropriately at the bus stop.
3. Remain seated, facing front, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver when the bus is in motion unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out the window.
8. Be quiet when the bus is crossing railroad tracks.
9. No profane and vulgar language is allowed.
10. No drugs, alcohol, weapons, or firearms allowed.

The school bus is an extension of the classroom and students are expected to conduct themselves in a manner consistent with standards established for classroom behavior.

Immediate suspension of transportation services will result for any of the following:

1. Physical or verbal abuse to the bus driver.

2. Physical abuse or fighting with another student.
3. Possession or use of drugs, alcohol tobacco or any weapon.

Parents who wish to make requests for changes in routes or stops should contact the **bus garage 982-8543**. Students and parents are encouraged to immediately notify the administration of any safety hazards, which they have observed during bus operations. Parents should contact the bus garage directly with any discipline issues that may arise while their child is on the bus.

The buses have been equipped with video monitoring devices. The purpose of this equipment is to reduce the disciplinary problems and vandalism on the buses.

CALENDAR

A school schedule is included in the first Wednesday folder to help in the planning of family vacations/holiday weekends away. Our school calendar closely follows the New London School District calendar as far as early dismissals, holidays, and for ‘no school’ days. Monthly calendars are also posted on the school website.

CANCELLATION OF SCHOOL

Our school is included in the New London Public School cancellations due to severe weather conditions. The students’ safety and welfare is our first and foremost concern. If a winter storm develops, parents should listen to the radio and or television stations. The decision to close or delay school will be made by or before 6:30 a.m. This allows the school officials time to assess the weather and road conditions in order to make a better decision. If serious weather conditions develop during school hours and there is a need to cancel school for the remainder of the day, it is important that you have made previous arrangements with a sitter for your children.

T.V. stations that carry warning/cancellations:

WBAY WFRV Fox 11 NBC26

Radio stations that carry warning/cancellations:

WIXX	WAPL	WOZZ	WDUX	WROE	WHBY	WNAM
101.1FM	106FM	93.5FM	92.7FM	94.3FM	1150AM	1280AM

CELL PHONES

While it is recognized that after school activities may make it necessary for some students to bring a cell phone to school, it must be shut off and remain in the student’s backpack during the school day. This policy applies to all school days, functions, and co-curricular activities. It is the responsibility of the owner to keep it secure. The school, or its employees shall not be liable for any personal technology device stolen or damaged on school property. If a student chooses to use their cell phone during the school day, it will be taken away. The parent will need to pick up the cell phone from the School Office.

CHANGE OF ADDRESS, PHONE NUMBER OR EMAIL

It is important, for emergency and administrative reasons, that every student maintains an up-to-date address, phone number and email record at the school office. Notify the school immediately if you have a change of phone, address, email or change in employment during the school year.

CHILD ABUSE LAWS

(Administrator Code 4071 safety (Child Abuse); D/B Code 5142 Reporting Child Abuses and Neglect) Wisconsin law (Child Abuse and Neglect Act, Section 48.981 of the Children’s Code) specifies that all educational personnel are mandated reporters of suspected child abuse and neglect. If there is reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with injury, school staff members are mandated to report the suspicion immediately to the County Department of Social Services or the Police Department.

COMMUNICABLE DISEASE LAW

All teachers, school authorities, and health officers having jurisdiction shall not permit the attendance in any private, parochial, or public school of any pupil afflicted with a severe cough, flu, a severe cold, itch, scabies, lice or other vermin,

ringworm of the scalp, ringworm of the exposed portions of the body, impetigo, epidemic jaundice, infections conjunctivitis (pink eye), or any contagious skin disease, or who is filthy in body or clothing or who has any communicable disease so designated by the State Division of Health, unless specifically exempted from the rules. The school office shall, without delay, send home any pupil who is obviously sick, even if the ailment is unknown, and said school office shall inform the parents or guardians of said pupil and also the local health officer shall examine the case and take such action as is reasonable and necessary for the benefit of the pupils and to prevent the spread of infection.

COMMUNICATIONS: WEDNESDAY FAMILY FOLDER AND POWER SCHOOL / DAILY PLANNERS

School staff wishing to speak to the parent/guardian will send a note, an email, and or make contact by phone when desiring to speak about your child's accomplishments or progress. Parents/guardians are encouraged to keep in close contact with the teacher concerning the progress of their child. Contact can be made through notes directed to the teacher, personal telephone calls, email or conferences with the teacher after school. In the best interest of continuity of instruction and learning teachers will not be interrupted during the school day unless it is an emergency. Staff will respond as soon as possible. It is encouraged that issues are handled early on please express concern, seek advice, or request assistance promptly and directly. The Daily Planner is another form of communication between the parents and teacher. It also lets the parents keep current on academic progress and minor behavior issues.

Teachers will not be called to the telephone during the school day. Their primary responsibility is the education and supervision of their students. Messages will be taken and relayed to the respective teacher to be dealt with during a non-teaching or non-supervisory time. Emergency needs are an exception.

A newsletter containing items of interest to parents and students will be distributed each Wednesday. It will be sent home with the oldest child in the family. Parents are asked to **read the information and return the envelope to school** before the next Wednesday, via their oldest child. Information from home needing to reach the school may be sent through this envelope.

Announcements and enclosures to be made or to be posted in our Wednesday newsletter are done with the consent of the school administrator. We request any announcements you wish to have included in the Wednesday newsletter be brought to the office by noon Tuesday. All enclosures in the envelopes are reviewed by and must be approved by the administrator. The Wednesday newsletter is also posted on the school website.

PowerSchool is an online student information system which is implemented in all Green Bay Diocese schools. Parents will have access to student grades, assignments and communications with teachers. Information and instruction for use of **PowerSchool** will be given as the school year begins.

COMMUNITY SERVICE AND AWARENESS

Making cards for shut-ins and the Meals on Wheels program, collecting food for the NL Food Pantry, donating items for the needy, Lenten almsgiving and student visits to residence at St. Joe's are just a few of the ways we encourage our students to help those among us that are less fortunate than we. Throughout the year we will offer activities and ask for donations as our way of reaching out to help those in need. Service to others is part of our Catholic faith.

CONCERNS

Parents who have a concern should:

- Voice any concern first to the person directly who is involved and most able to resolve the concern.
- If you feel your concerns are not met, you may contact the principal.
- If, after speaking with the principal, you are unsatisfied with the outcome you may contact the School Board or Pastor.

Most Precious Blood Parish Catholic School wants to be able to effectively resolve issues which ultimately improves relations, teaching and learning in our programs. Resolving issues early will help us to improve. The school will respond in a timely manner and updates will be provided until the issue is resolved. Your concerns and conversations will be kept confidential.

CONDUCT

Christian behavior is expected from all students at school. It is a reflection of good values, of common courtesy, and for safety. Students are expected to:

1. Respect the individual rights and the rights of others. “The Golden Rule”
2. Maintain proper behavior during class hours and when in attendance of a school related activity.
3. Respect school/parish property and the property of others.
4. Exhibit good manners and good citizenship.

CONFERENCES

Conferences are scheduled at the end of the first quarter and individually as needed throughout the school year. Conferences afford parents, as well as the teacher, an opportunity to question and to listen. Strategies should be planned for helping the child achieve the goals that parents and teachers feel are realistic and appropriate for the child. Parents are required to attend the fall conferences. Virtual conferences will be made available as an option.

COUNSELORS

Counselors are not available at our school. However, we do work closely with the New London School District and Catholic Charities within the Green Bay Diocese when necessary.

CURRICULUM

Most Precious Blood Parish Catholic School provides standards based instruction and assessment which promotes individualized academic progress. The curriculum is based on the Diocesan and NCEA state standards, while taking into account the needs of students. The foundations of our Catholic faith are integrated in all curricular areas. Programming is enriched with classes in art, health, physical education, library, handwriting, technology, and music.

DAILY SCHEDULE

7:45-7:55	Students may enter the building
7:55-8:00	Gathering bell/Bible Story/Prayer
8:00-8:15	Morning routines
8:15-9:30	Instructional Time
9:30-9:45	Snack (all school)
9:45-11:25	Instructional Time
11:00	4K Dismissal
11:25-12:10	Recess/Lunch Break
12:10-12:15	All School Prayer
12:15-1:45	Instructional Time
1:45-2:05	Recess
2:05-2:55	Instructional Time
2:55-3:00	Pack up and Prayer
3:00	Dismissal

DISCIPLINE

As a Catholic school, we strive to help our students to exhibit Christ-like behavior and to treat others as they would like to be treated. Development of prayer life, a study and appreciation of Jesus, and encouragement in the practice of Christian courtesy and manners are all an integral part of our Catholic school environment.

Our school follows the strategies outlined in Conscious Discipline and strives to provide an environment where positive intent and self-control are fostered. Teaching students to be responsible by learning to handle conflicts, build positive connections with others, work through disappointments, focus on positive intent through the use of natural consequences. You can glean more information about this program at www.consciousdiscipline.com

Students who struggle with behavior issues may be referred to the principal for a behavior intervention plan. The plan will be devised with the parents/guardians, classroom teacher, principal and any other pertinent staff members. Behavior plans will be shared with families and pertinent staff only and thus remain confidential.

DRESS CODE

The dress code of children affects their behavior, attitude and creates an atmosphere conducive to learning. It is the parent/guardian responsibility to ensure that students are appropriately dressed within the dress code guidelines to preserve each child's modesty.

Boys: Shirts with a collar are encouraged. Pants should be clean, well fitted, and without holes.

Girls: Girls are encouraged to wear blouses or shirts with collars. Skirts, slacks or leggings need to be clean, fit well, and without holes. Dresses and skirts should reach mid-thigh or longer. Dresses do not need to have a collar but must cover the shoulders. **Tops that are worn by all students need to cover the torso when the student stretches, bends or sits.**

All Students: The school tee-shirt may be worn any day except on days when we attend Mass. Shirts, for both boys and girls, may only have images that are positive in nature. Tennis shoes (tied or laced) or closed toe shoes are to be worn every day. Shorts need to follow the guidelines for slacks and pants and may be worn when the weather warrants it. Head gear may only be worn outside. Hair color must be a natural color. On Mass days students should wear attire that is dressier.

Winter Attire:

Students should dress appropriately for the weather. Students must wear boots during recess on days when the playground is wet (snow, puddles, slush). The children should wear boots that can be removed indoors. If students do not have boots, they will go out for recess, but will stand on the dry areas of the playground. It is recommended that all students wear snow pants to school for both warmth and dryness. Mittens will keep our children warmer than gloves do.

This dress code was designed with the safety of our students in mind, to promote modesty and to create an atmosphere conducive to learning and respect for themselves and others.

If the principal deems that a student's attire is in violation of the dress code, parents will be notified and required to bring a change of clothes.

This code is in effect for all school days and school events and may be amended by the principal and administrator.

DRUGS, ALCOHOL, TOBACCO AND WEAPONS:

Possession or use of drugs, alcohol, tobacco products or weapons by any student is strictly prohibited. Students who violate this regulation may be subject to suspension. Students found with any of these items may be referred to the proper legal authorities and parents/guardians will be contacted immediately. (D/B Code 6144.2 Alcohol/Drug Education).

EMAIL

All staff can be contacted via their school email account. All email addresses are the staff member's first initial and last name followed by @mpbparishnl.org.

EMERGENCY INFORMATION

Emergency information cards are to be filled out each school year and kept on file in the office. The cards should be updated by the parent if any information has changed. Please, provide a local alternative contact in case parents cannot be reached or work out of town.

Parents/guardians need to contact the office when their child will be going home with someone other than themselves. We also need to be aware of any persons that can have no contact with your children.

EMERGENCY PROCEDURES

Fire and Emergency drills are conducted periodically according to state regulations and the New London Police Department. Such practice is important and will be approached seriously. All teachers are aware of the safety procedures for fire, tornado, bomb threat, intruder drill, and other crisis situations that could arise. Evacuation routes are posted just inside each classroom door.

ENTRY INTO THE BUILDING

Students and visitors looking to enter the school during school hours (8:00am to 3:00pm) will be granted access to the building by buzzing into the building. All visitors will report and sign into the office. Visitors will then be escorted by a staff member to their destination, or may be asked to wait in the office.

FAMILY VACATIONS

We encourage parents/guardians to plan vacations when school is not in session. However, realizing that such is not always possible, we request that if a vacation requires a child's absence from school, the matter should be discussed with the child's teacher well in advance of departure. A written note must be filed in the office with the dates the student will be gone. Students will have as many days to make up for missed work as they were absent, unless it is close to the end of a grading period.

FEES

Students may need to bring money to school to pay various fees during the school year. Separate checks need to be written for tuition, fees, lunch, field trips and other payments that may occur during the school year. Unless specified differently, checks should be made out to Most Precious Blood Parish Catholic School. The purpose of the check or cash should be clearly marked on the check or on the envelope, along with the student's name.

FIELD TRIPS

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

No student may participate in a field trip without returning a permission slip signed by his or her parent/guardian.

Chaperones

Parents/guardians have an opportunity to be involved in their child's education by being a chaperone on school trips and outings. **All chaperones must be VIRTUS trained and have a background check completed (this is done through training by the Diocese).** Chaperones will work under the classroom teacher and help supervise students to maintain safety and order during a trip. A limited number of parents may be needed for trips. Younger siblings are not allowed to attend school outings. The focus of a chaperone needs to be with our school children.

FINANCIAL ASSISTANCE

Financial assistance is available for families that cannot meet tuition costs. Tuition assistance requests are handled confidentially. Contact the school administrator. Other resources may be available. **PLEASE come to us, we are here to help you!**

FUNDRAISING

Fundraising shall be limited to activities approved by the Total Board of Catholic Education. Both school and Home & School will sponsor fundraisers throughout the year. The money raised will pay for supplies, supplemental educational opportunities, and additional school programs for the students. School-wide participation in school sponsored fundraisers is encouraged to meet our fundraising goals. Fundraisers for the school are a way to help offset the cost of tuition and school expenses. Volunteering to help at school or for events and projects also helps to defray costs - please consider becoming an active member.

GRADES

The Diocese of Green Bay uses PowerSchool as its Student Information System. This program generates report cards based on diocesan grading scale. Grades 3-8 receive letter grades. Grades 5K-2 and receive S+, S, S-, P for grades. The 4K students receive a unique report card based on Mastered, Developing, or Emerging. The marking system is explained on each report card. Our expectations are high but realistic for the grade level and for the individual student. Report cards are issued quarterly.

HEALTH SCREENING

All students have their height/weight taken and recorded each fall and spring. The school has a vision screening for all students each year. Parents will be notified if their child's screening results are questionable. Parents are encouraged to contact their physician if they notice their child has a vision or hearing impairment prior to our doing a screening.

HOME AND SCHOOL ASSOCIATION – H & S

All parents/guardians whose children attend our school are members of the Home and School Association. Parents are encouraged to become active participants in this organization.

The Home and School Association is a way of integrating the goals of this organization for the benefit of the children. All parents/guardians, interested grandparents and parishioners are cordially invited to attend the monthly Home and School meetings. Each year the group sponsors fundraising and fundraising projects. The Home and School members use all funds raised to support our students and staff throughout the school year.

HOMEWORK

Homework is an important extension of the learning that takes place in school. Parents should assist their children by providing a quiet place for the students to work; by checking that assignments are completed; and look over the answers. Students will be held accountable for homework assignments as we are teaching them to become life-long learners. Failure to complete necessary homework assignments will impact a student's grade. Teachers are available to answer any questions parents may have regarding homework for their children.

ILLNESS OR INJURY

Please do not send your child to school if the following symptoms are present: Fever of over 100, nausea or vomiting, severe cough/cold symptoms, or sore throat, any persistent pain or if they have an infectious agent. Students must be fever free for 24 hours, without the aid of pain medicine, before returning to school. (D/B code 4145.1, 4145.2) In case of illness or injury a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary and parents/guardians or emergency contact cannot be reached, the school will call 911. **(School will follow our Re-Open Plan for COVID-19, and update as needed.)**

IMMUNIZATIONS

Wisconsin Immunization Law requires all public and private schools to present written evidence of immunization against certain diseases within 30 school days after admission. Parents whose children are not compliant will receive written notices of immunizations needed shortly after school starts. These requirements can be waived only if a properly signed health, religious, or personal conviction waiver is filed with the school. Please take the opportunity to utilize the free Public Health Clinics or see your physician for your child's immunization updates. All children that attend our school must have an up-to-date immunization record. A physical examination is recommended prior to entrance into Kindergarten.

LOITERING

Students should leave the school and school grounds promptly after class days or school activities are ended.

LOST OR FOUND ITEMS

The school will not be held accountable for items lost. Children are therefore encouraged not to bring anything of value to school. Clothing items should be labeled with the child's name. Items found will be placed in a designated lost-and-found bin near the school office.

LUNCH

Students will receive free lunches from SSO for the 22021-2022 school year. Extra milk and milk for a cold will need to be purchased at the cost of 0.35. Most Precious Blood contracts with the New London School District for the Hot Lunch program. The District sets prices for both lunch and milk. Each month menus for lunch will be sent home via the Wednesday folders and posted on the website. *Parents are encouraged to keep a positive balance in the child's lunch account at all times to pay for milk purchases. In an effort to minimize credit problems, students with accounts that have a negative balance of more than \$25 will only be allowed a sandwich and a fruit. Lunch fees can be paid weekly or monthly

at parent's convenience. **Please keep current** with payments. Send lunch money in an envelope clearly marked with your child's name.

Any second lunch will be charged \$3.25. Adult lunches are \$4.00.

Federal assistance is available for income-qualifying families. Applications for free/reduced-price lunches are sent home prior to the beginning of school and are available at the school office. If your child is eligible for free or reduced meals, process the application and return it to the school office. Lunch recess is from 11:25-11:45 and lunch time is 11:45-12:10.

MEDICATION (Diocese of Green Bay Policy 5070 Dispensing Medication)

No medication shall be given to a student by any school personnel unless written instructions for dispensing the medication; along with written authorization from the parent/guardian authorizing school personnel to give medication in the dosage prescribed is on file. All prescriptions must be in its original container. In order for school personnel to dispense the medication, parents must complete a "Medication Consent Form." This form can be obtained through the school office. "Medication" includes aspirin, cold medicine, antibiotics, cough syrup, and cough drops, etc. Refer to Appendix C

ACADEMIC SUPPORT FEE

A \$25 fee will be charged at the beginning of the year for milk, snacks, projects, and at times to subsidize a field trip. Students are given milk and a snack during a morning break to promote healthy nutrition. Only children with an allergy to milk will be excused from participating in this program. Payment needs to be made at the start of the school year. A statement will be sent home to parents in their first Wednesday folder.

PARENTAL INVOLVEMENT / VOLUNTEERS

We encourage all our parents to consider volunteering at school in some way. Try to help out on at least one event this year. There are many ways you can become involved. **All parent volunteers must have ro be VIRTUS trained and have had a background check done through the Green Bay Diocese.** Contact the office for this information. The VIRTUS training is a 2-3 hour session or can be completed online. The background check is completed online through the diocese.

PARKING LOT/PLAYGROUND

We need everyone's cooperation to avoid any accidents and keep your children safe! Parking on the playground is not allowed during school hours 8:00a.m - 2:55 p.m, except for funerals and morning Mass. You may use the playground parking area to pick up your child after school. The playground may only be utilized with close adult supervision. Unsupervised students will be directed to leave the playground.

PARTIES

The teachers will plan parties for holidays, Holy Days and other special days. School would prefer that food be store bought and prepackaged. Treats that are individually wrapped are preferred. Check with your teacher for any food allergies.

PARTY INVITATIONS

Party invitations may only be handed out in class if the entire class will receive an invitation.

PETS

Pets of any kind are not allowed on school property.

PHYSICAL EDUCATION

Students must have non-marking, well fitting, clean tennis shoes for indoor gym class. If a child cannot take part in Phy Ed classes due to their health or an injury a note in writing must be submitted.

PICTURES

Individual student pictures are taken each fall through a contracted photographer. Pictures and videos of students may be taken occasionally and may be used in news or social media. A Consent Form is kept on file for each student. Be sure to clearly mark if you do not want your child's picture or any info on him/her published in any way. Another way our students are publicized is when we air both our Christmas concert and spring concert on the local cable channel or on our school's website.

PORTFOLIO ASSESSMENT

Portfolios are not intended to replace standardized tests or letter grades. Portfolios demonstrate educational growth over time. Each year teachers will choose two of their works to place in their portfolio.

PRAYER/LITURGY

Each grade level is required to learn/memorize prayers during the school year. We encourage parents to work with their children at home as repetition is key to memorization.

Liturgy is central to our faith. Our students and faculty participate in the liturgy on a weekly basis on Thursdays at 8:30am. Mass is planned and practiced. We will also attend Mass on Holy Days of Obligation. The students sit together as a school family. Family members are invited to attend.

Students with a written request on file in the Office are not required to attend or participate in prayer.

PROMOTIONS AND RETENTION

(Administrator Code 4030 Progress) Promotions and retention are based on each student's academic, physical, social and emotional growth and involve consultation with parents, teacher(s), Principal and any other personnel involved with the child.

RECESS

The administrator will make the decision whether recess will be held indoors or outdoors. When the temperature or wind chill is below 0 the children will not go outdoors. They will have recess in the gym, in the hallway or in their classroom. In the event a funeral is taking place and the parking lot is filled with cars, the children will be restricted to playing on the environmental playground plus a portion of the parking lot. All children, unless medically excused, will participate in recess. Students need to respect property and each other during this time.

RECORDS (Diocese of Green Bay Policy 5020)

A student's cumulative file is kept in the school office. This file contains the student's diocesan report cards, attendance records, behavioral records, immunization/health records, incident reports, and kindergarten screening and standardized test results. You can view your child's records while you are in the school office area. Records cannot be removed from the office. If you are withdrawing your child to attend another school, records will be sent directly to that school once we receive notification from them that the child is enrolled there.

Most Precious Blood Parish Catholic School, abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents and the Diocese of Green Bay Policy 5020 Custodial and Non-Custodial Parents. All schools/religious education programs in the Diocese of Green Bay shall collect, maintain, and disseminate student records with permanent records with utmost care and responsibility. No personal information should be collected about minor pupils without the consent of their parents. Catholic school administrators shall preserve both the integrity and privacy of the required student permanent records. All student permanent records shall be kept in perpetuity by the school or by the parish if the school closes. When a parish ceases to exist and the records are forwarded to the diocese, the school records shall be kept by the diocesan Department of Total Catholic Education. Upon request by the parents/guardians, official transcripts may be released to another school in which the student intends to enroll or in compliance with a court order to release information concerning a student. All other requests for release of student permanent records may be granted only with the written authorization of the parents/guardians or the student if 18 years of age or older.

REGISTRATION

Registration takes place in Spring for the subsequent school year. Returning students will register for the subsequent year by May 1st. Registration packets are sent home with tuition information in Spring. There is a \$100.00 deposit for each student at the time of registration.

RELIGIOUS INSTRUCTION

Religion is taught daily in each classroom. Sacramental preparation is a parish responsibility and is coordinated with the Parish Faith Formation Coordinator. Students in the second grade prepare for the Sacraments of Reconciliation and Holy Eucharist. Students with a written request on file in the Office are not required to participate in religious instruction.

REPORT CARDS

Parents/guardians keep the report cards but the envelope needs to be signed and returned. Parents should have a discussion with their child about the contents of the report card.

SCHOOL CHOICE

Wisconsin's statewide Parental **Choice** Program (a private school voucher system) was enacted and launched in 2013. The program offers school vouchers to students whose families meet certain income and residency requirements and are not assigned to the Milwaukee Public Schools or Racine Unified School District. Information is available online or by contacting the school office.

SCRIP - AN EASY WAY TO REDUCE YOUR TUITION

Use Scrip gift cards /Escrip when buying gas, groceries, and gifts to defray tuition costs. We will deduct 2% of your total scrip purchases each year off your family's school tuition. Some of our families have saved 100s of dollars each year by using Scrip. For more information on how this program works, ask in the school office or check at the parish center. Order forms are available online, at the school office, at the parish office. Any credit a family has earned is non transferable due to leaving school.

SPECIAL NEEDS SERVICES

The New London School District provides services for Special Needs students and Title One for those who qualify.

STANDARDIZED TESTING

Students in grades K through 8th will test in the fall, winter, and spring on the Measure of Academic Progress Test MAPS. This testing schedule complies with both the Diocesan and State Requirements regarding testing. The school uses the test results in evaluating and planning the curriculum. Individual student results are used in parent conferences. Specialized testing is available through the NL School District for students with special concerns and needs. The 5th graders will take the ACRE test provided by the Diocese of Green Bay.

SUSPENSIONS/EXPULSIONS (Green Bay Diocese Policy 5090, 5141)

There are two general situations, which may lead to suspension or expulsion; both must be verified by evidence:

1. When the moral or physical well being of the student body or staff is endangered.
2. When there is prolonged and open disregard for school authority.

Suspension is of a temporary nature and should be used only until the reason for the suspension is removed.

Expulsion is permanent and will be reported to the local public school district superintendent. Refer to Appendix D and E

TELEPHONE CALLS FOR STUDENTS AND STAFF

Neither staff nor students may leave their classrooms to receive a phone call unless it is deemed an emergency. Parents may call the school and leave a message for the teacher. The teacher will then return your call at his/her earliest convenience.

Students will only have emergency messages delivered to them during the school day. Students will be allowed to use the telephone only if it is of utmost importance and with their teacher/staff members permission

TOTAL BOARD OF CATHOLIC EDUCATION

The Total Board of Catholic Education is a policy making and advisory body responsible for the operation and evaluation of the education programs in the Parish. The Committee is accountable to the Parish Council and the Bishop of the Diocese of Green Bay and the Diocesan Board of Total Catholic Education.

The board meets monthly on the second Tuesday of the month, September - June. All meetings of the board are open to the public except those designated as Executive Session. This year's board current members are listed under the directory of personnel in the front of this handbook.

TUITION

Tuition for this school year is:

4 Year Old Kindergarten: \$900.00 in parish.

5K – 8th Grade: \$1500.00 in parish.

Families with 2 or more children enrolled will receive a \$50.00 multi child deduction.

Families have 4 ways in which they can pay their tuition:

1. 1 payment due before the start of the school year.
2. 4 payments, due Sept. 1, Nov. 1, Feb. 1, and April 1.
3. 6 payments, due Sept. 1, Oct. 1, Nov. 1, Feb. 1, March 1, and April 1.
4. 9 monthly installments, September through May

If you need to make other financial arrangements, please contact the school office.

Financial assistance is available. All tuition assistance requests are held in the strictest of confidence.

There are two additional annual fees per student:

- \$25 Academic Support Fee
- \$20 Technology Fee

VANDALISM

Willful damage or destruction of school and or parish property is cause for immediate suspension and possible expulsion. Any student who vandalizes the building in any way will be held accountable for repair and maintenance work to correct the damage. Official police complaints may be filed if the vandalism is severe enough.

VIRTUS

All clergy, employees, and volunteers at the school must have been VIRTUS trained and have a Green Bay Diocese background check. School office can help you with any questions you may have.

VISITORS

For the safety of our students and staff all persons entering the school must check in at the office and put on visitor pass prior to going further into the school. If you come to pick up your child after school or for an appointment, please wait for him/her in the hallway outside the school office or in the hallway near the parking lot entrance.

WEBSITE

Our school website is www.mostpreciousbloodschool.com The website is a valuable source of information, school news, and teacher news.

WELLNESS POLICY (Diocese of Green Bay Policy 5141.4 & 5141.4a)

The Catholic Diocese of Green Bay recognizes that our bodies are a gift from God and therefore promotes healthy school communities by requiring wellness education and practices. These include:

1. Physical and nutritional education
2. Physical activity
3. School based activities to promote student health and wellness, and
4. Nutrition practices as recommended by the Diocesan Nutritional Standards and USDA Guidelines

Administrators, faculty and staff must promote these four areas of wellness not only for the students but also for themselves in order to provide an example for the students.

The school administrator shall have the operational responsibility for the implementation and monitoring of the Wellness Policy and regulation. It is recognized that there may be rare special occasions when the school administrator allows a school a deviation for these policies.

The Total Board of Catholic Education has reviewed the specifics within the revised wellness policy for school and approved it in August 2019.

DISCLAIMER / ACKNOWLEDGEMENT OF RECEIPT OF THE 2021-2022 Policies and Procedures Handbook

This handbook does not cover all Most Precious Blood Parish Catholic School's existing policies and regulations. There will be times and circumstances when a decision will be required. Common sense and safety of students will be kept in mind during the decision making process. This handbook is intended to provide you with useful information to Most Precious Blood Parish Catholic School's current policies/procedures and discipline plans. Should a question arise on any topic not covered in this handbook, parents are encouraged to converse with the school administrator for facts and opinions.

We have read and agree to have our children be governed by the rules and regulations contained within the Most Precious Blood Parish Catholic School 2021-2022 Policies and Procedures Handbook.

Student Name _____ Student Signature _____
Student Name _____ Student Signature _____

Student Name _____ Student Signature _____
Student Name _____ Student Signature _____

Parent/Guardian Signature _____

Parent/Guardian Signature _____

DATE _____

****The school administration retains the right to amend the handbook for just cause. Parents and students will be given prompt notification if changes are made.**

**AFTER YOU HAVE READ THIS HANDBOOK
SIGN AND RETURN THIS FORM TO THE SCHOOL OFFICE.**